

**VILLAGE OF COTTAGE GROVE  
VILLAGE BOARD OF TRUSTEES  
Monday, October 21, 2019**

**MINUTES**

**1. Call to order**

- a. Plan Commission- Village President John Williams called the Plan Commission to order at 6:30 pm.
- b. Village Board of Trustees- Village President John Williams called the Village Board of Trustees to order at 6:30 pm.

**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. Plan Commission members present were: Kyle Broom, Fred Schulze, Alex Jushchyshyn, Jennifer Pickel, Melissa Ratcliff and John Williams. Absent and excused was Don Brinkmeier. Village Board members present were: Troy Allen, Jeff Lennberg, Heidi Murphy, Melissa Ratcliff, Jon Russell, Sarah Valencia and John Williams. Staff present were 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.*  
None

**5. Public Hearing: A Public Hearing to hear interested citizens comments on the proposed amendments to the Official Comprehensive Plan.**

Village President John Williams opened the public hearing at 6:31 pm. Ruth gave an overview of the proposed changes to the Comprehensive Plan, which was provided in the staff report. Ruth also reviewed the survey results, which was also in the staff report. Ruth also pointed out the request from the owners of 2001 Realty to include two parcels 0711-174-8500-3 and 0711-174-9002-4 totaling 71 acres to be re-designated from Agriculture/Rural to Planned Neighborhood. Russell questioned what the reduced lot size would be, which Ruth indicated that it would go to Plan Commission to make the determination. Jushchyshyn indicated that it is hard to put much weight on the survey results, being that only 174 people responded but appreciated the effort. Mike Voss -704 Cork Xing was present to voice his concern with the low-income housing by CVS in the plan. He is concerned with the number of residents this could bring to an already stressed school system and services in the community. Being there were no other public comments Village President John Williams closed the public hearing at 6:55 pm.

**6. PLAN COMMISSION ACTION**

- a. **Discuss and consider a recommendation to the Village Board regarding the proposed amendments to the Official Comprehensive Plan through adoption of Resolution 2019-11, recommending amendments to the Comprehensive Plan of the Village of Cottage Grove.**

**Motion** by Pickel to approve Resolution 2019-11, recommending amendments to the Comprehensive Plan of the Village of Cottage Grove, seconded by Jushchyshyn. **Motion** carried with a voice vote of 6-0-0.

**7. PLAN COMMISSION ACTION**

- a. **Adjournment**

**Motion** by Jushchyshyn to adjourn at 6:57 pm, seconded by Schulze. **Motion** carried with a voice vote of 6-0-0.

**8. VILLAGE BOARD ACTION**

- a. **Discuss and consider recommendation from the Plan Commission on the Official Comprehensive Plan amended by adoption of Ordinance 08-2019, to Adopt the Amended Comprehensive Plan of the Village of Cottage Grove.**

Murphy questioned when the lot size requirements would be changed and if it would only apply to new areas, which Ruth indicated that it would only be the new areas and only where it would be appropriate to have smaller lot sizes. Murphy liked the idea of options to have small lots sizes in some areas. **Motion** by Allen to approve Ordinance 08-2019 to adopt the amended comprehensive plan of the Village of Cottage Grove with the addition of the Future Development Area for parcel 0711-174-8500-3 and 0711-174-9002-4, seconded by Lennberg. **Motion** carried with a voice vote of 7-0-0.

**9. Discuss and Consider the Minutes of The Regular Village Board Meeting on October 7, 2019.**

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

**10. Presentations to The Board**

**a. Presentation by Colonial Club.**

Melody Riedel and Laura Jennings from the Colonial Club were present to discuss the services that are provided to residents of Cottage Grove and request funds for 2020 budget. They are requested an increase from \$12,000 to \$16,000 for the 2020 budget. They are also in need of drivers to deliver meals to residents in Cottage Grove, they are trying to work with businesses to help with drivers. Williams asked if they have contacted the Chamber as they could provide a full list of businesses. Melody Riedel would like to take the numbers out of the agreement as they change frequently with the change of people that they service. Valencia indicated that they like the numbers in the annual report but would not be necessary for the agreement. Murphy indicated that the pharmacies may be a good place for the newsletters, as she has seen a need for people there as well. Laura indicated that they do not provide to the pharmacies but would add it to the list. Attorney Boushea indicated that he will work with Colonial Club to draft the changes in the agreement for the next meeting.

**b. Presentation by Monona Bank on banking services**

Kathy Blumreich, Laura Peterson and Amy Bauer from Monona Bank were present to give a brief overview of the services that Monona Bank could provide as indicated in the RFP. They would have a team to work with the Village to work through the transition.

**c. Presentation by Bank of Sun Prairie on banking services**

Jimmy Kauffman, John Loeffler, Allison Feldbruegge, Manprit Brar, Sim Kaur and Joseph Schuch from Bank of Sun Prairie were present to give a brief overview of the services that they could provide as indicated in the RFP. Joe and Allison would be the team that would work with the Village to get the services needed.

**11. New Business**

**a. Discuss and consider 2020 contract for services for Colonial Club.**

**Motion** by Ratcliff to table until the next Village Board meeting, seconded by Murphy. **Motion** carried with a voice vote of 7-0-0.

**b. Discuss and consider release of lots in phase one of Quarry Ridge Estates.**

Attorney Boushea handed out the first amendment to agreement for First Addition Quarry Ridge Estate to release the first phase of lots in the agreement with A&M Management LLC. Maloney indicated that they are in compliance and this would not reduce the surety. **Motion** by Lennberg to approve the release of lots in Phase A for Quarry Ridge Estates as presented, seconded by Russell. **Motion** carried with a voice vote of 7-0-0.

**c. Discuss and consider Operator License permit applications for licensing year July 2019-June 2020 for Richard Knipfer, Allyson Donohue and Arora Westenberg.**

**Motion** by Murphy to approve Operator License for licensing year July 2019-June 2020 for Richard Knipfer, Allyson Donohue and Arora Westenberg, seconded by Ratcliff. **Motion** carried with a voice vote of 7-0-0.

**12. Reports from Village Boards, Commissions & Committees**

**12.I. Public Relations Committee**

Allen reported that they discussed updating the cameras, recording equipment and it was approved and included in the 2020 budget.

**12.II. Utility Commission**

Murphy reported that the owners of The Farm Golf Course were present for information on the interceptors and utilities planned for that area and are looking for more information on the progress. The water tower lighting is in progress and will be up and running soon. They received a grade A from the DNR on the CMAR report.

**12.III. Finance & Personnel Committee**

Williams reported they discussed the banking RFP and walked through the 2020 budget.

**12.IV. Deer-Grove EMS Commission**

Allen reported that calls are down a little from same time last year, they received a grant for exhaust emissions, they discussed a change in the dental plan which will not affect the budget. The next meeting will be in Deerfield on November 21<sup>st</sup>.

**13. Reports from Village Officers**

**a. Attorney Lee Boushea**

**i. Legal briefings/status updates**

Attorney Boushea reported that he has been busy with Developer's agreements.

**14. Communications and Miscellaneous Business**

**a. Consider approval of vouchers.**

**Motion** by Ratcliff to approve the Village portion of the vouchers in the amount of \$42,613.69, seconded by Lennberg. The check sequence goes from check #46023 to check #46091. **Motion** carried with a voice vote of 7-0-0.

**b. Correspondence-None**

**c. Upcoming community events-** Active Killer training at New Life Church on October 29<sup>th</sup>.

**d. Future agenda items-**Colonial Club contract, developer agreement presentation

**15. 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 negotiating terms in the Developers Agreement with Monona Grove School District and negotiate terms for official banking institution; and 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 – Background Check.**

**Motion** by Williams to enter into closed session at 8:51 p.m., seconded by Murphy. **Motion** carried with a roll call vote of Allen AYE, Lennberg AYE, Murphy AYE, Ratcliff AYE, Russell AYE, Valencia AYE, Williams AYE.

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

**Motion** by Ratcliff to reconvene into open session at 9:49 p.m., seconded by Murphy. **Motion** carried with a roll call vote of Allen AYE, Lennberg AYE, Murphy AYE, Ratcliff AYE, Russell AYE, Valencia AYE, Williams AYE.

**a. Discuss and consider official banking institution for the Village of Cottage Grove.**

**Motion** by Allen to go with Monona Bank as the official banking institution with consideration of asking for the ECR floor at 2% for minimum rate, seconded by Murphy. Motion carried with a voice vote of 6-0-1 with Russell abstaining.

**Motion** by Murphy to deny the appeal for the background check, seconded by Ratcliff. **Motion** carried with a voice vote of 7-0-0.

**17. Adjournment**

**Motion** by Allen to adjourn at 9:52p.m., seconded by Ratcliff. **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.**