

VILLAGE OF COTTAGE GROVE
VILLAGE BOARD OF TRUSTEES
Wednesday, March 18, 2026

MINUTES

1. Call to Order

President Kelm-Nelson called the Village Board of Trustees to order at 7:00 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 Cindi Kelm-Nelson, Heidi Murphy, Chris Stoa, Paula Severson, Pete Doll and Dr. Rene Buenzow. Staff present were Village Administrator Matt Giese, Assistant Administrator/Finance Director Cameron Sawyer, Assistant Administrator/HR Manager Inga Cushman, Director of Planning & Development Erin Ruth, Director of Parks and Recreation Sean Brusegar, Public Works Director Kyela O'Loughlin, Police Chief Mark Garry, Clerk, Lisa Kalata, EMS Director Eric Lang, Village Engineer Josh Straka and Village Attorney Larry Konopacki

3. Pledge of Allegiance.

4. PUBLIC APPEARANCES – Public's opportunity to speak- Mark Spahos, Alex Jushchyshyn, Shannon Lawver, Nick Cardarella, Casey Erlandson, Connor Erlandson, JP Villavicencio, Michael Swanson, Marrisa Anders, Lisa Zwart, Michelle Steffans, Marc Laudonio, Stefan Wahe, Shaun Sesevold, Rob Fox, Chad Kavanaugh, Stephanie Mueller, Amy Fosdick, Brandon Godboldt, Stephanie Blaser, Maggie Pharr, Mary Lannoye, Kevin Steffans

5. Discuss and consider the minutes of the Village Board meeting on March 2, 2026.

Motion by Severson to approve March 2, 2026, meeting minutes with edits, seconded by Murphy. **Motion** carried with a voice vote of 6-0-0.

6. Presentations to the Board

a. Presentation by Colonial Club.

Melody Riedel gave an overview of the Colonial Club.

7. New Business

a. Discuss and consider Resolution 2026-06 Re: Recognizing Developmental Disabilities Awareness Month.

Motion by Severson to approve Resolution 2026-06, seconded by Murphy. **Motion** carried with a voice vote of 6-0-0.

b. Discuss and consider Arbor Day Proclamation.

Motion by Murphy to approve Arbor Day Proclamation, seconded by Severson. **Motion** carried with a voice vote of 6-0-0.

c Discuss and consider Special Event permit for Monona Grove High School 5k Cancer Run.

Motion by Doll to approve the special event permit for Monona Grove High School 5k Cancer Run with waiving the fees, seconded by Severson. **Motion** carried with a voice vote of 6-0-0.

d. Discuss and consider Dinks and Drinks events at Bakken Park.

Motion by Doll to approve Dinks and Drinks events at Bakken Park., seconded by Severson. **Motion** carried with a voice vote of 6-0-0.

8. Reports from Village Boards, Commissions & Committees

a. Plan Commission

a. i. Discuss and consider a request from Aaron Kahle for approval of a zoning map amendment to change parcels #0711-041-8013-1 and #0811-334-9771-1 from RH, Rural Holding to PI, Planned Industrial.

Motion by Severson to approve the request from Aaron Kahle for a zoning map amendment to change parcels #0711-041-8013-1 and #0811-334-9771-1 from RH, Rural Holding to PI, Planned Industrial, seconded by Doll. **Motion** carried with a voice vote of 6-0-0.

a. ii. Discuss and consider a request from Aaron Kahle for approval of a conditional use permit to allow an 'indoor commercial entertainment' (fitness center) and an 'outdoor institutional' (sports fields) land use on parcels #0711-041-8013-1 and #0811-334-9771-1.

Motion by Severson to approve a request from Aaron Kahle for a conditional use permit to allow an 'indoor commercial entertainment' (fitness center) and an 'accessory outdoor entertainment' land use on parcels #0711-041-8013-1 and #0811-334-9771-1 with staff conditions and to include a privacy fence requirement for the residential property next to the sports complex, seconded by Murphy. **Motion** carried with a voice vote of 6-0-0.

a. iii. Discuss and consider a request from the Monona Grove School District for approval of a site plan amendment for the addition of a paved bus loop around the Cottage Grove Elementary School building, located at 470 N. Main Street, with associated improvements within the existing parking lot.

No action was taken.

a. iv. Discuss and consider a request from Toby's Body Shop for approval of a zoning text amendment to allow an 'outdoor display' land use in the PI, Planned Industrial district.

Motion by Kelm-Nelson to approve a request from Toby's Body Shop for a zoning text amendment to allow an 'outdoor display' land use in the PI, Planned Industrial district, seconded by Doll. **Motion** carried with a voice vote of 6-0-0.

a. v. Discuss and consider a request from Toby's Body Shop for approval of a conditional use permit for an 'outdoor display' land use (auto sales).

Motion by Severson to approve a request from Toby's Body Shop for a conditional use permit for an 'outdoor display' land use (auto sales), seconded by Doll. **Motion** carried with a voice vote of 6-0-0.

a.vi. Discuss and consider a request from Toby's Body Shop for approval of a site plan amendment for a 1,538 sq. ft., two-story addition with associated parking lot improvements.

Motion by Murphy to approve a request from Toby's Body Shop for a site plan amendment for a 1,538 sq. ft., two-story addition with associated parking lot improvements with staff conditions, seconded by Severson. **Motion** carried with a voice vote of 6-0-0.

b. Public Works, Properties and Sustainability Committee

b. i. Discuss and consider Right-of-Way Permit for Frontier Communications.

Motion by Severson to approve the Right-of-Way permit for Frontier Communications with staff recommendations, seconded by Murphy. **Motion** carried with a voice vote of 6-0-0.

b. ii. Discuss and consider awarding the 2026 Streets and Pedestrian Improvements project to the lowest responsible bidder.

Motion by Doll to approve awarding the 2026 Streets and Pedestrian Improvements projects with alternative bid #1 and #3 and omitting alternative bid #2 and include it in the 2031 projects, seconded by Buenzow. **Motion** carried with a voice vote of 6-0-0.

b. iii. Discuss and consider Village Right-of-Way proposed Fee Schedule and language updates.

Motion by Murphy to approve the village right-of-way fee schedule and language updates as presented, seconded by Severson. **Motion** carried with a voice vote of 6-0-0.

b. iv. Discuss and consider a recommendation to the Village Board for staff resources towards SolSmart Bronze designation.

No action taken.

b. v. Amazon off-site improvements update.

Village Engineer and Public Works Director gave a brief update.

c. Utility Commission

Stoa reported they awarded the water main looping project bid, and it was under budget. The 2025 financials were discussed with the Finance Director. The Director and Engineering report was given.

d. Emergency Preparedness Committee

Kelm-Nelson reported they approved the ordinance changes and Emergency Management Plan along with an updated organizational chart.

a. Discuss and consider Ordinance 06-2026 Re: Amendment Chapter 36 Emergency Management.

No action taken.

b. Discuss and consider Emergency Management Plan.

No action taken.

9. Reports From Village Officers

a. Village Attorney

i. Legal briefings/status update- None

b. Village Administrator

Giese reported that Utility Superintendent Dave Yearous secured a grant for the Scada System and Chief Garry secured a training grant for the Police Department.

c. Assistant Administrator/Finance Director

i. Discuss and consider direction to staff regarding threshold for Board approval of change orders for police station project.

Motion by Doll to use \$50,000 as the threshold for Board approval of change orders for police station project, seconded by Severson. **Motion** carried with a voice vote of 6-0-0.

10. Communications And Miscellaneous Business

a. Consider approval of vouchers

Motion by Murphy to approve the vouchers as presented, seconded by Severson. **Motion** carried with a voice vote of 6-0-0.

b. Correspondence- Emails regarding the sports complex.

c. Upcoming community events

d. Future agenda items- Ehlers final sale of debt. Next meeting is virtual only meeting.

11. Adjournment

Motion by Murphy to adjourn at 10:20 p.m., seconded by Doll. **Motion** carried with a voice vote of 6-0-0.

Lisa Kalata, 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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