

**VILLAGE OF COTTAGE GROVE
VILLAGE BOARD OF TRUSTEES
Monday, October 18, 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, Deputy Administrator/Public Works Director JJ Larson, Finance Director Alicia Richmond, Administrative Assistant Sarah Haltaufderheide, Village Planner Erin Ruth, Parks Director Sean Brusegar, Police Chief Dan Layber, Police Lieutenant Matt Wagner, Village Attorneys Larry Konopacki and Rick Manthe, Village Engineer Josh Straka, and Deer-Grove EMS Chief Nick Archibald.

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 4, 2021.

Motion by Peterson to approve the minutes from October 4, 2021, seconded by Valencia. **Motion** carried with a voice vote of 6-0-1, with Vandervelde abstaining.

6. Presentations to the Board

a. Presentation by FGM Architects regarding Village Space Needs Assessment and Facility Analysis.

Presentation given by Andrew Mayo and Brian Meade from FGM Architects on the findings of the Village space needs assessment and facility analysis.

7. New Business

a. Discuss and consider directing staff to release a Request for Proposals regarding IT services.

Motion by Vandervelde to direct staff to release a request for proposal for IT services, seconded by Peterson.

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

b. Annual review of Village consultants and service providers.

1. Stafford Rosenbaum – Larry Konopacki and Rick Manthe were present to give a brief review of services provided.

8. Reports from Village Boards, Commissions & Committees

8.I. Public Works & Properties Committee – Williams gave update from 10/5/21 meeting. Clark and Grove Street project moving along nicely. BB/Buss road waiting on traffic signals. Talked about repaving projects and budget for 2022. Next meeting scheduled for 11/2/21.

8.II. Community Development Authority – Valencia reported that they are continuing to work with Distillery on the marketing project.

8.III. Ad-Hoc Sustainability Committee – Murphy reported they discussed 2022 budget and working on a bike map for bike paths for the next community guide. Next meeting scheduled for 11/9/21

8.IV. Utility Commission – Murphy reported they talked about financials and ARPA funds project proposals.

8.V. Plan Commission

a. Discuss and Consider A Request for Site Plan Approval from Jump Around Gymnastics for an approximately 11,000 Sq. Ft. Gymnastics Facility at 202 Limestone Pass, Lot 16 of Commerce Park.

Motion by Ratcliff to table request for site plan approval from Jump Around Gymnastics for an approximately 11,000 sq ft gymnastics facility at 202 Limestone Pass until the November 1, 2021 meeting, seconded by Peterson. **Motion** carried with a voice vote of 7-0-0.

b. Discuss and Consider a Request from Jump Around Gymnastics for Approval of a Conditional use Permit for an Indoor Institutional Land use (Gymnastics Facility) at 202 Limestone Pass.

Motion by Ratcliff to table request from Jump Around Gymnastics for approval of a conditional use permit for an Indoor Institutional Land until November 1st meeting, seconded by Peterson. **Motion** carried with a voice vote of 7-0-0.

c. Discuss and Consider a Proposed Ordinance Amendment to Establish a Deadline for Appeals to The Board of Appeals.

Motion by Valencia to approve, proposed ordinance amendment to establish a deadline for appeals to the Board of Appeals, seconded by VanderVelde. **Motion** carried with a voice vote of 7-0-0.

8.VI. Ad Hoc Architectural Review Committee - Williams reported that the committee reviewed the site plan for Jump Around Gymnastic and would like to see a few changes and review the plan again, but in favor of the project. Next meeting scheduled for 10/25/21.

8.VII. Joint Review Board - Williams reported Ehlers gave an update on how TIDS are performing.

9. Reports from Village Officers

a. President John Williams

i. Nomination of Stefan Wahe and Stephanie Rossing to the Library Board.

Motion by Ratcliff to approve the above nominations for a three-year term for both, seconded by Peterson.

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

b. Stafford Rosenbaum

i. Legal briefings/status updates- no report

c. Fire Chief Nick Archibald – Chief Archibald gave a brief update on his monthly report, currently they have 37 members and calls to date are 258.

10. Communications and Miscellaneous Business

a. Consider approval of vouchers.

Motion by VanderVelde to approve the vouchers as presented in the amount of \$73,086.18 seconded by Valencia. The check sequence goes from check #49159 to 49212. **Motion** carried with a voice vote of 7-0-0.

b. Correspondence – Several came in about the proposed Alliant Substation project that were sent to the board members

c. Upcoming Community Events- Lunch and Learn for CARPC @ noon 10/21, Trick or Treating on 10/31/21 from 4:30-7

d. Future agenda items- consultant service provider reviews, development presentation from staff, and discuss Ad Hoc Facility Study Committee

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.

12. Closed Session: This Closed Session If for Village Administrator Performance Evaluation and Contract for Services. 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 has jurisdiction or exercises responsibility.

Motion by Williams to enter in to closed session at 8:44 pm for negotiations regarding development incentives in TID #10 and for Village Administrator performance evolution and contract for services, seconded by Allen.

Motion carried with a roll call vote Allen AYE, Murphy AYE, Peterson AYE, Ratcliff AYE, Valencia AYE, VanDer Velde AYE, Williams AYE.

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

Motion by Williams to reconvene into open session at 10:01pm, seconded by Ratcliff. **Motion** carried with a roll call vote Ratcliff AYE, Allen AYE, Valencia AYE, Murphy AYE, Vander Velde AYE, Peterson AYE, Williams AYE.

Motion by Ratcliff to approve Village Administrator a 2021 bonus of 5%, merit increase of 1.5% and COLA of 5.9% for 2022 and amend Administrator's current contract so that the sick leave section references the Village Employee Handbook second by VanderVelde. **Motion** carried with a voice vote of 7-0-0.

14. Adjournment

Motion by Allen to adjourn at 10:07 p.m., seconded by Peterson. **Motion** carried with a voice vote of 7-0-0.

Sarah Haltaufderheide, Administrative Assistant

Village of Cottage Grove

Approved: November 1, 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.