

**VILLAGE OF COTTAGE GROVE  
VILLAGE BOARD OF TRUSTEES  
Monday, February 4, 2019**

**MINUTES**

**1. Call to order**

The February 4, 2019 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 Village Administrator Matt Giese, Village Clerk Lisa Kalata, Village Treasurer Deb Winter, Village Planner Erin Ruth, Public Works Director JJ Larson, Parks, Recreation & Forestry Director Sean Brusegar, 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.**

Sarah Valencia- 213 Weald Bridge Rd was present to express her concerns with the Village Board being swayed by the Town of Cottage Grove on the decisions they have made with the Shady Grove subdivision. Heidi Murphy- 3002 Pheasant Run was present to express her concern with a dog license fee change to the ordinance. She would like to see the fees be used to educate residents on responsible dog ownership in the Village.

**5. Discuss and consider the minutes of the regular Village Board meeting of January 21, 2019.**

**Motion** by Williams to approve the minutes from January 21, 2019, seconded by Allen. **Motion** carried with a voice vote of 7-0-0.

**6. 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.**

**Motion** by Henrich to enter into closed session at 6:37 p.m., seconded by Williams. **Motion** carried with a roll call vote of Allen AYE, Elmore AYE, Henrich AYE, Lennberg AYE, Ratcliff AYE, Russell AYE, Williams AYE.

**7. Reconvene into Open Session and Possible Consideration of Closed Session Items.**

**Motion** by Ratcliff to reconvene into open session at 6:50 p.m., seconded by Lennberg. **Motion** carried with a roll call vote of Allen AYE, Elmore AYE, Henrich AYE, Lennberg AYE, Ratcliff AYE, Russell AYE, Williams AYE. **Motion** by Henrich to approve an operator’s license for year July 2018- June 2019 for Timothy Shippy, seconded by Ratcliff. **Motion** carried with a voice vote of 7-0-0.

**8. Presentations to the Board**

**a. Presentation by Bill Schultz on Miracle League.**

Bill Schultz was present to give a brief overview of what Miracle League of Dane County is about. This non-profit is looking for a community to put a Miracle League field and have been working with Brusegar to possibly locate it in Bakken Park. This would give children with disabilities a place to play baseball. A slide show was also presented on the benefits of a Miracle League field.

**9. Unfinished Business**

**a. Discuss and consider direction for posting/publishing delinquent personal property tax bills.**

Winter explained that they have not received payments for the delinquent personal property tax bills that were listed in resolution 2018-22 and would like direction on the posting of this information. **Motion** by Henrich to post on Village website the list of delinquent personal property taxes not collected with the name of the business listed as follows: Capital Associates, LLC -\$91.55, Metalrodika, LLC -\$528.05 and Village Café - \$295.96, seconded by Russell. **Motion** carried with a voice vote of 7-1-0 Ratcliff voting No.

**b. Discuss and consider rescheduling joint Board meeting.**

Henrich explained that the meeting was cancelled due to the extreme weather and that the 4<sup>th</sup> Thursday seems to work for both the Village and Town. **Motion** by Ratcliff to reschedule the Joint Village/Town Board meeting on Thursday, February 28, 2019 at 6:30 p.m. at Village Hall, if the date works for the Town of Cottage Grove, seconded by Elmore. **Motion** carried with a voice vote of 7-0-0.

## 10. New Business

### a. Discuss and consider use of Village Hall for candidate forum hosted by Cottage Grove Chamber of Commerce.

Henrich reported that Paula Severson, Cottage Grove Chamber of Commerce was not able to attend the meeting tonight but would like to use the Village Hall for a candidate forum on February 28, 2019. Henrich did not have an issue with them using Village Hall. Allen had concerns using the room for political uses. Lennberg commented that it is for Village purposes technically because it is for elected officials in the Village. **Motion** by Lennberg to have staff contact Paula Severson at the Chamber of Commerce to let her know that the board will give precedence to the candidate forum for the date of February 28, 2019 but ask that they use Monona Grove School first before coming to the Village, seconded by Ratcliff. **Motion** carried with a voice vote of 7-0-0.

### b. Discuss and consider procedure for ordinance consideration and approval.

Henrich indicated that the ordinance committee has been dormant for a while. Attorney Boushea also commented that they have tried both ways with the committee and working with the standing committees. Ratcliff questioned the current process and what the ordinance review committee would then do and if that was the most cost-effective way to handle ordinance revisions. Williams indicated that he could see having the committee if the board wanted a structure or flow of how ordinances are addressed. Giese indicated that this could be looked at again through the Village Board priorities and budget cycles. **Motion** by Allen to leave the ordinance process as is with it working through the committee level and then to the Village Board and looking at the process in the future with the Village Board priorities exercise, seconded by Henrich. **Motion** carried with a voice vote of 7-0-0.

### c. Discuss and consider emergency management plan, Emergency Government Committee, Emergency Government Director and or revising the current emergency government ordinance.

Ratcliff explained that she is concerned that the ordinance is not up to date as to what the committee is doing and that we do need to have an emergency plan in place or being worked on. Allen agrees that there should be a plan and that it should be a discussion with both the Town and Village because it is a joint committee and we should not be making changes without them, as this may send the wrong message. Ratcliff indicated that this is a Village ordinance and we should not have to wait for the Town to update our ordinance. Attorney Boushea indicated that he has been asking for the Town to read the ordinance and understand how the emergency director works and who that person would be. Allen indicated there is a draft plan, but it has not been finalized. Ratcliff feels the plan should be worked on at the committee level, because the current plan is from 2014. Williams indicated that the wording needs to be spelled out in the ordinance as this is the issue with the current ordinance and then the plan should be finalized and approved. **Motion** by Henrich to put this item on the agenda for the joint meeting with the Town/Village and add the current plan in the packet, seconded by Allen. **Motion** carried with a voice vote of 7-0-0.

## 11. Reports from Village Boards, Commissions & Committees

### 11. I. Law Enforcement Committee

This meeting was cancelled because there was not a quorum.

### 11. II. Parks, Recreation & Forestry Committee

**a. Discuss and consider suspending ordinance 230-2 stating “Pets, including animals of any species, shall not be permitted in Village parks, except animals used to aid individuals with disabilities or as otherwise recommended by the Park and Recreation Committee and approved by the Village Board” for July 3rd, 2019 from 12:00pm – 4:00pm at Northlawn Park to allow Dane County Library Services in conjunction with the Bookmobile, to contract with Zoozort to present the “Zoozort Live Animal Show”.**

Brusegar explained this is the same program they had last year, and it was well attended, and they are looking for approval to suspend the ordinance. **Motion** by Williams to suspend ordinance 230-2 for the Zoozort Live Animal Show on July 3, 2019 from 12:00 pm to 4:00 pm, seconded by Elmore. **Motion** carried with a voice vote 7-0-0.

**b. Discuss and consider suspending ordinance 230-3 stating “Park closing hours for August 10th, 2019 with a rain date of August 17th, 2019 at Community Park to allow for persons to occupy the park during closed hours for a family outdoor campout program.**

Brusegar explained this is a new program for up to 20 families to camp and have activities in the park overnight.

**Motion** by Elmore to approve suspending ordinance 230-3 for the family outdoor campout program on August 10, 2019 with a rain date of August 17, 2019, seconded by Williams. **Motion** carried with a voice vote of 7-0-0.

**c. Discuss and consider stewardship conversion grant at Bakken Park.**

Maloney explained that when the Village sold 7.2 acres of land to the rugby club that this land is required by the DNR Stewardship Grant to be replaced as parkland and has not happened to date. Speaking with the DNR it was found out that that capital projects that support passive recreation, such as a shelter with restrooms, can be used as credit towards land that is owed. If the eligible project costs are equal to the appraised value of the land, the Village would be released from its obligation to purchase additional land. The Parks and Recreation committee did approve the appraisal in the amount of \$4,000 coming out of the park development fund. The bike path could also be used to offset the obligation as well. Allen questioned why we are appraising now when these are not approved projects at this point. Elmore indicted that we need to fulfill the obligation, and this is one way of doing so without purchasing land to replace the acres sold.

**d. Discuss and consider land appraisal at Bakken Park.**

**Motion** by Ratcliff to approve the appraisal for the 7.2 acres at Bakken Park with the \$4,000 coming from the park development fund, seconded by Elmore. **Motion** carried with a voice vote of 7-0-0.

**11. III. Natvig Landfill Monitoring Review Committee**

Lennberg reported that they reviewed the invoices. The next meeting will be March 28, 2019.

**11. IV. Joint Fire Department Committee**

Russell reported that the Pleasant Springs contract has been signed, they are working on more quotes for IT updates, the shipping container item was tabled as the Fire Department plans to pay for it, the committee approved up to \$1,500 for repairs for the moisture problem with the compressor for the truck air lines, and the Fire Chief provided a good end of the year report. Summit Credit Union inspections have been done and they passed all inspections. The next meeting will be March 28, 2019.

**12. Reports from Village Officers:**

**a. Troy Allen**

**i. Request for staff time to research and compile report of commercial vs. residential assessed values from surrounding municipalities in Dane County.**

Allen would like the same information that was provided for the Village for other communities to see how the Village compares to other communities. Lennberg and Ratcliff questioned why he would like this information and if it is helpful and a good use of Giese's time. Giese indicated that it would take a couple hours to complete the information requested, however he may not be able to get 7 years it may be 2 to 3 years and the Village is at 89% assessment and some maybe at 100% assessment.

**Motion** by Elmore to approve staff time to compile the report requested, seconded by Allen. **Motion** carried with a voice vote of 7-0-0.

**b. James Elmore- No report**

**c. Jeff Lennberg- Appreciate the letter read by Sarah Valenica earlier and he agrees with her comments.**

**d. Melissa Ratcliff- Would like future meetings date to be added to the bottom of each agenda.**

**e. Jon Russell**

**i. Review and discuss the draft Shady Grove neighborhood meeting agenda.**

Russell indicated that he had met with the Shady Grove attorney, neighbors and they all agree on the agenda. Ratcliff feels the agenda should be more generic. Allen feels the agenda should be less formal than the draft provided and agrees with Ratcliff on the draft she provided. Russell indicated that it is really to help facilitate the meeting and keep it moving.

**f. John Williams-No report**

**g. Jack Henrich**

**i. Discuss and consider nomination of Jon Russell and Melissa Ratcliff as Village Board members of ordinance committee.**

**ii. Discuss and consider nomination of Heidi Murphy as citizen member of ordinance committee.**

**Motion** by Henrich to nominated Jon Russell and Melissa Ratcliff as Village Board members and Heidi Murphy as citizen member to the ordinance committee, seconded by Williams. **Motion** carried with a voice vote of 7-1-0 with Allen voting No.

**h. Attorney Lee Boushea**

**i. Legal briefings/status updates.** Contract for Pleasant Springs is done, the vacation of right-of-way for Summit Credit Union has been filed and the Emergency Services Building Easement will be recorded.

**i.** Administrator Matt Giese- Recognized Public Works Director JJ Larson, as he has done a great job of fielding all the calls on the TDS complaints and Parks and Recreation Director Sean Brusegar for bringing forward the Miracle League Field.

**j.** Director of Planning and Development Erin Ruth- No report

**k.** Police Chief Dan Layber- No report

**l.** Public Works & Properties Director JJ Larson

**i. TDS update**

Larson reported that that from one perspective TDS has been much better than they had planned, however there have been issues with people not being notified that this work is happening in their neighborhoods and the placement of pedestals. Jeff Hansen- 104 Arbury Ct was present to express his concern of the placement of pedestals in the Forest Ridge subdivision. The subdivision was designed with all the utilities in the back of the lots and he would like to see the pedestals to be located in the back or a flush mount if located in the front.

**m.** Parks, Recreation & Forestry Director Sean Brusegar

**i. 2018 Facebook report**

Brusegar handed out information on the annual Facebook data from 2018 and 2017 for the Parks, Recreation department.

**n.** Clerk, Lisa Kalata- No report

**o.** Treasurer, Deb Winter- No report

**13. Communications and Miscellaneous Business**

**a. Consider approval of vouchers.**

**Motion** by Ratcliff to approve the Village portion of the vouchers in the amount of \$80,584.24 seconded by Lennberg. The check sequence goes from check #44934 to check #45017 **Motion** carried with a voice vote of 7-0-0.

**b. Correspondence-None**

**c. Upcoming community events-** Optimist Club will be holding a Bingo night at Flynn Hall at 3:00 p.m. on February 17, 2019. Summit Credit Union ribbon cutting will be March 4, 2019.

**d. Future agenda items-None**

**14. 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 to discuss boundary agreements.**

**Motion** by Henrich to enter into closed session at 9:09 p.m., seconded by Ratcliff. **Motion** carried with a roll call vote of Allen AYE, Elmore AYE, Henrich AYE, Lennberg AYE, Ratcliff AYE, Russell AYE, Williams AYE.

**15. Reconvene into open session and possible consideration of closed session items.**

**Motion** by Allen to reconvene into open session at 9:19 p.m., seconded by Elmore. **Motion** carried with a roll call vote of Allen AYE, Elmore AYE, Henrich AYE, Lennberg AYE, Ratcliff AYE, Russell AYE, Williams AYE.

No other action was taken from this closed session.

**16. Adjournment**

**Motion** by Allen to adjourn at 9:19 p.m., seconded by Lennberg. **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.**