

**VILLAGE OF COTTAGE GROVE
VILLAGE BOARD OF TRUSTEES
Monday, June 7, 2021**

MINUTES

1. Call to order

Village President John Williams called the Village Board of Trustees to order at 6:31 pm. this was a Zoom 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, Troy Allen, Heidi Murphy, David Peterson, Melissa Ratcliff, Sarah Valencia and Paul Vander Velde. 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, Police Chief Dan Layber, Fire Chief Nick Archibald, EMS Chief Eric Lang and Village Attorney Larry Konopacki.

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 17, 2021.

Motion by Vander Velde to approve the minutes from May 17, 2021, seconded by Peterson. **Motion** carried with a voice vote of 6-0-0.

6. Unfinished Business

a. Presentation by Strand Associates regarding Engineering Services

Josh Straka from Strand Associates was present to give a brief overview of the services they could provide.

b. Presentation by Ruekert-Mielke regarding Engineering Services.

Andy Burt from Ruekert-Mielke was present to give a brief overview of the services they could provide.

c. Presentation by Vierbicher regarding Engineering Services.

Tim Schleeper with Vierbicher was present to give a brief overview of the services they could provide.

d. Presentation by MSA regarding Engineering Services.

Kevin Lord from MSA was present to give a brief overview of the services they could provide.

e. Presentation by Debbie Beaver of William Ryan Homes seeking clarification regarding aspects of the Shady Grove Deed Restrictions.

Debbie Beaver was present to ask for clarification to the covenants as they are not clear. Attorney Konopacki indicated that it seems that it is not intending the trees that would be in a roadway, but that is not how the document is written. The Village Board would like staff to work on revisions to the document.

f. Discuss and consider next steps for Fire-EMS Study Consultant Selection.

Motion by Ratcliff to hold a joint meeting with Village Board of Trustees and Deer-Grove EMS Commission on June 17, 2021 @ 6:30 p.m., seconded by Allen. **Motion** carried with a voice vote of 7-0-0.

g. Discuss Village Board Priorities.

Giese explained the next steps in the process, with the Board to provide their rankings of the listed priorities by June 14, 2021.

7. New Business

a. Discuss and consider Liquor License applications for licensing year July 2021- June 2022 for the attached list.

Motion by Ratcliff to approve the Liquor License applications for licensing year July 2021- June 2022 for the attached list provided, seconded by Valencia. **Motion** carried with a voice vote of 7-0-0.

b. Discuss and consider Amusement Device permit applications for licensing year July 2021- June 2022 for the attached list.

Motion by Murphy to approve the Amusement Device permit applications for licensing year July 2021- June 2022 for the attached list provided, seconded by Valencia. **Motion** carried with a voice vote of 7-0-0.

c. Discuss and consider Cigarette License applications for licensing year July 2021-June 2022 for the attached list.

Motion by Peterson to approve the Cigarette License applications for licensing year July 2021- June 2022 for the attached list provided, seconded by Valencia. **Motion** carried with a voice vote of 7-0-0.

d. Discuss and consider the Sound Amplification application for Cottage Grove Classics Car Show at Black Bear Inn on July 24, 2021.

Motion by Vander Velde to approve the Sound Amplification application for Cottage Grove Classics Car Show at Black Bear Inn on July 24, 2021, seconded by Allen. **Motion** carried with a voice vote of 7-0-0.

e. Discuss and consider the Sound Amplification application for Davis Beck at Bakken Park on July 24, 2021.

Motion by Allen to approve the Sound Amplification application for Davis Beck at Bakken Park on July 24, 2021, seconded by Ratcliff. **Motion** carried with a voice vote of 7-0-0.

f. Discuss and consider Village Board meeting date for the Board's first meeting in July.

Motion by Ratcliff to keep the July 5, 2021 Village Board meeting as scheduled, seconded by Vander Velde.

Motion carried with a voice vote of 7-0-0.

g. Discuss potential future shift from bi-weekly recycling pick-up to weekly pick-up.

Giese explained that if the recycling was to change to bi-weekly it would have additional costs and Waste Management would need to add an additional truck and the Village would need to extend the contract for five additional years. It was suggested to have Waste Management come to a future Village Board meeting to discuss some ways to help with the recycling issues.

h. Discuss and consider change in job title from Treasurer to Finance Director.

Motion by Vander Velde to approve the change in job title from Treasurer to Finance Director, seconded by Peterson. **Motion** carried with a voice vote of 7-0-0.

i. Discuss and consider interim and recruitment services budget for Finance Department.

Motion by Vander Velde to approve the interim and recruitment services budget not to exceed \$60,000 for the Finance Department, seconded by Murphy. **Motion** carried with a voice vote of 7-0-0.

8. Reports from Village Boards, Commissions & Committees

8.I. Peer Court Steering Committee

Peterson reported it was a short meeting, mostly questions from him to get up to speed on the committee.

8.II. Deer-Grove EMS Commission

Allen reported they discussed the special meeting, calls are up to 55 through the end of April, they also discussed the sub-committee for negotiations of the union contract. Kris Hampton will be chair and Troy Allen will be the secretary for the next year. The next meeting will be June 17, 2021.

8.III. Natvig Landfill Monitoring Review Committee

Vander Velde reported they discussed the monitoring of wells and well #9 is showing declines which is good.

They elected officers and Steve Anders will be chair and Paul Vander Velde will be secretary for the next year.

8.IV. Joint Fire Department Committee

Ratcliff reported the new sign has been installed, they discussed the Knox box ordinance and they reviewed more of the joint agreements and will continue to work on this at the next meeting. They have 38 members and have 6 new applicants and have had 118 calls for the year. Chief Archibald is working with Chief Lang to draft a policy of what areas of the building are open to the public. They voted to have a hybrid meeting option and the next meeting will be July 26th. Kris Hampton will be the chair and Melissa Ratcliff will be the secretary for the next year.

8.V. Ad Hoc Housing Task Force

Vander Velde reported they had a presentation by staff on the history of suburban development. They will have a few more presentations to get more ideas for goal setting. They would like to invite the DEI committee to the next Ad Hoc Housing Task Force meeting.

8.VI. Law Enforcement Committee

Williams reported they discussed the break ins that had been happening in the Village and they also discussed the no parking on the West side of Damascus trail.

a. Discuss and consider proposed No Parking area on the west side of Damascus Trail north of Manley lane and south of Killian Trail.

Motion by Allen to approve no parking area on the west side of Damascus Trail north of Manley Lane and south of Killian Trail, seconded by Peterson. **Motion** carried with a voice vote of 7-0-0.

8.VII. Ad Hoc Diversity, Equity and Inclusion Committee

Valencia reported that Lt. Wagner gave a presentation on demographics and they discussed the equity lens draft.

a. Discuss and consider Resolution 2021-03 Re: In support of the Asian American Pacific Islander Community.

Motion by Vander Velde to approve Resolution 2021-03 as presented, seconded by Peterson. **Motion** carried with a voice vote of 7-0-0.

b. Discuss and consider recommendation from Ad Hoc Diversity, Equity and Inclusion Committee to use the Equity Lens draft.

Motion by Murphy to approve the Equity Lens draft, seconded by Peterson. **Motion** carried with a voice vote of 7-0-0.

8.VIII. Ordinance Review Committee

Murphy reported they discussed the knox box ordinance, the firearms and weapons ordinance, they also discussed if a fence permit is needed and they will continue to work on these ordinances. They also talked about the sidewalk repairs and will continue to work on that as well. The next meeting will be June 16, 2021.

8.IX. Parks, Recreation & Forestry Committee

Jill Schmitz was present to give an overview of The Ride event that will be September 26, 2021.

a. Discuss and consider allowing The Ride to use Community Park as a rest stop on Sunday, September 26, 2021.

Motion by Ratcliff to approve The Ride the use of Community Park as a rest stop on Sunday, September 26, 2021, seconded by Vander Velde. **Motion** carried with a voice vote of 7-0-0.

8.X. Public Relations Committee

Allen reported they discussed the upgrades to equipment to provide a hybrid option to meetings.

8.XI. Ad Hoc Architectural Review Committee

Williams reported they approved the signs for Comfort Suites hotel

8.XII. Public Works & Properties Committee

Williams reported they had updates on the current projects, and they will have a construction meeting on June 10th for the bike path project. They also had an update on the rain barrel project. The next meeting will be July 6, 2021.

8.XIII. Library Planning Committee

Ratcliff reported they reviewed the information for the presentation to the Village Board on July 5, 2021. The next meeting will be June 23, 2021.

8.XIV. Board of Review

Williams reported that they had no objections and held the meeting open for two hours.

9. Reports from Village Officers

a. John Williams

i. Discuss and consider nomination of David Peterson to Ad Hoc Housing Task Force.

ii. Discuss and consider nomination of Cindi Kelm-Nelson to the Finance and Personnel Committee.

iii. Discuss and consider nomination of Ryan Minor to the Ad Hoc Sustainability Committee.

iv. Discuss and consider nomination of Melissa Ratcliff to the Planning Commission.

v. Discuss and consider nomination of Don Brinkmeier to the Joint Review Board.

vi. Discuss and consider nomination of Jim Elmore to Public Works Committee, Public Relations and Finance and Personnel Committee.

vii. Discuss and consider nomination of Mike Hackel to Public Works Committee.

viii. Discuss and consider nomination of Andy Eberhardt to Public Works Committee.

ix. Discuss and consider nomination of Alex Jushchyshyn to Plan Commission and Ordinance Review Committee.

Motion by Murphy to appoint all nominations as listed above, seconded by Valencia. **Motion** carried with a voice vote of 7-0-0.

b. Stafford Rosenbaum

i. Legal briefings/status updates- No report

c. COVID-19 update

i. Discuss eligible uses of American Rescue Plan Act monies.

Giese indicated that the Village Board should start to compile a list of items they would support for the funding.

10. Communications and Miscellaneous Business

a. Consider approval of vouchers.

Motion by Allen to approve the Village portion of the vouchers in the amount of \$91,785.13 seconded by Ratcliff. The check sequence goes from check #48580 to #48636. **Motion** carried with a voice vote of 7-0-0.

b. Correspondence- Williams reported the correspondence have been about committee appointments.

c. Upcoming Community Events- June 9th is the opening of Miracle League Field. Fireman's Festival and Lions Pancake breakfast will be June 20th at the shelter.

d. Future agenda items- Development agreements

11. Closed Session: This Closed Sessions Is for Establishing Negotiating Position Regarding Engineering Contract for Services. 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 10:50 for Establishing Negotiating Position Regarding Engineering Contract for Services. 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 Allen. **Motion** carried with a roll call vote Allen AYE, Murphy AYE, Peterson AYE, Vander Velde AYE, Williams AYE, Ratcliff AYE, Valencia AYE

12. Closed Session: This Closed Session Is Regarding A Confidential Personnel Matter.

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

Motion by Williams to enter into closed session at 10:50 p.m. for A Confidential Personnel Matter.

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

seconded by Allen **Motion** carried with a roll call vote Allen AYE, Murphy AYE, Peterson AYE, Vander Velde AYE, Williams AYE, Ratcliff AYE, Valencia AYE.

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

Motion by Allen to reconvene into open session at 11:35 p.m. seconded by Ratcliff. **Motion** carried with a roll call vote Allen AYE, Murphy AYE, Peterson AYE, Vander Velde AYE, Williams AYE, Ratcliff AYE, Valencia AYE.

Motion by Ratcliff to enter into the Separation Agreement and General Release as discussed in closed session, seconded by Vander Velde. **Motion** carried with a voice vote of 7-0-0.

14. Adjournment

Motion by Allen to adjourn at 11:38 p.m., seconded by Vander Velde. **Motion** carried with a voice vote of 7-0-0.

**Lisa Kalata, Clerk
Village of Cottage Grove
Approved: June 21, 2021**

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.