

**VILLAGE OF COTTAGE GROVE
VILLAGE BOARD OF TRUSTEES**

Monday, June 4, 2018

MINUTES

1. Call to order

The June 4, 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, Village Treasurer Deb Winter, 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 21, 2018.

Motion by Allen to approve the May 21, 2018 Village Board minutes as presented, seconded by Ratcliff. **Motion** carried with a voice vote of 7-0-0.

6. Presentation to the Board

a. Review of the 2017 audit with Amanda Blomberg of Baker Tilly.

Amanda Blomberg from Baker Tilly was present to give a high-level overview of the 2017 financial audit. A hand out was provided along with the financial audit reports. Amanda reviewed the handout with the board giving explanations along the way, the 2017 general fund balance was \$1,421,964.

7. Unfinished Business

a. Discuss and consider Building Inspector contract and ordinance revisions regarding annual building inspector report. (This item as tabled at the May 21, 2018 Village Board meeting)

Motion by Lennberg to take item 7a. off the table, seconded by Allen. **Motion** carried with a voice vote of 7-0-0. Attorney Boushea presented the final contract that was provided in the packet and explained that Mr. Viken is fine with the language presented. Ratcliff questioned the open records and how that is handled, Attorney Boushea indicated that they are handled through the Clerk and the Village Attorney if needed. Ratcliff also questioned the 90 days termination and if the agreement is in effect forever? Attorney Boushea indicated that the board has the right to terminate the contract at any time, that is why there is not a timeframe for the contract. Ratcliff also questioned the inspection process and paperwork associated with each inspection as to when the corrections are completed and if that is noted in the property file. Giese indicated that this would be best asked of Mr. Viken, as he may have an explanation of the process. Attorney Boushea indicated that the ordinance revision would be brought to the next Village Board meeting. **Motion** by Williams to approve the Building Inspector contract as presented, seconded by Henrich. **Motion** carried with a voice vote of 7-0-0.

b. Discuss first draft of the Village Board's list of priorities. (This item was tabled at the May 21, 2018 Village Board Meeting)

Motion by Allen to take item 7b. off the table, seconded by Ratcliff. **Motion** carried with a voice vote of 7-0-0. Giese indicated that this was put together so you could see what has been submitted and if we want to have more time to get more information or however you would like to proceed. Williams asked if it would be helpful to have a working meeting to go over the information? Elmore and Henrich will get their information in next week. It was decided that the working meeting will be June 25, 2018 @ 5:30 p.m.

8. New Business

a. Discuss and consider Resolution 2018-10: Resolution Awarding the Sale of \$2,455,000 General Obligation Sewerage Project Bonds, Series 2018A.

Greg Johnson from Ehlers was present to explain the Sale Day report for the bonds that were sold earlier today. The total principal and interest is \$117,814 less than the pre-sale estimate that was approved last month. **Motion**

by Elmore to approve resolution 2018-10: Resolution awarding the sale of \$2,415,000 General Obligation Sewerage Project Bonds, Series 2018A, seconded by Williams. **Motion** carried with a voice vote of 7-0-0.

b. Discuss and consider Ordinance 04-2018: Ordinance correcting Parkside Ridge Annexation.

Ruth explained that the historical parcels with the annexation are in old terminology and did not formally dedicating the right of way to the public, so this resolution would clarify this so it can be formally dedicated to the public on the final plat. **Motion** by Henrich to approve Ordinance 04-2018 correcting Parkside Ridge Annexation, seconded by Ratcliff. **Motion** carried with a voice vote of 7-0-0.

c. Discuss and consider Liquor License applications for licensing year July 2018- June 2019 for the attached list.

Motion by Allen to approve Liquor License application for licensing year July 2018-June 2019 for the attached list, seconded by Russell. **Motion** carried with a voice vote of 7-0-0.

d. Discuss and consider Amusement Device Permit application for licensing year July 2018-June 2019 for the attached list.

Motion by Allen to approve Amusement Device applications for licensing year July 2018- June 2019 for the attached list, seconded by Elmore. **Motion** carried with a voice vote of 7-0-0.

e. Discuss and consider Cigarette License applications for licensing year July 2018- June 2019 for the attached list.

Motion by Elmore to approve Cigarette License applications for licensing year July 2018- June 2019 for the attached list, seconded by Allen. **Motion** carried with a voice vote of 7-0-0.

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

Motion by Henrich to approve operator's licenses for renewal year July 2018-June 2019 for the attached list of individuals, seconded by Lennberg. **Motion** carried with a voice vote of 7-0-0.

9. Reports from Village Boards, Commissions & Committee

9.I. Joint Review Board

Giese reported that the tax jurisdictions met and they appoint Don Brinkmeier as the citizen member. They also reviewed the 3 TID projects plans and following that meeting the CDA had the public hearing on the plans. The Joint Review Board will be the entity that will make the final recommendation of the TIDs

9.II. Community Development Authority

Williams reported that they held the public hearings for the three new TIDs and there were no issues and they approved each project plan presented. Giese indicated that the CDA is interested in being the entity that would look at proposals and then recommend to the Village Board. They also discussed closing TID 6 once TID 9 is created. Elmore questioned closing TID 6 because of the current debt that the Village is paying. Williams indicated that the overlay may be the only way to get development to happen on this property.

9.III. Law Enforcement Committee

Allen reported that they discussed the signs at Village Hall. They also discussed the information that was given by the Town at the Joint meeting, which had some discrepancies from the information that Chief Layber presented at the LEC meeting.

9.IV. Parks, Recreation & Forestry Committee

Elmore reported that they discussed the playground equipment for Fireman's Park and have narrowed it down to three options, which will be put on Polco for residents to vote. They decided that they are not interested in sharing El Margo Park with the Town at this time, because the development has not happened yet. They discussed the splash pad at Bakken Park and a group of citizens that will be formed for community input. It was questioned whether Bakken park is the best location for the splash pad, that feedback will be given to the citizen group.

9.V. Board of Review

Russell reported that they only had 3 of the 5 members present for the meeting and there was one case to review. It was a straight forward case and they did decide with the assessor; however, Paula Severson did abstain from voting and will not be a member next year because of conflict with being a Chamber employee. A new member will have to be appointed before next year.

9. VI. Joint Fire Department Committee

Williams reported that they met on May 29th and discussed the repaving of the parking lot, but did table until they can rebid the project and also talk with each municipality to see if they can help with hauling the old pavement away to help with costs. They discussed the connectivity in the building and resolving the problems they are having. They have 34 volunteers on staff and have been busy with the construction on I-90.

9.VII. Ad Hoc Glacial Drumlin Bike Path Committee

Williams reported that they met on May 30th and had a presentation from Chris James from Dane County on the connectivity from Madison to Cottage Grove. There will be a delay because of the route has a steep grade and wet areas. Mike Maloney gave an update on the grants which will not be awarded until fall. They also discussed the route recommendation. They will not meet until the fall.

9.VIII. Deer-Grove EMS Commission

a. update from EMS Chief Matcha on ambulance monitors.

Chief Matcha was present to discuss the issues the department is having with the cardiac monitors for the ambulances. They are unreliable at this point, and we are looking to replace the units, we have considered grant money but nothing is available at this time. The cost for the three monitors will be \$97,636.50 the majority of the cost will be paid with funds the commission currently has or will be getting in the next years. The remainder will be paid through a payment plan with the vendor with the balance due March 2020 which the municipalities will then pay. We need approval from each municipality to be able to place the order. They will be working a capital improvements plan for the board meeting as well. Russell asked if there are other vendors, which Chief Matcha indicated that there are only two vendors that handle this type of equipment. **Motion** by Williams to approve the purchase of the three monitors, seconded by Russell. **Motion** carried with a voice vote of 7-0-0.

Williams also reported that the collective bargaining committee met and they presented their list and will come back to the committee for further discussion. The hiring committee met and will make an offer to an individual with accounting experience and EMS for the office manager position.

10. Reports from Village Officers:

- a. Troy Allen-Thanked Matt for the update that was sent last Friday, it was great and would love to see that every month if possible.
- b. James Elmore- Erin, Matt and Jim will be meeting with a real estate development company called SARA investment real estate company tomorrow.
- c. Jeff Lennberg- Excited to start the priorities list.
- d. Melissa Ratcliff- Looking forward to seeing everyone at the Fireman's Festival in a few weeks.
- e. Jon Russell- Thank you to Matt for the report, that is useful information.

i. Discuss expectations concerning board members attendance and reports back to the Village Board.

The Village received donations from local businesses and we did not have a representative present to receive the donations due to unforeseen circumstances from staff. Russell would be happy to fill in if needed with notice. Allen was going to be present for the Emergency Government Committee but could not make it due to work. Allen also commented that it is embarrassing that we have Village Board members that do not attend committee meetings. Attorney Boushea also indicated that this also notifies the public that these events are happening as well. Giese commented that item 11c. (upcoming community events) has been added to the agenda to help with this issue as well.

ii. Discuss meeting with the Village Board and School Board to discuss the potential impact of an impending referendum to build another elementary school in Cottage Grove.

Would like to have a meeting with the School Board now that the survey results are in. The biggest concern is to have a long-range plan and not just band aids.

- f. John Williams- No report.
- g. Jack Henrich- No Report
- h. Attorney Lee Boushea- No report
- i. Administrator Matt Giese- The project plans for the new TIDs will be ready for discussion at the next board meeting and there are already developers interested in the new TIDs.
- j. Director of Planning and Development Erin Ruth-No report
- k. Police Chief Dan Layber- No report

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 \$63,626.89, seconded by Williams. The check sequence goes from check #43823 to check #43873 **Motion** carried with a voice vote of 7-0-0.

b. Correspondence-None

c. Upcoming community events- Fireman's Festival, Lions Pancake breakfast on Father's Day and the last day of school will be Thursday, June 7th.

d. Future agenda items-None

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 property negotiations for parcels #701117181868 & 071117106001 former lift station on Vilas Road.
Motion by Henrich to convene into closed session at 8:16 p.m., seconded by Allen. **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 8:32 p.m., seconded by Elmore. **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 8:33 p.m., seconded by Ratcliff. **Motion** carried with a voice vote of 7-0-0.

Lisa Kalata, Clerk
Village of Cottage Grove
Approved: June 18, 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.