

**VILLAGE OF COTTAGE GROVE  
VILLAGE BOARD OF TRUSTEES  
Monday, January 20, 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, Troy Allen, Jeff Lennberg, Heidi Murphy, Melissa Ratcliff, Jon Russell, Sarah Valencia. Staff present were Village Administrator Matt Giese, Village Clerk Lisa Kalata, Village Planner Erin Ruth, Public Works Director JJ Larson, Parks, Recreation and Forestry Director Sean Brusegar, Village Treasurer Deb Winter, Police Chief Dan Layber, Village Engineer Kevin Lord 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.**  
Nicholas Hess-200 E Parkview St was present to express concerns about the lack of renewable energy plans in the Village. He also sent an email with ideas that the Village could look into and would like to be part of the planning.

**5. Discuss and Consider the Minutes of The Regular Village Board Meeting on January 6, 2020.**

**Motion** by Murphy to approve the minutes from January 6, 2020, seconded by Lennberg. **Motion** carried with a voice vote of 6-0-1 with Allen abstaining.

**6. Presentations to The Board**

**a. Presentation by Cindi Kelm-Nelson Re: 2020 Hot2Trot (Information item no action needed).**

Cindi Kelm-Nelson was present to discuss the 2020 Hot2 Trot run to benefit the Cottage Grove Fire Department. The race routes will be the same as last year and they will be meeting with the Police Department and EMS to discuss later in the year. The goal is to have 600 people in the race this year, last year they had 578.

**b. Presentation of Civilian Gallantry Award to Jude Wolf.**

Chief Layber presented Jude Wolf an award for his brave act on December 14, 2019 assisting an officer.

**7. New Business**

**a. Discuss and consider Operator License application for Jessica Evans for licensing year July 2019-June 2020.**

**Motion** by Valencia to approve the Operator License for Jessica Evans, seconded by Russell. **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 the following items, need for a cross walk on Cottage Grove Road by the post office, the pilot road salt project, MOU for MG School District to use Village Hall for emergency evacuation site if needed, Engineer Intern for the summer, and potential leaf collection and compost drop off site changes.

**8.II. Plan Commission**

**a. Discuss and Consider A Request from Greywolf For Approval of a General Development Plan for A Hotel, Located at Parcel #0711-041-2120-1 In the Commerce Park.**

Todd Rizzo was present to give a brief overview of the Hotel project. Murphy asked about the parking in the area and if employee parking would be in the back of BB Jacks, which Todd Rizzo indicated that they have not worked out all the details just yet but anticipate the up-front parking would be for guests. Murphy also asked if there would be a crosswalk on Landmark Dr, which that is something that could be looked at by Public Works. Russell asked if the Fire Department has looked at the plan and provided any comments. Ruth indicated that Greywolf did check the turning radius for equipment and that has all checked out. Ruth indicated that this is the first steps in the project and there will be more approvals that will be coming at future meetings. **Motion** by Valencia to approve the General Development Plan for a hotel, located at Parcel #0711-041-2120-1 in Commerce Park with conditions in staff reports, seconded by Allen. **Motion** carried with a voice vote of 7-0-0.

**b. Discuss and Consider A Request from Doundrins Distilling for Conditional Use Permit for An Outdoor Seating Area at Their Facility Located At 300 Progress Drive.**

Ruth explained they are looking to do an outdoor space, enclosed bar, new bathrooms and stage. Ratcliff questioned if the stage will have a roof over it, which it was indicated that they did not have that level of detail on the plan. Valencia questioned how often they plan to have outdoor entertainment, which the applicant was not present to answer the questions. Jeff Stadtmueller-401 Clearbrooke Ter was present to express his concern with the noise aspect of the request. He is asking the board to give some consideration in more detail and consider what an appropriate level of sound would be. Jeff Stadtmueller also emailed his concerns to the board and will be on file. Beth Rodwell-416 Bonnie Rd was present to express her concerns with the volume and frequency of live entertainment at the facility. **Motion** by Lennberg to table until the next meeting, seconded by Ratcliff. **Motion** carried with a voice vote of 7-0-0.

**c. Discuss and Consider A Request from The Monona Grove School District for A Site Plan Amendment for An Approximately 1,500 Sq. Ft. Addition to The Glacial Drumlin Middle School Cafeteria, Located At 801 Damascus Trail.**

Maclain Schramm and Jerrud Rossing from MG School District were present to give a brief overview of the addition at Glacial Drumlin Middle School Cafeteria. The addition will be approximately 2,400 sq. ft. to accommodate 2 serving lines and various seating areas. There will also be safety glazing on the glass on the front of the addition. Murphy asked if the project will be done over the summer, which it was indicated that it would. Lennberg asked if this is enough space to meet the needs, which Jerrud Rossing indicated that it would be as 5<sup>th</sup> grade would be moving to the new school. Russell asked about the timing of lunch, Jerrud Rossing indicated that they are working on the changes and have looked at sending more classed at the same time. **Motion** by Valencia to approve the site plan amendment for approximately 2,400 sq. ft. addition to the Glacial Drumlin Middle School Cafeteria located at 801 Damascus Trail, seconded by Lennberg. **Motion** carried with a voice vote of 7-0-0.

**d. Discuss and Consider A Request from Village of Cottage Grove Park & Rec Dept. For Approval of a Site Plan Amendment for Bakken Park to Permit Installation of a New Shelter and Splash Pad.**

Dan Schmidt, from MSA was present to give a brief overview of new shelter and splash pad at Bakken Park. The bids are out and are due February 12<sup>th</sup>. **Motion** by Murphy to approve the site plan amendment for Bakken Park to permit installation of a new shelter and splash pad, seconded by Ratcliff. **Motion** carried with a voice vote of 7-0-0.

**e. Discuss and Consider A Proposed Amendment of The Village of Cottage Grove Zoning Ordinance to Create A New Single-Family Residential Zoning District with Minimum Lot Size Of 7,500 Sq. Ft.**

Ruth explained that the change was a recommendation from the Plan Commission during the update of the Comprehensive Plan made last year. This would allow for smaller lot size in a district and would allow for more options of home size and affordability. Murphy asked if parkland dedication is tied to number of units so they would have more coming into the parks fund, which it was indicated that it is tied to units. **Motion** by Ratcliff to approve the amendment of the Village of Cottage Grove Zoning Ordinance to create a new single-family residential zoning district with minimum lot size of 7,500 sq. ft., seconded by Lennberg. **Motion** carried with a voice vote of 7-0-0.

**8.III. Community Development Authority**

Lennberg reported they discussed the conference Ruth attended, and they worked on marketing the community and identified that expanding the commercial tax base would be the focus. They will continue to work through the process at the next meetings to come up with an action plan. Giese indicated that the process may lead to a budget request in 2021.

**8.IV. Library Planning Committee**

**a. Discuss and consider posting on the Village Website and Village Facebook page regarding addresses of Free Little Libraries in our community.**

Ratcliff reported that they discussed the Free Little Libraries and would like to locate them in the community and would like to post this information on Facebook and the Village website to get this information on a map. **Motion** by Murphy to direct staff to post on the Village Facebook page and Village Website, seconded by Lennberg. **Motion** carried with a voice vote of 7-0-0.

Ratcliff also reported they had a presentation by Michelle Roach with Promote Local regarding outreach and they will help with surveying the communities, they will have a presentation at Madison Community Foundation regarding the many features and programs of libraries and will be touring Madison Central Library in March.

Cindi Kelm-Nelson-233 Forreton Drive registered in support of posting on Village website and Facebook page to locate the Free Little Libraries in the Village.

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

Williams reported that they approve the hotel plan with suggestions on some the landscaping and building materials.

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

Murphy reported they discussed Music in the Grove and they will be working on 5<sup>th</sup> Addition to Westlawn master plan for the parks.

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

Allen reported that calls were down from last year, they approved the billing rates, they approved an agreement with MTW for Medicaid payments of interfacility transfers, they will continue working on collaborative response agreement with Marshall EMS, and they completed the performance review of the Chief.

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

#### **a. Attorney Lee Boushea**

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

Attorney Boushea reported that when he started with the village the population was around 700 today it is 6,661 and he has worked with three administrators and numerous board members and thanks the board for the work they have done. He also thanked the quality staff and has loved the job. He also reported that all the candidates for Village Attorney are good.

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

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

Winter indicated that there was a mistake on the bills list for Bluestem Forestry Consulting, the voucher should be for the amount of \$4,648.75 and not \$12,000. **Motion** by Allen to approve the Village portion of the vouchers in the corrected amount of \$213,119.03, seconded by Murphy. The check sequence goes from check #46586 to check #46654. **Motion** carried with a voice vote of 7-0-0.

**b. Correspondence**-Giese thanked Attorney Boushea for the dedicated service and is personally grateful for the guidance he has provided. There will be an open house on Wednesday for Attorney Boushea from 11:00 am to 1:00 pm at the Municipal Services Building.

**c. Upcoming community events**- The Lions will be having a Breakfast on February 1<sup>st</sup> at Flynn Hall, donations will be accepted, and the proceeds will go toward scholarships.

**d. Future agenda items**- Sustainability Committee, Emergency Management Director

**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 to conduct Village Attorney interviews.** **Motion** by Williams to enter into closed session at 7:50 p.m., seconded by Ratcliff. **Motion** carried with a roll call vote of Allen AYE, 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 Allen to reconvene into open session at 10:14 p.m., seconded by Lennberg. **Motion** carried with a roll call vote of Allen AYE, Lennberg AYE, Williams AYE, Murphy AYE, Ratcliff AYE, Russell AYE, Valencia AYE.

**Motion** by Allen to retain Stafford Rosenbaum as Village Attorney, seconded by Valencia. **Motion** carried with a voice vote of 7-0-0.

**13. Adjournment**

**Motion** by Allen to adjourn at 10:15 p.m., seconded by Lennberg. **Motion** carried with a voice vote of 7-0-0.

**Lisa Kalata, Clerk**  
**Village of Cottage Grove**  
**Approved: February 3, 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.**