

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

**Monday, June 1, 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 Lenberg, 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 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 18, 2020.**

**Motion** by Ratcliff to approve the minutes from May 18, 2020 with the correction of adding Ad Hoc Architectural Review Committee to item 9a., seconded by Allen. **Motion** carried with a voice vote of 7-0-0.

**6. Unfinished Business**

**a. Discuss and consider Resolution 2020-05 Re: Resolution awarding the sale of \$1,850,000 General Obligation Park and Public Grounds Bonds, Series 2020A.**

Greg Johnson from Ehlers was present to give an overview of the bond sale, which was changed to the amount of \$1,820,000. **Motion** by Valenica to approve Resolution 2020-05 awarding the sale of \$1,820,000 General Obligation Park and Public Grounds Bonds, Series 2020A, seconded by VanderVelde. **Motion** carried with a voice vote of 7-0-0.

**b. Discuss and consider a request from Homburg Equipment Inc. for reapproval of a CSM in Coyle Highlands South that has expired after being previously approved on April 15, 2019. The CSM proposed for reapproval is identical to that which was previously approved and is being done for the purpose of reconfiguring lot lines.**

Ruth explained that Homburg’s missed the deadline to file the CSM so this is just a reapproval to get the CSM recorded as previously approved on April 15, 2019. **Motion** by Ratcliff to approve the reapproval for a CSM in Coyle Highlands South for Homburg Equipment Inc as presented, seconded by Valencia. **Motion** carried with a voice vote of 7-0-0.

**7. New Business**

**a. Discuss and consider Liquor License applications for licensing year July 2020-June 2021 for the attached list.**

**Motion** by Allen to approve the Liquor License applications for licensing year July 2020-June 2021 as presented, seconded by Lenberg. **Motion** carried with a voice vote of 7-0-0.

**b. Discuss and consider Amusement Device permit applications for licensing year July 2020-June 2021 for the attached list.**

**Motion** by Ratcliff to approve the Amusement Device permit applications for licensing year July 2020-June 2021 as presented, seconded by Allen. **Motion** carried with a voice vote of 7-0-0.

**c. Discuss and consider Cigarette License applications for licensing year July 2020-June 2021 for the attached list.**

**Motion** by Allen to approve the Cigarette License applications for licensing year July 2020-June 2021 as presented, seconded by Valencia. **Motion** carried with a voice vote of 7-0-0.

**d. Discuss annual Village Board Prioritization process.**

Giese gave a summary of how the process was handled in 2019 and indicated that they could continue with that process if the Board would like. The Board is to provide their lists by June 11<sup>th</sup> and it will be discussed at the June

15<sup>th</sup> Village Board of Trustees meeting.

**e. Discuss and consider Emergency Management plan.**

Lieutenant Wagner summarized the memo in the packet, the board will have two weeks to review the plan and it will be on the next Village Board agenda. Giese indicated that the red highlighted areas are areas that should have legal review along with the Village ordinance. **Motion** by Ratcliff to have Village Attorneys review the plan and Village ordinance, seconded by Lennberg. **Motion** carried with a voice vote of 7-0-0.

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

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

Murphy reported they discussed the request from Hydrite and approved, the bike path through Bakken Park, the bleachers that are not in use and need repair and they all discussed summer programming. Brusegar gave a brief summary of the memo in the packet regarding the summer programming and request from other organizations to utilize village facilities.

**a. Discuss and consider request from Hydrite to install groundwater extraction and monitoring wells at Huston Park.**

Larson explained the memo in the packet and introduced Mark Manthey from Hydrite. Mark Manthey gave a brief overview of how the monitoring well would function. **Motion** by Murphy to approve the request from Hydrite to install groundwater extraction and monitoring wells at Huston Park with recommendations from staff, seconded by Lennberg. **Motion** carried with a voice vote of 7-0-0.

**b. Discuss and consider summer recreation programming for 2020.**

**Motion** by Allen to cancel all in-person programming until August 1<sup>st</sup> and cancel all park shelter reservations until July 1<sup>st</sup> and suspend all field reservations until August 1<sup>st</sup> as per the staff memo dated May 27, 2020, seconded by Ratcliff. **Motion** carried with a voice vote of 7-0-0.

**c. Discuss and consider donating a damaged set of bleachers to Chris Nelson.**

**Motion** by Murphy to donate the damaged set of bleachers to Chris Nelson with legal agreement cost to be paid by Chris Nelson not to exceed one hour of legal billable time, seconded by VanderVelde. **Motion** carried with a voice vote of 7-0-0.

**8.II. Deer-Grove EMS Commission**

Allen reported that calls are about the same as last year, they received funds from the CARES act, they discussed the replacement of an ambulance and it was tabled until budget time. They also elected officers, Greg Frutiger is Chair and Kris Hampton is Secretary and the next meeting is June 18<sup>th</sup>.

**8.III. Joint Fire Department Committee**

Ratcliff reported they discussed the rapid response vehicle and it is still under delay, they did not get the firehouse sub grant but will be reapplying, they discussed the PFAS foam disposal and replacement but will be getting more information before a decision is made. There are 37 members, 8 officers and there have been 93 calls this year. They are looking at different fund-raising events due to the cancellation of Fireman's Festival. They held election of officers and Melissa Ratcliff will be chair and Mike DuPlayee will be secretary.

**9. Reports from Village Officers**

**a. Stafford Rosenbaum**

**i. Legal briefings/status updates**

No report

**b. COVID-19 update**

Giese reported that the re-opening in phase one has happened at Village Hall and MSB for in-person visits. The plexiglass is still on back order for Village Hall, so the vestibule is being utilized at this time. The State announced the grant for reimbursable of COVID-19 related expenditures and the Village could be eligible up to \$109,000 for certain expenses that are allowable. Giese also suggested having an agenda item to discuss when and how to start in-person meetings.

Chief Layber reported that they are getting a couple people a day in person at the MSB and they are operating fairly normal.

Lieutenant Wagner reported he is attending meetings to keep up to date as things change. We have until December 1<sup>st</sup> to submit for reimbursement through the CARES Act and he will be working with staff, EMS and the Fire Department for the complete submission. They continue to sanitize the squads and Public Works vehicles.

Larson reported that they are continuing to do as they have, and they have not had many in-person visits.

Brusegar reported that he was able to get a chemical that will sanitize for up to 21 days and they have ordered a spray to apply the chemical.

**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 \$265,517.05, seconded by Lennberg. The check sequence goes from check #47154 to check #47159 and from check # 47161 to check # 47209. **Motion** carried with a voice vote of 7-0-0.

**b. Correspondence**

Letter from Jen Kloskey

**c. Upcoming community events**-Virtual Hot2Trot run, and graduation for High School seniors.

**d. Future agenda items**- Priorities list, Emergency Plan and Plan Commission items

**11. Closed Session: This Closed Session Is for Background Check from Two Operator's License Application (Alcohol Beverage License) Denial from The Police Department.**

**Closed Session: The Village of Cottage Grove Village Board will enter into Closed Session pursuant to Wisconsin State Statute §19.85(1)(f) considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par (b) applies which, if discussed in public would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data or involved in such problems or investigations.**

**Motion** by Williams to enter into closed session at 8:34 p.m. for purposes of considering Background Check from Two Operator's License Application (Alcohol Beverage License) Denial from The Police Department. **Closed Session: The Village of Cottage Grove Village Board will enter into Closed Session pursuant to Wisconsin State Statute §19.85(1)(f) considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par (b) applies which, if discussed in public would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data or involved in such problems or investigations, 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 9:19 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 Valencia to deny Lance Garski's operator license application because of the OWI conviction within the last year, which is related to the license being issued, seconded by VanderVelde. **Motion** carried with a voice vote of 7-0-0.

**Motion** by Ratcliff to table Allyson Donohue's operator license application until the next Village Board meeting to get clarification on State laws, seconded by Allen. **Motion** carried with a voice vote of 7-0-0.

**13. Adjournment**

**Motion** by Ratcliff to adjourn at 9:26 p.m., seconded by VanderVelde. **Motion** carried with a voice vote of 7-0-0.

**Lisa Kalata, Clerk  
Village of Cottage Grove  
Approved: June 15, 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.**