



# Village of Black Earth

## Village Board Meeting and Public Hearing

1210 Mills St., Black Earth, WI 53515  
Tuesday August 5<sup>th</sup>, 2025, | 6:00 p.m.

### Minutes

1. Call to Order/Roll Call – Called to order by Mitch Hodson at 6:00 PM. In attendance: Mitch Hodson, Dylan Helmenstine, Jen Schuetz and Nathan Cavanagh. Absent: Terry Moyer. Also in attendance: Matt Kahl - Public Works Director, Kurt Meier – Vanguard Electric Superintendent, and Matthew Miller – Vierbicher Planner.
2. Pledge of Allegiance – Recited by all.
3. Proof of Posting: A copy of the notice was delivered to the following By **Monday August 4<sup>th</sup>, 2025**: emailed to the Editor of the Times Tribune - Black Earth; posted at the Black Earth Municipal Building, Black Earth Post Office, and the Black Earth Web Page. – Read aloud by Mitch Hodson.
4. Public Hearing – Conditional Use Applications for:
  - a. 1705 Center Street – Little Pines Bilingual Daycare by Jacqueline Moreno
    1. Charleen Coyle – 1626 East St: Inquiring if the daycare and church will remain non-taxed?
    2. Debra Barsness – 1803 East St: Inquiring if there will be traffic in and out of the church during daycare hours.
  - b. 1529 State Street. – Automobile Window Tinting by Libby Vang
    - a. Motion to close public hearing by Dylan Helmenstine, second by Jen Schuetz. All ayes, none opposed motion carried unanimously.
5. Public Comment (Please limit to 3 minutes) - None
6. Discussion/Action: Approval of meeting minutes:
  - a. July 2<sup>nd</sup>, 2025 – Motion to approve by Dylan Helmenstine, second by Jen Schuetz. All ayes, none opposed. Motion carried unanimously.
7. Discussion/Action: 1705 Center Street Conditional Use Application – Matthew Miller presented the application to the Board. Board held discussion on application. Dylan Helmenstine motioned to approve the application and was second by Mitch Hodson. All ayes, none opposed motion carried unanimously as follows: Motion to recommend approval of the proposed daycare CUP for the property located at 1705 Center Street, subject to the conditions in the Vierbicher review letter dated July 11, 2025 and particularly noting the following:
  1. Action Item 1: The Applicant **shall** provide an electronic pdf copy of the *group child care license* to the Village and Building Inspector once received from the State of Wisconsin.
  2. Action item 2: The Applicant **shall** provide in writing proof from the State of Wisconsin, Building Inspector Tracy Johnson, and/or other appropriate entit(y/ies) that the list of planned improvements per the CUP application form and June 25, 2025 email correspondence has been completed to their respective requirements.
  3. Action Item 3: The application has a note regarding “discreet professional signage” to be installed at the main entrance of the church and near the daycare entry. The Applicant **shall** share final signage location and details (such as dimensions) with Village Staff / Consultants for staff review and staff approval prior to the Applicant obtaining a building permit from Building inspector Tracy Johnson for any signage to be installed.
  4. Action Item 4: Applicant **shall** submit a traffic control plan that articulates anticipated traffic volume and depicts parking lot flow and drop-off sites. Applicant **shall not** permit child drop-off on Madison Street.
  5. The Conditional Use is limited to Parcel No. [107/0806-351-8531-1](#), located at 1705 Center St. for Jaqueline Moreno doing business as [Little Pines Bilingual Child Care Center](#)
  6. The owner or operator **shall** keep a copy of the conditional use permit, including the list of all conditions, on the site, available for inspection to the public during business hours.
  7. Operating hours **shall** be 6:30am-5:00pm from Monday through Friday.
  8. The maximum number of children served by the permitted daycare **shall** be at all times limited to the number of children permitted on the *group child care license* issued to Applicant by the State of Wisconsin.
  9. If the daycare operation is abandoned for twelve (12) **consecutive** calendar months or more, this conditional use permit **shall** be terminated. Future re-establishment of an abandoned conditional use permit shall require approval of a new conditional use permit.

10. This conditional use permit **shall** expire in the event the property is sold, transferred, or the relationship between the church and [Little Pines Bilingual Child Care Center](#) ceases. Continuation or extension of an expired conditional use requires re-application and approval by the Village Board.

11. That all Village Ordinances **shall** be complied with during the life of this CUP.

12. That the Applicant **shall** abide by all applicable federal and state laws and regulations regarding operation of a childcare center, including but not limited to the Americans with Disabilities Act (ADA).

13. Applicant shall have the building's owner contact the Village's staff, and the owner shall clarify the church Conditional Use Permit.

That the CUP be subject to final review and approval by the Village Attorney.

8. Discussion/Action: 1529 State Street Conditional Use Application – Matthew Miller presented the application to the Board. Jen Schuetz asked to make item #8: 12 **CONSECUTIVE** months. Dylan Helmenstine motioned to approve the application and was second by Nathan Cavanagh. All ayes, none opposed motion carried unanimously as follows: Motion to recommend approval of the proposed car tinting shop CUP for the property located at 1529 State Street, subject to the conditions in the Vierbicher review letter dated July 11, 2025 and particularly noting the following:

1. Action Item 1: Applicant **shall** clarify if signage will be attached to the building façade. Proposed Signage shall undergo Village Staff / Village Consultant review.
2. Action item 2: The Applicant **shall** clarify if the traffic number of 3-6 vehicles per day includes employee vehicles.
3. Action Item 3: The Applicant **shall** demonstrate that there is sufficient parking for three (3) employees plus customers
4. Action Item 4: Applicant **shall** engage in window tinting only within the Building on the Property; applying window tinting outdoors on the Property is **not** permitted.”
5. The Conditional Use is limited to Parcel No. [107-0806-262-9625-1](#), located at 1529 State St. for Ms. Libby Vang doing business as a car window tinting business.
6. The owner or operator **shall** keep a copy of the conditional use permit, including the list of all conditions, on the site, available for inspection to the public during business hours.
7. Operating hours **shall** be 10:00am-6:00pm from Monday through Friday; Saturdays by appointment only.
8. If the car window tinting operation is abandoned for twelve (12) consecutive calendar months or more, this conditional use permit **shall** be terminated. Future re-establishment of an abandoned conditional use permit shall require approval of a new conditional use permit.
9. This conditional use permit **shall** expire in the event the property is sold, transferred, or the relationship between the property owner and the car window tinting business ceases. Continuation or extension of an expired conditional use requires re-application and approval by the Village Board.
10. That all Village Ordinances are complied with during the life of this CUP.

That the CUP be subject to final review and approval by the Village Attorney.

9. Discussion/Action: Operator's License – Harold Carson for The Shack Bar and Grill: Motion to approve by Dylan Helmenstine, second by Nathan Cavanagh, all ayes motion carried unanimously.

10. Discussion/Action: Dane County MOU Housing Action Plan – Dylan Helmenstine presented Housing Action Plan. Motion to approve MOU Housing Action Plan by Dylan Helmenstine, second by Jen Schuetz. Dylan Helmenstine also moved to approve the Scope of Work Plan, second by Jen Schuetz. All ayes, none opposed, motions carried unanimously.

11. Discussion/Action: Ordinance Amendment – Section 227-9.5 All-Terrain and Utility Vehicle Hours of Operation: Motion to approve ordinance amendment by Dylan Helmenstine, second by Nathan Cavanagh. All ayes, none opposed motion carried unanimously.

12. Discussion/Action: Softball Diamond Infield Renovation – Matt Kahl presented bids for softball diamond renovation. Motion by Dylan Helmenstine to approve Ball Diamond Fine Sports Turf not to exceed \$20,000. Second by Jen Schuetz, all ayes, none opposed motion carried unanimously.

13. Discussion/Action: Sign/Façade Application- Submitted by Kristen Evans for Orphic Gardens @1027 Mills St.: Motion to approve grant of \$2000 for Orphic Gardens application by Dylan Helmenstine, second by Jen Schuetz. All ayes, none opposed motion carried unanimously.

14. Discussion/Action: Invoices to be Paid – Motion to approve invoices by Jen Schuetz, second by Dylan

Helmenstine. All ayes, none opposed motion carried unanimously.

**15. Committee Reports**

- a. Clerk/Treasurer & Financial Reports - None
- b. Vanguard Commission (Hodson) – Kurt reported that Valerie is on leave for the next 12 weeks. Got the woodchipper painted. The Vanguard Commission elected more officers.
- c. Electrical Superintendent Report (Meier) – Doing work on the substation. No word on the ETC conversion. Mason is starting school next week, Gage had school 2 weeks ago.
- d. Black Earth Fire District (Moyer) – Not met yet
- e. Dane-Iowa Wastewater Commission (Moyer) - None
- f. Economic Development Committee (Louis-Reindl) – Helmenstine reported that committee met 7/30 and will start meeting quarterly. Discussion was mainly on the trail from Cross Plains to Sauk City.
- g. Emergency Management (Helmenstine) – Met 7/3, condensing the plan and focusing on volunteers as that is what we can control in an emergency. Not meeting again until September 4<sup>th</sup>.
- h. EMS Committee (Helmenstine) – Hired Cam Parman for full time chief starts August 18<sup>th</sup>. Will need to replace the ambulance by 2028 and discussing how to go about budgeting for this.
- i. Gateway to the Driftless (Schuetz) – Next meeting September 4<sup>th</sup> at 7AM.
- j. Library Board (Cavanagh) – Met July 16<sup>th</sup>, discussed putting bookshelves in the hallway. Friends of the Library did pie sale during the concerts, and they will be doing a pop-up book sale during Field Days. Looking to start budget discussions. Committee for the library expansion was created. Next meeting is August 19<sup>th</sup>.
- k. Library Director Report (Huston) – SCLS and TEACH will be bringing fiber optic into the library for their network equipment. Author fair scheduled for November 7<sup>th</sup> at the Historical Society.
- l. President's Report (Moyer) – Mitch Hodson updated that Dane County Consortium misinformed Terry, Village of Black Earth was not supposed to be a member and DCC could not produce a signed contract for last agreement.
- m. Public Works Director Report (Kahl) – See Public Works and Parks Committee updates.
- n. Public Works Committee (Hodson) – Ordered the updated ATV/UTV stickers to update signs. Fire hydrant was hit at the end of Center St, no cameras to see who hit it but it is fixed now. Paint is coming to repaint the crosswalks. Town and Country will be running a Sewer Rate Case. Will be purchasing a hydrant buddy to open water mains and hydrants easily in an emergency. Public Works will be helping out Cross Plains as needed with street sweeping, any money brought in from that billing will go to street sweeper maintenance/replacement in the future. Parking lot at the Village Office will be getting seal coated. Next meeting TBD.
- o. Parks Committee (Louis-Reindl) – Put new wood chips in Veterans Park. Looking into getting internet to the concession stand at Community Park. Black Earth Creek Park project is coming along nicely. Vanguard will be getting prices for lighting to go in Black Earth Creek Park. Public Works will be looking into replacing paper towel dispensers in Veterans Park for air driers to reduce litter. Next parks meeting to be August 29<sup>th</sup> at 5:30PM.
- p. Police Committee (Moyer) - None

**16.** Any other business that may be brought before the board on future agendas.

**17.** Setting of the Next Village Board Meeting: Tuesday September 2<sup>nd</sup>, 2025 @ 6:00PM

**18.** Adjournment : Motion to adjourn by Jen Schuetz second by Dylan Helmenstine. Adjourned at 8:18PM.

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Village Board Members

Terry Moyer, Mitch Hodson, Dylan Helmenstine, Jen Schuetz, Nathan Cavanagh

Requests for persons with disabilities who need assistance to participate in this meeting should be made to The Village Office at 608-767-2563.