

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

**MINUTES**

**1. Call to order**

The January 21, 2019 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, James Elmore, Jack Henrich, Jeff Lennberg, Melissa Ratcliff, Jon Russell and John Williams. Staff present were Village Administrator Matt Giese, Village Clerk Lisa Kalata, Village Treasurer Deb Winter, Public Works Director JJ Larson, Parks, Recreation & Forestry Director Sean Brusegar, Police Chief Dan Layber, Village Engineer Mike Maloney, Village Building Inspector Tom Viken 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 January 7, 2019.**

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

**6. Unfinished Business**

**a. Discuss and consider engineering costs for the Splash Pad and Shelter at Bakken Park.**

Mike Maloney and Carter Arndt from MSA were present to explain the engineering for the proposed splash pad and shelter at Bakken Park. The cost would be for the engineering of the project and the bidding process would be in 2020 for the construction of the project. Henrich asked about budget for the actual project and if the amount would be in before the budget cycle. Carter indicated that they would have the figures for the budget cycle. Williams asked about the size of the splash pad and the size of other communities splash pad. Carter indicated that they vary but they have worked for Wisconsin Rapids, Mauston, Nekoosa and currently Verona. Allen expresses that he has concerns with safety and parking and these concerns need to be resolved before money is spent on this project. Ratcliff does not see a safety issue, as this is a destination park, and children will be with parents that will drive to the park. Jeremy Holiday was present to support the cost for the splash pad and shelter at Bakken Park. He feels it would be a great addition to the park as a user of the park and also for the Rugby Club. The Rugby Club has also agreed to supporting this project and are currently working out the amount that they would contribute. Heidi Murphy was present to support the engineering costs for the Splash Pad and Shelter at Bakken Park as a resident and as a member of the Friends for Bakken park group. Williams indicated that he would bring up the traffic issues to the Public Works committee. **Motion** by Ratcliff to approve up to \$70,000 for the engineering cost for the splash pad and shelter at Bakken Park, seconded by Henrich. **Motion** carried with a voice vote of 6-1-0 with Allen voting No.

**b. Discuss list of ordinances to be amended.**

A list of ordinances was provided which included Chapter 325-110 Protest Petition and Chapter 16-9 Hotel/motel room tax ordinance. Russell also received an email concerning the Dog License ordinance. The Board would like to have more information on the fees that are retained by the Village and the license fees for surrounding communities. Allen would like Chapter 198-9 Impact fees to be updated to include traffic signals. The CDA committee will work on Chapter 16-9 hotel/motel room tax ordinance, the impact fee will be referred to Public Works committee and more information will be provided on the current Dog License fees collected. The board would like staff to contact the Ordinance Review Committee to see if they can schedule a meeting.

**c. Discuss and consider Neighborhood meeting/hearing format regarding Shady Grove.**

Elmore suggested having an agenda that has a list of topics that can be addressed, so there would be an order to the meeting, and they can come to a consensus on the topics. Russell offered to be the facilitator for the meeting. **Motion** by Elmore to have Jon Russell facilitate the Shady Grove neighborhood meeting scheduled for February

6, 2019 at 6:30 p.m. at Village Hall with the developer agreeing to the facilitator being Jon Russell, seconded by Henrich. **Motion** carried with a voice vote of 5-0-2 with Lennberg and Ratcliff voting No.

## **7. New Business**

### **a. Discuss and consider new operator's license for year July 2018-June 2019 for Timothy Shippy.**

After the review of the background check that was conducted by the Police Department the board would like the applicant to come to the next board meeting to discuss the application. **Motion** by Allen to deny the application for Timothy Shippy, seconded by Ratcliff. Motion failed with a voice vote of 1-6-0 with Elmore, Henrich, Lennberg, Ratcliff, Russell and Williams voting No. **Motion** by Ratcliff to table until the next board meeting and have applicant appear before the board, seconded by Russell. **Motion** carried with a voice vote of 6-0-1 with Allen voting No.

### **b. Annual report of Building Permits.**

Tom Viken was present to explain the annual building permit report. Ratcliff commented that there were more permits issued in 2018 than 2017, does that mean more people are renovating? Viken indicated there are less residential lots and people are deciding to renovate to update their homes, so we are seeing more activity with that type of permit.

## **8. Reports from Village Boards, Commissions & Committees**

### **8.I. Public Works & Properties Committee**

Williams reported that they discussed the bike path projects, Conservancy Ct wetland scape will be finalized in the spring and the department have been busy with the last snow storm.

### **8.II. Peer Court Steering Committee**

Lennberg reported that Peer Court is going well, and they have been very busy. They also have a new director Ciarra Grobe, that comes with a lot of experience with other programs. She will be looking into a restorative justice program and working with the schools. The next meeting will be March 19, 2019.

### **8.III. Utility Commission**

#### **a. Discuss and consider recommendation from the Utility Commission that TID #5 funds be utilized for lighting the water tower.**

Russell reported they discussed the lighting project for the water tower, they are waiting on information from the auditors before they decide on the resolution to forgo payment of advance to TID #6 in the amount of \$86,075. Larson explained the information in the packet regarding the lighting project. Allen would like the neighbors and airport to be notified before the project begins. Elmore suggested looking into the cost of using solar panels. **Motion** by Ratcliff to approve up to \$15,000 for lighting of the water tower with TID #5 funds, seconded by Russell. **Motion** carried with a voice vote of 7-0-0.

### **8.IV. Community Development Authority**

#### **a. Discuss and consider Greywolf Partners proposal to provide master planning services for the Northlands area in TID#10.**

Williams reported that the CDA committee approved the agreement with the language to be worked out between staff and attorneys. This work will help the Village to get this land shovel ready for future development. **Motion** by Williams to approve the Greywolf Partners proposal to provide master planning services for the Northlands area in TID #10 in the amount of up to \$25,000 with staff having permission to move forward, seconded by Lennberg. **Motion** carried with a voice vote of 7-0-0.

### **8.V. Deer-Grove EMS Commission**

Allen introduced the New EMS Chief Eric Lang. Lang thanked the community for the support and is looking forward to working in the communities. Allen also reported that the unaudited budget looks like they made \$76,400 compared to a loss last year, 2018 was a record year with calls, the contract with Pleasant Springs has been signed, the employee handbook is being updated, they are looking into collaborating with The Wisconsin Alzheimer's Institute and the next meeting will be February 21, 2019.

## **9. Reports from Village Officers:**

- a. Troy Allen-No report
- b. James Elmore- No report
- c. Jeff Lennberg- No report
- d. Melissa Ratcliff- No report
- e. Jon Russell- thank you to JJ and crew for the snow removal
- f. John Williams-Summit Credit Union will have their ribbon cutting on March 4, 2019.
- g. Jack Henrich- No report

- h. Attorney Lee Boushea
  - i. **Legal briefings/status updates.** No report
  - ii. Information on quorums  
Attorney Boushea handed out information on quorums that was provided in June and indicated that if more information is required to let him know. Ratcliff would like more information on walking quorums and negative quorums. Attorney Boushea indicated that the Attorney General has manuals on open records and open meetings law that he hands out each year.
  - i. Administrator Matt Giese- The draft agenda for the joint meeting was emailed out and the town had four items on it, Shady Grove meeting is set for February 6<sup>th</sup>, Widen development is tabled indefinitely by the landowner, bike path construction is planned for 2020-2021. Giese and Ruth met with Dan Olson from MG School District last week on the timeline for new school.
  - j. Director of Planning and Development Erin Ruth
    - i. **Update on Polco**  
A hand out was provided with data from the latest Polco questions. People that participate remain anonymous however they register so it can be verified that they are Village residents.
    - k. Police Chief Dan Layber- There was a Village resident that was missing, and was later found dead in Marshall, so they are investigating it with the State.
    - l. Public Works & Properties Director JJ Larson- No report
    - m. Parks, Recreation & Forestry Director Sean Brusegar – second of four ski trips today and there were approximately 30 children and they had a great time.
    - n. Clerk, Lisa Kalata
      - i. **2018 Facebook look-back**  
A hand out was provided with data from the year’s activity on Facebook
      - o. Treasurer, Deb Winter- Baker Tilly is working on a response for the Utility Commission on the resolution. Reminder that there is \$7,000 in the budget for ordinances. 1<sup>st</sup> installment of your taxes is due January 31, 2019.

**10. Communications and Miscellaneous Business**

- a. **Consider approval of vouchers.**  
**Motion** by Ratcliff to approve the Village portion of the vouchers in the amount of \$237,419.78 seconded by Lennberg. The check sequence goes from check #44872 to check #44933 **Motion** carried with a voice vote of 7-0-0.
- b. **Correspondence**-None
- c. **Upcoming community events**- Lions Club will be hosting a pancake breakfast on February 2, 2019 along with raffles. The Optimist Club will be meeting on January 29, 2019 for informational meeting on joining the club. The Optimist Club will be holding a Bingo night at Flynn Hall at 3:00 p.m. on February 17, 2019. The Community Engagement Communications Government Relations School Board Committee is putting together a viewing of the documentary about the 13<sup>th</sup> Amendment called 13<sup>th</sup> for the public, set tentatively for February 24<sup>th</sup> at Monona Grove High School from 3:00 p.m. to 5:00 p.m.
- d. **Future agenda items**-None

- 11. 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 to discuss boundary agreements; and negotiate terms for development in TID #5: Punzarella LLC dba Oakstone Recreational Facility.**  
**Motion** by Henrich to enter into closed session at 8:31 p.m., seconded by Williams. **Motion** carried with a roll call vote of Allen AYE, Elmore AYE, Henrich AYE, Lennberg AYE, Ratcliff AYE, Russell AYE, Williams AYE.

**12. 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 Elmore. **Motion** carried with a roll call vote of Allen AYE, Elmore AYE, Henrich AYE, Lennberg AYE, Ratcliff AYE, Russell AYE, Williams AYE.

No other action was taken from this closed session.

**13. Adjournment**

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

**Lisa Kalata, Clerk**  
**Village of Cottage Grove**  
**Approved: February 4, 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.**