

ORDINANCE REVIEW COMMITTEE

Wednesday, August 26, 2020

5:30 p.m.

Agenda

Due to the COVID-19 pandemic, this meeting will take place virtually via Zoom. Please join the meeting from your computer, tablet or smartphone by visiting <https://zoom.us/j/92525518588>. You can also participate via phone by dialing 1-312-636-6799 and use Meeting ID: 925 2551 8588#. When asked for your Participant ID, just press #.

You may also choose to participate by providing public comment prior to the meeting via email to the Committee Chairperson, Heidi Murphy at hmurphy@village.cottage-grove.wi.us

1. Call to Order.
2. Determination of quorum and that the agenda was properly posted.
3. **Public Appearances** – Public’s opportunity to speak about any subject that is not a specific agenda item.
4. Discuss any Ordinance edits and changes recommended for the purpose of compiling a prioritized list of recommended Ordinance changes to submit to the Village Board.
5. Discuss any Ordinance Request Forms received.
6. Discuss 2020 Ordinance budget and 2021 budget recommendation.
7. Review Village Board Priorities.
8. Approve the minutes of the January 29, 2020 meeting.
9. Future agenda items.
10. Set next meeting date.
11. Adjournment.

Any item on the agenda is subject to final action. Notice: Persons needing special accommodations should call 608-839-4704 at least 24 hours prior to the meeting. It is possible that members of and possibly a quorum of members of other governmental bodies may be in attendance at the above stated meeting to gather information; no action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice.

Memo Date: August 19, 2020
Meeting Date: August 26, 2020

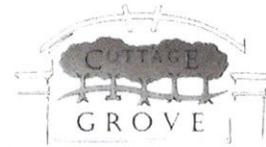
To: Village of Cottage Grove Ordinance Review Committee

CC: Matt Giese – Village Administrator
Lisa Kalata – Village Clerk

From: Heidi Murphy

Re: Ordinance Review 2020 Budget Update and 2021 Budget Recommendation

The 2020 budget allocated \$7,500 for codification of ordinances. We have used \$988.14 as of the 2020 Quarter 2 financial update.



Staff Memo

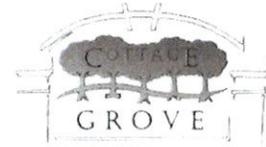
MEMO DATE:	June 18, 2020
TO:	Village Board
FROM:	Matt Giese – Village Administrator
RE:	Village Board Prioritization Process

BACKGROUND

The following is the overall list of priorities that each Board came up with. Following each item I included the initials of the Board member so you can see who submitted what.

Overall List (in no particular order; each item is entered as submitted) (/ / / = similar priority or category submitted)

A---Village's Economy/Economic Development: Encourage more business/retail growth, both existing and new (TA) / / / Support local businesses in recovering from COVID-19 pandemic (SV) / / / Encourage Business and Retail Growth: Pursue opportunities for economic growth that will build upon our desire to meet the needs of current and potential residents, enhancing the character of our community, provide quality local jobs within Cottage Grove and build our tax base. Pursue streetscape improvements with a beautification budget that will promote residents and visitors to spend more time on our main streets. (HM) / / / Residential growth - as it coincides with commercial and economic growth. We need workers of all incomes. Workers of all incomes in our community will entice different types of businesses to come to our community as we will have a base of workers available to them and they don't have to try to get workers to come to our community from other communities. We need workers of all ages, races, genders. (MR) / / / Support existing businesses and accelerate commercial / retail development to provide citizens with more local options as well as improve our tax base ratio. Support residential development with more diverse options and increase our pace of development. Engage Chamber of Commerce and other key Stakeholders (e.g. Town of Cottage Grove) to market / promote existing businesses. Opportunities to activate TIDs 8, 9, and 10. (JW) / / / Growth and development: hire professional marketing firm and implement an aggressive marketing campaign with goal of seeing Cottage Grove chosen over other surrounding communities. (JL) / / / Business Growth - To provide more amenities that would attract people to Cottage Grove; To help support lowering taxes. (PV)



B---Fiscal responsibility, stabilize and lower Village taxes (TA) / / / Remain Fiscally Responsible - strive for minimal tax increase for the Village portion of the taxes. (JW) / / / Sustainable Finances: Short term - Every calendar year maintains a balanced budget. Long term - It is important to me that the existing board is financial stewards for the future generations of village residents. We need to remain fiscally healthy so there is no burden on the future of our community residents. We are mindful of large expense projects with a high level of certainty of the revenue that it will generate to offset those costs. (PV)

C---Invest in our future with increased street maintenance (TA)

D---Engagement and Communication: Continue to improve engagement with Village residents and stakeholders. Encourage involvement and communication (TA) / / / Improve engagement with Village Residents and those outside the Village. Take more opportunities to connect with Village Residents (i.e. local events; promoting our website, facebook, other social media, etc.). (JW)

E---Village Library: Library Committee - hear result of research and recommendation from committee; make decision (SV) / / / Community space planning for the future: Prepare financial plans and proposals so our community can consider building a library and community space. A library is a unique and valuable space in a community that brings together people of all ages to access a variety of resources and information. Libraries serve many purposes providing space for the community to gather, support education and arts, provide business resources, and serve a diverse population of any age or background. (HM) / / / Library into the Financial Management Plan. A library is so much more than books and is a resource our community is missing. It can be a space for education, resources, meeting space for work, study and friends, and an inclusive space for all. (MR) / / / Construction of a library. (JL)

F---Housing: Housing Task Force - get Task Force created with clear deliverables (SV) / / / Housing, Land Use and Planning: Promote land use policies that will advance goals for a healthy community, create positive economic outcomes and provide environmental benefits. Continue to develop the Housing Task Force to study the detailed inventory of current housing options and create a vision for increasing options in the future including a greater variety of home values, unit sizes, lot sizes, apartments, town homes, duplexes, and condos and increase transportation options to promote connectivity between neighborhoods and businesses. Pursue positive relationships with neighboring communities to increase current and future transportation connectivity.(HM) / / / Affordable housing – the housing task force will help determine our community’s understanding and need for housing options, including housing that is affordable to many different levels of income and regardless of disability, race, gender, or sexuality. (MR) / / / Focus on affordable/workforce housing options. I want to see all people have the chance to call Cottage Grove their home. We need the housing that covers all socio-economic ranges so all workforce can find a home here; therefore, more housing and neighborhoods. (JL) / / / Residential growth and development within housing: To help support diversifying our community; To help support lowering taxes. (PV)



G---Parks and Recreation/Amenities: Bike Path - complete bike path that continues glacial drumlin trail to Vilas Rd. (SV) / / / Parks and Recreation: Continue to promote an active community where bicycling, walking, and recreation are a safe, healthy, and accessible part of our daily activities. Expand recreational and park opportunities and facilities to meet the needs of our community's senior, youth, and adult populations. Continue the park and playground updates, continue the master planning process for the future 6th Addition to Westlawn park, and plan for installation of phase one of Westlawn park on Red Hawk Trail. (HM)

H---Get ordinances updated to be accurate and current (SV)

I---Equity, Inclusivity and Race: Establish an Ad Hoc Committee that works to organize community conversations, perhaps some are facilitated by professionals, on racial biases that exist within the community, and how we can address them. Invite other community stakeholders and organizations to participate/collaborate/partner.(HM) / / / Engagement and communication - Diversity and inclusion education for our community and facilitate a forum, training for board, staff, police and community. (MR) / / / Look for opportunities to promote and increase our community's diversity and inclusion. (JW) / / / Diversity and inclusion -To develop a long term plan that would promote diversity and inclusion within our community. (PV)

J---Facilities Planning: Conduct a long range facilities study or space needs analysis that includes future staffing and space needs for all municipal departments, future expansion options, estimates for capital and facility operations costs associated with the future staffing and space needs with an emphasis on sustainable design including alternative energy options. (HM) / / / Long range village facility and land use planning because as we continue to grow, we need to have a plan going forward for expansion when we need more village staff so we can continue to provide our residents with the level of service they have come to expect. (MR)

K---Sustainability and Climate Change: Protect natural resources by working to improve air and water quality. Implement a plan to transition Village vehicles, equipment and buildings to use more sustainable/efficient energy, protect waterways by investing in a leaf truck to help with watershed phosphorus levels, increase the tree canopy with diverse tree species, work with neighboring communities to designate valuable natural spaces for preservation and create a water management plan with a more regional focus to improve water quality, continue to provide resources to residents for ways that they become more sustainable (Focus on Energy, water softener information, de-icing/salt practices, etc). (HM) / / / Implement vision / plan to ensure the benefits we have now as Village citizens are there tomorrow and beyond (i.e. clean air / water; similar resources; etc.) and we reduce its environmental impact now and in the coming years. Reduce our greenhouse gas emissions 50% by 2030. Install solar panels on municipal buildings where practical (e.g. municipal services building with large roof). Options for wind power and other green initiatives. Increase non-gas options for transportations (i.e. multi-use paths throughout the village and connections beyond; Village replacement of gas to electric vehicles and equipment). Increase tree planting efforts through doubling of tree budget. Continue to partner with community organizations and support their environmental efforts (i.e. Boy Scouts bee hives; Lions annual tree planting; etc.). Reduce the



salt usage on winter streets leveraging best practices from other communities; action on Public Works committee already (JW) / / / Focus on energy - Continued long term planning on conservation of energy. (PV)

L---Addressing Food Insecurities - Not sure this needs to be a priority or even a need in CG but would want to better understand our community dynamics in relation to potential food insecurities. If this was an issue I would want to see it as a priority of the village on how we would address it. (PV)

SUGGESTED NEXT STEPS

-Review the comprehensive list of priorities that were submitted. Please let me know if I incorrectly lumped one of your individual priorities in a category that you do not feel fits.

-At the Board meeting: 1) you may ask each other questions about what they have submitted; 2) you could lobby for your individual submitted items.

Prioritization: each Board member has 20 "points" to allocate to the comprehensive list of projects however he/she would like. For example, one point on 20 projects, two points on 10 projects, or even all 20 points on one project. Please submit your individual prioritized list to me by **July 2nd**. I will compile everyone's points and submit the results in the July 6th meeting packet.

The final list does not bind the Board to approve or move forward with any specific projects. The main purpose of this process is for the Board, staff and public to see what is and isn't a priority for the current Board. At subsequent meetings the Board could work further to build consensus work plans for the top few priorities.

Staff will take general direction from the final list as a means of making budget proposals in the draft 2021 budget as well as establishing staff performance goals.

Please reach out if you have any questions.

Dear Village Committee and Commission Members:

Thank you for your service and commitment to our community. The Village Board works through an annual prioritization process to identify the areas of focus for our community. The prioritization list serves as a tool when developing budgets, allocating staff time, and guiding decisions for the community. We are looking to our committees to partner with the Board on advancing these priorities. As such, it is important for the committees to understand the priorities and planned work ahead. This year, a number of new initiatives have made the top of the prioritization list in addition to priorities that have been on the list for many years. Please see the attached documents detailing the prioritization process, trustee comments, and vote distribution for further context.

The top 6 priorities for the current Board are as follows:

1. Village Economy/Economic Development
2. Diversity, Equity, and Inclusion (DEI)
3. Sustainability and Climate Change
4. Village Library Consideration
5. Fiscal Responsibility
6. Housing

Economic Development:

Economic development within the village is first on the priority list and has been on the priority list for many years. Inherently, the priorities that follow are critical domains needed to support a vibrant local economy. We want to bring businesses to the community. In order to attract businesses, the community needs to be a desirable place to live, work, and play.

Diversity, Equity, and Inclusion:

The Village Board has taken a number of actions in the last few months in regards to this new priority. One of the immediate actions of the Board was to pass Resolution 2020-07. This is a joint resolution of Cottage Grove Village Board and Cottage Grove Police Department to condemn and confront racism. This resolution includes a commitment to “opening a dialogue that acknowledges, confronts, and addresses intentional racism, systemic racism, racial biases and implicit biases within our community.” A copy of this Resolution is attached.

Additionally, the Board will be forming an Ad Hoc Committee on Diversity, Equity, and Inclusion. This committee will assist the Board in reviewing Village practices, policies, procedures, objectives and goals as related to diversity, equity, and inclusion.

Another component of this initiative is to encourage all elected officials, citizen appointees, staff, and community members to learn about diversity, equity and inclusion and how we can work towards demonstrating and reflecting these values within our community.

Sustainability and Climate Change

The Village Board has also taken immediate action on this new priority. The Board has formed an Ad Hoc Sustainability Committee to review the village’s practices and procedures and see if

there are ways the village could improve on our environmental footprint. This committee will also work with the Board to encourage and educate our community around sustainable practices.

Village Library:

The Library Planning Committee was formed in November, 2019, to determine if there is support in our community to build a library. The Committee has learned that while a library may not be the top reason to move to a community, it is clearly noted as missing. For many, a library is an important part of a community. Libraries provide a public space that provides a resource for a community and citizens. The committee will bring forward a recommendation for next steps regarding the potential of a community library to the Village Board in the coming months.

Fiscal responsibility:

The Village Board has a 5-year fiscal plan, which we follow and monitor closely. Economic development helps to maintain or lower taxes for citizens. Slow growth in a community, both in business and residential development, coupled with the cost of living increases that occur every year will cause taxes to increase. Without development, the Village will either have to cut services or raise taxes to continue to provide the same level of service residents have come to expect.

Housing:

Over the past two years, multiple experts have presented to the Board, Plan Commission and CDA (Community Development Authority) regarding the importance of having housing that is affordable – meaning 1/3 of a family's income goes toward rent or mortgage.

Housing availability and affordability is an issue for both renters and homeowners in Dane County. The Dane County Housing Needs Assessment for 2019 highlighted the combination of a county-wide shortage of new housing, increased construction costs, and strong demand which has only worsened housing affordability in our area. Cottage Grove does not currently have housing to support families with work in a variety of occupations with respectable earnings. This shortage of affordable housing (aka workforce housing) impacts our ability to support current businesses and be competitive for potential commercial growth because we can't provide a local labor pool.

The village is forming a Housing Task Force to work with experts to analyze our current housing stock and determine what types of housing our community is lacking. The Task Force will produce recommendations specific to Cottage Grove's housing needs while considering a wide range of populations including young people starting their careers, people at different income levels, empty nesters and those on a fixed income. The task force will also ensure that the Village is adhering to Wisconsin State Statutes related to housing and local government.

The work of the committee you serve on is vital to the success of these priorities. We look forward to working with you to continue to make our Village a safe, friendly and attractive community for businesses, neighbors, and families to live, learn, work, play and enjoy the richness and opportunities of a growing Village.

Dated this 3rd day of August 2020.

Signed by the Village Board

2020 Village Board List of Priorities

Rank	Item	Description	John Williams	Troy Allen	Jeff Lennberg	Heidi Murphy	Melissa Raxcliff	Sarah Valencia	Paul Vanderveide	Total	2019 Rank
1	A	Village Economy/Economic Development	6	8	7	1	1	0	3	26	1
2	I	Equity, Inclusion and Race	3	0	3	5	3	3	3	20	NR
3	K	Sustainability and Climate Change	6	0	0	5	3	3	2	19	7
4	E	Village Library	0	0	4	2	8	3	1	18	NR
5	B	Fiscal Responsibility	3	8	0	0	0	1	4	16	5
6	F	Housing	0	0	6	2	1	3	2	14	2
7	G	Parks and Recreation, Additional Amenities	0	0	0	2	2	3	2	9	3
8	J	Facilities Planning	0	0	0	1	1	1	2	5	4
9	D	Engagement and Communication	2	2	0	0	0	0	0	4	9
10	H	Update Ordinances	0	0	0	1	0	3	0	4	NR
11	C	Street Maintenance	0	2	0	1	0	0	0	3	12
12	L	Food Insecurities	0	0	0	0	1	0	1	2	NR
			20	20	20	20	20	20	20	140	

note: please see corresponding document for further descriptions of items listed
 NR = Not Ranked (in previous year's list)

Resolution 2020-07

**Cottage Grove Village Board and Cottage Grove Police Department Joint Resolution
to Condemn and Confront Racism**

WHEREAS, the Cottage Grove Village Board and the Cottage Grove Police Department condemn the appalling, heinous, and heartbreaking use of force incident that resulted in the death of George Floyd in Minneapolis on Monday, May 25, 2020, and declare that the actions and inactions of the police officers involved in that incident were reprehensible and inexcusable; and

WHEREAS, the actions of these police officers negatively impacts the relationships between communities and their police departments.

WHEREAS, the Cottage Grove Village Board and the Cottage Grove Police Department condemn all murder, violence, social injustice and racism targeted at persons of color, specifically toward Black Americans; and

WHEREAS, the acts of intolerable violence and hate that have occurred across this country since its founding are reprehensible and must be acknowledged; and

WHEREAS, the Cottage Grove Village Board and the Cottage Grove Police Department condemn any word, deed or action that seeks to harm another due to their race, ethnicity, culture, religion, beliefs, background, gender or orientation.

NOW, THEREFORE, BE IT RESOLVED, by the Cottage Grove Village Board and the Cottage Grove Police Department as follows, that:

The Village Board and the Police Department will continue to seek, identify, and implement measures to ensure that our community stands for justice for all and the right to peaceful assembly and listens to those that have been oppressed and marginalized, to

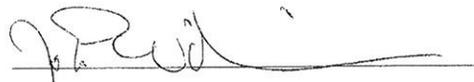
continue to improve our community so that all feel welcome and are treated equally and with dignity; and

The Village Board and the Police Department commit to bringing together our community to continually review, evaluate and update the Police Department's policies, procedures and community policing strategies; and

The Village Board and the Police Department commit to opening a dialogue that acknowledges, confronts and addresses intentional racism, systemic racism, racial biases and implicit biases within our community; and

The Police Department joins the Village Board in recommitting to its vision that the Village be a safe, friendly and attractive community for businesses, neighbors and families to live, learn, work, play and enjoy the richness and opportunities of a growing Village and ensuring that this vision is a reality for all persons regardless of their race, ethnicity, culture, religion, beliefs, background, gender or orientation.

Adopted this 15th day of June 2020.



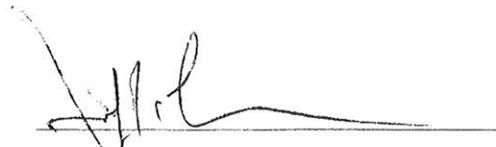
Signed – John Williams, Village President



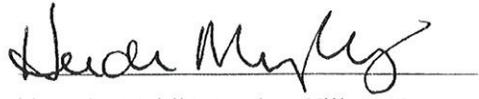
Signed – Daniel Layber, Police Chief



Signed – Troy Allen, Village Trustee



Signed – Jeffrey Lennberg, Village Trustee



Signed – Heidi Murphy, Village Trustee



Signed – Melissa Ratcliff, Village Trustee



Signed – Sarah Valencia, Village Trustee



Signed – Paul VanderVelde, Village Trustee

Attest: 

Village Clerk Lisa Kalata

VILLAGE OF COTTAGE GROVE

ORDINANCE REVIEW COMMITTEE

Minutes

Wednesday, January 29, 2020

5:30 p.m.

Village Hall
221 E Cottage Grove Rd

1. Call to Order.
2. Determination of quorum and that the agenda was properly posted.

Attendance: Alex Jushchyshyn, Jon Russell, Heidi Murphy, Jess Robinson (arrived 5:40pm)

3. **Public Appearances** – Public’s opportunity to speak about any subject that is not a specific agenda item.

none

4. Discuss any Ordinance edits and changes recommended for the purpose of compiling a prioritized list of recommended Ordinance changes to submit to the Village Board.

Jess discussed that he received a ordinance to review for Sexting from the CGPD.

Jess reviewed KnoxBox (130.26 (e)) locations and requirements. some locations have them, some don't. Jess to review needs and what is current in Village ordinance and recommend updates.

5. Discuss any Ordinance Request Forms received.

Chapters 1 Request Form

Jon reviewed his request form. there is inconsistency in current practice vs. the text. it needs to be cleaned up. Heidi to ask the board to direct staff to obtain a quote to cleanup Chapter 12, 13, 36, referencing Jon’s Form.

6. Update on Responsible Bidder Ordinance.

Model Lowest Bid Ordinance

Jon created check list from the guidance document. this should help make it easy and quick to review bids. Check lists are easier to update and cheaper than creating an ordinance. create checks for items a to q on from the guidance document. Check list should be reviewed every 2 years to ensure the questions are relevant. Jon to complete form updates and present to the board when he is ready.

7. Discuss Vaping Ordinance.

Vaping Request Form

Department of Justice Smoking Ban Info Sheet

Vaping Ordinance Example

Heidi reviewed a Q and A document for what the village could do for creating an ordinance. Committee needs to know if there is funds to create this ordinance. Heidi to seek direction from the board to gather funds for this project.

The committee would like to know what the cost was to update the ordinance in 2019 for the time of liquor sales(109-16, (b)(c). Could this be used as a bench mark for costs of updating ordinances?

8. Approve the minutes of the October 30, 2019 meeting.

Jon Russell motion, 2nd Jess Robinson

Vote: 4-0-0

9. Future agenda items.

- a. budget, costs and quotes from legal team.
- b. vaping direction

10. Set next meeting date.

Feb 26, 2020 5:30pm

11. Adjournment.

- a. Jon Russell motion, 2nd Alex Jushchyshyn

Vote: 4-0-0