

**VILLAGE OF COTTAGE GROVE
VILLAGE BOARD OF TRUSTEES**

Monday, June 15, 2020

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, Jeff Lennberg, Heidi Murphy, Melissa Ratcliff, Sarah Valencia and Paul VanderVelde. Staff present were Village Administrator Matt Giese, Village Clerk Lisa Kalata, Village Planner Erin Ruth, Public Works Director JJ Larson, Village Treasurer Deb Winter, Parks, Recreation and Forestry Director Sean Brusegar, Village Engineer Kevin Lord, Chief Dan Layber, Lieutenant Matt Wagner and Village Attorneys Larry Konopacki and 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 June 1, 2020.

Motion by Valencia to approve the minutes from June 1, 2020 as presented, seconded by Allen. **Motion** carried with a voice vote of 7-0-0.

6. Presentations to The Board

a. Presentation by Joe Parisi Dane County Executive.

Dane County Executive Joe Parisi was present to give an update on what Dane County is doing to help with the pandemic.

7. Unfinished Business

a. Discuss draft of the Village Board's list of priorities.

Giese explained the memo in the packet and that as more lists are provided by the Trustees, the memo will be updated, with the final responses due July 6th and will continue to work the exercise forward to the budget process.

b. Discuss and consider allowing Home Talent League to use Fireman's Park for the season.

Motion by Valencia to allow Home Talent League to use Fireman’s park for the season as soon as Dane County allows to practice and no games are allowed, seconded by Lennberg. **Motion** carried with a voice vote of 7-0-0.

c. Discuss and consider Resolution 2020-06 Re: Act 185 postponing interest and penalty for real estate tax payments until October 1, 2020.

Motion by Lennberg to approve resolution 2020-06, seconded by Ratcliff. **Motion** carried with a voice vote of 7-0-0.

d. Update on website redesign project.

Kalata updated the board on the progress of the redesign of the website, the project is anticipated to be completed by the end of the year.

8. New Business

a. Discuss and consider Resolution 2020-07 Re: Cottage Grove Village Board and Cottage Grove Police Department joint resolution to condemn and confront racism.

Motion by Ratcliff to approve Resolution 2020-07 as presented, seconded by Valencia. **Motion** carried with a voice vote of 7-0-0.

b. Discuss and consider premise change for Doundrins Distilling.

Motion by Lennberg to approve the premise change for Doundrins Distilling alcohol license as presented, seconded by VanderVelde. **Motion** carried with a voice vote of 7-0-0.

c. Discuss and consider Sound Amplification Permit for Doundrins Distilling.

Motion by Ratcliff to approve the sound amplification permit for Doundrins Distilling as presented, seconded by Valencia. **Motion** carried with a voice vote of 7-0-0.

d. Discuss and consider premise change for BB Jacks.

Motion by Valencia to approve the premise change for BB Jacks alcohol license as presented with the conditions that a barrier is placed around the six parking lot spaces to be used and that this change will end November 1, 2020, seconded by Murphy. **Motion** carried with a voice vote of 7-0-0.

e. Discussion and possible action related to the Capital Area Regional Planning Commission's recommendation to DNR regarding the Village's Urban Service Area Amendment in TID #10.

Attorney Konopacki reported that Capital Area Regional Planning Commission placed conditions that are beyond the scope and recommends they send a letter to the DNR opposing the conditions of CARPC. **Motion** by Ratcliff to approve the Village Attorney to write a letter to the DNR opposing the CARPC conditions, seconded by VanderVelde. **Motion** carried with a voice vote of 7-0-0.

9. Reports from Village Boards, Commissions & Committees

9.I. Public Works & Properties Committee

Williams reported they discussed the bike path and Clark Street reconstruction and will continue to work through the budget process, they discussed the Task Order Contract with MSA, they discussed the format of the next month meeting which will be via Zoom on July 7th.

a. Discuss and consider Task Order Contract with MSA for work related to Buss Road and CTH Road BB.

Motion by Murphy to approve the Task Order Contract with MSA as presented, seconded by Valencia. **Motion** carried with a voice vote of 7-0-0.

9.II. Board of Review

Williams reported they met to adjourn to a letter date when open and book and board of review will take place.

9.III. Library Planning Committee

Ratcliff reported they discussed the free little libraries and the map, they are also working on community outreach and developing survey questions, they will be meeting twice a month with the next meeting being June 24th.

9.IV. Ad Hoc Glacial Drumlin Bike Path Committee

Valencia reported picked a chair of the committee which will be Valencia, they discussed have a public meeting at the location on July 30th in the parking lot on Clark Street. The final plan is due January 2021 with construction in 2021. The next meeting will be July 9th at 4:30 pm in the Clark Street parking lot.

9.V. Ad-Hoc Sustainability Committee

Murphy reported they discussed the vision and mission statements of the committee, a spreadsheet that Nick developed with ideas of things that they can do and things that have been done in the Village, and the development of a website and social media presence.

a. Discuss and consider recommendation from Ad-Hoc Sustainability Committee to work with staff to develop a Sustainability page on the Village website.

Motion by Ratcliff to approve the recommendation from the Ad-Hoc Sustainability Committee to allocate staff time, seconded by Valencia. **Motion** carried with a voice vote of 7-0-0.

b. Discuss and consider recommendation from Ad-Hoc Sustainability Committee for Vision and Mission Statements.

Motion by Ratcliff to approve the recommendation from the Ad-Hoc Sustainability Committee for the Vision and Mission statements, seconded by VanderVelde. **Motion** carried with a voice vote of 7-0-0.

9.VI. Utility Commission

Murphy reported they discussed the 2019 Compliance Maintenance Annual report and approved the continuation of PSN fee absorption for online utility bill payments.

9.VII. Plan Commission

Williams reported they discussed the Atwell Hotel, approved the site plan amendment for Farris Auto, discussed the letter from the Town of Sun Prairie, discussed the public hearing for the draft comprehensive plan, and they discussed the deadline for CSM and changing the ordinance the next meeting will be July 15th.

a. Discuss and Consider A Request from Huston Hotel Group, LLC For Approval of a Precise Implementation Plan for An Atwell Suites Hotel At 4672 County Highway TT.

Motion by Valencia to approve the Precise Implementation Plan for an Atwell Suites Hotel at 4672 County Highway TT with conditions in staff reports, seconded by Lennberg. **Motion** carried with a voice vote of 7-0-0.

b. Discuss and Consider Request from Farris Auto for Site Plan Amendment for Property At 212 W. Cottage Grove Road.

Motion by Murphy to approve the site plan amendment for Farris Auto with removing the gable roof conditions approved by the Plan Commission, seconded by Valencia. **Motion** carried with a voice vote 6-1-0 with Ratcliff voting No.

c. Discuss and Consider Request from Town of Sun Prairie to Engage in Boundary Agreement Discussions.

Motion by Murphy to engage with the Town of Sun Prairie for boundary agreement discussions, seconded by Valencia. **Motion** carried with a voice vote of 7-0-0.

10. Reports from Village Officers

a. Stafford Rosenbaum

i. Legal briefings/status updates

No report

b. COVID-19 update

Giese reported that not much to report other than moving forward with the reopen.

Chief Layber reported it is business as usual and trying to proceed as normal.

Lieutenant Wagner reported that we have moved into phase 2 and currently we have tracked \$12,126.77 in COVID-19 related expenses.

Larson had nothing new to report.

Brusegar reported that phase 2 will have playgrounds open and they are working on getting them sanitized.

11. Communications and Miscellaneous Business

a. Consider approval of vouchers.

Motion by Ratcliff to approve the Village portion of the vouchers in the amount of \$235,679.77, seconded by Allen. The check sequence goes from check #47160 and from check #47210 to check #47261. **Motion** carried with a voice vote of 7-0-0.

b. Correspondence

Colonial Club is looking for drivers to deliver meals, the Village of Cottage Grove is ranked 16th safest cities in Wisconsin.

c. Upcoming community events-Strawberry Festival for the Colonial Club on June 20th.

i. Update from Cottage Grove Fire Department regarding fireworks on July 3rd.

Jason Kudrna was present to give a brief overview of the fireworks planned for July 3rd.

d. Discuss and consider future board meetings to be virtual or in-person meetings.

Motion by Allen to continue to have virtual meetings, seconded by VanderVelde. **Motion** carried with a voice vote of 7-0-0.

e. Future agenda items- Priorities list, Emergency Plan and ordinance

12. Closed Session: This Closed Session Is for Background Check from Two Operator's License Application (Alcohol Beverage License) Denial from The Police Department.

Closed Session: The Village of Cottage Grove Village Board will enter into Closed Session pursuant to Wisconsin State Statute §19.85(1)(f) considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par (b) applies which, if discussed in public would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data or involved in such problems or investigations.

Motion by Williams to enter into closed session at 9:27 p.m. for purposes of considering Background Check from Two Operator's License Application (Alcohol Beverage License) Denial from The Police Department. **Closed Session: The Village of Cottage Grove Village Board will enter into Closed Session pursuant to Wisconsin State Statute §19.85(1)(f) considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par (b) applies which, if discussed in public would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data or involved in such problems or investigations, seconded by Allen. Motion** carried with a roll call vote Allen AYE, Murphy AYE, Williams AYE, Ratcliff AYE, Valencia AYE, VanderVelde AYE.

13. Closed Session: For Purposes of Considering Village Administrator Mid-Year Evaluation.

The Village of Cottage Grove 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 has jurisdiction or exercises responsibility.

Motion by Williams to enter into closed session at 9:27 p.m. for 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 Allen. **Motion** carried with a roll call vote Allen AYE, Murphy AYE, Williams AYE, Ratcliff AYE, Valencia AYE, VanderVelde AYE.

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

Motion by Murphy to reconvene into open session at 10:48 p.m. seconded by Ratcliff. **Motion** carried with a roll call vote Allen AYE, Murphy AYE, Williams AYE, Ratcliff AYE, Valencia AYE, VanderVelde AYE.

Motion by Murphy to approve the operator license for Allyson Donohue for licensing year July 1, 2020 to June 30, 2021, seconded by Valencia. **Motion** carried with a voice vote of 6-0-0.

13. Adjournment

Motion by Ratcliff to adjourn at 10:51 p.m., seconded by VanderVelde. **Motion** carried with a voice vote of 6-0-0.

**Lisa Kalata, Clerk
Village of Cottage Grove
Approved: July 6, 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.