

**VILLAGE OF COTTAGE GROVE**  
**VILLAGE BOARD OF TRUSTEES**  
**Monday, April 6, 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, Jon Russell and Sarah Valencia. 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, Chief Dan Layber, Lieutenant Matt Wagner, Village Engineer Kevin Lord and Village Attorneys Larry Konopacki and 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 April 6, 2020.**

**Motion** by Allen to approve the minutes from April 6, 2020, seconded by Murphy. **Motion** carried with a voice vote of 7-0-0.

**6. Presentations to The Board**

**a. Presentation by Bob Power from Colonial Club**

Bob Power from the Colonial Club gave an update on how the Colonial Club is running during the pandemic. They are still providing services but have implemented the emergency plan on how they conduct the work.

**7. New Business**

**a. Discuss and consider Bid Award for Vilas Road Creek Crossing.**

Village Engineer Kevin Lord explained the bid for the Vilas Road Creek Crossing and indicated that RG Huston Company was the lowest bidder at \$174,000. **Motion** by Ratcliff to award the bid to RG Huston Company in the amount of \$174,000 for the Vilas Road Creek Crossing project as presented, seconded by Valencia. **Motion** carried with a voice vote of 7-0-0.

**b. Discuss and consider Right-of-Way permit for Everstream.**

Larson explained the memo in the packet and indicated that MSA did a complete review on the project and Everstream was in agreement with the review. Murphy questioned if property owners will be notified of the work and if we have a specific contact for Everstream, which Larson indicated that they can add the notification to homeowners, and they do have a contact number for Everstream. **Motion** by Russell to approve the right-of-way permit with the additional requirements from MSA and that homeowners are notified, second Allen. **Motion** carried with a voice vote of 7-0-0.

**c. Discuss and consider UpNet renewal agreement.**

Attorney Konopacki indicated that the contract is straight forward. **Motion** by Allen to approve the renewal agreement with UpNet as presented, seconded by Lennberg. **Motion** carried with a voice vote of 7-0-0.

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

**8.I. Plan Commission**

**a. Discuss and Consider Resolution 2020-02 Regarding the Consistency of The Village’s Proposed Urban Service Area Amendment with The Village of Cottage Grove Comprehensive Plan.**

Ruth explained that this was part of the application process for the land north of I-94 and the Plan Commission approved. The public hearing with Capital Area Regional Planning Committee will be on May 14<sup>th</sup> as a zoom meeting. **Motion** by Valencia to approve Resolution 2020-02 as presented, seconded by Ratcliff. **Motion** carried with a voice vote of 7-0-0.

Williams reported that discussed the Tim Olson project, but it was information only, they also discussed a future land use designation for Northlawn estates and it was information only, they also discussed Conditional Use permits and the changes to the state law and this was for feedback as well. They also discussed the possibility of a boundary agreement with the City of Madison and the Town of Cottage Grove.

## **8.II. Parks, Recreation & Forestry Committee**

### **a. Discuss and consider Proclamation for 2020 Arbor Day.**

**Motion** by Allen to approve the Proclamation for 2020 Arbor Day as presented, seconded by Russell. **Motion** carried with a voice vote of 7-0-0.

Murphy reported they had a zoom meeting and discussed the Miracle League Field lease agreement and will continue to work on that, they also discussed the work starting in Bakken park for the new shelter. They are planning to meet next month via zoom.

## **8. III. Deer-Grove EMS Commission**

Allen reported the calls are about the same as last year for February and March, they have purchased PPE and are tracking the expenses for FEMA, Johnson Block and Company did present the draft 2019 financial statements and indicated that 2019 was a good year. The next meeting will be May 21<sup>st</sup>.

## **9. Reports from Village Officers**

### **a. Stafford Rosenbaum**

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

Attorney Konopacki reported that he just received notice that the MG School District has approved the developer agreement and they will work toward execution of the document.

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

Giese reported that he and President Williams have discussed the success of the zoom meetings for Plan Commission and Village Board and will look into having standing committees meet via zoom in May. Giese and Ruth are also part of a Business Taskforce sponsored by the Chamber, there is a survey for businesses.

Chief Layber reported that the department is running as usual and everyone is well. The calls are down, and they have had few complaints about COVID-19.

Lieutenant Wagner reported they are still sanitizing the vehicles with a UV light and have been keeping track of expenses. The order has been extended and that will not change anything in the Village. They have PPE for the department as well.

Brusegar reported that they did get confirmation from Dane County that they are doing what they need to be doing for the parks. NOvid 50K is up to 252 registrations and 34 states. They will continue to keep people engaged with programs and continue to watch Facebook for their posts.

Larson reported they are still staggering the work schedule and thanked Treasurer Winter for the help with getting the online payments setup without a service charge to customers. They will not be assessing late penalties on utility bills this cycle.

## **10. Communications and Miscellaneous Business**

### **a. Consider approval of vouchers.**

**Motion** by Allen to approve the Village portion of the vouchers in the amount of \$85,196.89, seconded by Russell. The check sequence goes from check #47003 to check #47046. **Motion** carried with a voice vote of 7-0-0.

**b. Correspondence**-Valencia reported that she received \$2,000 from Hydrite for Emergency Government. Brusegar indicated that Parks and Recreation will be receiving \$1,000 from Hydrite but the event on May 28<sup>th</sup> has been cancelled. Williams indicated that they had received emails from residents concerning Northlawn Estates and will put them on file. Williams also thanked Jon Russell for his service to the board as this will be his last Village Board meeting. Williams also congratulated Allen and Ratcliff on the election of another term as Village Trustees.

**c. Upcoming community events**-Earth Day is Wednesday, get out and pick up in your neighborhoods.

**d. Future agenda items**- update from Associated Appraisal on Interim Market update

## **11. Adjournment**

**Motion** by Allen to adjourn at 8:11 p.m., seconded by Russell. **Motion** carried with a voice vote of 7-0-0.

**Lisa Kalata, Clerk**  
**Village of Cottage Grove**  
**Approved:**

**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.**

DRAFT