

**VILLAGE OF COTTAGE GROVE  
VILLAGE BOARD OF TRUSTEES  
Monday, August 6, 2018**

**MINUTES**

**1. Call to order**

The August 6, 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, Public Works Director JJ Larson, Police Lieutenant Matt Wagner 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 July 16, 2018.**

**Motion** by Allen to approve the July 16, 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 Applications.**

**Motion** by Henrich to convene into closed session at 6:32 p.m., seconded by Allen. **Motion** carried with a roll call vote Allen AYE, Elmore AYE, Lennberg AYE, Henrich 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 6:49 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. **Motion** by Henrich to table until the August 20, 2018 Village Board of Trustees meeting, seconded by Ratcliff. **Motion** carried with a voice vote of 7-0-0.

**8. New Business**

**a. Discuss and consider CG Silver Badger, LLC developer agreement.**

Giese explained the information in the packet that outlined the terms. The developers have not returned the agreement to the Village Attorney, so we are asking for approval as presented and if changes are to be made it would come back to the board. **Motion** by Williams to approve the developer agreement as presented, with any changes to be brought back to the Village Board, seconded by Lennberg. **Motion** carried with a voice vote of 7-0-0.

**b. Discuss and consider new operator's licenses for year July 2018-June 2019 for Dina Fogelberg and Jordan Buehler.**

**Motion** by Henrich to approve operator's licenses for Dina Fogelberg and Jordan Buehler for license year July 2018-June 2019, seconded by Elmore. **Motion** carried with a voice vote of 7-0-0.

**c. Discuss and consider September 3, 2018 Village Board meeting date.**

Giese indicated that the September 3, 2018 meeting date is on a holiday and the September 17, 2018 meeting date would also need to be changed because Ehlers will be reporting on the Financial Management plan but will not be able to make the 17<sup>th</sup> meeting date. The meeting could be changed to the 19<sup>th</sup> however the Lions meet on that night, they could meet on September 18, 2018 but it would be at the Municipal Services Building. **Motion** by Henrich to cancel the September 3, 2018 Village Board meeting and to move the September 17, 2018 meeting to

September 18, 2018 at the Municipal Services Building, seconded by Allen. **Motion** carried with a voice vote of 7-0-0.

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

### 9.I. Peer Court Steering

Lennberg reported that Jay Kiefer was present at the meeting, and praised Cottage Grove on peer court, we have a great turn out for the court and we also have great participation for the jury as well. The program has been very successful.

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

Williams reported that they covered all the usual items and discussed the Town of Pleasant Springs contract but have not heard back from them at this meeting date. They approved the contract with Lifequest for the billing and collections. There was an update on the collective bargaining agreement and they are still working on the agreement. They also had a performance evaluation for the Chief. They also met on August 2, 2018 to discuss the resignation of the Chief and the plan for the interim Chief which the Assistant Chief will be filling in until there is a new Chief.

### 9.III. Law Enforcement Committee

Henrich report that they are looking into to the potential participation in the Restorative Justice Program. Elmore reported that it would be for age group of 17-25 and would give them a chance to get their life back on track. The next meeting will be August 28, 2018.

## 10. Reports from Village Officers:

- a. Troy Allen-No report
- b. James Elmore- No report
- c. Jeff Lennberg- Talked with Sean and looking at the potential of partnering with the YMCA for some youth programs.
- d. Melissa Ratcliff- Inquired about the public test for election equipment. Clerk indicated that the Automark did not work and the County is sending a new memory card to be tested. The DS200 tested appropriately.
- e. Jon Russell- The Joint Fire Department met on July 23, 2018. They discussed the renewal of Pleasant Springs contract for a 5-year period, the light pole replacements will be an insurance claim, and the quotes for the blacktop replacement. The revision for the joint agreement was not available at the meeting, but the Town Clerk provided it later and it will be on the next meeting agenda. They are working on the connectivity in the building and will be put in for a command car in the budget for next year. Russell as ask if the Joint meeting with the Town for August 29, 2018 will be taking place. He would like to talk about budget items that could be shared. Henrich will contact Kris Hampton to see if the Town would like to meet.
- f. John Williams- Was great to see everyone out for the garage sales. On July 30<sup>th</sup> there was a celebration for 40 years for Deer-Grove EMS it was a nice event.
- g. Jack Henrich-
  - i. **Appointment of Melissa Ratcliff as regular member of Deer-Grove EMS and John Williams as alternate member. Motion** by Henrich to appoint Melissa Ratcliff as regular member of Deer-Grove EMS and John Williams as alternate member, seconded by Lennberg. **Motion** carried with a voice vote of 7-0-0.
- h. Attorney Lee Boushea- No report
- i. Administrator Matt Giese
  - i. Report on meeting room use policies.

Giese explained the information in the packet, as it is all over the board depending on the buildings in the community. Allen asked if there is a problem as it is? Ratcliff indicated that it would be nice to have a written policy so if the item is pushed it is in writing. This will be put on as a future agenda item. Giese also reported that after 5 years Andrew Day will be leaving the Village. Giese is looking into working with some MG students to do the video work for the meetings. We may have had vandalism with the outside A/C units at Village Hall, a report will be filed with the Police Department.
- j. Director of Planning and Development Erin Ruth-The Plan Commission will be reviewing survey questions that will be posted and those will be coming back to the Village Board for review as well.
- k. Police Chief Dan Layber- No report
- l. Director of Public Works and Properties, JJ Larson

**i. Update on Alliant street lights.**

Larson reported that he is working with Alliant to get an amount for the buyback of the street lights that did not have an agreement when installed. Right now, the amount for the buyback of 96 lights would be \$96,000 with 50% to be paid upfront and the rest in 12 monthly installments. I will come back when the numbers are confirmed and all the details are worked out.

**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 \$200,420.32, seconded by Ratcliff. The check sequence goes from check #44090 to check #44174 **Motion** carried with a voice vote of 7-0-0.

**b. Correspondence-None**

**c. Upcoming community events-** Stuff the Bus and Market Days

**d. Future agenda items-**Meeting room policy and Joint Town/Village meeting

**12. Adjournment**

**Motion** by Williams to adjourn at 7:34 p.m., seconded by Allen. **Motion** carried with a voice vote of 7-0-0.

**Lisa Kalata, Clerk**

**Village of Cottage Grove**

**Approved: August 20, 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.**