

JOINT MEETING  
TOWN OF COTTAGE GROVE BOARD OF SUPERVISORS  
VILLAGE OF COTTAGE GROVE BOARD OF TRUSTEES  
SEPTEMBER 1, 2011

D R A F T

1. Roll Call and Meeting Properly Posted:
  - A. Notice of the meeting was properly posted in the Town. Town Supervisors Mike Fonger, Steve Anders, Mike Kindschi and Mike Duplayee were present. Town Chair Kris Hampton was absent and excused.
  - B. Notice of the meeting was properly posted in the Village. Village President Mike Mikalsen, and Trustees Jeff Weigand, Diane Wiedenbeck, David Viken, Paula Severson, and Duane Hubing were present. Micah Zielke arrived at 7:15 p.m.
  - C. Town Clerk Kim Banigan and three audience members were also present (list available in the Town Clerk's office).
2. Call to order:
  - A. Due to the absence of the Town Chair, the Town Clerk called the Town Board meeting to order at 6:43 P.M. and asked for nominations for a chair pro tem. **MOTION** by Kindschi to nominate Anders as chair pro tem for the meeting. **MOTION CARRIED 4-0.**
  - B. Mikalsen called the Village Board meeting to order at 6:43 P.M.
3. Discuss/Consider approval of minutes from prior meetings:
  - A. April 26, 2010, open and closed sessions:
    1. **MOTION** by Wiedeneck/Hubing to approve the April 26, 2010 open session minutes with one spelling correction. **MOTION CARRIED 10-0-0.**
    2. **MOTION** by DuPlayee/Hubing to approve the April 26, 2010 closed session minutes with one spelling correction, and to make them open to the public. **MOTION CARRIED 10-0-0.**
  - B. May 13, 2010, open and closed sessions:
    1. **MOTION** by Hubing/Mikalsen to approve the May 13, 2010 open session minutes with one spelling correction. **MOTION CARRIED 10-0-0.**
    2. **MOTION** by Mikalsen/DuPlayee to approve the May 13, 2010 closed session minutes as presented, and to make them open to the public. **MOTION CARRIED 10-0-0.**
  - C. May 17, 2010, open and closed sessions: **MOTION** by Viken/Wiedenbeck to approve the May 17, 2010 open session minutes with one spelling correction. **MOTION CARRIED 10-0-0.** (The Boards did not go into closed session on May 17, 2010.)
  - D. December 2, 2010: **MOTION** by Hubing/Wiedenbeck to approve the December 2, 2010 minutes with two spelling and one formatting correction. **MOTION CARRIED 10-0-0.**
4. Discuss and consider duties and parameters of the Merger Study Committee: Mikalsen distributed copies of a draft outline based on his discussion with Hampton regarding the committee membership and duties. (Appendix A). Major points were:
  - Committee members to be appointed by the Town Chair and Village President, approved by the respective boards.
  - The committee will meet at least monthly, maybe twice each month, beginning in February.
  - The committee will have access to staff and regular consultants.

JOINT MEETING  
TOWN OF COTTAGE GROVE BOARD OF SUPERVISORS  
VILLAGE OF COTTAGE GROVE BOARD OF TRUSTEES  
SEPTEMBER 1, 2011

D R A F T

- The Village will contribute \$5,000 for of expenses from outside consultants, etc., at the committee's discretion. Beyond that, the Town and Village will need to negotiate how to cover expenses. The committee could decide to apply for any relevant grants that might be available.
- The committee will be given a target date of January 2012 to submit a report to the municipalities, to include both the committee's recommendation and the costs and benefits of a merger of the two municipalities. Kindschi asked for a report from the minority voters on the committee as well.
- The two board members from each municipality would be responsible for reporting the committee's progress to their respective boards. Mikalsen stressed that it would be important to allow the study committee to perform their duties as charged without interference from the boards. A reporter will most likely attend the meetings, and video/audio recordings of the meetings will be made for cable broadcast and/or DVD's for check-out at the Village Hall. Documents will be public record, and Mikalsen suggested that copies be made available at no charge (within reason).
- Mikalsen said that the municipalities must agree up front that the question of a merger will go to referendum. A fallback to a merger would be some sort of boundary agreement, for which some of the work would have been performed by the merger study committee.
- If the outline is approved tonight, the next step would be for each municipality to adopt a resolution authorizing the committee, and make their appointments.

(Zielke arrived)

**MOTION** by Hubing/DuPlayee to approve the duties and parameters of the Merger Study Committee as shown on the draft outline. **MOTION CARRIED 11-0-0.**

5. Adjournment: **MOTION** by Kindschi/Severson to adjourn. **MOTION CARRIED 11-0-0.**

Kim Banigan, Town Clerk

Approved: February 3, 2011.

**VILLAGE OF COTTAGE GROVE BOARD OF TRUSTEES  
AND  
TOWN OF COTTAGE GROVE BOARD OF SUPERVISORS  
February 3, 2011**

**MINUTES**

1. **Roll Call and Meeting Properly Posted:** The meeting of the Village Board of Trustees was called to order by Village President Mike Mikalsen at 7:00 p.m. There were 2 citizens in the audience.
2. **Roll Calls and confirm that the meeting was properly posted.**  
**Village Board of Trustees:** Village President Mike Mikalsen, and Trustees Micah Zielke, Jeff Weigand, David Viken, Paula Severson, and Duane Hubing were present. Absent and excused: Diane Wiedenbeck.  
**Town Board of Supervisors:** Town Chair Kris Hampton and Town Supervisors Mike Kindschi and Mike DuPlayee were present. Absent and excused: Mike Fonger, Steve Anders.
3. **Discuss/Consider approval of minutes January 6, 2011. Motion** by Hubing to approve the minutes with one noted correction, seconded by DuPlayee. **Motion** carried on a voice vote 8-0-1 with Hampton abstaining.
4. **Presentation by Emergency Government Committee of the Emergency Government Plan.** Trustee Severson gave a presentation on the overview of the changes to the guide that was last updated in 2004. There will be a tabletop exercise with Dane County in the future. The Village Administrator and Town Clerk will be working with Dane County on the process of possibly recouping some expenses accrued from the recent blizzard. **This was discussion only and no action was made.**
5. **Discuss and consider Draft Resolution on the Merger Study.** Discussion surrounded dates and time the members would have the meeting. The meeting would be possibly held on the second or fourth Mondays of the month with the Village and Town rotating who will host the meeting. **This was discussion only and no action was made.**
6. Adjournment: **MOTION** by Kindschi to adjourn at 7:53pm, seconded Severson.  
**MOTION CARRIED 9-0-0.**

Connie K. Bushee, Deputy Treasurer

Approved:

**VILLAGE OF COTTAGE GROVE BOARD OF TRUSTEES  
AND  
TOWN OF COTTAGE GROVE BOARD OF SUPERVISORS  
June 2, 2011**

**MINUTES**

1. **Roll Call and Meeting Properly Posted:** The meeting of the Joint Town & Village Boards was called to order by Village President Diane Wiedenbeck at 6:30 p.m. There was 1 citizen in the audience.
2. **Roll Calls and confirm that the meeting was properly posted.**  
**Village Board of Trustees:** Village President Diane Wiedenbeck, and Trustees Micah Zielke, Jeff Weigand, Jennifer Pickel, Paula Severson, and Ken Dahl were present. Absent and excused: David Viken.  
**Town Board of Supervisors:** Town Chair Kris Hampton and Town Supervisors Steve Anders, Mike Fonger, Mike DuPlayee, and Mike Kindschi were present.
3. **Public Concerns -** Public's opportunity to speak to Board Members about any subject that is not a specific agenda item. Supervisor Anders told how he spent most of an afternoon at the new Kid's Park. They really need help on Saturday, June 4 and Sunday, June 5, 2011 to finish on time.
4. **Discuss/Consider approval of minutes February 3, 2011. Motion** by Severson to approve the minutes with noted corrections, seconded by Hampton. **Motion** carried on a voice vote 6-0-5 with Wiedenbeck, Dahl, Pickel, Fonger, and Anders abstaining.
5. **Discuss and consider proclamation for Cottage Grove's 1<sup>st</sup> fire station's 100 year Anniversary. Motion** by Severson to approve the proclamation for Cottage Grove's 1<sup>st</sup> fire station's 100 year Anniversary with noted corrections, seconded by Hampton. **Motion** carried on a unanimous voice vote 11-0-0.
6. **Recognition of Cottage Grove Police Officer's CPR Save.** Chair of the Police Commission, Jack Henrich, gave a short report of the incident that occurred on April 27, 2011 in the Town of Cottage Grove. **This was discussion only and no action was made.**
7. **Report on Police Officer and Police Sergeant hiring process.** Chair of the Police Commission, Jack Henrich reported that the new officer will start on May 15 and the new Sergeant will start on June 13, 2011. **This was discussion only and no action was made.**
8. **Report on changes to the Town's comprehensive plan.** Town Board Chair Hampton handed out a list of changes to all board members with the Town's Comprehensive Plan proposed changes. **This was discussion only and no action was made.**
9. **Update on Joint Merger Study Committee's progress.** Zielke gave an overview of the list of topics that would be discussed and hopefully resolved by this committee at the future meetings. The next meeting will be Monday, June 13, 2011 at the Town Hall and there will be a guest speaker. **This was discussion only and no action was made.**
10. **Items for next agenda and meeting date.** Discuss any issues the Town may have with Veolia Environmental services. Introduction of new Officer and Sergeant.
11. Adjournment: **MOTION** by Weigand to adjourn at 7:12pm, seconded Severson.

**MOTION CARRIED 11-0-0.**

Connie K. Bushee, Deputy Treasurer

Approved: 07-07-2011

**VILLAGE OF COTTAGE GROVE BOARD OF TRUSTEES  
AND  
TOWN OF COTTAGE GROVE BOARD OF SUPERVISORS  
August 4, 2011**

**MINUTES**

1. **Roll Call and Meeting Properly Posted:** The meeting of the Joint Town & Village Boards was called to order by Village President Diane Wiedenbeck at 6:30 p.m. There were three citizens in the audience.
2. **Roll Calls and confirm that the meeting was properly posted.**  
**Village Board of Trustees:** Village President Diane Wiedenbeck, and Trustees Micah Zielke, Jeff Weigand, David Viken, Jennifer Pickel, Paula Severson, and Ken Dahl were present. Trustee Micah Zielke arrived at 6:32pm. Also present was Sergeant Dave Stortz.  
**Town Board of Supervisors:** Town Chair Kris Hampton and Town Supervisors Steve Anders, Mike Fonger, Mike DuPlayee, and Mike Kindschi were present.
3. **Public Concerns -** Public's opportunity to speak to Board Members about any subject that is not a specific agenda item. **None.**
4. **Discuss and consider the minutes from July 7, 2011. Motion** by Hampton to approve the minutes with noted corrections, seconded by Wiedenbeck. **Motion** carried on a voice vote 11-0-1 with Pickel abstaining.
5. **Discuss and consider speed limit and no parking signs for Vilas Road from Clark Street to the South end of the Wisconsin Rugby fields. No action was taken on this item as it had been previously discussed in past meetings.**
6. **Discuss and consider connection of Village and Town portions of Mourning Dove Drive.** Andrew Homburg gave a presentation about the 4<sup>th</sup> phase of Westlawn Estates. **This was discussion only and no action was taken.**
7. **Discuss the Cottage Grove Welcome sign ownership, maintenance and insurance agreement.** At this time there will be no signs placed on Village Property. The signs will be installed, hopefully, in August. The Surveyor needs to provide the legal agreements before the contracts can be signed. . **This was discussion only and no action was taken.**

8. **Update on Village's Police Billing.** Baker Tilley will be working with the Village's Clerk/Treasurer on this item. The Village will be implementing policy and procedures for the future billings to the Town of Cottage Grove. Town Chair Hampton said he hopes to see the invoices by August 20, 2011. **This was discussion only and no action was taken.**
9. **Update on Joint Merger Study Committee's progress.** Wiedenbeck reported that she and Hampton have responded to questions from 2 of the firms. Monday, August 8, 2011 is the deadline for returning the RFP's for consideration. August 8, 2011 is next meeting at Village Hall. At the August 22, 2011 meeting, Verona's Town Chair was asked to attend the meeting.
  - a. **Discuss and consider Town of Cottage Grove monetary participation in the merger tax impact study.** The Town Members said that they do not want to just give the Village a blank check. The Village responded that they would like the Town to just match what the Village is spending. The Town will discuss this item at their August 15, 2011 Board meeting. **This was discussion only and no action was taken.**
  - b. **Discuss and consider Town of Cottage Grove participation in the administration of meetings in regards to setting agendas and taking minutes.** To clarify this item, even if the meeting is held at the Village, so it can be taped, if it's the Towns "turn" to take minutes, this will still stand in place. **This was discussion only and no action was taken.**
10. **Items for next agenda and meeting date.** Update on Police Billing, Joint Merger Study, town's participation in tax impact study and update on connection of Mourning Dove Drive.

**Adjournment: MOTION** by Severson to adjourn at 7:17pm, seconded Kindschi. **MOTION CARRIED 12-0-0.**

Connie K. Bushee, Deputy Treasurer

Approved: 9-1-2011

JOINT MEETING  
TOWN OF COTTAGE GROVE BOARD OF SUPERVISORS  
VILLAGE OF COTTAGE GROVE BOARD OF TRUSTEES  
SEPTEMBER 1, 2011

1. Roll Call and Meeting Properly Posted:
  - A. Notice of the meeting was properly posted in the Town. Town Chair Kris Hampton and Town Supervisors Mike Fonger, Steve Anders, Mike Kindschi and Mike DuPlayee were present. Hampton left at 7:45 for another meeting.
  - B. Notice of the meeting was properly posted in the Village. Village President Diane Wiedenbeck and Trustees Ken Dahl, David Viken, and Jennifer Pickel were present.
  - C. Town Clerk Kim Banigan and Police Sergeant David Stortz were also present.
2. Call to order:
  - A. Hampton called the Town Board to order at 6:32 P.M.
  - B. Wiedenbeck called the Village Board meeting to order at 6:32 P.M.
3. Discuss/Consider approval of minutes from prior meetings: **MOTION** by Wiedenbeck/Anders to approve the minutes from the August 4, 2011 meeting, with the addition of the word *said* in the first sentence of 9 a. **MOTION CARRIED 9-0.**

Hampton asked to skip to agenda item 7. Update on Police Department Billing to the Town: He reported that the April and May billings have been received, although a \$135.00 error in the April bill was not corrected as a credit on the May bill as expected. Wiedenbeck will see that the credit is made, and said that the new Village Administrator is in place, the June and July billings should be coming soon.
4. Update on Vilas Road no parking and speed limit signs: The Village voted not to install no parking signs on west side of Vilas Road, but has been working with the Rugby Club to establish a better understanding of the need to encourage use of the overflow parking, including a more visible sign. The South side of Clark Street is now posted for no parking. There was discussion about posting temporary no parking signs on Vilas Road for large events, and Sgt. Stortz suggested that it would be more appropriate for the Town Highway Dept. to post the signs. Rugby events are posted on the Rugby Club's web site. The Village Recreation Director will be directed to provide the Town Clerk with dates or links for upcoming events, and she will let the Highway Superintendent know when to post the signs.

(Hampton directed Kindschi to chair the remainder of the meeting, and left).
5. Update on Mourning Dove and Sandpiper Trail connection: Wiedenbeck distributed copies of an email message from Andrew Homburg regarding the status of the project. The Village will be putting up a stop sign on the east side of the intersection, and the Town Board will consider whether to put one on the West side at their next meeting. It was thought that resident concerns about the new intersection have been allayed.
6. Update on Merger Study Committee: Wiedenbeck reported that Baker Tilly will present preliminary results of their tax impact study to the committee on September 26<sup>th</sup>, and then present the final study to the Joint Boards on October 6<sup>th</sup>. At their September 12<sup>th</sup> meeting, the committee will need to appoint a steering committee to work with Baker Tilly during the study. Wiedenbeck noted that the August 22<sup>nd</sup> meeting is on Cable TV, and features a presentation by Verona Town Chair David Combs on their failed merger attempt with the City of Verona.
7. Update on police department billing to the Town: See above.
8. Discuss and consider Town of Cottage Grove monetary participation in the merger tax impact study: The Town Board has not decided on any contribution yet. The cost of the Phase I study currently

JOINT MEETING  
TOWN OF COTTAGE GROVE BOARD OF SUPERVISORS  
VILLAGE OF COTTAGE GROVE BOARD OF TRUSTEES  
SEPTEMBER 1, 2011

underway by Baker Tilly is not to exceed the \$5,000 Village contribution, and should determine whether the merger study should go forward.

9. Adjournment:

A. **MOTION** by Fonger/Kindschi to adjourn the Town Board. **MOTION CARRIED 4-0.**

B. **MOTION** by Pickel/Wiedenbeck to adjourn the Village Board. **MOTION CARRIED 4-0.**

The meeting ended at 6:58 P.M.

Kim Banigan, Town Clerk

Approved 10/6/2011

**VILLAGE OF COTTAGE GROVE BOARD OF TRUSTEES  
AND  
TOWN OF COTTAGE GROVE BOARD OF SUPERVISORS  
October 6, 2011**

**MINUTES**

1. **Roll Call and Meeting Properly Posted:** The meeting of the Joint Town & Village Boards was called to order by Village President Diane Wiedenbeck at 6:30 p.m. There were three citizens in the audience.
2. **Roll Calls and confirm that the meeting was properly posted.**  
**Village Board of Trustees:** Village President Diane Wiedenbeck, and Trustees Micah Zielke, Jeff Weigand, David Viken, Jennifer Pickel, Paula Severson, and Ken Dahl were present. Trustee Micah Zielke arrived at 6:35pm. Also present was Officer in Charge Sergeant Dave Stortz, Kate Crowley and Vicki Hellenbrand from the Village's accounting firm Baker Tilly  
**Town Board of Supervisors:** Town Chair Kris Hampton and Town Supervisors, Mike Fonger, Mike DuPlayee, and Mike Kindschi were present. Steve Anders arrived at 6:32pm.
3. **Public Concerns -** Public's opportunity to speak to Board Members about any subject that is not a specific agenda item. **None.**
4. **Discuss and consider the minutes from September 1, 2011. Motion** by Wiedenbeck to approve the minutes with noted corrections, seconded by Pickel. **Motion** carried on a voice vote 8-0-3 with Severson, Hampton and Weigand abstaining.
5. **Presentation on Phase 1 of the Fiscal Impact Analysis for a potential merger of Town and Village by ate Crowley, Baker Tilly Virchow Krause.** Ms. Crowley gave an insightful and very well presented study to both boards and the citizens. Phase 1 looked at the Town and Village's debt service and it was compared for the next 5years. This is not a final report but this would give the joint boards an opportunity to approve moving forward with Phase 2. Phase 2 would look at the financial implications and other budget practices of how to merge staff, buildings and equipment. Throughout the discussion many questions from both board members were asked and Kate gave answers that were thought provoking.
6. **Discuss and consider the Fiscal Impact Report and next steps. Motion** by Zielke to refer this item back to the Joint Merger Committee for continuing discussion, seconded by Pickel. **Motion** carried on a unanimous voice vote 12-0-0.
7. **Update on parking for events on Vilas Road, Clark Street and overflow parking lot.** Anders commented that Clark Street "is a mess." The signs need to be raised and would like the Police Department to post **No Parking** signs. The committee also discussed the need for continuing education on the overflow parking lot. **This was discussion only and no action was taken.**
8. **Discuss the Cottage Grove Welcome sign ownership agreement.** In a letter from Attorney Boushea dated 10-6-11 it is noted none of the signs will be on Village owned

property. The owners of the signs will be the Town of Cottage Grove and not the Chamber.  
**This was discussion only and no action was taken.**

9. **Update on Purchase of Police Squad Car with trade in of 2001 Taurus.** There was no trade-in used for the purchase of this car, it was bought out right. May take the older car, which was not traded in, and send it up for auction. **This was discussion only and no action was taken.**
10. **Update on Village's Police Billing.** Wiedenbeck stated the Town has the July and August billings.
11. **Items for next agenda and meeting date.** Update on Emergency Government table top exercise, information pertaining to the Welcome Signs, update from Merger Committee and update on parking by the Rugby fields. The next meeting will be held on Thursday, November 3 at the Town Hall.
12. **Adjournment: MOTION** by DuPlayee to adjourn at 8:18pm, seconded Kindschi.  
**MOTION CARRIED 12-0-0.**

Connie K. Bushee, Deputy Treasurer

Approved: 11-03-2011

JOINT MEETING  
TOWN OF COTTAGE GROVE BOARD OF SUPERVISORS  
VILLAGE OF COTTAGE GROVE BOARD OF TRUSTEES  
NOVEMBER 3, 2011

1. Roll Call and Meeting Properly Posted:
  - A. Notice of the meeting was properly posted in the Town. Town Chair Kris Hampton and Town 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 Diane Wiedenbeck and Trustees Paula Severson, Micah Zielke, and Jennifer Pickel were present. David Viken, Jeff Weigand, and Ken Dahl (excused) were absent.
  - C. Town Clerk Kim Banigan, Village Administrator Matt Giese, and Police Sergeant David Stortz were also present.
2. Call to order:
  - A. Hampton called the Town Board to order at 6:34 P.M.
  - B. Wiedenbeck called the Village Board to order at 6:34 P.M.
3. Discuss/Consider approval of minutes from prior meetings: **MOTION** by Pickel/DuPlayee to approve the minutes of the October 6, 2011 meeting, with the corrections in items 5 and 10.  
**MOTION CARRIED 9-0.**
4. Discuss/Consider funding for Village Beat officer: Town Board members asked for the rationale behind including \$8,072 of expenses for the Village only officer in the shared portion of the police department operating budget for 2012. Zielke said that the dollar amount for the Village only officer has been locked in and is not tied to any specific officer. He suggested that it would be fair to take the average cost of the pool of officers rather than the cost of the last officer hired. Severson said that while the last officer was hired due to the decision to add a Village only officer, this officer is put into the rotation with other officers and the Town benefits by having less overtime due to a larger officer pool. Town Board members indicated that the Town does share in the expenses related to a car, equipment and training for the Village only officer, but the Town is not willing to share in salary and benefit expenses. The \$8,072 at question is due to the last officer hired switching from single to family health insurance coverage. No action was taken but there was general understanding that the Town will not agree to a 2012 Police Department budget that includes the \$8,072 in the shared portion.
5. Update on parking for events on Vilas Road, Clark Street and overflow parking lot: Sgt. Stortz said the Police Department has had no complaints or incidents related to this. He was asked to give feedback after the events planned for the coming weekend.
6. Update on Community Welcome Signs: Kindschi reported that easement contracts with the landowners have all been signed, and a verbal go-ahead has been given by Dane County for installation next week. Plans are for the Chamber of Commerce to turn ownership of the signs over to the Town on November 21<sup>st</sup>.
7. Update on Joint Merger Study Committee: The committee is working on a survey letter to go out with property tax bills. The next meeting will be on November 14<sup>th</sup>. Formation of subcommittees and smaller research groups with community support based on the survey results are planned. The importance of how "Rural" will be defined was discussed.
8. Update on Emergency Government Committee Table Top Exercise: Severson reported that Dave Bursack of Dane County Emergency Management presented a scenario of an anhydrous ammonia leak at Hydrite. Severson said the two-hour exercise was very informative, and included ideas of

JOINT MEETING  
TOWN OF COTTAGE GROVE BOARD OF SUPERVISORS  
VILLAGE OF COTTAGE GROVE BOARD OF TRUSTEES  
NOVEMBER 3, 2011

how to be proactive in alerting residents as well as use of Wisconsin Emergency Management's e-sponder system for reporting purposes. Severson was impressed with government and Hydrite employees involved in the exercise. A functional exercise is planned for next summer.

9. Update on police department billing to the Town: The September billing was given to Hampton before the start of this meeting.
10. Adjournment: Prior to adjournment, Pickel asked that stop signs for the corner of Sandpiper and Mourning Dove be included on the December agenda, and Anders asked for a discussion of weapon signs for the Emergency Services Building.
  - A. **MOTION** by DuPlayee/Kindschi to adjourn the Town Board. **MOTION CARRIED 5-0.**
  - B. **MOTION** by Zielke/Pickel to adjourn the Village Board. **MOTION CARRIED 4-0.**

The meeting ended at 7:22 P.M.

Kim Banigan, Town Clerk  
Approved 1-5-2012