

JOINT MEETING  
TOWN OF COTTAGE GROVE BOARD OF SUPERVISORS  
VILLAGE OF COTTAGE GROVE BOARD OF TRUSTEES  
JANUARY 5, 2006

- I. The meeting was called to order by Town Chairman Hampton at 7:02 P.M. It was determined a quorum was present for both the Town and Village Boards, and the meeting was properly posted in both municipalities.

Town Board present: Chairman Kris Hampton, Supervisors Virgil Schroeder and Mike Klinger. Absent Dave Morrow and Steve Anders.

Village Board present: President Ken Dahl, Trustees Jack Henrich, Kathleen Giese, Kevin Hoey, Diane Wiedenbeck, and Randy Margenau. Absent and excused: Patricia Krall.

Also present: Town Clerk Kim Banigan.

- II. Approval of Meeting Minutes(s) – December 1, 2005: **MOTION** by Klinger/Giese to approve the minutes as printed. **MOTION CARRIED 9-0-0.**

- III. MSA presentation of the Village's storm water plan: Eric Thompson, Senior Water Engineer, presented a powerpoint of the Stormwater Management Master Plan, explaining how the plan complies with permit requirements for NPDES Phase II: Municipalities with a population below 100,000. The complete plan is available at the Village Hall. Thompson pointed out that the Village's stormwater management ordinance already meets permit requirements.

Anders arrived at 7:07 P.M.

Dahl asked how the Village's storm water management compares with other municipalities. Thompson stated that most urban communities with age need improvement to meet the target.

Hampton asked who is responsible for maintaining ponds. Dahl stated that Village Public Works is responsible.

Dahl asked if the effect downstream now is the same as if nothing had ever been developed in the Village. Thompson stated that as far as rates and peak flows, the answer is yes. Not necessarily true for water quality, however.

Hampton asked if there are safeguards in place in the event of a chemical spill at Hydrite or on the interstate. Thompson answered that Hydrite is responsible for cleanup as part of their permit, and that while the stormwater system reduces flow rate through infiltration, there are not gates, so eventually contaminants would make their way through the system. Dahl said that a vacuum truck could be utilized to reduce the contamination reaching the stormwater system.

- IV. Discussion on Nelson Annexation and Storm Water Issues: Rob Christlieb from Gorman & Company displayed the development plan for the Nelson/Sheridan property, and described his ideas for stormwater management, including a central creek with infiltration and a "water feature" retention area at the corner of Myer Road and County

JOINT MEETING  
TOWN OF COTTAGE GROVE BOARD OF SUPERVISORS  
VILLAGE OF COTTAGE GROVE BOARD OF TRUSTEES  
JANUARY 5, 2006

Road BB with native plants and perhaps a fountain or waterfall.

Christlieb asked about Myer Road. The Town wants it to remain a 3-rod town road, with a 2-rod easement along the west side, no new roads attached to it. The Village transportation plan does not include Myer Road, and Dahl stated that it may have to be eliminated because there is not the required distance of 1500 feet between Myer Road and the new road connecting the new development to the proposed downtown area. Christlieb will contact Dane County before the next joint meeting to find out if Myer Road would need to be vacated. An option of changing the path of Myer Road to run west of the retention area was suggested.

Dave Bryan, owner of Hi-Tech Heating at 2395 County Road BB, asked whether an agreement with Wildwood Clinic has been made, and where sewer would go. Christlieb replied that an agreement with Wildwood Clinic is still pending, and that MSA has indicated that sewer would need to go south to the Three Oaks lift station, which is being worked on by other parties.

- V. Discuss/Consider Press Release: **MOTION** by Hampton/Schroeder to approve the press release as revised by Hoey, with paragraph one split into two paragraphs.  
**MOTION CARRIED 10-0-0.**
- VI. Discuss/Consider a joint NIMS training session for all members sometime in January. Hampton stated that January and February sessions are nearly full, Village Administrator Kim Manley had told him she is working on setting up a third session in March.
- VII. Discuss recreational programs offered by the Village and the associated costs: Margenau stated that Town residents account for about 30% of recreational program participants. The Village mill rate includes about 30 cents for recreational programs. In order to better align cost and expense, Margenau proposed an annual fee for non-Village residents of around \$147 per family to participate in recreation programs. Town Board consensus was in agreement with charging a fee to those using the programs as opposed to assessing all Town taxpayers for recreational programs.
- VIII. Discuss 2006 Land needs for Village: Dahl stated that most likely there will be land requirements in 2006, he could have specifics ready for the next joint meeting. Hampton asked if an housing start limit has set. Dahl replied that in 2006 there will be about 60, but the average maximum is more like 100.

Schroeder asked where things stand on a boundary agreement with the City of Madison, and whether the Village Board was in agreement with the proceedings of the recent meeting with the Town, the City of Madison, and the Village, where Village Planner Mike Slavney had represented the Village. Dahl replied that Slavney has been on vacation so the next meeting has not been scheduled, but some good things came out of the recent meeting.

JOINT MEETING  
TOWN OF COTTAGE GROVE BOARD OF SUPERVISORS  
VILLAGE OF COTTAGE GROVE BOARD OF TRUSTEES  
JANUARY 5, 2006

- IX. Items for next agenda and meeting date: The next meeting will be February 2, 2006 at the Village Hall. Agenda to include
- 1) Gorman & Company – Nelson/Sheridan Annexation Petition – Road and Stormwater Issues
  - 2) NIMS Training Session for all Board members in March
  - 3) EMS
  - 4) 2006 Village lands needs from Town
- X. **MOTION** by Klinger/Wiedenbeck to adjourn. **MOTION CARRIED 10-0.** The meeting was adjourned at 9:23 P.M.

Kim Banigan  
Town Clerk

**TOWN OF COTTAGE GROVE BOARD OF SUPERVISORS  
&  
VILLAGE OF COTTAGE GROVE BOARD OF TRUSTEES  
February 2, 2006  
MINUTES**

1.) **Call to Order.**

The joint meeting of the Town of Cottage Grove Board and Village of Cottage Grove Board was called to order at 7:03 p.m. by Village President Kenneth Dahl. Two citizens were present.

2.) **Roll Call**

It was noted a quorum was present and that the agenda had been properly posted. Roll call was taken. Village Board present: Kathleen Giese, Jack Henrich, Kevin Hoey, Randy Margenau, Diane Wiedenbeck and Kenneth Dahl. Town Board present: Steven Anders, David Morrow, Kris Hampton. Absent: Patricia Krall, Michael Klinger, Virgil Schroeder. Staff present: Kim Manley, Administrator and Jess Robinson, EMS Director.

3.) **Pledge of Allegiance.**

4.) **Public Appearances** – Public's opportunity to speak to Board Members about any item that is not a specific agenda item.

None.

5.) **Approve the Minutes of the January 5, 2006 meeting**

Wiedenbeck noted a spelling correction on page two, first full paragraph, third line up – “joining” should be “joint”. Correction was so noted. Motion by Hampton to approve the minutes with this correction, seconded by Wiedenbeck. Motion carried on a voice vote, 8-0-1, Morrow abstained.

6.) **Discuss and consider purchase of ambulance and necessary equipment for new EMS District.**

Director Robinson provided the Boards with an overview of the current ambulances, Unit #78 a 2002 model with roughly 59,000 miles +/- on the box; Unit #80 a 2003 model with roughly 29,000 miles +/- on the box.

Virgil Schroeder, Town Board member, arrived at 7:06 p.m.

Discussion following on the potential needs for a new district. Robinson indicated that a new ambulance needs a lead time of 120-180 days.

Atty. Boushea arrived at 7:15 p.m.

Hampton asked if the Boards should be contacting the Village and Town of Deerfield to begin discussions on what equipment they wish to retain. Concern was voiced with timeliness of a response from the Village of Deerfield given the problems experienced in the past. Discussed setting a possible deadline for a response of April.

Dahl asked Robinson what other items or pieces of equipment the joint district has that will be considered by the Village and Town of Deerfield. Robinson stated defibrillators, pagers/radios, clothing and computers. Consensus of the Boards was that a third party audit needs to be done to determine assets of the district and the value of each. Hampton noted that this will be put on the February agenda for the EMS Committee.

Margenau asked Robinson for a report or timeline on the things that the Boards will need to address in 2006 to become a new district. Robinson indicated that things such as a name for the new district,

operations manual, DEA and other licenses are needed. Consensus of the members present was that the name should be Cottage Grove EMS.

Manley to write a letter to the Village and Town of Deerfield to solicit a response on what they intend to keep of the equipment.

7.) **Discuss and consider the establishment of a joint Cottage Grove EMS Committee.**

Robinson reported that Dr. Lee Fauscher, UW has agreed to be the new District's Medical Director. After discussion, Atty. Boushea was directed to write a new EMS agreement between the Village and Town of Cottage Grove noting that the make up of the EMS Committee would consist of 3 members from the each Community, appointments could be Board members or citizens members (at the discretion of the Boards) and the Medical Director. It was understood that the Medical Director will be a voting member on all areas of operation except the budget. Atty. Boushea to have a draft for the March meeting.

8.) **Discuss and consider NIMS training for Village Board and Town Supervisors.**

Manley reported spring training sessions are planned. Some indicated that they will be taking the course online.

9.) **Future agenda items**

EMS

Joint meeting – State, County and EMS (March meeting) – Robinson directed to set this up.

10.) **CLOSED SESSION – The Village of Cottage Grove Village Board will enter into Closed Session pursuant to Wisconsin State Statute 19.85(1)(c) considering employment, promotion, compensation or performance evaluation for a public employee over which the governmental body has jurisdiction or exercises responsibility for; EMS staff; 19.85(1)(e) for the purpose of 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; EMS.**

Motion by Dahl, seconded by Anders/Wiedenbeck to enter into Closed Session. Motion carried on a unanimous roll call vote, 10-0-0. Time: 8:04 p.m.

The meeting reconvened at 8:43 p.m. into open session.

11.) **Adjournment.**

Motion to adjourn by Wiedenbeck, seconded by Margenau to adjourn. Motion carried on a unanimous voice vote, 10-0-0. Time: 8:44 p.m.

Respectfully Submitted by,  
Kim Manley, Administrator

JOINT MEETING  
TOWN OF COTTAGE GROVE BOARD OF SUPERVISORS  
VILLAGE OF COTTAGE GROVE BOARD OF TRUSTEES  
MARCH 2, 2006

- I. The meeting was called to order by Town Chairman Hampton at 7:00 P.M. It was determined a quorum was present for both the Town and Village Boards, and the meeting was properly posted in both municipalities.

Town Board present: Chairman Kris Hampton, Supervisors Virgil Schroeder and Mike Klinger. Steve Anders arrived at 7:22 P.M.

Village Board present: President Ken Dahl, Trustees Jack Henrich, Kathleen Giese, Kevin Hoey, Diane Wiedenbeck, and Randy Margenau.

Also present: Town Clerk Kim Banigan, EMS Chief Jess Robinson.

- II. Approval of Meeting Minutes(s) – February 2, 2006: **MOTION** by Wiedenbeck/Hoey to approve the minutes as printed. **MOTION CARRIED 8-0-1.** Klinger abstained.

- III. Cottage Grove EMS Progress Report and Actions to be Taken: Hampton reported that the Town and Village have signed an independent contractor's agreement with Robinson to coordinate formation of the new Cottage Grove EMS district.

Dahl stated that the Village Attorney has the volunteer contract pretty much done, and is waiting on Robinson's go-ahead to send it to the volunteers. A letter of intent to employ the paid employees at no less than their 2006 salary is in the works.

Robinson presented a summary of current staff qualification levels. A feasibility study will be performed next week to determine the cost of doing business. He has met with the State, Medical Director Lee Faucher, Dane County ALS pilot committee, and has a meeting tomorrow with the Blooming Gove Fire Chief. He intends to have an operational plan to the State by May. The biggest question is what do we have for equipment? Approximately 70% of the Deer-Grove EMS assets are owned by the Town and Village of Cottage Grove, which amounts to around \$290,000.

**MOTION** by Anders/Giese to hire Virchow-Krause to use the last audit results to prepare a comparison of the financial impact of dissolving vs. splitting the EMS district. **MOTION CARRIED 10-0.**

**MOTION** by Hoey/Klinger to direct Robinson to schedule Virchow-Krause to perform an audit on Deer Grove EMS after April 1<sup>st</sup>. **MOTION CARRIED 10-0.**

The joint boards intend to meet on April 3<sup>rd</sup> with Robinson and a Cathy Etter, Paramedic/ALS Coordinator for the State, for a feasibility discussion. Dahl presented a draft of an inter-municipal agreement for the new EMS district, suggesting that it be considered at the next joint board meeting.

- IV. Progress Report on Village Facility Needs Study: Dahl reported that the Village Board will interview two firms on March 6<sup>th</sup>, beginning at 5:30 P.M., and welcomed the Town Board to attend. The projected cost for the study is \$15,000 - \$18,000, 20% of which would be the Town's cost.

JOINT MEETING  
TOWN OF COTTAGE GROVE BOARD OF SUPERVISORS  
VILLAGE OF COTTAGE GROVE BOARD OF TRUSTEES  
MARCH 2, 2006

- V. Items for next agenda and meeting date: The next meeting will be a special day and time on Monday April 3rd at 6:00 P.M. at the Town Hall. Agenda to include  
1) EMS Feasibility discussion with Cathy Etter 2) EMS Agreement 3) Progress report on Village Feasibility Study.
- VI. **MOTION** by Hoey/Margenau to adjourn. **MOTION CARRIED 10-0.** The meeting was adjourned at 8:03 P.M.

Kim Banigan  
Town Clerk

JOINT MEETING  
TOWN OF COTTAGE GROVE BOARD OF SUPERVISORS  
VILLAGE OF COTTAGE GROVE BOARD OF TRUSTEES  
APRIL 3, 2006

- I. The meeting was called to order by Town Chairman Hampton at 6:38 P.M. It was determined a quorum was present for both the Town and Village Boards, and the meeting was properly posted in both municipalities.

Town Board present: Chairman Kris Hampton, Supervisors Virgil Schroeder and Mike Klinger. Dave Morrow arrived at 6:56 P.M.

Village Board present: President Ken Dahl, Trustees Jack Henrich, Kevin Hoey, Diane Wiedenbeck, and Randy Margenau.

Also present: Town Clerk Kim Banigan, EMS Chief Jess Robinson, Village Attorney Lee Boushea, and Cathy Etter, Paramedic/ALS Coordinator for the State of Wisconsin.

- II. Discuss New EMS District: Robinson outlined the timeline and progress of the formation of the new EMS district, stating that March progress included contact with the County, the State and the Medical Director, completion of lateral transfers for employees, and drafting of transfer letters for volunteers and interns.

Etter requested a letter of support for the formation of the new district at the paramedic level from each of the municipalities, guaranteeing that there will be no interruption of EMS service even if both new services (Cottage Grove and Deerfield) are not ready to go on January 1, 2007. She asked who the actual owner of the new service will be. The boards agreed that the Town and Village will own the service jointly based on equalized value percentages.

Etter stated that Robinson has a good start on the operation plan, and that licensing will be relatively easy since we already have 13 paramedics. Protocols will take more time. She felt selection of Medical Director Lee Faucher was an excellent choice. She will need a copy of the EMS Agreement once it is finalized, as well as when ambulances will be purchased, and how many.

Robinson stressed that the audit and purchase of ambulances were top priority. He is waiting for Virchow/Krause to return his call regarding the audit. The 2007 budget is pretty much together, he is working with the county on pager tone and number designations.

- III. **MOTION** by Hoey/Klinger to adjourn. **MOTION CARRIED UNANIMOUSLY.**  
The meeting was adjourned at 6:59 P.M.

Kim Banigan  
Town Clerk

Approved 5/04/2006

**TOWN OF COTTAGE GROVE BOARD OF SUPERVISORS  
&  
VILLAGE OF COTTAGE GROVE BOARD OF TRUSTEES  
April 6, 2006  
MINUTES**

1.) **Call to Order.**

The joint meeting of the Town of Cottage Grove Board and Village of Cottage Grove Board was called to order at 7:03 p.m. by Village President Kenneth Dahl.

2.) **Roll Call**

It was noted a quorum was present and that the agenda had been properly posted. Roll call was taken. Village Board present: Kathleen Giese, Jack Henrich, Randy Margenau, Diane Wiedenbeck and Kenneth Dahl. Town Board present: Steven Anders, Michael Klinger, Virgil Schroeder and Kris Hampton. Absent and excused: Patricia Krall, Kevin Hoey and David Morrow. Staff present: Kim Manley, Administrator, Susan M. Harper, Clerk/Treasurer and Jess Robinson, EMS Director.

3.) **Pledge of Allegiance.**

4.) **Public Appearances – None.**

5.) **Approve the Minutes of the March 2, 2006 meeting**

Motion by Klinger to approve the minutes, seconded by Wiedenbeck. Motion carried on a voice vote, 9-0-0.

6.) **CLOSED SESSION – The Village of Cottage Grove Village Board and Town Board will convene into CLOSED SESSION pursuant to 19.85(1)(e) for the purpose of 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; EMS – Possible Intergovernmental Agreements..**

Motion by Dahl, seconded by Wiedenbeck to enter into Closed Session. Motion carried on a unanimous roll call vote, 9-0-0. Time: 7:06 p.m.

The Boards reconvened into OPEN SESSION at 8:10 p.m.

7.) **Adjournment.**

Motion to adjourn by Wiedenbeck, seconded by Schroeder to adjourn. Motion carried on a unanimous voice vote, 9-0-0. Time: 8:11 p.m.

Respectfully Submitted by,  
Susan Harper, Clerk/Treasurer

Approved 5/04/2006

JOINT MEETING  
TOWN OF COTTAGE GROVE BOARD OF SUPERVISORS  
VILLAGE OF COTTAGE GROVE BOARD OF TRUSTEES  
MAY 4, 2006

- I. The meeting was called to order by Town Chairman Hampton at 7:02 P.M. It was determined a quorum was present for both the Town and Village Boards, and the meeting was properly posted in both municipalities.

Town Board present: Chairman Kris Hampton, Supervisors David Morrow, Karen Kessenich and Mike Klinger.

Village Board present: President Ken Dahl, Trustees Jack Henrich, Kevin Hoey, Diane Wiedenbeck, and Randy Margenau.

Also present: Town Clerk Kim Banigan.

- II. Approval of Meeting Minutes(s)  
A. **MOTION** by Morrow/Wiedenbeck to approve the minutes of the April 3, 2006 minutes, with a correction of the spelling of Boushea in item I. **MOTION CARRIED 8-0-1.** Kessenich abstained.  
B. **MOTION** by Wiedenbeck/Klinger to approve the minutes of the April 6, 2006 minutes as printed. **MOTION CARRIED 7-0-2.** Morrow and Kessenich abstained.

- III. Approve Monona Grove School District Annexation: It was noted that the annexation request was approved by the Joint Planning Committee on May 3, 2006. Hampton asked if the school board still intends to sell lots to the east of Damascus to aid with road financing. School Superintendent Gary Schumacher indicated that the school board will consider the sale of 17 lots on about 4 acres of land at their upcoming meeting. School Board President John Kitzlaar was also in attendance. **MOTION** by Henrichs/Klinger to approve the annexation petition. **MOTION CARRIED UNANIMOUSLY.**

- IV. Discuss Village of Cottage Grove Recreation Program fees to non-Village residents: Margenau handed out a Proposed Shared Recreation Program Analysis for discussion (Appendix A, available in the Clerk's Office). It shows the recreation program budget for 2006 at \$104,015.60 and Athletic Field Expenses at \$12,498.00, for total fixed costs of \$116,513.60. Margenau pointed out that Athletic Field Expenses are for maintaining playing fields only, not for mowing the surrounding grass in the parks.

2006 Projected Revenue is shown as \$17,180.00, and consists of Program Revenue, Enrichment Programs, and Grants/Awards. This leaves a projected loss of \$99,333.60. Margenau stated that with tax levy limits and other budget issues, the Village needs their recreation program to be more self-sufficient.

Margenau went on to say that for Village residents, the mill rate impact is \$60 for a \$164,000 home. He proposed that the Town contribute to the recreation program based on prior year participation rate, which has been consistently around 30%. For 2006, this would have amounted to a \$34,954.08 Town contribution, costing Town residents \$17.23 for every \$150,000 of assessed value. If the Town were to agree to a joint recreation program, Town residents would pay the resident fee, and the Village would expand its recreation committee from 5 to 7 members, 2 from the Town. Kessenich asked about the composition of the committee. Margenau responded that 1 member would be from the Village Board, 4 members would be village residents, 1 member would be from the Town Board, and 1

JOINT MEETING  
TOWN OF COTTAGE GROVE BOARD OF SUPERVISORS  
VILLAGE OF COTTAGE GROVE BOARD OF TRUSTEES  
MAY 4, 2006

member would be a town resident.

Hampton pointed out that in addition to the fact that the Town has six school districts, residents from five of which were unlikely to enroll in Village recreation programs, Town residents pay taxes on farm land, wetlands and forest with no potential recreation program participants.

It was questioned what fee would be charged to non-Village residents who do not reside in the Town of Cottage Grove. Margenau indicated there would probably still be an additional fee for those participants.

In response to a question regarding a discount for Town residents who volunteer as coaches, Margenau stated it is felt that coaches should be serving out of an interest in youth, not for monetary rewards. He further stated that anonymous scholarships based on financial need have been discussed, although details have not been worked out.

Public Comments:

Tracy Ellingson explained that while she actually resides in the Stoughton School district, she has chosen to send her children to Monona Grove Schools, and they prefer to play sports with their friends. She feels that a \$50 fee to pay T-Ball is much too high, and gave examples of resident vs. non-resident fees charged by several surrounding communities. She felt that the Village should have approached the Town Board before coming out with the increased fees this spring, and that the increase could have been done in increments to lessen the blow. She stated that she would be willing to pay a membership fee. She admitted that had she not chosen to send her kids to Monona Grove Schools, she might protest being taxed for Village recreation programs.

Lisa Pulvermacher echoed Ellingson's sentiments, adding that it will cost her \$120 extra for her three kids to play baseball this summer. She does not object to paying more than Village residents since she does not contribute taxes toward the program, but feels the non-resident fees are excessively high.

Margenau stated that a \$150 membership fee was turned down by the Village Board, and that lower membership fees do not significantly contribute to covering of costs due to the fact that only 30% of Town residents participate, whereas an assessment would collect from all residents.

No action was taken, the Town Board will consider it at budget time in the fall.

- V. Cottage Grove EMS Progress Report: EMS Chief Jess Robinson passed out a booklet containing the following:
- A. Examples of logos for stationery and web design – he is working with a company in California who will not charge until a design is chosen, and then charges \$339 for unlimited revisions of three logos. Wiedenbeck noted that there are several graphic designers in Cottage Grove.
  - B. Time Line/Schedule of Events by Month. He is on or ahead of schedule on most items, although treatment protocols, listed in April, are not finished yet. He hopes to have a

JOINT MEETING  
TOWN OF COTTAGE GROVE BOARD OF SUPERVISORS  
VILLAGE OF COTTAGE GROVE BOARD OF TRUSTEES  
MAY 4, 2006

draft for the next joint board meeting. Two ambulances will be needed. He has contacted several sources, and estimates a 90 day lead time, so is shooting for purchase in June.

- C. EMS Organization Structure flowchart.
- D. Paid Employee and Volunteer Membership Section, which is essentially the same as the current district.
- E. Paid Member Section includes changes to annual leave for shift employees. Kessenich questioned the one month notice of resignation, concerned that if one month leave is given, and the employee decides to leave sooner, the district may be responsible to pay for the entire month. Robinson stated that since shift employees only work 7-8 days per month, it is difficult to wrap everything up in only 3-4 days, and historically there have been no such problems.
- F. Volunteer Section: Stipends are always a challenge due to being heavily taxed for the volunteers.
- G. Code of Ethics and Code of Confidentiality
- H. Draft 2007 Budget. A start-up budget cannot be completed until after the audit.

Robinson emphasized that he welcomed input from the boards on all that he had presented in the booklet.

Finally, he passed out an Asset List for Deer-Grove EMS, which shows an inventory of \$329,448.64 at acquisition cost. The list was compiled by going through invoices back to 2001. A physical inventory will be needed to pick up items purchased prior to 2001 because even items with no current value still need to be divided up.

Hampton asked Dahl the status of the Cottage Grove EMS Agreement, Dahl made a note to check with the Village Attorney. Hampton suggested a timeline to review the document at the May 15<sup>th</sup> board meetings, review questions at the June 1<sup>st</sup> joint meeting, and approve the agreement at the June 5<sup>th</sup> board meetings.

- VI. Discuss Village of Deerfield's Deer-Grove EMS proposal for additional CPA services. The boards had copies of a letter from Paul C. Dingee, CPA offering to assist in the division of Deer-Grove EMS Assets. **MOTION** by Dahl/Klinger to reject Dingee's offer. **MOTION CARRIED UNANIMOUSLY.**
- VII. Discuss Cottage Grove EMS Services to Town of Deerfield: Hampton asked Robinson to come to the Town of Deerfield meeting next Monday with figures to support an offer of Cottage Grove EMS services to the Town of Deerfield.
- VIII. Update on Joint Boundary Agreement between Town and Village of Cottage Grove and the City of Madison: Henrichs reported there had been a second meeting, and the next meeting is on May 24<sup>th</sup> at 8:30 A.M. in Mike Slavney's office. Hampton is disappointed that the City does not want to deal on commercial growth in the Town on Highway 12 & 18.

JOINT MEETING  
TOWN OF COTTAGE GROVE BOARD OF SUPERVISORS  
VILLAGE OF COTTAGE GROVE BOARD OF TRUSTEES  
MAY 4, 2006

Kessenich began a discussion by asking why not combine the Town and Village as one Government, stating that Town residents have indicated to her that they would prefer to see Cottage Grove as one municipality rather than to lose the Town to the City of Madison. She asked why Cottage Grove could not become a city, to which Dahl explained that there are no advantages at the current population level. Cities under 18,000 population and Villages both have 1.5 miles of Extra-Territorial Jurisdiction. No additional protection from annexation is afforded to cities since villages cannot be annexed either.

Dahl stated that a search is under way for the best legal advisor in strategies to protect the Town from losing land to the City. Once the advisor is selected, Dahl and Hampton will meet with him/her, then bring the options to the boards. Hampton and Henrich pointed out that consolidation is a moving target as legislation often changes in response to actions of municipalities, citing the City of Fitchburg as an example. Hampton suggested watching the current efforts to merge the Town and Village of Verona.

Kessenich demanded assurance that all possibilities of consolidation/merger would be explored, and asked for the topic to appear on future agendas, along with an update on the status of the Veronas. She stated her concern that Town residents are not informed of what the boards' efforts are, and suggested more publicity. It was noted that publicity does not reach all audiences, and that if people have questions, all they have to do is ask. Members of both boards noted the low attendance by the public of their meetings.

Hampton stated that the Town has received notice that the Village will not renew the current boundary agreement. Dahl stated that he hopes to have the framework for a new agreement by the time the current one expires in August.

- IX. Discuss Great Midwest Relay: Hampton reported that he had received notice that the Great Midwest Relay will be held on June 9<sup>th</sup>, and assumed the Village had similar notice. Police Chief Gould had communicated that he does not intend to schedule any additional help on the day of the relay, as there were no calls last year.
- X. Items for next agenda and meeting date: The next meeting will be June 1<sup>st</sup> at 7:00 P.M. at the Village Hall. Agenda items to include: Recreation Program, Cottage Grove EMS progress report, update on joint boundary agreement with City of Madison, update on legal advisor search, update on Verona merger.
- XI. **MOTION** by Morrow/Klinger to adjourn. **MOTION CARRIED UNANIMOUSLY.** The meeting was adjourned at 9:26 P.M.

Kim Banigan  
Town Clerk

**VILLAGE OF COTTAGE GROVE**  
**MINUTES FOR THE TOWN OF COTTAGE GROVE BOARD OF SUPERVISORS &**  
**VILLAGE OF COTTAGE GROVE BOARD OF TRUSTEES' JOINT MEETING,**  
**JUNE 1, 2006**

- 1) The meeting was called to order by Chairman Ken Dahl at 7:11 p.m.
- 2) It was noted a quorum was present and that the agenda had been properly posted in both municipalities. Roll call was taken. Village Board present: Jack Henrich, Randy Margenau, Larry Schoenemann, Diane Wiedenbeck and Kenneth Dahl. Town Board present: Karen Kessenich, Michael Klinger, and Kris Hampton. Absent: Steven Anders and David Morrow. Staff present: Susan M. Harper, Clerk/Treasurer and Jess Robinson, EMS Director. Trustee Kevin Hoey arrived at 7:22 p.m.
- 3) **Pledge of Allegiance.**
- 4) **Public Appearances** - *Public's opportunity to speak to Board Members about any items that are not on the agenda.* Town Chairman Kris Hampton stated that the Town is considering acquiring property for parking behind Flynn Hall. Dahl stated that public parking for all the businesses in that area would be his preference. Hampton asked if the village would do the engineering of the lot and execution of the storm water plan. Hampton said the Town would purchase the land and black top the lot. The closing date is expected to be sometime before the end of this year. Discussion ensued about the number of handicapped spaces needed, access via the current hall driveway, signage for the restricted parking and how many stalls the new lot will have. Hampton will keep Dahl informed as the purchase progresses.

Hampton asked why the bills from the Village have lagged for the last two months. Dahl explained the time crunch the Village has been under to get the recreation program up and running without a recreation coordinator. Once this is accomplished, the regular business of the Village will resume.

- 5) **Approve the Minutes of the May 4, 2006 meeting.** Motion by Klinger to approval the minutes, pending Wiedenbeck's review for errors, seconded by Wiedenbeck. With correction to the minutes, the motion carried with a unanimous voice vote: 8-0-0.

**Kevin Hoey arrived at 7:22 pm.**

- 6) **Continued discussion and possible action on joint recreation program.** Deferred until September's joint meeting for further discussion.
- 7) **Progress report on Cottage Grove EMS.** Jess Robinson reported that he recently spoke to the Town of Deer field about the regionalization issue. The agreement between the municipalities needs finalizing before he can move ahead. The patches are done and the operational plans are in place. The protocols will take longer because regulations have changed and the doctor creating the protocols was hospitalized. More items have been added to the list [by Deerfield] as to whether or not they are EMS assets. Robinson is doing another full inventory to make sure all is accounted for. The timeline is still on target but Robinson needs the agreement as soon as possible. As the meeting scheduled in Deerfield has changed three times, Robinson will not be able to attend their meeting, as he has committed that same date to meeting with the people in Pleasant Springs.  
Discussion then ensued about Deerfield, the Deer Grove EMS accounts receivable and the fiscal responsibility for creation of the Deerfield EMS.
- 8) **Discuss and Consider EMS agreement for Cottage Grove EMS.**  
David Dinkel from the Town of Deerfield addressed the joint boards. He was on the Deer Grove EMS Commission from about 1979-89. He asked how the four municipalities came to this separation of service. Dinkel would like the EMS district kept together as the District formed out of community needs.  
Dahl stated that Cottage Grove and Deerfield had a different vision in how each sees the district being managed. Part of the vision in Cottage Grove is to become a paramedic level by the end of 2006. Hampton stated that the decision to separate was made at a joint meeting with the Village

of Cottage Grove. Margenau reassured Dinkel about the response time being the same and that Cottage Grove intended to provide EMS service. Dinkel was advised to ask the Deerfield officials the same questions he asked of the joint boards this evening. Attorney Boushea has drafted an agreement for the dissolution of the EMS agreement with Deerfield and creation of the new district. The EMS Commission will consist of seven members, with three from the Town and three from the Village and a medical director who cannot vote on financial issues. Dane County pays insurance for the volunteers and ambulances. The state approves the medical director and Dane County is kept informed. Changes to the agreement were expressed by Hampton. Margenau stated that he would like the discussion of changes to take place in the joint board forum where they can be heard and considered by both parties.

**Motion** by Margenau to table, until the July joint meeting, any further discussion on the EMS agreement until both attorneys [Boushea & Anderson] have had time to discuss how the document changes will be made, using the May redraft with the minor changes made by Boushea. Motion seconded by Klinger.

The question of who represents the joint boards legally was answered by Dahl stating that the lawyer switches when the chair of the committee changes.

**Motion** approved with the stated conditions by a voice vote of 9-0-0.

9) **Update on Joint Boundary Agreement with City of Madison.**

Dahl stated that the area in green=wetlands is a 1 in 35 acres if developed. Madison can enforce their ETJ as Madison extends further to the North which will allow them ETJ closer to Cottage Grove boundaries.

10) **Update on Verona governmental merger (*Town and Village*).**

Consolidation continues between the Town and Village of Verona. Merging will block annexations by Madison.

11) **Items for next agenda.**

Ask the Lions about the entrance signs.

Present new information on the merging of communities.

Kevin Hoey will attend the Tues. June 6, meeting at 7 p.m. in the Town and Village of Deerfield's fire station.

The Monday after the Fireman's Festival, construction on N begins.

12) **CLOSED SESSION – The Village of Cottage Grove Village Board and Town Board will convene into CLOSED SESSION pursuant to §19.85(1)(e) for the purpose of 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; EMS – Interpretation of Intergovernmental Agreements.**

**Motion** by Dahl to move into closed session, seconded by Wiedenbeck. Motion carried with a unanimous roll call vote of 9-0-0.

**Motion** to return to open session by Margenau, seconded by Wiedenbeck. **Motion** carried with a unanimous roll call vote of 9-0-0. Returned to open session at 9:13 p.m.

13) **Motion** to adjourn by Margenau, seconded by Hampton. **Motion** carried with a unanimous voice vote: 9-0-0. The meeting was adjourned at 9:14 p.m.



JOINT MEETING  
TOWN OF COTTAGE GROVE BOARD OF SUPERVISORS  
VILLAGE OF COTTAGE GROVE BOARD OF TRUSTEES  
JULY 6, 2006

- I. It was determined a quorum was present for both the Town and Village Boards, and the meeting was properly posted in both municipalities. Town Chairman Kris Hampton called the meeting to order 7:00 P.M.

Town Board present: Chairman Kris Hampton, Supervisors David Morrow, Steve Anders, Karen Kessenich and Mike Klinger.

Village Board present: President Ken Dahl, Trustees Jack Henrich, Diane Wiedenbeck, and Larry Schoenemann. Kevin Hoey arrived at 7:12 P.M.

Also present: Town Clerk Kim Banigan.

- II. Approval of Meeting Minutes(s)  
A. **MOTION** by Wiedenbeck/Schoenemann to approve the minutes of the June 1, 2006 minutes, with a correction to Item 8, paragraph 2, sentence 3 should read "Hampton stated that the decision to separate was made at a joint meeting with the Village of Cottage Grove." **MOTION CARRIED 7-0-2.** Anders and Morrow abstained.

- III. Public Concerns: Klinger asked the Village Board to consider increasing the speed limit on the small portion of Vilas Road that lies within the Village limits, and on County Road N at the north end of the Village. Dahl stated that the County determines the speed limit on County Road N, and that the speed limit for Vilas Road would have to be run past Public Works. Klinger also asked if there is any truth to the rumor that a round-about is planned for the intersection of County Roads N and BB. Dahl stated that a round-about is one of the options that have been mentioned, but nothing has been decided yet.

- IV. Update from Lion's Club on Entrance Signs: Dahl stated that Ellery Jensen is working on securing sign locations in an easement at the old Gaston School location, and on Larry Skaar's property on the north side of the creek along County Road N. The Lions should know by next month whether they can get the signs made soon.

Hoey Arrived

- V. Cottage Grove EMS Progress Report: EMS Chief Jess Robinson reported that he met with Deerfield area EMS interim director Terry Thompson, and got a preliminary list of which assets Deerfield does and does not want to keep. Items they want to keep include the fully stocked ambulance unit #80. Dahl pointed out that as the withdrawing parties, the Town/Village of Cottage Grove only have to take the equipment we want, Deerfield must pay for the rest.

Robinson stated three options for ambulances for Cottage Grove EMS:

- 1) Trade in #78, purchase 2 new units
- 2) Purchase 1 new unit, Remount #78
- 3) Purchase 1 new unit, keep #78

Until he has a trade-in value on #78, he cannot make a recommendation of which of the three to proceed with. He is scheduled to view new ambulances on July 17<sup>th</sup>, estimates lead time needed from order to delivery as 60-90 days.

Hampton asked about progress of determining depreciated values of assets, Robinson stated

JOINT MEETING  
TOWN OF COTTAGE GROVE BOARD OF SUPERVISORS  
VILLAGE OF COTTAGE GROVE BOARD OF TRUSTEES  
JULY 6, 2006

the determination should be complete early next week. He is also working on bylaws, a handbook, a preliminary 2007 Budget, Payment Intercept and Mutual Aid agreements, and regionalization issues. He does not anticipate changes that will make our radios incompatible, and noted that the City of Madison will provide an 80 MHz radio for each ambulance once we go paramedic.

For the next joint board meeting, Robinson expects to have bids for defibrulators, gear, office equipment and ambulances.

- VI. Cottage Grove EMS Agreement: Wait for Village Attorney Lee Boushea to arrive (See item VII. below.)
- VII. Update on Joint Boundary Agreement with City of Madison: Jack Henrich presented an overhead of a preliminary map provided by Mike Slavney showing land use in the Town of Cottage Grove under the proposed agreement. The next meeting is the third week of August, Madison is working on talking points. Discussion on the different statutory options for boundary agreements, other options to protect the Town from City development. Kessenich stressed that s. 66.0307 gives the most solid agreement, stated her opinion that the proposed green space is not enough. Dahl pointed out that other boundary agreements the City has entered into with Towns have been of a different nature than we are hoping for, resulting the eventual demise of the Towns.

Village Attorney Lee Boushea arrived at 8:05 P.M.

- VIII. Discuss/Consider/Approve Cottage Grove EMS Agreement: Boushea passed out a side-by-side comparison of the latest Town and Village versions of the agreement, along with a proposed compromise of the two, which was discussed point by point.
- A. In 2.01, B., 1.: Each MUNICIPALITY shall initially appoint one COMMISSIONER for a one (1) year term, and two COMMISSIONERS for a two (2) year term.
- B. In 2.03, A.:
1. Enter into contracts at or above \$6000....
  2. Enter into contracts valued below \$6000...
  4. Hire EMS Chief and Medical Services Director.
  5. Delete "schedules"
- C. In 4.03,  
A.: Add "If a MUNICIPALITY fails to make its payment when due, it shall pay the DISTRICT one percent (1%) interest per month on the amount past due."
- D. In 6.02,  
A: Final sentence "The withdrawing MUNICIPALITY shall receive this payment as a lump sum no later than March 15<sup>th</sup> in the year following dissolution."  
B.:Change to "A Valuation of depreciating capital assets shall be determined yearly", and move to 5.02.
- E. In 6.03: Final sentence Final sentence "The withdrawing MUNICIPALITY shall make such payment to the DISTRICT as a lump sum no later than March 15<sup>th</sup> in the year following dissolution."

Boushea will email a corrected version next Monday.

JOINT MEETING  
TOWN OF COTTAGE GROVE BOARD OF SUPERVISORS  
VILLAGE OF COTTAGE GROVE BOARD OF TRUSTEES  
JULY 6, 2006

- IX. Discussion of Status of Town and Village Boundary Agreement and other options available: Dahl stated he is still looking for a good source to get all the available options, but agreed with Hampton to go with the individuals we have if no other source is found before the August joint meeting.
- X. MOVE TO CLOSED SESSION AS PERMITTED BY WIS. STATS. §19.85(1)(g) for the purpose of conferring with legal counsel who is rendering oral or written advice concerning strategy to be adopted concerning future of Deer-Grove EMS. **MOTION** by Klinger/Anders to move to closed session. **ROLL CALL VOTE – ALL AYES.** The closed session began at 9:42 P.M.
- XI. CONSIDER/ADOPT MOTION TO RECONVENE TO OPEN SESSION: **MOTION** by Klinger/Wiedenbeck to reconvene to open session. **ROLL CALL VOTE – ALL AYES.** Reconvened to open session at 9:58 P.M. There was no motion as a result of the closed session.
- XII. Items for next agenda and meeting date: The next meeting will be on August 3, 2006 at 7:00 P.M. at the Village Hall. Agenda items to include: Entrance Signs, Cottage Grove EMS progress report, update on joint boundary agreement with City of Madison, Town and Village Boundary Agreement, Closed Session for EMS.
- XIII. **MOTION** by Anders/Hoey to adjourn. **MOTION CARRIED UNANIMOUSLY.** The meeting was adjourned at 9:59 P.M.

Kim Banigan  
Town Clerk

Approved 9/07/2006

**VILLAGE OF COTTAGE GROVE**  
**TOWN OF COTTAGE GROVE BOARD OF SUPERVISORS**  
**&**  
**VILLAGE OF COTTAGE GROVE BOARD OF TRUSTEES**

**September 7, 2006**

**MINUTES**

- 1) The meeting was called to order by Chairman Ken Dahl at 6:34 p.m.
- 2) **Roll Call & meeting properly posted** - It was noted a quorum was present and that the agenda had been properly posted in both municipalities. Roll call was taken. Village Board present: Trustees Beck, Margenau, Schoenemann, Wiedenbeck, Henrich and President Dahl. Town Board present: Supervisor Klinger and Chairperson Hampton. Trustee Hoey arrived at 6:35 p.m., Supervisor Anders arrived at 6:40 p.m. and Supervisor Kessenich arrived at 7:30 p.m. Absent: Supervisor Morrow. Staff present: Deputy Treasurer Connie Bushee, Village Administrator Kim Manley, EMS Director Jess Robinson, Director of Public Works Jim Hessling, Fire Chief Bruce Boxrucker, Mike Maloney and Darrell Wright from MSA. The Monona School Board was in attendance. There were 10 citizens in the audience.
- 3) **Pledge of Allegiance.**
- 4) **Public Appearances** - Public's opportunity to speak to Board Members about any items that are not on the agenda.  
Allison Pelleymounter, 4334 Damascus Trail, spoke about the speed limits along Vilas Road. Was wondering why the 25mph was not extended? Pam Dumphy, Dane County Highway Department, spoke that speed limits are based on engineering studies. Ms. Dumphy does not think a study would show the need to change the present speed limit. The limits on County Highway BB and County Highway N were changed two years ago.  
  
Trustee Wiedenbeck spoke of the need for an interested citizen to be part of the Board for the Colonial Club located in Sun Prairie. Interested citizens are to contact either the Town or Village Hall.
- 5) **Discussion on development process for the Middle School and Roads.** The timeline the school board would like to see is Damascus Trail construction beginning before the end of 2006. Construction of the school beginning in 2007 so the school could be opened in time for the 2008 school year. The discussion among the Village Board, Town Board and School Board members was very spirited.
  - a) **Presentation by Monona Grove School District – Update on new Cottage Grove Middle School Project.** Dr. Schumacher gave a Power Point presentation on the proposed floor plans. Dan Rossler, Rettler Corporation, spoke of how there will be two entrances to the school off of Damascus Trail and there will no entrances off County Highway BB. With the new construction of Damascus Trail, on the east end of the school development, the school board will be selling newly created residential lots to a developer who will be determined at a later date. There will be two bike lanes and a designated left turning lane off of Damascus Trail on the north end of County Highway BB.

- b) **Presentation by MSA on Utilities and Roads for Damascus and Highway. BB / school site.** Mike Maloney of MSA presented the proposed utilities on County Highway BB and Damascus Trail: curb and gutter will be installed on the south side of County Highway BB as this will help with water run off. Darrell Wright of MSA spoke on the future traffic concerns along County Highway BB that would warrant two traffic lanes and a stop light at County Highway BB and Damascus Trail. To summarize the traffic study conducted by MSA, County Highway BB is operating at a Level C which in the middle level of traffic studies. In the future, levels could increase to a Level F which is the highest end of operation. At the end of Wright's presentation there was a question and answer session.
- 6) **Approve the Minutes of the July 6, 2006 meeting.** Motion by Hampton to approve the minutes of July 6, 2006 as presented, seconded by Wiedenbeck. Motion carried on a 7-0-1 with Margenau abstaining.
- 7) **Discuss and consider forming Joint Recreation program with the Town of Cottage Grove.** Margenau handed out copies of the 2006 Fall/Winter program guide along with a summary of the recreation revenues. At this time, the recreation program is not a joint effort between the Town and Village of Cottage Grove. The non-resident fee was changed in 2006 from \$10 extra per program for non-residents to charging up to double the program cost. Town resident program usage has seen an increase an of 30%. The Village is asking for 30% in funding from the Town of Cottage Grove which amounts to roughly \$35,000. If this program were to become a joint program, town residents would pay "village" resident fees. Margenau also said that the Parks & Recreation Committee would expand at the time the program became a joint effort to include two Town Supervisors. There will be an open house on September 14, 2006 at the Village Hall. Margenau will have the 2007 budget figures to the Town Hall by mid-October.
- a. **Update of Recreation Program participation and upcoming programs.** There was a short discussion about participation and upcoming programs.
- 8) **Progress report on Cottage Grove EMS.** EMS Director Robinson stated that an ambulance was ordered at a cost of \$126,813 with a delivery date of November 1, 2006. There will be a discussion at the EMS Committee on September 11, 2006 about the time crunch the committee is under to be up and running by January 1, 2007. This item was discussion only with no action taken.
- 9) **Discuss and consider having a meeting with the Town and Village of Deerfield to address the Deer Grove EMS assets' split.** Trustee Hoey stated he would setup a meeting with a board member of the Village of Deerfield. Hampton stated he would setup a meeting with a town board member of the Town of Deerfield. This was discussion only with no action taken.
- 10) **Discussion on creation of a Police Commission.** Klinger started the discussion with the statement that the Town and Village Boards would lose control over the Police Department. Dahl stated that when a municipality is over 5,000 citizens in population, a Commission must be formed. More information will be forthcoming at the September meeting of the Law Enforcement Committee.
- 11) **Update on Joint Boundary Agreement with City of Madison.** Henrich stated that the City of Madison attorney was going to draft the agreements. The attorney will email the drafts to

members of the Extra Territorial Zoning Committee. Hampton stated that there would be three separate agreements. This was discussion only with no action taken.

- 12) **Update on Facility Study.** Manley has met with the various department heads, scheduled a meeting with the political parties on the Town and Village Boards and will be meeting with Plunkett, Raysich and Associates in the near future.
- 13) **Payment of Vouchers (Village Only).** Motion by Hoey to approve the payment of vouchers with the deletion of the Library Board payment, seconded by Schoenemann. Motion carried on a 7-0-0 voice vote.
- 14) **Items for next agenda.**
  - ⚙ EMS
  - ⚙ Recreation
  - ⚙ Facility Committee
  - ⚙ School
- 15) **CLOSED SESSION – The Village of Cottage Grove Village Board and Town Board will convene into CLOSED SESSION pursuant to §19.85(1) (e) deliberating or negotiating the purchase of public property, investing of public funds, conducting other specified business whenever competitive and/or bargaining reasons require a closed session; land sales/purchase; lease agreements; intergovernmental agreements; development matters: contractual matters re: Fire and EMS services.**  
**§19.85(1)(g) conferring with legal counsel 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; pending matters: EMS open records issue.**  
Motion by Dahl to move into closed session at 9:30p.m., seconded by Klinger. Motion carried with a unanimous roll call vote of 9-0-0.  
Motion to return to open session by Margenau, seconded by Dahl. Motion carried with a unanimous roll call vote of 9-0-0. Board members returned to open session at 10:13 p.m.
- 16) **Adjournment.** Motion to adjourn by Wiedenbeck, seconded by Margenau. Motion carried with a unanimous voice vote: 9-0-0. The meeting was adjourned at 10:14 p.m.

**Respectfully submitted by:** Connie K. Bushee, Deputy Treasurer

**Approved: 10-05-2006**

MINUTES OF JOINT MEETING  
VILLAGE OF COTTAGE GROVE BOARD OF TRUSTEES  
TOWN OF COTTAGE GROVE BOARD OF SUPERVISORS  
VILLAGE OF DEERFIELD BOARD OF TRUSTEES  
TOWN OF DEERFIELD BOARD OF SUPERVISORS  
SEPTEMBER 26, 2006

D R A F T

I. It was determined that a quorum was present for all four municipalities, and notice of the meeting had been properly posted in all four municipalities.

II. Town of Cottage Grove Chairman Kris Hampton called the meeting to order 7:00 P.M.

Cottage Grove Town Board present: Chairman Kris Hampton, Supervisors Karen Kessenich and Mike Klinger.

Cottage Grove Village Board present: President Ken Dahl, Trustees Jack Henrich, Kevin Hoey, Randy Margenau, and Diane Wiedenbeck.

Deerfield Town Board present: Chairman Bob Riege, Supervisors Art Mikkelson, Mike Schlobohm, Andreas Hansen and Pat Annen.

Deerfield Village Board present: President Arnold Evensen, Trustees Mary Chadwick-Kiefer, Paul Haag, Greg Frutiger, Diane Wilkinson.

Also present: Town of Cottage Grove Clerk Kim Banigan, Village of Cottage Grove Administrator Kim Manley, and Village of Deerfield Administrator Dean Otte.

III. Agenda items were discussed in the context of the 'Points of Agreement' document prepared by Manley and Otte, attached as Appendix A:

Dahl asked to start with Responsibilities of Deer-Grove EMS after January 1, 2007 on page four. Manley explained that this section addresses year-end payroll and income tax issues. Otte estimated it would take approximately four days for someone familiar with the bookkeeping system to complete these tasks, longer for someone unfamiliar. There was general agreement that Deer-Grove EMS should offer current Deer-Grove Accounts Manager, Becky Kubehl, a lump sum payment based on her current salary and benefits to close out the books and be available for the audit. Her pay would be shared proportionately by the four municipalities. Evensen stated that dollar values need to be determined.

12.) Cash and Checking Accounts: Otte explained that this item addresses ongoing expenditures after the first of the year. Deer-Grove EMS will be a continuing entity, but will undergo a total reorganization in accounting terms. The current Deer-Grove EMS checking account will be frozen, and a new account will be opened for the continuing Deer-Grove district. The two Village Administrators would meet monthly to review any liabilities accrued prior to January 1, 2007, and both would need to sign any checks written on the frozen account. There was no opposition to this approach.

11.) Bylaws & 2007 Budget: Evensen stated that Deer-Grove EMS Bylaws will be modified but not completely re-written. Hampton stated that they would need to be finished in time for the Deer-Grove EMS Commission to vote on them in November, and that the Bylaws need a way to change the commission chair mid-year.

MINUTES OF JOINT MEETING  
VILLAGE OF COTTAGE GROVE BOARD OF TRUSTEES  
TOWN OF COTTAGE GROVE BOARD OF SUPERVISORS  
VILLAGE OF DEERFIELD BOARD OF TRUSTEES  
TOWN OF DEERFIELD BOARD OF SUPERVISORS  
SEPTEMBER 26, 2006

- 10.) Accounts Receivable: Evensen stated that Accounts Receivable should not be counted as an asset, but split proportionately as they are received. Lifequest has not been contacted to determine if they can split receipts proportionately between the municipalities. It was suggested that Lifequest could continue to deposit payments for services prior to January 1, 2007 in the frozen checking account, and that due to the tax refund intercept program, it could take up to 2 years to collect some payments. There was general agreement that collected funds should be deposited in the frozen account, and that the Deer-Grove and Cottage Grove EMS Districts should meet after two years to determine write-offs and/or uncollectible accounts. Any balance remaining in the frozen account would be split proportionately between the four municipalities once all liabilities have been paid.
- 9.) Final Payroll: There was general agreement that Becky Kubehl should be the one to prepare the final payroll and finalize pay obligations, as of December 31, 2006, but not necessarily on that date.
- 8.) Unemployment Issues: There was discussion about how long former employees could be eligible for unemployment from Deer-Grove EMS, and it was thought that the final audit would provide the answer. It was generally agreed that any unemployment obligations for the former Deer-Grove EMS district would be paid from the frozen checking account.
- 4.) Cash/Liabilities: There was general agreement with this item as presented, however the Bylaws need to be reviewed to determine payroll and benefit liabilities, and unemployment obligations need to be determined.
- 5.) Prepayments: Manley explained that this section addresses payments made in advance, for example insurance. There was general agreement that the payments made in 2006 for 2007 obligations would be credited to the Cottage Grove EMS District.
- 1.) Audit: There was general agreement that a final audit must be performed, that the cost would be shared proportionately between all four municipalities, and that Becky Kubehl should be the contact for the auditor's questions.
- 2.) Repayment: It was generally agreed that five annual installments from Deerfield to Cottage Grove would be acceptable to repay Cottage Grove's equity in the Deer-Grove EMS District as of December 31, 2006, and that there would be no interest accrued per Section 6.02 of the Agreement that created the Deer-Grove EMS District (attached as Appendix B). Timing of the payments was discussed, and it was left up to the Village Administrators to determine, although Hampton stated he would prefer it to be in one payment during the first four months of each year.
- 3.) Fixed Assets: There was general acceptance of a spreadsheet listing fixed assets at their net book value as of 12/31/06 for a total of \$109,496.06 (list attached as Appendix C), although it was acknowledged that values may change as a result of the final audit.

MINUTES OF JOINT MEETING  
VILLAGE OF COTTAGE GROVE BOARD OF TRUSTEES  
TOWN OF COTTAGE GROVE BOARD OF SUPERVISORS  
VILLAGE OF DEERFIELD BOARD OF TRUSTEES  
TOWN OF DEERFIELD BOARD OF SUPERVISORS  
SEPTEMBER 26, 2006

- 6.) Ambulance: Dahl asked if it was true that Deer-Grove EMS will run at Intermediate level with one ambulance after January 1, 2007. Initial discussion indicated that this was true, but that the Town and Village of Deerfield had not yet decided which ambulance they want to keep. Evensen stated that they would have a decision on the ambulance and a list of other assets that they don't want by October 15<sup>th</sup>. Further discussion, however, indicated that Deer-Grove EMS is considering retaining both ambulances, and Evensen stated that he was not ready to guarantee tonight that one ambulance will be available for Cottage Grove EMS. He said that a recommendation would be available after a meeting on Friday, September 29<sup>th</sup>. Dahl stated that Cottage Grove would like to know their decision on the ambulance in time to consider the purchase of a second ambulance at their meetings on October 2<sup>nd</sup> and 4<sup>th</sup>.
- 7.) Payment – Ambulance: Most agreed that if an ambulance was made available for Cottage Grove EMS, it could be in lieu of cash payment for the first year, with the balance of its value applied toward the second year's payment to Cottage Grove EMS. Hampton stated that he thought the value of the ambulance should be deducted from the total value of the fixed assets, and a cash payment should still be made based on the remaining asset value. Haag voiced his concern with this approach. Evensen stated that both options could be considered.
- IV. It was determined that all agenda items had been addressed. Manley and Otte were directed to make the indicated changes in the form of an agreement that all four municipalities can sign. The two options for payment for the ambulance as discussed in 7.) are to be presented as an addendum so as to not hold up the entire agreement. Evensen reiterated that dollar values need to be put to many of the items discussed.
- V. **MOTION** by Evensen/Klinger to adjourn. **MOTION CARRIED UNANIMOUSLY.** The meeting was adjourned at 8:20 P.M.

Submitted by Kim Banigan, Cottage Grove Town Clerk

JOINT MEETING  
TOWN OF COTTAGE GROVE BOARD OF SUPERVISORS  
VILLAGE OF COTTAGE GROVE BOARD OF TRUSTEES  
OCTOBER 5, 2006

- I. It was determined a quorum was present for both the Town and Village Boards, and the meeting was properly posted in both municipalities.

Town Board present: Chairman Kris Hampton, Supervisors Steve Anders, Karen Kessenich and Mike Klinger.

Village Board present: Trustees Jack Henrich, Randy Margenau, Diane Wiedenbeck, and Kevin Hoey. Larry Schoenemann arrived at 7:07 P.M.

Also present: Town Clerk Kim Banigan.

- II. Town Chairman Kris Hampton called the meeting to order 7:05 P.M.

- III. Flag Pledge

- IV. Approval of Meeting Minutes(s)

A. **MOTION** by Klinger/Wiedenbeck to approve the minutes of the September 7, 2006 minutes as printed. **MOTION CARRIED UNANIMOUSLY.**

Schoenemann arrived.

- V. Public Concerns: None.

- VI. Presentation on Fundraising Campaign for Fireman's Park Expansion: Boris Frank presented the results of a feasibility study for a capital campaign for the Fireman's Park expansion. He outlined four factors of a successful campaign:

A. Credibility of Organization: Frank did not see any issues with this factor.

B. Perceived Need: Most people interviewed saw athletic fields as the first priority, with a 10-year phasing of other areas of interest including tennis, basketball, and volleyball courts, swimming pool, and a community gathering space. Frank cautioned the boards to keep a close watch on the economics of the new swimming pool in Madison. A hockey rink was high on some people's list, while others expressed a desire for an indoor multi-sports fitness center in a later phase.

Frank stated that the YMCA has indicated interest in discussing a partnership or relationship, and Monona Grove School District leaders may entertain the possibility of using the facility. He suggested that the site would lend itself well to a cross-country track which could draw regional or even state events.

C. Fundraising Potential: Most people interviewed favored public funding supported by a community fundraising drive, and most desired a referendum. Frank suggested a one time capital campaign could raise \$1 – 1.5 million, with additional funds raised over time. He suggested that co-locating the library at Fireman's Park should be considered, as joint fundraising may appeal to some donors. The potential for joint funding with the Monona Grove School District, or perhaps a maintenance agreement, was discussed, as well as the possibility of impact fees or developer donations.

JOINT MEETING  
TOWN OF COTTAGE GROVE BOARD OF SUPERVISORS  
VILLAGE OF COTTAGE GROVE BOARD OF TRUSTEES  
OCTOBER 5, 2006

- D. Credible Leadership: Frank felt that this was true.
- VII. Cottage Grove EMS Progress Report: After speaking with EMS Chief Jess Robinson on the phone, Klinger reported that Deerfield has agreed to turn over one ambulance to Cottage Grove EMS, although they have not decided which one yet. Turnout gear was approved, the 2006 budget has been approved by both boards, the 2007 budget has been approved by the Village, and computers are ordered. Hampton stated that any supplies should be delivered to either the Town or Village Hall so they don't get co-mingled with Deer-Grove EMS supplies. He also stated that he had spoken with Village Administrator Kim Manley about the need to amend the Cottage Grove EMS Agreement to cover how annual funding is split between the Town and the Village.
- VIII. Update on Facility Study: Henrich noted that the Village Board has not yet been interviewed for the study. Kessenich asked for clarification as to what the study was for: It is for long term planning for all Village buildings and the Emergency Services Building.
- IX. Discussion of formation of a joint Town/Village recreation program: Margenau explained that recreation fees to non-Village residents were raised in 2006 to compensate for no tax money coming from non-residents. He then offered the Town the opportunity to participate in a joint recreation program for \$10,000 for the first year. This would allow Town residents to participate for the same fee as Village residents, and would provide for two Town representatives on the Recreation Committee. Margenau agreed to provide Kessenich with the amount of income that came from Town resident registration fees in 2006.

Public Comment heard:

- A. Dena Crook, 4366 Damascus Trail, wanted to clarify that Town residents would pay the resident fee under the proposed joint recreation program. To the Town Board, she stated that her children did participate less in recreation programs this year specifically due to the doubling of the fees – they did not feel programs were worth the extra fee.
- B. Jill List, 4370 Citation Court, presented to the Town Clerk a stack of signed statements from Town residents requesting that the Town Board budget for 2007 funds needed to form a joint recreation program, and emphasized that most of the people were interested in both a joint recreation and park program, i.e. they expressed serious interest in Town participation in the Firemen's Park project. List stated that \$10,000 seems like a minimal request to get started with a joint recreation program. Her three children of the age to participate in recreation programs did not participate this summer specifically due to excessive cost. She did acknowledge that some older residents she had spoken with did not want to sign the statement supporting the joint program, but felt instead that recreation fees should remain a user fee. List stated that the existence of parks and recreation programs bolster property values, and that a "pay it forward" approach is needed to invest in the future of the community.
- C. Lisa Hopwood-Newton, 2979 County Road BB, spoke in favor of a joint recreation program, stating that her family also had decreased participation this year due to doubling of the fees. She stated that a recreation program is an investment in the

JOINT MEETING  
TOWN OF COTTAGE GROVE BOARD OF SUPERVISORS  
VILLAGE OF COTTAGE GROVE BOARD OF TRUSTEES  
OCTOBER 5, 2006

community, that it is important to give the kids something to do, especially in the summer.

- D. Mary Salvi, 4363 Damascus Trail, spoke in favor of a joint recreation program. She wondered if the argument by the Town Board that the Town serves so many school districts could be addressed by taxing only Monona Grove School District residents. The Clerk explained that the Town levy is the same for the entire township, there is not an opportunity to differentiate by school district.
- E. The Town Clerk read a statement from Carl and Lisa Pulvermacher, 2925 Lane Street, in favor of a joint recreation program.

Anders stated that while he was not against formation of a joint recreation program, from a managerial standpoint, in 2007 the Board is faced with funding the new Cottage Grove EMS district, an additional officer and possibly a new squad car for the Police Department, replacing a route truck, a request for new playground equipment, as well the usual increases in annual expenses and wages. This is all compounded by the fact that there is currently a 2% levy increase limit imposed on the Town. Even if residents express willingness for their taxes to be increased to support a recreation program, the Board does not have this option, and it becomes a matter of fitting all of this into an overall levy increase of around \$30,000.

Hampton stated that the Town will have an answer to the Village's offer for the November joint meeting.

- X. Discussion of Middle School Road Issues: Hampton stated that a stop light is needed at the corner of County Road BB and Damascus Trail so that Town residents can make a left turn, Hoey and Henrich agreed that the stop light was necessary for safety reasons.
- XI. Discussion of Status of Town and Village Boundary Agreement and other options available: Hampton stated that he had received an email from Village President Ken Dahl stating that it would be inappropriate to discuss this issue since the Village is still in the process of developing a comprehensive response. Wiedenbeck stated that the City was also involved. Hampton stated that the Town wants to talk about residential infill around town subdivisions at similar densities. Mike Slavney requested 3 months ago that the Town and Village discuss who will develop what and where. Agreement with the Village would make it easier for the Town to deal with Dane County. Henrich stated he would be interested to hear what the Town wants to do.

Kessenich asked when a draft of the City/Village/Town boundary agreement would be ready to view. Hampton responded that a draft is expected from the City attorney at the November 8<sup>th</sup> meeting regarding the boundary agreement. The agreement will spell out how much the City intends to take, what the Town will be allowed to keep, and what the city will allow the Town to do under Extraterritorial Jurisdiction (ETJ). Jill list asked if the Village has ETJ (yes, 1.5 miles), and suggested that the Village annex all the way to protect Cottage Grove from Madison.

- XII. Discussion of petition for annexation by Landmark Services Cooperative and Daniel and Jeanne Kessenich: Hampton explained that the Town understands that without a boundary

JOINT MEETING  
TOWN OF COTTAGE GROVE BOARD OF SUPERVISORS  
VILLAGE OF COTTAGE GROVE BOARD OF TRUSTEES  
OCTOBER 5, 2006

agreement, the Town has no say in the annexation, but there are concerns that the Town Board would like to express:

- A. Have the petitioners contacted the owners of the land under the roads they intend to annex? He thinks the Town only has an easement on Coffeytown Road. Also, since the Town cannot drop the speed limit below 45 m.p.h., there would be confusion with the speed limit going up and down on Vilas Road.
- B. The proposed territory to be annexed is of an extremely irregular shape.
- C. The Village plan designates the area as Mixed Use. The Town does not think that residential development is appropriate due to the noise, dust, pollution from major commercial uses in the area, along with LP and bulk fuel storage. The Town would see the area best suited for commercial development.
- D. Kessenich stated that when Landmark purchased the property at 4020 Vilas Road, they indicated they were doing so in order to preserve the open space as protection around their existing facilities. Now they are looking to put in residential development. Adjoining landowners Ed and Karen Zabel, 4030 Vilas Road, expressed their objection to Landmark not telling them honestly what was going on. Their driveway is shared with 4020 Vilas Road, and Landmark has not paid any of the expenses as stipulated by an ingress/egress agreement.
- E. Hampton stated that if houses were built there, eventually the corn palace and feed mill would be forced out.

Henrich stated that the first discussion of the annexation would occur at the Village Plan Commission meeting on October 11<sup>th</sup>, and he and Hoey both stated that they would like to see the Town present for the discussion. Hampton stated that the Town Board would be occupied with a Budget meeting during that time, but could provide written comments.

- XIII. Items for next agenda and meeting date: The next meeting will be on November 2, 2006 at 7:00 P.M. at the Village Hall. Hampton asked the Village Board to think about if they would have any concerns with extending the Lion's Club lease of Flynn Hall to 25 years in 5 year increments. Other agenda items: Joint Recreation Program, Cottage Grove EMS Progress Report, Amendment to Cottage Grove EMS Agreement.
- XIV. **MOTION** by Margenau/Hoey to adjourn. **MOTION CARRIED UNANIMOUSLY.** The meeting was adjourned at 8:59 P.M.

Kim Banigan  
Town Clerk  
Approved 11-02-2006

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

**November 2, 2006**

**MINUTES**

- 1) **Call to Order of Village Board of Trustees.** – President Dahl called the meeting to order at 7:02pm.
- 2) **Call to Order of the Town Board of Supervisors** – Chairperson Hampton called the meeting to order at 7:03pm.
- 3) **Village Roll Call & meeting properly posted.**  
It was noted that a quorum of Village Trustees was present and the agenda had been properly posted within the Village. Roll call was taken. Village Board members present: Trustees Henrich, Wiedenbeck, Margenau, Beck and President Dahl. Trustee Hoey arrived at 7:03pm and Trustee Schoenemann arrived at 7:08pm. Staff present: Deputy Treasurer Connie Bushee, Village Administrator Kim Manley, Fire Chief Bruce Boxrucker, Police Chief John Gould. Attorney Lee Boushea arrived at 7:30pm. 3 citizens were in attendance.
- 4) **Call to Order of the Town Board of Supervisors**  
It was noted a quorum of Town Supervisors was present and the agenda had been properly posted within the Town. Roll call was taken. Town Board members present: Klinger, Anders and Chairperson Hampton. Town Board members absent: Kessenich and Morrow
- 5) **Pledge of Allegiance.**
- 6) **Public Appearances** - Public's opportunity to speak to Village or Town Board Members about any items that are not on the agenda. **None.**
- 7) **Discussion on development process for the Middle School and Roads.** This agenda item will be discussed at the Public Works Committee meeting on November 7, 2006. The committee will have a presentation by the Rettler Corporation. Discussion will be funding sources and road issues. Hampton spoke of a letter sent to the Village requesting a stop light. Dahl stated that to date, no letter had been received.
- 8) **Approve the Minutes of :**
  - a. **October 5, 2006 regular meeting.** Motion by Wiedenbeck to approve the minutes of October 5, 2006 with noted correction, seconded by Hampton. Motion carried on a 9-0-1 vote with Beck abstaining.
  - b. **October 18, 2006 special meeting.** Motion by Dahl to approve the minutes of

October 18, 2006, seconded by Wiedenbeck. Motion carried on a 10-0-0 vote.

- 9) **Discuss and consider the Fire contract with Pleasant Springs.** Chief Boxrucker stated that Village Clerk Harper had re-written the changes requested by Pleasant Springs Clerk/Treasurer, Donna Vogel, who wanted the Fire and EMS contracts to have consistency. Chief Boxrucker explained to Clerk/Treasurer Vogel in a previous meeting the two departments are two entirely different entities and that there would be differences. Motion by Hampton to approve the fire contract with Pleasant Springs, seconded by Wiedenbeck. Motion carried on a 10-0-0 vote.
- 10) **Discuss and consider cleaning contracts for Fire/EMS Building and Police Department.** Dahl stated the Village was having problems with its current provider. At the October 30, 2006 meeting there was a motion to award the cleaning contract to Jani-King janitorial services starting 2007. This item will be discussed at the Joint Fire Department Committee meeting. Motion by Wiedenbeck to approve the cleaning contracts for Fire/EMS building and Police Department contingent on Joint Fire Department committee and Law Enforcement Committee motions, seconded by Hampton. Motion carried on a 10-0-0 vote.
- 11) **Discuss and consider forming Joint Recreation program with the Town of Cottage Grove.** Margenau stated there will be a one year joint program. Town Resident fees for the 2006 winter programs will be the same as Village Residents. The Recreation Coordinator will be issuing refunds to Town Residents who have previously submitted their registration forms. The Town Supervisors agreed to allocate \$8,000 for the 2007 programs. The Parks & Recreation Committee will be restructured to include Town members.
- 12) **Discussion on creation of a Police Commission.** Trustee Henrich and Chairperson Hampton met with Attorney Boushea. Boushea explained the Joint Town and Village Boards will need to adopt a joint ordinance. The Commission will consist of two Town Residents and two Village Residents to be determined at a later date. The Commission will meet twice a year at the request of the Town Chairperson and Village President. This commission would have control of hiring, discipline, and dismissal. The effective date would be May 1, 2007. Dahl would like to appoint the two citizens of the Law Enforcement Disciplinary Committee as this Committee would dissolve as of April 30, 2007. The creation of this commission would require a new Law Enforcement Committee agreement between the Town and Village of Cottage Grove.
- 13) **Update on Joint Boundary Agreement with City of Madison.** Jim and Doug Bradt, 4321 Vilas Road, spoke against the agreement. Jim spoke out on several issues:
  - a. The "green space" label on his property.
  - b. As owners of the property, they have a hard time with the fact their property is involved with the agreement.
  - c. Believes this is a direct conflict of interest.The Bradts have spoken with area neighbors and both sides are confused as to where

the lines are for the separation zone. Hampton stated the next meeting for the Joint Boundary Agreement with the City of Madison will be November 8, 2006.

- 14) **Update on Facility Study.** This item was tabled. No action was taken.
- 15) **Items for next agenda.**
  - ⊗ Facility Committee
  - ⊗ School District road update on Damascus Trail & Co. Hwy BB
  - ⊗ Draft Police Commission Resolution
- 16) **Motion to move into Closed Session by Town Supervisors.** Motion by Hampton to move the Town Supervisors into closed session, seconded by Anders. Motion carried on a 3-0-0 vote.
- 17) **Motion to move into Closed Session by Village Trustees.** Motion by Dahl to move the Village Trustees into closed session, seconded by Wiedenbeck. Motion carried on a 7-0-0 vote.
- 18) **CLOSED:**

**The Village of Cottage Grove Board of Trustees and the Town of Cottage Grove Board of Supervisors 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 funds, conducting other specified business whenever competitive and/or bargaining reasons require a closed session; land sales/purchase; lease agreements; intergovernmental agreements; development matters: EMS and Wheeled Coach**

Motion by Dahl to move into closed session at 7:58p.m., seconded by Klinger.  
Motion carried with a unanimous roll call vote of 10-0-0.

Motion to return to open session by Margenau, seconded by Dahl. Motion carried with a unanimous roll call vote of 10-0-0. Board members returned to open session at 8:59 p.m.
- 19) **Adjournment.** Motion to adjourn by Hampton, seconded by Klinger to adjourn the Town Supervisors. Motion carried 3-0-0 voice vote. Motion by Wiedenbeck, seconded by Schoenemann to adjourn the Village Trustees. Motion carried 7-0-0. The meeting was adjourned at 9:00 p.m.

**Respectfully submitted by:** Connie K. Bushee, Deputy Treasurer  
**Approved: 12-07/2006**

JOINT MEETING  
TOWN OF COTTAGE GROVE BOARD OF SUPERVISORS  
VILLAGE OF COTTAGE GROVE BOARD OF TRUSTEES  
DECEMBER 7, 2006

- I. Town Roll Call and Meeting Properly Posted: Present were Chairman Kris Hampton, Supervisors Dave Morrow, and Karen Kessenich, as well as Clerk Kim Banigan. Supervisor Steve Anders arrived at 7:07 P.M, and Supervisor Mike Klinger was absent. A quorum was present and the meeting was properly posted.
- II. Village Roll Call and Meeting Properly Posted: Present were President Ken Dahl, Trustees Randy Margenau, Rachel Beck, Diane Wiedenbeck, Larry Schoenemann, Jack Henrich, and Kevin Hoey. A quorum was present and the meeting was properly posted.
- III. Others present were Police Chief John Gould, Interim Deer-Grove EMS Chief Kim Jack, Monona Grove School District Superintendent Gary Schumacher, Michael Bahr of Plunkett, Rayisch & Associates, and 2 citizens.
- IV. Chairman Hampton called the Town Board meeting to order at 7:02 P.M.
- V. President Dahl called the Village Board meeting to order at 7:02 P.M.
- VI. Flag Pledge
- VII. Approval of Meeting Minutes(s)
  - A. **MOTION** by Henrich/Schoenemann to approve the minutes of the November 2, 2006 minutes with the following corrections:
    - (12) Fourth sentence to read “This commission would have control of hiring, discipline, and dismissal.” (strike “but not limited to”).
    - (13) Correct spelling of Bradt.

**MOTION CARRIED 9-0-2.** (Morrow and Kessenich abstained.)
- VIII. Public Concerns: None.
- IX. Presentation on Findings of Facility Study – Michael Bahr, Plunkett, Rayisch & Associates: Mr. Bahr stepped through the Executive Summary of the Municipal Facilities Master Plan, focusing on the facilities shared by the Town and Village. Future space needs were based on population projections for 2015 and 2030, assessment of current facilities and input from department heads.
  - A. Emergency Services Building: Space is adequate to meet current and projected needs all the way to 2030, and there is room for expansion to both the north and south. Challenge is how to best utilize space since it is split between floors. Also at issue is response time, and it was suggested that a second Fire/EMS facility be considered at the north end of the Village in the future. Anders reminded the boards that while a location in the north end of the Village may cut response times in the Village, it is important to keep the overall picture of the 36 square mile Township in mind, and Jack added that while a northern location may cut response time to portions of Deerfield, Fire and EMS also serve a portion of the Town of Pleasant Springs.
  - B. Police Station: The new leased facility is a great improvement over the previous facility, but is not adequate to meet projected growth. Future space needs are predicted to nearly quadruple by 2030, although it was noted that nearly half of the future space needs are made up of garage space, which may or may not be seen as a priority. Bahr indicated that the

JOINT MEETING  
TOWN OF COTTAGE GROVE BOARD OF SUPERVISORS  
VILLAGE OF COTTAGE GROVE BOARD OF TRUSTEES  
DECEMBER 7, 2006

Police Station is probably the highest priority among the shared facilities.

- X. Update on Monona Grove Middle School road development issues: Dahl reported that the project has been scaled back, with the boulevard only extending 600 feet past Damascus to the West, with the remainder of County Road BB remaining as rural highway. Sidewalks west of Damascus have been eliminated from the initial phase. The Village Public Works Committee approved MSA to perform an assessment of traffic in the area, and the possibility of a Traffic Assessment District was discussed, which would affect undeveloped lots in a specific area, and require landowners to pay for road development if and when they develop their land.

Stop lights at Damascus and County Road BB are planned. Dahl mentioned that the 66' right of way on the south side of Damascus may need to be increased to allow for installation of the stop lights.

Schumacher updated the boards on construction progress at the school site, stating that the detention pond is in place, and the initial phase to provide construction access to the building site is coming along well.

- XI. Discuss/Consider/Approve Resolution for Creation of a Police Commission: Hampton pointed out that the resolution references Wisconsin Statutes 62.13(15), which does not exist. **MOTION** by Anders/Hoey to table the discussion until the January joint board meeting pending clarification on the statute reference. **MOTION CARRIED UNANIMOUSLY.**

- XII. Discuss negotiations with Deerfield for continuation of the Deer-Grove EMS Service: Hampton stated that a meeting of the four municipal boards is scheduled for December 21<sup>st</sup> at 6:30 at the Emergency Services building. Jack stated that she has been able to staff 500 hours in Deerfield in the last month. Hampton noted that at least three of the four municipalities have approved the 2007 Budget. Hoey stated that Jack has saved over \$25,000 in 2007 by eliminating charges for Errors and Omissions and Workers Comp insurance, which are eligible for coverage by Dane County.

- XIII. CONSIDER/ADOPT MOTION TO MOVE TO CLOSED SESSION PURSUANT TO WISCONSIN STATUTE 19.85(1)(c) for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: EMS Personnel Issues: **MOTION** by Hoey/Dahl to move to closed session. **MOTION CARRIED UNANIMOUSLY BY ROLL CALL VOTE.** The boards moved to closed session at 8:13 P.M.

- XIV. CONSIDER/ADOPT MOTION TO RECONVENE TO OPEN SESSION: **MOTION** by Wiedenbeck/Schoenemann to reconvene to open session. **MOTION CARRIED UNANIMOUSLY BY ROLL CALL VOTE.** The boards reconvened to open session at 8:17 P.M.

- XV. ACTION AS A RESULT OF THE CLOSED SESSION: None.

- XVI. Discuss/Consider Ambulance Purchase: Hoey informed the boards that the latest communication from Wheeled Coach states that they have incurred the following costs for the ambulance:

Materials: \$5300

JOINT MEETING  
TOWN OF COTTAGE GROVE BOARD OF SUPERVISORS  
VILLAGE OF COTTAGE GROVE BOARD OF TRUSTEES  
DECEMBER 7, 2006

Labor: \$6600  
Engineering: \$3600

They are requiring payment for the materials, which have been recycled, and the labor. Engineering would apply toward a future purchase. Questions were raised as to why the materials were recycled when the order was put on hold, not cancelled. Hampton remembers signing a contract or purchase order, but a copy has not been located among the Cottage Grove EMS materials, so the cancellation policy is unknown. Hoey was directed to request a copy from Wheeled Coach.

Anders stated that recent revelations as to the specifications for the ambulance indicate that if an ambulance is ordered, it would be substantially redesigned as compared to the original order. There was discussion that if an ambulance is needed, it would probably be put out to bid to all vendors, not necessarily purchased from Wheeled Coach. Any future purchase should be reviewed by committee, not left up to any one person.

Anders expressed concern over any major investments by Cottage Grove in Deer-Grove assets given the uncertainty of the future of the district. He suggested that an ambulance could be purchased and "moth-balled" until it was needed to be put into service. Kessenich expressed concern over the warranty time being used up without the vehicle being in use. Ideas were thrown out for possibly leasing a Cottage Grove owned ambulance to Deer-Grove EMS.

Anders applauded Hoey for all of the extra work he has put into both Cottage Grove and Deer-Grove EMS in recent weeks.

- XVII. Items for next agenda and meeting date: The next meeting will be on January 4, 2007 at 7:00 P.M. at the Village Hall. Agenda to include EMS, Ambulance, Police Commission, use of Town parks for recreation program, Town/Village boundary agreement.
- XVIII. **MOTION** by Morrow/Anders to adjourn the Town Board meeting. **MOTION CARRIED 4-0.** The meeting was adjourned at 9:04 P.M.
- XIX. **MOTION** by Margenau/Schoenemann to adjourn the Village Board meeting. **MOTION CARRIED 7-0.** The meeting was adjourned at 9:04 P.M.

Kim Banigan  
Town Clerk  
Approved 01-04-2007