

VILLAGE OF COTTAGE GROVE  
**VILLAGE BOARD OF TRUSTEES**  
Monday, April 17, 2023

**MINUTES**

**1. Call to Order**

Village President Williams called the Village Board of Trustees to order at 6:31 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, Brittany Ballweg, and Sarah Valencia. Vincent Wittig was absent and excused. Staff present were Village Administrator Matt Giese, Deputy Village Administrator JJ Larson, Village Clerk Lisa Kalata, Parks and Recreation Director Sean Brusegar, Public Works Director Brian Peterson, Finance Director Cameron Sawyer, Village Planner Erin Ruth, Chief of Police Mark Garry, EMS Chief Eric Lang, Village Engineer Josh Straka, Lt. Matt Wagner and Village Attorney Larry Konopacki.

**3. Pledge of Allegiance.**

**4. PUBLIC APPEARANCES – *Public's opportunity to speak-*** Jennifer Zschernitz 1809 N Windsor Ave- emailed a wish to speak form in support of a Library.

**5. Discuss and Consider the Minutes of The Regular Village Board Meeting on April 3, 2023.**

**Motion** by Murphy to approve the minutes from April 3, 2023, seconded by Peterson. **Motion** carried with a voice vote of 6-0-0.

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

**6.I. Emergency Preparedness Committee**

Lt. Wagner reported they discussed the Emergency Preparedness Plan and there were no changes. Hydrite has donated \$2,000 again this year. They also discussed requesting funding for the 2024 budget for emergency preparedness.

**a. Discuss and consider update to Emergency Preparedness Plan**

No action needed.

**6.II. Public Works, Properties and Sustainability Committee**

Murphy reported they discussed the unique properties on Main St and Forest Ridge subdivision and the property that is owned by the Village for utilities. The property owners are using the space as their property and have placed playgrounds and other things on this property, they will be receiving a letter to remove these items from the property. They also discussed the message board guidelines. The solar project at the MSB is moving along.

**6.III. Utility Commission**

Stoa reported they had a representative from Bryn Marr church-Dave Conklin to ask for a waiver for a water meter at the church as it has been previously billed as a fixed rate, which is not allowed per PSC requirements. They discussed the payment system provider and approved the Community Portal as the provider. They approved the purchase of a GPS collector and the Ridge Lift Station Design.

**6.IV. Plan Commission**

**a. Discuss and Consider an Application from Miracle League of Dane County for A Site Plan Amendment to Permit Installation of a Canopy Over the Seating Area at The Miracle League Field in Bakken Park.**

**Motion** by Peterson to the Site Plan Amendment for a canopy over the seating area at The Miracle League Field in Bakken Park, seconded by Stoa. **Motion** carried with a voice vote of 6-0-0.

**b. Discuss and Consider an Application from First Choice Dental for Approval of a Site Plan to Construct a New Approximately 10,000 Sq. Ft. Dental Clinic Located At 649 Cork Crossing.**

**Motion** by Murphy to approve the Site Plan from First Choice Dental to construct a new approximately 10,000 Sq. Ft. Dental Clinic located at 649 Cork Crossing with conditions in the Village Action Report, seconded by Peterson.

**Motion** carried with a voice vote of 6-0-0.

**6.V. Parks, Recreation & Forestry Committee**

**a. Discuss and consider approval to purchase AEDs to be located in Village parks.**

**Motion** by Valencia to approve the purchase of AEDs to be located in the Village parks as presented in the memo, seconded by Ballweg. **Motion** carried with a voice vote of 6-0-0.

**7. Reports from Village Officers**

**a. Village Attorney**

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

**b. Finance Director**

i. **Discuss and consider 2023-003 Budget amendment regarding purchase of AEDs.**

**Motion** by Murphy to approve 2023-003 budget amendment regarding purchase of AEDs, seconded by Ballweg. **Motion** carried with a voice vote of 6-0-0.

ii. **Discuss and consider approval of new on-line payment provider.**

**Motion** by Peterson to approve the new on-line payment provider, seconded by Ballweg **Motion** carried with a voice vote of 6-0-0.

**8. Communications and Miscellaneous Business**

a. **Consider approval of vouchers.**

**Motion** by Murphy to approve the vouchers as presented in the amount of \$108,382.07 seconded by Peterson. **Motion** carried with a voice vote of 6-0-0.

b. **Correspondence – None**

c. **Upcoming Community Events-** Earth Day rain barrel and compost bins pick up. Youth Service Day at McCarthy Park on April 29<sup>th</sup> from 9am to noon.

d. **Future agenda items-** None

**9. Closed Session: This Closed Session Is Regarding a Potential Land Acquisition in TID #9 And Establishing a Negotiating Position. 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.**

**Motion** by Williams to enter closed session at 7:05 p.m. regarding a Potential Land Acquisition in TID #9 And Establishing a Negotiating Position. 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, seconded by Valencia. **Motion** carried with a roll call vote Ballweg AYE, Murphy AYE, Peterson AYE, Stoa, AYE, Valencia AYE, Williams AYE.

**10. Reconvene into Open Session and Possible Consideration of Closed Session Items**

**Motion** by Ballweg to reconvene into open session at 7:49 p.m., seconded by Murphy. **Motion** carried with a roll call vote Ballweg AYE, Murphy AYE, Peterson AYE, Stoa, AYE, Valencia AYE, Williams AYE.

**11. Adjournment**

**Motion** by Ballweg to adjourn at 7:50 p.m., seconded by Peterson. **Motion** carried with a voice vote of 6-0-0.

**Lisa Kalata, Village Clerk  
Village of Cottage Grove  
Approved: May 1, 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.**