

**VILLAGE OF COTTAGE GROVE  
VILLAGE BOARD OF TRUSTEES**

**Monday, April 6, 2020**

**MINUTES**

**1. Call to order**

Village President John Williams called the Village Board of Trustees to order at 6:35 pm. this was a Zoom meeting.

**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 and 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, Parks, Recreation and Forestry Director Sean Brusegar, Chief Dan Layber, Lieutenant Matt Wagner, Village Engineer Kevin Lord and Village Attorneys Larry Konopacki and Rick Manthe.

**3. Pledge of Allegiance.**

**4. PUBLIC APPEARANCES – Public’s opportunity to speak.**

None.

**5. Discuss and Consider the Minutes of The Regular Village Board Meeting on March 16, 2020.**

**Motion** by Allen to approve the minutes from March 16, 2020, seconded by Ratcliff. **Motion** carried with a voice vote of 7-0-0.

**6. Presentations to The Board**

**a. COVID-19 Update by Departments**

**i. President John Williams and Administrator Matt Giese**

**ii. Emergency Government Director- Matt Wagner**

**iii. Elections- Lisa Kalata**

**iv. Public Works- JJ Larson**

**v. Parks & Recreation - Sean Brusegar**

The Village Board of Trustees were updated on all the COVID-19 steps that have been taken by the various departments to keep the Village running and safe.

**7. Unfinished Business**

**a. Discuss and consider Development Agreement for Monona Grove School District regarding the new elementary school project off Buss Road.**

Attorney Konopacki indicated that MSA did a safety analyses and safety would be as good as the full build out of Buss Road. **Motion** by Valencia to approve the development agreement for Monona Grove School District for a new elementary school off Buss Road as presented, seconded by Murphy. **Motion** carried with a voice vote of 6-1-0 with Allen voting No.

**8. New Business**

**a. Discuss and consider Operator License application for licensing year July 2019-June 2020 for Helen McVay.**

**Motion** by Valencia to approve the operator license for licensing year July 2019-June 2020 for Helen McVay, seconded by Allen. **Motion** carried with a voice vote of 7-0-0.

**b. Discuss and consider Sound Amplification Permit for Oakstone Recreational for May 2, 2020.**

**Motion** by Valencia to approve the sound amplification permit for Oakstone Recreational for May 2, 2020, seconded by Lennberg. **Motion** carried with a voice vote of 7-0-0.

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

**9.I. Deer-Grove EMS Commission**

Allen reported they had a virtual meeting on March 19<sup>th</sup> and discussed staffing concerns and gave the Chief the authority to make decisions as needed during COVID-19. The next meeting will be April 16<sup>th</sup> and will be a virtual meeting.

**10. Reports from Village Officers**

**a. Stafford Rosenbaum**

**i. Legal briefings/status updates**

Attorney Konopacki indicated that he spoke with Bob Power from Colonial Club to get the contract completed and the Village Board may be interested in getting a briefing from him on what the Colonial Club is doing to deal with COVID-19. Valencia asked if Lieutenant Wagner could reach out to Bob and see if he is available for a Village Board meeting, which Lieutenant Wagner indicated he would.

**11. Communications and Miscellaneous Business**

**a. Consider approval of vouchers.**

**Motion** by Ratcliff to approve the Village portion of the vouchers in the amount of \$454,595.35, seconded by Lennberg. The check sequence goes from check #46924 to check #47002 with check # 46930 and check # 46931 being voided. **Motion** carried with a voice vote of 7-0-0.

**b. Correspondence-Arbor Day**

**c. Upcoming community events-Election day**

**d. Future agenda items-**

**12. Closed Session: This Closed Session Is for Development Incentive Negotiations in TID #5 With Greywolf Regarding Comfort Suites Hotel Project.**

**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.**

**Motion** by Williams to enter into closed session at 7:39 pm 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, 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.

**13. Reconvene into Open Session and Possible Consideration of Closed Session Items**

**Motion** by Williams to return to open session at 8:19 pm, seconded by Murphy. **Motion** carried with a roll call vote of Allen AYE, Lennberg AYE, Williams AYE, Murphy AYE, Ratcliff AYE, Russell AYE, Valencia AYE. No action was taken in closed session.

**14. Adjournment**

**Motion** by Allen to adjourn at 8:20 p.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.**