

**VILLAGE OF COTTAGE GROVE
BOARD OF TRUSTEES
Monday, June 7, 2010**

MINUTES

1) Call to Order of the regular meeting of the Village Board of Trustees.

The regular meeting of the Village Board was called to order by Village President Mike Mikalsen at 5:30 p.m.

2) Roll Call and confirm that the meeting was properly posted.

It was determined that a quorum of members was present and that the agenda had been properly posted. Roll call was taken. Village Board members present: Trustees Duane Hubing, Paula Severson, Dave Viken, Jeff Weigand, Diane Wiedenbeck, Micah Zielke and Village President Mike Mikalsen. Staff present: Clerk Treasurer Deb Winter, Administrator Kim Manley, Public Works Director Jim Hessling, Parks and Recreation Director Jacob Tisue, Village Engineer Dan Schilling and Village Attorney Leighton Boushea.

3) Adjourn meeting to allow the Village Board members and staff to tour public facilities; Parks, Recreation, Public Works at various locations throughout the Village. No action will be taken by the Board during this informational tour. The meeting will reconvene at the Village Hall at approximately 7:00 p.m.

4) Reconvene meeting from informational tour

Village Board reconvened at 7:00 p.m.

5) Pledge of Allegiance

6) Discuss and consider minutes of May 17, 2010

Motion by Zielke to approve the minutes of May 17, 2010 with a noted correction, seconded by Hubing.

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

7) Public Appearances – *Public's opportunity to speak about any item that is not a specific agenda item.*

Becky Vick from 241 W. Parkview Street approached the Village Board. Vick discussed the stop sign at Parkview and Westlawn Drive. She would like to see the stop sign either removed or moved to a different location. Her concern is the fact that no one stops completely at the stop sign except for the school buses. Before and after school there then tends to be a line of buses at the stop sign and it inhibits her from being able to enter or exit her driveway. Since this is a public appearance, Mikalsen requested that this issue be put on the next Public Works and Properties Committee agenda. Mikalsen also requested that Public Works Director Jim Hessling and MSA consultant Dan Schilling start to look into this issue.

8) Unfinished Business:

a. Discuss and consider award of bid for utility extension along Vilas Road and parking lot for Fireman's Park.

Parks and Recreation Director Jacob Tisue and MSA Consultant Dan Schilling approached the Village Board. Tisue reviewed the project options and the bids that came in. They are looking at a project scope of water and sewer going down Vilas Road and into the park along with a paved parking lot large enough to house approximately 150 vehicles. Weigand asked how much of the project money is coming from the Phoebe Bakken estate? Tisue answered that roughly \$300K would be used for this project and that the family would then get naming rights to some part of the park. There has been a sub committee formed to determine what the naming rights should be. Tisue stated that he did not include a water wheel in this bid because he thought they could possibly include a water wheel in with a separate project if it was determined that one is still needed. Mikalsen then asked how we plan on watering the fields this summer, with both Tisue and Hessling responding that we will work something out with WRC when and if watering is needed. The drop dead end date for the project is October 15th, and cannot start until after festival. Seeding would have to be finalized next spring. **Motion** by Hubing to accept RG Huston's Base bid and Alternate bid C at \$474,521, seconded by Severson. **Motion** carried with a voice vote of 6-0-1 with Viken abstaining.

b. Discuss and consider the 2010 funding for the Colonial Club (tabled from 05-17-10).

Motion by Hubing to table this agenda item until the first regular Village Board meeting in July 2010, seconded by Weigand. **Motion** carried with a unanimous voice vote of 7-0-0.

9) New Business:

a. Presentation by Baker, Tilly – Village 2009 Audit Report.

Vicki Hellenbrand and Amanda Blomberg with Baker Tilly presented an overview of the 2009 Village audit.

b. Discuss and consider authorizing MSA Professional Services to prepare and let bids for the extension of Limestone Pass.

Dan Schilling with MSA approached the Village Board. Schilling presented the history and current project scope to the Village Board. **Motion** by Hubing to authorize MSA Professional Services to prepare and let bids for the extension of Limestone Pass, seconded by Wiedenbeck. **Motion** carried with a unanimous voice vote of 7-0-0.

c. Discuss and consider changing date of July 5, 2010 Village Board meeting due to the Municipal Building be closed in observation of Independence Day.

Motion by Mikalsen to change the July 5, 2010 Village Board meeting to July 12, 2010, seconded by Weigand. **Motion** retracted. **Motion** by Hubing to cancel the first meeting in July and only hold the regularly scheduled meeting on July 19, 2010 with July 12, 2010 held open in the event a meeting is needed, seconded by Wiedenbeck. **Motion** carried with a voice vote of 6-1-0 with Severson voting nay.

d. Discuss and consider participation in the Fireman's Festival Parade.

Motion by Hubing to have Mikalsen the Village President represent the Village in the parade, seconded by Severson. **Motion** did not carry with a voice vote of 2-5-0 with Mikalsen, Viken, Weigand, Wiedenbeck and Zielke voting nay. After some discussion it was determined that there were many opportunities for the Village Board to volunteer their time and help with the festival and that representation in the parade was not necessary.

e. Discuss and consider preparation for 2011 budget discussion at the June 21, 2010 Village Board Meeting – Directive to Department Heads.

Manley explained that the reason for this agenda item is to urge Village Board members to begin thinking about the 2011 budget process and to give the Department Heads any needed direction. Mikalsen directed Manley to present an outline of a zero percent General Fund increase as a starting point.

f. Discuss and consider authorizing the Administrator to participate in DCCVA Committee for Public Safety, Taxes and Budgeting.

Motion by Mikalsen to authorize the Administrator to participate in DCCVA Committee for Public Safety, Taxes and Budgeting, seconded by Hubing. **Motion** carried with a unanimous voice vote of 7-0-0.

g. Discuss and consider the Sound Amplification Permit for Michael Hiller, 702 Smithland Lane for 6-12-10.

Motion by Zielke to approve the Sound Amplification permit for Michael Hiller, 702 Smithland Lane for 6-12-10, seconded by Hubing. **Motion** carried with a unanimous voice vote of 7-0-0.

h. Discuss and consider the Sound Amplification Permit for Deb & Rick Mulhern, 420 Clearbrooke Terrace for 6-13-10.

Motion by Wiedenbeck to approve the Sound Amplification permit for Deb & Rick Mulhern, 420 Clearbrooke Terrace for 6-13-10, seconded by Zielke. **Motion** carried with a unanimous voice vote of 7-0-0.

10) Report of Village Officers, Boards, Commissions & Committees.

a) Parks, Recreation and Forestry Committee

Hubing reported that the Kids Park group and the MG HS Football Boosters club are combining forces to volunteer for parking duty for Friday night and Saturday night. They are looking for volunteers for two shifts each night. One shift is from 5:00 p.m. to 7:30 p.m. and one shift is from 7:30 p.m. to 10:00 p.m. All proceeds will benefit both groups.

b) Deer-Grove EMS – Chief - Selection Committee

Severson reported that a new chief has not been chosen. They will be holding a second assessment and interview session on June 26, 2010.

c) Deer-Grove EMS Commission

Severson reported that the EMS Commission met on May 20, 2010. They held a long meeting and reviewed open meetings law and records retention. The new ambulance is back in service, the needed repairs were covered under warranty. EMS has applied for a radio grant. The commission has received notice that the attorney for EMS will be closing their firm, so EMS will be looking for a new attorney. Severson also reported that Deerfield staffing is up to 72% in April.

d) Peer Steering Committee

Wiedenbeck reported on the monthly numbers for Peer Court. Next meeting will be held on July 20, 2010.

e) Ad Hoc Sustainability

Wiedenbeck reported that the meeting time has permanently changed to 5:45 p.m. The committee voted to rewrite the sustainability report. When the changes are finished, the report will be forwarded to the Plan Commission. Wiedenbeck also reported that the committee is looking at a program called the Water Star Program.

f) Law Enforcement Committee

Viken reported that the committee elected Zielke as the new chairman. There was discussion on festival and the number of officers needed and the effect festival has on the police budget. The new replacement squad car is in.

g) Natvig Landfill Committee

Wiedenbeck reported that the committee voted to keep the same officers. The latest report from Strand was all zeros and there has not been a reading since 2008. Next meeting is to be held on July 26, 2010.

h) Board of Review

Winter reported that there were no citizens scheduled for Board of Review and no walk ins.

11) Reports from Village Officers:

a. Micah Zielke

The Ordinance Committee will meet on June 21, 2010 at 5:45 p.m.

b. Jeff Weigand

No Report

c. Diane Wiedenbeck

1. Report on MGSD Energy Fair Held May 22, 2010.

The Energy Fair at the School District was very well done.

2. Dane County MedDrop scheduled for June 5, 2010.

Severson reported that she attended the MedDrop in Sun Prairie on June 5, 2010 and it was very busy, with cars lined quite a way down Bird Street.

d. David Viken

I have completed the 700 NIMs training.

e. Paula Severson

I need to remind you to get the NIMs online classes done.

f. Duane Hubing

No Report

g. Mike Mikalsen

I received a letter from Lathrop & Clark regarding the Soleil Development Corporation. There is a billing issue with the Three Oaks Development. Kim and I have been working on an issue regarding the right of way from Glacial Drumlin bike trail. I would like to start rotating Trustees to attend DCCVA meetings along with either Kim or myself. Staff has been working on a map as a means to negotiate a meeting with Sun Prairie. Once the map is reviewed the Village will then try to work through the Joint Committee.

1. Discuss and consider appointing Mike Willkomm, 316 S. Main Street to the Plan Commission.

Motion by Hubing to approve the appointment of Mike Willkomm, 316 Main Street to the Plan Commission, seconded by Weigand. **Motion** carried with a voice vote of 6-1-0 with Wiedenbeck voting nay.

Hubing left the meeting at 9:18 p.m.

h. Atty. Leighton Boushea

No Report

12) Communications and Miscellaneous Business

a) Consider approval of vouchers

Motion by Wiedenbeck to approve the Village portion of the vouchers in the amount of \$95,686.97, seconded by Zielke. **Motion** carried with a voice vote of 6-0-0 with Wiedenbeck voting to approve all vouchers except any that have to do with the intersection construction.

b.) Correspondence

Winter reported on a thank you received from the Gjermo Family for flowers sent to Ruth Gjermo's funeral. Winter also reported on a letter sent from the National Multiple Sclerosis Society regarding the Best Dam Bike Ride which will be going through the Town of Cottage Grove on August 8, 2010.

13) Adjournment.

Motion by Zielke to adjourn at 9:29 p.m., seconded by Wiedenbeck. **Motion** carried with a unanimous voice vote of 6-0-0.

**Respectfully Submitted,
Deb Winter, Clerk-Treasurer
Village of Cottage Grove
Approved: June 21, 2010**

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.