

**VILLAGE OF COTTAGE GROVE  
VILLAGE BOARD OF TRUSTEES  
Monday, April 19, 2021**

**MINUTES**

**1. Call to order**

Village President John Williams called the Village Board of Trustees to order at 6:30 pm. this was a Zoom 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. Village Board members present were: John Williams, Troy Allen, Jeff Lennberg, Heidi Murphy, Melissa Ratcliff, Sarah Valencia, Paul VanderVelde. Staff present were Village Administrator Matt Giese, Village Clerk Lisa Kalata, Village Planner Erin Ruth, Public Works Director JJ Larson, Parks, Recreation and Forestry Director Sean Brusegar, Village Engineer Kevin Lord, Police Chief Dan Layber, Lt. Matt Wagner, EMS Chief Eric Lang, 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 Regular Village Board Meeting on April 5, 2021.**

**Motion** by Valencia to approve the minutes from April 5, 2021, seconded by Allen. **Motion** carried with a voice vote of 7-0-0.

**6. Unfinished Business**

**a. Update on Fire - EMS Study RFP Process**

Giese updated the board that Deer-Grove EMS commission did approve the RFP with minor changes. The RFP was sent out on Friday and they have four weeks to respond.

**b. Discuss and consider Offer to Purchase from JEK CRE, LLC for a Portion of Lot 2 in Commerce Park.**

**Motion** by Ratcliff to approve the offer to purchase from JEK CRE, LLC as presented, seconded by Lennberg.

**Motion** carried with a voice vote 7-0-0.

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

**7.I. Public Works & Properties Committee**

Williams reported they were updated on the bike path project, BB and Buss Rd project will be going out to bid soon. They also discussed a snow removal dispute from a citizen but did not change the fee. The road maintenance plan for this year was discussed. They also discussed the repaving of Oak Street and the possibility of a bike path to be added to the street. They discussed the rain barrel program and they can be viewed at Abiding Shephard this Saturday. There will be a Special meeting to award the bid for Buss Rd and Cty BB project.

**7.II. Library Planning Committee 8.I. Peer Court Steering Committee**

Ratcliff reported they met with Ehlers and Giese to discuss the possible financial impacts to the financial management plan for a library. They will be meeting with Friends of the Library at the next meeting on May 5<sup>th</sup>.

**7.III. Community Development Authority**

Lennberg reported they looked at the revised logos from the marketing team and gave feedback on more revisions and they will present to the Village Board.

**7.IV. Ad-Hoc Sustainability Committee**

Murphy reported they will kick off the clean up the grove on this Saturday, bags and gloves will be available for people at the parks. They are working on the solar ordinance, fuel options and recycling. They also are working on social media posts. The next meeting will be May 11<sup>th</sup>.

**7.V. Utility Commission**

Murphy reported it was a very short meeting, they discussed the utility position and the hydrant flushing will happen mid-April.

**7.VI. Plan Commission**

**a. Discuss and Consider A Proposed General Development Plan from Continental Properties for A 288-Unit Multi-Family Residential Development Located on Parcels #0711-091-9310-1, #0711-094-8501-0, And #0711-094-8100-4 At the Southeast Corner of N. Main Street and E. Cottage Grove Road.**

**Motion** by Murphy to approve the General Development Plan for Continental Properties for a 288-unit Multi-Family residential development located on parcels #0711-091-8501-0 and #0711-094-8100-4 at the southeast corner of N. Main Street and E. Cottage Grove Rd with staff conditions, seconded by Valencia. **Motion** carried with a voice vote of 7-0-0.

**b. Discuss and Consider A Request for Site Plan Approval from Grand Appliance for A 40,000 Sq. Ft. Warehouse Facility on Lot 14 In the Commerce Park (SE Corner of Limestone Pass and Landmark Drive).**

**Motion** by Allen to approve the site plan for Grand Appliance for a 40,000 sq. ft. warehouse facility on lot 14 in the Commerce Park with conditions in the staff reports, seconded by VanderVelde. **Motion** carried with a voice vote of 7-0-0.

**c. Discuss and Consider A Request for Approval of a Site Plan Amendment from Greywolf Partners for Reconstruction and Expansion of An Outdoor Patio Area At 1607 And 1609 Landmark Drive.**

**Motion** by the site plan amendment for Greywolf Partners for reconstruction and expansion of an outdoor patio area at 1607 and 1609 Landmark Drive with conditions in staff reports, seconded by Lennberg. **Motion** carried with a voice vote of 7-0-0.

**d. Discuss and Consider Ordinance 04-2021 Regarding Park Fees.**

**Motion** by Valencia to approve ordinance 04-2021 regarding park fees, seconded by Murphy. **Motion** carried with a voice vote of 7-0-0.

**e. Discuss and Consider Village of Cottage Grove Park Fee Schedule.**

**Motion** by Valencia to approve the park fee schedule as presented, seconded by VanderVelde. **Motion** carried with a voice vote of 7-0-0.

**7.VII. Parks, Recreation & Forestry Committee**

Murphy reported that MG baseball will be building a small structure at Fireman's Park for equipment. They discussed the park design at Red Hawk Park and the bid has been posted. There will be a special meeting on April 29<sup>th</sup> to award the bid for the equipment. They discussed the capital improvement plan so it will be ready for budget time. The Miracle League is raising money for a LED screen at the field. The meetings will be changed to the 4<sup>th</sup> Thursday of each month starting May.

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

Williams reported they discussed and approved the plans for Grand Appliances and the patio at BB Jacks.

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

**a. Discuss and consider award of gas vent bid.**

Tina Sebold from Strand Associates was present to give a brief overview of the project at Natvig Landfill. **Motion** by VanderVelde to approve the bid from Landfill Drilling & Piping, Inc, in the amount of \$44,645 as presented, seconded by Allen. **Motion** carried with a voice vote of 7-0-0.

**8. Reports from Village Officers**

**a. Stafford Rosenbaum**

**i. Legal briefings/status updates-** No report

**b. COVID-19 update**

Giese reported that they continue to learn more about the American Rescue plan and the requirements for keeping records.

**c. Update from Trustee Ratcliff regarding communications with CGFD**

Ratcliff reported that there has been a lot of communications with the Fire Chief over the last week and issues have been addressed. Matt and Deb are working on the 2% fire dues, Lisa has added both departments to the village website and Matt and Erin are working on a form to be used by the Fire Department for new developments. The Fire Chief has been invited to come monthly to give updates on the department to the Village Board, and the Fire Chief also extended invitations to the Village Board to attending the trainings they hold for the department on Sunday mornings and Tuesday nights. Ratcliff also saw signs that say they support the Cottage Grove Fire Department and would like them for the Village Properties as well.

**9. Communications and Miscellaneous Business**

**a. Consider approval of vouchers.**

**Motion** by Lennberg to approve the Village portion of the vouchers in the amount of \$163,853.56 seconded by VanderVelde. The check sequence goes from check #48428 to #48481. **Motion** carried with a voice vote of 7-0-0.

**b. Correspondence-** Williams reported he received two concerns with the cleanup of gas shut offs at Community Park, and that clean up is underway. The other was an issue with a boulevard tree.

**c. Upcoming Community Events-**Abiding Shepard is holding an Earth Day event on April 24<sup>th</sup> and the rain barrels will be on display, Cleanup in the parks this Saturday. Senator Agard will be holding listening tours and one will be at Fireman's Park on May 6<sup>th</sup> at 11:00 am.

**d. Future agenda items-** Items for final expenditures for TID#5.

**10. Adjournment**

**Motion** by Lennberg to adjourn at 8:23p.m., seconded by Allen. **Motion** carried with a voice vote of 7-0-0.

**Lisa Kalata, Clerk**  
**Village of Cottage Grove**  
**Approved: May 3, 2021**

**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.**