

VILLAGE OF COTTAGE GROVE
VILLAGE OF COTTAGE GROVE BOARD OF TRUSTEES
&
TOWNSHIP OF COTTAGE GROVE BOARD OF SUPERVISORS
Thursday, February 4, 2010

MINUTES

1. Call to Order, Roll Call and Meeting Properly Posted:

Notice that the meeting was properly posted. There were two citizens in attendance.

a. Village Board of Trustees

President Mikalsen called the meeting to order at 6:30p.m. Present: Trustees: Severson, Viken, Wiedenbeck, Willkomm and Zielke. Absent and excused: Hubing. Also present: Deputy Treasurer Connie K. Bushee, Administrator Kim Manley and Police Chief John Gould.

b. Town Board of Supervisors

Chairman Hampton called the meeting to order at 6:30p.m. – Supervisors Anders, Fonger, Kindschi, and Kessenich.

2. Pledge of Allegiance.

3. Public Concerns: None

4. Discuss and consider the minutes of:

- a) **August 6, 2009-Motion** by Severson to approve the minutes with the noted corrections, seconded by Hampton. **Motion** carried on a voice vote 9-0-2 with Anders and Mikalsen abstaining.
- b) **October 29, 2009- Motion** by Zielke to approve the minutes as written, seconded by Wiedenbeck. **Motion** carried on a unanimous voice vote 11-0-0.
- c) **October 29, 2009 Joint meeting with the Towns of Cottage Grove and Deerfield and the Villages of Cottage Grove and Deerfield- Motion** by Wiedenbeck to table the minutes to see if the Village and Town of Deerfield have approved them, seconded by Zielke. **Motion** carried on a unanimous voice vote 11-0-0.
- d) **Closed Session minutes of October 29, 2009- Motion** by Severson to table the minutes to the March 4, 2010 meeting, seconded by Hampton. **Motion** carried on a on a unanimous voice vote 11-0-0.

5. Discuss and consider revisions, additions or other items pertaining to the joint Law Enforcement Agreement expiring in 2010. Motion by Kindschi to table this time, seconded by Kessenich. **Motion** failed on a 4-7-0 vote with roll call vote of:

Zielke-Nay, Willkomm-Nay, Wiedenbeck-Aye, Viken-Nay, Severson-Nay, President Mikalsen-Nay, Chairperson Hampton-Nay, Anders-Nay, Fonger-Aye Kindschi-Aye and Kessenich-Aye

President Mikalsen gave an overview of the potential changes to the Law Enforcement Committee (LEC) Agreement and possible scenarios. Willkomm wanted to go on record that it's not the Village trying to attack the town but thinks this item (the LEC Agreement) can be discussed. There was an engaging discussion on the proposed changes. **This was discussion only and not action was taken.**

6. **Discuss and consider the Deer Grove Emergency Medical Service District 2010 budget.**
Motion by Severson to table this item until the March 4, 2010 Joint meeting, seconded by Willkomm.
Motion carried on a unanimous voice vote 11-0-0.
7. **Discuss and consider the joint recreation department's programs and associated fees.** **Motion** by Willkomm to table this item until the March 4, 2010 Joint meeting, seconded by Severson. **Motion** carried on a unanimous voice vote 11-0-0
8. **Update on Boundary Agreement between Town of Cottage Grove and Village of Cottage Grove.** Town Supervisor Kessenich wanted to see and discuss the Town's options. Village President Mikalsen stated that the Village has just hired a new planning firm (Graef and Associates) so there will be a learning curve involved. Presently the Village of Cottage Grove is meeting with the Town of Sun Prairie where it's trying to bring balance between both Towns. The future of a Town and Village of Cottage Grove is based on the City of Madison and the renewing of its contracts. The City of Madison will negotiate with the Village of Cottage Grove and not with the Town. If the Village wanted to include the Town in the negotiations, that would be up to the Village. There was also discussion of the Town becoming part of the Village and the 2 boards discussed the pros and cons. **This was discussion only and no action was taken.**
9. **Items for next agenda and meeting date:**
 - a) Reply from Town of Cottage Grove on the continuation of the LEC Agreement
 - b) Tabled items (5, 6, 7, and 8) from the February 4, 2010 agenda
 - c) Entrance Signs at the 4 entrances of Cottage Grove
 - d) Appointing a study Committee (Community Residents & Town and Village Board members) to look at joining thru incorporation or consolidation.
10. **Adjournment by respective Boards:**
 - a. **Village Board of Trustees**
Motion by Wiedenbeck to adjourn the Village Board meeting at 8:30 p.m., seconded by Severson. **Motion** carried with a unanimous voice vote of 6-0-0.
 - b. **Town Board of Supervisors**
Motion by Fonger to adjourn the Town Board meeting at 8:30 p.m., seconded by Anders.
Motion carried with a unanimous voice vote of 5-0-0.

Respectfully Submitted, Connie K. Bushee Deputy Treasurer, Village of Cottage Grove

Approved: 3-4-2010

JOINT MEETING
TOWN OF COTTAGE GROVE BOARD OF SUPERVISORS
VILLAGE OF COTTAGE GROVE BOARD OF TRUSTEES
MARCH 4, 2010

1. Roll Call and Meeting Properly Posted:

 Notice of the meeting was properly posted in the Town. Town Chair Kris Hampton, and Supervisors Mike Fonger, Mike Kindschi and Karen Kessenich were present. Supervisor Steve Anders arrived at 6:45 P.M.

 Notice of the meeting was properly posted in the Village. Village President Mike Mikelsan, and Trustees Diane Wiedenbeck, Paula Severson, Micah Zielke, Duane Hubing, David Viken, and Mike Willkomm were present.

 Town Clerk Kim Banigan and Police Chief John Gould were also present. There was one Village resident in the audience who did not sign in, and the Herald-Independent reporter.

2. Call to order:

 Hampton called the Town Board meeting to order at 6:34 P.M.

 Mikalsen called the Village Board meeting to order at 6:34 P.M.

3. Flag Pledge

4. Approval of Meeting Minute(s):

 **MOTION** by Wiedenbeck/Severson to approve the minutes of the October 29, 2009 meeting of the Joint Boards of the Towns and Villages of Cottage Grove and Deerfield as presented. **MOTION CARRIED 11-0.**

 **MOTION** by Mikalsen/Hubing to approve the minutes of the October 29, 2009 joint closed session meeting of the Town and Village of Cottage Grove Boards. **MOTION CARRIED 11-0.**

 **MOTION** by Wiedenbeck/Severson to approve the minutes of the February 4, 2010 joint meeting of the Town and Village Boards, with grammatical corrections under items 4 c. and 8. **MOTION CARRIED 11-0.**

5. Public Concerns: None.

6. Discuss continuation of the Joint Law Enforcement Agreement that expires on December 31, 2010: Hampton reported that the Town Board had a preliminary discussion with representatives from the Dane County Sheriff's Department on March 1st, and will have a special meeting on March 8th to draft a request for proposal for contracted police service from the Sheriff's Department. The Town Board has not reached any decision at this point about either continuing the Joint Law Enforcement Agreement or contracting for services.

(Anders Arrived)

Village Board members pressed for a timeline for when the Town will reach a decision. Hampton did not commit to a specific date, but said the decision could be made at the Town's Annual Meeting on April 13th. Mikalsen said the Village Board will need to authorize a dual planning process to give Village staff adequate time to get through the necessary steps should they end up forming their own police department. He wanted to make it clear that this authorization was not indication that the Village has ruled out continuation of a joint police department, but that both boards must do due diligence. He also stated that he has had some indication that some Village

JOINT MEETING
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residents may prefer a Village only police department, thinking that it may provide better service for them.

Mikalsen stated that while the Village could not offer economical contracting of police services to the Town for 24/7, 365 day coverage, if the RFP the Town sends to the Sheriff's Department is for something less than that, the RFP should be sent to the Village as well.

Hampton asked for an indication of what ratio of officers to population the Village would be looking for in a new joint agreement. Mikalsen suggested that the Village Board would be open to a discussion if the Town Board made a proposal of keeping the current ratio or lowering it to keep costs down during these slow economic times, maybe with a provision in the agreement to allow future amendment of the ratio without opening the entire agreement. The Police Chief was asked to make a presentation on April 1st on the ideal ratio from a professional point of view, and what the ratio means to the community in terms of service level, not just fiscally. Fonger would also like to know what staffing levels have been on each shift for the past 6 months.

Other topics/questions that were brought up:

- What complications exist due to the union contract extending beyond the period of the agreement? What separation costs would be incurred, and how would they be split up? There was a suggestion to extend the agreement for one year to coincide with the end of the union contract.
 - What happens with the building lease if the joint department does not continue?
 - Mikalsen said that if a new joint agreement is reached, a more creative staffing and scheduling system should be implemented to keep costs down and deal with other issues. Perhaps some services could be contracted from the Sheriff's Department rather than hiring additional officers.
 - The State's Maintain Effort may eliminate the choice of reducing personnel costs.
7. Discuss and consider the joint recreation department's programs and associated fees: Hubing explained the 2009 Recreation Budget Summary Handout. Town residents comprised 23% of recreation program participants in 2009. There were two scenarios of cost analysis. In the first scenario, with all recreation costs shared between the Town and Village, Town contributions (revenue from Town residents + the Town's budgetary donation) fell short of 23% of the total budget by \$14,401.96. In the second scenario, fixed personnel costs were not included (i.e. the Village would have these, even without Town participation). In this case, the Town's contributions exceeded 23% of the remaining budget by \$3,940.48. A third comparison showed the total Town contribution under the current system (participation fees + Town donation) at \$22,065.00 vs. no Town donation but non-resident (double) participation fees at \$24,130.00. Discussion included:
- How much of the recreation director's salary is for recreation vs. other costs? (estimate was 70%)
 - Town's maintenance cost for the ball field at Meadow Grove Park, used for joint recreation programs, is \$3,295.80.
 - How to add value to the program without significantly increasing fees to encourage more participation, especially from non-residents. Mikalsen said that at some point the Village will

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need to stop subsidizing the cost for Town residents to participate, that the Village will need to make investments to improve facilities and some of that cost will need to be passed on to participants, but they will expect to get something for the higher cost.

No action was taken, the 2010 recreation program will go on as planned with the \$10,000 donation from the Town and Town residents paying resident fees. The Town Board was told to expect a request for a higher donation in 2011, however.

8. Update on Boundary Agreement between Town and Village of Cottage Grove: Mikalsen suggested that the Town Board discuss at their next meeting whether there is interest in forming a committee to study consolidation.
9. Discuss and consider entrance signs at the four entrances to Cottage Grove: It was noted that this process was started several years ago by the Chamber of Commerce and Lions Club. **MOTION** by Wilkomm/Fonger directing the Village President and Town Chair to send a letter to the President of the Chamber of Commerce asking that the process of looking into community entrance signs be revisited. **MOTION CARRIED 12-0.**
10. Items for next agenda and meeting date: A meeting between the four municipalities that make up the Deer-Grove EMS District is planned for March 25th at the Emergency Services Building. Baker Tilly will present the results of the EMS District 2009 Audit, and then the boards will vote on approval of the 2009 Deer-Grove EMS budget.

The next joint meeting of the Town and Village of Cottage Grove boards will be on April 1, 2010 at 6:30 P.M. at the Village Hall. Agenda to include:

- Continuation of Joint Law Enforcement Agreement
- Possible formation of a committee to study consolidation
- Entrance Signs at the four entrances to Cottage Grove

11. Adjournment:

 **MOTION** by Viken/Kindschi to adjourn. **MOTION CARRIED 12-0.** The meeting was adjourned at 8:01 P.M.

Kim Banigan, Town Clerk
Approved 4-26-2010

**JOINT MEETING
TOWN OF COTTAGE GROVE BOARD OF SUPERVISORS
AND
VILLAGE OF COTTAGE GROVE BOARD OF TRUSTEES**

Monday, April 26, 2010

MINUTES

CLOSED SESSION - The Joint Boards will enter into Closed Session pursuant to Wisconsin State Statute §19.85(1)(e) deliberating or negotiating the purchase of public property, investing of public fund, conducting other specified business whenever competitive and/or bargaining reasons require a closed session; Proposal from Cottage Grove Police Officers Association regarding Collective Bargaining Agreement.

Police Officers Paul Matte, Vince Jeffords and Kristina O'Dell approached the Town and Village Boards. Matte started the discussion by offering an explanation of the happenings of last fall when the union was asked to renegotiate their contract in light of the poor economy. Matte explained that they felt the biggest issue was the short timeline the union was given to make a decision. There was miscommunication regarding the request of the officers to not take a 3% increase for 2010 as offered in their contract. The union did respond with asking then for 6.74 paid days off – the miscommunication being that the officers were actually offering 6.74 unpaid days off. The Town and the Village responded no to their offer of 6.74 paid days off and then demanded that each officer take 15.5 schedule adjustment days which are unpaid. Severson commented that she wants to make sure there are procedures in place so that this type of miscommunication does not happen again. Matte responded that the miscommunication was entirely on them.

There was not a union representative present so the officers had to be very careful as to what was communicated at this meeting. Matte did comment that he feels the union would be able to get in the ballpark of where the negotiations were last fall prior to the miscommunication. Hubing stated that he made the motion of trying to get the union and the Boards communicating because he looks at this as 12 jobs on the line, not just 5. In his mind, anything less than 24 hours 7 days a week coverage is not acceptable.

It was agreed that all parties would meet next week to start discussions.

Mikalsen commented that no matter what is decided in these discussions, improvements have to be made regarding the level of morale in the police department.

The three police officers left.

Motion by Hubing to adjourn closed session, seconded by Anders. **Motion** carried with a unanimous roll call vote of 15-0-0.

**Respectfully Submitted,
Deb Winter, Clerk-Treasurer
Village of Cottage Grove
Approved:**

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.

**JOINT MEETING
TOWN OF COTTAGE GROVE BOARD OF SUPERVISORS
AND
VILLAGE OF COTTAGE GROVE BOARD OF TRUSTEES**

Monday, April 26, 2010

MINUTES

1. Roll Call and Meeting Properly Posted:

a. Town Board of Supervisors

It was determined that a quorum of members was present and that the agenda had been properly posted. Roll call was taken. Town Supervisors present were Steve Anders, Mike DuPlayee, Mike Fonger and Town Chairman Kris Hampton. Supervisor Mike Kindschi was absent and excused.

b. Village Board of Trustees

It was determined that a quorum of members was present and that the agenda had been properly posted. Roll call was taken. Village Trustees present were Duane Hubing, Paula Severson, Dave Viken, Jeff Weigand, Diane Wiedenbeck, Micah Zielke and Village President Mike Mikalsen. Staff present were Administrator Kim Manley and Clerk-Treasurer Deb Winter. There were five citizens and eight police officers in attendance.

2. Call to Order:

a. Town Board of Supervisors

The special meeting of the Town Board of Supervisors was called to order by Town Chairman Kris Hampton at 6:30 p.m.

b. Village Board of Trustees

The special meeting of the Village Board of Trustees was called to order by Village President Mike Mikalsen at 6:32 p.m.

3. Pledge of Allegiance

4. Approval of Meeting Minutes for March 4, 2010

Motion by Wiedenbeck to approve the minutes of March 4, 2010, seconded by Hubing. **Motion** carried with a voice vote of 9-0-2 with Duplayee and Weigand abstaining.

5. Public Concerns: *Public's opportunity to speak to Board Members about any subject that is not a specific agenda item.*

None

6. Discuss and consider the proposal from Cottage Grove Police Officers Association regarding potential changes to the Collective Bargaining Agreement.

Police Officer Paul Matte approached the two Boards and expressed that the union would like to offer the opportunity to renegotiate the current contract and come to a final agreement on the current grievance. Mikalsen asked Matte the question of why now, why is the union willing to negotiate now but wasn't willing to last fall? Matte responded that prior to now, the union did not feel as though they were a significant enough player to make a difference. With recent discussions and decisions, the union now realizes they are. Zielke asked the Town Board if they felt that any result coming from these discussions would be significant enough to possibly sway their decision of contracting with Dane County. Fonger responded by saying it would take a pretty good offer for me to change my mind.

Motion by Hubing to give permission to the Town Chairman and the Village President to work with the union representatives to fact find and see if discussions could lead to some sort of agreement, seconded by Anders. **Motion** carried with a unanimous voice vote of 11-0-0.

7. **Discuss and consider the continuation of the Joint Law Enforcement Department and the Agreement that expires on December 31, 2010.**
Mikalsen stated that both sides are very close to an agreement and no action would be taken on this agenda item.
8. **CLOSED SESSION - The Joint Boards will enter into Closed Session pursuant to Wisconsin State Statute §19.85(1)(e) deliberating or negotiating the purchase of public property, investing of public fund, conducting other specified business whenever competitive and/or bargaining reasons require a closed session; Proposal from Cottage Grove Police Officers Association regarding Collective Bargaining Agreement.**
Motion by Mikalsen to go into closed session at 7:10 p.m., seconded by Wiedenbeck. **Motion** carried with a unanimous roll call vote.
9. **RECONVENE into OPEN SESSION.**
Both Boards reconvened into open session at 7:50 p.m.
10. **Adjournment:**
 - a. **Town Board of Supervisors**
Motion by Fonger to adjourn at 7:55 p.m., seconded by Hampton. **Motion** carried with a unanimous voice vote of 4-0-0.
 - b. **Village Board of Trustees**
Motion by Wiedenbeck to adjourn at 7:55 p.m., seconded by Severson. **Motion** carried with a unanimous voice vote of 7-0-0.

**Respectfully Submitted,
Deb Winter, Clerk-Treasurer
Village of Cottage Grove
Approved: 01-06-2011**

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.

JOINT MEETING
TOWN OF COTTAGE GROVE BOARD OF SUPERVISORS
VILLAGE OF COTTAGE GROVE BOARD OF TRUSTEES
CLOSED SESSION
MAY 13, 2010

1. CONSIDER/ADOPT MOTION TO MOVE TO CLOSED SESSION AS PERMITTED BY WIS. STATS. 19.85(1)(e) deliberating or negotiating the purchasing of public properties, the investing or public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session: Proposal from Cottage Grove Police Officers Association regarding Collective Bargaining Agreement, Joint Law Enforcement Agreement: **MOTION** by Kindschi/Severson to move into closed session: **Town Board Members Hampton, Fonger, Anders, Kindschi and DuPlayee all voted Aye. Village Board Members Mikalsen, Wiedenbeck, Severson, Viken, Hubing, Weigand all voted Aye.** Also present were Town Clerk Kim Banigan, Village Administrator Kim Manley, Police Chief John Gould, and Attorney Mike Westcott.
2. MOVE INTO CLOSED SESSION: The boards moved into closed session at 7:02 P.M.
3. Manley distributed a tentative Side Letter of Agreement between the Village and Town of Cottage Grove and the WPPA, which was the result of a meeting with the WPPA bargaining committee earlier in the week. Westcott highlighted the agreement:
 - The current grievance of 2010 furlough days would be dropped.
 - The term of the agreement would be extended to the end of 2013. There would be no wage or step increases, and no educational incentives in 2011 or 2012.
 - There would be a 1% across the board increase in 2013, but still no step increases or educational incentives. (Manley distributed a spreadsheet showing the financial impact of this).
 - There would be a layoff of one member of the bargaining unit (the junior most member), which would not be contested, and is estimated to save ~ \$75,000.
 - Other vacancies would not be required to be filled.
 - If a second layoff is made, the wage, step, and educational freezes would not apply.
 - A reduction in hours (i.e. furloughs) would not be considered a layoff for triggering financial implications, but the union could challenge.
 - Sergeants and part-time officers would be allowed to be used to meet staffing needs without grievance from the union.
 - The Collective Bargaining agreement and the Intergovernmental Agreement would be co-terminous, both extending through December of 2013, with no option for either party to drop out early.

The timeline discussed was to have board consensus tonight, with approval on May 17th in open session. Savings were estimated as follows:

2010 Furloughs:	\$38,000
2011 Layoff:	\$75,000
2011 Wages:	\$18,000
2011 Steps & Education:	\$ 6,900

Savings thru 2011: \$137,900

Similar savings would apply to 2012. No changes were proposed to health insurance costs, i.e. they would remain as 95% employer paid, 5% employee paid.

JOINT MEETING
TOWN OF COTTAGE GROVE BOARD OF SUPERVISORS
VILLAGE OF COTTAGE GROVE BOARD OF TRUSTEES
CLOSED SESSION
MAY 13, 2010

There was discussion about whether it would be better to lay off one of the Sergeants, or retain him to backfill overtime. There was also discussion about office staffing levels, and whether it is more or less efficient to reduce office staff and have officers do more of their own paperwork.

Officer staffing levels were discussed. Mikalsen made it clear that laying off more than one officer would be an unacceptable reduction in level of service in his opinion. Gould said that falling below 10 sworn position would jeopardize 24/7 coverage.

There was a brief discussion about CGPD staffing for the Firemen's Festival. Gould said he has ~\$13,000 in the budget for the festival. It was agreed that the LEC should address this for 2011.

4. The boards caucused separately from 8:00 – 8:12 P.M., and came back with the following conclusions:

Town: Ok with the concessions offered by the union, would like to see an allowance to fall below the 1:3 officers/1000 population ratio in the Law Enforcement Agreement, and would like to have the police billing by the 20th of each month. The Town Board will need to rescind its motion to accept the Dane County Sheriff's proposal for police services in 2011.

Village: Also OK with concessions offered by the union, OK with allowing the ratio to drop below 1:3 through 2013, and with the billing schedule proposed by the Town.

The plan is to have the Village Attorney draft a side agreement to the Law Enforcement Agreement extending it through 2013, and stating that the 1:3 ratio is not mandatory.

5. CONSIDER/ADOPT MOTION TO RECONVENE TO OPEN SESSION: **MOTION** by Kindschi/Anders to reconvene to open session. **MOTION CARRIED 11-0.** The boards reconvened to open session at 8:15 P.M.

Kim Banigan, Town Clerk

Approved and opened to the public on 01-06-2011

JOINT MEETING
TOWN OF COTTAGE GROVE BOARD OF SUPERVISORS
VILLAGE OF COTTAGE GROVE BOARD OF TRUSTEES
MAY 13, 2010

1. Roll Call and Meeting Properly Posted:
 - A. Notice of the meeting was properly posted in the Town. Town Chair Kris Hampton, and Supervisors Mike Fonger, Steve Anders, Mike Kindschi and Mike Duplayee were present.
 - B. Notice of the meeting was properly posted in the Village. Village President Mike Mikalsen, and Trustees Diane Wiedenbeck, Paula Severson, Duane Hubing, David Viken, and Jeff Weigand were present. Micah Zielke was absent and excused.
 - C. Town Clerk Kim Banigan, Police Chief John Gould, Village Administrator Kim Manley, Attorney Mike Westcott, Village resident Jack Henrich, and Herald-Independent reporter Cliff Miller were also present. Henrich and Miller were asked to leave during the closed session. Miller returned afterwards.
2. Call to order:
 - A. Hampton called the Town Board meeting to order at 7:00 P.M.
 - B. Mikalsen called the Village Board meeting to order at 7:00 P.M.
3. CONSIDER/ADOPT MOTION TO MOVE TO CLOSED SESSION AS PERMITTED BY WIS. STATS. 19.85(1)(e) deliberating or negotiating the purchasing of public properties, the investing or public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session: Proposal from Cottage Grove Police Officers Association regarding Collective Bargaining Agreement, Joint Law Enforcement Agreement: **MOTION** by Kindschi/Severson to move into closed session. **MOTION CARRIED UNANIMOUSLY BY ROLL CALL VOTE.**
4. MOVE INTO CLOSED SESSION: The boards moved into closed session at 7:02 P.M.
5. CONSIDER/ADOPT MOTION TO RECONVENE TO OPEN SESSION: **MOTION** by Kindschi/Anders to reconvene to open session. **MOTION CARRIED UNANIMOUSLY BY ROLL CALL VOTE.** The boards reconvened to open session at 8:15 P.M.
6. Action as a result of closed session: None.
7. Discuss and consider options for the 2007 Police invoice for \$16,352.88. Adjournment: Manley explained that payroll accrued in 2007 but paid in 2008 did not get properly "booked back". She distributed a document to support her explanation. **TOWN ONLY MOTION** by Anders/DuPlayee to pay the Village 50% of the \$16,352.88 in December of 2010, the other 50% in December of 2011. **MOTION CARRIED 5-0.** Village board members voiced their consensus of approval for this plan. The Village will bill the Town for 50% on December 1st of 2010 and the other 50% on December 1, 2011.
8. Adjournment:
 - A. Town Board of Supervisors: **MOTION** by DuPlayee/Kindschi to adjourn. **MOTION CARRIED 5-0.**
 - B. Village Board of Trustees: **MOTION** by Wiedenbeck/Severson to adjourn. **MOTION CARRIED 6-0.**

The meeting was adjourned at 8:26 P.M. The joint boards will meet next at 6:00 P.M. on Monday, May 17th at the Village Hall.

Kim Banigan, Town Clerk
Approved on 01-06-2011

**VILLAGE OF COTTAGE GROVE
SPECIAL MEETING OF THE
VILLAGE OF COTTAGE GROVE BOARD OF TRUSTEES
AND
TOWN OF COTTAGE GROVE BOARD OF SUPERVISORS
May 17, 2010**

MINUTES

1) Call to Order – Village Board

The special meeting of the Village Board of Trustees was called to order by Village President Mike Mikalsen at 6:00 p.m.

Call to Order – Town Board

The special meeting of the Town Board of Supervisors was called to order by Town Chairman Kris Hampton at 6:00 p.m.

2) Roll Calls and confirm that the meeting was properly posted.

3) Village Board of Trustees

It was determined that a quorum of members was present and that the agenda had been properly posted. Roll call was taken. Village Trustees present were Duane Hubing, Paula Severson, Dave Viken, Jeff Weigand, Diane Wiedenbeck, Micah Zielke and Village President Mike Mikalsen. Staff present were Administrator Kim Manley and Clerk-Treasurer Deb Winter. There were eight citizens in attendance.

4) Town Board of Supervisors

It was determined that a quorum of members was present and that the agenda had been properly posted. Roll call was taken. Town Supervisors present were Steve Anders, Mike DuPlayee, Mike Fonger, Mike Kindschi and Town Chairman Kris Hampton.

5) Pledge of Allegiance

6) CLOSED SESSION - The Village of Cottage Grove Village Board will enter into Closed Session pursuant to Wisconsin State Statute §19.85(1)(e) deliberating or negotiating the purchase of public property, investing of public fund, conducting other specified business whenever competitive and/or bargaining reasons require a closed session; WPPA Union Contract.

There was not a closed session held, and therefore no action was taken.

7) Reconvene into Open Session.

8) Discuss and consider the side letter of agreement with WPPA.

Motion by Hubing to approve the side letter of agreement with WPPA, seconded by DuPlayee. **Motion** carried with a unanimous roll call vote.

9) Discuss and consider authorizing Atty. Boushea to draft a side letter of agreement or amendment to Cottage Grove Joint Law Enforcement Agreement.

Motion by Severson to authorize Atty. Boushea along with Village President Mike Mikalsen and Town Chairman Kris Hampton to draft a side letter of agreement or amendment to the Cottage Grove Joint Law Enforcement Agreement, seconded by Kindschi. **Motion** carried with a unanimous voice vote of 11-0-0.

10) Adjournment by Town Board.

Motion by Anders to adjourn the Town Board of Supervisors at 6:15 p.m., seconded by Fonger. **Motion** carried with a unanimous voice vote of 5-0-0.

11) Recess of Village Board to reconvene into the regularly scheduled Village Board meeting.

**Respectfully Submitted,
Deb Winter, Clerk-Treasurer
Village of Cottage Grove
Approved: 01-06-2011**

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.

**VILLAGE OF COTTAGE GROVE
JOINT MEETING OF THE
BOARD OF TRUSTEES AND
TOWN OF COTTAGE GROVE BOARD OF SUPERVISORS
Monday, August 2, 2010**

MINUTES

1) Call to Order the Village Board of Trustees.

The special meeting of the Village Board of Trustees was called to order by Village President Mike Mikalsen at 6:00 p.m.

2) Call to Order the Town of Cottage Grove Board of Supervisors.

The special meeting of the Town Board of Supervisors was called to order by Town Chairman Kris Hampton at 6:00 p.m.

3) Roll Call and confirm that the meeting was properly posted.

It was determined that a quorum of Village Board members was present and that the agenda had been properly posted. Roll call was taken. Village Trustees present were Duane Hubing, Paula Severson, Dave Viken, Jeff Weigand, Diane Wiedenbeck, Micah Zielke and Village President Mike Mikalsen. Staff present were Administrator Kim Manley, Clerk-Treasurer Deb Winter, Village Labor Attorney Mike Wescott, EMS Chief Duane Erschen and Chief of Police John Gould.

It was determined that a quorum of Town Supervisor members was present and that the agenda had been properly posted. Roll call was taken. Town Supervisors present were Mike DuPlayee, Mike Fonger, Mike Kindschi and Town Chairman Kris Hampton. Town Supervisor Steve Anders was absent and excused. Staff present were Village Attorney Connie Anderson.

4) Pledge of Allegiance

5) CLOSED SESSION. The Village of Cottage Grove Village Board and the Town of Cottage Grove Board of Supervisors will enter into Closed Session pursuant to Wisconsin State Statute 19.85 (1)(g) conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the Body with respect to litigation in which it is or is likely to become involved; Deer-Grove EMS Personnel Issue and Police Department Personnel Issue.

Motion by Mikalsen to go into closed session at 6:10 p.m., seconded by Hampton. **Motion** carried with a unanimous roll call vote of the Village Board and the Town Board of Supervisors.

6) Reconvene into Open Session.

7) Adjourn – Town Board of Supervisors.

Motion by Hampton to adjourn the Town Board of Supervisors at 7:20 p.m., seconded by Kindschi. **Motion** carried with a unanimous voice vote of 4-0-0.

8) Recess Village Board to allow room to clear for the start of the regular Village Board meeting.

**Respectfully Submitted,
Deb Winter, Clerk-Treasurer
Village of Cottage Grove
Approved:**

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.

**JOINT MEETING OF THE
BOARD OF TRUSTEES AND THE
TOWN OF COTTAGE GROVE BOARD OF SUPERVISORS
Monday, August 30, 2010**

MINUTES

1) Call to Order the Village Board of Trustees.

The special meeting of the Village Board of Trustees was called to order by Village President Mike Mikalsen at 6:00 p.m.

2) Call to Order the Town of Cottage Grove Board of Supervisors.

The special meeting of the Town Board of Supervisors was called to order by Town Chairman Kris Hampton at 6:00 p.m.

3) Roll Call and confirm that the meeting was properly posted.

It was determined that a quorum of Village Board members was present and that the agenda had been properly posted. Roll call was taken. Village Trustees present were Duane Hubing, Paula Severson, Dave Viken, Jeff Weigand, Diane Wiedenbeck and Village President Mike Mikalsen. Trustee Micah Zielke arrived at 6:15 p.m. Staff present were Administrator Kim Manley, Clerk-Treasurer Deb Winter, Village Labor Attorney Mike Wescott, and Chief of Police John Gould.

It was determined that a quorum of Town Supervisor members was present and that the agenda had been properly posted. Roll call was taken. Town Supervisors present were Steve Anders, Mike DuPlayee, Mike Kindschi and Town Chairman Kris Hampton. Supervisor Mike Fonger arrived at 6:05 p.m.

4) Pledge of Allegiance.

5) Discuss and consider authorizing the Village President and Town Chair to sign the amendment to the Law Enforcement agreement as prepared by legal counsel.

No action taken at this time.

6) CLOSED SESSION. The Village of Cottage Grove Village Board and the Town of Cottage Grove Board of Supervisors will enter into Closed Session pursuant to Wisconsin State Statute 19.85 (1) (g) conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the Body with respect to litigation in which it is or is likely to become involved; Police Department Personnel Issue.

Motion by Hampton to enter into closed session at 6:12 p.m., seconded by Wiedenbeck. **Motion** carried with a unanimous roll call vote of 10-0-0.

7) Reconvene into Open Session.

No action taken at this time.

8) Adjourn – Town Board of Supervisors.

Motion by Hampton to adjourn at 6:42 p.m., seconded by Anders. **Motion** carried with a unanimous voice vote of 5-0-0.

9) Recess – Village Board to allow room to clear for the start of the regular Village Board meeting.

**Respectfully Submitted,
Deb Winter, Clerk-Treasurer
Village of Cottage Grove
Approved: 12-02-2010**

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.

**JOINT MEETING OF THE
BOARD OF TRUSTEES AND THE
TOWN OF COTTAGE GROVE BOARD OF SUPERVISORS
Monday, August 30, 2010**

MINUTES

1) Call to Order the Village Board of Trustees.

The special meeting of the Village Board of Trustees was called to order by Village President Mike Mikalsen at 6:00 p.m.

2) Call to Order the Town of Cottage Grove Board of Supervisors.

The special meeting of the Town Board of Supervisors was called to order by Town Chairman Kris Hampton at 6:00 p.m.

3) Roll Call and confirm that the meeting was properly posted.

It was determined that a quorum of Village Board members was present and that the agenda had been properly posted. Roll call was taken. Village Trustees present were Duane Hubing, Paula Severson, Dave Viken, Jeff Weigand, Diane Wiedenbeck and Village President Mike Mikalsen. Trustee Micah Zielke arrived at 6:15 p.m. Staff present were Administrator Kim Manley, Clerk-Treasurer Deb Winter, Village Labor Attorney Mike Wescott, and Chief of Police John Gould.

It was determined that a quorum of Town Supervisor members was present and that the agenda had been properly posted. Roll call was taken. Town Supervisors present were Steve Anders, Mike Duplayee, Mike Kindschi and Town Chairman Kris Hampton. Supervisor Mike Fonger arrived at 6:05 p.m.

4) Pledge of Allegiance.

5) Discuss and consider authorizing the Village President and Town Chair to sign the amendment to the Law Enforcement agreement as prepared by legal counsel.

No action taken at this time.

6) CLOSED SESSION. The Village of Cottage Grove Village Board and the Town of Cottage Grove Board of Supervisors will enter into Closed Session pursuant to Wisconsin State Statute 19.85 (1) (g) conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the Body with respect to litigation in which it is or is likely to become involved; Police Department Personnel Issue.

Motion by Hampton to enter into closed session at 6:12 p.m., seconded by Wiedenbeck. **Motion** carried with a unanimous roll call vote of 10-0-0.

7) Reconvene into Open Session.

No action taken at this time.

8) Adjourn – Town Board of Supervisors.

Motion by Hampton to adjourn at 6:42 p.m., seconded by Anders. **Motion** carried with a unanimous voice vote of 5-0-0.

9) Recess – Village Board to allow room to clear for the start of the regular Village Board meeting.

**Respectfully Submitted,
Deb Winter, Clerk-Treasurer
Village of Cottage Grove
Approved: 12-2-2010**

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.

**VILLAGE OF COTTAGE GROVE
SPECIAL MEETING OF THE
VILLAGE OF COTTAGE GROVE BOARD OF TRUSTEES
AND
TOWN OF COTTAGE GROVE BOARD OF SUPERVISORS
December 2, 2010**

MINUTES

1) Call to Order – Village Board

The meeting of the Village Board of Trustees was called to order by Village President Mike Mikalsen at 6:00 p.m.

Call to Order – Town Board

The meeting of the Town Board of Supervisors was called to order by Town Chairman Kris Hampton at 6:00 p.m.

2) Roll Calls and confirm that the meeting was properly posted.

3) Village Board of Trustees

It was determined that a quorum of members was present and that the agenda had been properly posted. Roll call was taken. Village Trustees present were Duane Hubing, Paula Severson, Dave Viken, Diane Wiedenbeck and Village President Mike Mikalsen. Trustee Micah Zielke arrived at 6:01pm and Trustee Jeff Weigand arrived at 6:30pm. Staff present was Administrator Kim Manley, Deputy Treasurer Connie Bushee and EMS Chief Duane Erschen. There were three citizens in attendance.

4) Town Board of Supervisors

It was determined that a quorum of members was present and that the agenda had been properly posted. Roll call was taken. Town Supervisors present were Mike DuPlayee, Mike Fonger, Mike Kindschi and Town Chairman Kris Hampton. Supervisor Steve Anders arrived at 6:32pm

5) Pledge of Allegiance

6) Discuss and consider the minutes from August 2 and 30, 2010.

Motion by Hampton to approve the minutes of August 2, 2010 with one error corrected, seconded by Wiedenbeck. **Motion** carried with a unanimous voice vote 10-0-0. **Motion** by Wiedenbeck to approve the minutes of August 30, 2010, seconded by Kindschi. **Motion** carried with a unanimous voice vote 10-0-0.

7) Discuss and consider the renewal of the Deer Grove Emergency Medical Services Agreement.

EMS Chief Erschen was in attendance to the meeting if any board members had questions concerning the agreement. The contract is up for renewal January 1, 2013. President Mikalsen has a request for the EMS Commission to work on cleaning up the contract and work towards an extension and amending the contract. When this is completed, would like to see the contract come back to both boards. Mikalsen also wanted to thank Chief Erschen for his dedication to his work for Deer-Grove EMS. **Motion** by Mikalsen to request the EMS Commission work towards cleaning up the contract also works towards an extension and amending the contract. When this is completed, would like to see the contract come

back to both boards, seconded by Hubing. **Motion** carried with a unanimous voice vote 10-0-0.

- 8) **Discuss and consider Boundary agreement between the Town and Village of Cottage Grove.** With a boundary agreement between the Town and Village, this would help the town with its zoning requests and have a better sense of where development would be allowed by the Village within its 1 ½ mile ETJ Zoning area with the Town. President Mikalsen would like to make sure that if the process does start, it would be conducive for both the Town and Village. **This was discussion only and no action was taken.**
- 9) **Discuss and consider process for study of merging the Town and Village of Cottage Grove.** President Mikalsen would like to finance a study and a work group if the Town would be interested in the findings of this study. Trustee Zielke commented that the findings cannot hurt but could be used in a boundary agreement and would like to have open discussions so the right message is received by the residents of both the Town and Village. Supervisor Fonger commented that both the Town and Village need to be careful on how this proceeds. Mikalsen and Hampton will put together a plan on how the study will work and bring back a study process to both boards. Severson commented that there should be a plan for communicating with the residents of both communities. **Motion** by Hubing for Village President Mikalsen and Town Chair Hampton for a merger study (fact finding) committee, seconded by Severson. **Motion** carried on a unanimous voice vote 12-0-0.
- 10) **Items for next agenda and meeting date. None**
Next date for Joint meeting: January 6, 2011 at the Town of Cottage Grove at 6:30pm
- 11) **Adjournment by Town Board.**
Motion by Kindschi to adjourn the Town Board of Supervisors at 7:08 p.m., seconded by Fonger. **Motion** carried with a unanimous voice vote of 5-0-0.
- 12) **Adjournment by Village Board.** **Motion** by Wiedenbeck to adjourn the Village of Cottage Grove Board at 7:08pm, seconded by Zielke. **Motion** carried with a unanimous voice vote 7-0-0.

Respectfully Submitted,
Connie K. Bushee, Deputy Treasurer
Village of Cottage Grove
Approved: 01-06-2011

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.