

**VILLAGE OF COTTAGE GROVE
VILLAGE BOARD OF TRUSTEES
Monday, August 5, 2019**

MINUTES

1. Call to order

The August 5, 2019 regular meeting of the Village Board of Trustees was called to order at 6:30 p.m. by Village President John Williams.

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, Police Lieutenant Matt Wagner, 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 July 15, 2019.

Motion by Allen to approve the minutes from the July 15, 2019 with corrections, seconded by Murphy. **Motion** carried with a voice vote of 7-0-0.

6. Presentations to The Board

a. Presentation by Full Spectrum Solar.

Burke O'Neal from Full Spectrum Solar was present to explain the benefits of solar energy and the possibilities for the Municipal Services Building. He provided a power point with information on pricing and size of units for the Municipal Services Building.

7. Unfinished Business

a. Discuss the Village Board's list of priorities.

Giese explained the memo in the packet for the #2 priority of expanding housing options/affordable housing/residential growth. There are several projects that are being worked on regarding this priority. Lennberg commented that he appreciates the updates that are sent out and that it is helpful to know what is happening in the Village. Murphy commented that there are exciting projects coming up which will help to meet some of the goals and the updates to the Comprehensive Plan are great. Ratliff commented that she is happy with the progress and the Village is moving in the right direction. Giese indicated the next topic will be Parks, Recreation and open space.

8. New Business

a. Discuss and consider cancelling the Village Board meeting on September 2, 2019.

Motion by Lennberg to cancel the September 2, 2019 Village Board meeting, seconded by Allen. **Motion** carried with a voice vote of 7-0-0.

a. Discuss and consider Operator License permit applications for licensing year July 2019-June 2020 for Ryan Lovejoy, Joseph Neal, Dalayah Anderson, Richard Wheatley, Kelly Vitense, Brenda Newman and Skyler Zabry.

Motion by Russell to approve Operator Licenses for licensing year July 2019-June 2020 for Ryan Lovejoy, Joseph Neal, Dalayah Anderson, Richard Wheatley, Kelly Vitense, Brenda Newman and Shklyer Zabry, seconded by Allen. **Motion** carried with a voice vote of 7-0-0.

9. Reports from Village Boards, Commissions & Committees

9.I. Peer Court Steering Committee

Lennberg reported it was a very interesting meeting, Jay Kiefer and Ciarra Grobe were present to discuss potential changes on how peer court will work. Briar Patch will be coming to a future Village Board meeting to discuss the potential changes for peer court.

9.II. Deer-Grove EMS Commission

Allen reported the Commission received a check from Alliant Energy Safety Foundation for \$1,000, calls are down for same time last year, they conducted the performance review for the Chief, and will start the budget talks at the next meeting and they discussed the ride along policy. The next meeting is in Deerfield on August 15th at 6:30 pm.

9.III. Parks, Recreation & Forestry Committee

a. Discuss and consider recommendation from Parks, Recreations and Forestry Committee to allow MG Youth Soccer the use of green-space west of the MSB for practice with the conditions that goals are removed after the spring and fall seasons.

Murphy reported they had a nice presentation from Cambridge Tree Project, they discussed the park improvement fees which will be discussed again at a future meeting. They discussed and approve the use of the green space west of the MSB for practice for the MG Youth Soccer. Ratcliff asked if this was club soccer which Brusegar indicated it is. **Motion** by Murphy to allow MG Youth Soccer for the use of green-space west of the MSB for practice with conditions that goals are removed after the spring and fall seasons with the condition that they provide proof of insurance to the Village, seconded Lennberg. **Motion** carried with a voice vote of 7-0-0.

9.IV. Natvig Landfill Monitoring Review Committee

Lennberg reported that it was a very short meeting, they reviewed the bills that were in line with the budget. The next meeting will be September 23rd at 6:00 pm.

9.V. Joint Fire Department Committee

Valencia report they discussed the replacement of some lamps with LED, security lighting in the parking lot, brush truck which will be discussed again at budget time, phone system and internet which will be discussed at budget time. The next meeting will be September 23rd at 7:00 pm.

9.VI. Law Enforcement Committee

Russell reported that they discussed a fitness/wellness program for 2020 and the possibility of having it for all Village employees. They also discussed the fireworks issues/complaints from the July 4th holiday. They also discussed the monthly reports.

9.VII. Plan Commission

a. Discuss and consider a request from Doundrins Distilling for a Conditional Use Permit to Allow an Indoor Commercial Entertainment Land Use (Tasting Room Exceeding 25% of Floor Area) at 300 Progress Drive.

Williams reported they had a public hearing for a conditional use permit for Doundrins Distilling. They also had two concept plans for mixed use housing and was favorable with the committee and expect to see both back. They discussed the Comprehensive Plan updates and timeline to complete the revisions. Ratcliff explained the reason why they agreed to increase the floor area to 35% which would allow for future growth in the mezzanine area. Russell asked if they add an outdoor space will they have to come back for another permit? Ruth indicated they would have to come back. **Motion** by Ratcliff to approve the conditional use permit for Doundrins Distilling to allow an Indoor Commercial Entertainment Land Use) Tasting Room Exceeding 35% of floor area at 300 Progress Drive with conditions in Village Action Report, seconded Russell. **Motion** carried with a voice vote of 7-0-0.

9.VIII. Ordinance Review Committee

Murphy reported they discussed a review strategic for the ordinances and how that process will be reported to the Village Board. They discussed a recommendation of an increase in the budget to \$10,000 to cover the costs of changes to the ordinances. They discussed the process of the form and how it will be routed to the proper committee or Village Board. They discussed an internal form that can be used by the committee and staff to track the process of the changes. The next meeting is scheduled for August 28th at 5:30 pm

9.IX. Emergency Government Committee

Valencia reported that they have an email address for the Emergency Government Committee, they purchased a new computer and reviewed the draft of extreme weather events and they are working on the overall plan. They will be discussing the plan at the September or October meeting. There was a discussion on sending a letter to local businesses to get their emergency plans. There was a request from a committee member to appoint an additional citizen member to the committee. Ratcliff indicated that the ordinance would need updating to allow an additional member. Allen asked what is the purpose of an additional citizen member? Valencia indicated that it would help to have more hands-on deck if there was an emergency. Allen commented that not everyone from the committee may be available when an emergency happens and that there will be staff to help and doesn't feel there is a need. Giese agreed with Allen that the committee puts together the policy and plan and staff and

emergency services would be there, so if it is hands on deck there would not be a need. Williams indicated that they could discuss it at the next Joint Village/Town meeting.

10. Reports from Village Officers

a. Attorney Lee Boushea

i. Legal briefings/status updates

Attorney Boushea will have an example of a developer's agreement, so the Board can see the outline as there will be several agreements coming in the near future.

b. Lisa Kalata

i. Update on Social Media/Website

Kalata explained the memo in the packet and the data on the social media and website for the Village. Polco will be updating the site which will give some enhancements to the data collected from surveys, tips on public engagement, and better organization on how questions are posted on Polco. Ratcliff commented that she appreciates the efforts and improvements with social media and website.

11. Communications and Miscellaneous Business

a. Consider approval of vouchers.

Motion by Allen to approve the Village portion of the vouchers in the amount of \$309,428.41 seconded by Ratcliff. The check sequence goes from check #45655 to check #45766. **Motion** carried with a voice vote of 7-0-0.

b. Correspondence-None

c. Upcoming community events- BB Jacks ribbon cutting is tomorrow at 11:00 am.

d. Future agenda items-Next priority item, Briar Patch

- 12. 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 #10 and TID #5.** **Motion** by Allen to enter into closed session at 8:08 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, Williams AYE.

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

Motion by Ratcliff to reconvene into open session at 9:40 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, Williams AYE.

No action was taken from the closed session.

14. Adjournment

Motion by Murphy to adjourn at 9:41 p.m., seconded by Allen. **Motion** carried with a voice vote of 7-0-0.

Lisa Kalata, Clerk

Village of Cottage Grove

Approved: August 19, 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.