



**VILLAGE OF COTTAGE GROVE
NOTICE OF PUBLIC MEETING
Peer Court Steering Committee
Tuesday, January 21, 2025
5:00 p.m.**

This meeting will take place as a virtual meeting. If you are utilizing Zoom, please join the meeting from your computer, tablet or smartphone by visiting <https://us06web.zoom.us/j/81314742514?pwd=obRCOl1qD2k4Bvc4j3o03VbEJhfEZV.1>. You can also participate via phone by dialing 1 312 626 6799 and use [Meeting ID 813 1474 2514#](#). When asked for your Participant ID, just press #, when asked for the [Passcode enter 221](#). You may also choose to participate by providing public comment prior to the meeting via email to Village Clerk Lisa Kalata: lkalata@village.cottage-grove.wi.us. If this is a teleconference, virtual or hybrid meeting, please review the Village of Cottage Grove's [policy](#).

1. Call To Order
2. Determination Of Quorum And That The Agenda Was Properly Posted
3. PUBLIC APPEARANCES-Public's Opportunity To Speak
4. Discuss And Consider Approval Of Minutes Of The November 19, 2024 Meeting.

Documents:

[11-19-24 PEER COURT STEERING COMMITTEE MINUTES.PDF](#)

5. Report And Updates From Briarpatch Youth Services.
6. Unfinished Business
 - a. Discuss reorganization of Peer Steering.

Documents:

[45C9531-BRIARPATCH YOUTH SERVICES MOU_BY SIGN.PDF](#)
[RESORATIVE JUSTICE LETTER TO PARENT OR GUARDIAN.PDF](#)
[TEST.PDF](#)

7. Discuss And Consider Next Meeting Date And Future Agenda Items.
8. Adjournment

This agenda has been prepared by Staff and approved by the Chair of the Peer Court Steering Committee for use at the meeting as listed above. Any item on the agenda is subject to final action. Notice: Persons needing special accommodation should call 608-839-4704 at least 24 hours prior to the meeting. It is possible that members of and possibly a quorum of members of other governmental bodies may be in attendance at the above stated meeting to gather information; no action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice.

VILLAGE OF COTTAGE GROVE - Peer Court Steering Committee

Virtual via Zoom

5:00 P.M.

19 Nov 2024

Draft - Meeting Minutes

1. Call to Order.
The 19 November 2024 regular meeting of the Village of Cottage Grove Peer Court Steering Committee was called to order at 5:00 p.m. by Village Board Trustee Cindi Kelm-Nelson.
2. Determination of quorum and that the agenda was properly posted.
It was determined that there was a quorum of members present, and the agenda properly posted. *Present at the meeting were committee members:* Police Chief Mark Garry, Jill Rinzel, Judge Mark Hepfinger, and Village Board Trustee Cindi Kelm-Nelson. *From Briarpatch:* Jay Kiefer and Dominique Smith joined the meeting.
3. Public Appearances.
No public appearances.
4. Discuss and consider the minutes from the September 17, 2024, Peer Court Steering Committee Meeting.
Motion by Hepfinger to approve of the minutes from the September 17, 2024, as presented, seconded by Rinzel. Motion carried on voice vote of 4-0-0.
5. Report from Briarpatch Youth Services.
 - a. *Updates from Briarpatch*
Smith shared that YTD cases included 19 referrals (60% female, 40% male). 12 cases have been closed (11 of which have been successful, 1 unsuccessful) and 7 cases are pending. Most cases are underaged drinking/disorderly conduct. Additional outcomes include referral to Briarpatch resources and referral for parental support resources.
6. Unfinished Business.
 - a. *Discuss website changes:*
Kelm-Nelson reported that Inga Cushman (Assistant Administrator/Human Resources Manager) will be making Village website updates.
 - b. *Discuss reorganization of Peer Steering:*
Chief Garry and Briarpatch are working to update documents and MOU (pending a legal review) and plan to have information available in December.
7. Discuss and Consider Next Meeting Date and Future Agenda Items.
Possible December meeting.
Next scheduled meeting Tuesday, January 21, 2025 at 5:00 p.m. (zoom)
The agenda will include the usual items, along with a report on the reorganization and of the peer steering committee.
8. Adjournment. **Motion** to adjourn 5:12 p.m. by Hepfinger, seconded by Rinzel carried voice vote 4-0-0.

MINUTES - Submitted by

Cindi Kelm-Nelson, Village Trustee

Village of Cottage Grove Peer Court Steering Committee meeting held on 19 November 2024

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.

VILLAGE OF COTTAGE GROVE YOUTH RESTORATIVE JUSTICE PROGRAM

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (“MOU”) is entered into this 16 day of December , 2024, (“Effective Date”) between Briarpatch Youth Services, Inc. (“Briarpatch”) and the Village of Cottage Grove Police Department (“CGPD”) for the purposes of forming a collaboration between the parties for participation in restorative justice programming (“RJ Program”) for municipal ordinance violations committed by youth who are between the ages of 12 to 16 years old (“Youth”).

- 1. Purpose:** The purpose of this MOU is to establish procedures that will be followed by the parties to provide the RJ Program option for all Youth detained for potential municipal ordinance violations occurring within the Village of Cottage Grove. On appropriate occasions, CGPD officers shall not issue citations to Youth for municipal ordinance violations. Instead, CGPD officers shall issue a restorative justice referral (“Referral”) for municipal ordinance violations. This Referral will allow the Youth involved an opportunity to participate in the RJ Program in lieu of being subject to the municipal court process. For purposes of this MOU, the goals of the RJ Program are to: provide victims with a voice in the restorative process while holding the respondent accountable for their actions; reduce the number of Youth placed in the municipal court process through efficient case resolution; reduce discriminatory barriers and future recidivism; and reduce crime and racial disparity by limiting the exposure of Youth to the formal judicial process.
- 2. Term:** The term of this MOU shall begin as of the Effective Date and end on December 31, 2025, unless sooner terminated in accordance with this MOU.
- 3. Renewal:** This MOU shall automatically renew on an annual basis beginning on December 31st of the year after the initial term. The term of future MOUs shall be from January 1st to December 31st of subsequent years.
- 4. Voluntary Participation:** Participation in the RJ Program by any Youth is strictly voluntary. In addition, Briarpatch may decide that a particular Referral is not appropriate for the RJ Program and may refer the Youth back to CGPD for processing through the traditional Cottage Grove Municipal Court process. Youth who choose to withdraw from the RJ Program or who are referred back to CGPD by Briarpatch do not forfeit any of their due process rights.
- 5. Authority:** Each party enters this MOU based on the powers and discretion inherent in each office to determine the operations of the office. The parties retain all powers and authority granted to them by applicable laws and their respective governing bodies.
- 6. Contracted Agencies:** Briarpatch may contract with other agencies (“RJ Providers”) to fulfill the RJ Program needs outlined in this MOU. These RJ Providers and their designees must be skilled and trained in community-based restorative justice principles and shall be bound by all requirements of this MOU. The RJ Providers will be required to designate individual(s) who will assist Youth in the RJ Program.

7. **Withdrawal:** Either party may withdraw from this MOU at any time by providing thirty (30) days written notice to the other party.
8. **CGPD Officer Involvement:** CGPD shall refer all non-traffic municipal ordinance violations committed by a Youth to the RJ Program. The CGPD officer involved shall provide a Referral and a RJ Program brochure to the Youth and explain that successful completion of the RJ Program will keep the violation off of the Youth's arrest record.
9. **No Requirement to Participate:** A Youth or their parent or guardian, after contact with the RJ Provider, may choose either to participate in the RJ Program or make a municipal court appearance.
10. **CGPD Administrative Services:** CGPD administrative services staff shall enter the Referral into the Law Enforcement Records Management System (LERMS) and send a letter to the parent/guardian of the Youth as notification that a violation occurred. The letter shall clarify available options, such as the RJ Program or a municipal court appearance, and that the RJ Provider should be contacted immediately. The letter shall be sent as soon as practicable of receiving the Referral as submitted by the issuing CGPD officer.
11. **Briarpatch Obligations:** Through the RJ Program, Briarpatch will seek to repair harm and restore justice for the community through the completion of a repair harm agreement.

In this process:

- a. Briarpatch shall create and provide an ongoing supply of RJ Program brochures to CGPD for officers to distribute to Youth. The brochures shall contain accurate information on the RJ Program and how Youth are to contact the RJ Provider.
- b. Briarpatch shall ensure any contracted RJ Provider is responsible for staffing and triaging incoming calls, and that the phone line is staffed during designated work hours, including the option of leaving a voicemail twenty-four hours per day, seven days per week (24/7).
- c. Briarpatch shall ensure Youth who have not contacted the RJ Provider are timely contacted by the RJ Provider to explain the RJ Program option and answer any questions.
- d. Briarpatch agrees to accept referrals from municipal court for Youth who qualify for and wish to participate in the RJ Program but did not contact the RJ Provider prior to their court appearance.
- e. Briarpatch shall ensure an updated spreadsheet is provided to CGPD and the Cottage Grove Municipal Court every Tuesday by 10:00 a.m. The spreadsheet shall include the name of all Youth who have been referred to the RJ Program and the following information regarding the Youth: date of birth, address, phone number, violation date, description of violation(s), municipal court appearance date, date of contact with the Youth and/or parent/guardian, RJ Program


appearance date, RJ Program final disposition (i.e., successful completion of RJ Program v. referral to municipal court).

- f. Upon receiving a Referral from CGPD, Briarpatch shall ensure the Youth is contacted as soon as possible and no later than fourteen (14) days from the date of the Referral.
- g. Briarpatch shall create a restorative justice plan for each Youth that agrees to participate in the RJ Program. Briarpatch shall provide any guidance or assistance to the Youth participating in the RJ Program.
- h. All Youth must complete the RJ Program within six (6) months of Referral. Briarpatch shall notify CGPD of the disposition of the Referral within six (6) months of the Referral date by providing a completion or failure letter to CGPD. If CGPD does not receive communication from Briarpatch within six (6) months of the Referral date, the Referral will be considered a failure. Notwithstanding the foregoing, Briarpatch shall notify CGPD in writing if the RJ Program will take longer than six (6) months and shall provide a basis for a deviation from this timeline. If CGPD agrees, the Youth may be granted an extension of up to six (6) months to complete the RJ Program. If an extension is not granted by CGPD, CGPD will issue citations for Youth who have not completed the RJ Program within six (6) months from the Referral date.

12. Counterparts: This MOU may be executed in one or more counterparts, each of which shall be deemed an original and all of which shall constitute one and the same document. An electronic (PDF) or facsimile copy of the executed MOU or counterpart shall have the same legal force and effect as an original document.

IN WITNESS WHEREOF, the parties have caused this MOU to be executed by their duly authorized representatives as of the Effective Date.

BRIARPATCH YOUTH SERVICES, INC.

Signature:  _____
Name: Jill W. Pfeiffer
Title: Executive Director

Date: 12/16/2024

VILLAGE OF COTTAGE GROVE POLICE DEPARTMENT

Signature: _____
Name:
Title:

Date: _____

Village of Cottage Grove
POLICE DEPARTMENT

210 Progress Drive, Suite #1
Cottage Grove, WI 53527
Dispatch: (608) 255-2345
Business Office: (608) 839-4652
Fax: (608) 839-4588
Email: mgarry@cottagegrovepolice.org
Website: www.cottagegrovepolice.org



Mark W. Garry II
Chief of Police

Your youth recently received a Restorative Justice referral from the Cottage Grove Police Department for a non-traffic municipal ordinance violation. A copy of the referral(s) is/are enclosed with this correspondence.

One of the following options must now be selected and completed within 7 days to avoid a citation being issued. Failure to take action regarding the referral may result in a summons being issued under Wis. Stat. sec. 938.17(2)(cg).

Restorative Justice Appearance. This option is an alternative to going through the traditional court process. *Successful completion* of the Restorative Justice process means that this violation will not appear on the juvenile's arrest record. You can visit <https://www.briarpatch.org/programs/youth-justice-services/restorative-justice/> to learn more about the Restorative Justice Program. This option requires that you immediately contact Briarpatch Youth Services at 608-245-2550 to schedule an appearance. **If you select this option and call/schedule a Restorative Justice appearance, you are not to appear in court on the date/ time listed on the referral.**

Municipal Court Appearance. This option is the traditional court process. **If you choose not to participate in Restorative Justice, you must follow the Municipal Court Procedure which will accompany this correspondence.** If a Restorative Justice appearance is not requested, a citation will be automatically issued and referred to the Municipal court for the court date/time listed on the referral.

If you have any questions about the options explained above, contact the Cottage Grove Police department at (608) 839-4652. If you call, please provide the referral number(s) at the top of this correspondence and let us know that you have question about a "Juvenile Appearance" letter. This information will help us better serve you.

Cottage Grove Police
Department

Enclosure

The Village of Cottage Grove is ADA compliant and an Equal Opportunity Employer

Dedicated to Keeping Our Community Safe Through Partnership and Professional Service
An Accredited Law Enforcement Agency

Juvenile Restorative Justice Referral

Issue to Youth 12-16 Years Old - For Municipal Ordinance Violations (**NO Traffic or State Crimes**)

SUBJECT

First Name: <input type="text"/>	Last Name: <input type="text"/>	Race: <input type="text"/>	Gender: <input type="text"/>
Date of Birth: <input type="text"/>	Phone Number: <input type="text"/>	School Name: <input type="text"/>	School Grade: <input type="text"/>
Street Address: <input type="text"/>	City: <input type="text"/>	State: <input type="text"/> Zip: <input type="text"/>	E-mail: <input type="text"/>
Height: <input type="text"/>	Weight: <input type="text"/>	Eye Color: <input type="text"/>	Hair Color: <input type="text"/>

PARENT/GUARDIAN

Guardian Name: <input type="text"/>	Guardian Type: <input type="text"/>	Guardian Phone: <input type="text"/>
Guardian Address: <input type="text"/>	City: <input type="text"/>	State: <input type="text"/> Zip: <input type="text"/>

VIOLATION

Ordinance Number: <input type="text"/>	Ordinance Description: <input type="text"/>
Date: <input type="text"/>	Incident Location: <input type="text"/>

GENERAL

If you call/schedule a Restorative Justice appearance, you are not to appear in court on the date/time listed on the referral.

Case Number: <input type="text"/>	Form ID: <input type="text"/>	Court Date: <input type="text"/>	Court Time: <input type="text"/>
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ATTENTION

**You are receiving a restorative justice referral for a municipal ordinance violation.
To accept the restorative justice referral, you must contact the YWCA immediately at (608) 738-4939
or rjintake@ywcamadison.org**

NOTE: If you do not contact the YWCA, you will be issued a municipal ordinance citation.

OFFICER

IBM: <input type="text"/>	Name: <input type="text"/>
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