

VILLAGE OF COTTAGE GROVE
VILLAGE BOARD OF TRUSTEES
Monday, April 21, 2025

MINUTES

1. Call to Order

President Kelm-Nelson 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 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/Human Resources Manager Inga Cushman, Village Clerk Lisa Kalata, Director of Planning & Development Erin Ruth, Director of Parks and Recreation Sean Brusegar, Public Works, Director of Public Works and Utilities Kyela O'Loughlin, EMS Chief Eric Lang, Police Chief Mark Garry, and Village Attorney Rick Manthe.

3. Pledge of Allegiance.

4. PUBLIC APPEARANCES – Public's opportunity to speak- Mark Spahos-242 Chateau Dr. was present to speak about his interest of the open trustee position.

5. Discuss and consider the minutes of the Village Board meeting on April 7, 2025.

Motion by Murphy to approve the minutes from April 7, 2025, seconded by Stoa. **Motion** carried with a voice vote of 5-0-1 with Severson abstaining.

6. Unfinished Business

a. Discuss and consider resolution 2025-07 Re: Resolution Providing for the Sale Of Approximately \$3,335,000 General Obligation Promissory Notes, Series 2025A and Rescinding Resolution 2025-02 Regarding the Issuance of Promissory Notes.

Motion by Murphy to approve resolution 2025-07 providing for the sale of approximately \$3,335,000 General Obligation Promissory Notes, Series 2025A and rescinding Resolution 2025-02 regarding the issuance of promissory notes, seconded by Severson. **Motion** carried with a voice vote of 6-0-0.

7. New Business

a. Discuss and consider Resolution 2025-04 Re: Appreciation of Service to John Williams.

Motion by Stoa to approve Resolution 2025-04, seconded by Severson. **Motion** carried with a voice vote of 6-0-0.

b. Discuss and consider Resolution 2025-05 Re: Appreciation of Service to Loreen Gage.

Motion by Stoa to approve Resolution 2025-05, seconded by Severson. **Motion** carried with a voice vote of 6-0-0.

c. Discuss and consider Resolution 2025-06 Re: Appreciation of Service to Sarah Valencia.

Motion by Stoa to approve Resolution 2025-06, seconded by Severson. **Motion** carried with a voice vote of 6-0-0.

d. Discuss and consider the Village Board's options for how to fill the vacant Trustee position.

Motion by Murphy to have the Village President reach out to John Williams to fill the position and advertise for the open seat and take application for the interviews to be conducted at the May 19th meeting with a due date of the applications of May 14th, seconded by Stoa. **Motion** carried with a roll call vote of Buenzow Aye, Doll No, Kelm-Nelson Aye, Murphy Aye, Severson No, Stoa Aye.

e. Review the Village's Mission, Vision, and Values statements and potential consideration of amendments.

No action taken

f. Discuss and consider request from Cottage Grove Fire Department to place carnival workers on lot next to Municipal Services Building.

Motion by Murphy to approve the request from Cottage Grove Fire Department to place carnival workers on lot next to Municipal Services Building, seconded by Doll. **Motion** carried with a voice vote of 6-0-0.

g. Discuss and consider ordinance 07-2025 Re: Adopting Ch. SPS Chapters relating to Building Codes.

Motion by Severson to approve ordinance 07-2025 adopting Ch. SPS Chapters relating to Building Codes, seconded by Murphy. **Motion** carried with a voice vote of 6-0-0.

h. Discuss and consider Resolution 2025-03 Re: Earth Day, Sustainability and Pollinator Protection.

Motion by Severson to approve resolution 2025-03 Earth Day, Sustainability and Pollinator Protection, seconded by Murphy. **Motion** carried with a voice vote of 6-0-0.

8. Reports from Village Boards, Commissions & Committees

8.I. Utility Commission

Stoa reported they discussed a fire hydrant in fireman's park that needs repair. They discussed the impact fees to continue the main looping by I-94. The Finance Director gave a statistic update on the monthly utility billing. The Engineer and Director's reports were reviewed.

8.II. Public Works, Properties and Sustainability Committee

Stoa reported they recommended the no parking on Clark Street. The fence at the village property on Main Street will be removed. The Engineer and Director's reports were reviewed.

a. Discuss and consider no parking on Clark Street from Grove Street west to the Village limits.

Motion by Murphy to approve the no parking on Clark Street from Grove Street west to the Village limits, seconded by Severson. **Motion** carried with a 5-0-1 with Kelm-Nelson abstaining.

8.III. Plan Commission

Murphy reported they discussed the floodplain chapter and approved the ETJ.

a. Discuss and consider an application from Kirk Eilenfeldt for approval of an ETJ Certified Survey Map creating one new parcel at 4082 Ridge Road in the Town of Cottage Grove, within the Village's extraterritorial jurisdiction.

Motion by Murphy to approve the application from Kirk Eilenfeldt for approval of an ETJ Certified Survey Map creating one new parcel at 4082 Ridge Road in the Town of Cottage Grove, with in the Village's extraterritorial jurisdiction with staff comments, seconded by Severson. **Motion** carried with a voice vote of 6-0-0.

8.IV. Library Board

Kelm-Nelson reported they revised the strategic plan and goals. They approved the library programming code of conduct. Tracy gave her monthly report and they approved the bill list.

9. Reports From Village Officers

a. Village Attorney

- i. **Legal briefings/status update-** None
- ii. **Presentation regarding Open Meetings, Public Records and Ethics.**
Manthe gave a brief overview of open meetings, public records and ethic.

b. Village President

- i. **Discuss and consider committee appointments for 2025 vacancies.**
Motion by Stoa to approve the committee appointments for 2025 vacancies as presented, seconded by Murphy. Motion failed with a roll call vote of Buenzow No, Doll No, Kelm-Nelson Aye, Murphy Aye, Severson No, Stoa No.
Motion by Severson to approve the Law Enforcement Committee, Cottage Grove Fire District Commission, Deer-Grove EMS and Board of Review appointments as listed, seconded by Murphy. Motion carried with a roll call vote of Buenzow Aye, Doll Aye, Kelm-Nelson Aye, Murphy Aye, Severson Aye, Stoa No.
Motion by Kelm-Nelson to approve the remaining list of committee appointments, seconded by Murphy. **Motion** failed with roll call vote of Buenzow No, Doll No, Kelm-Nelson Aye, Murphy Aye, Severson No, Stoa Aye.
Motion by Kelm-Nelson to approve the remaining list of committee appointments with the exclusion of Plan Commission, seconded by Murphy. Motion failed with a roll call vote of Buenzow No, Doll No, Kelm-Nelson Aye, Murphy Aye, Severson No, Stoa Aye.

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- Murphy encouraged the board to look at the Municipality magazine published by the League of Municipalities.

c. Upcoming community events- National Drug take back day is April 26th at MSB from 10 am to 2pm, E-cycle event date is April 26th at Bonnie Rd.

d. Future agenda items- Revised committee appointment list

11. Adjournment

Motion by Murphy to adjourn at 8:19 p.m., seconded by Severson. **Motion** carried with a voice vote of 6-0-0.

Lisa Kalata, Village Clerk

Village of Cottage Grove

Approved: May 5, 2025

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.