

**VILLAGE OF COTTAGE GROVE
VILLAGE BOARD OF TRUSTEES
Monday, April 5, 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, Paul VanderVelde. Staff present were Village Administrator Matt Giese, Village Clerk Lisa Kalata, Village Planner Erin Ruth, 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, Fire Chief Nick Archibald, Village Attorney Rick Manthe and Village Attorney Larry Konopacki.

3. Pledge of Allegiance.

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

Reed Foster- 437 Clearbrooke Ter.- was present to question the need to hire a surveyor to allow for a pool.

5. Discuss and Consider the Minutes of The Regular Village Board Meeting on March 15, 2021 and the Special Village Board of Trustees Meeting on March 29, 2021.

Motion by Allen to approve the minutes from March 15, 2021 and the Special Village Board of Trustees Meeting on March 9, 2021, seconded by Valencia. **Motion** carried with a voice vote of 4-0-3 with Ratcliff, VanderVelde and Lennberg abstaining.

6. Unfinished Business

a. Discuss and consider directing staff to send out Request for Proposals for Engineering Services.

Motion by Valencia to approve directing staff to send out Request for Proposals for Engineering Services, seconded by Allen. **Motion** carried with a voice vote of 7-0-0.

b. Discuss and consider Developer Agreement for Movin' out regarding Glen Grove Apartments development.

Motion by Ratcliff to approve Developer Agreement for Movin' out regarding Glen Grove Apartments, seconded by Lennberg. **Motion** carried with a voice vote 6-1-0 with Allen voting No.

c. Discuss and consider encroachment into the greenway easement for the property at 437 Clearbrooke Ter. for construction of a swimming pool.

Motion by Lennberg to allow the encroachment into the greenway easement no more than 50ft and that there will be no grading that will affect the floodplain and follow all staffing comments, seconded by VanderVelde. **Motion** carried with a voice vote of 5-2-0 with Murphy and Ratcliff voting No.

d. Presentation from FGM Architects regarding Village Facilities Study.

Brian Meade and Andrew Mayo from FGM were present to give an overview of the proposal for a Village Facilities study.

e. Discuss and consider directing staff to release a Request for Proposals regarding DGEMS and CGFD studies.

Motion by Ratcliff to approve the Request of Proposals for DGEMS and CGFD needs studies as presented with pending approval from other municipalities without substantial changes, seconded by VanderVelde. **Motion** carried with a voice vote of 7-0-0.

7. New Business

a. Discuss and consider Resolution 2021-02 Re: Shared Revenue Funds Critical Services.

Ratcliff would like to change the last line to include State Senator Melissa Agard, State Representative Gary Hebl and State Treasurer Sarah Godlewski. **Motion** by Ratcliff to approve Resolution 2021-02 with additions as discussed, seconded by Valencia. **Motion** carried with a voice vote of 7-0-0.

8. Reports from Village Boards, Commissions & Committees

8.I. Peer Court Steering Committee

Lennberg report there have been no new cases.

8.II. Library Planning Committee

Ratcliff reported they discussed the costs of the library with Deb Haeffner, SCLS Representative they will be meeting with Ehlers and Matt Giese at the next meeting to continue discussing the financials. They will be presenting to the Village Board later this summer.

8.III. Parks, Recreation & Forestry Committee

Murphy reported they discussed the park fee schedule and that will be going to Plan Commission, they discussed Music in the Grove events that will be happening this year. They discussed the neighborhood input on Red Hawk Park and the updated park plan for Bakken Park. Dan from MSA was present to give an overview of the updated park plan for Bakken Park. June 5th will be the grand opening of the splash pad.

a. Discuss and consider allowing alcohol in the parks for 2021 Music in the Grove events.

Motion by Valencia to approve allowing alcohol in the parks for 2021 Music in the Grove events, seconded by VanderVelde. **Motion** carried with a voice vote of 7-0-0.

b. Discuss and consider sound amplification permit for 2021 Music in the Grove events.

Motion by Valencia to approve the sound amplification permit for 2021 Music in the Grove events, seconded by Lennberg. **Motion** carried with a voice vote of 7-0-0.

c. Discuss and consider the master plan change at Bakken Park.

Motion by Ratcliff to approve the master plan change to Bakken Park as presented, seconded by Valencia.

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

d. Discuss and consider Proclamation for 2021 Arbor Day.

Motion by Valencia to approve the Proclamation for 2021 Arbor Day, seconded by Murphy. **Motion** carried with a voice vote of 7-0-0.

8.IV. Deer-Grove EMS Commission

Allen reported they discussed the needs study and voted in favor of the study. The 2022 ambulance has been ordered to help with the raising costs, they also discussed the purchasing of electronic patient care equipment as it would save money over time.

8.V. Natvig Landfill Monitoring Review Committee

VanderVelde reported they had a short meeting but discuss well #9 and #10, the levels are flattening on #9 but they do have an RFP for the vents that will be installed to help with the issue.

8.VI. Joint Fire Department Committee

Ratcliff reported the land survey and sign project should be done shortly. The St. Patrick's Day fundraiser was successful. They approved the invoice to repair the generator. They approved CGFD to do the wild burn at New Life Church, and they also approved the work to be done on the non-compliance cross connection at the Fire Station. They will review the Pleasant Springs contract at the next meeting. The next meeting will be May 24th at 6:30 p.m.

8.VII. Ad Hoc Housing Task Force

VanderVelde reported they had a presentation from Steve Steinhoff, Agency Director at the Capital Area Regional Plan Commission regarding regional growth trends. Ruth also had an overview of housing data in the community.

8.VIII. Law Enforcement Committee

Williams reported they discussed the activity reports and the accreditation process that was completed.

8.IX. Ad Hoc Architectural Review Committee

Williams reported they had two concept plan presentations one from Grand Appliances for a warehouse facility and the other from Oakstone for a covered patio area.

8. X. Special Meeting of Village Board of Trustees-Informational Meeting with Hydrite

Williams reported the meeting was very informational for both sides. Thank you to Trustee Murphy leading the conversation.

8.XI. Ad Hoc Diversity, Equity and Inclusion Committee

Valencia reported they had the first meeting and had introductions and will work on the goals that they would like to accomplish. The meetings will be the 4th Wednesday of each month.

8.XII. Ordinance Review Committee

Murphy reported they discussed the swimming pool and potential changes that will be forwarded to Plan Commission. They discussed the bow hunting changes and that will be forwarded to Law Enforcement Committee. They also discussed the responsible bidder ordinance and right-of-way work but will be sending that to Public Works for more information on the process. They did approve the changes to the special meeting ordinance.

a. Discuss and consider update to Chapter 94-3: Special Meetings of the Village Board.

Motion by Valencia to approve the update to Chapter 94-3 as presented, seconded by Ratcliff. **Motion** carried with a voice vote of 7-0-0.

8.XIII. Police Commission

Chief Layber reported this was the first meeting of the two that are required each year.

9. Reports from Village Officers

a. John Williams

i. Nomination of Jude Wolf to the Ad Hoc Architectural Review Committee as the Representative for Landmark.

Motion by Allen to approve the nomination of Jude Wolf to the Ad Hoc Architectural Review Committee, seconded by VanderVelde. **Motion** carried with a voice vote of 7-0-0.

b. Stafford Rosenbaum

i. Legal briefings/status updates- No report

c. COVID-19 update

Giese reported that the Village will be getting \$710,000 for the Federal Government American Relief Act, however he will be getting more information on how the money is to be spent and reported.

10. Communications and Miscellaneous Business

a. Consider approval of vouchers.

Motion by VanderVelde to approve the Village portion of the vouchers in the amount of \$70,416.69 seconded by Valencia. The check sequence goes from check #48381 to #48427. **Motion** carried with a voice vote of 7-0-0.

b. Correspondence- Ruth received an email from a citizen concerned with the traffic that will be on Ollie Street if the project on Main Street is approved. Williams also had a concern from a citizen on the use of jake brakes, and they are not allowed in the Village or Town. Williams also had a concern from a resident on Oak Street, which Public Works was able to do some repairs as the re-pavement is scheduled for 2022.

c. Upcoming Community Events-Abiding Shepard is holding an Earth Day event on April 24th and the rain barrels will be on display.

d. Future agenda items- Ehlers-Bike Path expenditures for TID#5.

11. Closed Session: This Closed Session Is to Negotiate/Establish Terms of Contract for Services Regarding Village Facilities Study. 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 9:49 p.m. to Negotiate/Establish Terms of Contract for Services Regarding Village Facilities Study 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.

12. Closed Session: This Closed Session Is for Negotiations Regarding Land Sale and Development Incentives 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

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

Motion by Ratcliff to reconvene into open session at 10:29 p.m. seconded by Allen. **Motion** carried with a roll call vote Allen AYE, Murphy AYE, Lennberg AYE, Williams AYE, Ratcliff AYE, Valencia AYE, VanderVelde AYE.

Motion by Ratcliff to approve the FGM proposal, seconded by VanderVelde. **Motion** carried with a voice vote of 7-0-0.

Motion by Ratcliff to approve staff to offer the Patten Real Estate, LLC lot 16 in Commerce Parks with parameters discussed, seconded by Valencia. **Motion** carried with a voice vote of 7-0-0.

14. Adjournment

Motion by Allen to adjourn at 10:33 p.m., seconded by Ratcliff. **Motion** carried with a voice vote of 7-0-0.

Lisa Kalata, Clerk
Village of Cottage Grove
Approved: April 19, 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.