

**VILLAGE OF COTTAGE GROVE  
VILLAGE BOARD OF TRUSTEES  
Monday, January 6, 2020**

**MINUTES**

**1. Call to order**

Village President John Williams called the Village Board of Trustees to order at 6:30 pm.

**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, Jeff Lennberg, Heidi Murphy, Melissa Ratcliff, Jon Russell, Sarah Valencia. Troy Allen was absent and excused. Staff present were Village Administrator Matt Giese, Village Clerk Lisa Kalata, Village Planner Erin Ruth, Public Works Director JJ Larson, Village Treasurer Deb Winter, Police Chief Dan Layber, Village Engineer Mike Maloney and Village Attorney Leighton Boushea.

**3. Pledge of Allegiance.**

**4. PUBLIC APPEARANCES** – *Public's opportunity to speak about any subject that is not a specific agenda item.*  
None

**5. Discuss and Consider the Minutes of The Regular Village Board Meeting on December 16, 2019.**

Valencia indicated that there was a typo in item 8.I, the first sentence was missing the word cost. **Motion** by Ratcliff to approve the minutes with the correction, seconded by Russell. **Motion** carried with a voice vote of 6-0-0.

**6. Unfinished Business**

**a. Discuss and consider potential dates for next Joint Village/Town meeting (this item was tabled at the November 18, 2019 Village Board meeting until the first meeting in January 2020).**

**Motion** by Valencia to take item 6 a. off the table, seconded by Williams. **Motion** carried with a voice vote of 6-0-0. **Motion** by Lennberg to table item until the first meeting in March, seconded by Russell. **Motion** carried with a voice vote of 6-0-0.

**7. New Business**

**a. Discuss and consider Liquor License application for Don Maguey, LLC for licensing year July 2019-June 2020.**

Kalata explained that the applicant was seeking a liquor license as part of the lease agreement and would be contingent upon approval of a conditional use permit from the Plan Commission and Village Board of Trustees. **Motion** by Lennberg to approve the liquor license for Don Maguey, LLC with the condition off obtaining a conditional use permit from the Plan Commission and Village Board of Trustees, seconded by Ratcliff. **Motion** carried with a voice vote of 6-0-0.

**b. Discuss and consider Ordinance 01-2020 Re: Amending Chapter 103-1, Commercial Building Code.**

Kalata explained the revision of Chapter 103-1 was to adopt the Commercial Building code and this would allow General Engineering to review state plans. **Motion** by Ratcliff to approve ordinance 01-2020 amending Chapter 103-1, commercial building code, seconded by Lennberg. **Motion** carried with a voice vote of 6-0-0.

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

**8.I. Public Relations Committee**

Giese reported that they discussed the items that were put in the 2020 budget and now that we have a new cable coordinator, he had different ideas on updating equipment. It would be the same dollar amounts however he would purchase new microphones and remote cameras. Derek is also looking into grants.

**8.II. Deer-Grove EMS Commission**

Williams reported that they discussed the Chiefs annual review and the process along with the general updates that occur monthly.

**9. Reports from Village Officers**

**a. Attorney Lee Boushea**

**i. Legal briefings/status updates**

Attorney Boushea reported that he read an article in the newspaper about Dane County and some of the committee chairs having meetings. This is something to keep an eye on as open meetings law is everywhere so just want to make you aware. You want to be transparent.

**10. Communications and Miscellaneous Business**

**a. Consider approval of vouchers.**

**Motion** by Lennberg to approve the Village portion of the vouchers in the amount of \$340,192.79 for 12/31/2019, seconded by Valencia. The check sequence goes from check #46502 to check #46561.

**Motion** carried with a voice vote of 6-0-0. **Motion** by Ratcliff to approve the Village portion of the vouchers in the amount of \$78,315.35 for 1/7/2020 with the check sequence of check #46562 to check #46585, seconded by Lennberg. **Motion** carried with of voice vote of 6-0-0.

**b. Correspondence-WIDOT-Transportation Aid,** Giese indicated that Kevin Lord from MSA would be taking over for Mike Maloney.

**c. Upcoming community events-** The Lions will be having a Breakfast on February 1<sup>st</sup>, Parks, Recreation meeting will be at 5:30 pm on 1/16/2020. The optimist club will have a Euchre tournament in March.

**d. Future agenda items-** none

**11. Closed Session: 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. This closed session is for negotiations in TID #5.**

**Motion** by Williams to enter into closed session at 6:55 p.m., seconded by Russell. **Motion** carried with a roll call vote of Lennberg AYE, Williams AYE, Murphy AYE, Ratcliff AYE, Russell AYE, Valencia AYE.

**12. Reconvene into open session and possible consideration of closed session items.**

**Motion** by Ratcliff to reconvene into open session at 7:13 p.m., seconded by Lennberg. **Motion** carried with a roll call vote of Lennberg AYE, Williams AYE, Murphy AYE, Ratcliff AYE, Russell AYE, Valencia AYE. No action was taken in closed session.

**13. Adjournment**

**Motion** by Murphy to adjourn at 7:13p.m., seconded by Lennberg. **Motion** carried with a voice vote of 6-0-0.

**Lisa Kalata, Clerk**

**Village of Cottage Grove**

**Approved: January 20, 2020**

**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.**