

**VILLAGE OF COTTAGE GROVE
VILLAGE BOARD OF TRUSTEES
Monday, June 21, 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, David Peterson, Melissa Ratcliff, Sarah Valencia, and Paul VanDerVelde. Heidi Murphy was absent and excused. Staff present were Village Administrator Matt Giese, Administrative Assistant Sarah Haltaufderheide, Village Planner Erin Ruth, Parks, Recreation and Forestry Director Sean Brusegar, Police Chief Dan Layber, Deer-Grove EMS Chief Eric Lang, 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 June 7, 2021.

Motion by Peterson to approve the minutes from June 7, 2021, seconded by Allen. **Motion** carried with a voice vote of 6-0-0.

6. Unfinished Business

a. Discuss and consider contract for Engineering Services.

Motion by Ratcliff to approve the Strand Associates for engineering services with minor staff changes, seconded by Peterson. **Motion** carried with a voice vote of 6-0-0.

b. Discuss Village Board Priorities.

Brief discussion on the memo on the Village Board Priorities, the discussion will continue in the meetings to come.

7. Reports from Village Boards, Commissions & Committees

7.I. Ad-Hoc Sustainability Committee

Williams gave a brief update from the meeting. Eighty-six rain barrels were distributed, and they discussed future outreach for Dane County solar program.

7.II. Utility Commission

Williams gave a brief update from the meeting from the notes that Murphy had given him. They discussed the zero-lot line application that is in the plan commission report tonight and the annual compliance and maintenance report. Next meeting scheduled for 7/14/2021.

7.III. Plan Commission

a. Discuss and Consider A Request for Approval of a Zero Lot Line Application from Mitchell And Valarie Clement to Split One Existing Duplex Parcel Located At 701 And 703 Cork Crossing into Two Lots.

Motion by Valencia to approve the request for approval of a Zero Lot Line Application from Mitchell and Valarie Clement to Split One Existing Duplex Parcel Located At 701 And 703 Cork Crossing into Two Lots with staff conditions, seconded by Allen. **Motion** carried with a voice vote of 6-0-0.

b. Discuss and Consider A Request for Approval of a Site Plan Amendment from PBBS Equipment Corp., Located At 380 Progress Drive, For an Approximately 1,260 Sq. Ft. Addition.

Motion by Peterson to approve, the site plan amendment from PBBS Equipment Corp., located at 380 Progress Drive, for an approximately 1,260 Sq. Ft. Addition, seconded by VanDerVelde. **Motion** carried with a voice vote of 6-0-0.

c. Discuss and Consider Ordinance 05-2021 Regarding Solar Energy Collection Devices.

Motion by Valencia to approve the Ordinance 05-2021 regarding Solar Energy Collection Devices, with verbiage changing Knox Boxes to Emergency Services Key Repository Units, seconded by Peterson. **Motion** carried with a voice vote of 6-0-0.

7.IV. Community Development Authority

Peterson reported Valencia was elected as the Chair and he was elected the Secretary. The marketing firm gave a brief presentation at the meeting on the logo and marketing plan.

7.V. Ordinance Review Committee

a. Discuss and consider Ordinance 06-2021 re: updates to Chapter 130-26(e) on Emergency Services Repository Units.

Motion by Valencia to approve the Ordinance 06-2021 re: updates to Chapter 130-26(e) on Emergency Services Repository Units, seconded by Ratcliff. **Motion** carried with a voice vote of 6-0-0.

b. Discuss and consider Resolution 2021-04 re: Establishing Knox as the Emergency Services Key Repository Vendor for the Village of Cottage Grove.

Motion by Ratcliff to approve Resolution 2021-04 re: Establishing Knox as the Emergency Services Key Repository Vendor for the Village of Cottage Grove, seconded by Allen. **Motion** carried with a voice vote of 6-0-0.

Next meeting schedule for 7/28/21.

7.VI. Deer-Grove EMS Commission

Allen gave a brief update from the Deer-Grove EMS meeting and the joint meeting, main topic was on the discuss and consider the consultants, Public Administration Associates was selected. Calls for the month were down, but for the year still up by 73. Next meeting 7/15/21.

8.. Reports from Village Officers

a. John Williams

i. Discuss and consider nomination of Kathy Schweitz to Public Relations Committee.

ii. Discuss and consider nomination of Jeff Stadmueller to the Police Commission.

iii. Discuss and consider nomination of Kevin Greene to the Zoning Board of Appeals and Public Relations Committee.

iv. Discuss and consider nomination of Amy Brice to the Parks, Recreation and Forestry Committee.

v. Discuss and consider nomination of Jon Russell to the Law Enforcement Committee and Utility Commission.

vi. Discuss and consider nomination of Kevin Laufenberg to the Parks, Recreation and Forestry Committee.

Motion by Allen to approve all nominations as presented above, seconded by VanDerVelde. **Motion** carried with a voice vote of 6-0-0.

b. Stafford Rosenbaum

i. Legal briefings/status updates- No report

c. COVID-19 update – Giese reported we got the first shipment of equipment for hybrid meetings, more to report at the next meeting on timeline.

9. Communications and Miscellaneous Business

a. Consider approval of vouchers.

Motion by Peterson to approve the Village portion of the vouchers as presented in the amount of \$223,320.01 seconded by Valencia. The check sequence goes from check #48637 to #48693. **Motion** carried with a voice vote of 6-0-0.

b. Correspondence- Williams reported they received several emails on support for a library and a few against. Williams, Murphy, and Ratcliff met with Senator Agard on Friday 6/18/21 in the community. She will be available again for a talking session.

c. Upcoming Community Events- None

d. Future agenda items- Library Presentation, Continental Properties Developer's Agreement

10. Closed Session: This Closed Session Is to Discuss Director of Public Works Compensation.

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 had jurisdiction or exercises responsibility.

Motion by Williams to enter in to closed session at 7:26 to Discuss Director of Public Works Compensation.

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 had jurisdiction or exercises responsibility, seconded by Allen.

Motion carried with a roll call vote Allen AYE, Peterson AYE, Ratcliff AYE, Valencia AYA, VanDer Velde AYE, Williams AYE.

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

Motion by Allen to reconvene into open session at 7:49 p.m. seconded by VanderVelde **Motion** carried with a roll call vote Allen AYE, Peterson AYE, Ratcliff AYE, Valencia AYE, VanDerVelde AYE, Williams Aye. Motion by Ratcliff to approve a 10% increase and to add Deputy Administrator to JJ Larson's Director of Public Works job title, with new duties assigned by Village Administrator, seconded by VanDerVelde. **Motion** carried with a voice vote of 6-0-0.

12. Adjournment

Motion by Allen to adjourn at 7:54 p.m., seconded by Peterson. **Motion** carried with a voice vote of 6-0-0.

Sarah Haltaufderheide, Administrative Assistant
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