

**VILLAGE OF COTTAGE GROVE  
VILLAGE BOARD OF TRUSTEES  
Monday, May 16, 2022**

**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, Brittany Ballweg, Heidi Murphy, Melissa Ratcliff, Chris Stoa, Sarah Valencia. David Peterson was absent and excused. Staff present were Village Administrator Matt Giese, Deputy Administrator/Public Works Director JJ Larson, Village Clerk Lisa Kalata, Village Planner Erin Ruth, Parks and Recreation Director Sean Brusegar, Fire Chief Nick Archibald, Police Chief Dan Layber, Lt. Wagner, 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 May 2, 2022.**

**Motion** by Ratcliff to approve the minutes from May 2, 2022, seconded by Murphy. **Motion** carried with a voice vote of 6-0-0.

**6. Unfinished Business**

**a. Discuss and consider granting of easement on Clark Street for utilities and communications.**

**Motion** by Murphy to approve the easement on Clark Street for utilities and communications as presented, seconded by Valencia. **Motion** carried with a voice vote of 6-0-0.

**7. New Business**

**a. Swearing in of Police Officers Zenas Lee and Matthew Gramm.**

The Village Clerk administered the Oath of Office for Officer Lee and Gramm.

**b. Discuss and consider authorizing the legal team to work on responsible bidder ordinance update.**

**Motion** by Valencia to authorize the legal team to work on updates to the responsible bidder and right of way ordinances, seconded by Ratcliff. **Motion** carried with a voice vote of 6-0-0.

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

**8.I. Public Works, Properties and Sustainability Committee**

Murphy reported they discussed the stormwater management program with Strand and they will continue to work on a plan and bring a recommendation to the committee. The new Deputy Public Works Director Brian Peterson was introduced to the committee.

**8.II. Utility Commission**

Stoa reported they discussed the 4<sup>th</sup> quarter water rates and the sanitary reports. The Village Engineer and Director gave overviews of their reports. The new Deputy Public Works Director Brian Peterson was introduced to the committee.

**8.III. Plan Commission**

Williams reported it was a brief meeting with a concept plan presented for a dog daycare in the Business Park on Progress Dr.

**8.IV. Board Of Review**

Murphy reported that they met for the required time and there were no objections to the 2022 assessment roll.

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

**a. Discuss and consider Red Hawk Park Phase 2.**

**Motion** by Ratcliff to approve Red Hawk Park Phase 2 as in staff report, seconded by Ballweg. **Motion** carried with a voice vote of 6-0-0.

**b. Discuss and consider using the Park Development Fund monies to cover an additional \$15,000 needed for irrigation project at Fireman's Park.**

**Motion** by Murphy to approve the \$15,000 from Park Development Fund for the irrigation project at Fireman's Park, seconded by Stoa. **Motion** carried with a voice vote of 6-0-0.

**9. Reports from Village Officers**

**a. Stafford Rosenbaum**

**i. Legal briefings/status updates-** Blog on Stafford Law website about Court of Appeals determines City Development condition is unconstitutional taking.

**b. John Williams**

**i. Nomination of John Williams to the Tourism Commission**

**Motion** by Ratcliff to approve the above nominations, seconded by Valencia. **Motion** carried with a voice vote of 6-0-0.

**c. Fire Chief -Nick Archibald**

Fire Chief Nick Archibald gave a brief overview of the department's monthly report.

**10. Communications and Miscellaneous Business**

**a. Consider approval of vouchers.**

**Motion** by Murphy to approve the vouchers as presented in the amount of \$303,594.75 seconded by Ratcliff. The check sequence goes from check #50168 to #50227. **Motion** carried with a voice vote of 6-0-0.

**b. Correspondence – None**

**c. Upcoming Community Events-** Fireman's Festival, Music in the Grove May 26<sup>th</sup> at Bakken Park, Solar Array at Monona Grove High School on May 21<sup>st</sup> at 9 am.

**d. Future agenda items-** Prioritization process, Mission and Vision Statement review, Bond issue, Liquor License Renewals.

**11. Closed Session: This Closed Session Is to Establish Negotiating Position Regarding Deer-Grove EMS District and Joint Fire Agreements. 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 into closed session at 7:09 p.m. to Establish Negotiating Position Regarding Deer-Grove EMS District and Joint Fire Agreements. 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 Ratcliff. **Motion** carried with a roll call vote Ballweg AYE, Murphy AYE, Ratcliff AYE, Stoa, AYE, Valencia AYE, Williams AYE.

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

**Motion** by Ratcliff to reconvene into open session at 7:22 pm, seconded by Valencia. **Motion** carried with a roll call vote Ballweg AYE, Murphy AYE, Ratcliff AYE, Stoa, AYE, Valencia AYE, Williams AYE.

**13. Adjournment**

**Motion** by Ratcliff to adjourn at 7:25 p.m., seconded by Valencia. **Motion** carried with a voice vote of 6-0-0.

Lisa Kalata, Village Clerk  
Village of Cottage Grove  
Approved: June 6, 2022

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.