

VILLAGE OF COTTAGE GROVE
MEETING

NOTICE OF PUBLIC

LIBRARY BOARD

Wednesday, June 15, 2022

5:00 p.m.

This meeting will take place as a hybrid meeting both virtually via Zoom and in person at Village Hall at 221 E. Cottage Grove Road. If you are utilizing Zoom, please join the meeting from your computer, tablet or smartphone by visiting <https://us06web.zoom.us/j/83550180101>. You can also participate via phone by dialing 1 312 626 6799 and use Meeting ID 835 5018 0101# When asked for your Participant ID, just press #, when asked for the Passcode enter 221. You may also choose to participate by providing public comment prior to the meeting via email to Village Clerk Lisa Kalata: lkalata@village.cottage-grove.wi.us. If this is a teleconference, virtual or hybrid meeting, please review the Village of Cottage Grove's [policy](#).

1. Call To Order
2. Determination Of Quorum And That The Agenda Was Properly Posted
3. PUBLIC APPEARANCES-Public's Opportunity To Speak.
4. Discuss And Consider Minutes From The May 18, 2022 Meeting.

Documents:

[LIBRARY BOARD MINUTES 5.18.22.PDF](#)

5. New Business
 - a. Discussion on library impact fee: Presentation by Christine DeMaster, Principal/Senior Consultant Trilogy LLC.
 - b. Update on financial feasibility study.
 - c. Update on local library visits and data collection.

Documents:

[KELM-NELSON-20210712-IMPACT FEE STUDY PROPOSAL.PDF](#)
[IMPACT FEE MEMO.PDF](#)
[LIBRARY VISIT DATA COLLECTION FORM.PDF](#)

6. Friends Report

Documents:

[JUNE 15 UPDATE TO THE CG LIBRARY BOARD.PDF](#)

7. Announcements:
 - a. Next meeting: July 20, 2022 @ 6 pm
8. Future Agenda Items:

9. Adjournment

This agenda has been prepared by Staff and approved by the Chair of the Library Board for use at the meeting as listed above. Any item on the agenda is subject to final action. Notice: Persons needing special accommodations should call 608-839-4704 at least 24 hours prior to the meeting. It is possible that members of and possibly a quorum of members of other governmental bodies may be in attendance at the above stated meeting to gather information; no action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice.

VILLAGE OF COTTAGE GROVE LIBRARY BOARD

Meeting Minutes of May 18, 2022

1. **Call to Order.** The meeting was called to order at 6:04 p.m. by Kelm-Nelson.
2. **Determine that a quorum is present and the agenda was properly posted.** It was determined that a quorum was present and that the agenda had been properly posted. Board members present were Cindi Kelm-Nelson, Alison Anger, Tracy Phillippi, Stephanie Rossing, David Peterson, Erik Braun and Stefan Wahe. Also present was Deputy Administrator/Director of Public Works JJ Larson.
3. **Public Appearances – Public’s opportunity to speak to Committee Members about any item that is not a specific agenda item.** None.
4. **Discuss and consider the minutes from the April 20, 2022 meeting. Motion** by Phillippi to approve the minutes, seconded by Wahe. Motion carried with a unanimous voice vote, 7-0-0.
5. **New Business**
 - a. **Update on financial feasibility study.** Kelm-Nelson reported on the status of the work, that a case for support was in development and that a brainstorming session was being held with the consultant. The timeline is still relatively on track with an anticipated final report in late July or early August.
 - b. **Discuss committee formation.** There was discussion around different committees that will need to be formed and the timing that makes sense. Facility committee is likely to be the first one required.
 - c. **Local library list and coordination of visits and data collection.** Kelm-Nelson explained the plan is to have every member visit libraries throughout the County to collect information on amenities, spaces, and programs that we will want to consider in the Village library. The tours should also include meeting with Library Directors and collecting information on operating costs and overall spending needs. Members volunteered to visit specific libraries and a rubric will be developed to keep everything consistent.
 - d. **Architect List.** The list was presented. The Board will plan to hire an architect next year.
 - e. **Library Director PVL.** There was discussion around the development of the position description for a Library Director and what the position duties will be as the library is being designed.
 - f. **Book Drop Box.** The Board discussed the recommendation of installing a drop box at Taylor Prairie. The installation would cost \$10,000. The Board opted not to pursue this at this time.
6. **Friends Report**
 - Upcoming Membership Meeting**
 - Thursday, June 9, 6:30 p.m. at Fireman’s Park. Speaker is local middle-school author Laura Bird.

2022 Programing Update

- Post event Survey
- April 23- Earth Day with your Friends at Cottage Grove School Forest & Prairie - 225-250 people attended
- May 19 - Adding 134 age appropriate books to the Optimist Club's weekend lunch bags & promoting other summer reading programs
- June 11, 9:30 a.m. - Toddler story hour about gardening at the Glacial Drumlin School community garden with a strawberry snack and craft
 - 1-2 volunteers needed
- Fall - Kevin Henkes book bilingual reading / release at Summit Credit Union

Committee Updates

- Membership Committee is focusing on renewal of annual memberships, creating a youth membership and ordering t-shirts for event volunteers and considering an online store for Friends Merch
- Events Committee created a community event display including: table cloth, sandwich board, tri-fold with photos and educational materials. Committee is looking for volunteers at future events.

7. Announcements

- a. Next meeting date is Wednesday, June 15, 2022 at 6 p.m.

8. Future Agenda Items

- a. Presentation on library impact fees

9. Adjournment

Motion by Anger, seconded by Phillippi to adjourn the meeting at 6:57 p.m. Motion carried with a unanimous voice vote, 7-0-0.



July 12, 2021

SENT VIA EMAIL

Cynthia Kelm-Nelson
Library Planning Committee Chair
Village of Cottage Grove
221 E. Cottage Grove Road
Cottage Grove, WI 53527

RE: Services to Prepare a Library Impact Fee Study

Dear Ms. Kelm-Nelson:

Thank you for reaching out to Trilogy Consulting regarding a library impact fee study for the Village of Cottage Grove. Our two principals, Erik Granum and I, have worked with many Wisconsin municipalities to adopt impact fees for libraries and other public facilities. Our studies are based on a thorough and detailed analysis to comply with Wisconsin Statutes and provide the community with sound estimates of how much of the capital costs can be funded with impact fees. The proposed scope of services for this project is described below.

Data Analysis and Projections – The purpose of this task is to determine the facilities to include in the impact fee study (size and estimated cost of proposed library) and the current and projected population and households to be served by the facilities, based on information provided by the Village and the requirements of Wisconsin Statutes.

Preparing a Public Facilities Needs Assessment – Wisconsin Statutes requires that a municipality prepare a Public Facilities Needs Assessment before adopting an impact fee. Our services will include drafting an impact fee study that includes all of the items required for a Needs Assessment:

- An inventory of existing facilities, including identification of any deficiencies in those facilities.
- An identification of new or expanded public facilities that will be needed because of land development, based on explicitly identified service level standards.
- A detailed estimate of the capital costs of providing the new or expanded facilities.
- An estimate of the cumulative impact of all impact fees on housing affordability in the municipality.

Drafting an Amendment to the Municipal Code – New or amended impact fees must be adopted by ordinance. Our services will include drafting an amendment to Chapter 198 of the Village Code to add a library impact fee, subject to review by the Village Attorney.

Implementation Assistance – The Village Board must hold a public hearing on the proposed impact fee, with the Needs Assessment made available for public review for at least 20 days before the hearing. We



will attend a meeting of the Village Board to present the proposed fee, draft the public hearing notice, and attend the public hearing to answer any additional questions.

Based on this general scope of services, and our hourly rates of \$110 per hour, the estimated cost to provide these services is \$5,000. We look forward to working with you on this project! Please feel free to call me with any questions you have at (262) 470-2277.

Sincerely,

A handwritten signature in blue ink that reads "Christine DeMaster". The signature is fluid and cursive, with the first name "Christine" and last name "DeMaster" clearly legible.

Christine DeMaster
Principal/Senior Consultant
TRILOGY CONSULTING, LLC

Impact Fees: Impact fees are a financial tool used by local governments with the purpose of paying for the one-time costs associated with constructing new development, expanding, or improving public facilities. These fees are payments, with the goal of providing funds for new or expanded public capital facilities that are required to serve the greater community. Impact fees are determined at the time of development approval and are generally payable in full, at the annually adjusted rate then in effect, at the time of issuance of any building permit.

Needs Assessment: A 'Needs Assessment' for an impact fee provides the rationale for the fee, explains how the fee was determined and how the fee will be used.

What Library Impact Fees Can Be Used For: Library impact fees can be used to pay for capital costs, including associated design, legal, engineering, and construction administration costs. They can also be used to fund future expansion. Impact fees cannot be used for operating expenses or book purchases.

Why Implement a Library Impact Fee: Typically, facilities are designed with some capacity to serve future growth in population. We know that Cottage Grove is expected to grow significantly in population over the next few decades (see population growth studies). Thus, the impact fee study will look at how much capacity for future growth is being built into the facility and over what period of time that growth is expected to occur. For libraries, a 20-year planning period is typical, and that matches up with the typical financing period as well. Library impact fees would be an investment in the facility to match growth and expansion of the community.

Proposed Library Impact Fee Study: The main part of the impact fee study will be determining how much of the facility and cost is needed to serve existing development and how much is for future growth (because impact fees cannot be used to pay for more than the proportionate share needed to serve future growth). In our case, without a library currently, Triology Consulting (see attached quote) would look at the current population as a share of the future population that you are planning for. Assuming a 20-year planning period, and the projected 2040 population from the Village's land use plan, it is estimated that the current population is about 72.5% of projected 2040 population. Planning for that 2040 horizon, then 72.5% of the new library would be to serve the current population, with the remaining 27.5% for future growth.

Timing: The Village would collect the impact fees over the next 20 years as new residential development occurs, or until the impact fee share of the costs are recovered. If the pace of growth was faster than expected, that could be less than 20 years, or if slower, it could take longer. The impact fee revenues can be used to pay for capital costs during construction if available or offset the Village's debt service costs on an annual basis.

Recommendation: To recommend an impact fee study for the Village of Cottage Grove to assess and adopt impact fees for a library capital project as a method to fund the costs of providing library services within the Village (**see attached quote**). This study will include a review of the Public Facilities Needs Assessment, drafting an amendment to the municipal code, and implementation assistance.

Requested Village Board Amount: \$5,000

Library Visit Data Collection Form

https://docs.google.com/forms/d/e/1FAIpQLScgP8jBfFY7WEUuRV5cOC9hmS1A_0sj8uFiFonydXwigHXVxA/viewform?vc=0&c=0&w=1&flr=0

Friends of the Cottage Grove Library Update to the Cottage Grove Library Board June 15, 2022 Meeting

Prepared by: Tracy Philippi, President of the Friends of the Cottage Grove Library

Membership Meeting

- RECAP: Thursday, June 9, 6:30 p.m. at Fireman's Park. Speaker is local middle-school author [Laura Bird](#).
- UPCOMING: Thursday, August 11, 6:30 p.m. at Community Park. Speaker is Jodi Sweeney.

2022 Programing Update

- [Post event Survey](#)
- **June 11, 9:30 a.m.** - Toddler story hour about gardening at the Glacial Drumlin School community garden with a strawberry snack and craft
- **October 1 or 15-** Kevin Henkes book bilingual reading at Summit Credit Union
 - Add in the Fall/Winter Community Guide

Committee Updates

- *Membership Committee* is asking youth how they want to engage with the Friends - ideas include starting a youth sub-committee, creating volunteer opportunities, forming a teen book club and advising the Library Board on a teen space.
- *Events Committee* created a community event display including: table cloth, sandwich board, tri-fold with photos and educational materials. Committee is looking for volunteers at future events.

Other Items:

- Friends' designer spruced up the Case Statement and designed a plot map that will be shared with the community
- Friends members were encouraged to contact the Village Board to make the library the #1 priority of 2023