

VILLAGE OF COTTAGE GROVE
BOARD OF TRUSTEES
Monday, June 21, 2010

MINUTES

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

The Village Board reconvened at 7:30 p.m. after a joint meeting with the Plan Commission.

Due to inclement weather, the Board recessed at 8:10 p.m. until 8:35 p.m. Trustee Hubing returned to his seat at 8:45 p.m.

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

3) Pledge of Allegiance

4) Discuss and consider minutes of June 7, 2010.

Motion by Wiedenbeck to approve the minutes of June 7, 2010 with noted corrections, seconded by Weigand. **Motion** carried with a unanimous vote of 5-0-0.

5) Public Appearances – Public’s opportunity to speak about any item that is not a specific agenda item.

None

6) Unfinished Business:

a. Discuss and consider directive to Department Heads for 2011 budget.

Manley asked the Board to give some type of directive for the 2011 budget to both herself and the Department Heads. She noted that at the last Village Board meeting the directive given was to present a high level view of a zero percent increase over the 2010 approved budget which was included in tonight’s packet of information. Some discussion pursued. Severson stated that she would like to look at different health insurance options and also look at different scenarios within the umbrellas of coverage. She would also like to see more detail presented on the bigger budget items and research possibilities of cost sharing. Manley asked the question if the Board was considering lessening services in order to cut the budget. Weigand responded that he would like to see more user fees. Severson responded that she does not want to cut services but look at and challenge ourselves as to how we provide those services, looking at cost sharing and possible grant opportunities. Mikalsen stated that he would like to see staff prioritize and determine how we can save what we have now and still be able to meet our 2011 debt obligations. Weigand stated that his overall expectation is that we reduce our budget and reduce taxes – that should be our number one goal. Manley explained that she struggles with an “idealistic” budget approach and understands what everyone is saying. However, Manley stated that everyone has to be realistic and put together a budget that won’t put the Village in a bad financial situation going into future years. Zielke suggested that a project plan or business case be prepared for the large ticket items showing hard and soft costs and the overall long term effects. Zielke also requested to be provided information on Village employees such as salaries – fully loaded, department, what they do in general along with benchmark comparisons from like municipalities. Mikalsen stated that an overall number will need to be determined and from there staff will need to look at operations to determine how the money is best used.

b. Discuss and consider Authorizing Staff to send the Request for Proposal for Auditing Service.

Manley presented the proposed RFP to be sent out for auditing services. Mikalsen questioned the length of the agreement and if it could or should be shorter. Wiedenbeck asked about using a point system with the RFP to give the companies an idea of what the Village feels are the important services needed. **Motion** by Hubing to authorize staff to send the Request for Proposal for Auditing Services and ask for two quote options – one for a year to year term and one for a three year term, seconded by Severson. **Motion** carried with a unanimous voice vote of 6-0-0.

- c. **Discuss and consider allowing Clerk-Treasurer to further research possible ACH & internet pay options.**

Motion by Zielke to approve allowing Clerk-Treasurer to further research possible ACH & internet pay options, seconded by Wiedenbeck. **Motion** carried with a voice vote of 5-1-0 with Mikalsen voting nay.

At 8:10 p.m., the Village Board recessed until 8:35 p.m. due to a tornado warning in the area. Trustee Hubing returned to his seat at 8:45 p.m.

7) New Business:

- a. **Discuss and consider Resolution 2010-11 authorizing the Issuance of a Mortgage Revenue Bond; TIF #5 Commerce Park and authorizing the Village President and Clerk/Treasurer to sign the necessary documents with Wisconsin Community Bank.**

Motion by Wiedenbeck to approve Resolution 2010-11 authorizing the Issuance of a Mortgage revenue Bond; TIF #5 Commerce Park and authorizing the Village President and Clerk/Treasurer to sign the necessary documents with Wisconsin Community Bank, seconded by Severson. **Motion** carried with a unanimous voice vote of 6-0-0.

- b. **Discuss and consider the issuance of alcoholic beverage, operator and cigarette licenses as listed for the license year of July 1, 2010 to June 30, 2011 unless otherwise noted.**

Debra Buss approached the Board. Debra was asked to be present at tonight's meeting due to a ticket she received as part of a Dane County sting operation in January 2010. Mikalsen started the discussion stating he was disappointed in the explanation given by both Ms. Buss and the owner of the Outpost. **Motion** by Hubing to approve the alcoholic beverage, operator and cigarette licenses as listed for the license year of July 1, 2010 to June 30, 2011 unless otherwise noted, seconded by Weigand. Mikalsen stopped the motion stating he was not willing to take the licenses as a whole and would not approve them as such. Hubing asked Ms. Buss how long she had worked at the Outpost and if she had any previous convictions. Buss stated she has worked at the Outpost for over four years, has bartended for over 10 years and has never been convicted prior to this time. Hubing amended his original motion to be: **Motion** by Hubing to approve the operator's license for Debra Buss for the license year of July 1, 2010 to June 30, 2011, seconded by Wiedenbeck. Mikalsen called a roll call vote. Hubing – aye, Severson – aye, Weigand – aye, Wiedenbeck – aye, Zielke – nay, Mikalsen – nay. **Motion** carried with a roll call vote of 4-2-0. After the Board was given some time to review a memo from the Chief of Police that did not make it into the packet, along with an incident log provided by the Chief, more discussion was held regarding the premises of each bar and how they specify any outside location where alcohol may be served. This agenda item was postponed to the end of the meeting to allow Board members time to review information handed out tonight. **Motion** by Wiedenbeck to approve the issuance of alcoholic beverage, operator and cigarette licenses as listed for the license year of July 1, 2010 to June 30, 2011 unless otherwise noted, seconded by Hubing. **Motion** carried with a unanimous voice vote of 6-0-0.

- c. **Discuss and consider use of the funds originally levied for the EMS District 2010 Budget.**

Motion by Hubing to table this agenda item until further notice, seconded by Zielke. **Motion** carried with a unanimous voice vote of 6-0-0.

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

- a) **Deer-Grove EMS Commission**

Severson reported that the EMS Chief Assessment center is scheduled for Saturday. Weigand asked how many would be attending. Severson replied that right now there are two possibly three additional from the two that originally attended.

- b) **Utility Commission**

Wiedenbeck reported that Hydrite has requested to use Well #1 as a monitoring well. Boushea stated that the draft agreement is still in review. John Oosterwyk is requesting to use one of the Village's lagoons for watering purposes. The commission approved the 2009 CMAR. There will be

a dedication to the new lift station on August 4, 2010 from 5:30 p.m. to 7:00 p.m. Next meeting to be held on July 7, 2010.

9) **Reports from Village Officers:**

a. **Micah Zielke**

Tomorrow night – June 22, 2010 – is LEC at 6:30 p.m. at the Police Station.

b. **Jeff Weigand**

I made it to the Strawberry Fest, I volunteered for the Flynn Hall booth at Festival and I volunteered to help with parking at the Festival. It was a weekend full of service for the community.

c. **Diane Wiedenbeck**

I went to Strawberry Fest and the Lion's Club Breakfast. Sustainability meets tomorrow at 5:45 p.m.

d. **David Viken**

e. **Paula Severson**

I made it to Strawberry Fest, the Lion's Club Breakfast and the Flynn hall booth. I appreciate everyone that has completed the NIMs training.

f. **Duane Hubing**

I have completed my NIMs training.

g. **Mike Mikalsen**

On Friday I attended the Dane County Small Business Awards Banquet. Natural Resources Consulting – NRC – received an award. It was a very interesting experience.

h. **Atty. Leighton Boushea**

I got remarried this past weekend.

10) **Communications and Miscellaneous Business**

a) **Consider approval of vouchers**

Motion by Severson to approve the Village portion of the vouchers in the amount of \$217,455.25, seconded by Hubing. **Motion** carried with a voice vote of 6-0-0.

b.) **Correspondence**

None

11) **CLOSED SESSION. The Village of Cottage Grove Village Board will enter into Closed Session pursuant to Wisconsin State Statute §19.85(1)(c) considering employment, promotion, compensation and performance evaluation data of any public employee over which the government has jurisdiction over or exercises responsibility; Police Department Staff Matters and Wisconsin State Statute 19.85(1)(g) conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved: Deer-Grove EMS Compensation Matter.**

Motion by Mikalsen to go into closed session, seconded by Severson. **Motion** carried with a unanimous roll call vote of 6-0-0.

12) **Reconvene Into OPEN SESSION.**

The Village Board reconvened into open session at 11:12 p.m.

13) **Adjournment.**

Motion by Wiedenbeck to adjourn at 11:15 p.m., seconded by Severson. **Motion** carried with a unanimous voice vote of 6-0-0.

**Respectfully Submitted,
Deb Winter, Clerk-Treasurer
Village of Cottage Grove
Approved: August 2, 2010**