

**VILLAGE OF COTTAGE GROVE
VILLAGE BOARD OF TRUSTEES
Monday, May 20, 2019**

MINUTES

1. Call to order

The May 20, 2019 regular meeting of the Village Board of Trustees was called to order at 6:30 p.m. by Village President John Williams.

2. Determination of quorum and that the agenda was properly posted.

It was determined that there was a quorum of members present and that the agenda was properly posted. Village Board members present were: Troy Allen, Jeff Lennberg, Heidi Murphy, Melissa Ratcliff, Sarah Valencia and John Williams. Staff present were Village Administrator Matt Giese, Village Clerk Lisa Kalata, Village Planner Erin Ruth, Public Works Director JJ Larson, Parks, Recreation & Forestry Director Sean Brusegar, Village Treasurer Deb Winter, Police Chief Dan Layber, Village Engineer Mike Maloney and Village Attorney Leighton Boushea.

3. Pledge of Allegiance.

4. PUBLIC APPEARANCES – Public’s opportunity to speak about any subject that is not a specific agenda item.

Stephen Ratzlaff-341 Country Clove Dr, DeForerst, WI was present to ask to have a closed session with the Village Board regarding Deer-Grove EMS. Giese indicated that this is not a Village Employee and if it is concerning Deer-Grove EMS he would need to contact Deer-Grove EMS attorney Dan Barker. Giese will provide the correct contact information to Stephen Ratzlaff.

5. Discuss and consider the minutes of the regular Village Board meeting of May 6, 2019.

Motion by Allen to approve the minutes from May 6, 2019, seconded by Ratcliff. **Motion** carried with a voice vote of 6-0-0.

6. Presentations to The Board

a. Presentation by Cheryl Wittke, Executive Director-Safe Communities Madison Dane County.

Cheryl Wittke, Executive Director-Safe Communities Madison Dane County was present to explain the program and all the benefits it offers to residents. Murphy asked what the Village could do to get this information out to residents, if they could provide tool kits or social media information. Cheryl Wittke indicated that she could send information to be linked on the Village website and social media. Valencia asked how they get funding, which Cheryl indicated that it is from government funding through grants, Dane County and some municipalities. Williams indicated that this could be discussed at committee level and they could also share on social media and Village website.

7. Unfinished Business

a. Discuss and consider process for filling vacant Village Trustee position (This item was tabled at May 6, 2019 Village Board meeting).

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

Lennberg indicated that he would like to see the position filled. **Motion** by Lennberg to nominate Jon Russell to fill the vacant position for the remainder of the term, seconded by Allen. **Motion** carried with a voice vote of 4-2-0 with Murphy and Ratcliff voting No.

b. Discuss and consider proposed amendments to Ch. 325 regarding Zoning Related to 2017 Wisconsin Act 67 and 2017 Wisconsin Act 243 (This item was tabled at the Village Board meeting on May 6, 2019).

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

Attorney Boushea asked that the board table until he can get the information on the language change from the Legislative Bureau that was requested from the last meeting. **Motion** by Lennberg to table until next meeting, seconded by Ratcliff. **Motion** carried with a voice vote of 6-0-0.

8. New Business

a. Discuss and consider requests from the Cottage Grove Fire Department for accommodations for the 2019 Fireman’s Festival.

Erik Severson was present to discuss the 2019 Fireman’s Festival. They are requesting that Fireman’s park hours are waived for the week of June 10-17, 2019. They will have live music, baseball tournament, and new this year

will be cornhole tournament along with a new carnival vendor which will be Wenzel Amazements. The Hot2trot run will be Saturday and the Lions Club will also be having the pancake breakfast again this year.

b. Discuss and consider memorandum of agreement regarding local program operator tank system inspection and plan view.

Robbie Dailey was present to explain the memorandum of agreement regarding local program operator tank system inspections that are required by the State of Wisconsin. Due to the number of tanks that need inspecting throughout the State, private inspection companies may do the inspections for the State provided the local municipality approves a memorandum of understanding. Murphy questioned if Mr. Dailey has a license and training from the State. Robbie Dailey explained that he does have a license from the State and he is required to complete continuing education each year as well. Attorney Boushea indicated the memorandum of agreement provided is fine and recommended approval. **Motion** by Allen to approve the memorandum of agreement regarding local program operator tank system inspection and plan review, seconded by Murphy. **Motion** carried with voice vote of 6-0-0.

c. Discuss procedure for Public Comment.

Ratcliff explained the current public comment form that is used has been turned in days prior to board meetings and handed in right before a meeting and people do not stay for the meeting, she would like to discuss how the form is used by the board. Lennberg commented that he would like to hear from the residents but if they are not attending the meeting, it is hard to understand if the topic is really an issue. Murphy asked if there was a comment section, because if people are working during the meeting times it would be hard to attend but could use the form to express their concerns. Murphy would like to have more than just yes or no on the form to encourage more engagement. Valencia also commented that in favor or against is confusing, so more explanation would be helpful. Giese indicated that a line for a signature could be added as well. Williams asked if we could add to the current form to include a comment section. Attorney Boushea indicated that they could modify or have two forms, but one would be less confusing, and he would suggest not limiting the form and availability. The board would like staff to revise the current form by adding a comment section, signature line and bring back to next meeting for review.

9. Reports from Village Boards, Commissions & Committees

9.I. Public Works & Properties Committee

a. Update on Main Street bike path project.

Maloney was present to give an update on the Main Street bike path project. The Village has received a grant from Dane County in the amount of \$182,500 and we are trying to keep the village cost to the other half, however Public Works Committee and Utility Commission have approved to add curb and gutter, storm sewer and have the bike path urbanized. The challenge is because of the ditches that run along the route of the bike path this has added additional costs for the project along with the curb, gutter and storm sewers, so the funding will allow for only half the project, however Dane County is in agreement of the work and suggested to apply for another grant next year to complete the bike path to the roundabout by the interstate. Dane County would like to then connect the trail to McCarthy park and link back to Glacial Drumlin trail.

9.II. Utility Commission

Murphy reported they discussed the Shady Grove concept plan, discussed cross connection inspections, discussed credit for sewer when there has been a leak and will draft a policy and this will be discussed at next meeting.

9.III. Plan Commission

a. Discuss and consider Ordinance 05-2019 re: Petition for Direct Annexation by Unanimous Consent from The Monona Grove School District for Annexation of Approximately 41 Acres from The Town of Cottage Grove into The Village of Cottage Grove.

Ruth explained that this had been approved by Plan Commission with the condition that they amend the map and legal description to include the entirety of Buss Road. **Motion** by Ratcliff to approve Ordinance 05-2019, petition for direct annexation by unanimous consent from the Monona Grove School District for annexation of approximately 41 acres from the Town of Cottage Grove into the Village of Cottage Grove, with conditions in staff report, seconded by Lennberg. **Motion** carried with a voice vote of 6-0-0.

b. Discuss and consider Ordinance 06-2019 re: Petition for Direct Annexation by Unanimous Consent from Joe Wagner, via Cottage Grove Business Development, LLC for annexation of approximately 66.649 acres from the Town of Sun Prairie into the Village of Cottage Grove.

Ruth explained this was the previous Duschack property and would be added to TID 10 and was approved by the Plan Commission, with conditions in the staff report. **Motion** by Ratcliff to approve Ordinance 06-2019, petition

for direct annexation by unanimous consent from Joe Wagner, via Cottage Grove Business Development, LLC for annexation of approximately 66.649 acres from the Town of Sun Prairie into the Village of Cottage Grove with conditions in staff report, seconded by Valencia. **Motion** carried with a voice vote of 6-0-0.

c. Discuss and consider Proposal from MSA Regarding Typical Buss Road Cross Sections.

Maloney explained the difference between an 80 foot right of way versus a 100 foot right of way and the benefits for expansion in the future. The advantage to a 100 foot right of way allows for a four-lane road with turn lanes and bike lanes. The Public Works and Utility committees have both approved to have a 100 foot right of way on Buss Road. **Motion** by Valencia to approve a 100 foot right of way on Buss Road, seconded by Ratcliff. **Motion** carried with a voice vote of 6-0-0.

9.IV. Community Development Authority

Lennberg reported that they elected officers, had a presentation by Peter Ouchakof from Dane County regarding Dane County Community Development Block Grant Consortium and the potential for Cottage Grove to join the consortium, and they discussed the amendment proposal from Ehlers for TID 10. Ruth explained that joining Dane County Community Development Block Grant Consortium is a benefit for residents because the high median income in Cottage Grove is not a factor through Dane County. There will also be a public hearing at the next CDA meeting to amend TID 10 project plan.

a. Discuss and consider recommendation for Village of Cottage Grove to join Dane County Block Grant Consortium.

Motion by Valencia to approve joining Dane County Block Grant Consortium, seconded by Murphy. **Motion** carried with a voice vote of 6-0-0.

b. Discuss and consider a proposal from Ehlers, Inc. to provide an amendment to the TID 10 project plan.

Motion by Lennberg to approve the proposal from Ehlers, Inc. to provide an amendment to the TID 10 project plan, seconded by Ratcliff. **Motion** carried with a voice vote of 6-0-0.

9.V. Deer-Grove EMS Commission

Allen reported that the calls are down slightly from last year, Stoughton Hospital is looking for someone to do transport for them, so they will continue to discuss this as it would be additional revenue for the Commission, Johnson Block was not at the meeting but would come to a future meeting to discuss the financials if requested. The next meeting will be in Deerfield next month.

10. Reports from Village Officers:

a. Attorney Lee Boushea

i. Legal briefings/status updates.

Request that if the board has procedural questions, please contact Matt and he can direct the questions from there.

b. John Williams

i. Discuss and consider nomination of Sarah Valencia to Emergency Government

Allen has requested to be removed from Emergency Government because of conflict with meeting date, and Valencia can attend those dates. **Motion** by Murphy to appoint Sarah Valencia to Emergency Government Committee, seconded by Ratcliff. **Motion** carried with a voice vote of 6-0-0.

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 \$163,646.20 seconded by Allen. The check sequence goes from check #45292 and then from check #45342 to check#45403. **Motion** carried with a voice vote of 6-0-0.

b. Correspondence-None

c. Upcoming community events- Fireman's Festival, and the first Music in the Grove will be May 30, 2019 at Dublin park at 6:00 p.m.

d. Future agenda items- Baker Tilly audit review, start the board prioritization process, report on ordinance changes.

12. Closed Session: The Village of Cottage Grove Village Board will enter into Closed Session pursuant to Wisconsin State Statute §19.85 (1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. This closed session is for negotiations in Commerce Park TID #5.

Motion by Allen to enter into closed session at 8:07 p.m., seconded by Murphy. **Motion** carried with a roll call vote of Allen AYE, Lennberg AYE, Murphy AYE, Ratcliff AYE, Valencia AYE, Williams AYE.

13. Reconvene into open session and possible consideration of closed session items.

Motion by Ratcliff to reconvene into open session at 5:53 p.m., seconded by Murphy. **Motion** carried with a roll call vote of Allen AYE, Lennberg AYE, Murphy AYE, Ratcliff AYE, Valencia AYE, Williams AYE.
No action was taken.

14. Adjournment

Motion by Allen to adjourn at 8:53 p.m., seconded by Lennberg. **Motion** carried with a voice vote of 6-0-0.

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