

**VILLAGE OF COTTAGE GROVE  
VILLAGE BOARD OF TRUSTEES  
Monday, May 7, 2018**

**MINUTES**

**1. Call to order**

The May 7, 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, James Elmore, Jack Henrich, Jeff Lennberg, Melissa Ratcliff, Jon Russell and John Williams. Staff present were Administrator Matt Giese, Village Clerk Lisa Kalata, Village Treasurer Deb Winter, Village Planner Erin Ruth, Parks, Recreation & Forestry Director Sean Brusegar, 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 16, 2018 and Joint Village Board Meeting with Town of Cottage Grove on April 30, 2018.**

**Motion** by Allen to approve the April 16, 2018 Village Board minutes and the Joint meeting on April 30, 2018 as presented, seconded by Elmore. **Motion** carried with a voice vote of 7-0-0.

**6. Presentations to the Board**

**a. Presentation by TDS Metrocom regarding development of fiber optic services in the Village.**

Drew Petersen from TDS was present to discuss the desire to install high speed fiber optic throughout the Village. They are looking to grow and expand their operations, and believe that Cottage Grove is a great community. The following questions were asked by the Village Board.

What is the cost of the service? A resident can go on the website and look at their current service and compare the prices.

How long have you been in McFarland and Oregon? They will start construction in 12 days. They would like to turn customers service on by October.

Other than Right of Way what do you need from the Village? Permitting would be needed and a developer agreement would need to be worked out.

What type of construction do you do, how disruptive is the work? We would bring the fiber from a neighboring community, then it would be connected to the green box in the back yard and then come into the home.

Lennberg commented that this would be very helpful to bring businesses to the area as well. The Village Board would like Attorney Boushea and Administrator Giese to continue discussions and put on the next agenda.

**7. Unfinished Business**

**a. Status on fireworks ordinance.**

Attorney Boushea explained that the current ordinance is fine because it adopts the Wisconsin State Statutes which prohibit the sale of fireworks that explode or go into the air. Chief Layber did check with the Town of Rutland and they were not aware of the permit that the firework vendor had indicated they had. The sale of illegal fireworks is prohibited in the Village and the Police Department will be citing anyone that sells them in the Village of Cottage Grove.

**b. Discuss and consider Building Inspector contract and ordinance revisions regarding annual building inspector report.**

Attorney Boushea explained the revised draft of the proposed agreement for the building inspector. The agreements outlines the responsibilities of the Building Inspector, subcontractors, fees collected, recordkeeping, and what information will be provided to the Village on an annual basis. Henrich asked about the subcontractors and how that would be handled. Attorney Boushea indicated that a list would be provided by the Building Inspector and then that would be approved by the Village Board. Ratcliff asked if we are getting all the paperwork for the inspections. Attorney Boushea indicated that the Village had looked into that this last year and we are getting all the paperwork that is required and an annual report is being done on the activity in the Village.

Henrich would like to have a daily log of the inspections for the property files. Russell asked if we are entering into an agreement with fees are we obligated or can it go out for bid? Attorney Boushea indicated that the Village is not obligated and the Village has control over the fee schedule. **Motion** by Lennberg to table until May 21, 2018 Village Board meeting, seconded by Williams. **Motion** carried with a voice vote 7-0-0.

## **8. New Business**

### **a. Discuss and consider request from the Cottage Grove Fire Department for accommodations for the 2018 Fireman's Festival.**

Erik Severson was present to update the Village Board on the plans for the 2018 Fireman's Festival. They would like the park hours to be waived from June 11, 2018 to June 18, 2018 to allow for setup and tear down. New this year will be a half marathon along with the Hot 2 Trot 5K. The Old Timer's tent will be back this year as well. There will be live music Thursday, Friday and Saturday nights, along with a parade on Saturday and BBQ contest. Sunday will be the Lion's pancake breakfast and horse pull and tractor pull. Chief Layber is aware of all activities and agrees with the parade and 5K routes. **Motion** by Williams to approve the requests from the Cottage Grove Fire Department for the 2018 Fireman's Festival, seconded by Allen. **Motion** carried with a voice vote of 7-0-0.

### **b. Discuss and consider Resolution 2018-05: Initial Resolution Authorizing General Obligation Bonds in an Amount not to exceed \$2,455,000 for Sewerage Projects.**

Greg Johnson from Ehlers was present to explain the purpose of the bonds for the sewerage projects. Greg then explained the pre-sale report that was presented. **Motion** by Henrich to approve Resolution 2018-05 Initial Resolution Authorizing General Obligation Bonds in an Amount not to exceed \$2,455,000 for Sewerage Projects, seconded by Ratcliff. **Motion** carried with a voice vote of 7-0-0.

### **c. Discuss and consider Resolution 2018-06: Resolution Providing for the sale of \$2,455,000 General Obligation Sewerage bonds, Series 2018A.**

**Motion** by Lennberg to approve Resolution 2018-06 Providing for the sale of \$2,455,000 General Obligation Sewerage bonds, Series 2018A, seconded by Williams. **Motion** carried with a voice vote of 7-0-0.

### **d. Discuss and consider Proclamation for 2018 Arbor day.**

**Motion** by Williams to approve the Proclamation for 2018 Arbor Day, seconded by Allen. **Motion** carried with a voice vote of 7-0-0.

### **e. Discuss and consider block party application from Leah & Mark Rinehart at 302 Fox Circle.**

**Motion** by Allen to approve block party application from Leah & Mark Rinehart at 302 Fox Circle, seconded by Williams. **Motion** carried with a voice vote of 7-0-0.

### **f. Discuss and consider new operator's licenses for licensing year July 2017 – June 2018 for Matthew Kennedy and Phillip Frederickson.**

**Motion** by Lennberg to approve operator licenses for licensing year July 2017 – June 2018 for Matthew Kennedy and Phillip Frederickson, seconded by Allen. **Motion** carried with voice vote of 7-0-0.

### **g. Discuss and consider new operator's licenses for licensing year July 2018 – June 2019 for Jessica Hensiak and Jacob Gahm.**

**Motion** by Henrich to approve operator's licenses for licensing year July 2018 – June 2019 for Jessica Hensiak and Jacob Gahm, seconded by Ratcliff. **Motion** carried with a voice vote of 7-0-0.

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

### **9.I. Ad Hoc Glacial Drumlin Bike Path Committee**

Williams reported that they discussed the grant application and took a field trip to look at the proposed trail. The next meeting will be May 22, 2018.

### **9.II. Deer-Grove EMS Commission**

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

Chief Matcha was present to explain the contract with the Town of Deerfield. The contract is a mirror of the contract that they currently have with the Town of Pleasant Springs. Chief Matcha explained some of the history with Deer-Grove EMS and the fact that the Town of Deerfield was once part of Deer-Grove EMS. If this contract ends there would be no buyout like what had happened in the past and the Town of Deerfield has no interest in joining Deer-Grove EMS. Elmore asked if the fixed cost would increase with this contract? Chief Matcha indicated there would be no change in the personnel or equipment needed. However, there is a potential to add personnel with the extra revenue to improve response times, and capture the calls that are currently being missed. Ratcliff asked how many calls a year are in the Village? Chief Matcha would have to get back with that information. Ratcliff has concerns with the number of calls into the Town of Deerfield and if that affects the

response time in the Village. Chief Matcha does not expect this to affect the response time, but you cannot predict the timing of calls. Ratcliff asked what the current schedule is between the two stations. Chief Matcha indicated that they rotate every two days between the two stations. Attorney Boushea questioned the current financial analysis and given the percentage that the Village pays in comparison to the vote the Village has at the commission. Allen indicated that the contract and the Deer-Grove EMS agreement that the Village has are two different issues. Ratcliff indicated that it does affect the agreement because if this contract does not cover the cost the Village will pay additional costs not the Town of Deerfield. **Motion** by Allen to approve the EMS contract between Deer-Grove EMS and the Town of Deerfield, seconded by Williams. **Motion** carried with a voice vote of 6-0-1 with Henrich abstaining.

#### **9.III. Law Enforcement Committee**

**a. Discuss and consider changing Village Ordinance Chapter 116: Animals, article III Animal Control, subsection 116-5 Control of Animals, to require animals out of their yards to be on leash. With the requirement that the leash be no more than 4 feet in length.**

Attorney Boushea presented the ordinance change but asked if they wanted the leash to be 4 feet in length or 10 feet in length. **Motion** by Lennberg to approve the Ordinance change to Chapter 116 to include the leash to be no more than 10 feet in length, seconded by Ratcliff. **Motion** carried with a voice vote of 7-0-0.

#### **9.IV. Natvig Landfill Monitoring Review Committee**

Lennberg reported that they approve the bills and that Steve Anders has a request in to the DNR see if the landfill can be eventually be used as a dog park.

#### **9.V. Public works & Properties Committee**

**a. Discuss and consider committee recommendation to the Village Board on future of Bonnie Road building.**

Larson was present to explain the memo on the Bonnie Road property. The Committee recommended unanimously to formally state that the building is not for sale or lease until there are plans in place for Public Works storage space, salt shed and area for material collection and handling. **Motion** by Williams to accept the recommendation from the committee to not lease or sell until there is another location, seconded by Allen. **Motion** carried with a voice vote of 7-0-0.

#### **9.VI. Emergency Government Committee**

Allen reported that they met on May 2<sup>nd</sup> and they discussed the communication upgrades that will be done. They purchased 4 cell phones that will stay in the room and will cost \$.50 a month. Hydrite is donating \$2,000 for upgrades. Monona schools have adopted ALICE for active shooter situations. Landmark has offered to host an event training at their facilities. The next meeting will be June 6, 2018.

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

- a.** Troy Allen-I got a letter from a concerned citizen about fireworks and I appreciate the time for someone doing that.
- b.** James Elmore- No report.
- c.** Jeff Lennberg-No report.
- d.** Melissa Ratcliff- Attended the Government 101 conference they touched on Public Works and budgeting and I learned that JJ is on top of everything. They also touched on budgeting and there is a lot that goes into a budget and I'm appreciative of our staff because they do a great job on keeping the Village running smoothly.
- e.** Jon Russell-Attended the Government 101 as well and the keynote speaker was the Mayor of Appleton for over 20 years and he talked about community and with the joint meeting last week with the Town spoke to his advice of looking at your surrounding communities and reaching out to them was a take away and will type up some notes to share with the board. May 20<sup>th</sup> at 6:30 there will be a meeting at Village Hall for community members that want further information on the facilities survey from the School District.
- f.** John Williams- The EMS had a couple of subcommittee meetings on April 26 for collective bargaining and the replacement for the Account Manager.
- g.** Jack Henrich
  - i. Discuss and consider Trustee Committee and Commission appointments.**

**Motion** by Henrich to appoint Ratcliff to Emergency Government, Alternate Joint Fire, Plan Commission and Lennberg to Community Development Authority, seconded by Russell. **Motion** carried with a voice vote of 7-0-0.

**ii. Discuss and consider Citizen Committee and Commission appointments.**

This will be discussed at the next meeting, with the Clerk providing a list of members and expiring terms so the appointments can be approved.

**iii. Discuss and consider Weed Commissioner appointment.**

**Motion** by Allen to appoint JJ Larson as weed commissioner, seconded by Ratcliff. **Motion** carried with a voice vote of 7-0-0.

**iiii. Discuss and consider recommendation to Joint Review Board of Paula Severson as Public Member on Joint Review Board.**

Giese informed the board that Paula had withdrew her name, the Village Board does not have to make the appointment, the Joint Review Board actually makes the appointment, but since we had this meeting prior to Joint Review it could be a recommendation. The idea would be to find someone with experience of the board or tax incremental districts.

**h.** Attorney Lee Boushea- Explained that if a Board member has a report of substance that it can be added to the agenda and to get the information to the Clerk.

**i.** Administrator Matt Giese

**i. Discuss process for establishing Board priorities for Village operations.**

We have four board members with less than a year on the board it would make sense to come together on some process to determine everyone priorities as a group. This could be accomplished in the next several board meetings and could start off by sending a list to Lisa and I with 4 or 5 priorities and we can compile and discuss at the May 21<sup>st</sup> meeting. Then each board member could allocate their points to the list of projects and this would be compiled for the next discussion. At this point you could discuss and prioritize on how to accomplish the list of items. This could be a future agenda item. Also, I don't think this get talked about enough to praise the Police Department on the accreditation of the department.

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

**k.** Police Chief Dan Layber-At the Joint meeting with the Town it was brought up about mutual aid that they had been providing to the Village and Allen has asked for numbers and at that time I was not prepared to answer. Since then I have done some research and we responded 78 time to the Town in 2016, 70 times in 2017 which was requested. We are finding most of the time that we are doing mutual aid is at night, because no one is there. We are there to provide the service when and where they need it. I will have more in-depth response to some of the topics that were brought up at the next LEC meeting.

**11. Communications and Miscellaneous Business**

**a. Consider approval of vouchers and discuss report format.**

**Motion** by Henrich to approve the Village portion of the vouchers in the amount of \$149,818.78, seconded by Russell. The check sequence goes from check #43694 to check #43764 **Motion** carried with a voice vote of 7-0-0.

**b. Correspondence**-Letter from resident concerning fireworks.

**c. Future agenda items**

TDS

Prioritization

Committee appointments

Signs at Village Hall to go the LEC and then come to Village Board

**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. This closed session is to discuss boundary agreements.

**Motion** by Allen to convene into closed session at 8:51 p.m., seconded by Elmore. **Motion** carried with a roll call vote Allen AYE, Elmore AYE, Henrich AYE, Lennberg AYE, Ratcliff AYE, Russell AYE, Williams AYE.

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

**Motion** by Williams to reconvene into open session at 9:23 p.m., seconded by Allen. **Motion** carried with a roll call vote Williams AYE, Russell AYE, Ratcliff AYE, Lennberg AYE, Henrich AYE, Elmore AYE, Allen AYE. No action was taken at this time.

**14. Adjournment**

**Motion** by Williams to adjourn at 9:23 p.m., seconded by Allen. **Motion** carried with a voice vote of 7-0-0.

**Lisa Kalata, Clerk**  
**Village of Cottage Grove**  
**Approved: May 21, 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.**