

VILLAGE BOARD OF TRUSTEES

Monday, October 3, 2016 6:30 p.m. Village Municipal Offices
221 E. Cottage Grove Rd

1. Call To Order
2. Determination Of Quorum And That The Agenda Was Properly Posted
3. Pledge Of Allegiance
4. PUBLIC APPEARANCES-Public's Opportunity To Speak About Any Subject That Is Not A Specific Agenda Item
5. Discuss And Consider The Minutes Of The Regular Village Board Meeting

5.1. Minutes Of September 19, 2016

Documents:

[9-19-16 VB MINUTES.PDF](#)

6. Presentations To The Board
 - a. Website tutorial regarding, agendas, packets, notifications, etc.
7. Closed Session:

The Village of Cottage Grove Village Board will enter into Closed Session pursuant to Wisconsin State Statute §19.85(1)(f) considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par (b) applies which, if discussed in public would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data or involved in such problems or investigations – Operator License Application.

8. Reconvene Into Open Session And Possible Consideration Of Closed Session Items

9. New Business
 - a. Discuss and consider operator license applications for:
 - i. Marilyn Houck, Black Bear Inn
 - ii. Mary Gebhardt, Stop-n-Go, 232
 - iii. Michael Parker, Stop-n-Go, 232

Documents:

[OPERATORS LICENSE APPLICATIONS 10-03-16.PDF](#)

10. Unfinished Business
 - a. Discuss and consider options and opportunities to provide interactive economic development mapping for the Village website

Documents:

[10-03-2016 VB UNFINISHED.PDF](#)

11. Reports From Village Boards, Commissions & Committees

11.I. Parks, Rec & Forestry Committee

Documents:

[9 20 16 PARKS.PDF](#)

11.I.i. Natvig Landfill Monitoring Review Committee

Documents:

[09-22-2016 LANDFILL AGENDA.PDF](#)

11.I.i.1. Law Enforcement Committee

Documents:

[VOCG 9 27 16 LEC AGENDA.PDF](#)

12. Reports From Village Officers

- a. Troy Allen
- b. Kyle Broom
- c. Alex Jushchyshyn
- d. Jennifer Pickel
 - i. Update of current activities involving the Monona Grove School District
- e. Harvey Potter
- f. John Williams
- g. Jack Henrich
- h. Attorney Lee Boushea
 - i. Update on DaneCom
- l. Administrator Matt Giese
- j. Director of Planning and Development Erin Ruth

13. Communications And Miscellaneous Business

- a. Consider approval of vouchers
- b. Correspondence
- c. Future agenda items

14. Adjournment

This agenda has been prepared by Staff and approved by the Village President as Chair of the Village Board for use at the meeting as listed above. 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.

**VILLAGE OF COTTAGE GROVE
VILLAGE BOARD OF TRUSTEES
Monday, September 19, 2016**

MINUTES

1. Call to order

The September 19, 2016 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, Kyle Broom, Jack Henrich, Alex Jushchyshyn, Jennifer Pickel, Harvey Potter, John Williams. Staff present were Village Clerk Lisa Kalata, Administrator Matt Giese, Police Chief Dan Layber, Director Parks, Recreation & Forestry Sean Brusegar, Village Planner Erin Ruth, Village Treasurer Deb Winter, Director of Public Works and Utilities JJ Larson, Village Engineer Mike Maloney and Village Attorney Leighton Boushae.

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 August 29, 2016.

Motion by Pickel to approve the minutes of the regular Village Board meeting of August 29, 2016 with the correction to item #7b, the vote was 3-2 with Jushchyshyn and Allen voting No, seconded by Williams. **Motion** carried with a voice vote of 5-0-2 with Broom and Potter abstaining.

6. Presentations to the Board

- a. Presentation of award to Benjamin Anderson and Anthony Koratko for life saving and bravery. Village President presented an award for life saving and bravery to Officer Anderson and Officer Koratko for their acts on May 9, 2016.
- b. Presentation by Ken Herdeman, Ehlers Investment Partners. Ken Herdeman, explained the current Village of Cottage Grove investment portfolio to provide strategic and valuable investment advice.
- c. Presentation by Bob Powers, Colonial Club. Bob Powers, explained the current projects and needs of the Colonial Club to continue to provide services to older adults and families. They are requesting level funding for 2017 but would encourage the Village of Cottage Grove to consider any additional increase for 2017.
- d. Presentation by Kyle Adams, Ruedebusch on TID #5. **Motion** by Williams to table until the October 3, 2016 meeting, seconded by Pickel. **Motion** carried with a voice vote of 7-0-0.

7. Unfinished Business

- a. Discuss and consider Deer-Grove EMS special event services/fees. Potter indicated that they are in the process of getting the written policy together and will forward when completed, however the charge will be set at \$100/hr. with a 4-hour minimum.
- b. Discuss and consider requirement for fire hydrant at Rainbow Child Care Center. Attorney Boushae recommended that the developer/applicant apply for a modification of an approved site plan pursuant to Village Ordinance 325-112(F). **Motion** by Pickel to follow the modification of an approved site plan process with the plan commission, seconded by Jushchyshyn. **Motion** carried with a voice vote of 7-0-0.
- c. Discuss and consider directing the EMS Commission Chair to create an anonymous survey regarding the proposed merger with Marshall EMS for distribution to all DGEMS members. The commission tabled this item at their meeting last week because there is not enough information at this time. **Motion** by Broom to table the survey, seconded by Williams. **Motion** carried with a voice vote of 7-0-0.
- d. Discuss and consider 5-year Financial Management Plan.

Greg Johnson, from Ehlers gave a brief review of the financial management plan that was presented at the last village board meeting. The document will continue to be a working document for planning and budget purposes for the village. **Motion** by Potter to approve the 5-year Financial Management Plan, seconded by Pickel. **Motion** carried with a voice vote of 7-0-0.

8. New Business

a. Discuss and consider operator license applications for:

- i. Albrey M. Nelson, Kwik Trip
- ii. Jennifer J. Wentela, Kwik Trip
- iii. Julianna R. Thomsen, Cenex Convenience Store
- iv. Taylor A. Clary, Stop-n-Go #232
- v. Marshall G. Haferman, Stop-n-Go #232

Motion by Potter to approve the operator license applications as presented, seconded by Jushchyshyn.

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

b. Discuss and consider award of Gaston Road watermain project base bid.

Mike Maloney, Village Engineer explained the bids and process for the Gaston Road watermain project.

Motion by Pickel to award the water main project to RJ Huston as the lowest responsible bidder, seconded by Broom. **Motion** carried with a voice vote of 7-0-0.

c. Discuss and consider date/time for Halloween trick-or-treating in the Village.

Motion by Pickel to keep trick-or-treating on Halloween but to change the hours to 4:30 p.m. to 7:00 p.m., seconded by Potter. **Motion** carried with a voice vote of 7-0-0.

9. Reports from Village Boards, Commissions & Committees

a. Public Works & Properties Committee

Williams reported that the committee discussed the sidewalk policy, and at this time they plan to keep the policy as is. The committee approved the purchase of safety jackets and a refurbished laptop from the excess salt funds. The assessments of the buildings and properties will have some recommendations for the 2017 budget, but will go through the budget process.

b. Emergency Government Committee

Allen reported that the committee reviewed the active shooter exercise at Glacial Drumlin School and discussed the areas that need improvement. They reviewed the HAZMAT manuals and have found they can be updated easily. They will be applying for two more tabletop exercises and will be working on the 2017 budget, the next meeting is October 5, 2016.

c. Community Development Authority

- i. Discuss and consider recommendation from CDA for proposal from UW Extension Center for Community and Economic Development for assistance with branding, economic analyses and market studies for Cottage Grove.

Motion by Williams to approve the recommendation from CDA for the proposal from UW Extension Center for Community and Economic Development for assistance with branding, economic analyses and market studies for Cottage Grove, seconded by Allen. **Motion** carried with a voice vote of 7-0-0.

- ii. Discuss and consider recommendation from CDA for proposal from Xceligent to provide commercial real estate mapping and data for the Village website.

Motion by Pickel to table until there is more information, seconded by Jushchyshyn. **Motion** carried with a voice vote of 7-0-0.

d. Peer Court Steering Committee

No report

e. Plan Commission

- i. Discuss and consider request for approval of an ETJ Certified Survey Map from Daniel Koppes to add 0.01 acres to an existing parcel located at 2165 Independence Circle in the Town of Sun Prairie.

Motion by Pickel to approve the ETJ Certified Survey Map from Daniel Koppes to add 0.01 acres to an existing parcel located at 2165 Independence Circle in the Town of Sun Prairie, seconded by Williams. **Motion** carried with a voice vote of 7-0-0.

- ii. Discuss and consider request for approval of an ETJ Certified Survey Map from the Kaltenberg Trust to add approximately 4.4 acres to an existing parcel located at 4989 County Highway TT in the Town of Sun Prairie.

Motion by Williams to approve the ETJ Certified Survey Map from the Kaltenberg Trust to add approximately 4.4 acres to an existing parcel located at 4989 County Highway TT in the Town of Sun Prairie, seconded by Pickel. **Motion** carried with a voice vote of 7-0-0.

- iii. Discuss and consider request for approval of a Certified Survey Map from Heinemann Rentals & Investments, LLC to add 0.36 acres to an existing parcel located at 4587 County Highway TT in the Town of Sun Prairie.

Motion by Henrich to approve the Certified Survey Map from Heinemann Rentals and Investments, LLC to add 0.36 acres to an existing parcel located at 4587 County Highway TT in the Town of Sun Prairie, seconded by Pickel. **Motion** carried with a voice vote of 7-0-0.

- f. Deer-Grove EMS Commission

Potter reported that the run fees are down from last year, but should be ok with the 2016 budget and there have not been any write-off for this year. They continue to work on the regionalization and would like to change the make-up of the ad-hoc committee to have two representatives from each commission, the chief serving as staff and Harvey and Gary on the committee. They discussed the 2017 budget, but need to make some revisions, they may need to have a couple of special meetings to get the budget completed to meet the deadlines. The next meeting will be October 20, 2016.

- g. Flynn Hall Committee

No report

10. Reports from Village Officers:

- a. Troy Allen-None

- b. Kyle Broom-Website looks great.

- c. Alex Jushchyshyn-None

- d. Jennifer Pickel-The website looks great, the last Music in the Grove for the season was very well attended, thank you to the Chamber and Parks department for putting on the event.

- i. Update of current activities involving the Monona Grove School District.

The school has moved to alternate side parking, so students are leaving at 6:45 a.m. to get a parking spot. Homecoming has been moved to October 14th and 15th. Juan Botella, science teacher was award a National Science award. The Monona Grove Education Foundation's 3rd Annual Gala will be held on Saturday, November 5, 2016.

- e. Harvey Potter- No report

- f. John Williams -No report

- g. Jack Henrich- water meter replacements are happening in the village

- h. Attorney Lee Boushea

- i. Update on Dane Com

We are going to try to get John Dejung here for the next meeting.

- i. Administrator Matt Giese

The website is looking great; we will be putting out a survey to get feedback on the site. There are five staff members that are completely trained on the website. Andrew has extra hours that he will be working on the website as well to keep it fresh. Last week was the public hearing for the water rate case and it went smoothly, so it will be moving forward the new rates will be in effect as of October 1, 2016.

- j. Director of Planning and Development Erin Ruth

- i. Update on WISDOT I-39/90/94 Study

The DOT is currently engaged in a project to study alternative to alleviate future traffic concerns on I-39/90/94 between the beltline and Wisconsin Dells, including a portion of US 151 to Sun Prairie, and a portion of I-94 past Cottage Grove. The next phase is to look at the options to alleviated the issue down the road. They will provide options as well, and we will have plenty of opportunity to give feedback on the options moving forward.

- k. Parks and Recreation Director Sean Brusegar

- i. Huston Park update

On September 2, 2016 there was a notice released about a rash that some students had gotten after being at Glacial Drumlin Park and Huston Park. We have since done soil samples and have not confirmed the

cause of this rash. Sean will be meeting with Dr. Mark Renz from the UW Madison, Department of Horticulture, to look at the areas.

11. Communications and Miscellaneous Business

- a. Consider approval of vouchers

Motion by Pickel to approve the Village portion of the vouchers in the amount of \$118,652.40, seconded by Potter. The check sequence goes from check #41138 to check #41208. **Motion** carried with a voice vote of 7-0-0.

- b. Correspondence-None

- c. Future agenda items
Dane Com

12. Adjournment

Motion by Pickel to adjourn at 8:35 p.m., seconded by Broom. **Motion** carried with a voice vote of 7-0-0.

Lisa Kalata, Clerk
Village of Cottage Grove
Approved:

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.

DRAFT

Lisa Kalata

From: Paul Matte
Sent: Thursday, September 22, 2016 12:44 PM
To: Lisa Kalata
Subject: FW: Attached Image
Attachments: 3543_001.pdf

Marilyn Houck is Recommended.



Paul J. Matte
Detective
210 Progress Drive Suite #1
Cottage Grove, WI 53527
Office: (608) 839-4652
Dispatch: (608) 255-2345
Fax: (608) 839-4588
Email: pmatte@cottagegrovepolice.org
Web: www.cottagegrovepolice.org

From: Lisa Kalata
Sent: Thursday, September 22, 2016 10:44 AM
To: Paul Matte <pmatte@cottagegrovepolice.org>
Subject: FW: Attached Image

Paul,
Attached is an operator's license application for Black Bear Inn.
Thanks and have a great day☺

Lisa Kalata

Village Clerk
Village of Cottage Grove
221 East Cottage Grove Rd
Cottage Grove, WI 53527
608.839.4704
Fax 608.839.4698
www.vi.cottagegrove.wi.gov

From: copier@village.cottage-grove.wi.us [<mailto:copier@village.cottage-grove.wi.us>]
Sent: Thursday, September 22, 2016 10:47 AM
To: Lisa Kalata <lkalata@village.cottage-grove.wi.us>
Subject: Attached Image



VILLAGE OF COTTAGE GROVE OPERATORS LICENSE APPLICATION

New
Renewal

Please complete all required information. This application must be answered completely and accurately before processing. A \$25.00 license/application fee is required and must accompany this application. If you have not previously held an operators license in the Village of Cottage Grove a copy of the Responsible Beverage Servers Certificate must be attached. All applicants are required to provide a copy of their Wisconsin Drivers License or I.D. Card. The annual licensing period is from July 1 through June 30.

Full Name: Marilyn Nancy Houck
First Middle Last

Complete Address: 7902 Hwy 14 Cross Plains WI 53528
Street Address City/State/Zip Code

Phone Number (h) [REDACTED]

Drivers License Number [REDACTED]

Previous Names: _____ Date of Birth [REDACTED]

Applicants must specify name, address and phone number of the establishment where they will be employed. Also the name of supervisor if we have any questions.

Name address & phone number of Establishment:

The Black Bear Inn
608-839-5222

Name of Supervisor: ~~XXXXXXXXXX~~ Dominick DeBosa

Date and Location of Responsible Beverage Server Course

Online 9/2/16

List all previous addresses within the past 3 years:

You must complete all boxes: Any question answered **YES** must be explained on the back of this page in detail, with any appropriate documentation attached. You may attach additional pages if necessary.

1. In the past 5 years, have you been arrested, convicted of or charged with any of the following:

- A. Illegal purchase, sale or providing alcoholic beverages. Yes ___ No
- B. Violation of closing hours at a licensed premises. Yes ___ No
- C. Operating a motor vehicle while under the influence of drugs and/or alcohol. Yes ___ No
- D. A violation of an alcohol beverage law, regulation or rule not specified above. Yes ___ No
- E. Disorderly conduct, criminal damage to property or obstructing an officer. Yes ___ No

2. Have you EVER been arrested, convicted of or charged with a Felony? Yes ___ No

3. Have you held any type of alcohol beverage license in the last 3 years? If so, list type and location on the back of this page. Yes ___ No

4. Do you presently have any overdue or outstanding forfeitures resulting from a violation of any county, state or local ordinance? Yes ___ No

5. Have you ever had any alcohol beverage license revoked, suspended or not renewed? Yes ___ No

For Village Clerk's Use Only

Date Received 9/2/16

Fees Received \$25.00

Receipt # 7.000709

Provisional # 1617-9P

Background Completed 9/2/16

Approved or Denied

Date Issued _____

License # _____

Legal Review if Denied _____

Certification-Please Read Carefully!

I hereby certify that the information provided on this application is true and correct. I understand that failure to provide all required information shall be grounds for denial of this alcohol beverage license. I further understand that falsification of any information provided may be grounds for denial or revocation of this license. I fully understand all state and local laws and ordinances governing the sale of alcoholic beverages that apply to this application, and agree to abide by those laws.

I hereby authorize the Village of Cottage Grove to perform a criminal background and drivers license check.

Signature Marilyn Houck Date 9/13/16

Lisa Kalata

From: Paul Matte
Sent: Thursday, September 29, 2016 1:51 PM
To: Lisa Kalata
Subject: RE: Attached Image

Mary Gebhardt and Michael Parker are both recommended.



Paul J. Matte
Detective
210 Progress Drive Suite #1
Cottage Grove, WI 53527
Office: (608) 839-4652
Dispatch: (608) 255-2345
Fax: (608) 839-4588
Email: pmatte@cottagegrovepolice.org
Web: www.cottagegrovepolice.org

From: Lisa Kalata
Sent: Wednesday, September 28, 2016 10:39 AM
To: Paul Matte <pmatte@cottagegrovepolice.org>
Subject: FW: Attached Image

Paul,
Attached are two applications for Operator's License for Stop-n-Go. Do you think you will have these back before Friday? Just checking if so I will add it to the agenda for Monday's meeting.
Thanks!

Lisa Kalata

Village Clerk
Village of Cottage Grove
221 East Cottage Grove Rd
Cottage Grove, WI 53527
608.839.4704
Fax 608.839.4698
www.vi.cottagegrove.wi.gov

From: copier@village.cottage-grove.wi.us [<mailto:copier@village.cottage-grove.wi.us>]
Sent: Wednesday, September 28, 2016 10:42 AM
To: Lisa Kalata <lkalata@village.cottage-grove.wi.us>
Subject: Attached Image



VILLAGE OF COTTAGE GROVE OPERATORS LICENSE APPLICATION

New
Renewal

Please complete all required information. This application must be answered completely and accurately before processing. A \$25.00 license/application fee is required and must accompany this application. If you have not previously held an operators license in the Village of Cottage Grove a copy of the Responsible Beverage Servers Certificate must be attached. All applicants are required to provide a copy of their Wisconsin Drivers License or I.D. Card. The annual licensing period is from July 1 through June 30.

Full Name: Mary F Gebhardt
First Middle Last

Complete Address: 1100 North Windsor Ave Cottage Grove WI 53527
Street Address City/State/Zip Code

Phone Number (h) [REDACTED] (w) [REDACTED]

Drivers License Number [REDACTED]

Previous Names: Kuehl Date of Birth [REDACTED]

Applicants must specify name, address and phone number of the establishment where they will be employed. Also the name of supervisor if we have any questions.

Name address & phone number of Establishment: Stop N Go
1100 N Windsor Ave

Name of Supervisor: 839-3154
Jan Miller

Date and Location of Responsible Beverage Server Course: Learn 2 Sewe
9-20-16

List all previous addresses within the past 3 years:
117 Cleveland St Tomah WI 54660

You **must** complete all boxes: Any question answered **YES** must be explained on the back of this page in detail, with any appropriate documentation attached. You may attach additional pages if necessary.

1. In the past 5 years, have you been arrested, convicted of or charged with any of the following:

A. Illegal purchase, sale or providing alcoholic beverages.	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
B. Violation of closing hours at a licensed premises.	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
C. Operating a motor vehicle while under the influence of drugs and/or alcohol.	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
D. A violation of an alcohol beverage law, regulation or rule not specified above.	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
E. Disorderly conduct, criminal damage to property or obstructing an officer.	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
2. Have you **EVER** been arrested, convicted of or charged with a **Felony**? Yes No
3. Have you held any type of alcohol beverage license in the last 3 years? If so, list type and location on the back of this page. Yes No
4. Do you presently have any overdue or outstanding forfeitures resulting from a violation of any county, state or local ordinance? Yes No
5. Have you ever had any alcohol beverage license revoked, suspended or not renewed? Yes No

For Village Clerk's Use Only

Date Received 9/22/16

Fees Received \$25.00

Receipt # 3-040990

Provisional # _____

Background Completed 9/29/16

Approved or Denied

Date Issued _____

License # _____

Legal Review if Denied _____

Certification-Please Read Carefully!

I hereby certify that the information provided on this application is true and correct. I understand that failure to provide all required information shall be grounds for denial of this alcohol beverage license. I further understand that falsification of any information provided may be grounds for denial or revocation of this license. I fully understand all state and local laws and ordinances governing the sale of alcoholic beverages that apply to this application, and agree to abide by those laws.

I hereby authorize the Village of Cottage Grove to perform a criminal background and drivers license check.

Signature Mary F Gebhardt Date 9-30-2016



VILLAGE OF COTTAGE GROVE OPERATORS LICENSE APPLICATION

New
Renewal

Please complete all required information. This application must be answered completely and accurately before processing. A \$25.00 license/application fee is required and must accompany this application. If you have not previously held an operators license in the Village of Cottage Grove a copy of the Responsible Beverage Servers Certificate must be attached. All applicants are required to provide a copy of their Wisconsin Drivers License or I.D. Card. The annual licensing period is from July 1 through June 30.

Full Name: Michael J Parker
First Middle Last

Complete Address: 1057 Andrews dr Sun Prairie, WI 53590
Street Address City/State/Zip Code

Phone Number (h) _____ (w) _____

Drivers License Number _____

Previous Names: _____ Date of Birth: _____

Applicants must specify name, address and phone number of the establishment where they will be employed. Also the name of supervisor if we have any questions.

Name address & phone number of Establishment: Stop N Go
1100 N Windsor Ave

Name of Supervisor: 608-839-3154
Jan Miller
Date and Location of Responsible Beverage Server Course: Learn 2 Serve

List all previous addresses within the past 3 years:

You must complete all boxes: Any question answered **YES** must be explained on the back of this page in detail, with any appropriate documentation attached. You may attach additional pages if necessary.

- In the past 5 years, have you been arrested, convicted of or charged with any of the following:
 - A. Illegal purchase, sale or providing alcoholic beverages. Yes ___ No
 - B. Violation of closing hours at a licensed premises. Yes ___ No
 - C. Operating a motor vehicle while under the influence of drugs and/or alcohol. Yes ___ No
 - D. A violation of an alcohol beverage law, regulation or rule not specified above. Yes ___ No
 - E. Disorderly conduct, criminal damage to property or obstructing an officer. Yes ___ No
- Have you EVER been arrested, convicted of or charged with a Felony? Yes ___ No
- Have you held any type of alcohol beverage license in the last 3 years? If so, list type and location on the back of this page. Yes No ___
- Do you presently have any overdue or outstanding forfeitures resulting from a violation of any county, state or local ordinance? Yes ___ No
- Have you ever had any alcohol beverage license revoked, suspended or not renewed? Yes ___ No

For Village Clerk's Use Only
Date Received 9/22/16
Fees Received \$25.00
Receipt # 3040990
Provisional # _____
Background Completed 9/29/16
Approved or Denied
Date Issued _____
License # _____
Legal Review if Denied _____

Certification-Please Read Carefully!

I hereby certify that the information provided on this application is true and correct. I understand that failure to provide all required information shall be grounds for denial of this alcohol beverage license. I further understand that falsification of any information provided may be grounds for denial or revocation of this license. I fully understand all state and local laws and ordinances governing the sale of alcoholic beverages that apply to this application, and agree to abide by those laws.

I hereby authorize the Village of Cottage Grove to perform a criminal background and drivers license check.

Signature [Signature] Date 9/20/2016



STAFF REPORT

MEMO DATE: September 29, 2016
MEETING DATE: **OCTOBER 3, 2016**

TO: Village of Cottage Grove Board of Trustees
CC: Matt Giese – Village Administrator
Lee Boushea – Village Attorney

FROM: [Erin Ruth, AICP – Village Planning Director](#)

RE: **Web-based Economic Development Mapping Tools**

OVERVIEW

On August 3, 2016 Matt and Erin met with James Bertolli, the Director of Client Services and Sales for Xceligent. Xceligent is a company that collects and distributes commercial real estate data (property or buildings available for sale or rent, recent sale comparisons, etc. – see attached documents) and provides that data in a map-based format that a municipality can put on their website. James Bertolli followed up with a presentation of Xceligent's services at the September 12 CDA meeting.

The CDA recommended use of the service at its September meeting, and the Village Board discussed the issue at the September 19th meeting. At that point, the Village Board requested more information, specifically the following:

- 1) Who are Xceligent's competitors, and what deals do they offer?
- 2) How are broker fees handled if a buyer learns about a site via the system on the Village's website?
- 3) Can the auto-renewal clause be removed from the Xceligent contract?

OTHER PROVIDERS

Some other competitors that are used by Wisconsin communities include Location One Information Services (LOIS), Property Drive, Loop Net, and GIS Planning. As discussed, some communities provide a link to the WEDC's Locate in Wisconsin website.

Location One is of particular interest as they have an agreement with Alliant Energy that allows Alliant Energy communities (including Cottage Grove) to use their system at no cost. Like Xceligent, Location One offers a map-based site location tool that can be embedded within the Village's website. The two systems are similar in look and function. Like Xceligent, Location



One's system keeps visitors on the Village's website and focuses the map on Village sites. Location One also allows a visitor to the website to download reports on the area from ESRI (the leading GIS software developer and geographic data collection company). Reports include a variety of demographic and economic topics that would be of interest to developers and businesses. See the Sheboygan County Economic Development [website](#), or the Janesville Economic Development [website](#) for examples of the Location One system.

According to Amy White, the Customer Service Manager at Location One, there would be no formal agreement between the Village and Location One since Location One's contract is with Alliant Energy, and that contract allows the Village's use. If the Village chooses to use Location One's system, we simply let them know and they will provide login credentials and assistance in setting up the system on our website.

Since Location One offers a comparable service to Xceligent, and the cost is covered through Alliant Energy, staff recommends utilizing Location One for the economic development website mapping tool.

BROKER FEES

As noted above, the Board asked how broker fees may be affected if a seller leans about a property via the Village's website. Ruedebusch provides broker services to the Village for all Village-owned property in the Commerce Park. The terms of service are determined by an agreement called 'WB-3 Vacant Land Listing Contract – Exclusive Right to Sell' which is a standard document. There are a few sections of that agreement that pertain to the question.

Lines 53 to 60 provide the conditions upon which a commission is due to the broker. Essentially and sale or transfer of the property provides a commission to the broker, regardless of the original source of the contact with the buyer. Lines 83 to 90 define the extent of the Village's obligations in participating with the sellers efforts. These include notifying the broker about potential buyers. Contacts made initially with the Village, via the website or any other inquiry, are passed on to the broker and they handle the negotiations and sale documents.

Attorney Boushea agreed with these interpretations and stated that the language is typical for such agreements.

AUTO-RENEWAL

Xceligent said they would be willing to remove the auto-renewal language from the agreement. However, if Location One is used this is no longer an issue since their agreement is with Alliant. We can use or remove the mapping service at our discretion as long as Alliant has an agreement with Location One.



ACTION ITEM

Staff is requesting that the Board directs Staff to notify Location One of intent to use the website mapping tool and begin the process of putting the service on the website.

VILLAGE OF COTTAGE GROVE

NOTICE OF PUBLIC MEETING

Village of Cottage Grove

PARKS, RECREATION and FORESTRY COMMITTEE

Tuesday, September 20, 2016

6:30 P.M.

Municipal Services Building

****note day and time change****

210 Progress Drive

AGENDA

1. Call to order.
2. Roll call and confirm that the meeting was properly posted.
3. **Public appearances:** Public's opportunity to speak about any subject that is not a specific agenda item.
4. Forestry Report.
5. Discuss and consider a joint recreation program with the Town of Cottage Grove.
6. Update on Griff Haase Eagle Scout Project.
7. Update on budget.
8. Discuss shade structures and pricing for Bakken Park.
9. Parks and Recreation Directors Report.
10. Approve the minutes of the August 25, 2016 meeting.
11. Future Agenda Items
12. Adjournment. The PRF Committee will adjourn no later then 9:30 p.m. Any agenda item not considered or remaining shall be forwarded to the next committee meeting.

Notice:

1. Persons needing special accommodations should call 839-4704 at least 24 hours prior to the meeting.
2. 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.
3. Any item on the agenda is subject to final action.

JOINT COTTAGE GROVE NATVIG LANDFILL MONITORING REVIEW COMMITTEE

**Thursday, September 22, 2016 – 6:30 PM
COTTAGE GROVE TOWN HALL
4058 COUNTY ROAD N, COTTAGE GROVE, WI.**

AGENDA

1. Call to Order.
2. Determine quorum and agenda properly posted.
3. Approval of minutes from previous meeting(s).
4. Discuss and consider approval of Landfill monitoring bills.
5. Review current Landfill Testing and Monitoring results.
6. Discuss and consider Agreement for 2017 Services for Natvig Road Landfill
7. Discuss and consider 2017 Landfill Budget.
8. Items for next agenda.
9. Discuss and consider approval of next meeting date.
10. Adjournment.

Submitted by: Steven Anders
Committee Chair

ALL AGENDA ITEMS ARE SUBJECT TO ACTION.

It is possible that members of and a possible quorum of members of other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information; no action will be taken by any other governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice.

NOTE: If you require an interpreter, materials in alternative formats, or other accommodations to access this service, activity of program, please contact the Town Clerk's office at 839-5021 or Fax 839-4432 at least 24 hours prior to this meeting.

VILLAGE OF COTTAGE GROVE LAW ENFORCEMENT COMMITTEE

NOTICE OF PUBLIC MEETING

**TUESDAY, SEPTEMBER 27, 2016, 5:30pm, COTTAGE GROVE POLICE DEPARTMENT
MUNICIPAL BUILDING SUITE 1, 210 PROGRESS DRIVE, COTTAGE GROVE, WI 53527**

AGENDA

1. Call meeting to order.
2. Determine quorum present, and meeting properly posted.
3. Discuss/consider approval of minutes of previous meeting(s).
4. New Business:
 - a. K9, Detective, Monthly Activity Reports
 - b. 2017 Police Department budget request (amended figures from August submission)
 - c. Update on traffic patterns at Taylor Prairie School
 - d. Update on Burglary Case from May 2016 – Charges Issued
 - e. Update on new antennas and programming for Dane Comm switchover in November
 - f. Discuss wage survey for Administrative Services Manager
5. Old Business:
6. Chief's Report.
 - a. Police Department Activity Report.
 - b. K9 Report.
 - c. Detective Report.
7. Future agenda items and next meeting date:
8. Adjournment.

ALL AGENDA ITEMS ARE SUBJECT TO ACTION

Jack W Henrich, Chairperson
Village of Cottage Grove
Law Enforcement Committee

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