

**VILLAGE OF COTTAGE GROVE**  
**VILLAGE BOARD OF TRUSTEES**  
**Monday, December 20, 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 hybrid 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, Heidi Murphy, David Peterson, Melissa Ratcliff, Sarah Valencia, and Paul Vandervelde. Staff present were Village Administrator Matt Giese, Deputy Administrator/Public Works Director JJ Larson, Finance Director Alicia Richmond, Village Clerk Lisa Kalata, Village Planner Erin Ruth, Parks Director Sean Brusegar, Police Lieutenant Matt Wagner, Police Chief Dan Layber, Fire Chief Nick Archibald, Village Attorney Rick Manthe and Village Engineer Josh Straka.

**3. Pledge of Allegiance.**

**4. PUBLIC APPEARANCES – *Public’s opportunity to speak* –** Brian Rathgeber-1004 Damascus Trl was present to discuss the traffic concerns on Damascus. He is concerned with the construction vehicles and the children walking to school on Damascus Trl. He would like the construction vehicles to use the construction road that Homburg built for that purpose.

**5. Discuss and Consider the Minutes of The Regular Village Board Meeting on December 6, 2021.**

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

**6. Presentations to The Board**

**a. Presentation by Stafford Rosenbaum on the opioid settlement.**

Jane Landrettie from Stafford Rosenbaum was present to give a brief overview of the opioid settlement for the State of Wisconsin.

**7. New Business**

**a. Discuss and consider moving the Village Board of Trustee meeting on Monday, January 17, 2022 Martin Luther King Jr. Day to Tuesday, January 18, 2022.**

**Motion** by Peterson to move the regular meeting on Monday, January 17, 2022 to Wednesday, January 19, 2022 @ 6:30 p.m., seconded by Vandervelde. **Motion** carried with a voice vote of 7-0-0.

**b. Discuss and consider resolution 2021-07 re: Election Inspector Appointments.**

**Motion** by Valencia to approve resolution 2021-07 as presented, seconded by Allen. **Motion** carried with a voice vote of 7-0-0.

**c. Discuss and consider 2022 sound permit for Doundrins Distilling.**

**Motion** by Allen to approve the 2022 sound permit for Doundrins Distilling, seconded by Vandervelde. **Motion** carried with a voice vote of 7-0-0.

**d. Discuss and consider 2022 host permit for Doundrins Distilling.**

**Motion** by Vandervelde to approve the 2022 host permit for Doundrins Distilling, seconded by Allen. **Motion** carried with a voice vote of 7-0-0.

**e. Discuss and consider Resolution 2021-09 re: A Resolution authorizing the Village Administrator to close real estate transaction.**

**Motion** by David to approve Resolution 2021-09 as presented, seconded by Ratcliff. **Motion** carried with a voice vote of 7-0-0.

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

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

Williams reported they discussed an update on the stormwater plan purchase at the end of Clark St for the Clark Street restoration project to be completed in 2022. They also discussed the normal reports.

**8.II. Utility Commission**

Murphy reported they discussed the capital improvement plan and will be working with Strand to update the plan. They discussed the leaf vac, and the normal reports.

**8.III. Plan Commission**

**a. Discuss and consider application for a Site Plan Amendment from Hydrite Chemical Co. to construct a treatment system building located at 114 N. Main St.**

**Motion** by Valencia to approve the site plan amendment from Hydrite Chemical Co. to construct a treatment system building located at 114 N. Main St with staff conditions, seconded by Ratcliff. **Motion** carried with a voice vote of 6-1-0 with Allen voting no.

**b. Discuss and consider a request for Site Plan Amendment approval from JEK CRE for a multi-tenant retail building on parcel #0711-041-2020-1 located at the NE corner of Highway N and Limestone Pass.**

**Motion** by Ratcliff to approve the site plan amendment for JEK CRE for a multi-tenant retail building on parcel #0711-041-2020-1 located at the NE corner of Highway N and Limestone Pass for the driveways only with conditions in staff reports, seconded by Vandervelde. **Motion** carried with a voice vote of 7-0-0.

**c. Discuss and consider Ordinance 14-2021 regarding an amendment to Ch. 325, the Village Zoning Ordinance related to Utility Land Uses.**

**Motion** by Vandervelde to approve ordinance 14-2021 as presented, seconded by Peterson. **Motion** carried with a voice vote of 7-0-0.

#### **8.IV. Ad Hoc Architectural Review Committee**

Williams reported they discussed the JEK CRE project and approved the driveway changes.

#### **8.V. Police Commission**

Chief Layber reported they did the sergeant interviews and promoted Officer Comstock to be the next sergeant.

#### **8.VI. Ad-Hoc Sustainability Committee**

Murphy reported they discussed the 2022 budget and the future projects that will go along with the budget. They discussed a grant opportunity and they also discussed the letter that went out to residents that have installed solar panels this year to see if they would like to participate in an informational video. They also discussed information that will be coming out in the next Community Guide.

#### **8.VII. Library Board**

Larson reported they reviewed the positions and responsibilities of each role. They also discussed the bylaws and have sent to legal team for review. They also discussed the RFP for the feasibility study.

#### **8.VIII. Ordinance Review Committee**

Murphy reported they discussed the 2021 budget and talked with a resident Mike Harris to discuss the pool fence requirements. Mike Harris- 2001 Damascus Trl was present to talk about the fence requirement versus an auto cover for the pool. Murphy indicated that the committee would like direction if the board would like them to gather more information and staff time may be needed.

**a. Discuss and consider pool fence requirements.**

**Motion** by Allen to gather more information and use staff time if needed to get more information, seconded by Vandervelde. **Motion** carried with a voice vote of 6-1-0 with Peterson voting No.

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

Allen reported that the commission will have a special meeting on January 18<sup>th</sup> with PPA for the study. Radios do not qualify under the ARPA funds. They approved the building use and security policy. They also discussed the LTE recruitment and retention policies. The calls for this year are up for the district. The next meeting is January 20<sup>th</sup>.

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

**a. Stafford Rosenbaum**

**i. Legal briefings/status updates- No report**

**b. Update from Fire Chief Archibald.**

Chief Archibald gave an update of the department and discussed the replacement of radios.

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

**a. Consider approval of vouchers.**

**Motion** by Vandervelde to approve the vouchers as presented in the amount of \$1698,039.79 seconded by Allen. The check sequence goes from check #49388 to #49441. **Motion** carried with a voice vote of 7-0-0.

**b. Correspondence – None.**

**c. Upcoming Community Events- None**

**d. Future agenda items- DNR monitoring of discharge and testing, traffic issue on Damascus.**

#### **11. Adjournment**

**Motion** by Allen to adjourn at 8:21 p.m., seconded by Peterson. **Motion** carried with a voice vote of 7-0-0.

**Lisa Kalata, Village 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.**

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