

**VILLAGE OF COTTAGE GROVE
VILLAGE BOARD OF TRUSTEES
Monday, August 19, 2019**

MINUTES

1. Call to order

The August 19, 2019 regular meeting of the Village Board of Trustees was called to order at 6:30 p.m. by Village President John Williams.

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, Jeff Lennberg, Heidi Murphy, Melissa Ratcliff, Jon Russell, Sarah Valencia and John Williams. Staff present were Village Administrator Matt Giese, Village Clerk Lisa Kalata, Village Planner Erin Ruth, Public Works Director JJ Larson, Parks, 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 on August 5, 2019.

Motion by Allen to approve the minutes from the August 5, 2019, seconded by Ratcliff. **Motion** carried with a voice vote of 7-0-0.

6. Unfinished Business

a. Discuss the Village Board's list of priorities.

Giese explained the memo in the packet and asked if the Board had questions on the #3 priority of Parks, Recreation and Open Space. Murphy commented that it is important that this is also part of economic growth, as we are making great strides, they should continue to make this a priority and even potentially bring it to a facilities study, so we have areas for all ages to utilize. Lennberg also commented that we need to have amenities for our citizens so they can stay in Cottage Grove, as this was one topic that he hears from residents. Ratcliff would like to see a facility study, so there is a place for all ages of residents to use and if this is something that could be done in one of the TIDS. Giese indicated that it would need to be approved in the project plan for a future TID and the facility study is the fourth priority.

b. Discuss and consider Flynn Hall agreement.

Williams explained that he met with Kris Hampton to discuss the Flynn Hall agreement and they would like to continue with a five-year agreement the board had agreed to a two agreement so what is the direction of the board? Ratcliff indicated that we need a facility use study rather than enter into another five-year agreement. Murphy thought maybe to offer a three-year agreement, to come to a compromise. Williams also indicated that they should have Village Board members on the committee rather than citizen members so they can be more proactive. **Motion** by Allen to offer three years for the agreement along with the listing of expenses to be paid by each party, seconded by Murphy. **Motion** carried with a voice vote of 7-0-0.

7. New Business

a. Discuss and consider Operator License permit applications for licensing year July 2019-June 2020 for Lanea Pete, Jennifer Forst, Quincy Raemisch, Drew Stephenson, and Kristin Reinke.

Motion by Lennberg to approve Operator Licenses for licensing year July 2019-June 2020 for Lanea Pete, Jennifer Forst, Quincy Raemisch, Drew Stephenson and Kristen Reinke, seconded by Russell. **Motion** carried with a voice vote of 7-0-0.

b. Discuss and consider Resolution 2019-10; A Resolution authorizing staff to take all required action regarding Village sale of Lot 2 CSM 15197 to and closing transaction with KTW Enterprises, LLC. d.b.a. Madison Window Cleaning Co., Inc.

Attorney Boushea explained that this resolution has been done so staff can execute the closing for land being sold in Commerce Park. **Motion** by Lennberg to approve Resolution 2019-10 a Resolution authorizing staff to take all required action regarding Village sale of Lot 2 CSM 15197 to and closing transaction with KTW Enterprises,

LLC. d.b.a. Madison Window Cleaning Co., Inc., seconded by Ratcliff. **Motion** carried with a voice vote of 7-0-0.

8. Reports from Village Boards, Commissions & Committees

8.I. Public Works & Properties Committee

Larson reported they discussed the language change for the sidewalk ordinance which did not get approved, they discussed the maintenance of vacant lots, they discussed the crosswalks on Cottage Grove Road and discussed the compost which they are still working on getting more information and will report at a later meeting. The traffic in Commerce Park has been addressed with signage. Williams reported they are doing more homework on the solar panels for the building and the bike paths are coming along.

8.II. Community Development Authority

Lennberg reported they discussed the conference Ruth attended and discussed opportunities for future conferences. They were also given and update on activities in the Village.

8.III. Flynn Hall Committee

Williams reported they discussed the agreement and reviewed the 2019 budget and discussed the 2020 needs for the building. The budget will be \$6500 for 2020. The Lions will be doing some curbing and paving part of the parking lot.

8.IV. Utility Commission

Murphy reported they discussed the lighting of the water tower which is close to completion. They discussed and approve the language change to ordinance §312-5 for cross-connection control.

a. Discuss and consider the considered language change to ordinance §312-5 Cross-Connection Control.
Motion by Ratcliff to approve language change to ordinance §312-5 Cross-Connection Control, seconded by Russell. **Motion** carried with a voice vote of 7-0-0.

8.V. Deer-Grove EMS Commission

Allen reported that calls are down from last year, however they are not coving Cambridge this year. They updated the description for the FTE's, they approved the changes in the performance evaluations, and they will discuss the budget for 2020 at the next meeting and the next meeting date has moved to September 10th.

8.VI. Plan Commission

a. Discuss and Consider A Request from Homburg Equipment for Approval of The Preliminary Plat for Westlawn Estates 5th Addition.

Andrew Homburg was present to give a brief overview of the preliminary plat for Westlawn Estates 5th addition. They have been working on this addition for the last few years, they did have a neighborhood meeting, and the road connections with Town roads was a topic that Town residents do not want to see happen. The location of the park has changed because of the rock conditions in the original planned area but will be centrally located. Valencia has concerns about the future of connections to roads. Murphy is excited to have the opportunity to plan for the large 20-acre park and the new neighborhoods, but also has concerns about connection of roads. Attorney Boushea indicated that there is no way to force the Town to make the connection of Town roads and Village roads. Murphy questioned if there is a way to engineer so that Meadowlark could be a connected road? Andrew Homburg indicated that they would lose one lot however it would work but was hesitant to build out another stub that needs to be maintained until it could be connected as that is what has happened with Mourning Dove. Loan Dang-1004 Damascus Trail- has concerns with traffic, noise and safety on Damascus Trail. Is not opposed to the development but would like to see London Road open before the 5th addition is started. Dean Becker-1013 Damascus Trail- has concerns about the roads, traffic and construction trucks and feels that London Road would be helpful. Brian Grady-3010 Pheasant Run- provided a handout with comments but has concerns with road connections and if they are not connected to the Town roads they should be stubbed for future connections. Brian Rathgeber-1004 Damascus Trail- has concerns with road connections and handed in a list of residents that are opposed to the proposed plat for Westlawn Estates 5th addition as presented to the Plan Commission. They would like to see a direct connection to either Buss Road or Gaston Road. Christopher Tisler-1010 Damascus Trail emailed with concerns of the road connections. Lennberg asked if they can go West rather than North for the next phase, which Andrew Homburg indicated that they must go up Damascus because of the utilities that are already in place so there is no option, Damascus Trail was built to handle the traffic. Murphy indicated to move forward she would like to see Meadowlark stubbed out and the outlot to be dedicated for Nightingale and to work toward London Road to give another road to the future school. **Motion** by Murphy to approve the Preliminary Plat for Westlawn Estates 5th Addition with conditions in staff reports along with stubbing out Meadowlark for future

connection and right of way dedication in outlot 11 and London Road to be construction concurrently with the School, seconded by Valencia. **Motion** carried with a voice vote of 7-0-0.

b. Discuss and Consider A Request from Homburg Equipment for Approval of The Rezoning of Lots 380 Through 479 Of Westlawn Estates 5th Addition To SR-4, Single Family Residential and Outlots 11 Through 13 As Park and Open Space from Current RH, Rural Holding District.

Motion by Ratcliff to approve the rezoning of lots 380 through 479 of Westlawn Estates 5th Addition to SR-4, Single Family Residential and Outlots 11 through 13 as Park and Open Space from Current RH, Rural Holding District with conditions in staff reports, seconded by Lennberg. **Motion** carried with a voice vote 7-0-0.

c. Discuss and Consider Request from Monona Grove Development, Inc. For Approval of The Final Plat for Shady Grove.

Robert Procter was present to answer questions and indicated that they except all the conditions in the staff reports. Murphy asked about the sidewalk up to lot 57 and the fencing along the cemetery. Tomas Toro, Engineer with JDS indicated that the sidewalk was removed, and the fencing was no longer required. Murphy also questioned if this would be done in phasing, which it was indicated that there will be no phasing all the roads will be built at the same time and construction will start in October of this year and completed next spring. **Motion** by Murphy to approve the final plat for Shady Grove with conditions in staff reports, seconded by Lennberg. **Motion** carried with a voice vote of 7-0-0.

d. Discuss and Consider Request from Madison United Rugby for Approval of a Site Plan Amendment for an Approximately 7,900 Sq. Ft. Clubhouse.

Max Zukowski with Madison United Rugby was present along with engineers to discuss the site plan amendment for the clubhouse. Ratcliff asked when the construction would start, which they reported that the plans are to be reviewed today by the State, so it would be either later this year or spring of next year. Murphy commented that she is excited that Bakken Park is going to be a central area for the clubhouse. **Motion** by Ratcliff to approve the request from Madison United Rugby for approval of a site plan amendment for an approximately 7,900 Sq. Ft. Clubhouse with conditions in the staff reports, seconded by Allen. **Motion** carried with a voice vote of 7-0-0.

8.VII. Parks, Recreation & Forestry Committee

Murphy reported they approved the boy scouts to use Fireman's park for a campout, they discussed the MGSC field reservation policy, they had an update on Bakken Park and the splash pad, they had an update on the departments social media. There is also information of the signage in the Parks and there was a process and to have consistency more signs were put in areas that did not have the signage. Russell would like to have a heads up so when there are social media posts it can be addressed and he does feel that it is a little unwelcoming. Giese also commented that caution should be used when answering questions on social media, as it can become a quorum issue if more than one trustee is answering a question and it could become an open records issue as well. There will be a Touch a Truck event on October 5th and Miracle League fundraiser at Culver on September 8th from 2-8 p.m. The next meeting date is September 19th.

a. Discuss and consider suspending ordinance 230-3 stating 'Park closing hours for September 27, 2019 at Lions Shelter in Fireman's Park to allow for persons to occupy the park during closed hours for a boy scout camp out.

Motion by Allen to approve suspending ordinance 30-3 stating 'Park closing hours for September 27, 2019 at Lions Shelter in Fireman's Park to allow for persons to occupy the park during closed hours for a boy scout camp out, seconded by Williams. **Motion** carried with a voice vote of 7-0-0.

9. Reports from Village Officers

a. Jon Russell

i. MGSD construction update for new school.

Russell provided information with the school construction schedules and updates that will be done at each MG school in the near future.

b. Melissa Ratcliff

i. Report on Sustainability Leaders Collaborative meeting with Mayor Satya Rhodes-Conway and Dane County Executive Joe Parisi.

Ratcliff reported on the meeting that her and Murphy attended which highlighted all the municipalities that have worked on sustainability projects. Murphy indicated that they are working on putting together four work groups that will meet quarterly to discuss the projects that are being worked on, which can also save money. Giese indicated that Summit was a LEED project and there are incentives that can be given for such projects. Giese also commented that a committee could be started to look into these projects as

well, which Williams indicated that there are a lot of things that can be done. Ratcliff indicated that Summit Credit Union was recognized for there solar charging stations.

c. Attorney Lee Boushea

i. Legal briefings/status updates

There were no updates.

10. Communications and Miscellaneous Business

a. Consider approval of vouchers.

Motion by Murphy to approve the Village portion of the vouchers in the amount of \$448,965.83 seconded by Russell. The check sequence goes from check #45772 to check #45804 and from check#45806 to check #45827. **Motion** carried with a voice vote of 7-0-0.

b. Correspondence-None

c. Upcoming community events- Oakstone ribbon cutting is September 10th at noon.

d. Future agenda items-Financial Management Plan, Assessors at a future meeting.

11. 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 for negotiations in TID #5.

Motion by Williams to enter into closed session at 9:47 p.m., seconded by Murphy. **Motion** carried with a roll call vote of Allen AYE, Lennberg AYE, Murphy AYE, Ratcliff AYE, Russell AYE, Valencia AYE, Williams AYE.

12. Reconvene into open session and possible consideration of closed session items.

Motion by Allen to reconvene into open session at 10:25 p.m., seconded by Lennberg. **Motion** carried with a roll call vote of Allen AYE, Lennberg AYE, Murphy AYE, Ratcliff AYE, Russell AYE, Valencia AYE, Williams AYE.

Motion by Valencia to give staff approval to negotiate an amendment to offer to purchase for property in Commerce Park, seconded by Allen. **Motion** carried with a voice vote of 7-0-0.

13. Adjournment

Motion by Allen to adjourn at 10:27 p.m., seconded by Ratcliff. **Motion** carried with a voice vote of 7-0-0.

Lisa Kalata, Clerk

Village of Cottage Grove

Approved: September 16, 2019

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.