

**VILLAGE OF COTTAGE GROVE  
VILLAGE BOARD OF TRUSTEES  
Monday, June 17, 2019**

**MINUTES**

**1. Call to order**

The June 17, 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, Jon Russell, 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 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. Discuss and consider the minutes of the regular Village Board meeting of June 3, 2019.**

**Motion** by Valencia to approve the minutes from June 3, 2019, seconded by Lennberg. **Motion** carried with a voice vote of 7-0-0.

**6. Presentations to The Board**

**a. Kurt Paulsen, Associate Professor at UW Department of Planning and Landscape Architecture- Presentation on Dane County Housing Needs Assessment.**

Kurt Paulsen was present to give a brief overview on workforce housing needs. The median income is higher in Dane County, so the housing costs are higher than other areas. There is a gap in the County for median income and lower rate housing. Dane County is not building to keep up with the current housing needs and Cottage Grove is facing the same issues. An updated report on the housing needs assessment will be coming out soon.

**7. Unfinished Business**

**a. Discuss draft of the Village Board's list of priorities.**

Giese explained the information provided in the packet and the next steps for the exercise. The board members are to submit how they would like to apply their 20 points for the list of priorities, this information should be submitted to Giese prior to the July 1, 2019 Village Board meeting. Board members asked questions of others list to better understand the priority and why they put them on the list. The Board will continue to work through the process, which Williams indicated that it is helpful for the budget process as well.

**b. Discuss and consider alternate appointments to joint committees: Joint Fire Department- Sarah Valencia, Emergency Government Committee- John Williams, Natvig Landfill Committee- Melissa Ratcliff and Deer-Grove EMS Committee- Open.**

**Motion** by Murphy to appoint the alternates to the joint committees as follows, Valencia- Joint Fire Department, Williams- Emergency Government Committee, Ratcliff- Natvig Landfill Committee, seconded by Lennberg. **Motion** carried with a voice vote of 7-0-0.

**c. Finalize Joint Town/Village Board meeting agenda items.**

Williams indicated that there was a list in the packet of agenda items for the joint meeting and he will get that list to Kris Hampton to be added to the agenda. The meeting will be to continue discussion on topics by both the Village Board and Town Board.

**8. New Business**

**a. Discuss and consider Resolution 2019-05: Resolution Providing for the Sale of \$785,000 General Obligation Promissory Notes, Series 2019A.**

Greg Johnson from Ehlers was present to give an overview of the scheduled borrowing for projects in the Village. There is a resolution to proceed with the notes and prepare offering documents to local banks for the loan. Williams indicated that the resolution number should be corrected to 2019-06. **Motion** by Ratcliff to approve

Resolution 2019-06 providing for the sale of \$785,000 General Obligation Promissory Notes, Series 2019A, seconded by Valencia. **Motion** carried with a voice vote of 7-0-0.

**b. Discuss and consider Operator License permit applications for licensing year July 2019-June 2020 for the attached list.**

**Motion** by Valencia to approve operator licenses for the licensing year July 2019 – June 2020 for the attached list, seconded by Russell. **Motion** carried with a voice vote of 7-0-0.

**c. Discuss and consider 2020 Census partnership letter.**

Giese explained the letter in the packet to partner with the Census for 2020. **Motion** by Murphy to approve the partnership as indicated in the letter to Marilyn Sanders, seconded by Ratcliff. **Motion** carried with a voice vote of 7-0-0.

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

**9.I. Public Works & Properties Committee**

Larson reported they had a presentation from Homburg on 5<sup>th</sup> Addition to Westlawn, update on the bike path project with bidding complete for phase 1, they discussed the shared roads with the Town and Larson will be talking with Kris Hampton, they also discussed erosion control expectations and Larson will be talking with the building inspector on the matter.

**9.II. Emergency Government Committee**

Williams reported they elected officers and Valencia is the new Chair, they discussed Aster's emergency plan, they are waiting on bids for the electrical upgrades and discussed the budget.

**9.III. Ad Hoc Architectural Review Committee**

Williams reported they discussed and approved the site plan for Madison Window Cleaning with staff recommendations.

**9.IV. Joint Review Board**

Williams reported this was in conjunction with the CDA meeting with preparation to amend TID #10.

**9.V. Community Development Authority**

Valencia reported they discussed the amendment to TID#10. Greg Johnson from Ehlers was present and discussed the amendment for TID#10, which the Joint Review Board will have the final approval, but there is a resolution for approval to move the process along. The amendment is to add the land and amend the project costs for the additional area. The Joint Review Board will meet on July 9, 2019 for the final decision.

**a. Discuss and consider Resolution 2019-05: Resolution approving an amendment to the Project Plan and Boundaries of Tax Incremental District No. 10, Village of Cottage Grove, Wisconsin.**

**Motion** by Lennberg to approve resolution 2019-05 approving an amendment to the project plan and boundaries for Tax Incremental District No. 10, Village of Cottage Grove, Wisconsin, seconded by Ratcliff. **Motion** carried with a voice vote of 7-0-0.

**9. VI. Utility Commission**

Murphy reported there was a presentation on Westlawn 5<sup>th</sup> addition, Larson discussed the annual compliance report, they discussed a policy for leak credit, the lighting proposal was higher than expected so the utility will pick of the extra cost, they approved a contract with Hydorcorp for cross-connection inspection program.

**9.VII. Plan Commission**

Williams reported they discussed a CSM for Cottage Grove Business Development, an ETJ review for Kennedy Hills subdivision in the Township and they will be coming back with preliminary plat and final plat next month, they approved the site plan for Madison Window Cleaning and John DeWitt was present to get feedback on potential housing projects.

**a. Discuss and Consider request from Cottage Grove Business Development, LLC for approval of a CSM to combine two existing parcels into one approximately 67-acre parcel near the NW corner of County Highway TT and County Highway N.**

**Motion** by Allen to approve the CSM from Cottage Grove Business Development, LLC to combine two existing parcels into one approximately 67-acre parcel near the NW corner of County Highway TT and County Highway N, seconded by Lennberg. **Motion** carried with a voice vote of 7-0-0.

**b. Discuss and Consider request from Madison Window Cleaning for approval of a site plan for an office/light industrial building to be located on the eastern approximately 2 acres of Lot 11 in the Cottage Grove Commerce Park.**

Ruth explained the site plan was approved by ARC and Plan Commission with conditions in staff report.

Lennberg questioned the sprinkler system, which the State may dictate that it is required. **Motion** by Ratcliff to

approve the site plan for an office/light industrial building to be located on the eastern approximately 2 acres of Lot 11 in Commerce Park for Madison Window Cleaning with conditions in staff report, seconded by Murphy.

**Motion** carried with a voice vote of 7-0-0.

**10. Reports from Village Officers:**

**a. John Williams**

**i. Discuss and consider Village polo shirts for Board members.**

Williams indicated that he is bringing this up because there may be time that board members are at public functions and it may be nice to have a shirt that promotes Cottage Grove. There is money in the budget but would like a discuss if there is an interest and if it should be paid by Village or out of pocket. Giese indicated that there is money in the budget for this type of expenditure. Valencia likes the idea, Murphy likes the idea but would like other choices than a polo, Lennberg likes the idea, Ratcliff would be interested in a name tag more so than a shirt.

**Motion** by Allen to approve the purchase of village flare such as shirts, name tag if a board member would like, seconded by Lennberg. **Motion** carried with a voice vote of 7-0-0.

**b. Attorney Lee Boushea**

**i. Legal briefings/status updates**

We are in the process of finalizing several contracts before the next round of new contracts will be coming with new development. Murphy questioned the AMI contract and if it was completed. Attorney Boushea indicated he is working on the contract.

**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 \$129,192.05 seconded by Russell. The check sequence goes from check #45456 to check #45511. **Motion** carried with a voice vote of 7-0-0.

**b. Correspondence-None**

**c. Upcoming community events-** Miracle League will have a fundraiser at Madison Mallards on July 9<sup>th</sup>.

**d. Future agenda items-** Priorities list.

**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 8:14 p.m., seconded by Lennberg. **Motion** carried with a roll call vote of Allen AYE, Lennberg AYE, Murphy AYE, Ratcliff AYE, Russell AYE, Valencia AYE, Williams AYE.

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

**Motion** by Allen to reconvene into open session at 8:48 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.

**Motion** by Williams to amend the current offer to purchase for Moving to the Music to extend the deadline by 60 days, seconded by Murphy. **Motion** carried with a voice vote of 7-0-0.

**14. Adjournment**

**Motion** by Allen to adjourn at 8:49 p.m., seconded by Ratcliff. **Motion** carried with a voice vote of 7-0-0.

**Lisa Kalata, Clerk**  
**Village of Cottage Grove**  
**Approved: July 1, 2019**

**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.**