

**VILLAGE OF COTTAGE GROVE  
VILLAGE BOARD OF TRUSTEES  
Monday, December 21, 2020**

**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, Lieutenant Matt Wagner, EMS Chief Eric Lang and Village Attorney Larry Konopacki.

**3. Pledge of Allegiance.**

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

Jeremy Holiday was present to speak in support of a library and how it would help the community.

**5. Discuss and Consider the Minutes of The Regular Village Board Meeting on December 7, 2020**

**Motion** by Murphy to approve the minutes from December 7, 2020 as presented, seconded by VanderVelde.

**Motion** carried with a voice vote of 6-0-1 with Lennberg abstaining.

**6. Presentations to The Board**

**a. Presentation by the Library Planning Committee.**

The Library Planning from the committee. The following people sent in comments on the library Ginny Olson-2454 Gaston Rd was in support of the library, Tom Olson-2454 Gaston Rd was in support of the library, Gary Ferron-411 W Clover Ln was in support of the library, Andrew Cardinal-114 Glenn Dr was not in support of the library, Dave Crockett was not in favor of the library, Mary Kay Boehme was in support of the library, Brittany from Dolphin Swim Academy was in favor of the library, Abby Eddington -434 Connie St was in favor of the library. Peter Doll-904 Stoney Hill was present to ask why a range of costs were not added to the survey to understand the resident’s willingness to absorb the extra costs. The Library Planning Committee is recommending researching, writing and submitting the required documents to the Department of Public Instruction-Division of Libraries and Technology requesting an opinion on the feasibility and desirability of establishing a new public library in the Village of Cottage Grove.

**7. New Business**

**a. Discuss and consider General Engineering contract renewal.**

Giese indicated that the Village entered into a contract last year with General Engineering for a one year term, so this would be an agreement for indefinite time period with a 90 day notice and legal as reviewed the renewal, however at this time we have not heard back from General Engineering. **Motion** by Williams to table, seconded by Murphy. **Motion** carried with a voice vote of 7-0-0.

**b. Discuss and consider developer agreement for Cottage Grove Commons Phase 2.**

Attorney Konopacki explained the agreement and indicated that it was the same as what was discussed previously. Murphy questioned the cross walk and when that would be installed, which Konopacki indicated that it is a public improvement and the “paygo” does not get paid until all improvements are completed. **Motion** by Allen to approve the developer agreement for Cottage Grove Commons Phase 2 as presented, seconded by Lennberg. **Motion** carried with a voice vote of 7-0-0.

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

**8.I. Library Planning Committee**

**a. Discuss and consider Library Planning Committee recommendations.**

**Motion** by Williams to allow the Library Planning Committee as recommended to move forward and come back to the Village Board with findings, seconded by Valencia. **Motion** carried with a voice vote of 7-0-0.

**8.II. Ad-Hoc Sustainability Committee**

Murphy reported they had a presentation from Dane County Office of Climate Change and County Executive Joe Parisi on some of the projects they have done. They will continue to explore solar at public buildings. The next meeting will be January 12<sup>th</sup>.

### **8.III. Plan Commission**

Williams reported there was a public hearing on a GDP for Kevin Metcalfe for a multi-family development and it was approved by the commission. Ruth indicated that the staff reports has minimal comments and conditions for the project. Lord indicated that MSA recommends approval with conditions in the staff report. Kevin Metcalfe gave a brief overview of the project.

#### **a. Discuss and Consider A Proposed General Development Plan from Kevin Metcalfe For A 38-Unit Multi-Family Residential Development Located on Lots 1-4 Of CSM #12454 Bounded by Cork Crossing, CTH BB, And Sandpiper Trail.**

**Motion** by Murphy to approve the General Development Plan from Kevin Metcalfe for a 38-unit Multi-Family Residential Development located on lots 1-4 of CSM#12454 bounded by Cork Crossing, CTH BB and Sandpiper Trail with conditions in staff reports, seconded by Allen. **Motion** carried with a voice vote of 7-0-0.

#### **b. Discuss and Consider A Proposed Preliminary Plat from Kevin Metcalfe For A 38-Unit Multi-Family Residential Development Located on Lots 1-4 Of CSM #12454 Bounded by Cork Crossing, CTH BB, And Sandpiper Trail.**

**Motion** by Lennberg to approve the Preliminary Plat from Kevin Metcalfe for a 38-unit Multi-Family Residential Development located on lots 1-4 of CSM#12454 bounded by Cork Crossing, CTH BB, and Sandpiper Trail with conditions in staff reports, seconded by VanderVelde. **Motion** carried with a voice vote of 7-0-0.

### **8.IV. Public Works & Properties Committee**

Williams reported they had a special meeting to discuss the Buss Road and CTH BB reconstruction plan. Attorney Konopacki explained the memo provided which indicated the plan is to have a 4-lane urbanized intersection, however the needs for that is a long way off with the slow down of Shady Grove. The proposal at this point is to have a lighted intersection with turn lanes, but the proposal does not allow for the bike path at this time as more land would be needed to complete the path.

#### **a. Discuss and consider recommendation on BB & Buss Road reconstruction plan.**

**Motion** by Ratcliff to approve the recommendation for CTH BB and Buss Road reconstruction plan along with continuing the process to acquire the land for the bike path, second by Valencia. **Motion** carried with a voice vote of 7-0-0.

### **8.V. Community Development Authority**

Lennberg reported they had the interviews for the Marketing project and staff is working on the details of the contract so more information will be coming at a future meeting. They also looked at the MADREP ad for 2021.

### **8.VI. Utility Commission**

Murphy reported they discussed the sewer rate increase and they discussed Hydrite's installation of extraction well in Huston Park and they discussed the 2021 budgets.

### **8.VII. Ordinance Review Committee**

Murphy reported they discussed a request from a resident regarding snow fences, and they discussed the food truck permit and chickens and they will continue to gather information from Ruth before they bring the recommendations forward. Bow Hunting will be discussed at the next meeting on January 22<sup>nd</sup>.

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

Murphy reported they discussed the plan for future park developments and have items for action tonight before the board. Dan Schmitt from MSA was present to give a brief overview of the park plan in Westlawn.

#### **a. Discuss and consider naming the 1-acre park lot in Westlawn 4th Addition Red Hawk Park.**

**Motion** by Ratcliff to name the 1-acre park lot in Westlawn 4<sup>th</sup> Addition Red Hawk Park, seconded by Allen. **Motion** carried with a voice vote of 7-0-0.

#### **b. Discuss and consider approval of the 6th Addition to Westlawn 20-acre park plans.**

**Motion** by Valencia to approve the plan presented with considerations of restrooms, second by Williams. **Motion** carried with a voice vote of 7-0-0.

#### **c. Discuss and consider purchasing 2 sunshades for Bakken Park with unused project funds.**

**Motion** by VanderVelde to approve the purchase of 2 sunshades for Bakken Park with unused project funds, seconded by Ratcliff. **Motion** carried with a voice vote of 6-1-0 with Allen voting No.

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

Allen reported the calls have been up and they are adding additional staff. All staff will be vaccinated before the end of January. They reviewed the bill rates and did make some changes. The additional staffing committee was decided it was not needed at this time. The Chief's review will be in January and the next meeting will be January 28<sup>th</sup>.

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

### **a. Stafford Rosenbaum**

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

No report

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

Giese -report that everyone at Village Hall is healthy and tax collection has started and the communications are working as many are using alternate ways to pay other than coming into the building. Tonight, is Derek's last night and thank you for the work and we will have a replacement that is being trained by Derek.

Lieutenant Wagner -The Village will be receiving over \$120,000 in COVID reimbursement.

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

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

**Motion** by Ratcliff to approve the Village portion of the vouchers in the amount of \$951,666.82 seconded by Valencia. The check sequence goes from check #47888 to check #47945. **Motion** carried with a voice vote of 7-0-0.

### **b. Correspondence-None**

### **c. Upcoming Community Events-None**

**d. Future agenda items-** GE contract, CDA recommendation for Marketing Project. Having Hydrite give a presentation.

## **11. Adjournment**

**Motion** by Allen to adjourn at 9:51 p.m., seconded by Ratcliff. **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.**