

**VILLAGE OF COTTAGE GROVE
VILLAGE BOARD OF TRUSTEES
Monday, February 15, 2021**

MINUTES

1. Call to order

Village President John Williams called the Village Board of Trustees to order at 6:30 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, Village Treasurer Deb Winter, Public Works Director JJ Larson, Parks, Recreation and Forestry Director Sean Brusegar, Village Engineer Kevin Lord, Police Chief Dan Layber, Lt. Matt Wagner, EMS Chief Eric Lang, Village Attorney Larry Konopacki and Village Attorney 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 February 1, 2021.

Motion by Murphy to approve the minutes from February 1, 2021, seconded by Valencia. **Motion** carried with a voice vote of 7-0-0.

6. Unfinished Business

a. Discuss and consider Developer Agreement for Movin' Out regarding Glen Grove Apartments development.

Motion by Allen to table, seconded by VanderVelde. **Motion** carried with a voice vote of 7-0-0.

7. Reports from Village Boards, Commissions & Committees

7.I. Community Development Authority

Lennberg reported they discussed the progress Distillery is making on the marketing project.

a. Presentation by Distillery on marketing project.

Brad and Nadia from Distillery were present to give a brief overview of the audit report for the marketing project.

7.II. Public Works & Properties Committee

Williams reported that William Ryan Homes attended the meeting to discuss changes to the Shady Grove subdivision which the committee approved. They also discussed the bike path and the bids will go out in March. They also discussed the Buss Road project and the road salt reduction program.

a. Discuss and consider infrastructure modifications to Shady Grove.

Motion by Valencia to approve the infrastructure modifications to Shady Grove as presented in the staff report from February 10, 2021, seconded by Allen. **Motion** carried with a voice vote of 7-0-0.

7.III. Plan Commission

Williams reported they discussed two ordinance changes for chickens and temporary fencing.

a. Presentation by William Ryan Homes regarding concepts for frontage lots at Shady Grove.

Deb Beaver from William Ryan Homes was present to discuss a concept for the front facing lots in the Shady Grove Subdivision. This would allow for more density to help with the expenses of the infrastructure. The concept would be to have townhomes on the four parcels with 32 units and the large lot would have multifamily with 42 units.

b. Presentation by Continental Properties regarding concept for former Overlook Crossing Development site.

Eric Thom from Continental Properties was present to give a brief overview of the multifamily residential development that will consist of approximately 288 multifamily homes.

7.IV. Finance & Personnel Committee

Williams reported they discussed the change in the job description to more align with the position and the committee approved the request.

a. Discuss and consider job title and job description change for Operations Foreman Position.

Motion by Allen to approve the job title and job description change for Operations Foreman Position, seconded by VanderVelde. **Motion** carried with a voice vote of 7-0-0.

7.V. Deer-Grove EMS Commission

Allen reported they discussed the questions for the staffing needs, but that they would be very difficult for the board to answer. Chief Lang was present to discuss the questions and the purpose of the questions is to gathering information on future staffing and service needs for the Commission. Giese indicated that there are consultants that handle this type of study and with the renewal of the agreement coming due in 2022 and the growth of the Village it may be a good time to have a study completed. Allen indicated that the other communities could participate in the study as well.

a. Discuss and consider EMS questions.

Giese will work on getting information from consultants for a study.

7.VI. Library Planning Committee

Ratcliff reported that Tracy Herold from Dane County Library Service was present to discuss the operating budget and what Dane County requires. They will be working with Ehlers at the next meetings and will continue to work on what is needed for the submittal to DPI.

7.VII. Ad-Hoc Sustainability Committee

Murphy reported they discussed the installation of solar on the MSB and what that would look like. They discussed the action items and the benefits it could have for residents if they are thinking about a solar project on their property.

a. Discuss and consider the Village of Cottage Grove joining the MadiSun Program.

Motion by Valencia to approve the Village of Cottage Grove joining the MadiSun program, seconded by Ratcliff. **Motion** carried with a voice vote of 7-0-0.

b. Discuss and consider utilizing legal time to work with committee to update the ordinance relating to solar.

Motion by Allen to approve utilizing legal time to work with committee to update the ordinance relating to solar, seconded by Valencia. **Motion** carried with a voice vote of 7-0-0.

7.VIII. Police Commission

Chief Layber reported they discussed the process for hiring a new officer as they have an officer that was in the background process but is not leaving the department but they would like to continue to have an eligibility list for the next six months if they need to replace an officer or hire a new officer.

8. Reports from Village Officers

a. Lisa Kalata

i. Update on Village website on how to use the translate function.

Kalata gave an overview on the translate function that has been added to the Village website and there will be newsflashes and Facebook posts to educate the public on the function.

b. Stafford Rosenbaum

i. Legal briefings/status updates

No reports

c. COVID-19 update

Kalata reported they will be using all the same safety protocols for the election tomorrow as the ones used in November.

Larson reported that the utility staff is available to receive the vaccine and they will be working with Forward Pharmacy.

Lt. Wagner reported that the PD has gotten the second round of vaccine the new order from Governor Evers is in effect as of last Wednesday and the trends are going in the right direction.

9. Communications and Miscellaneous Business

a. Consider approval of vouchers.

Motion by VanderVelde to approve the Village portion of the vouchers in the amount of \$160,973.67 seconded by Allen. The check sequence goes from check #48184 to #48263. **Motion** carried with a voice vote of 7-0-0.

b. Correspondence- None however Murphy indicated that CARP-C will start to do educational services that they can provide online.

c. Upcoming Community Events-

d. Future agenda items- EMS study, MG School District SRO contract and CG Fire Department

10. Closed Session: This Closed Session Is for Discussion of The Village's Negotiating Position Regarding the Joint Fire Agreement.

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 8:59p.m. for Discussion of The Village's Negotiating Position Regarding the Joint Fire Agreement. 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, Murphy AYE, Lennberg AYE, Williams AYE, Ratcliff AYE, Valencia AYE, VanderVelde AYE.

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

Motion by Murphy to reconvene into open session at 9:53 p.m. seconded by Ratcliff. **Motion** carried with a roll call vote Allen AYE, Murphy AYE, Lennberg AYE, Williams AYE, Ratcliff AYE, Valencia AYE, VanderVelde AYE.

12. Adjournment

Motion by Allen to adjourn at 9:55 p.m., seconded by VanderVelde. **Motion** carried with a voice vote of 7-0-0.

**Lisa Kalata, Clerk
Village of Cottage Grove
Approved: March 1, 2021**

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.