

**VILLAGE OF COTTAGE GROVE  
VILLAGE BOARD OF TRUSTEES  
Monday, October 3, 2022**

**MINUTES**

**1. Call to order**

Village President Williams called the Village Board of Trustees to order at 6:32 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, Deputy Public Works Director Brian Peterson, Communications Manager Gabe Altenbernd, Finance Director Cameron Sawyer, Josh Straka and Village Attorney Larry Konopacki.

**3. Pledge of Allegiance.**

**4. PUBLIC APPEARANCES – *Public's opportunity to speak***

Paul VanderVelde- 209 Cory Lane was present express concern with the library process and the level of transparency and information about the library before it would come as a referendum.

Troy Allen- 400 Southing Grange was present to express concerns with the library and the fiscal responsibility.

**5. Discuss and Consider the Minutes of The Regular Village Board Meeting on September 19, 2022, and September 26, 2022, Special Village Board Meeting.**

**Motion** by Murphy to approve the minutes from September 19, 2022, and September 26, 2022, seconded by Ballweg.

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

**6. Presentations to The Board**

**a. 2022 Overview of Village Development**

Giese, Ruth and Altenbernd gave a development and communications overview.

**7. Unfinished Business**

**a. Discuss and consider 2022 update to the Financial Management Plan.**

Greg Johnson and Jonathan Schatz from Ehlers were present to give an update from the presentation from last week. **Motion** by Ratcliff to table, seconded by Murphy. **Motion** carried with a voice vote of 6-0-0.

**b. Discuss and consider Ordinance 07-2022 Re: fertilizer application.**

Ratcliff had concerns with the 10 days to comply as the fertilizer could be washed away by then. Attorney Konopacki had drafted an amendment to include the following: For purposes of enforcement of this restriction, the Law Enforcement Department may proceed directly to enforcement under Section 250-6 without first issuing an order under Section 250-4 or by issuing an order under Section 250-4 requiring compliance in less than 10 days.

**Motion** Ratcliff to approve Ordinance 07-2022 with amendments above, seconded by Ballweg. **Motion** carried with a voice vote of 6-0-0.

**8. New Business**

**a. Annual review of Village consultants and service providers.**

**1. Ehlers**

Jonathan Schatz from Ehlers provided a brief overview of the services provided to the Village.

**2. General Engineering Company**

Mark Jankowski and Jim Trebian provided a brief overview of the services provided to the Village.

**b. Discuss and consider Village Office hours.**

**Motion** by Murphy to approve a change to regular Village office hours to Monday-Thursday 8:00 am to 4:30 pm and Friday 8:00 am to 2:00 pm, seconded by Stoa. **Motion** carried with a voice vote of 6-0-0.

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

**9.I. Peer Court Steering Committee**

No report

**9.II. Tourism Commission**

Ratcliff reported they discussed the centennial with Distillery, and they discussed the room tax usage with Attorney Rick Manthe.

**9.III. Library Board**

Cindi Kelm-Nelson reported they discussed the 2023 budget request and formed various committees. The next meeting is October 19<sup>th</sup>.

**9.IV. Natvig Landfill Monitoring Review Committee**

No report

**9.V. Law Enforcement Committee**

Williams reported they discussed the budget and will finalize it at the October meeting. The calls are up, and the Detective and SRO are very busy.

#### **9.VI. Police Commission**

Giese reported that there are 30 applications for the Chief position. They continue to work with the recruiter to narrow the applicants and will invite the finalist to come visit the community. Their goal is to have an offer by early November.

#### **9.VII. Community Development Authority**

Valencia reported they discussed the 2023 budget and approved the street banners from this year's budget.

#### **9.VIII. Parks, Recreation & Forestry Committee**

Murphy reported they continue to work on the Parks and Open Space plan, and they discussed the capital projects and 2023 budget. They also discussed a team placement request policy.

#### **10. Reports from Village Officers**

##### **a. Village Attorney**

**i. Legal briefings/status updates** -Attorney Konopacki indicated that they are working on a boundary issue in the Shady Grove subdivision. There may be a swap of property at the end of a road.

##### **b. Communications Manager**

**i. Communications update-** Altenbernd reported that the UniverCity projects have been approved and they will continue to work with staff on the projects in the coming years. The staff portal has been created and utilized by employees. A future portal will be created for the Village Trustees. Staff has been working on getting quotes for upgraded microphones for the boardroom, a memo will be coming. The New Resident Guide has been updated and be on the website. A letter for all new residents will be mailed out as well.

**ii. Discuss and consider change in job title for Cable TV Coordinator position.**

**Motion** by Valencia to approve the change in job title for Cable TV Coordinator position as presented, seconded by Murphy. **Motion** carried with a voice vote of 7-0-0.

#### **11. Communications and Miscellaneous Business**

##### **a. Consider approval of vouchers.**

**Motion** by Ratcliff to approve the vouchers as presented in the amount of \$1,453,933.72, seconded by Valencia. The check sequence goes from check #50721 to #50777. **Motion** carried with a voice vote of 6-0-0.

##### **b. Correspondence – none**

**c. Upcoming Community Events-** Last farmers market is this Thursday. Friends of the Library event on Sunday, October 9<sup>th</sup> at Glacial Drumlin School, Friends of the Library even on Thursday, October 13<sup>th</sup> at Doundrins. Badger Realty re-Grand Opening on October 6<sup>th</sup>, Monona Grove Education fundraiser Saturday October 8<sup>th</sup> at 10 am, PTO Fall Fest in two weeks.

#### **12. 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 9:39 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.

#### **13. Closed Session: This Closed Session Is for Land Sale Negotiations in TID #5. 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 9:40 p.m. for Land Sale Negotiations in TID #5. 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 Specified Public Business, Whenever Competitive or Bargaining Reasons Require a Closed Session, seconded by Ballweg. **Motion** carried with a roll call vote Ballweg AYE, Murphy AYE, Ratcliff AYE, Stoa, AYE, Valencia AYE, Williams AYE.

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

**Motion** by Ratcliff to reconvene into open session at 10:30 pm, seconded by Ballweg. **Motion** carried with a roll call vote Ballweg AYE, Murphy AYE, Ratcliff AYE, Stoa, AYE, Valencia AYE, Williams AYE.

**Motion** by Murphy to counter One Community Bank offer by eliminating Village responsibility for constructing and funding of Landmark median improvements and reducing purchase price by \$15,000, seconded by Ratcliff.

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

**15. Adjournment**

**Motion** by Ratcliff to adjourn at 10:34p.m., seconded by Ballweg. **Motion** carried with a voice vote of 6-0-0.

**Lisa Kalata, Village Clerk**

**Village of Cottage Grove**

**Approved: October 17, 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.**