

**VILLAGE OF COTTAGE GROVE  
VILLAGE BOARD OF TRUSTEES  
Monday, April 18, 2016**

**MINUTES**

**1. Call to order**

Clerk Treasurer Deb Winter called the April 18, 2016 meeting of the Village Trustees to order at 6:30 p.m.

**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: Kyle Broom, Jack Henrich, Alex Jushchyshyn, Jennifer Pickel, Harvey Potter and John Williams. Staff present were Clerk Treasurer Deb Winter, Administrator Matt Giese, Director of Public Works and Properties JJ Larson, Village Clerk Lisa Kalata and Village Attorney Leighton Boushea.

**3. Pledge of Allegiance.**

**4. Nominations for Chairman Pro Tem for the April 18, 2016 Village Board meeting.**

**Motion** by Williams to nominate Jack Henrich as Chairman Pro Tem for the April 18, 2016 Village Board meeting, seconded by Potter. **Motion** carried with a voice vote of 5-0-1 with Henrich abstaining.

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

None

**6. Discuss and consider the minutes of the regular Village Board meeting of April 4, 2016.**

**Motion** by Pickel to approve the minutes of the regular Village Board meeting of April 4, 2016 as read, seconded by Williams. **Motion** carried with a voice vote of 6-0-0.

**7. Presentations to the Board**

None

**8. Unfinished Business**

**a. Identify, Discuss and Prioritize Village Ordinances requiring updating and revising.**

Ruth reported that the senior housing parking requirements is already going to Plan Commission. Boushea reported that he will be meeting with Chief Layber to discuss the Social Host Ordinance.

**b. Discuss Deer-Grove EMS requests to purchase ambulance(s) and equipment.**

A question was raised as to if the trade takes into account the percentages for each municipality. Winter responded that she had talked to the EMS Accounts Manager and asked to have the numbers reworked to reflect the true percentages. Giese stated that the true question is “Do we want to replace one ambulance every 4 years or two ambulances every 8 years”.

**c. Update on Gaston Road ROW permit.**

Boushea reported that he is continuing to wait for a response from the PSC.

**d. Report from CARPC Public Hearing**

Ruth reported that there were a couple of comments he had received after submittal. One was that the Village should consider giving some land that is currently in the urban service area back in order to gain the additional acreage being requested. One other comment was that CARPC didn’t think the area was dense enough. Comments from the hearing from a few of the individual members however stated that these suggestions don’t matter in the approval process because they have nothing to do with water quality. Boushea added that the Village was given the impression that we would have to give land back for approval, but that is not the case. The Village can send a letter requesting to remove that portion of the submittal. Once the submittal

goes to the DNR, they look at water quality and base their decision on how the submittal may or may not affect the quality.

e. **Discuss Agenda for Chamber Forum**

There were a few changes discussed as well as the time. Broom will follow up with the Chamber.

9. **New Business**

a. **Discuss and consider operator license application for:**

- i. **Nicole Priebe; Stop N Go – Cty Hwy BB**
- ii. **Scott Galston; Kwik Trip**
- iii. **Alana King; Kwik Trip**
- iv. **Luciana Rury; Village Liquor**

**Motion** by Pickel to approve operator licenses for the above four applicants, seconded by Broom. **Motion** carried with a voice vote of 5-0-1 with Potter abstaining.

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

a. **Community Development Authority**

i. **Discuss and consider invitation from CGI Inc. to produce Village marketing videos.**

Potter reported. GCI discussed a proposal for marketing videos which would be produced at no cost. Ruth added that they are suggesting 4 or 5 one minute videos that can be put on the website with the idea to launch the videos in conjunction with the launch of the new website in the September timeframe. GCI then markets to businesses where the business then pays for their videos. These business videos are linked to the Village website. Jushchyshyn suggested putting a disclaimer on the website so it doesn't look like the Village is endorsing a certain business. Broom stated that the Chamber is looking at the same product and this is the type of topic that is perfect for joint meetings with the Chamber and the Town. The Board then decided to hold off on a decision and add this topic to the Chamber forum. **Motion** by Pickel to table this agenda item until the May 2, 2016 Village Board meeting, seconded by Potter. **Motion** carried with a voice vote of 6-0-0.

b. **Emergency Government Committee**

No Report

c. **Plan Commission**

i. **Discuss and consider recommendation from Plan Commission to approve request from Huston Properties, Inc. to extend 10-year development period of the Arrowwood Village Planned Unit Development for another 10 years per 325-115(H)(3) of the Zoning Ordinance.**

Ruth explained that with the history of market trends, they need an extension on their development period. Ruth also stated that staff recommends approval. **Motion** by Pickel to approve the recommendation from Plan Commission to approve the request from Huston Properties, Inc. to extend 10-year development period of the Arrowwood Village Planned Unit Development for another 10 years per 325-115(H)(3) of the Zoning Ordinance, seconded by Williams. **Motion** carried with a voice vote of 6-0-0.

ii. **Discuss and consider recommendation from Plan Commission to approve application from Huston Properties, Inc. for approval of a Precise Implementation Plan for the Aster Community Center and Independent Living Apartments, which features 68 units and a 4,400 square foot community center, as part of the Arrowwood Village Planned Unit Development.**

Dennis Richardson, Dale and Dwight Huston were present to answer any questions. The Huston's are proposing to develop a 68 unit senior housing complex including a 4,400 square foot community center. Most of the discussion surrounded the parking requirements. According to the village zoning ordinance they have ample parking, but

according to apartment housing requirements, they are a few short. Given the parking availability next door at the Memory Care unit, Plan Commission and staff felt parking was sufficient for a senior housing complex. Huston's stated that they don't want an easement or anything attached to this approval and want to know what requirements they should follow when they bring the next building proposal in. Ruth stated that the Plan Commission will be looking at the village parking requirements at the next Plan Commission meeting. **Motion** by Pickel to approve the recommendation from Plan Commission to approve application from Huston Properties, Inc. for approval of a Precise Implementation Plan for the Aster Community Center and Independent Living Apartments, which features 68 units and a 4,400 square foot community center, as part of the Arrowwood Village Planned Unit Development with the condition of removing the parking easement attached to the Memory Care unit, seconded by Williams. **Motion** carried with a voice vote of 6-0-0.

**d. Public Works & Properties Committee**

Jushchyshyn reported that the committee discussed the ordinance change needed to go from MAMSwap to MS4. Also discussed capital purchases. After the 2016 allotted purchases we are under budget by about \$20,000. The committee would like to use about \$9,000 of that to purchase some additional needed equipment. Also discussed signage for the Municipal Services Building. It was decided to do the installation in house with the cost of lettering to be about \$800 for lettering above door and remove lettering on the windows. Lastly, the committee had a discussion on the future need for stoplights at the Hwy N and School Road intersection. Broom asked if Public Works could look into leaf pick up in the Village parks.

**e. Utility Commission**

Jushchyshyn reported. The commission discussed some older duplexes in the Village that have shared water supply but dual meters and how they should be handled. The rate study is still in discussion and there will be a need to ask for an extension on the Safe Drinking Water Loan for the Gaston Road Watermain Extension project.

**11. Reports from Village Officers:**

**a. Kyle Broom**

No Report

**b. Jack Henrich**

No Report

**c. Alex Jushchyshyn**

No Report

**d. Jennifer Pickel**

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

I just got back from New York with the music kids. It was a terrific trip. This year's musical was the highest ticket sales musical with all performances being sold out.

**e. Harvey Potter**

No Report

**f. John Williams**

No Report

**g. Attorney Lee Boushea**

I just wanted to mention the terrific job Erin did at the CARPC hearing. I felt as though the Village was treated terribly as an applicant and Erin handled the situation beautifully. CARPC gave Erin the direction that the Village had to give up current urban service area in order to gain approval, which was not true, and a couple of land owners were present to express their concern of having to give up those rights on their property. Giese added that we were told CARPC shouldn't even be looking at land uses at all, only water quality. Our next option is to go to the DNR which we have already started that process.

**i. Social Host Ordinance Review Status**

Boushea stated that his feeling on this ordinance is that it is already addressed in the State Statutes. The concern is that the fine for the adult supplying is not enough and doesn't always get charged. The police would like the ordinance to have more accountability in this area.

**h. Administrator Matt Giese**

Giese introduced the new Village Clerk – Lisa Kalata.

**i. Director of Planning and Development Erin Ruth**

No Report

**12. Communications and Miscellaneous Business**

**a. Consider approval of vouchers**

**Motion** by Pickel to approve the Village portion of the vouchers in the amount of \$79,923.50, seconded by Potter. The check sequence goes from check #40380 to check #40446. **Motion** carried with a voice vote of 6-0-0.

**b. Correspondence**

None

**c. Future agenda items**

Marketing Videos, Possible chair replacement for Village Board Room, change in committee Trustee appointments.

**13. Adjournment**

**Motion** by Pickel to adjourn at 7:42 p.m., seconded by Jushchyshyn. **Motion** carried with a voice vote of 6-0-0.

**Respectfully Submitted,  
Deb Winter, Clerk Treasurer  
Village of Cottage Grove  
Approved: May 2, 2016**

**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.**