

**VILLAGE OF COTTAGE GROVE  
VILLAGE BOARD OF TRUSTEES  
Monday, May 21, 2018**

**MINUTES**

**1. Call to order**

The May 21, 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 Planner Erin Ruth, Parks, Recreation & Forestry Director Sean Brusegar, Public Works and Utilities Director JJ Larson, 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 May 7, 2018.**

**Motion** by Allen to approve the May 7, 2018 Village Board minutes as presented, seconded by Elmore. **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 Applications. **Motion** by Henrich to convene into closed session at 6:31 p.m., seconded by Russell. **Motion** carried with a roll call vote Allen AYE, Elmore AYE, Henrich AYE, Lennberg AYE, Ratcliff AYE, Russell AYE, Williams AYE.

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

**Motion** by Allen to reconvene into open session at 6:56 p.m., seconded by Lennberg. **Motion** carried with a roll call vote Williams AYE, Russell AYE, Ratcliff AYE, Lennberg AYE, Henrich AYE, Elmore AYE, Allen AYE. **Motion** by Elmore to approve renewal operator's license for renewal year of July 2018 to June 2019 for Dakota Brood, seconded by Lennberg. **Motion** carried with a voice vote of 7-0-0. **Motion** by Lennberg to deny the other application for renewal of operator's license for renewal year of July 2018 to June 2019, seconded by Ratcliff. **Motion** carried with a voice vote of 7-0-0.

**8. Unfinished Business**

**a. Discuss and consider Building Inspector contract and ordinance revisions regarding annual building inspector report. (This item as tabled at the May 7, 2018 Village Board meeting)**

**Motion** by Williams to take item 8a. off the table, seconded by Allen. **Motion** carried with a voice vote of 7-0-0. Attorney Boushea explained the revised contract that was provided in the packet. There is another exhibit labeled A1 with includes the fees for Miscellaneous building permits, with language to cover the chance that there may be additional inspections required. Tom Viken has some concerns with the list of the miscellaneous permit fee and potential for confusion of the language proposed. Attorney Boushea will continue to work with Tom Viken on the agreement with the appropriate language and bring back to the board. **Motion** by Allen to table until the next meeting so the updated language and process is put into the agreement, seconded by Lennberg. **Motion** carried with a voice vote of 7-0-0.

**b. Discuss and consider Police School Resource Officer Program Agreement.**

Attorney Boushea explained the packet memo and the history of the agreement. This agreement now includes the City of Monona, School District of Monona Grove and the Cottage Grove Police Department. **Motion** by Henrich to approve the Police School Resource Officer Program Agreement, seconded by Elmore. **Motion** carried with a voice vote of 7-0-0.

## 8. New Business

### **a. Discuss and consider direction to the Chief of Police regarding juvenile issues and enforcement matters at 700 block of Willow Run and Village Hall.**

Chief Layber explained the issues that they have encountered with several juveniles in this area. They have had over 24 calls in the past year to just this area, Village Staff has had troubles and it was suggested to put up signs the original signs had harsh language and have been removed. Allen asked if there has been citation issued, and Chief Layber indicated that there have been citations issued. Giese indicated that the insurance carrier for the Village was contacted to see about liability issues and they also suggested placing signs up on the Village property. Chief Layber suggested that no loitering signs be placed on village property that could then reference the Village ordinance 208-5. **Motion** by Henrich to approve different signs with no loitering that sites the Village ordinance 208-5 with the staff direction of placement at Village Hall, seconded by Lennberg. **Motion** carried with a voice vote of 7-0-0.

### **b. Recognition of the Cottage Grove Police Department for accomplishing accreditation status.**

Henrich congratulated Chief Layber and his department on this great accomplishment. Chief Layber indicated that the accreditation was a lot of work and will continue every year after, however it means a lot to the department that we are accredited and viewed by our peers as professionals and I hope it means a lot to the community as well. Allen asked what this accreditation does for the citizens. Chief Layber indicated that our insurance may go down but it is also important as a Village standpoint because it proves that the police department is trained and following all the polices and guidelines to professional standards and that they have the proper equipment and training to do so.

### **c. Discuss and consider request from Cheri Krisher for the Village to take over responsibility for American Pride Campaign.**

Cheri Krisher and Mark Kudrna were presented to ask the Village to take over the responsibility of American Pride Campaign. They have been putting up the flags in the community for the last several years and would like the Village to take over since they now have the equipment to do so. The flags are put up before Memorial Day and taken down after Veterans Day. Cheri indicated that there is money in a fund to fund the purchase of flags and poles for approximately two years and the Village already overseas the funds. Larson provided a memo on the request and asked for direction from the board so that if this is approved that everyone is aware of the costs and responsibility that is related to this project. Allen would like this to be a line item in the Public Works budget. Ratcliff asked how many times a year they had to fix the flags from wind damage etc. It was reported that it is 3 or 4 times a year they would need to fix the flag or poles. Lennberg asked if the Hustons would continue to cover the Old Town area and it was reported that they would. **Motion** by Lennberg to approve the request for the Village to take over responsibility for American Pride Campaign with this being a line item in the Public Works budget, seconded by Williams. **Motion** carried with a voice vote of 7-0-0.

### **d. Discuss first draft of the Village Board's list of priorities.**

Giese reported that we are waiting for more lists to come in so if you would like to wait until we have all of them we can. Russell would like to have them in by June 1, 2018 by noon so they can go into the board packet. **Motion** by Williams to table until the June 4, 2018 meeting with the deadline to submit list being June 1, 2018 by noon, seconded by Allen. **Motion** carried with a voice vote of 7-0-0.

### **e. Discuss and consider operator's licenses for renewal year July 2018-June 2019 for the attached list of individuals.**

**Motion** by Allen to approve the operator's license renewal list for year July 2018-June 2019, seconded by Ratcliff. **Motion** carried with a voice vote of 7-0-0.

### **f. Discuss and consider developers agreement for Quarry Ridge.**

Attorney Boushea gave an update on Quarry Ridge subdivision, there have been several groups that have taken over and it is currently A& M Management, Nate Snyder, which will require an amendment to the original developer agreement. Maloney reported that they are starting with phase one which will be to extend Molly Lane, the surety is in place and they will be getting the fees to Madison Metro Sewerage District and this is all in the developers agreement. Williams asked if this will include the lighting, Boushea indicated that it is already in the developers agreement along with the sunset clause. **Motion** by Henrich to approve the developers agreement and direct staff to complete the agreement, seconded by Ratcliff. **Motion** carried with a voice vote of 7-0-0.

## 10. Reports from Village Boards, Commissions & Committee

### 10.I. Utility Commission

Russell reported that they met on May 9, 2018 and they received the 2017 Compliance Maintenance Annual Report and they met or exceeded the standards so kudos to Larson and the Public Works staff. They discussed the lighting of the north water tower and they are considering solar; more information will come with this item in the future. Henrich reported that Joanna Williams will be at the next meeting.

#### **10.II. Plan Commission**

##### **a. Discuss and consider approval of a Site Plan Amendment application from Learning Ladder Daycare for a new garage/shed building at 312 W. Cottage Grove Road.**

Ruth reported that this was approved at the Plan Commission with the conditions set forth in the action report.

**Motion** by Lennberg to approve the site plan amendment for Learning Ladder Daycare for a new garage/shed building at 312 W. Cottage Grove Road with conditions in Staff action report, seconded by Ratcliff. **Motion** carried with a voice vote of 7-0-0.

#### **10.III. Community Development Authority**

Williams reported that they met on May 14<sup>th</sup> and reviewed the TIF report from Ehlers for the proposed three new TID districts. There will be a public hearing tomorrow on the creation of the new districts on Tuesday, May 22, 2018.

#### **10.IV. Peer Court Steering Committee**

Lennberg reported that they met on May 15<sup>th</sup> and Tammy from Briarpatch had nothing by amazing things to say about our community and how peer court is working. She reviewed the report which they have been very busy and they have seen all the referrals, so it is working in the community.

#### **10.V. Deer-Grove EMS Commission**

Allen reported they met on May 17<sup>th</sup>. They elected Kris Hampton as Chair and Greg Frutiger as Secretary and approved the contract with the Town of Deerfield and discussed what they will do with the funds. They discussed the contract with Cambridge. Discussed the hiring of the Office Manager. They discussed the monitor issue that they are having and how to pay for the replacements. The calls are up from this time last year. The next meeting is June 21<sup>st</sup> in Deerfield. Williams reported that they are working on a collective bargaining agreement.

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

- a. Troy Allen-No report.
- b. James Elmore- No report.
- c. Jeff Lennberg-No report.
- d. Melissa Ratcliff- Thank you to staff for all the answers when I call.
- e. Jon Russell-Thanked Jack for the use of Village Hall on Sunday for the facility overview for Monona Grove School District and Lisa for getting the key and explaining how the IT equipment works. They need to decide by August 27<sup>th</sup> if this will be a referendum questions on the November ballot. Giese asked that if there is going to be board members attending the same meetings to let staff know so a possible quorum notice can be posted.
- f. John Williams- No report.
- g. Jack Henrich
  - i. **Discuss and consider Trustee Committee and Commission appointments.**  
**Motion** by Henrich to appoint Ratcliff to Deer-Grove EMS Commission as an alternate, seconded by Russell. **Motion** carried with a voice vote of 7-0-0.
  - ii. **Discuss and consider Citizen Committee and Commission appointments.**  
**Motion** by Henrich to approve all citizen members presented on the list with the exception of Mick Conrad on Community Development Authority, seconded by Ratcliff. **Motion** carried with a voice vote of 7-0-0.
- h. Attorney Lee Boushea- No report
- i. Administrator Matt Giese- We are very hopeful that there is good economic development news to report soon. We finish again in a positive net position and will have the audit report at the next meeting.
- j. Director of Planning and Development Erin Ruth- the new addition of the Madison Region Economic Development magazine is out and we have two boxes so if you are going anywhere and would like to take some along we have them available.
- k. Police Chief Dan Layber- No report

### **11. Communications and Miscellaneous Business**

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

**Motion** by Allen to approve the Village portion of the vouchers in the amount of \$93,735.38, seconded by Williams. The check sequence goes from check #43765 to check #43822 **Motion** carried with a voice vote of 7-0-0.

**b. Correspondence**-None

**c. Future agenda items**

Building Inspector Contract

EMS Chief Matcha discuss the monitors

Prioritization list

Bond Sale

Audit review

Update on TIDs

Bridge update

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 negotiating position for development agreement with TDS Metrocom.

**Motion** by Henrich to convene into closed session at 8:36 p.m., seconded by Lennberg. **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 Allen to reconvene into open session at 8:51 p.m., seconded by Lennberg. **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 Lennberg to adjourn at 8:51 p.m., seconded by Ratcliff. **Motion** carried with a voice vote of 7-0-0.

**Lisa Kalata, Clerk**  
**Village of Cottage Grove**  
**Approved: June 4, 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.**