

**VILLAGE OF COTTAGE GROVE  
VILLAGE BOARD OF TRUSTEES  
Monday, July 20, 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, Village Engineer Kevin Lord, Chief Dan Layber, and Village Attorneys Larry Konopacki and Rick Manthe.

**3. Pledge of Allegiance.**

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

Loreen Gage 501 Progress Drive was present to support developing a committee to address equity, inclusivity and race in the Village.

**5. Discuss and Consider the Minutes of The Regular Village Board Meeting on July 6, 2020.**

**Motion** by Valencia to approve the minutes from July 6, 2020 as presented, seconded by Allen. **Motion** carried with a voice vote of 7-0-0.

**6. Presentations to The Board**

**a. Review of the 2019 audit with Baker Tilly**

Amanda Blomberg from Baker Tilly was present to give a brief overview of the 2019 Audit report.

**b. Presentation of development proposal from Greywolf regarding North Grove Corporate Park in TID #10.**

Joe Wagner CEO of Greywolf was present to explain the development proposal for North Grove Corporate Park in TID #10. They are requesting the funds to help make the site shovel ready. This would be done in phases with the first phase to start in 2020.

**7. Unfinished Business**

**a. Discuss Village Board's list of priorities.**

Giese explained the memo in the packet which included staff goals/objectives as assigned during 2019 performance reviews and are being worked on as well. Valencia indicated that the memo was great, but it does not get to equity, inclusivity and race and that it is not a staff issue and it needs to be done as a Village Board commitment. **Motion** by Valencia to work on forming an Ad Hoc Committee for Equity, Inclusivity and Race to be discussed at the next Village Board meeting, seconded by VanderVelde. **Motion** carried with a voice vote of 7-0-0.

**8. New Business**

**a. Discuss and consider sound amplification permit at Community Park on August 15, 2020.**

**Motion** by Valencia to approve the sound amplification permit for Community Park on August 15, 2020 for Kelsie Andrews and Austin Barlow, seconded by Lennberg. **Motion** carried with a voice vote of 7-0-0.

**b. Discuss and consider alcohol license application for School Grounds Coffee House for alcohol license year July 2020- June 2021.**

**Motion** by Lennberg to approve the alcohol license for School Grounds Coffee House for license year July 2020- June 2021. **Motion** carried with a voice vote of 7-0-0.

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

**9.I. Public Works & Properties Committee**

**a. Discuss and consider approval of task order for the infiltration analysis of the vacant Commerce Park lots.**

Larson reported they discussed the interns progress on stormwater management, the Clark street and bike path plan and the work in Commerce Park that is an item on the agenda. **Motion** by Murphy to approve the task order

for the infiltration analysis of the vacant Commerce Park lots as presented, seconded by VanderVelde. **Motion** carried with a voice vote of 7-0-0.

#### **9.II. Utility Commission**

Murphy reported they discussed the utility easement agreement for 1002 Crysta Trl and approved it, water sampling that had been put on hold due to COVID, and the automated meter system is working well.

#### **9.III. Ad Hoc Glacial Drumlin Bike Path Committee**

**a. Discuss and consider recommending approval of the Relocation Order along Clark Street for the Glacial Drumlin Path project.**

Valencia reported they discussed the upcoming public involvement meeting, they approved the bike path location, and they approved the relocation order that is on the agenda tonight. **Motion** by Lennberg to approve the relocation order along Clark Street for the Glacial Drumlin Path project, seconded by Allen. **Motion** carried with a voice vote of 7-0-0.

#### **9.IV. Community Development Authority**

Lennberg reported they discussed the urban services area amendment, the marketing RFP project and will continue to work forward.

#### **9.V. Ad-Hoc Sustainability Committee**

Murphy reported they discussed a document that lists the current projects, a list of Facebook postings, energy inventory which will help with plans and goals, and they are looking into other projects.

#### **9.VI. Plan Commission**

Williams reported they had two public hearings for changes in the comprehensive plan related to zoning for planned neighborhood #6 and the other was put on hold to get more information on traffic. The other was to change the filing deadline for certified survey maps. They also had a presentation from 1855 for a proposed patio area. They also discussed the amendment for conditional use permits and will continue to work that project forward.

**a. Discuss and Consider Ordinance 07-2020 to Amend the Village of Cottage Grove Comprehensive Plan.**  
**Motion** by Williams to approve Ordinance 07-2020 to amend the Village of Cottage Grove Comprehensive Plan, seconded by Allen. **Motion** carried with a voice vote of 7-0-0.

**b. Discuss and Consider the Proposed Amendment of The Village of Cottage Grove Subdivision Ordinance to Extend the Timeline for Recording Certified Survey Maps.**

**Motion** by Murphy to approve Ordinance 08-2020 to amendment of the Village of Cottage Grove Subdivision Ordinance to extend the timeline for recording certified survey maps, seconded by Lennberg. **Motion** carried with a voice vote of 7-0-0.

#### **9.VII. Parks, Recreation & Forestry Committee**

Murphy reported they discussed the update on the Miracle League Field, Bakken Park will be getting a new sign, and they approved the Willow Run park equipment replacement. Brusegar reported that they discussed the possibility of starting some youth programming with precautions in place. They also discussed the cancellation of Music in the Grove for August 6<sup>th</sup> but are working on a community event to host a drive-in movie at Community Park in August. August 20<sup>th</sup> will be the community meeting to discuss the master planning of the park in the Homburg development.

**a. Discuss and consider Award of Bid for playground equipment at Willow Run park.**

**Motion** by Ratcliff to approve the award of playground equipment at Willow Run Park, seconded by Lennberg. **Motion** carried with a voice vote of 7-0-0.

#### **10. Reports from Village Officers**

##### **a. Stafford Rosenbaum**

###### **i. Legal briefings/status updates**

No report

##### **b. COVID-19 update**

Giese reported that with the new order we have pulled back the staffing at Village Hall.

Chief Layber reported that they have not had any issues with face mask and continue with normal business.

Larson reported that not much has changed with his department.

##### **c. John Williams**

###### **i. Discuss and consider nominations to Village Committees:**

**Public Relations: Katy Schweitz and Kevin Greene**

**Utilities: Jon Russell**

**Zoning Board of Appeals: Kevin Greene**

**Motion** by Allen to approve Katy Schweitz and Kevin Greene to the Public Relations Committee, Jon Russell to the Utilities Committee and Kevin Greene to the Zoning Board of Appeals Committee, seconded by Murphy. **Motion** carried with a voice vote of 5-2-0 with Ratcliff and Valencia voting No. Ratcliff indicated that applications should be completed by all nominees for committee appointments.

**11. Communications and Miscellaneous Business**

**a. Consider approval of vouchers.**

**Motion** by Allen to approve the Village portion of the vouchers in the amount of \$279,372.44 seconded by Valencia. The check sequence goes from check #47351 to check #47402. **Motion** carried with a voice vote of 7-0-0.

**b. Correspondence**

None

**c. Upcoming community events.**

None

**e. Future agenda items-** Library Planning Committee, Bill Schultz from Miracle Field will give an update.

**12. Closed Session: This Closed Session Is for Negotiations for Development Incentive Negotiations In TID #10. 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 9:35 p.m. for purposes of considering negotiations for Development Incentive Negotiations in TID #10. 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, seconded by Allen.

**Motion** carried with a roll call vote Allen AYE, Lennberg, AYE, Murphy AYE, Williams AYE, Ratcliff AYE, Valencia AYE, VanderVelde AYE.

**13. Closed Session: This Closed Session Is for Negotiations for Development Incentive and Land Sale Negotiations in TID #5 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 9:35 p.m. for the purposes of considering negotiations for Development Incentive and Land Sale Negotiations in TID #5 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 seconded by Allen. **Motion** carried with a roll call vote Allen AYE, Lennberg AYE, Murphy AYE, Williams AYE, Ratcliff AYE, Valencia AYE, VanderVelde AYE.

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

**Motion** by Murphy to reconvene into open session at 11:21 p.m. seconded by Ratcliff. **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 this closed session.

**15. Adjournment**

**Motion** by Murphy to adjourn at 11.22 p.m., seconded by VanderVelde. **Motion** carried with a voice vote of 7-0-0.

**Lisa Kalata, Clerk**

**Village of Cottage Grove**

**Approved: August 3, 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.**