

**VILLAGE OF COTTAGE GROVE  
VILLAGE BOARD OF TRUSTEES  
Monday, January 18, 2021**

**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, 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, Municipal Judge Mark Hepfinger and Village Attorney Larry Konopacki.

**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 January 4, 2021.**

**Motion** by VanderVelde to approve the minutes from January 4, 2021 as presented, seconded by Allen. **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.**

Giese indicated that we have not gotten a response back from Movin’ Out. **Motion** by Lennberg to table, seconded by Ratcliff. **Motion** carried with a voice vote of 7-0-0.

**7. New Business:**

**a. Discuss and consider Sound Amplification application for Doundrins Distilling-Cocktail Garden for 2021.**

Abby from Doundrins was present to explain the permit would be for the same use as last year. **Motion** by Allen to approve the Sound Amplification permit for Doundrins Distilling, seconded by Lennberg. **Motion** carried with a voice vote of 7-0-0.

**b. Discuss and consider request from Municipal Judge Mark Hepfinger to increase the Municipal Judge salary from \$3,000 to \$4,200 effective April 2021.**

Judge Hepfinger was present to request a wage increase. The board would like to see these brought back at budget time with comparable. **Motion** by Murphy to approve the wage increase for the Municipal Judge to \$4,200 effective April 2021, seconded by VanderVelde. **Motion** failed with a vote of 2-5-0 with Williams voting No, Murphy voting No, Ratcliff voting No, Allen voting No and Valencia voting No.

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

**8.I. Public Works & Properties Committee**

Williams reported they discussed the Buss Rd and BB project and will be sending out bids in March, they also discussed the improvements on Cty N by Stop n Go and will be working on that project. They were also given an update on the salting pilot program.

**8.II. Library Planning Committee**

Ratcliff reported they welcomed the new members and Cindi Kelm-Nelson will be the Chair of the committee and Melissa Ratcliff will be the Secretary. They also discussed what will be needed for the DPI report and the timeline. The next meeting will be February 3<sup>rd</sup>.

**8.III. Community Development Authority**

Lennberg reported they had the first meeting with Distillery for the marketing project, the next meeting will be February 8<sup>th</sup>.

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

Murphy reported they had a presentation from Full Spectrum Solar, they discussed that they may be at the point to put together a proposal for a solar plan for 2022 for the Municipal Services Building. They talked about weekly

recycling and they will be doing a Facebook post on education of recycling. They also discussed the MG School solar project.

**a. Discuss and consider letter of support for Monona Grove School District Solar Project.**

**Motion** by Valencia to approve the letter of support for Monona Grove School District Solar project, seconded by Ratcliff. **Motion** carried with a voice vote of 7-0-0.

**8.V. Utility Commission**

Murphy reported they discussed the 2021 budgets and they approved to continue with no fee for utility payments online, the sewer rate increase was approved at 14% and they approved the new utility position that was in the budget. The next meeting will be February 10<sup>th</sup>.

**8.VI. Plan Commission**

Williams reported they discussed the Metcalfe project and approved along with the site plan amendment for Wohler's Heating.

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

Kevin Metcalfe was present to give a brief overview of the project. **Motion** by Valencia to approve the Precise Implementation Plan from Kevin Metcalfe for Highland Village, a 39-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 Lennberg. **Motion** carried with a voice vote of 7-0-0.

**b. Discuss and Consider A Proposed Final Plat from Kevin Metcalfe For Highland Village, 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 Valencia to approve the Final Plat from Kevin Metcalfe for Highland Village, a 38-unit multi-family residential development located on lots 1-4 of CSM#112454 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.

**c. Discuss and Consider A Request from Wohler's Heating And A/C for Approval of a Site Plan Amendment for A 3,300 Square Foot Building Addition At 351 Progress Drive.**

Scott Foley was present to give a brief overview of the project. **Motion** by Valencia to approve the Site Plan Amendment for a 3,300 square foot building addition at 351 Progress Drive for Wohler's Heating and A/C with the landscaping plan and conditions in the staff reports, seconded by Lennberg. **Motion** carried with a voice vote of 7-0-0.

**9. Reports from Village Officers**

**a. John Williams**

**i. Nomination of Justin Neal to the Ad Hoc Diversity, Equity and Inclusion Committee.**

**Motion** by Ratcliff to approve the nomination for Justin Neal, seconded by VanderVelde. **Motion** carried with a voice vote of 7-0-0.

**b. Stafford Rosenbaum**

**i. Legal briefings/status updates**

Attorney Konopacki reported that it has been a year now that they have been working for the Village and they have been able to keep costs down by attending the meetings virtually. They are working on the greenspace easements, but they need to talk with Mr. Foster as he provided inconsistent information at the last meeting.

**c. COVID-19 update**

Giese -Thank you to MCD, Inc for the donation of the face shields to Village Staff  
Chief Layber- reported that they started the vaccinations for the department today.

**10. Communications and Miscellaneous Business**

**a. Consider approval of vouchers.**

**Motion** by Valencia to approve the Village portion of the vouchers in the amount of \$342,553.25 seconded by Murphy. The check sequence goes from check #47951 and check #47978 to #48138. **Motion** carried with a voice vote of 7-0-0.

**b. Correspondence**

**i. Discuss Madison Beltline Planning and Environment Linkages (PEL) Corridor Study correspondence**

Giese indicated that this was an FYI and staff will be attending but wanted to give the information if any

board member would like to participate as well to reach out by Thursday. Williams indicated that he did receive an email from the Fosters and will have them reach out to legal.

**c. Upcoming Community Events-**The Lions will be doing a virtual groundhog event on January 30<sup>th</sup>. The Optimist Club will be hosting a virtual dance party on February 14<sup>th</sup> and goody bags can be purchased as a fundraiser it will be posted on their Facebook page.

**d. Future agenda items-** developer agreement for Movin Out.

**11. Closed Session: This Closed Session Is for Discussion on The Nominal Payment Parcel Report Regarding the Glacial Drumlin Path Project on Clark Street.**

**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 7:52p.m.for Discussion on The Nominal Payment Parcel Report Regarding the Glacial Drumlin Path Project on Clark Street. 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 VanderVelde. **Motion** carried with a roll call vote Allen AYE, Murphy AYE, Lennberg AYE, Williams AYE, Ratcliff AYE, Valencia AYE, VanderVelde AYE.

**12. Reconvene into Open Session and Possible Consideration of Closed Session Items**

**Motion** by Ratcliff to reconvene into open session at 8:08 p.m. seconded by Lennberg. **Motion** carried with a roll call vote Allen AYE, Murphy AYE, Lennberg AYE, Williams AYE, Ratcliff AYE, Valencia AYE, VanderVelde AYE.

**13. Adjournment**

**Motion** by Ratcliff to adjourn at 8:10 p.m., seconded by VanderVelde. **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.**