

**VILLAGE OF COTTAGE GROVE  
VILLAGE BOARD OF TRUSTEES  
Monday, February 3, 2020**

**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, Parks, Recreation and Forestry Director Sean Brusegar, Village Treasurer Deb Winter, Police Chief Dan Layber, Lieutenant Matt Wagner, Village Engineer Kevin Lord and Village Attorney Larry Konopacki.

**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 January 20, 2020.**

Valencia indicated there was a spelling error in item 10.d. it should read sustainability. **Motion** by Ratcliff to approve the minutes from January 20, 2020 with spelling correction, seconded by Murphy. **Motion** carried with a voice vote of 7-0-0.

**6. Unfinished Business**

**a. Discuss and Consider A Request from Doundrins Distilling for Conditional Use Permit for An Outdoor Seating Area at Their Facility Located At 300 Progress Drive (This item was tabled at the Village Board of Trustee meeting on January 20, 2020.)**

**Motion** by Russell to take item 6.a. off the table, seconded by Lennberg. **Motion** carried with a voice vote of 7-0-0. Ruth indicated that the applicants from Doundrins Distilling were present to answer questions about the project. Abby Abramovich, Nick Abramovich and Ryan Lovejoy were present to explain the project and the vision for the business in the community. They are requesting to build out the outdoor space as a cocktail garden with stage, tables, yard games, and playground area. They provided research on decibel levels for noise and compared it to the Fireman's Festival which would be three times louder than their loudest event. Valencia asked if decibels are easily measured, which Abby indicated that they can measure the noise level. Lennberg questioned if this would be every weekend, which Abby indicated that it would not be every weekend but would be mostly weekends. Murphy questioned if the outdoor space would be open on weeknights, which it was indicated that it would be open during the operating hours and would be low music, as they want the space to be a place that people can have conversations and meet family and friends. Dennis Hamada-325 Meadow Crest Trl. was in favor of the expansion. Jeanne Bindley-312 W. Parkview St was in favor of the expansion. Deb Darkow-3802 Bass Lane was in favor of the expansion. Richard Bindley-312 W. Parkview St was in favor of the expansion and indicated that there are sound meters on smart phones. Jim Neese-3819 Gala Way was in favor of the expansion. Jessica Treml-331 Meadow Crest Trl was in favor and likes this in the community. Tyle Treml-331 Meadow Crest Trl. was in favor of the expansion. Bruce Darkow-3802 Bass Lane was in favor of the expansion, and indicated they are great in the community and it is a very nice place. Anelle Petri-491 Progress Dr. was in favor of the expansion and indicated that they will make the area look better than it does currently. Lisa Fitch-209 Weald Bridge Rd was in favor of the expansion and likes that it brings neighbors together. **Motion** by Russell to approve the conditional use permit for Doundrins Distilling for an outdoor seating area located at 300 Progress Drive with conditions listed in the staff report along with the decibel level of 85 on the weekdays and 100 on weekends from 10 feet from the stage, seconded by Allen. **Motion** carried with a voice vote of 7-0-0.

**7. New Business**

**a. Discuss and consider Operator License application for Tommy Johnson, Abigail Back and Michelle Gavinski for licensing year July 2019- June 2020.**

**Motion** by Murphy to approve the Operator License for Tommy Johnson, Abigail Back and Michelle Gavinski, seconded by Valencia. **Motion** carried with a voice vote of 7-0-0.

**b. Annual report of Building Permits.**

Kalata explained the information in the packet on the 2019 building permits issued in the Village.

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

### **8.I. Parks, Recreation & Forestry Committee**

**a. Discuss and consider suspending ordinance 230-2 stating “Pets, including animals of any species, shall not be permitted in Village parks, except animals used to aid individuals with disabilities or as otherwise recommended by the Park and Recreation Committee and approved by the Village Board” for July 1st, 2020 from 12:00pm – 4:00pm at Northlawn Park to allow Dane County Library Services in conjunction with the Bookmobile, to contract with Zoozort to present the “Zoozort Live Animal Show”.**

Murphy reported that the Parks and Recreation committee approved suspending ordinance 230-2 for Zoozort.

**Motion** by Ratcliff to approve suspending ordinance 230-2 on July 1, 2020 from 12:00 pm to 4:00 pm at Northlawn Park to allow Dane County Library Services in conjunction with the Bookmobile, to contract with Zoozort to present the Zoozort Live Animal Show, seconded by Russell. **Motion** carried with a voice vote of 7-0-0.

**b. Discuss and consider suspending ordinance 109-28 to allow for sound amplification and alcohol to be consumed in Dublin Park for Music in the Grove.**

Murphy reported that the Parks and Recreation committee approved suspending ordinance 109-28 for Dublin Park for Music in the Grove. **Motion** by Lennberg to approve suspending ordinance 109-28 to allow sound amplification and alcohol to be consumed in Dublin Park for Music in the Grove for 2020, seconded by Allen.

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

**c. Discuss and consider allowing Monona Grove School District to use Dublin Park as a short-term evacuation location.**

Murphy reported that the Parks and Recreation committee approved the use of Dublin Park as a short-term evacuation location for Monona Grove School District. **Motion** by Valencia to approve Monona Grove School District to use Dublin Park as a short-term evacuation location, seconded by Russell. **Motion** carried with a voice vote of 7-0-0.

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

**a. Discuss and consider allowing Monona Grove School District to use Village Hall as a short-term evacuation site.**

**Motion** by Murphy to approve Monona Grove School District to use Village Hall as a short-term evacuation site, seconded by Lennberg. **Motion** carried with a voice vote of 7-0-0.

### **8.III. Peer Court Steering Committee**

Lennberg reported they reviewed the yearly reports, the next meeting will be March 17, 2020.

### **8.IV. Natvig Landfill Monitoring Review Committee**

Lennberg reported they review the bills and discussed the budgets. They may need to put in new vents on one test well, but they will continue to monitor. The next meeting will be March 23, 2020 at 6:00 pm.

### **8.V. Joint Fire Department Committee**

Ratcliff reported the new phone system is working, the rapid response vehicle is in progress, the UTV is in service and all members will be trained, they approved the installation of lights in the bay, the Assistant Chief gave the yearly report and calls were down from last year. They currently have 37 members and the next meeting will be March 23, 2020 after Natvig Landfill meeting.

### **8.VI. Law Enforcement Committee**

Williams reported the biggest discussion was the action item on this agenda, the COPS grant application. They also discussed the normal reports and ending the parking ticket food drive. The food drive was successful they delivered 5-6 times to the pantry. Chief Layber explained the grant and indicated that they have applied for the grant in the past but have not received the grant. The grant would be an 80/20 split with the Village paying the 20 percent which would be approximately \$20,000 each year and the grant would be for three years.

**a. Discuss and consider 2020 COPS grant application and applying for one position.**

**Motion** by Valencia to approve the 2020 COPS grant application for the Police Department, seconded by Ratcliff. **Motion** carried with a voice vote of 7-0-0.

### **8.VIII. Ordinance Review Committee**

Murphy reported they discussed a priority list for recommending ordinance changes, they discussed the lowest bidder and will create a checklist, and they discussed a vaping ordinance. They would like to have an ordinance similar to the smoking ban but need to do more research on vaping. Giese suggested looking at the City of Oshkosh as they just approved a vaping ordinance. Murphy also reported that this topic will be on the next Parks and Recreation agenda. The next meeting will be February 26, 2020.

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

### **a. John Williams**

**i. Discuss and consider nomination of Cara Musick to the Ordinance Review Committee.**

**Motion** by Valencia to nominate Cara Musick to the Ordinance Review Committee, seconded by Lennberg. **Motion** carried with a voice vote of 7-0-0.

**ii. Discuss and consider nomination of Catie Malcheski, Jenny Rogers, Nicholas Hess as citizen members and Heidi Murphy and John Williams as board members to the Ad-Hoc Sustainability Committee.**

**Motion** by Ratcliff to approve the nominations of Catie Malcheski, Jenny Rogers, Nicholas Hess, Heidi Murphy and John Williams to the Ad-Hoc Sustainability Committee, seconded by Lennberg. **Motion** carried with a voice vote of 7-0-0.

**b. Attorney Larry Konopacki**

**i. Legal briefings/status updates**

Attorney Konopacki reported that he is working on getting a sense of what the board wants as far as review and that Attorney Boushea has been wonderful in the transition.

**10. Communications and Miscellaneous Business**

**a. Consider approval of vouchers.**

**Motion** by Russell to approve the Village portion of the vouchers in the amount of \$245,949.89, seconded by Valencia. The check sequence goes from check #46655 to check #46740.

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

**b. Correspondence-**Williams indicated that Chief Layber was named Executive of the Year by the State Chief's Association.

**c. Upcoming community events-** The Optimist Club will have a Family Bingo Night on February 16<sup>th</sup> at Oakstone, Cottage Grove Chamber Annual Dinner will be March 6<sup>th</sup> at Oakstone.

**d. Future agenda items-** Planning items

**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 to conduct Village Attorney interviews.**

**Motion** by Williams to enter into closed session at 7:50 p.m. 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. This closed session is to discuss the Emergency Government Director position, seconded by Allen. **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**

**a. Discuss and consider appointment of Emergency Government Director.**

**Motion** by Ratcliff to reconvene into open session at 8:02 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 Valencia to offer the Emergency Government Director position to Matt Wagner, seconded by Lennberg. **Motion** carried with a voice vote of 7-0-0.

**13. Adjournment**

**Motion** by Allen to adjourn at 8:04 p.m., seconded by Lennberg. **Motion** carried with a voice vote of 7-0-0.

**Lisa Kalata, Clerk**  
**Village of Cottage Grove**  
**Approved: February 17, 2020**

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.