

**VILLAGE OF COTTAGE GROVE  
VILLAGE BOARD OF TRUSTEES  
Monday, March 2, 2020**

**MINUTES**

**1. Call to order**

Village President John Williams called the Village Board of Trustees to order at 6:30 pm.

**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: John Williams, Troy Allen, Jeff Lennberg, Heidi Murphy, Melissa Ratcliff, Jon Russell, Sarah Valencia. Staff present were Village Administrator Matt Giese, Village Clerk Lisa Kalata, Village Planner Erin Ruth, Public Works Director JJ Larson, Village Treasurer Deb Winter, Chief Dan Layber, Deer-Grove EMS Chief Eric Lang and Village Attorney Rick Manthe.

**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 on February 17, 2020.**

**Motion** by Lennberg to approve the minutes from February 17, 2020, seconded by Ratcliff. **Motion** carried with a voice vote of 7-0-0.

**6. Unfinished Business**

**a. Discuss and consider potential dates for next Joint Village/Town meeting (this item was tabled at the January 6, 2020 Village Board meeting).**

No action was taken

**7. New Business**

**a. Discuss and consider Estoppel Certificate relating to 1998 Arrowwood Green Agreement for Subdivision Improvements and 2007 Agreement for Hustons Olde Town Development.**

Attorney Manthe indicated that the Hustons have a buyer for the properties and this document is to verify that there are no other restrictions in the developer agreement. Village staff did verify that the improvements are completed and recommends approval. **Motion** by Lennberg to approve the Estoppel Certificate relating to 1998 Arrowwood Green Agreement for Subdivision Improvements and 2007 agreement for Hustons Olde Town Development, seconded by Allen. **Motion** carried with a voice vote of 7-0-0.

**b. Discuss and consider proposal to complete soil borings in Commerce Park.**

Giese reported that this had been discussed as far back as a year ago, and that the issue has come up with other potential buyers of the lots and the cost associated with getting the lots buildable. The information could make the lots more desirable if this work has already been completed. Village Engineer Lord indicated that the quote is straight forward the only added cost would \$500 to have MSA stake the sites for the borings. Valencia questioned if there is enough time to get this done before the TID close, which Giese indicated that it would be good to get it done sooner than later. Murphy asked if the deliverable will be reports which Lord indicated that they would take the reports to Public Works once completed. **Motion** by Murphy to approve the proposal for the soil borings in Commerce Park up to \$14,000, seconded by Ratcliff. **Motion** carried with a voice vote of 7-0-0.

**c. Discuss and consider providing direction to staff regarding creation of a Housing Task Force.**

Giese indicated that this was part of the Village Board priorities and it was also discussed during Giese’s review, so they have been researching housing task force with other municipalities and could bring more information to the next meetings if this is the direction of the Board. Ruth indicated there are different ways on how to put together the Housing Task Force as it could be for a year or it could be for a longer period of time. Williams asked if this would be an addendum to the Comprehensive Plan, which Ruth indicated that it would not, but it could help with the planning. Russell indicated that the list of committee members was good but would take off the developers so it does not show favoritism. **Motion** by Williams to direct staff to continue working on creating a Housing Task Force, seconded by Murphy. **Motion** carried with a voice vote of 7-0-0.

**d. Discuss and consider Operator License application for Amanda Browne and Josh Ray for licensing year July 2019-June 2020.**

**Motion** by Russell to approve Operator License for Amanda Browne and Josh Ray for licensing year July 2019-June 2020, seconded by Lennberg. **Motion** carried with a voice vote of 7-0-0.

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

### **8.I. Parks, Recreation & Forestry Committee**

Murphy reported they discussed the 5<sup>th</sup> Addition to Westlawn Master Plan and they will have the next meeting at Village Hall on March 19<sup>th</sup> to discuss the outcome of the survey. They also discussed the purchase of a Parks vehicle from the savings of planned equipment purchases, the committee approved the purchase. Ratcliff is glad that they are saving money however was some of the equipment not purchased that was planned. Giese indicated they did not need the size of tractor that they thought and that was a savings. Allen questioned if they should use the savings toward the splash pad, which Williams indicated that it does not help with the shortage of vehicles for the Parks Department.

#### **a. Discuss and consider purchase of a new Parks Maintenance vehicle with savings from CIP purchases.**

**Motion** by Ratcliff to approve the purchase of a new Parks Maintenance vehicle with savings from the CIP purchases, seconded by Russell. **Motion** carried with a voice vote of 6-1-0 with Allen voting No.

Murphy reported they also discussed vaping and smoking in public places and they wanted to pass it along to Law Enforcement Committee. Chief Layber indicated that they would need a legal opinion on vaping in public.

Attorney Manthe indicated that they could look into the issue and report back to the board. Murphy also reported that Willow Run is on deck to get updated equipment and the Miracle League lease is being worked on.

#### **b. Discuss and consider Bakken Park shelter and splash pad bids.**

Kevin Lord Village Engineer from MSA was present to discuss the Bakken Park shelter and splash pad bids, which he apologized for the lack of communication on this project and will take the responsibility of keeping the board informed moving forward. Dan Schmitt with MSA was also present to give a breakdown of the bid and where the overages occurred. The main overage was the change from the flow-thru system to the recirculating system because of the insufficient stormwater management system, the soils are poor in the buildable area and that added to the costs of the project along with the increases in the market bidding. They do not see cost savings if they rebid the project and recommend, they award the bid to Harmony Construction as they are the lowest bid and they are a responsible bidder as they have worked with them previously. Valencia questioned where we are at in the financing process, which Giese indicated that the financing is done when the project is nearing completion, because of issues like this, Ehlers will be coming to future meetings to discuss the financing. Giese questioned the contingency amount of \$25,000 if that is enough, which it was indicated by Dan Schmitt that it was built in the bid and given the conditions and scope that amount should be fine. Allen indicated that it may be a good time to get public input on the additional cost of the project. Murphy asked what impact this would have on the borrowing, which Giese indicated that after talking with Ehlers it would be an increase of \$3.80 per year over the 20-year borrowing period. Ratcliff indicated that she does not like that it is over what they had budgeted but she also does not want to wait on the project. Valencia indicated that they had already approved the 1.3 million for the project so this should not stop the project. Williams also commented that we have made the commitment to Miracle League and Rugby to build bathroom facilities. Valencia asked if there is anything MSA can do financially to help with the costs of the project, which Lord indicated that the design fees are way over the \$70,000 which MSA will be covering the additional costs. **Motion** by Ratcliff to approve the bid for Harmony Construction with the alternate bid items for a total of \$995,006 for the Bakken Park Shelter, seconded by Valencia. **Motion** carried with a voice vote of 6-1-0 with Allen voting No.

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

Allen reported they approved the agreement with MTM for Medicaid payments of interfacility transfers, they approved the orientation program in the employee handbook, and calls were up from same time last year. Chief Lang was present to thank the board for the support of the department and answer any questions they have or if they would like different information on the monthly report or if they would like to meet, he is available. The next meeting will be March 19<sup>th</sup> in Deerfield.

### **8.III. Law Enforcement Committee**

Williams reported they discussed the wellness program and employees are using the equipment. They were updated on the vandalism issue and it has been cleaned up and they continue the investigation. They discussed the success of the food drive for parking tickets. Chief Layber also reported that the radar sign is up on County N and they will be moving it around the Village. Russell also reported that Chief had submitted the application for the COPS grant.

**9. Reports from Village Officers**

**a. Attorney Larry Konopacki**

**i. Legal briefings/status updates**

No updates

**10. Communications and Miscellaneous Business**

**a. Consider approval of vouchers.**

**Motion** by Valencia to approve the Village portion of the vouchers in the amount of \$279,876.52, seconded by Allen. The check sequence goes from check #46804 to check #46857.

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

**b. Correspondence-**Williams indicated that the Board received a letter from Steve and Bonnie Campbell addressing concerns about a hotel in Commerce Park.

**c. Upcoming community events-** Southern Dane County Resource Forum in Oregon April 22<sup>nd</sup> at Village Hall from 8-12:30pm, Park survey to be completed. Miracle League will have a volleyball fundraiser at Oakstone on March 7<sup>th</sup>, The Annual Dinner for the Chamber is Friday, The Optimist will have the annual Easter Egg Hunt on April 4<sup>th</sup> at 10 am.

**d. Future agenda items-** Housing Task Force, Vaping inforamton

**10. Adjournment**

**Motion** by Lennberg to adjourn at 7:58 p.m., seconded by Allen. **Motion** carried with a voice vote of 7-0-0.

**Lisa Kalata, Clerk**

**Village of Cottage Grove**

**Approved: March 16, 2020**

**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.**