

**VILLAGE OF COTTAGE GROVE  
VILLAGE BOARD OF TRUSTEES  
Monday, August 20, 2018**

**MINUTES**

**1. Call to order**

The August 20, 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, Village Treasurer Deb Winter, Parks & Recreation Director Sean Brusegar, Police Chief Dan Layber 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.*

An email from Heidi Murphy at 3002 Pheasant Run was read by President Henrich. It was in support of a splash pad to be funded in future budgets.

**5. Discuss and consider the minutes of the regular Village Board meeting of August 6, 2018.**

Ratcliff pointed out that Henrich's vote as missing from the closed session items.

**Motion** by Williams to approve the August 6, 2018 Village Board minutes with the corrections, seconded by Allen.

**Motion** carried with a voice vote of 7-0-0.

**6. Unfinished Business**

**a. Discuss and consider Village Facilities Use Policy.**

Ratcliff explained that after speaking with staff that the board room is used on a regular basis and feels that it is important to have the room available for Village business and should not be used by other groups. Russell reported that he liked the DeForest model but would like to hear back from Staff and input from DeForest if the policy is working. Williams thought information for other facilities in Cottage Grove that have meeting rooms could be added to the Village website. Giese indicated that it is difficult because this is the only meeting room at Village Hall and it is used often. The other issue is that there are not security cameras at Village Hall. **Motion** by Williams to table until Staff can provide more information, seconded by Russell. **Motion** carried with a voice vote of 7-0-0.

**7. New Business**

**a. Review draft update of the Financial Management Plan for 2019-2023.**

Greg Johnson and Jonathan Schatz from Ehlers were present to explain the updated Financial Management Plan for 2019-2023. The purpose of the plan is to update last year's plan and to kick off the budget cycle for the new year. We will be back in mid-September to present modifications to the plan.

**b. Discuss and consider new operator's licenses for year July 2018-June 2019 for Hillary Stachurski, Skylar Berry, Kristin Hooper, Andrew Bednarek and Julianna Thomsen.**

**Motion** by Williams to approve operator's licenses for Hillary Stachurski, Skylar Berry, Kristin Hooper, Andrew Bednarek and Julianna Thomsen for license year July 2018-June 2019, seconded by Allen. **Motion** carried with a voice vote of 7-0-0.

**c. Discuss and consider September 17, 2018 Village Board meeting date change and location change to September 18, 2018.**

**Motion** by Elmore to change the September 17, 2018 Village Board meeting to September 18, 2018 at 6:30 p.m. at the Municipal Services Building, second by Lennberg. **Motion** carried with a voice vote of 7-0-0.

**d. Discuss and consider options for purchasing or renting a DS200 election tabulator for the November election.**

Kalata explained the memo in the packet and the cost of renting or purchasing the machine and the machine will be needed in the future as well.

**Motion** by Elmore to purchase the DS200 with 2018 budget funds from the building maintenance budget, seconded by Lennberg. **Motion** carried with a voice vote of 7-0-0.

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

### 8.I. Plan Commission

#### a. Discuss and consider content of online survey for Comprehensive Plan amendment.

Ruth explained the memo in the packet and reviewed some of the questions for the survey and asked for feedback on the questions presented. Williams asked if question 16 could be moved above 12 because it may have more meaning in that order. Ratcliff thought that 17 should be moved toward the front as well. **Motion** by Henrich to approve the content of the online survey with questions 16 & 17 being moved to the front of the survey, seconded by Ratcliff. **Motion** carried with a voice vote of 7-0-0.

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

Allen reported that they met on August 16, 2018 and the new monitors are in and they received a \$1,000 grant for training as well. The final contract has been sent back to the Town of Pleasant Springs for approval. They also approved the Lifequest contract. They have a verbal agreement for the collective bargaining unit. They appointed three members to the hiring committee and Melissa Ratcliff will be the Village representative. Resumes are due for the Chief position by September 14, 2018. They will look at the 2019 budget at the September 25, 2018 meeting.

## 9. Reports from Village Officers:

- a. Troy Allen-No report
- b. James Elmore- No report
- c. Jeff Lennberg- No report
- d. Melissa Ratcliff- Election day went well, it was steady all day and it was great working with all the volunteers.
- e. Jon Russell- Inquired if there would be a Joint meeting with the Town. Henrich reported that he did send an email but will call Kris Hampton and get agenda items and background information for the packet. Russell would like to discuss budget items, Bakken Park and Williams would like to discuss economic development.
- f. John Williams- No report
- g. Jack Henrich- Ask Larson about brush pickup with the recent storms. The next brush pick up will be the week of September 3-7, 2018.
- h. Attorney Lee Boushea- Would like to see the joint agreements updated, so it is easily answered who is responsible for repairs.
- i. Administrator Matt Giese- Andrew Day will be leaving at the end of the month, and we have met with MG students that will be doing the recording of meetings for the Village. A restaurant called BB Jack will be coming into the Ghidorzi building.
- j. Director of Planning and Development Erin Ruth-The survey link will be emailed out when it is ready to go.
- k. Police Chief Dan Layber- Will be meeting with Restorative Court tomorrow and will see what it is all about.
- l. Director of Public Works and Properties, JJ Larson

#### i. Update on roundabouts.

Larson reported that MSA will give a presentation at the next meeting for the options to update the roundabouts. Giese indicated that the TID could pay for the improvements. Allen questioned why they have not been maintained? Larson indicated the two north and south of the interstate are owned by the DOT and typically they are maintained by the counties. However, there was some confusion at the time whether we were responsible for the maintenance of the roundabouts or the DOT, there have been ongoing conversation with the DOT and County on this issue. Williams, indicated that they have not maintained them, and it is the gateway to our Community.

**m.** Parks, Recreation & Forestry Director Sean Brusegar- Thank the Lions Club for the donation and planting of trees.

**n.** Clerk Lisa Kalata-Gave an update on the August 14, 2018 Partisan Primary. The Village had a turnout of 27% of voting age residents, we currently have 3,935 registered voters in the Village. The day was steady, and everything worked just as planned.

## 10. Communications and Miscellaneous Business

### a. Consider approval of vouchers.

**Motion** by Ratcliff to approve the Village portion of the vouchers in the amount of \$151,706.57, seconded by Elmore. The check sequence goes from check #44175 to check #44236 **Motion** carried with a voice vote of 7-0-0.

**b. Correspondence**-Letter from the City of Sun Prairie thanking the Police and Fire Departments for the help with the explosion.

**c. Upcoming community events**- None

**d. Future agenda items**-Meeting room policy.

**11. Adjournment**

**Motion** by Allen to adjourn at 8:20 p.m., seconded by Williams. **Motion** carried with a voice vote of 7-0-0.

**Lisa Kalata, Clerk**

**Village of Cottage Grove**

**Approved: September 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.**