

**VILLAGE OF COTTAGE GROVE
VILLAGE BOARD OF TRUSTEES
Monday, October 17, 2022**

MINUTES

1. Call to order

Village President Williams called the Village Board of Trustees to order at 6:30 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, David Peterson, Heidi Murphy, Melissa Ratcliff, Chris Stoa, Sarah Valencia. 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, Communications Manager Gabe Altenbernd, Finance Director Cameron Sawyer, Fire Chief Nick Archibald, Village Engineer Kyela Specht 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 October 3, 2022.

Motion by Ratcliff to approve the minutes from October 3, 2022, Village Board meeting, seconded by Murphy. **Motion** carried with a voice vote of 7-0-0.

6. Unfinished Business

a. Discuss next steps regarding Village facilities planning.

Murphy explained the memo in the packet and after discussion it was requested to have staff work with FGM for the initial conversation and request them to come to a Village Board meeting and invite the Library Board.

7. New Business

a. Annual review of Village consultants and service providers.

1. Baker Tilly

Amanda Blomberg from Baker Tilly provided a brief overview of the services provided to the Village.

b. Discuss and consider Proclamation for recognition of the Cottage Grove Fire Department.

Motion by Murphy to approve the proclamation for recognition of the Cottage Grove Fire Department, seconded by Peterson. **Motion** carried with a voice vote of 7-0-0.

8. Reports from Village Boards, Commissions & Committees

8.I. Public Works, Properties and Sustainability Committee

Murphy reported that a resident was present to ask about drainage area behind his property. They also discussed the solar panel project at the MSB and they approved the 2023 budget. They also discussed the director and engineer reports. The next meeting is November 1st.

8.III. Joint Fire Department Committee

Peterson reported the Chief gave a report. They discussed the EMS repair fund balance and the projects to be completed for 2022. They discussed the 2023 EMS building budget and decided to leave the same as last year. They also discussed the 2023 Jt Fire Department budget.

a. Discuss the possibility of replacement of Ladder 1 prior to CGFD planned replacement year of 2028.

Chief Archibald was present to explain the cost of replacing Ladder 1 and inflation on current equipment.

8.IV. Community Development Authority

Peterson reported that they discussed the website and video concepts with Distillery. They also discussed the 2023 budget request.

8.V. Utility Commission

Stoa reported they discussed the master plan and future projects. They also had an update on developments in the Village.

8.VI. Plan Commission

a. Discuss and Consider an Application from Matt Krogman to Amend an Existing Conditional Use Permit for an 'In-Vehicle Sales and Service' Land Use At 110 Limestone Pass to Allow a Second Drive-Through.

Motion by Valencia to approve the amended conditional use permit for Matt Krogman for an 'In-Vehicle Sales and Service' land use at 110 Limestone Pass to allow for a second drive-through with conditions in the staff action report, seconded by Ratcliff. **Motion** carried with a voice vote of 7-0-0.

b. Discuss and Consider an Application from Matt Krogman to Amend an Existing Site Plan to Allow a Second Drive-Through At 110 Limestone Pass.

Motion by Valencia to approve the amendment for an existing site plan for Matt Krogman to allow a second drive-through at 110 Limestone Pass, seconded by Peterson. **Motion** carried with a voice vote of 7-0-0.

c. Discuss and Consider an Application from Cleary Building for Approval of a Conditional Use Permit Allow Construction of An Accessory Building in Excess Of 1,000 Sq. Ft. At 4207 Vilas Road.

Motion by Valencia to approve a conditional use permit to allow construction of an accessory building in excess of 1,000 sq. ft. at 4207 Vilas Road with conditions in the staff action report, seconded by Ratcliff. **Motion** carried with a voice vote of 7-0-0.

8.VII. Ad Hoc Architectural Review Committee

Williams reported they discussed the 110 Limestone Pass project and the committee approved with conditions.

8.VIII. Police Commission

Giese report the Police Commission will be interviewing semi-finalist this week and next week there will be a community forum for the finalist to meet the community.

9. Reports from Village Officers

a. Village Attorney

i. Legal briefings/status updates -Attorney Konopacki addressed a question that comes up at various communities regarding public comment. If a Trustee has a question, you can ask but it should not be a back-and-forth conversation.

b. Finance Director

i. 3rd Quarter Financial Reports – Sawyer gave a brief update on the 3rd quarter financials.

10. Communications and Miscellaneous Business

a. Consider approval of vouchers.

Motion by Ratcliff to approve the vouchers as presented in the amount of \$59,035.23, seconded by Peterson. The check sequence goes from check #50778 to #50824. **Motion** carried with a voice vote of 7-0-0.

b. Correspondence – Parking question along Taylor St and update from the Library Board

c. Upcoming Community Events- Trick or Treat hours for October 31st are 4:30 pm to 7:00 pm. Fundraiser at Colonial Club on November 4th.

d. Future agenda items- FGM availability for next meeting. November 7th Village Board meeting is a virtual meeting only due to the election. The Budget Workshop is November 15th.

11. Closed Session: This Closed Session Is Regarding Employee Discipline.

The Village of Cottage Grove Village Board will enter Closed Session pursuant to Wisconsin State Statute §19.85 (g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.

Motion by Williams to enter closed session at 8:10 p.m. to The Village of Cottage Grove Village Board will enter Closed Session pursuant to Wisconsin State Statute §19.85 (g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved, seconded by Ratcliff. **Motion** carried with a roll call vote Ballweg AYE, Murphy AYE, Peterson AYE, Ratcliff AYE, Stoa AYE, Valencia AYE, Williams AYE.

13. 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 Closed Session 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 closed session at 8:11 p.m. to Establish Negotiating Position Regarding Deer-Grove EMS District and Joint Fire Agreements. The Village of Cottage Grove Village Board will enter Closed Session 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, Peterson 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 10:22 pm, seconded by Ballweg. **Motion** carried with a roll call vote Ballweg AYE, Murphy AYE, Peterson AYE, Ratcliff AYE, Stoa, AYE, Valencia AYE, Williams AYE. **Motion** by Murphy to accept the resignation agreement dated October 5, 2022, seconded by Peterson. Motion carried with a voice vote of 7-0-0.

Motion by Murphy to approve the Village Administrator merit increase of 3% and a 6% bonus, seconded by Peterson. **Motion** carried with a voice vote of 7-0-0.

15. Adjournment

Motion by Murphy to adjourn at 10:24p.m., seconded by Ballweg. **Motion** carried with a voice vote of 7-0-0.

Lisa Kalata, Village Clerk
Village of Cottage Grove
Approved: November 7, 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.