

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

Monday, May 18, 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 May 4, 2020.

Motion by Allen to approve the minutes from May 4, 2020 as presented, seconded by Murphy. **Motion** carried with a voice vote of 7-0-0.

6. Unfinished Business

a. Discuss and consider Ordinance 01A-2020 Re: Ordinance amending Chapter 130-1 Commercial Building Code.

Motion by Valencia to approve Ordinance 01A-2020 amending Chapter 130-1 Commercial Building Code, seconded by Lennberg. **Motion** carried with a voice vote of 7-0-0.

b. Discuss and consider Committee Application.

Motion by Ratcliff to approve the committee application as presented, seconded by Lennberg. **Motion** carried with a voice vote of 7-0-0.

c. Discuss and consider Vaping Ordinance.

Motion by Ratcliff to approve Ordinance 05-2020 amending Chapter 224 Prohibition of Smoking in Public Places, seconded by Valencia. **Motion** carried with a voice vote of 7-0-0.

7. New Business

a. Discuss and consider Schedule of Successor of Agent for Wisconsin CVS Pharmacy, LLC.

Motion by Valencia to approve Successor of Agent for Wisconsin CVS Pharmacy, LLC as presented, seconded by Murphy. **Motion** carried with a voice vote of 7-0-0.

8. Reports from Village Boards, Commissions & Committees

8.I. Public Works & Properties Committee

Larson reported they discussed the upgraded lighting projects at the MSB and Village Hall, they approved the purchase of a camera for the compost site with the excise funds from the road salt expense budget, they also approved the Task Order Contract with MSA for the Glacial Drumlin Bike Path.

a. Discuss and consider Task Order Contract with MSA for work related to the Glacial Drumlin Bike Path project.

Motion by Valencia to approve the Task Order Contract with MSA for work related to the Glacial Drumlin Bike Path project as presented, seconded by Ratcliff. **Motion** carried with a voice vote of 7-0-0.

8.II. Utility Commission

Murphy reported they discussed and approved the request from Hydrite to install groundwater extraction and monitoring wells in Huston Park, this will be going to the Parks and Recreation committee as well. They also discussed the water and sewer extension along Vilas Road. Giese indicated that the agreement needs to be completed by the end of this week with the landowner, which it should be. The next meeting will be June 10th.

8.III. Plan Commission

Williams reported they approved the Huston Hotel project and the Comfort Suites Hotel project, there was also a presentation from Movin Out on a future development in Northlawn along County N., they also discussed the Conditional Use Permits and are getting closer to having it completed.

a. Discuss and Consider a Request from Huston Hotel Group, LLC for approval of a General Development Plan for an Atwell Suites Hotel at 4672 County Highway TT.

Motion by Lennberg to approve the request from Huston Hotel Group, LLC for a General Development Plan for an Atwell Suites Hotel at 4672 County Highway TT with conditions in staff reports, seconded by Valencia.

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

b. Discuss and Consider a Request from Badger Hotel Group for approval of a Precise Implementation Plan for a Comfort Suites Hotel located on Parcel #0711-041-2120-1 on Landmark Drive in the Commerce Park.

Motion by Valencia to approve the request from Badger Hotel Group for a Precise Implementation Plan for a Comfort Suites Hotel located on Parcel #7011-041-2120-1 on Landmark Drive in the Commerce Park, seconded by Allen. **Motion** carried with a voice vote of 7-0-0.

8.IV. Ad Hoc Architectural Review Committee

Williams reported that the committee approved the Comfort Suites Hotel with the exception of the signage which will be brought back for approval once they get more details on the requirements from the franchise.

9. Reports from Village Officers

a. John Williams

i. Discuss and consider nomination of Paul VanderVelde to Joint Fire Committee, Natvig Landfill Monitoring Review Committee, and Ordinance Review Committee.

Williams indicated that he would like to add Ad Hoc Architectural Review Committee to the list for VanderVelde as well, because Ratcliff would like to step down from the committee. **Motion** by Ratcliff to approve the appointment of VanderVelde to the committees listed along with Ad Hoc Architectural Review Committee, seconded by Lennberg. **Motion** carried with a voice vote of 7-0-0.

b. Stafford Rosenbaum

i. Legal briefings/status updates

Konopacki reported that he is looking forward to doing a review of the work that has been completed in the last few months, as they have worked through a lot of the backed up work.

c. COVID-19 update

Giese reported that they will be working on the plan for a gradual reopening of Village Hall and MSB to the public. They are looking to install plexiglass barriers at the counters and if they cannot get a large enough piece for the counter at Village Hall, they will use the pass through that was built during the election in the vestibule. They will continue to encourage staff that can work from home to continue to do so and there will be increased cleaning efforts. Larger meetings will continue to be conducted via Zoom as Village Hall can only accommodate about 15 people with the proper social distancing.

President Williams indicated this will be a slow progression as they want to make sure everyone is safe.

Chief Layber reported that it has been normal activity at the Police Department and staff remain safe with no cases reported.

Lieutenant Wagner reported that Dane County has presented plans for Forward Dane to reopen the County, which the first phase will be in effect tomorrow morning at 8:00 am. There will be 14-day increments to see if there are spikes and if not, they will progress to the next phase.

Larson reported that they will not be going to summer hours as they will maintain the work schedule as is so it can remain staggered for employee safety.

Brusegar reported that with Forward Dane they will be allowed to open tennis courts, however it will only be on net. Playgrounds will remain closed. They will look at summer programming at their meeting this week. The work at Bakken park is moving along and they are ahead of schedule at this point.

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 \$376,613.64, seconded by Ratcliff. The check sequence goes from check #47093 to check #47153. **Motion** carried with a voice vote of 7-0-0.

b. Correspondence

Williams indicated that they received emails concerning Movin Out

c. Upcoming community events-Virtual Hot2Trot run, Murphy thanked the Lions Club, Chamber and Parks and Recreation department for the planting of a Christmas Tree for Christmas in the Grove event.
d. Future agenda items- Plan Commission items, Emergency Management plan, priorities list from Village Board.

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 7:41 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 7:57 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.

Motion by Ratcliff to approve the final compensation agreement to Attorney Boushea, seconded by Murphy. **Motion** carried with a voice vote of 7-0-0.

13. Adjournment

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

**Lisa Kalata, Clerk
Village of Cottage Grove
Approved: June 1, 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.