

**VILLAGE OF COTTAGE GROVE  
VILLAGE BOARD OF TRUSTEES  
Monday, November 4, 2019**

**MINUTES**

**1. Call to order**

Village President John Williams called the Village Board of Trustees to order at 6:30 pm.

**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: Troy Allen, Jeff Lennberg, Heidi Murphy, Melissa Ratcliff, Jon Russell, Sarah Valencia and John Williams. Staff present were Village Administrator Matt Giese, Village Clerk Lisa Kalata, Village Planner Erin Ruth, Public Works Director JJ Larson, Parks, Recreation & Forestry Director Sean Brusegar, Village Treasurer Deb Winter, Police Chief Dan Layber, and Village Attorney Leighton Boushea.

**3. Pledge of Allegiance.**

**4. PUBLIC APPEARANCES** – *Public's opportunity to speak about any subject that is not a specific agenda item.*  
None

**5. Discuss and Consider the Minutes of The Regular Village Board Meeting on October 21, 2019 And the Budget Workshop on October 28, 2019.**

Valencia indicated that the vote on the October 28, 2019 minutes in item 6a. should be 6-1-0 with Allen Voting No not 6-0-1 with Allen voting No. **Motion** by Allen to approve the minutes for October 21, 2019 and October 28, 2019 with revisions as indicated, seconded by Valencia. **Motion** carried with a voice vote of 7-0-0.

**6. Presentations to The Board**

**a. Presentation by Briarpatch Youth Services.**

Jay Kiefer and Ciarra Grobe from Briarpatch Youth Services were present to discuss the current services provided to Cottage Grove and the new system of restorative justice. The peer court model has served the community well, but as time changes and with more research a restorative justice approach may be more supportive for the youth. Jay Kiefer also requested that traffic violations are not referred to peer court and would also like to change the name in the contract to restorative justice, which Attorney Boushea indicated that the changes in language would be removed from the contract and passed along to the Municipal Judge.

**b. Presentation by Village Clerk on redesign of website.**

Kalata gave a presentation on the redesign of the website and presented some of the features in updated websites from Civicplus. The project will start in February of 2020 and will take six to eight months to complete. Updates will be given to the board as the project progresses.

**7. Unfinished Business**

**a. Discuss and consider 2020 contract for services for Colonial Club (this item was tabled at the October 21, 2019 Village Board of Trustees meeting).**

**Motion** by Lennberg to take item 7a. off the table, seconded by Murphy. **Motion** carried with a voice vote of 7-0-0. Attorney Boushea indicated that the language changes that had been provided by Colonial Club have been incorporated into the contract. Valencia indicated that language to include an annual report should be included in the contract. **Motion** by Valencia to approve the 2020 contract for Colonial Club with revisions in italic and to include the annual report language, seconded by Russell. **Motion** carried with a voice vote of 7-0-0.

**b. Discuss position description for Emergency Management Director.**

Giese explained the job description and indicated that it was most rational to have the position under the police department. Allen asked if there should be a requirement that the person lives within a certain mile radius to the Village, which Giese indicated that they could include the same language that is in the Police Department contract. **Motion** by Valencia to approve the Emergency Management Director job description with revision of typo, adding the 30-minute radius requirement and have staff post the position, seconded by Murphy. **Motion** carried with a voice vote of 7-0-0.

**c. Discuss plans for a public event to light the water tower.**

Larson indicated that the light project has been completed and Utility Commission Chair Charlie Rogers would like to make the lighting a community event with the event to be November 20, 2019 @ 7:00 p.m. The board was in agreement with making the lighting a community event.

## **8. New Business**

### **a. Discuss and consider Operator License permit application for licensing year July 2019-June 2020 for Reyna Rodriguez.**

**Motion** by Russell to approve operator license for licensing year July 2019-June 2020 for Reyna Rodriguez, seconded by Ratcliff. **Motion** carried with a voice vote of 7-0-0.

### **b. Discuss and consider 2020 contract for services for Briarpatch Youth Services.**

**Motion** by Lennberg to approve the 2020 contract with the changes underlined with the removal of traffic referrals and correction of year being 2020 in article III A and replacing respondent with youth, seconded by Russell. **Motion** carried with a voice vote of 7-0-0.

### **c. Discuss and consider forming a Library Planning Commission.**

**Motion** by Allen to table to allow staff to get more information, seconded by Murphy. **Motion** failed with a voice of 2-5-0 with Lennberg, Murphy, Ratcliff, Russell and Valencia voting No. Ashley Hillman-436 W Clover Ln registered in favor of the library planning committee. Larry Schoenemann-205 Yarrow Hill Dr registered in favor of the library planning committee. Cindy Hasse (former Cottage Grove resident) emailed in favor of the library planning committee. Cynthia Kelm-Nelson-233 Forreston Dr spoke in support of the library planning committee. Ivory Ross-732 Chestnut Crest spoke in agreement with a library planning committee. Anne Schoenemann-205 Yarrow Hill Dr spoke in favor in forming a library planning committee. Anne spoke of the benefits to having a library in the community. This committee would be of no expense to the Village, as the Friends of the Library will provide any needs that they may have. Ratcliff indicated that she brought this forward to have public outreach to hear from residents of what they want in the future, as the community has changed in the last 10 years. Lennberg also reported that he heard from a lot of residents that they would like to have a library, as that is a central point that is missing in the community. Russell indicated that the committee is at no expense to the Village and they will do the leg work to poll the residents. Attorney Boushea asked if the board would be giving direction as to what is expected of the committee. Anne Schoenemann indicated that the DPI is very specific to how the process would work and it would be several months to gather information that would come back to the Village Board. Williams indicated that this was not in the priorities list or the five-year plan, that will need to be consider when they get information and also libraries are expensive to operate. Lennberg indicated that taxpayers already contribute \$250,000 each year toward library expenses. **Motion** by Valencia to form a library planning committee that would following the DPI structure in the document and having 5 members as one member being the School District Superintendent, one Trustee, one Friends of the Cottage Grove Library and 2 additional members, one of which can be a non-resident of the Village, seconded by Lennberg. **Motion** carried with a voice vote of 5-2-0 with Allen and Williams voting no.

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

### **9.I. Joint Fire Department Committee**

#### **a. Discuss and consider Fire Department's funding request for new brush truck.**

Russell explained that the committee recommended the purchase up to \$125,000 for the brush truck with \$100,000 coming from the Pleasant Spring contract and the additional expense being split between the town and village. Williams asked if this expense was in the capital expenditures, which Giese indicated that it was not. Chief Archibald was present to explain the use of the vehicle, and why they went back to it being a first response vehicle, which would have different equipment on it. Williams questioned if it would be used as a brush truck as well, which Chief Archibald indicated yes it would, which Williams commented that he liked the idea of having versatility for the vehicle. Murphy asked about the financial part on the Village, which Giese indicated that it would come out of cash reserves and capital fund. Valencia commented that they could approve the amount for purchase and would like to see the additional expense come out of the Pleasant Spring contract and would also like to see the contracts updated between the Town, Village and Fire Department. **Motion** by Russell to approve the \$12,500 for the purchase of the brush truck and redirect the Joint Fire Department Committee to reconsider using Pleasant Spring contract fund to cover the additional cost and then put the money from the sale of the old brush truck back into the Pleasant Spring contract fund, seconded by Lennberg. **Motion** carried with a voice vote of 7-0-0.

### **9.II. Law Enforcement Committee**

Williams reported they discussed a parking issue on Oak Street, and update on the purchase of exercise equipment was given and they discussed the monthly reports. Russell indicated that they discussed the Quick 50 program at the schools.

### **9.III. Community Development Authority**

Valencia reported they discussed the budget request for marketing that was also presented at the budget workshop.

### **9.IV. Ordinance Review Committee**

#### **a. Discuss and consider revisions to ordinance 109-16 (b) & (c); closing hours for the sale of alcohol beverages.**

Murphy reported that they discussed the ordinance revision for hours for the sale of alcohol and the current Village Ordinance does not follow the State Statute. Chief Layber indicated that the Police department is following State Statute. **Motion** by Ratcliff to approve the revisions to ordinance 109-16(b) & (c); closing hours for the sale of alcohol beverages, seconded by Russell. **Motion** carried with a voice vote of 7-0-0.

#### **b. Discuss and consider responsible bidder ordinance.**

Murphy reported that they will continue to work on this, and it may not be an ordinance it may be a guidance document. They will continue to work on this over the next few months as the next meeting will be in January 2020. **Motion** by Russell to table, seconded by Valencia. **Motion** carried with a voice vote of 7-0-0.

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

#### **a. President John Williams**

##### **i. Discuss and consider potential dates for next Joint Village/Town meeting.**

Williams reported that the Town has provided dates for the next Joint Village/Town meeting. There was discussion on the meeting and if they are productive, it was decided to wait on a date until the public meeting the Town is hosting on November 11, 2019. **Motion** by Ratcliff to table until the next meeting, seconded by Lennberg. **Motion** carried with a voice vote of 7-0-0.

#### **b. Attorney Lee Boushea**

##### **i. Legal briefings/status updates**

Attorney Boushea will discuss in closed session

### **11. Closed Session: 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 –Operator License Application; and 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. This closed session is for negotiations in TID #5; negotiate terms for Cottage Grove Commons developer agreement; and 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; Administrator's evaluation.**

**Motion** by Williams to enter into closed session at 8:37 p.m., seconded by Murphy. **Motion** carried with a roll call vote of Allen AYE, Lennberg AYE, Murphy AYE, Ratcliff AYE, Russell AYE, Valencia AYE, Williams AYE.

### **12. Reconvene into open session and possible consideration of closed session items.**

**Motion** by Ratcliff to reconvene into open session at 9:34 p.m., seconded by Murphy. **Motion** carried with a roll call vote of Allen AYE, Lennberg AYE, Murphy AYE, Ratcliff AYE, Russell AYE, Valencia AYE, Williams AYE.

**Motion** by Lennberg to approve operator license for Karli Nelson for the licensing year July 2019-June 2020, seconded by Russell. **Motion** carried with a voice vote of 7-0-0.

#### **a. Discuss and consider Cottage Grove Commons developer agreement.**

**Motion** by Murphy to approve developer agreement between the Village and Cottage Grove Commons with some necessary editorial items by staff, seconded by Ratcliff. **Motion** carried with a voice vote of 7-0-0.

**Motion** by Valencia to approve Village Administrator merit increase of 3% for 2020 and a bonus of \$4,200, seconded by Lennberg. **Motion** carried with a voice vote of 7-0-0.

**13. Communications and Miscellaneous Business**

**a. Consider approval of vouchers.**

**Motion** by Ratcliff to approve the Village portion of the vouchers in the amount of \$29,593.20, seconded by Russell. The check sequence goes from check #46092 to check #46133. **Motion** carried with a voice vote of 7-0-0.

**b. Correspondence**-None

**c. Upcoming community events**- Christmas in the Grove-December 5<sup>th</sup>-8<sup>th</sup>, Optimist Club Euchre Tournament November 16<sup>th</sup> at VFW Post 7591 @ 6:30 pm, Water Tower Lighting November 20<sup>th</sup>.

**d. Future agenda items**

**14. Adjournment**

**Motion** by Lennberg to adjourn at 9:36p.m., seconded by Allen. **Motion** carried with a voice vote of 7-0-0.

**Lisa Kalata, Clerk**

**Village of Cottage Grove**

**Approved: November 18, 2019**

**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.**