

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

**MINUTES**

**1. Call to order.**

The July 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, James Elmore, Jeff Lennberg, Melissa Ratcliff, Jon Russell, John Williams and Village President Jack Henrich. Staff present were Administrator Matt Giese, Village Treasurer Deb Winter, Village Planner Erin Ruth, Chief of Police Dan Layber, Director of Public Works and Properties JJ Larson, Director of Parks, Recreation & Forestry Sean Brusegar, 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.*

**5. Discuss and consider the minutes of the regular Village Board meeting of June 18, 2018 and Workshop of June 25, 2018**

**Motion** Allen to approve the minutes of the regular Village Board meeting of June 18, 2018 and Workshop of June 25, 2018, seconded by Elmore with one noted correction. **Motion** carried with a unanimous voice vote of 7-0-0.

**6. Unfinished Business**

**a. Discuss and consider Village mission and vision statements.**

Giese commented that the mission statement had the word “community” in it twice, which isn’t wrong, just wanted to point it out. The Board felt they were comfortable with the way it reads. **Motion** by Henrich to approve the Village mission and vision statements, seconded by Russell. **Motion** carried with a unanimous voice vote of 7-0-0.

**b. Review Village Board’s list of priorities.**

The Board went over the list of priorities, no changes were made. The list will be revisited at budget preparation time.

**c. Discuss and consider Ordinance 05-2018: Ordinance revising sections of Chapter 130 – Building Inspector.**

**Motion** by Williams to approve Ordinance 05-2018: Ordinance revising sections of Chapter 130 – Building Inspector, seconded by Lennberg. **Motion** carried with a unanimous voice vote of 7-0-0.

**7. New Business**

**a. Discuss and consider new operator’s licenses for year July 2018-June 2019 for the attached list of individuals.**

**Motion** Henrich to approve the new operator licenses for year July 2018 – June 2019 for the attached list of individuals, seconded by Allen. **Motion** carried with a unanimous voice vote of 7-0-0.

**b. Discuss and consider block party application for Shane & Sarah Genschaw at 1114 Starlight Lane.**

**Motion** by Elmore to approve the block party application for Shane & Sarah Genschaw to 1114 Starlight Lane, seconded by Williams. **Motion** carried with a unanimous voice vote of 7-0-0.

**c. Discuss and consider block party application for Casey Breunig at 302 Melissa Ln.**

**Motion** by Henrich to approve the block party application for Casey Breunig at 302 Melissa Ln, seconded by Ratcliff. **Motion** carried with a unanimous voice vote of 7-0-0.

**8. Reports from Village Boards, Commissions & Committees**

**a. Deer-Grove EMS Commission**

Allen reported. The contract with the Town of Deerfield has been finalized and took effect July 1<sup>st</sup>. The proceeds will go to purchased monitors for the ambulances. A new Office Manager has been hired. Will discuss the six month review for the Chief at the next meeting.

**b. Law Enforcement Committee**

Henrich reported. One item discussed was the placement of the body cams and where the optimal placement is to not hinder the officers, but to be able to see the most. Chief Layber added that he also discussed the fireworks and felt the feedback was positive overall and activity in the Village was much less. Next meeting is to be held on Tuesday, July 24, 2018.

**c. Parks, Recreation & Forestry Committee**

Elmore reported that the committee discussed the possibility of switching the redo of Willow Run Park with Community Park in order to push up the reconstruction of Willow Run Park.

**i. Discuss and consider splash pad water management system.**

Brian Stracke and Ron Romans with Commercial Recreation Specialists from Verona, WI gave a presentation on the options available for water management systems for a splash pad. There are basically two types: a recirculation system and flow-through system. There was discussion on being able to use the water runoff to irrigate both the rugby fields along with the Village's soccer fields and park green space. There was a request to find out how much the Rugby club is currently spending on watering along with how much water the Village uses for watering the fields and green space. Elmore reported that the committee's recommendation was the flow-through system. **Motion** by Elmore to have the Parks, Recreation and Forestry Director Sean Brusegar continue researching the flow-through system, seconded by Ratcliff. Russell asked if this project was in the current budget to which the answer was that it is slated for 2020. Williams added that we need to find out how much we are going to spend on the bike path and that unless we get a bunch of grant money, we just don't have the money to spend on this. Also again, Bakken Park is not easily accessible to residents and there is not a way to walk there for most and there is not ample parking. Ratcliff responded that putting a splash pad in a neighborhood park would only be accessible to those in that area and they will not like the traffic in their neighborhood. Brusegar

responded that Bakken Park is designed as a destination park and there is currently enough parking there now when there isn't a rugby event happening. **Motion** carried with a roll call vote of 4-2-1 with Allen and Williams voting nay and Russell abstaining. Brusegar is to gather information on the following: which direction makes more sense along with water usage from Rugby and the Village and see if Rugby would consider contributing towards the flow-through system in order to use the runoff water to irrigate their fields.

ii. **Discuss and consider Fireman's Park playground replacement.**

Brusegar stated that the setup and design chosen to replace the playground equipment at Fireman's Park was in the packet and is the same one that got the majority of votes on Polco. **Motion** by Ratcliff to approve the Fireman's Park playground replacement, seconded by Lennberg. **Motion** carried with a unanimous voice vote of 7-0-0.

d. **Natvig Landfill Monitoring Review Committee**

Lennberg report. Discussed and approved bills. Also discussed the making of the Landfill into a community dog park. The committee decided the Town will take the idea back and discuss at their Board level and I would bring back to discuss at our Board level. The DNR has already given their blessing and we have also discussed seeking any county or state funding that may be available. Lennberg stated the discussion has just started. We first need to reach out to the neighbors that surround that area. Next meeting will be held on Monday, September 24, 2018.

e. **Community Development Authority.**

i. **Discuss and consider Development Incentive Guidelines for TID #8.**

ii. **Discuss and consider Development Incentive Guidelines for TID #9.**

iii. **Discuss and consider Development Incentive Guidelines for TID #10.**

**Motion** by Allen to approve the Development Incentive Guidelines for TID #8, #9 and #10, seconded by Elmore. **Motion** carried with a unanimous voice vote of 7-0-0.

f. **Public Works & Properties Committee.**

i. **Discuss and consider update to Sidewalk Maintenance & Repair Policy.**

**Motion** by Henrich to approve the Sidewalk Maintenance & Repair Policy, seconded by Elmore. **Motion** carried with a unanimous voice vote of 7-0-0.

g. **Joint Review Board**

Giese reported that all 3 new TIDs were approved unanimously. Treasurer Winter provided an annual report on current TIDs #5, #6 and #7.

h. **Utility Commission**

Russell reported. Updates from MSA Mike Maloney on Forcemain and Main Street Liftstation projects. Quarry Ridge has received their developer agreement draft, so we are waiting to hear back from them. Received a complaint regarding water surges when Well #3 turns on that staff is working on.

i. **Plan Commission**

i. **Discuss and consider approval of a Site Plan application from Riegert Builders to construct two 4-unit multiplex buildings at 503 and 507 Progress Drive.**

Ruth reported. Approval is contingent upon a grade, erosion and landscaping plan. The units are 2 bedroom with a study. **Motion** by Henrich to approve a

Site Plan application from Riegert Builders to construct two 4-unit multiplex building at 503 and 507 Progress Drive contingent upon approval of a grade, erosion and landscaping plan, seconded by Elmore. **Motion** carried with a unanimous voice vote of 7-0-0.

**9. Reports from Village Officers.**

**a. Troy Allen**

No Report

**b. James Elmore**

Want to thank Matt for the progress reports, I really appreciate them. Also if there is anything we as a Village need to do to give TDS the green light and to take road blocks away, let us know.

**c. Jeff Lennberg**

No Report

**d. Melissa Ratcliff**

Want to comment that the events of Sun Prairie have been hard on the community and hard on our community as well and our hearts go out to them. The next emergency government meeting is August 1, 2018. I talked with a Town person and they complemented our Parks and Rec Dept saying that they are doing a great job.

**e. Jon Russell**

Curious to know when minutes are posted on the website, to which Winter responded “as soon as they are approved”.

**f. John Williams**

No Report

**g. Jack Henrich**

To piggyback on Melissa’s comment there is a question for JJ wondering if we know where our gas shut offs are. JJ replied that that would be up to Alliant Energy. Giese added that we could see if we could get the information on our GIS system as well. It may be a good idea for a future table top exercise. Also I have received a comment about the speed limit on BB going east out of Cottage Grove.

**h. Attorney Lee Boushea**

No Report

**i. Administrator Matt Giese**

We have met with TDS. Once they come in with their timeframe, it is going to put some strain on our PW staff. We are reaching out the surrounding communities to see what they have done. One option may be to reach out for more help from our Engineering company.

**j. Director of Planning and Development Erin Ruth**

No Report

**k. Police Chief Dan Layber**

No Report

**10. Communications and Miscellaneous Business**

**a. Consider approval of vouchers.**

**Motion** by Henrich to approve the Village portion of the vouchers in the amount of \$142,985.39, seconded by Allen. The check sequence goes from check #43935 to check #43934. **Motion** carried with a unanimous voice vote of 7-0-0.

**b. Correspondence**

None

**c. Upcoming community events**

Ratcliff reported that she met with TRIAD. They are going to have a program “Dogs on Call” on August 28<sup>th</sup> at 10:00 a.m.

Elmore reported that the Lions are having a blood drive tomorrow afternoon (July 17<sup>th</sup>) at Flynn Hall.

**d. Future agenda items**

Report on TDS progress, Report on dog park at Natvig, Ratcliff and Russell want to request looking at a policy on the use of Village property.

**11. Adjournment**

**Motion** to adjourn at 8:05 p.m., seconded by Allen. **Motion** carried with a unanimous voice vote of 7-0-0.

**Deb Winter, Treasurer**  
**Village of Cottage Grove**  
**Approved: August 6, 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.**