

**VILLAGE OF COTTAGE GROVE
VILLAGE BOARD OF TRUSTEES
Monday, May 4, 2020**

MINUTES

1. Call to order

Village President John Williams called the Village Board of Trustees to order at 6:31 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, Sarah Valencia and Paul VanderVelde. 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 April 20, 2020.

Motion by Valencia to approve the minutes from April 20, 2020 with correction of date to April 20, 2020, seconded by Lennberg. **Motion** carried with a voice vote of 7-0-0.

6. Presentations to The Board

a. Interim Market Update from Associated Appraisal.

Dean Peters and Nick Laird from Associated Appraisal were present to the give an update of the work that has been completed in the Village for the interim market update. The field work has been completed and the next steps would be open book and board of review. The Department of Revenue is suggesting delaying open book and board of review to later in the year than what normally would happen. The tentative dates would be August 13th for open book and September 17th for board of review. Assessment letters will go out the week of July 13th and more information will be posted on the village website and Facebook page.

7. Unfinished Business

a. Discuss and consider lease agreement with Miracle League.

Brusegar indicated that the lease agreement was completed, and Bill Schultz was present if there were any questions. **Motion** by Ratcliff to approve the ground lease agreement with Jump In Foundation, Inc. d/b/a Miracle League of Dane County as presented, seconded by Lennberg. **Motion** carried with a voice vote of 7-0-0.

b. Discuss and consider Resolution 2020-03 Re: Initial Resolution Authorizing General Obligation Bonds in an Amount Not to Exceed \$1,850,000 for Parks and Public Grounds Projects.

Greg Johnson from Ehlers was present to give a brief overview of the pre-sale for the planned borrowing for the parks and public grounds projects. **Motion** by Ratcliff to approve Resolution 2020-03 re: authorizing general obligation bonds in an amount not to exceed \$1,850,000 for parks and public grounds projects as presented, seconded by Murphy. **Motion** carried with a voice vote of 7-0-0.

c. Discuss and consider Resolution 2020-04 Re: Resolution Providing for the Sale of \$1,850,000 General Obligation Park and Public Grounds Bonds, Series 2020A.

Motion by Ratcliff to approve resolution 2020-04 re: resolution providing for the sale of \$1,850,000 general obligation park and public grounds bonds, series 2020A as presented, seconded by Murphy. **Motion** carried with a voice vote of 7-0-0.

d. Discuss and consider developer's agreement with Greywolf Partners for Comfort Suites Hotel.

Attorney Manthe explained that it was the request of the developer to get the approval of the developers agreement before the project approvals for financing reasons. **Motion** by Valencia to approve the developer’s agreement with Greywolf Partners for Comfort Suites Hotel as presented, seconded by Allen. **Motion** carried with a voice vote of 7-0-0.

e. Discuss and consider developer's agreement for 5th Addition to Westlawn Estates.

Attorney Konopacki explained that this was a simple developer’s agreement as it is similar to 4th addition to Westlawn Estates. There will be six phases with 18 lots in the first phase. **Motion** by Allen to approve the

developer's agreement for 5th Addition to Westlawn Estates as presented, seconded by Ratcliff. **Motion** carried with a voice vote of 7-0-0.

8. New Business

a. Discuss and consider Operator License for licensing year July 2019-June 2020 for Anthony Thomas.

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

b. Discuss and consider Ordinance 04-2020 Re: Municipal designation of municipal official to issue operator licenses.

Motion by Valencia to approve Ordinance 04-2020 re: Municipal designation of municipal official to issue operator licenses, seconded by Murphy. **Motion** carried with a voice vote of 7-0-0.

c. Discuss vaping ordinance draft and consider direction to legal counsel for further review and drafting.

Murphy reported this was discussed at the Ordinance Review Committee and was reported from legal counsel that it was permissible for the Village to have a vaping ordinance. **Motion** by Valencia to approve legal counsel to further review and draft a vaping ordinance, seconded by Ratcliff. **Motion** carried with a voice vote of 7-0-0.

d. Discuss and consider Weed Commissioner appointment.

Motion by Ratcliff to approve JJ Larson as Weed Commissioner, seconded by Valencia. **Motion** carried with a voice vote of 7-0-0.

e. Discuss and consider Trustee Committee and Commission appointments.

Williams indicated that this is the first list of appointments as he will be meeting with Trustee VanderVelde on his appointments and there are a few other vacancies. Valencia would like to get more information out to citizens that there may be openings on committees. Ratcliff indicated that others have an application on their websites, and she could draft a form for the next meeting. **Motion** by Murphy to approve the Trustee and Citizen committee and commission appointments as presented, seconded by Valencia. **Motion** carried with a voice vote of 7-0-0.

f. Discuss and consider Citizen Committee and Commission appointments.

This was approved in the item 8.e.

9. Reports from Village Officers

a. Stafford Rosenbaum

i. Legal briefings/status updates

Attorney Konopacki reported that Dane County is working on waiving penalties for property taxes and wanted to bring it forward to the board to see if there is an interest. Dane County can adopt the finding of hardship for the county and then the Village would then adopt a resolution and waive the late fees until October. He would recommend putting on the agenda for the next meeting and they will keep an eye on it.

b. COVID-19 update

Giese reported that Ruth has done a great job with keeping the information on the website up to date for Economic Development for the Business Community. They have begun discussion on preparing to slowly get back into a normal office environment and are looking at installing glass on the front counters and face coverings for employees.

President Williams indicated that cost impacts are being tracked and thanked staff for the cleaning, staggering the work schedules and all the extra measures that have been taken.

Chief Layber reported that it has been quiet at the Police Department and staff is healthy. They have had an uptick in the request for birthday parades and have been participating for public outreach.

Lieutenant Wagner reported that they do not need to extend the Village's emergency order. Dane County put another 10.8 million dollars to a small business fund. There are 444 cases of COVID-19 in Dane County and 22 deaths and 12,445 tests have been done. The Alliant Energy Center will be taken over for testing and testing is needed in order to open back up. Assisted living facilities and staff will all be tested soon.

Larson reported they are still staggering shifts and working on plans for when the normal work schedule will resume.

Brusegar reported that mowing staff started last week, and they are maintaining social distancing by having one person work in a park at a time.

10. Communications and Miscellaneous Business

a. Consider approval of vouchers.

Motion by Valencia to approve the Village portion of the vouchers in the amount of \$145,423.06, seconded by Ratcliff. The check sequence goes from check #47047 to check #47092. **Motion** carried with a voice vote of 7-0-0.

b. Correspondence

i. Acknowledgement of Natalie Hickey, National Guard and Poll Workers for April 7th election.

Kalata acknowledged SGT Natalie Hickey for her exceptional work on election day along with all the poll workers. The following poll workers were named: Bev Kalish, Eileen Conklin, Kathy Meyer, Kevin Steffens, Jason Boynton, Janet Oakley, Jimmie Oakley, Jeanette Boxrucker, Taylor Winter, Hailey Winter and Emily Winter.

c. Upcoming community events-Virtual Hot2Trot run,

d. Future agenda items- Fireman's Festival, vaping ordinance, Plan Commission items.

11. Closed Session: For Purposes of Considering Recently Received Legal Bills for Services Rendered In 2019

The Village of Cottage Grove Board may choose to enter into Closed Session related to this request 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 and (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.

Motion by Williams to enter into closed session at 8:22 p.m. for purposes of considering recently received legal bills for services rendered in 2019 the Village of Cottage Grove Board may choose to enter into closed session related to this request 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 and (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., seconded by Allen. Motion carried with a roll call vote Allen AYE, Lennberg AYE, Murphy AYE, Williams AYE, Ratcliff AYE, Valencia AYE, VanderVelde AYE.

12. Reconvene into Open Session and Possible Consideration of Closed Session Items

Motion by Ratcliff to reconvene into open session at 9:40 p.m. seconded by Lennberg. Motion carried with a roll call vote Allen AYE, Lennberg AYE, Murphy AYE, Williams AYE, Ratcliff AYE, Valencia AYE, VanderVelde AYE.

No action was taken in closed session.

13. Adjournment

Motion by Allen to adjourn at 9:43 p.m., seconded by Valencia. **Motion** carried with a voice vote of 7-0-0.

**Lisa Kalata, Clerk
Village of Cottage Grove
Approved: May 18, 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.