

VILLAGE OF COTTAGE GROVE  
**VILLAGE BOARD OF TRUSTEES**  
Monday, April 7, 2025

**MINUTES**

**1. Call to Order**

President Williams called the Village Board of Trustees to order at 6:30 pm. This was a hybrid 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. The Village Board members present were John Williams, Heidi Murphy, Chris Stoa, Sarah Valencia, Cindi Kelm-Nelson, Pete Doll and Loreen Gage. Staff present were Village Administrator Matt Giese, Assistant Administrator/ Finance Director Cameron Sawyer, Assistant Administrator/Human Resources Manager Inga Cushman, Village Clerk Lisa Kalata, Director of Planning & Development Erin Ruth, Director of Parks and Recreation Sean Brusegar, Police Chief Mark Garry, and Village Attorney Rick Manthe.

**3. Pledge of Allegiance.**

**4. PUBLIC APPEARANCES – Public’s opportunity to speak- None**

**5. Discuss and consider the minutes of the Village Board meeting on March 18, 2025.**

**Motion** by Murphy to approve the minutes from March 18, 2025, seconded by Valencia. **Motion** carried with a voice vote of 7-0-0.

**6. Unfinished Business**

**a. Discuss and consider cancellation of option to purchase Learning Ladder property.**

**Motion** by Doll to terminate the option to purchase Learning Ladder property, seconded by Murphy. **Motion** carried with a voice vote of 6-1-0 with Stoa voting No.

**b. Discuss and consider repealing ordinance Chapter 113 Amusement, Arcades and Devices.**

**Motion** by Valencia to approve Ordinance 06-2025 Chapter 113 Amusement, Arcades and Devices, seconded by Murphy. **Motion** carried with a voice vote of 7-0-0.

**c. Discuss and consider extending lease agreement for the property located at 123 E. Cottage Grove Rd in TID#9.**

This item was discussed in closed session.

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

**7.I. Tourism Commission**

Williams reported there was an update from the Chamber on the tourism funds. The Finance Director have a summary of the collections of room tax for 2024.

**a. Discuss and consider recommendation from the Tourism Commission to amend 16-9(B)(1) of the Village Ordinance related to the room tax percentage.**

**Motion** by Murphy to keep the room tax percentage as is, seconded by Valencia. **Motion** carried with a voice vote of 7-0-0.

**7.II. Library Board**

Kelm-Nelson reported they discussed the summer programming with Tracy. They approved the vouchers and the next meeting will be April 16<sup>th</sup> at 6 pm.

**7.III. Deer-Grove EMS Commission**

Doll reported there was a pinning ceremony for a new Paramedic. Chief Lang gave his report and call volume is up by 18%. They discussed the Cambridge EMS situation.

**7.IV. Natvig Landfill Monitoring Review Committee**

Williams reported they approved the bills and there were no test results.

**7.V. Cottage Grove Fire District Commission**

Valencia reported that the Chief gave his report, they approved hiring a pest control service.

**a. Discuss and consider Ordinance 05-2025 re: Amending Chapter 130-35 Fire Inspections.**

**Motion** by Murphy to approve Ordinance 05-2025 regarding amending Chapter 130-35 fire inspections, seconded by Doll. **Motion** carried with a voice vote of 7-0-0.

**7.VI. Law Enforcement Committee**

Williams reported they discussed the Restorative Justice program. The OWI and seatbelt grants have ended. Cottage Grove has moved up to 7<sup>th</sup> for one of the safest communities in the state.

**7.VII. Plan Commission**

**a. Discuss and consider an application from Dolphin Swim Academy for a Conditional Use Permit for a Group Daycare (9+ children) land use at 1500 Landmark Drive.**

**Motion** by Murphy to approve an application from Dolphin Swim Academy for a Conditional Use Permit for a Group Daycare (9+ children) land use at 1500 Landmark Drive with staff conditions, seconded by Gage. **Motion** carried with a voice vote of 7-0-0.

**b. Discuss and consider an application from Dolphin Swim Academy for approval of a site plan for an approximately 3,000 sq. ft. accessory building.**

**Motion** Murphy to approve an application from Dolphin Swim Academy for approval of a site plan for an approximately 3,000 sq. ft. accessory building with staff conditions, seconded by Valencia. **Motion** carried with a voice vote of 7-0-0.

**c. Discuss and consider an application from Cory Clemens (Dunroven Ridge LLC) for approval of an ETJ Final Plat for Kennedy Hills, located at the NE corner of County Highway BB and Kennedy Rd. in the Town of Cottage Grove.**

**Motion** by Murphy to approve an application from Cory Clemens (Dunroven Ridge LLC) for approval of an ETJ Final Plan for Kennedy Hills, located at the NE corner of County Highway BB and Kennedy Rd. in the Town of Cottage Grove, seconded by Kelm-Nelson. **Motion** carried with a voice vote of 7-0-0.

**d. Discuss and consider an application from Alejandro Ramirez of Mr. Queso LLC for a Conditional Use Permit for an Indoor Commercial Entertainment Land Use Serving Alcohol (Mr. Queso Restaurant & Sports Bar) at 1609 Landmark Drive (former BB Jack's space).**

**Motion** by Valencia to approve an application from Alejandro Ramirez of Mr. Queso LLC for a conditional use permit for an indoor commercial entertainment land use serving alcohol at 1609 Landmark Drive, seconded by Doll. **Motion** carried with a voice vote of 7-0-0.

**e. Discuss and consider amending the Zoning Ordinance 04-2025 related to Beekeeping.**

This will be on the next agenda with an edit to add a notification component.

**f. Discuss and consider amending the Zoning Ordinance 02-2025 related to Library parking requirements.**

**Motion** by Kelm-Nelson to approve Ordinance 02-2025 related to Library parking requirements, seconded by Gage. **Motion** carried with a voice vote of 7-0-0.

**7.VIII. Ad Hoc Architectural Review Committee**

Williams reported they approve the site plan for Dolphin Swim Academy.

**8. Reports From Village Officers**

**a. Village Attorney**

- i. **Legal briefings/status update-** None

**b. Assistant Administrator/Finance Director**

- i. **Discuss and consider budget amendment 2025-004**

**Motion** by Murphy to approve budget amendment 2025-004, seconded by Valencia. **Motion** carried with a voice vote of 7-0-0.

**9. Communications And Miscellaneous Business**

**a. Consider approval of vouchers-**

**Motion** by Murphy to approve the vouchers as presented, seconded by Valencia. **Motion** carried with a voice vote of 7-0-0.

**b. Correspondence-** Sawyer indicated that they had received some communications on Pellitteri and they are working with them to make sure if garbage is spilled during pickup that they are cleaning it up. Williams thanked Gage and Valencia for their commitment to the community serving as trustees. Williams also thanked village board members and staff for his time on the Village Board.

**c. Upcoming community events-** Easter Egg Hunt, National Drug take back day is April 26<sup>th</sup> at MSB from 10 am to 2pm, E-cycle event date is April 26<sup>th</sup> at Bonnie Rd.

**d. Future agenda items-** Mission, Vision and Values update, appointments to committees

**10. Closed Session: This Closed Session Is Regarding extending lease agreement for the property located at 123 E. Cottage Grove Rd in TID # 9. 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.**

**Motion** by Williams to enter closed session at 7:57 pm Regarding extending lease agreement for the property located at 123 E. Cottage Grove Rd in TID # 9. 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, seconded by Murphy. **Motion** carried with a roll call vote Doll Aye, Gage Aye, Murphy Aye, Kelm-Nelson Aye, Stoa Aye, Valencia Aye, Williams Aye.

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

**Motion** by Doll to reconvene into open session at 8:17 p.m., seconded by Valencia. **Motion** carried with a roll call vote Doll Aye, Murphy Aye, Kelm-Nelson Aye, Stoa Aye, Valencia Aye, Williams Aye.

**Motion** by Murphy to approve the lease agreement with adding the language of a security deposit and payment in lieu of taxes subject to modification by the Village Administrator or Village Attorney, seconded by Gage. **Motion** carried with a voice vote of 7-0-0.

**12. Adjournment**

**Motion** by Doll to adjourn at 8:19 p.m., seconded by Williams. **Motion** carried with a voice vote of 7-0-0.

**Lisa Kalata, Village Clerk  
Village of Cottage Grove**

**Approved:**

**These minutes represent the general subject discussed in this meeting but do not reflect a verbatim documentation of the subjects and conversations that took place.**

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