

**VILLAGE OF COTTAGE GROVE
VILLAGE BOARD OF TRUSTEES
Monday, November 7, 2022**

MINUTES

1. Call to order

Village President Williams called the Village Board of Trustees to order at 6:30 pm. this was a virtual 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, Brittany Ballweg, David Peterson, Heidi Murphy, Melissa Ratcliff joined at 8:01 p.m., Chris Stoa, Sarah Valencia. Staff present were Village Administrator Matt Giese, Deputy Administrator/Public Works Director JJ Larson, Village Clerk Lisa Kalata, Village Planner Erin Ruth, Parks and Recreation Director Sean Brusegar, Communications Manager Gabe Altenbernd, Finance Director Cameron Sawyer, EMS Chief Eric Lang, Village Engineer Josh Straka 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 October 17, 2022.

Motion by Valencia to approve the minutes from October 17, 2022, Village Board meeting, seconded by Ballweg.

Motion carried with a voice vote of 6-0-0.

6. Presentations to The Board

a. Dane County ADRC

Jennifer Fischer from Dane County ADRC was present to give a brief overview of the agency.

7. Unfinished Business

a. Discuss scope for continued study of current and future Village Facilities with FGM Architects.

Andrew Mayo and Lori Everett from FGM were present to discuss the next steps in the process.

8. New Business

a. Discuss and consider accepting public roadway easement over a portion of Lot 3 Certified Survey Map No. 11263, Parcel Number 112/0711-041-3100-1.

Motion by Peterson to approve the public roadway easement over a portion of Lot 3 Certified Survey Map No. 11263, Parcel Number 112/0711-041-3100-1, seconded by Stoa. **Motion** carried with a voice vote of 6-0-0.

9. Reports from Village Boards, Commissions & Committees

9.I. Tourism Commission

Williams reported they discussed the contract with the Chamber for the tourism commission and at the next meeting they will have an update from the Hotel and financials with the Finance Director.

9.II. Library Board

Peterson reported they discussed the 2023 budget request and the 2022 goals and 2023 goals. The Friends of the Library gave a report. The library board had trustee training about a week later.

9.III. Parks, Recreation & Forestry Committee

Murphy reported they discussed the Community Guide and doing it in-house which would allow for more flexibility and the committee approved this change. They also discussed the parking situation at Bakken Park during Rugby events.

a. Discuss and consider creating the Community Guide in house starting in 2023.

Motion by Valencia to approve creating the Community Guide in house starting in 2023, seconded by Ballweg. **Motion** carried with a voice vote of 6-0-0.

b. Discuss and consider solutions regarding parking concerns at Bakken Park during Rugby events.

Brusegar explained that he has been working with Rugby and the Police Department to help with the parking during large events. Parks & Recreation department have put up barrels to block off the paths so cars cannot park there, and they will be making gates for the paths to allow foot and bike traffic only. Rugby will be working on communicating with attendees on the parking areas as well.

9.IV. Deer-Grove EMS Commission

Valencia reported the call volumes are about the same and station 1 was staffed 97% of the time. They did get a flex grant and will purchase some equipment with the grant money. The new ambulance will be here soon.

9.V. Law Enforcement Committee

Williams reported they discussed the 2023 budget. The wages for the Police Department union are not inline with Dane County and a retention bonus was discussed.

9.VI. Police Commission

Giese reported that the Police Commission has directed him and the recruiter to put a conditional offer together for Mark Garry. They will continue to work through the process and will make an official announcement when this is done.

9.VII. Public Works, Properties and Sustainability Committee

Murphy reported there was a presentation from Dane County Land Resources on local water quality and what residents can do to help. There were some residents that live on Taylor Street that had concerns with the parking that was removed with the street improvements. The committee is looking into areas that parking could be added. They discussed no parking on Limestone Pass. They talked about the plowing routes and the new paths that have been added this year. They also discussed the solar panel installation and the possibility of grant funding for the project.

10. Reports from Village Officers

a. Village President

i. Nomination of Sarah Valencia to the Budget Review Committee

ii. Nomination of Lauren Reid to the Community Development Committee

Motion by Murphy to approve the nomination for Sarah Valencia and Lauren Reid, seconded by Peterson.

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

b. Village Attorney

i. Legal briefings/status updates -Attorney Manthe reminded that election day is tomorrow, and he will be available all day.

c. Finance Director

i. Inflation Reduction Act

Sawyer gave a brief overview of the options for grant funding for projects like the solar panels and EV charging stations.

ii. Investments presentation

Sawyer gave a brief overview of the investment portfolios.

iii. Update exhibit from the draft Financial Management Plan regarding levy projections

Sawyer the financial management plan and use of reserve funds and would not recommend using reserve funds to meet the levy needs.

11. Communications and Miscellaneous Business

a. Consider approval of vouchers.

Motion by Ratcliff to approve the vouchers as presented in the amount of \$796,764.86, seconded by Murphy.

The check sequence goes from check #50825 to #50908 and #50909 was replacement check for check #50826.

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

b. Correspondence – The Police Department was out on Halloween night and the group In the Grove had posted nice comments.

c. Upcoming Community Events- Election Day tomorrow and Christmas in the Grove the first weekend in December.

d. Future agenda items- Plan Commission items

12. Closed Session: This Closed Session Is for Negotiations Regarding Development Incentives 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 closed session at 9:02 p.m. to The Village of Cottage Grove Village Board will enter 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 Ballweg. **Motion** carried with a roll call vote Ballweg AYE, Murphy AYE, Peterson AYE, Ratcliff AYE, Stoa AYE, Valencia AYE, Williams AYE.

13. Closed Session: This Closed Session Is to Establish Negotiating Position Regarding Deer-Grove EMS District and Joint Fire Agreements. The Village of Cottage Grove Village Board will enter Closed Session 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 closed session at 9:04 p.m. to Establish Negotiating Position Regarding Deer-Grove EMS District and Joint Fire Agreements. The Village of Cottage Grove Village Board will enter Closed Session 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 Ballweg. **Motion** carried with a roll call vote Ballweg AYE, Murphy AYE, Peterson AYE, Ratcliff AYE, Stoa, AYE, Valencia AYE, Williams AYE.

14. Closed Session: This Closed Session Is Regarding the Annual Village Administrator Performance Evaluation Process.

The Village of Cottage Grove Village Board will enter into Closed Session pursuant to Wisconsin State Statute §19.85 (1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

Motion by Williams to enter closed session at 9:05 p.m. the Village of Cottage Grove Village Board will enter into Closed Session pursuant to Wisconsin State Statute §19.85 (1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, seconded by Ballweg. **Motion** carried with a roll call vote Ballweg AYE, Murphy AYE, Peterson AYE, Ratcliff AYE, Stoa, AYE, Valencia AYE, Williams AYE.

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

Motion by Ballweg to reconvene into open session at 10:49 pm, seconded by Murphy. **Motion** carried with a roll call vote Ballweg AYE, Murphy AYE, Peterson AYE, Ratcliff AYE, Stoa, AYE, Valencia AYE, Williams AYE.

a. Discuss and consider intergovernmental agreement regarding Deer-Grove EMS.

Motion by Ballweg to approve the intergovernmental agreement regarding Deer-Grove EMS with performance measures included, seconded by Peterson. Motion carried with a voice vote of 7-0-0.

15. Adjournment

Motion by Ballweg to adjourn at 10:51p.m., seconded by Peterson. **Motion** carried with a voice vote of 7-0-0.

**Lisa Kalata, Village Clerk
Village of Cottage Grove
Approved: November 21, 2022**

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.