

TOWN OF COTTAGE GROVE  
TOWN BOARD MINUTES  
DECEMBER 4, 2023

I. ADMINISTRATIVE

- A. Notice of the meeting was posted at the Town Hall and on the Town's website.
- B. Town Chair Kris Hampton and Supervisors Mike Fonger, Steve Anders, Kristi Williams and Mike DuPlayee were present, along with Clerk-Treasurer Kim Banigan, Highway Superintendent Dan Dresen, EMS Chief Eric Lang and Fire Chief Nick Archibald.
- C. Hampton called the meeting to order at 7:04 P.M.
- D. Discuss/Consider approval of minutes of previous meeting(s): **MOTION** by Williams/DuPlayee to approve the minutes of the November 20, 2023 meeting with corrections to Williams' board report. **MOTION CARRIED 5-0.**
- E. Finance Report and Approval of Bills:
  - 1. **MOTION** by DuPlayee/Fonger to approve checks #36713-36737, and EFTs in the amount of \$21,515.59. **MOTION CARRIED 5-0.**
  - 2. **MOTION** by Anders/DuPlayee to approve November per diem payments as presented. **MOTION CARRIED 5-0.**
- F. Public Concerns: None.

II. BUSINESS

- A. Discuss/Consider approval of 2024 Town Budget: The Clerk-Treasurer had provided a memo detailing changes she had made since the October 30<sup>th</sup> budget meeting to reflect new information that had come in. **MOTION** by DuPlayee/Williams to approve the 2024 budget as presented, with total revenues and expenditures at \$4,517,791.27. **MOTION CARRIED 5-0.**
- B. Bid Opening for Town Hall Roof Project: Only one bid had been submitted, by Great Lakes Roofing Corporation for \$48,500.00.
- C. Discuss/Consider awarding of bid for Town Hall Roof Project: **MOTION** by Anders/Williams to award the bid to Great Lakes Roofing Corporation for \$48,500.00. **MOTION CARRIED 5-0.**
- D. Plan Commission Recommendations:
  - 1. Jeff Schlieckau, petitioner and property owner, parcel #0711-193-8430-0 on Gala Way – proposing to use two transferred RDUs to create two residential lots (RR-1 and RR-4) and one NR-C lot: **MOTION** by Williams/DuPlayee to accept the Plan Commission's recommendation to approve the rezone of Lot 1 (2.00 acres) from FP-1 to RR2, the rezone of Lot 2 (4.12 acres) from FP-1 to RR-4, and Lot 3 (10.66 acres) from FP-1 to NR-C (or whatever the County recommends as long as it is deed restricted against residential development). It was noted that Lot 2 is allowed to exceed the 2.0 acre maximum for new residential parcels due to the odd shape of the parent parcel and the best location for a septic system. **MOTION CARRIED 5-0.**
  - 2. Discuss/Consider combining CUP and Design Review steps: A memo from Town Planner Mark Roffers suggested an in-between approach that might include an accurate conceptual site plan, a viable screening plan if the CUP involved outdoor storage, maybe a front-only building elevation, and any other things needed to address the current problem where the County is looking for more site information before approving the CUP, but the Town does not require it until the design review process after the CUP is approved. **MOTION** by Anders/DuPlayee to direct Roffers to suggest the ordinance and form revisions to implement this in-between approach. **MOTION CARRIED 5-0.**

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- E. Discuss/Consider installing Knox box for the Town Garage: **MOTION** by Fonger/DuPlayee to order a Knox box for the Town Garage, cost not to exceed \$550.00 to come out of the building maintenance fund, or unassigned funds if it will go over budget. **MOTION CARRIED 5-0.**
- F. Consideration of attendees for DCTA Broadband Planning Meeting on December 6<sup>th</sup>: Banigan and Hampton will attend.
- G. Choose interviewers and interview dates for Office Assistant/Deputy Clerk applicants: **MOTION** by Anders/Hampton to have Williams, DuPlayee, Banigan and Steele conduct the interviews on December 18-19. **MOTION CARRIED 5-0.**

III. PUBLIC WORKS DEPARTMENT ACTIVITY UPDATE:

- A. Report of Road Right-of-Way permits issued: None since the last meeting.
- B. Dressen is looking at a brine system for pre-treating roads before winter storms.

IV. CLERK-TREASURER'S OFFICE UPDATE: The Democratic and Republican parties of Dane County have submitted their lists for 2024-25 Election Inspectors. She sent them letters asking for confirmation that they are willing to accept the nomination. Election Inspector appointments will be on the next agenda.

V. BOARD REPORTS AND COMMUNICATIONS:

- A. Hampton reported that he gave the deputies more leeway in overtime hours. Recent Fire Inspections flagged the Emergency Services building for no Knox box and for lack of proof of annual inspection of the fire alarm system. Chief Archibald will look into the issue with the alarm system. Anders suggested taking a look at the Knox Box ordinance at the next meeting, possibly revising it to require a Knox box for ALL commercial buildings. The Police Station was also flagged on the alarm maintenance issue. Hustons will address that as the landlord.

VI. COMMITTEE REPORTS:

- A. Natvig Landfill Monitoring Committee: Business as usual, approved payment of bills.
- B. Cottage Grove Fire Commission: Chief Archibald reported that Ladder 1 is scheduled for replacement in 2028. This is not a requirement, but strongly recommended by NFPA. Suppliers estimate a 4-year lead time, which would mean ordering the replacement in 2024. The price could be locked in but no payment would be required until delivery. Chief Archibald recommended getting a contract signed in January to avoid a February price increase. He said the replacement is already spec'd out. Consensus was for him to get a quote for the December 18<sup>th</sup> meeting.

VII. Consider/Adopt motion to move into closed session per Wis. Stats. 19.85(1)(e) for deliberation, negotiation or conducting specified public business whenever competitive or bargaining reasons require a closed session: Proposed revisions to the Deer-Grove EMS Agreement: **MOTION** by Williams/DuPlayee to go into closed session for the reason stated above. **MOTION CARRIED 5-0 by roll call vote.** Chief Lang was asked to remain for the closed session. All other audience members left, the door and virtual meeting were locked. The closed session began at 8:06 p.m.

VIII. **MOTION** by Anders/DuPlayee to arise from closed session. **MOTION CARRIED 5-0 by roll call vote.** The closed session ended at 8:48 p.m., the door and virtual meeting were unlocked, and there was no action taken as a result of the closed session.

IX. **MOTION** by DuPlayee/Williams to adjourn. **MOTION CARRIED 5-0.** The meeting ended at 8:48 P.M.

Kim Banigan, Clerk-Treasurer

TOWN OF COTTAGE GROVE  
TOWN BOARD CLOSED SESSION MINUTES  
DECEMBER 4, 2023

- I. Consider/Adopt motion to move into closed session per Wis. Stats. 19.85(1)(e) for deliberation, negotiation or conducting specified public business whenever competitive or bargaining reasons require a closed session: Proposed revisions to the Deer-Grove EMS Agreement: **MOTION** by Williams/DuPlayee to go into closed session for the reason stated above. **Fonger, Anders, Hampton, Williams and DuPlayee all voted aye by roll call vote.** Chief Lang was asked to remain for the closed session. All other audience members left, the door and virtual meeting were locked. The closed session began at 8:06 p.m. Clerk-Treasurer Kim Banigan was also present.
- II. Chief Lang provided an overview of how we got to the currently proposed draft of the DGEMS IGA. While the Village Board approved the largely unchanged version of the IGA a year ago to keep the service in operation in 2023, they were not entirely happy with it. The Village President provided a letter containing further revisions that the Village Board suggested, which included maintenance of efforts under Act 12, a requirement for a budget amendment when the budget is exceed by 10%, unanimous municipal approval of use of fund balance, policy to limit use of fund balance to non-recurring expenses, data reporting requirements and a change to the funding formula. Chief Lang provided assurance that the data reporting and maintenance of effort requests can be met. The proposed funding formula using EV, population, and call volume was the main topic of discussion. The PAA study recommended using population and call volume, the Village has conceded to keeping EV in since that is what has traditionally been used. The proposed formula brings per capital cost closer between the municipalities. The Villages of Cottage Grove and Deerfield have agreed to the new formula, which would result in a higher cost to both villages and a lower cost to the Town of Cottage Grove. Hampton objected that the Town can only control EV through approving development, but has no control over population or calls. The other four board members were in favor of the proposed new formula. Hampton suggested that if the proposed funding formula is incorporated, the IGA should be revised to only allow a participating municipality to withdraw when the labor contract expires so the remaining municipalities would not be saddled with the labor contract. Chief Lang said there is nothing to approve yet, the final draft will go to the DGEMS Commission and then to the Boards soon.
- III. **MOTION** by Anders/DuPlayee to arise from closed session. **MOTION CARRIED 5-0 by roll call vote.** The closed session ended at 8:48 a.m.

Kim Banigan, Clerk-Treasurer

Approved and made an open record on 12/18/2023