

**VILLAGE OF COTTAGE GROVE  
VILLAGE BOARD OF TRUSTEES  
Monday, October 15, 2018**

**MINUTES**

**1. Call to order**

The October 15, 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, and Jon Russell. John Williams was absent and excused. Staff present were 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, Fire Chief Jude Wolf 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 October 1, 2018 and Joint Board meeting on September 27, 2018.**

**Motion** by Ratcliff to approve the minutes from October 1, 2018 and Joint Board meeting on September 27, 2018, seconded by Elmore. **Motion** carried with a voice vote of 5-0-1 with Lennberg abstaining.

**6. Presentations to the Board**

**a. Monona Grove School District on upcoming referendum.**

Jerrud Rossing and Dan Olson from Monona Grove School District were present to talk about the upcoming school referendum. The referendum would cover growth, safety and security and maintenance in the school district. There will be two questions on the ballot the first will be asking to borrow for a new school and the second questions will ask for operating cost for the new school. The tax impact on the first question is approximately \$29 per \$100,000 in property value. The tax impact on the second question is approximately \$46 per \$100,000 in property value. Steve Campbell-212 Windham Hill was present to speak about the concern of having only one access point to the school from Buss Road and how that will impact that area. Russell asked if another operational referendum would be needed in the future. Dan Olson explained that it may be need if the same state finances are in place at that time. Allen asked what the debt load is for the district. Jerrud Rossing explained that the High School will be paid off in 2019 and Glacial Drumlin School would be paid off in 2026 and the current debt is \$41 million, and it will go down to \$34 million after this year. The \$56 million would be spread over a 20-year period. The total debt would be \$98 million if the referendum passes. Alex Jushchysyn-501 Killian Trl was present to ask how we are fixing the student/teacher ratio if we are not adding staff. Dan Olson explained that the current teachers would move with the grades that are moving and the enrollment revenue would pay for extra teachers if needed. However, a principal, counselors and reading teachers would need to be added. Ratcliff questioned if the study looked at the overcrowding and did they look at the communities' need. Ratcliff indicated that Monona Grove High School could be a middle school and then a new High School could be looked at. Dan Olson explained it was a recommendation from the advisory board and the focus was students and the district. Ratcliff also questioned how three transitions will affect the students. Dan Olson indicated that was a difficult decision however they have this currently and the teachers and staff work to make it smooth for the students.

**b. Madison United Rugby- Jeremy Holiday**

Jeremy Holiday President of Madison United Rugby was present to give an overview of the club and how they would like to move forward with the facility. They are currently working on a plan for the design of the building and have a date of November 11, 2018 for that to be presented to the Rugby Board. They would like to work with the Village Board and staff to update the agreement. Attorney Boushea indicated that he has been talking with Jeremy and he understands the concerns of the Village and will work with staff to work it out. Elmore asked if the board is interested in simplifying the agreement and working fresh or work with the agreement in place.

Attorney Boushea indicated that there will be elements of the original agreement, but they can work on revisions and this is a step forward.

## **7. Unfinished Business**

### **a. Update on available meeting rooms in the Village and possible website listing.**

Kalata explained the memo in the packet of the available spaces within the Village. Ratcliff indicated that Flynn Hall should be added to the list and where would this be on the Village website. Kalata explained that it would be placed in several areas but "How do I" would be the best location because it is only one click to get there.

## **8. New Business**

### **a. Discuss and consider new operator's license for year July 2018-June 2019 for Joshua Riesser, Samantha Krause and Cassandra Wunderlin.**

**Motion** by Ratcliff to approve operator's license for year July 2018-June 2019 for Joshua Riesser, Samantha Krause and Cassandra Wunderlin, seconded by Allen. **Motion** carried with a voice vote of 6-0-0.

### **b. Discuss and consider Liquor License applications for BB Jacks FEC, LLC for licensing year October 2018-June 2019.**

**Motion** by Elmore to table until item 9VI.a. is discussed and acted on, second by Ratcliff. **Motion** carried with a voice vote of 6-0-0.

**Motion** by Elmore to take off the table, seconded by Ratcliff. **Motion** carried with a voice vote of 6-0-0.

**Motion** by Lennberg to approve the Liquor License for BB Jacks FEC, LLC for licensing year October 2018-June 2019, seconded by Henrich. **Motion** carried with a voice vote of 6-0-0.

### **c. Discuss and consider Christmas in the Grove.**

Paula Severson with the Chamber of Commerce was present to ask for approval of the parade route for Christmas in the Grove. The parade route will be the same as last year. Attorney Boushea indicated that she did not need board approval that she just needs to work it out with the Police Department and Public Works.

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

### **9.I. Deer-Grove EMS Commission**

#### **a. Discuss the 2019 DGEMS budget as approved by Commission on 9-20-18.**

Allen reported that the budget is a 9.89% increase and the Village portion would be an increase of 4.85% over last year. This is the lowest increase in the last 5 years and there will not be any surprises this year.

### **9. II. Joint Fire Department Committee**

#### **a. Discuss and consider 2019 budget request.**

Russell reported that they discussed the Pleasant Springs contract, update on parking lot paving, approved the agreement for fire protection services and the 2019 budget, EMS building budget. The next meeting will be November 26, 2018 if needed. The 2019 Fire Department budget was an increase of \$1,474.81. Chief Wolf was present to answer any questions. The parking overage was not paid, so the likelihood that they will come back to paint the stripes on the back area of the building are not likely. Chief Wolf will be at the Pleasant Springs board meeting this week when they discuss the contract, which will be a 5-year contract. **Motion** by Russell to approve the 2019 budget request from Cottage Grove Volunteer Fire Department, Inc., seconded by Lennberg. **Motion** carried with a voice vote of 6-0-0.

### **9.III. Emergency Government Committee**

#### **a. Update from Attorney Boushea on Joint Emergency Government entities.**

#### **b. Discuss and consider Emergency Government ordinance revisions.**

Allen reported that they discussed a future table top exercise with Landmark. The ordinance is in line with the State Statutes. Attorney Boushea indicated that the Village ordinance has an Emergency Government Director listed, however there is not a person appointed to that position. The best way to resolve the issues would be for the Village to appoint a Director to the position such as the Fire Chief or the Police Chief. Chief Wolf indicated that he does not have a problem with this as he will be involved with the process anyway. Allen also reported that they will be changing the meeting date to the first Thursday of the month starting in December. The next meeting date will be November 7, 2018. **Motion** by Ratcliff to have Attorney Boushea forward the recommendation to the Town for the next Emergency Government meeting, seconded by Henrich. **Motion** carried with a voice vote of 6-0-0.

### **9.IV. Community Development Authority**

Ruth reported that Paula Severson with the Chamber was present to discuss the branding book, marketing efforts. They discussed the different marketing tools that could be used within the 2019 budget.

### **9.V. Finance & Personnel Committee**

Elmore reported they met on October 9, 2018 to review the budget, which Giese had done the first cut which would be an increase of 2.8%. They did make three recommendations to the Village Board which were as listed:

1. To postpone the revaluation
2. One position to be shared with Public Works and Parks & Recreation.
3. To purchase a new vehicle for the Police Department for the detective in place of a used vehicle.

#### 9.VI. Plan Commission

**a. Discuss and consider request from BB Jack's restaurant for approval of a Conditional Use Permit to permit an 'indoor commercial entertainment' land use for a bar/restaurant serving alcohol to be located in an existing multi-tenant building located at 1609 Landmark Drive.**

Ruth reported that Plan Commission approved with the conditions in the staff report. **Motion** by Elmore to approve a Conditional Use Permit to permit an 'indoor commercial entertainment' land use for a bar/restaurant serving alcohol to be located in an existing multi-tenant building located at 1609 Landmark Drive with conditions in the staff report, seconded by Lennberg. **Motion** carried with a voice vote of 6-0-0.

**b. Discuss and consider a request from John Schneider LLC for approval of a Final Plat for the West Drumlin Subdivision.**

Ruth reported that the final plat has not changed and was approved at Plan Commission with conditions in the staff report. **Motion** by Lennberg to approve the Final Plat for the West Drumlin Subdivision with conditions in the staff report, seconded by Ratcliff. **Motion** carried with a voice vote of 6-0-0.

**c. Discuss and consider a request from James and Marianne Gariti for approval of a site plan for the first phase of an office and light industrial project to be located at 4901 County Highway N.**

James and Marianne Gariti were present to explain the process they have had over the last year to try to get this project approved which has been denied by both the CDA and Plan Commission. Ruth explained that the CDA looked at it as timing issue and the effect of storage units at this location and the Plan Commission was in agreement. The complete project would be a better fit, but the project would happen in phases, which was an issue with the committees. Henrich does not feel this would be a hinderance for other business and they currently employ 32 people. **Motion** by Henrich to approve the site plan for the first phase of an office and light industrial project to be located at 4901 County Highway N, being there was no second the motion dies. Ratcliff indicated that the Plan Commission likes the business and would like them to stay in Cottage Grove, but the location was the issue. **Motion** by Elmore to deny the site plan for the first phase of an office and light industrial project to be located at 4901 County Highway N, seconded by Allen. **Motion** carried with a voice vote of 6-0-0.

**d. Discuss and consider a request from James and Marianne Gariti for approval of a Conditional Use Permit to allow personal storage units as a component of a larger project to be located at 4901 County Highway N.**

**Motion** by Allen to deny a conditional use permit to allow personal storage units as a component of a larger project to be located at 4901 County Highway N, seconded by Lennberg. **Motion** carried with a voice of 6-0-0.

#### 10. Reports from Village Officers:

- a. Troy Allen-No report
- b. James Elmore- No report
- c. Jeff Lennberg- No report
- d. Melissa Ratcliff- Free winter car inspection at Meineke October 20, 2018 for 55+ sponsored by the Triad
- e. Jon Russell-No report
- f. John Williams- Absent and excused
- g. Jack Henrich
- i. Appointment of Trustee to Deer-Grove EMS Commission.**  
**Motion** by Henrich to table, seconded by Ratcliff. **Motion** carried with a voice vote of 6-0-0.
- h. Attorney Lee Boushea- No Report
- i. Administrator Matt Giese- Absent and excused
- j. Director of Planning and Development Erin Ruth-The comprehensive survey is open, and we have 200 responses, if you have completed the survey it will be available until October 31, 2018.
- k. Police Chief Dan Layber- No Report

#### 11. Communications and Miscellaneous Business

**a. Consider approval of vouchers.**

**Motion** by Ratcliff to approve the Village portion of the vouchers in the amount of \$415,044.38, seconded by Elmore. The check sequence goes from check #44364 to check #44405 **Motion** carried with a voice vote of 6-0-0.

**b. Correspondence-None**

**c. Upcoming community events-** Car Winterization October 20, 2018 for 55+ at Meineke.

**d. Future agenda items-**Appointment to Deer-Grove EMS Commission.

**12. Adjournment**

**Motion** by Allen to adjourn at 8:37 p.m., seconded by Lennberg. **Motion** carried with a voice vote of 6-0-0.

**Lisa Kalata, Clerk**

**Village of Cottage Grove**

**Approved: November 5, 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.**