

**VILLAGE OF COTTAGE GROVE
VILLAGE BOARD OF TRUSTEES
Monday, December 2, 2019**

MINUTES

1. Call to order

Clerk Kalata called the Village Board of Trustees meeting to order at 6:32 pm. Nomination of Chairperson Pro Tem was called. **Motion** by Ratcliff to nominate Murphy, seconded by Valencia. **Motion** carried with a voice vote of 6-0-0.

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. John Williams was absent and excused. 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 November 18, 2019.

Murphy indicated that item 11 the time of entered closed session should be 7:37 pm not 8:37 pm. **Motion** by Ratcliff to approve the minutes for November 18, 2019 with correction, seconded by Lennberg. **Motion** carried with a voice vote of 6-0-0.

6. Presentations to The Board

a. Presentation by SAFEbuilt Services

Steve Nero from SAFEbuilt Services was present to give a brief overview of the building inspection services they could provide. The company is based out of Colorado but have many accounts in Wisconsin. They would offer a consistent level of service and have a percent of fee model. They would provide a software program and all inspections are on the cloud-based software. Murphy asked about the points of contract, which Steve indicated there would be multi levels of contacts, but he would be one of the contacts. Russell asked if the software package is included in the service, which Steve indicated that it is, and they could do demos if necessary. Valencia asked about the 75% of the fees and when they would expect that to increase, which Steve indicated that it could go both ways and they are evaluated each year. Valencia then asked if the fee schedule is set by the Village, which Steve indicated that they use the Village fee schedule but could help with that if needed. Lennberg asked what weakness they have in the business, which Steve indicated that they are growing too fast and that it is hard to find replacements for positions.

b. Presentation by General Engineering Company.

Mark Jankowski from General Engineering company was present to give a brief overview of the building inspection services they could provide. Mark indicated that they are very similar to SAFEbuilt Services other than they are based in Wisconsin and have 4 to 5 structural engineers on staff and we are willing to work with contractors to help resolve any issues they may have. They would assign an inspector to the area and would have office hours and they offer a few more services than SAFEbuilt Services. Murphy asked if there would be one or more inspectors assigned to the Village, which Mark indicated that Jim Schultz would be assigned to the Village, however they would have backup inspectors when needed.

7. New Business

a. Discuss and consider Operator License permit application for licensing year July 2019-June 2020 for Scott Petri.

Motion by Russell to approve the Operator License for licensing year July 2019-June 2020 for Scott Petri, seconded by Allen. **Motion** carried with a voice vote of 6-0-0.

8. Reports from Village Boards, Commissions & Committees

8.I. Peer Court Steering Committee

Lennberg reported that Jay Kiefer was there to give an updated of reports and discuss the decision of the Village Board to remove traffic violations from Peer Court, which Judge Mark Hepfinger had a few questions, which Jay gave him the Village Board's view and that they are going to the restorative justice system and traffic violation would bog down the process. They discussed the grant and if that is received the Village would be credited. The next meeting is January 21, 2020.

8.II. Library Planning Committee

Ratcliff reported they discussed the purpose of the committee, roles of the committee and they appointed Melissa Ratcliff as Chair and Anne Schoenemann as Secretary and they also discussed outreach. The next meeting will be December 4, 2019 @ 6:30 pm.

8.III. Deer-Grove EMS Commission

Allen reported that calls are similar to last year at this time, however for the year they are down. They discussed inter-facility transport for Stoughton Hospital, and they renewed with Johnson Block for the audit. The next meeting will be January 16, 2020.

8.IV. Parks, Recreation & Forestry Committee

Murphy reported they discussed tree planting along Hwy N and they decided to hold off until the bike path is completed. Bakken Park soccer fields will be offline next year, they discussed fitness courts that would be place in the park area in Westlawn 4th addition. The next meeting will be January 16, 2020.

8.V. Natvig Landfill Monitoring Review Committee

Lennberg reported it was a quick meeting, they reviewed the invoices, and everything was in line, other than they did have to fix a turbine and that was an extra expense that was split by the Town and Village. The next meeting is January 27, 2020 @ 6:00 pm.

8.VI. Joint Fire Department Committee

Ratcliff reported they discussed the phone system upgrade and the contract was signed, they approved the replacement of trims and lamps with LEDs, they approved the bid from High-Tech for the replacement of the furnace and a/c and also approved the replacement of second floor furnace, they are replacing 18 light fixtures and will apply for Focus on Energy funds to be put back into the building fund. The brush truck was discussed, and the extra expense will be taken out of the Pleasant Springs contract funds and the vehicle will be owned jointly. They reviewed the fire contracts and the chief gave his report.

8.VII. Law Enforcement Committee

Russell reported they discussed the donation to the food pantry in lieu of parking tickets for the holiday season, which the committee approved and recommended to the Village Board for approval. The next meeting will be December 17, 2019.

a. Discuss and consider donation to food pantry in lieu of paying \$25.00 for Village parking ticket for holiday season

Motion by Lennberg to approve the donation to food pantry in lieu of paying \$25.00 for Village parking ticket for holiday season from now until January 31, 2020, seconded by Ratcliff. **Motion** carried with a voice vote of 6-0-0.

9. Reports from Village Officers

a. Attorney Lee Boushea

i. Legal briefings/status updates

Attorney Boushea reported that he has worked for the Village for 38 years and it is time to start to pull back and he has spoken with John Williams and Matt Giese about this and would like to be part of the transition but did not want it to come as a surprise.

10. Communications and Miscellaneous Business

a. Consider approval of vouchers.

Motion by Allen to approve the Village portion of the vouchers in the amount of \$61,399.31, seconded by Russell. The check sequence goes from check #46191 to check #46227. **Motion** carried with a voice vote of 6-0-0.

b. Correspondence-None

c. Upcoming community events- Christmas in the Grove-December 5th-8th

d. Future agenda items- Items from Plan Commission

11. Closed Session: 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. This closed session is for negotiations in TID #5 and

negotiating terms in the Developers Agreement with Monona Grove School District; 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 Allen to enter into closed session at 7:25 p.m., seconded by Lennberg. **Motion** carried with a roll call vote of Allen AYE, Lennberg AYE, Murphy AYE, Ratcliff AYE, Russell AYE, Valencia AYE.

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

Motion by Ratcliff to reconvene into open session at 7:36 p.m., seconded by Allen. **Motion** carried with a roll call vote of Allen AYE, Lennberg AYE, Murphy AYE, Ratcliff AYE, Russell AYE, Valencia AYE.

a. Discuss and consider contract for Building Inspector.

Motion by Ratcliff to contract with General Engineering Companying for building inspector services, seconded by Allen. **Motion** carried with a voice vote of 6-0-0.

13. Adjournment

Motion by Allen to adjourn at 7:37p.m., seconded by Lennberg. **Motion** carried with a voice vote of 6-0-0.

Lisa Kalata, Clerk

Village of Cottage Grove

Approved: December 16, 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.