

**VILLAGE OF COTTAGE GROVE  
VILLAGE BOARD OF TRUSTEES  
Monday, September 16, 2019**

**MINUTES**

**1. Call to order**

The September 16, 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, Village Treasurer Deb Winter, Police Chief Dan Layber, Village Engineer Mike Maloney 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.**

Ratcliff wanted to thank the Parks Department for the quick response to trimming the trees around a stop sign.

**5. Discuss and Consider the Minutes of The Regular Village Board Meeting on August 19, 2019.**

**Motion** by Murphy to approve the minutes from the August 19, 2019 with spelling correction, seconded by Allen.

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

**6. Unfinished Business**

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

Giese explained the fourth priority of Long Range Village Facility and Land Use Planning. Staff have been working on the Comprehensive updates and there will be a joint meeting on October 21<sup>st</sup> with the Village Board and Plan Commission. The Long Range Facility Master Plan will be part of the 2020 budget process. Murphy questioned if the study would show the 5-year needs and then 10-year needs. Giese indicated that 10 years make sense because 20 years is too long but shorter than 10 years is too little of time. Murphy also questioned if they could add stainability to the study and if other facilities such as community facility, library could be added as well? Giese indicated that it would add cost to the study, but it could be done if that is the direction of the board. Valencia, Lennberg and Ratcliff agreed with Murphy’s comments.

**7. New Business**

**a. Discuss and consider Operator License permit applications for licensing year July 2019-June 2020 for Karen Swenson, Julie Johnson and Ja-myia Rex-Dean.**

**Motion** by Russel to approve Operator Licenses for licensing year July 2019-June 2020 for Karen Swenson, Julie Johnson and Ja-myia Rex-Dean, seconded by Allen. **Motion** carried with a voice vote of 7-0-0.

**b. Discuss and consider Alcohol License applications for licensing year July 2019-June 2020 for Doundrins Distilling for a Class "B" Beer License.**

**Motion** by Valencia to approve Class “B” Beer License for Doundrins Distilling for licensing year July 2019-June 2020, seconded by Lennberg. **Motion** carried with a voice vote of 7-0-0.

**c. Discuss and consider Schedule for Successor of Agent for Village Liquor.**

**Motion** by Murphy to approve Samuel Fassbender as Successor of Agent for Village Liquor, seconded by Ratcliff. **Motion** carried with a voice vote of 7-0-0.

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

**8.I. Finance & Personnel Committee**

**a. Discuss and consider update to Financial Management Plan for 2020-2024.**

Giese indicated that Jonathan Schatz from Ehlers was present to give a brief overview of the 2020-2024 Financial Management Plan that was approved by the Finance and Personnel Committee. Jonathan explained that the Financial Management Plan page by page and explained that the plan is an all-in meaning that all projects will be funded completely. Giese indicated that if there is something in the plan that should be discussed this would be the time, as some of the projects will have expenditures for engineering and design prior to the year that it will be

funded. **Motion** by Valencia to approve the Financial Management Plan for 2020-2024, seconded by Murphy. **Motion** carried with a voice vote of 7-0-0.

## **8.II. Ordinance Review Committee**

Murphy reported that they discussed a procedure to score the ordinance changes to have a list of priority ordinances for the Village Board. They discussed increasing the budget to \$10,000 for 2020. The next meeting will be October 30<sup>th</sup> at 5:30 p.m.

## **8.III. Plan Commission**

### **a. Discuss and consider A Request from Craig Frank for Approval of a General Development Plan for Cottage Grove Commons, a Mixed Use Planned Unit Development to be Located on an Approximately 5-acre Portion of Parcel 0711-042-9501-9, on the Southwest Corner of Highway N and Gaston Road.**

Craig Frank, Corey Frank and Mike Calkins were present to give a brief overview of the mixed-use project to be located at the corner of Gaston Road and County N. They did make a few adjustments from the feedback they received at the Plan Commission. They changed the entrance on Gaston Road and also added a right hand turn onto County N from the property. They also moved the condos to the east to preserve the tree line between the quarry. They also have added additional parking spaces to accommodate between 225 to 230 parking stalls, which is more than required. They also addressed the comments of the Fire Chief and increased the turning radius for fire equipment. Corey Frank explained the mixed-use building will have approximately 8,000 sq. ft. of commercial space with residential above and this will be a Texas wrap style building. There will be 32 condo units to the west of the mix-use building which will be a total of 4 buildings. Murphy questioned if there will be management on premise, which it was indicated that for the first 6 months to a year there would be and then it would be on a as needed bases. Maloney commented that a right turn lane onto what will be N. Windsor Street should be added. **Motion** by Valencia to approve the General Development Plan for Cottage Grove Commons, with conditions in the staff report and adding the right-hand turn lane onto N. Windsor Street, seconded by Allen. **Motion** carried with a voice vote of 7-0-0.

### **b. Discuss and consider a Request from Homburg Equipment for Approval of a Final Plat for Westlawn Estates 5<sup>th</sup> Addition.**

Andrew Homburg was present to give a brief explanation of the Final Plat for Westlawn Estates 5<sup>th</sup> Addition. They added the street connection at Meadow Lark Street and added the right-of-way on the two outlots for Nightingale Lane. They also added a temporary road to Buss Road for emergency services and Homburg construction vehicles. Homburg then asked if the temporary road would meet the requirement of the board to complete London Road in conjunction with the school property? Homburg also commented about the requirement to get permits from the Town for the connection of Meadowlark Street, that they would continue to be a good partner but would need cooperation from the Village and Town to get the permits and connect the roads. Williams indicated it is on the agenda for the Joint Board meetings tomorrow night for discussion. Andrew Homburg also addressed the pocket park in 4<sup>th</sup> addition that they are working on getting it seeded yet this year. Murphy questioned if once the 6<sup>th</sup> addition is platted that they could work on the larger park in conjunction with the completion of 5<sup>th</sup> addition, so the park could be started. Williams indicated that he received a letter from Rebecca Ninke that she is asking the board to not approve Westlawn 5<sup>th</sup> Addition until the park space is addressed. She would like to see a timeline for the development of parks to be in the developer agreement.

**Motion** by Lennberg to approve the final plat for Westlawn Estates 5<sup>th</sup> Addition with conditions in staff reports and approving the temporary Emergency Access road and working with the town for the permits for road connections, seconded by Ratcliff. **Motion** carried with a voice vote of 7-0-0.

### **c. Discuss and consider a Request from AJ Regali for Approval of a Site Plan Amendment for Cottage Grove Storage to Add Four Storage Unit Buildings at Facility Located at 375 Progress Drive.**

AJ Regali was present to explain the site plan amendment and answer questions. **Motion** by Valencia to approve the site plan amendment for Cottage Grove Storage to add four storage unit buildings with conditions in staff reports, seconded by Murphy. **Motion** carried with a voice vote of 7-0-0.

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

### **a. Discuss and consider Right-of-Way Permit request from TDS.**

Larson reported they discussed the budget and the right of way permit from TDS. This should be the last permit to complete the project. They are required to place the pedestals within 1 to 2 feet of existing utility infrastructure and not as stand alone pedestals. They will also provide an updated plan and maps prior to issuance of the permit. Murphy questioned if this was in an area that had prior issues, which Larson indicated that it is not.

**Motion** by Ratcliff to approve the right-of-way permit with conditions in staff reports for TDS, seconded by Valencia. **Motion** carried with a voice vote of 7-0-0.

They also discussed the compost issue with Dane County closing next year, they do have proposals from two private contractors, and this will be discussed at the budget workshop. They are still working on street sweeping. Ratcliff indicated that they should look into fixing Grove St when they redo Clark Street.

#### **8.V. Community Development Authority**

Lennberg reported they discussed the budget for 2020 and will be increasing the amount request to \$10,000 and looking at possible website for economic development and rebranding. The next meeting will be October 14<sup>th</sup>.

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

Allen reported that calls are down from last year but do to contract change with Cambridge. They discussed the budget for 2020 and the capital budget that will be added this year, there will be a slight increase in budget from last year. The next meeting will be October 17<sup>th</sup> in Cottage Grove.

#### **8.VII. Utility Commission**

Murphy reported the lighting project for the water tower is almost completed. The solar panel discussion is waiting on inspection of roofs. They discussed the 2020 budget. They have new employees Jake and Matt, so welcome to the Village. The next meeting will be October 9<sup>th</sup> at 5:15 pm.

#### **8. VIII. Emergency Government Committee**

Valencia reported they discussed the 2020 budget which will be the same as last year. They discussed adding an additional citizen member to the committee for each community. Valencia is also working with Aster Senior living to get their emergency plans that can be placed in EMS vehicles. They will be doing this for other facilities in the community as well.

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

#### **a. Heidi Murphy**

##### **i. Update from the September 12, 2019 CARPC meeting.**

Murphy gave a report from the CARPC meeting, they will be sending a survey out to be completed by local officials, they are working on the regional land use plan and would like to see how it fits into other community plans.

#### **b. John Williams**

##### **i. Discuss and consider appointments to Community Development Authority- Kim Sale, Police Commission- Cara Musick and Ordinance Review Committee- Jess Robinson.**

**Motion** by Williams to nominate Kim Sale to Community Development, Cara Musick to Police Commission and Jess Robinson to Ordinance Review Committee, seconded by Russell. **Motion** carried with a voice vote of 7-0-0.

#### **c. Attorney Lee Boushea**

##### **i. Legal briefings/status updates**

Attorney Boushea will provide a short handbook for the Zoning Board of Appeals.

### **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 \$106,305.58 and \$604,977.95 seconded by Valencia. The check sequence goes from check #45828 to check #45880 and from check#45881 to check #45928. **Motion** carried with a voice vote of 7-0-0.

**b. Correspondence**-Race Day Event that will be emailed out to trustees and staff for a ride on September 22, 2019. TDS will be having a neighborhood event on September 27<sup>th</sup> at Fireman's Park.

**c. Upcoming community events**- Housing Summit on October 10<sup>th</sup> at Monona Terrace from 8-4 p.m. Ratcliff will be presenting at the summit and Ruth will be attending as well. The Natvig Landfill meeting has been changed to October 3<sup>rd</sup> at 6:30 p.m.

**d. Future agenda items**-Christmas in the Grove for parade route

### **11. Closed Session: The Village of Cottage Grove Village Board will enter into Closed Session pursuant to Wisconsin State Statute §19.85(1)(f) considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par (b) applies which, if discussed in public would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data or involved in such problems or investigations – Background Check. 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 TID #5.**

**Motion** by Williams to enter into closed session at 9:23 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.

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

**Motion** by Murphy to reconvene into open session at 10:24 p.m., seconded by Ratcliff. **Motion** carried with a roll call vote of Allen AYE, Lennberg AYE, Murphy AYE, Ratcliff AYE, Russell AYE, Valencia AYE, Williams AYE.

**Motion** by Lennberg to give staff approval to extend the contract for Moving to the Music, seconded by Murphy.

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

**13. Adjournment**

**Motion** by Allen to adjourn at 10:26 p.m., seconded by Lennberg. **Motion** carried with a voice vote of 7-0-0.

**Lisa Kalata, Clerk  
Village of Cottage Grove  
Approved: October 7, 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.**