

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 RG 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: October 3, 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.