

VILLAGE OF COTTAGE GROVE
VILLAGE BOARD OF TRUSTEES
Monday, February 6, 2023

MINUTES

1. Call to Order

Village President 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, David Peterson, Heidi Murphy, Chris Stoa, Sarah Valencia, and Brittany Ballweg. Vincent Wittig was absent and excused. Staff present were Village Administrator Matt Giese, Deputy Village Administrator/ Public Works Director JJ Larson, Village Clerk Lisa Kalata, Parks and Recreation Director Sean Brusegar, Deputy Public Works Director Brian Peterson, Finance Director Cameron Sawyer, Village Planner Erin Ruth, Chief of Police Mark Garry, EMS Chief Eric Lang, Village Engineer Kyela Specht, and Village Attorney Rick Manthe.

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 17, 2023.

Motion by Valencia to approve the minutes from January 17, 2023, seconded by Ballweg. **Motion** carried with a voice vote of 6-0-0.

6. Presentations to The Board

a. Dane County Clerk, Scott McDonell re: second polling location.

i. Discuss and consider second polling location at Granite Ridge School for 2024 Election cycle.

Dane County Clerk, Scott McDonell was present to give information on a second polling location.

Motion by Valencia to approve the second polling location at Granite Ridge School for the 2024 Election cycle and to purchase the equipment presented in the memo dated 1.20.23 with two additional DS200 not to exceed \$60,000 in total cost using ARPA funding, seconded by Peterson. **Motion** carried with a voice vote of 6-0-0.

b. Cindi Kelm-Nelson, Hot2Trot Race Director re: race route for 2023.

Cindi Kelm-Nelson was present to give a brief overview of the race route.

7. New Business

a. Discuss and consider holding the February 20, 2023, Village Board meeting virtually due to the Spring Primary on February 21, 2023.

Motion by Peterson to hold the February 20, 2023 Village Board meeting virtually due to the Spring Primary, seconded by Stoa. **Motion** carried with a voice vote of 6-0-0.

b. Discuss and consider Liquor License Application for Consumer's Cooperative aka Consumer's Coop Cottage Grove C-Store for licensing year July 2022- June 2023.

Motion by Murphy to approve the Liquor License for Consumer's Cooperative aka Consumer's Coop Cottage Grove C-Store for licensing year July 2022-June 2023, seconded by Valencia. **Motion** carried with a voice vote of 6-0-0.

c. Discuss and consider Tobacco License Application for Consumer's Cooperative aka Consumer's Coop Cottage Grove C-Store for licensing year July 2022- June 2023.

Motion by Valencia to approve the Tobacco License for Consumer's Cooperative aka Consumer's Coop Cottage Grove C-Store for licensing year July 2022- June 2023, seconded by Peterson. **Motion** carried with a voice vote of 6-0-0.

d. Discuss and consider a Funding Request from CARPC for Land Use Code Assessment project.

Motion by Valencia to approve the funding request from CARPC for Land Use Code Assessment project in the amount of \$500, seconded by Peterson. **Motion** carried with a voice vote of 6-0-0.

8. Reports from Village Boards, Commissions & Committees

8.I. Ad Hoc Housing Task Force

a. Discuss and consider Housing Study.

Motion by Valencia to approve the Housing Study as presented, seconded by Murphy. **Motion** carried with a voice vote of 6-0-0.

8.II. Peer Court Steering Committee

Peterson reported they received an update from Briarpatch and there are not many cases at this time.

8.III. Deer-Grove EMS Commission

Williams reported they discussed the upcoming yearly audit for the district. They also discussed the radio replacement plan. They are also looking into contracting with Stryker EMS for ProCare Services for the

departments cots and load systems. They completed the Chief's annual evaluation and approved his compensation.

8.IV. Natvig Landfill Monitoring Review Committee

Peterson reported they approved the monitoring bills.

8.V. Joint Fire Department Committee

Peterson reported that the Chief gave his report. They tabled the replacement of heater in the fishbowl area. They discussed the annual report.

8.VI. Law Enforcement Committee

Williams reported they discussed the activity reports, and the Chief reported the new officers are coming on board.

8.VII. Library Board

Peterson reported they approved the hiring of Tracy Phillippi as the Library Programming and Outreach Specialist per the Agreement for Services. They approved the updated timeline of what the Library Board has done to date. They also approved the library logo. They approved appointing Stefan Wahe, David Peterson and Cindi Kelm-Nelson to the Policy Committee. They discussed the funding for programming and they may have a shortfall as the current funding will only get them to July. They may be coming back to the board later in the year for programming funding to complete the rest of the year. They had a budget update and approved the bills. They approved the creation of a Library Facebook page and that has been created.

8.VIII. Parks, Recreation & Forestry Committee

a. Bakken Park construction update.

Kyela Specht from Strand was present to give an update on Bakken Park construction costs as the changes will result in an increase cost of \$395,000. They have built in options in the bidding so the Village Board will have choices once the bidding is done for the project.

9. Reports from Village Officers

a. Village Attorney

i. Length of Service Award Program for volunteer firefighters.

Manthe explained the program and if the Village Board is interested in the program, it can be discussed at the committee level next.

b. Parks & Recreation Director

i. Update on Village Guide

Brusegar reported the Village Guide will be out on Thursday, February 9th. The link to the guide will be emailed out, it will be posted on all social media platforms of the Village and there will be limited printed copies at MSB and Village Hall.

c. Finance Director

i. Discuss and consider staffing assistance.

Motion by Peterson to approve the staffing assistance as presented in the memo dated 1.25.23, seconded by Ballweg. **Motion** carried with a voice vote of 6-0-0.

10. Communications and Miscellaneous Business

a. Consider approval of vouchers.

Motion by Murphy to approve the vouchers as presented in the amount of \$218,003.87, seconded by Peterson. The check sequence goes from check #51277 to check #51336. **Motion** carried with a voice vote of 6-0-0.

b. Correspondence – Williams reported he had a request from Madison United Rugby for a letter of support for grants. Murphy reported she had an opportunity to talk with residents at the Public Informational meeting.

c. Upcoming Community Events- The next Public Informational meeting will be March 15th for a second EMS station.

d. Future agenda items- Development Agreement for One Community Bank and Zilber.

11. Closed Session: This Closed Session Is Regarding Employee Compensation and Promotion.

The Village of Cottage Grove Village Board will enter 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 has jurisdiction or exercises responsibility.

Motion by Williams to enter closed session at 7:51 p.m. regarding Employee Compensation and Promotion.

The Village of Cottage Grove Village Board will enter 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 has jurisdiction or exercises responsibility, seconded by Peterson. **Motion** carried with a roll call vote Ballweg AYE, Murphy AYE, Peterson AYE, Stoa, AYE, Valencia AYE, Williams AYE.

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

Motion by Peterson to reconvene into open session at 8:35 p.m., seconded by Valencia. **Motion** carried with a voice vote of 6-0-0.

Motion by Peterson to promote Brian Peterson from Deputy Director of Public Works and Utilities to Director of Public Works and Utilities, and set starting salary at \$105,000/year, seconded by Stoa. **Motion** carried with a voice vote of 6-0-0.

Motion by Valencia to change JJ Larson's title, removing Director of Public Works and Utilities and adding Director of Administrative Services, seconded by Brittany. **Motion** carried with a voice vote of 6-0-0.

Motion by Murphy to change Sarah Haltaufderheide's title from Administrative Assistant to Accounting Assistant; and set starting wage at \$26.01/hour, seconded by Ballweg. **Motion** carried with a voice vote of 6-0-0.

a. **Discuss and consider Reorganization Plan for Administration, Clerk, Finance, and Public Works Departments.**

Motion by Valencia to approve Reorganization Plan for 2023-2024 as presented in staff memo and spreadsheet dated 2.3.23, seconded by Peterson. **Motion** carried with a voice vote of 6-0-0.

13. Adjournment

Motion by Peterson to adjourn at 8:40 p.m., seconded by Ballweg. **Motion** carried with a voice vote of 6-0-0.

**Lisa Kalata, Village Clerk
Village of Cottage Grove
Approved: February 20, 2023**

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.