

**VILLAGE OF COTTAGE GROVE
VILLAGE BOARD OF TRUSTEES
Monday, September 20, 2021**

MINUTES

1. Call to order

Village President John Williams called the Village Board of Trustees to order at 6:30 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 VanderVelde. Staff present were Village Administrator Matt Giese, Village Clerk Lisa Kalata, Village Planner Erin Ruth, Public Works Director/Deputy Administrator JJ Larson, Parks Director Sean Brusegar, Police Chief Dan Layber, EMS Chief Eric Lang, Fire Chief Nick Archibald, Village Engineer Josh Straka, Village Attorney Rick Manthe 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 August 16, 2021 And Special Village Board of Trustees Meeting on September 2, 2021.

Motion by Allen to approve the August 16, 2021 and September 2, 2021 minutes are presented, seconded by VanderVelde. **Motion** carried with a voice vote of 7-0-0.

6. Presentations to The Board

a. Presentation by Greater Madison MPO regarding request their Regional Transportation Plan and request for MPO support in the Village's 2022 budget.

Bill Schaefer from MPO was present to give a brief overview of the organization and request support for the 2022 budget.

b. Presentation by Bob Power, Colonial Club regarding 2022 budget request.

Bob Power from Colonial Club was present to give a brief update and request support for 2022 budget.

7. New Business

a. Annual review of Village consultants and service providers.

1. Ehlers

Jonathan Statz from Ehlers was present to give an overview of the services provided to the Village.

2. Computer Magic- Was moved to the next meeting.

b. Discuss and consider Ordinance 09-2021 re: Crossing Guards.

Motion by VanderVelde to approve Ordinance 09-2021, seconded by Valencia. **Motion** carried with a voice vote of 7-0-0.

8. Reports from Village Boards, Commissions & Committees

8.I. Finance & Personnel Committee

Jonathan Statz from Elhers was present to give an update to the Financial Management Plan for 2022-2026.

a. Discuss and consider update to the Financial Management Plan For 2022-2026.

Motion by Valencia to approve the Financial Management Plan for 2022-2026 without the facility items, seconded by Murphy. **Motion** carried with a voice vote 6-1-0 with Allen voting No.

8.II. Ad Hoc Housing Task Force

VanderVelde reported that Megan Schuetz from Movin Out gave a presentation and Ruth presented eviction data.

8.III. Law Enforcement Committee

Williams reported they discussed the 2022 budget, the speed limit on County N and approved changing the speed limit and they reviewed the normal reports.

a. Discuss and consider speed limit change on County N to Gaston Road.

Motion by VanderVelde to approve the speed limit change on County N to Gaston Road, seconded by Valencia.

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

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

Valencia reported they looked at holidays for non-union staff and decided to have Martin Luther King Day replace the Spring Holiday and they discussed the meeting dates on holidays. They also approved the committee vision.

8.V. Parks, Recreation & Forestry Committee

Murphy reported they discussed the skate park, approved the repair of damaged electrical line and approve the suspension of park hours.

a. Discuss and consider suspending park hours on October 2nd to allow Boy Scout Pack 145 to have a campout at Fireman's Park near the Lions shelter.

Motion by VanderVelde to approve the request from Boy Scout Pack 145 on October 2nd in Fireman's park, seconded by Ratcliff. **Motion** carried with a voice vote of 7-0-0.

8.VI. Public Works & Properties Committee

Williams reported they were updated on the bike path and Clark and Grove Street along with an update on Buss Rd. They also discussed the roundabouts and how to clean them up.

8.VII. Utility Commission

Murphy reported they discussed the continuation of the rain barrel project and future extensions of utilities along Vilas Rd.

8.VIII. Ad Hoc Architectural Review Committee

Williams reported they approved the items for JEK CRE that then went to the Plan Commission for approval.

8.IX. Community Development Authority

Valencia reported they discussed the 2022 budget request to continue the marketing project.

8.X. Library Planning Committee

Ratcliff reported they discussed the DPI letter and the need to form a Library Board.

a. Discuss and consider formation of the Library Board.

Motion by Valencia to approve the formation of the Library Board, seconded by Peterson. **Motion** carried with a voice vote of 5-2-0 with Williams and Allen voting No.

8.XI. Ordinance Review Committee

Murphy reported they discussed the two ordinances and approved them.

a. Discuss and consider Chapter 12-15 Library Board- This action was done in item 8X.a.

b. Discuss and consider Chapter 239 Canvassers and Transient Merchants

Motion by Valencia to approve Chapter 239 Canvassers and Transient Merchants with the changes discussed, seconded by Peterson. **Motion** carried with a voice vote of 7-0-0.

8.XII. Deer-Grove EMS Commission

Allen reported they discussed the YTD calls, the collective bargaining agreement has been reached, PAA has contacted the board members and EMS Chief and they approved the contact with lifequest. The next meeting is October 21st.

a. Discuss and consider Deer-Grove EMS 2022 budget request.

Motion by Murphy to approve the 2022 budget request, seconded by Peterson. **Motion** carried with a voice vote of 7-0-0.

8.XIII. Plan Commission

a. Discuss and Consider A Request for Site Plan Amendment Approval from JEK CRE For A Multi-Tenant Retail Building on Parcel #0711-041-2020-1 Located at The NE Corner of Highway N and Limestone Pass.

Motion by Valencia to approve the Site Plan Amendment for JEK CRE with conditions in staff reports, seconded by Allen. **Motion** carried by voice vote of 7-0-0.

b. Discuss and Consider A Request from JEK CRE For Approval of a Certified Survey Map to Divide Parcel #0711-041-2020-1, Creating Lot 1 (2.844 Acres) And Lot 2 (2.776 Acres).

Motion by Valencia to approve the CSM from JEK CRE, seconded by Allen. **Motion** carried with a voice vote of 7-0-0.

c. Discuss and Consider A Request from JEK CRE For Approval of a Conditional Use Permit to Construct A Drive-Through as Part of a Proposed Multi-Tenant Retail Building on Parcel #0711-041-2020-1 Located at The NE Corner of Highway N and Limestone Pass.

Motion by Valencia to approve the Conditional Use Permit as presented, seconded by Allen. **Motion** carried with a voice vote of 7-0-0.

d. Discuss and Consider A Proposed Zoning Ordinance Amendment to Eliminate 325-88(L) Related to Fence Permits.

Motion by VanderVelde to approve the zoning ordinance amendment to eliminate 325-88(L) related to fence permits, seconded by Peterson. **Motion** carried with a voice vote of 7-0-0.

9. Reports from Village Officers

a. President John Williams

i. Nomination of Britt Leach to the Tourism Commission

ii. Nomination of Jim Elmore, Kim Sale and Bonnie Tennant to the Zoning Board of Appeals

Motion by Ratcliff to approve the above nominations, seconded by Allen. **Motion** carried with a voice vote of 7-0-0.

b. Trustee Heidi Murphy

i. Update on Christmas in the Grove Parade- Murphy reported they will be having the parade and the same route as last year. It will be the first Friday in December.

c. Village Administrator Matt Giese

i. Summary of Finance Director Recruitment and introduction of newly selected Finance Director Alicia Richmond-Giese updated the board on the process and decision to hire Alicia Richmond.

ii. Discuss and consider nomination of Finance Director Alicia Richmond to be appointed to serve as the Statutory Treasurer of the Village.

Motion by Williams to approve the nomination of Finance Director Alicia Richmond to be appointed to serve as the Statutory Treasurer of the Village, seconded by Ratcliff. **Motion** carried with a voice vote of 7-0-0.

d. Stafford Rosenbaum

i. Legal briefings/status updates- no report

e. Fire Chief Nick Archibald- Chief Archibald gave a brief overview of the report submitted.

10. Communications and Miscellaneous Business

a. Consider approval of vouchers.

Motion by VanderVelde to approve the Village portion of the vouchers as presented in the amount of \$776,845.37 seconded by Peterson. The check sequence goes from check #48984 to #49044 and check #49045 to #49100. **Motion** carried with a voice vote of 7-0-0.

b. Correspondence- Emails for support of Library Board and Skate Park to the Village Board

c. Upcoming Community Events- Christmas in the Grove, Optimist Club Euchre tournament at VFW Post 7591 on October 2nd.

d. Future agenda items- Nomination of Library Board, Presentation by FGM Architects

11. Closed Session: This Closed Session Is for Negotiations Regarding Development Incentives in TID #10. 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 10:14 pm to negotiations regarding development incentives in TID #10. 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, Ratcliff AYE, Valencia AYE, VanderVelde AYE, Williams AYE.

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

Motion by Ratcliff to reconvene into open session at 10:59 pm, seconded by VanderVelde. **Motion** carried with a roll call vote Allen AYE, Murphy AYE, Peterson AYE, Ratcliff AYE, Valencia AYE, VanderVelde AYE, Williams AYE.

13. Adjournment

Motion by Murphy to adjourn at 10:59 p.m., seconded by Allen. **Motion** carried with a voice vote of 7-0-0.

**Lisa Kalata, Clerk
Village of Cottage Grove
Approved: October 4, 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.