

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

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, Police Chief Dan Layber, 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 on December 2, 2019.

Motion by Ratcliff to approve the minutes for December 2, 2019, seconded by Lennberg. **Motion** carried with a voice vote of 6-0-1 with Williams abstaining.

6. Unfinished Business

a. Discuss and consider Building Inspection Services agreement.

Giese indicated that they made two changes to the agreement, with one being the officer hours and the other being the fee schedule as indicated in the memo by Attorney Boushea. **Motion** by Allen to approve the agreement with revision indicated by staff, seconded by Ratcliff. **Motion** carried with a voice vote of 7-0-0.

7. New Business

a. Discuss and consider Operator License permit application for licensing year July 2019-June 2020 for Dustin Hughes.

Motion by Murphy to approve the Operator License for licensing year July 2019-June 2020 for Dustin Hughes, seconded by Valencia. **Motion** carried with a voice vote of 7-0-0.

b. Discuss and consider Resolution 2019-13 Re: Election Inspector Appointments for 2020-2021.

Kalata explained that the resolution is to appoint the Election Inspectors for the next two years. **Motion** by Russell to approve Resolution 2019-13, seconded by Allen. **Motion** carried with a voice vote of 7-0-0.

8. Reports from Village Boards, Commissions & Committees

8.I. Law Enforcement Committee

a. Discuss and consider Employee Assistance Program agreement.

Chief Layber indicated that this would be for all Village employees and the only would be the contract amount. **Motion** by Ratcliff to approve the Employee Assistance Program agreement, seconded by Lennberg. **Motion** carried with a voice vote of 7-0-0.

8.II. Library Planning Committee

Ratcliff reported that Tracy Herold with Dane County Library Services was present to provide information on Dane County Library Services. They discussed the use of libraries and the bookmobile in Cottage Grove and the possibility of changing the day the bookmobile comes to Cottage Grove. They discussed hiring a survey company, which UW Extension will be at the next meeting. They also discussed getting a map of all the free little libraries in the area as well. The next meeting will be January 13, 2020.

8.III. Utility Commission

Murphy reported they discussed the water and sewer extensions along Vilas Road and using the impact fees for the cost of design and bidding. The next meeting will be January 8, 2020.

8.IV. Community Development Authority

Lennberg reported that they discussed the goals for the marketing project and those will be updated. They also approved the MADREP ad for 2020.

9. Reports from Village Officers

a. Attorney Lee Boushea

i. Legal briefings/status updates

Attorney Boushea reported that the newspaper had an article on him, and he appreciated it.

10. Communications and Miscellaneous Business

a. Consider approval of vouchers.

Motion by Allen to approve the Village portion of the vouchers in the amount of \$85,127.61, seconded by Russell. The check sequence goes from check #46228 to check #46287. **Motion** carried with a voice vote of 7-0-0.

b. Correspondence-None

c. Upcoming community events- Public Relations Committee meeting is Wednesday this week.

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 for negotiations in TID #5 and negotiating terms in the Developers Agreement with Monona Grove School District; and will enter into Closed Session pursuant to Wisconsin State Statute §19.85 (1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility; Administrator's evaluation.

Motion by Williams to enter into closed session at 6:53 p.m., seconded by Russell. **Motion** carried with a roll call vote of Allen AYE, Lennberg AYE, Williams AYE, Murphy AYE, Ratcliff AYE, Russell AYE, Valencia AYE.

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

Motion by Ratcliff to reconvene into open session at 7:27 p.m., seconded by Lennberg. **Motion** carried with a roll call vote of Allen AYE, Lennberg AYE, Williams AYE, Murphy AYE, Ratcliff AYE, Russell AYE, Valencia AYE.

Motion by Ratcliff to deny operator license for McKenzie Anderson, seconded by Valencia. **Motion** carried with a voice vote of 7-0-0.

13. Adjournment

Motion by Murphy to adjourn at 7:27p.m., seconded by Lennberg. **Motion** carried with a voice vote of 7-0-0.

**Lisa Kalata, Clerk
Village of Cottage Grove
Approved:**

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.