

**VILLAGE OF COTTAGE GROVE
VILLAGE BOARD OF TRUSTEES
Monday, October 7, 2019**

MINUTES

1. Call to order

The October 7, 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, 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 on September 16, 2019 and Joint Village/Town Meeting on September 17, 2019.

Motion by Allen to approve the minutes from the September 16, 2019 and Joint Village/Town meeting from September 17, 2019, seconded by Murphy. **Motion** carried with a voice vote of 6-0-1 with Lennberg abstaining from the September 17, 2019 minutes.

6. Presentations to The Board

a. Presentation by Village Administrator and Village Planner on Development in the Village.

Village Administrator Matt Giese and Village Planner Erin Ruth gave a presentation of the 2019 developments that are happening in the Village. A handout with the presentation was given out, the Village has added 200 million dollars of equalized value in the last 8 years. They are expecting another 200 million dollars of equalized value in the next 5-6 years. There have been several projects this year and there continues to be interest in both commercial and residential projects. Russell indicated that he was at Doundrins Distilling this weekend and they indicated that they were able to open two months early and the Village and staff were easy to work with. Murphy thanked Giese and Ruth for all their work to make developments happen.

7. New Business

a. Discuss and consider parade route for Christmas in the Grove.

Paula Severson was present to ask for approval of a new parade route for Christmas in the Grove. The route would start at Cottage Grove School and head down Main Street to Cottage Grove Road and end in Piggly Wiggly shopping center. They are requesting to close all four lanes of traffic and the parade will be the evening of December 6th. The route has been reviewed by Chief Layber and there are no concerns from the Police Department. Valencia asked why this is a better route, which Paula indicated that there are more businesses along this route, and they needed a new place to light the tree and parking is more accessible in the shopping center rather than the fire department. **Motion** by Allen to approve the parade route as indicated for Christmas in the Grove, seconded by Russell. **Motion** carried with a voice vote of 6-0-1 with Murphy abstaining because she is part of the Christmas in the Grove committee.

b. Discuss and consider Operator License permit applications for licensing year July 2019-June 2020 for Rebecca Chase, Erica Strey, Yvonne Ruhland, Emmely Jackson, Cesar Lopez-Paredes, Tyler Albers, and Sam Schneider.

Motion by Russell to approve Operator Licenses for licensing year July 2019-June 2020 for Rebecca Chase, Erica Strey, Yvonne Ruhland, Emmely Jackson, Cesar Lopez-Paredes, Tyler Albers and Sam Schneider, seconded by Allen. **Motion** carried with a voice vote of 7-0-0.

c. Discuss and consider acceptance of Building Inspector Tom Viken's letter of resignation.

Giese indicated that Tom had submitted the letter to him, but because he is hired by the board the board should formally accept the resignation. Giese indicated that Tom would be working until the end of the year and he will complete all inspections on permits that he issues. **Motion** by Ratcliff to accept the letter of resignation from Tom Viken, Building Inspector and does appreciate all the years of service, seconded by Valencia. **Motion** carried with a voice vote of 7-0-0.

d. Discuss and consider proposed increase of County Dog Tax.

Kalata explained the memo in the packet and indicated that this is an increase coming from Dane County to balance the contract fee to Dane County Humane Society. **Motion** by Murphy to approve the increase of \$5.00 per license for 2020 pending change by Dane County, seconded by Russell. **Motion** carried with a voice vote of 7-0-0.

e. Discuss and consider the creation of an autonomous Emergency Operations Plan.

Valencia indicated that she has been researching emergency operations plans and has met with the chiefs, staff and has been reading the state statutes and it all warrants a discussion on what the current practice is and how to move forward because the Village does not have an approved plan. Valencia suggested to move forward with an autonomous Emergency Operations Plan for the Village as it makes the most sense to protect the village, as there is a liability to the Village by not having a qualified person as the Director.

Murphy indicated that the real point is that we have a responsibility by state statutes to have a plan and we do not have an approved plan. Allen commented that what makes it difficult is that we have joint departments and if a person is hired to be the Director it should be both municipalities. Valencia indicated it is difficult to draft a plan that works for both the Town and Village, it would be cleaner to have a Village plan only. Allen asked how the committee would work if there are two different plans. Valencia suggested the committee suspend the participation in the Joint Emergency Government Committee until a Director is hired and can evaluate the need for a committee structure. Williams indicated that the Village should have their own plan and have someone in the role of Director and then look at the committee and how that would all work together. Valencia indicated that she does not recommend that the Fire Chief is appointed as Director, which Russell indicated that no first responder should be in the role as Director. Giese indicated that the role of Director when surveyed is all over the board but mostly it was a job duty that was added to an existing employee. **Motion** by Lennberg to create an autonomous Emergency Operations Plan for the Village of Cottage Grove, seconded by Murphy. **Motion** carried with a voice vote of 7-0-0.

f. Discuss and consider creating position of 'Emergency Director' to be appointed based on merit, training, experience, administrative ability, efficiency and general qualification and fitness for performing the duties of the position.

Valencia is asking staff to look at the position and what should be in the job description, if it should be part of an existing position or a stand-alone position and report back to the board. **Motion** by Russell to have staff create a position of Emergency Director to be appointed based on merit, training, experience, administrative ability, efficiency and general qualification and fitness for performing the duties of the position and make recommendation to the board by the first meeting in November, seconded by Lennberg. **Motion** carried with a voice vote of 7-0-0.

8. Reports from Village Boards, Commissions & Committees

8.I. Peer Court Steering Committee

Lennberg reported that he will have Jay Kiefer available at the next meeting to discuss the changes that are happening with Briarpatch and the possibility of a grant for funding. They are working toward a restorative justice system and Jay will be able to explain the changes to the process. The referrals are about the same as last year.

8.II. Joint Town of Cottage Grove Board of Supervisors and Village of Cottage Grove Board of Trustees

Williams indicated that he had sent the Flynn Hall agreement to Attorney Boushea and indicated the changes that need to be drafted in the agreement and it will be on the next board agenda. Valencia asked if a written response to the town concerning Westlawn 5th addition was done by MSA, which it was indicated that it had been done.

8.III. Parks, Recreation & Forestry Committee

Murphy reported that they discussed the 2020 budget and it was approved. The item of park fees was not discussed at the last meeting but was at a previous meeting and the committee approved to increase the fees as outlined in the staff report.

a. Discuss and consider recommendation to increase Development related parks fees.

Motion by Valencia to approve the park fees as suggested in staff report effective 1/1/2020 with Park Improvement fees going from \$257 to \$600, Park Development fees going from \$255 to \$1,500 and Fee in Lieu of Parkland going from \$1,392 to \$2,784, seconded by Lennberg. **Motion** carried with a voice vote of 7-0-0.

8.IV. Joint Fire Department Committee

Ratcliff reported that EMS received a grant for the exhaust venting in the bay, they received other donations for equipment, and they received quotes for the phone system. They also received quotes for the card reading system however they had more questions, so that will be discussed again at the next meeting. The replacement of the brush truck was approved up to \$125,000 with \$100,000 coming from the Pleasant Springs funds and the other \$25,000 would be split between the Town and Village. The Fire Department got a grant for an ATV/UTV.

Valencia asked if they should look at revisiting the contract that was written in 1997, which it was indicated that would be a good idea. The next meeting will be November 25th.

8.V. Law Enforcement Committee

Williams reported that they discussed the 2020 budget and reviewed the reports from the Chief. Russell reported that in the 2020 budget there is a wellness program and fitness room being proposed that will benefit all Village employees.

8.VI. Plan Commission

a. Discuss and Consider A Request from Craig Frank for Approval of a Precise Implementation Plan for Cottage Grove Commons, a Mixed Use Planned Unit Development to be Located on a Portion of Parcel #0711-042-9501-9, on the Southwest Corner of Highway N and Gaston Road.

Craig & Corey Frank were present to get final approval on the project. Corey outlined the changes that have been made along the way, with improvements to parking, entrances, stormwater management, and trash enclosures for the condo units. Craig indicated that the revision made will result in a nice project. Ruth indicated that it is recommended for approval with the conditions in the staff reports. Murphy asked about the issues with traffic that was brought up by Dave Marrow, which Ruth indicated they were discussed and there are ways they can help if traffic becomes an issue in this area. **Motion** by Murphy to approve the Precise Implementation Plan for Cottage Grove Commons with conditions in staff report, seconded by Allen. **Motion** carried with a voice vote of 7-0-0.

b. Discuss and Consider A Request from Craig Frank for Approval of a Certified Survey Map to Divide Existing Parcel #0711-042-9501-9 into Four Lots and Dedicating 0.6 acres to the Public for Street Right of Way and 1.23 acres as an Outlot.

Motion by Lennberg to approve the Certified Survey Map to divide existing parcel #0711-042-9501-9 into four lots and dedicating 0.6 acres to the public for street right of way and 1.3 acres as an outlot with conditions in the staff report, seconded by Allen. **Motion** carried with a voice vote of 7-0-0.

The Plan Commission also discussed a complaint about Farris Brothers Auto. Ruth presented a plan that could help with the issues and the brothers agreed that they could work on some of the areas yet this year and appreciated the feedback from the commission and help from Ruth.

8.VII. Natvig Landfill Monitoring Review Committee

Lennberg reported they discussed the monitoring reports and the complete report is on file with the Village. They did report that there were some issues with well #2 but it may be the fan is not working properly, they are looking into the issue. There were other spikes reported but they are not required to do anything at this time. Russell reported that the budget for 2020 will be the same as last year and was approved. The next meeting will be November 25th @ 6:00 p.m.

9. Reports from Village Officers

a. Attorney Lee Boushea

i. Legal briefings/status updates

Attorney Boushea reported that there are a lot of developers' agreements in the works and will provide a summary of a developer agreement and the process for the next meeting.

10. Communications and Miscellaneous Business

a. Consider approval of vouchers.

Motion by Allen to approve the Village portion of the vouchers in the amount of \$945,862.84, seconded by Murphy. The check sequence goes from check #45929 to check #46022 with check #45941 being voided. **Motion** carried with a voice vote of 7-0-0.

b. Correspondence-None

c. Upcoming community events- Touch a truck was last weekend and was very successful. Madison United Rugby has an event on October 12th, Optimist Club has a Euchre Tournament on November 16th @ 6:30 pm at the VFW Post 7591.

d. Future agenda items-Joint meeting with Plan Commission, Briarpatch, Colonial Club on November 4th, and Budget Workshop is October 28th.

- 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 9:22 p.m., seconded by Ratcliff. **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 Ratcliff to reconvene into open session at 9:39 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.

- 13. Adjournment**

Motion by Allen to adjourn at 9:40 p.m., seconded by Lennberg. **Motion** carried with a voice vote of 7-0-0.

Lisa Kalata, Clerk

Village of Cottage Grove

Approved: October 21, 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.