

**VILLAGE OF COTTAGE GROVE**  
**VILLAGE BOARD OF TRUSTEES**  
**Monday, November 15, 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, Village Clerk Lisa Kalata, Village Planner Erin Ruth, Parks Director Sean Brusegar, Police Chief Dan Layber, Police Lieutenant Matt Wagner, Village Attorney Rick Manthe and Village Engineer Josh Straka.

**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 November 1, 2021.**

**Motion** by Allen to approve the minutes from November 1, 2021, seconded by Peterson. **Motion** carried with a voice vote of 7-0-0.

**6. Unfinished Business**

**a. Discuss and consider Development Agreement regarding Jump Around Gymnastics.**

**Motion** by Valencia to approve the development agreement regarding Jump Around Gymnastics with edits from Village Attorney, seconded by Peterson. **Motion** carried with a voice vote of 7-0-0.

**7. New Business**

**a. Discuss student representatives serving on Village committees.**

Ratcliff provided a memo with an explanation of the idea of having students serve as committee members on DEI and Parks & Rec Committees. She would like the chairs to bring to those committees to see if they approve and if so then it would come back to Village Board for more discussion and possible approval.

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

**8.I. Public Works & Properties Committee**

Williams reported they discussed the Clark St project and the next steps for the 2022 project to complete Clark St. Buss and BB lights are going up this week. They discussed the repaving program and the FGM architect facility study.

**8.II. Finance & Personnel Committee**

Williams reported they reviewed the 2022 budget and recommended approval of the Administrator’s cuts along with cutting the EV charging stations at the MSB.

**8.III. Community Development Authority**

Valencia reported they discussed the marketing plans for 2022.

**8.IV. Ad-Hoc Sustainability Committee**

Murphy reported they discussed the budget process and the facility report. They are working on applying for a grant and will have more information at the December meeting. They approved a letter to go to residents that have installed solar.

**8.V. Plan Commission**

**a. Discuss and Consider Application for A Site Plan Amendment from Hydrite Chemical Co. To Construct an Extension to An Existing Canopy on Their Maintenance Building Located At 114 N. Main Street.**

**Motion** by Vandervelde to approve the site plan amendment from Hydrite Chemical Co. to construct an extension to an existing canopy on their maintenance building located at 114 N. Main St, seconded by Peterson. **Motion** carried with a voice vote of 7-0-0.

Williams reported they discussed a zoning amendment for electrical and the committee agreed to move that forward for Ruth to continue working on the changes.

**9. Reports from Village Officers**

**a. John Williams**

**i. Nomination of Mikayla Krueger to the Diversity, Equity and Inclusion Committee**

**ii. Nomination of Kara Aaberg and Paula Severson to the Tourism Commission.**

**Motion** by Ratcliff to approve Mikayla Krueger, Kara Aaberg and Paula Severson to the respected committees, seconded by Peterson. **Motion** carried with a voice vote of 7-0-0.

**b. Stafford Rosenbaum**

**i. Legal briefings/status updates-** no report

**10. Communications and Miscellaneous Business**

**a. Consider approval of vouchers.**

**Motion** by Ratcliff to approve the vouchers as presented in the amount of \$250,574.26 seconded by Allen. The check sequence goes from check #49280 to #49331. **Motion** carried with a voice vote of 7-0-0.

**b. Correspondence – none**

**c. Upcoming Community Events-** Christmas in the Grove, Comfort Suites grand opening

**d. Future agenda items-** Budget public hearing.

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

**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 in to closed session at 7:10 p.m. for background check from an operator's license application denial from the Police Department, 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 Allen to reconvene into open session at 7:39 p.m., seconded by Ratcliff. **Motion** carried with a roll call vote Ratcliff AYE, Allen AYE, Valencia AYE, Murphy AYE, Vandervelde AYE, Peterson AYE, Williams AYE.

**Motion** by Valencia to approve the operator license for Allyson Donohue, seconded by Vandervelde. **Motion** carried with a voice vote of 6-1-0 with Allen voting No.

**13. Adjournment**

**Motion** by Allen to adjourn at 7:42 p.m., seconded by Ratcliff. **Motion** carried with a voice vote of 7-0-0.

**Lisa Kalata, Village Clerk**

**Village of Cottage Grove**

**Approved: December 6, 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.**