

TOWN OF COTTAGE GROVE
TOWN BOARD MEETING
OCTOBER 3, 2016

I. ADMINISTRATIVE

- A. Notice of the meeting was posted at the Town Hall and on the Town's internet site. Town Chair Kris Hampton, Supervisors Mike Fonger, Steve Anders, and Mike DuPlayee were all present, along with Clerk Kim Banigan, Treasurer Debra Abel, Highway Superintendent Jeff Smith, Attorney Connie Anderson and Deputy Brian Biwer. Renee Lauber from the Dane County Towns Association arrived at 7:25 P.M.
- B. Hampton called the meeting to order at 7:00 P.M.
- C. Minutes of previous meeting(s):
1. **MOTION** by DuPlayee/Anders to approve the minutes of the September 6, 2016 minutes as printed, including Attachment A. **MOTION CARRIED 4-0.**
 2. **MOTION** by Fonger/DuPayee to approve the minutes of the September 19th and September 21st Town Board minutes as printed. **MOTION CARRIED 4-0.**
- D. Finance Report and Approval of Bills:
1. **MOTION** by DuPlayee/Anders to approve payment of bills corresponding to checks #30727-30764 from Monona State Bank. **MOTION CARRIED 4-0.**
 2. **MOTION** by Anders/Fonger to approve payment of September per diems as presented, and payment of \$1,175.00 to Viken Inspection Agency, LLC for September building permits. **MOTION CARRIED 4-0.**
- E. Public Concerns: None.
- F. Road Right of Way Permits: None.

II. BUSINESS:

A. Plan Commission recommendations

1. Discuss and Consider rezones associated with recent changes to the Future Land Use Map:

- a) Rezone from A-1 (EX); TDR-S to A-3 (remove TDR-S) for the following parcels
 - 0711-173-9500-2 and 0711-174-9250-4 owned by Bruno Keller.
 - 0711-212-9500-4 owned by MAC-Farm LLC.

MOTION by Hampton/DuPlayee to accept the plan commission's recommendations to approve the rezone of parcels 0711-173-9500-2 and 0711-174-9250-4 owned by Bruno Keller and 0711-212-9500-4 owned by MAC-Farm LLC from A-1 (EX); TDR-S to A-3, removing TDR-S. **MOTION CARRIED 4-0.**

- b) Rezone from A-3 to A-1 (EX); TDR-S(?) for parcels 0711-204-9500-4 and 0711-204-8000-1 owned by Joel and Marie Hammond.

Hampton stated that the Hammonds no longer want these parcels to be in the Ag Preservation area, and intend to petition to have them designated as Neighborhood Development with the 2017 review of the Comprehensive Plan. **MOTION** by Hampton/Anders to take no action on the rezone of parcels 0711-204-9500-4 and 0711-204-8000-1 owned by Joel and Marie Hammond. **MOTION CARRIED 4-0.**

2. Brent Jolma, Applicant, Haag Living Trust, landowner: Seeking rezone of 6 acres at 1640: US Hwy 12 & 18 from parcels 0711-361-8001-0 and 0711-361-8500-6 from A-2

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to A-2 (4) to separate existing residence from farm land. Mr. & Mrs. Jolma stated they intend to use the property as a hobby farm with sheep and goats. **MOTION** by Anders/DuPlayee to accept the Plan Commission's recommendation to approve the rezone of 6 acres from parcels 0711-361-8001-0 and 0711-361-8500-6 from A-2 to A-2 (4) to separate existing residence from farm land. **MOTION CARRIED 4-0.**

3. Discuss and Consider Design Review under TCG Ord. Sec. 12.08 for proposed storage unit development by Real Estate Management Solutions, LLC parcel 0711-332-9700-0 on Fieldview Lane: Robert Roth, Project Engineer with Roth Professional Solutions, Tim Moy and David Caflisch were present to answer questions. Caflisch provided samples of the colors for the steel siding and roof. Soffits will be black. The Plan Commission had asked that building D have copulas to break up the long, flat roof. Moy said that would not be possible since the roof slants toward the back of the building, but offered that a break in the roofline could be achieved by having three taller doors in the center of the building. **MOTION** by DuPlayee/Anders to approve the design as presented and recommended by the Plan Commission, allowing for three raised doors rather for copulas to break up the roof line on building D. **MOTION CARRIED 4-0.**
- B. Discuss/Consider conditional zoning for storage unit development by Real Estate Management Solutions, LLC parcel 0711-332-9700-0 on Fieldview Lane, as approved the Dane County Board of Supervisors to include ancillary retail sales of supplies: Caflisch stated that the supplies for sale would include boxes, tape, and moving supplies. **MOTION** by Fonger/Anders to add ancillary retail sales of supplies to the conditions of the zoning for parcel 0711-332-9700-0. **MOTION CARRIED 4-0.**
- C. Discuss/Consider whether to file notice of intent to opt out of Dane County Zoning: Ms. Lauber said that 10 of the 33 towns in Dane County have provided notice of opting out so far. The Towns seeing the most development were the first ones to opt out. They want to be in charge of interpreting their own land use plans. (The county would still have plat review). Their number one reason seems to be dissatisfaction with the County ZLR committee. Other reasons include incredible expense and unforeseen obstacles for land owners. She said eliminating the County from zoning would save time and potentially cost for constituents. Even though the current plan is to contract with General Engineering for the same fees, there are thoughts that fees could be reduced in the future. The steps to opt out including adopting an official map, readopting the comprehensive plan, adopting an ordinance, and a vote at the annual meeting.

Anders said he recommends filing the notice to opt out. He is concerned over some of the aspects of the proposed Chapter 10 rewrite, and specifically mentioned stricter limits on "Agritainment" operations, changes to regulation of noise, and sending appeals directly to circuit court. Lauber said it is the relationship, not the code, that is broken, and specifically the relationship with the elected officials. The Clerk said she works closely with County Zoning staff and relies on them to provide records, maps and historical information.

The Clerk had provided the draft zoning ordinance to board members via email prior to the meeting. Hampton asked if all of the 10 (or more) towns would have to approve amendments to the ordinance, Lauber replied that they would.

Attorney Anderson stated that there are a lot of unknowns, and advised that the Town Board must use the time wisely between now and April. She said that Windsor has effectively done

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the same thing by going from a Town to a Village, and is finding there were a lot of other services provided by Dane County along with the zoning that they are now needing to recreate for themselves.

There may be another chance to opt out in three years, however there are concerns that the law may be changed by then.

MOTION by DuPlayee/Fonger to put a resolution to opt out of county zoning on the October 17th agenda for action. **MOTION CARRIED 3-1** (Hampton opposed).

- D. Discuss/Consider milling and overlaying both lanes of Gaston Road from the water main construction area to Buss Road: Smith said the cost for a minimal mill and 2" overlay would cost roughly \$50,000. He is uncomfortable with doing this so late in the year due to concerns that even with the milling and tack coat, the overlay may not adhere. **MOTION** by Fonger/DuPlayee to NOT do a mill and overlay of both lanes of Gaston Road from the water main construction area to Buss Road. **MOTION CARRIED 4-0.**
- E. Discuss/Consider replacing culverts on Gaston Road: Smith reported that as the project progresses, other things are coming up that should be done. R.G. Huston Company Inc. has provided a quote of \$4,573.50 to replace two culverts west of Brown Thrush Trl. Doing this will save \$21,600 in project cost related to running the utility pipe under the culverts. **MOTION** by Fonger/DuPlayee to spend up to \$5,000 to replace two concrete culverts west of Brown Thrush Trail. **MOTION CARRIED 4-0.**
- Smith also brought up another culvert at the far east end of the project that is at a considerable angle and a homeowner has set up an obstacle to keep the water from running to his garage. Smith said it would cost \$400-\$500 to direct it toward the yard rather than toward the garage. **MOTION** by Hampton/Anders to reconsider the motion above. **MOTION CARRIED 4-0.** **MOTION** by Fonger/DuPlayee to amend the motion above to include the two concrete culverts west of Brown Thrush Trail and redirecting the one at the east end of the project, total cost not to exceed \$6,000. **MOTION CARRIED 4-0.**
- F. Discuss/Consider adopting Budget Resolution 2016-01 amending the Town's 2016 budget: The Treasurer said that this resolution covers all of the amendments so far this year. Another will be needed later in the year for the Gaston Road project. **MOTION** by Hampton/DuPlayee to adopt Budget Resolution 2016-01 as presented. **MOTION CARRIED 4-0.**
- G. Discuss/Consider replacing video system in 2011 Crown Vic squad car: Anders reported that the computer portion of the video system is not working properly, and data is corrupted due to a faulty cooling fan. A service company in Green Bay has estimated a cost of up to \$550 to repair it, with a \$139 minimum diagnostics charge. A more pressing issue is that the radio in the car is not fully compatible with Dane Com, and the cost to replace that could be in the \$3,000 range. Discussion was maybe it is time to consider replacing the Crown Vic with a second leased squad from the County, if a second squad is needed at all. **MOTION** by Hampton/DuPlayee to NOT replace or repair the video system in the 2011 Crown Vic squad car. **MOTION CARRIED 4-0.**
- H. Discuss/Consider approval of the Agreement with Strand Associates for 2017 Services for the
- I. former Natvig Road Landfill.

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J. I. Discuss/Consider approval of additional election inspectors for the 2016-17 term.

III. CLERK'S REPORT: None.

IV. HIGHWAY SUPERINTENDENT'S REPORT:

- A. Norman Schmelzer's last day working will be Friday, September 23rd, and there will be a luncheon in honor of both his and Rolland Schutz's retirement at noon that day.
- B. Matthew Pederson's first day of work will be Monday, September 26th. Andrew Perry will start on Monday, October 3rd.
- C. A head gasket will need replacing on the John Deere loader.
- D. The Cedar Knolls neighborhood installed the playground structure, but unfortunately left some ruts behind.

V. BOARD REPORTS AND COMMUNICATIONS:

- A. Hampton: He will put a discussion for opting out of County zoning on the October 3rd agenda. Tom Wilson from the Town of Westport has offered to come, and Atty. Anderson will be there as well.

VI. COMMITTEE REPORTS:

- A. Emergency Government Committee: There will be a Hydrite Chemical mock emergency on October 19th from 4 to 8 p.m.
- B. Deer-Grove EMS Commission: The first draft of the 2017 budget was reviewed and sent back to staff for cuts. Members were appointed to committee to study the possible merger of DGEMS with Marshall area EMS.

VII. Adjournment: **MOTION** by DuPlayee/Fonger to adjourn. **MOTION CARRIED 4-0**. The meeting ended at 8:37 P.M.

Kim Banigan, Clerk
Approved 10-17-2016

TOWN OF COTTAGE GROVE
TOWN BOARD MEETING
OCTOBER 17, 2016

I. ADMINISTRATIVE

- A. Notice of the meeting was posted at the Town Hall and on the Town's internet site. Town Chair Kris Hampton, Supervisors Mike Fonger, Steve Anders, Kristi Williams and Mike DuPlayee were all present, along with Clerk Kim Banigan, Treasurer Debra Abel, Highway Superintendent Jeff Smith. Attorney Connie Anderson, DCSO Captain Jeff Teuscher, Deputy Steven French, Deputy Jennifer Grafton and Village Engineer Mike Maloney were present for a portion of the meeting.
- B. Hampton called the meeting to order at 7:00 P.M.
- C. Minutes of previous meeting(s): **MOTION** by DuPlayee/Anders to approve the minutes of the October 3, 2016 minutes as printed. **MOTION CARRIED 4-0-1** (Williams abstained).
- D. Finance Report and Approval of Bills: **MOTION** by DuPlayee/Anders to approve payment of bills corresponding to checks #30765-30809 from Monona State Bank. **MOTION CARRIED 5-0.**
- E. Public Concerns: Tom Lehmann, 2643 Bluebird Lane, expressed concerns over the Village's water main installation project on Gaston Road, saying that the mailing he received said one lane would remain open, but he had not found that to always be the case. He also said they are working at both ends of the project at once and it is difficult to figure out which way to go to get out each day and he was concerned that emergency vehicles would not be able to get through. He talked to someone at the Village, thinking that was the best place to start since it is their project, and learned that only 4 residences on Gaston Road plan to hook up to the water main. Maloney explained that the reason for the water main is to serve new development at the west end of the Village, and Town residents directly on Gaston Road were offered an opportunity to hook up as a concession to the Town during negotiation of terms for the permit to work in the right-of-way.
- F. Road Right of Way Permits: **MOTION** by Anders/Williams to approve a permit for Charter Communications to work in the right-of-way of Rathert Road, with fees to be determined by Jeff Smith. **MOTIN CARRIED 5-0.**

II. BUSINESS:

- A. Review September Police activities: There were 221 calls for service and 160 citations issued in September. Deputy French said there has been a lot of enforcement of local traffic only on Gaston Road, and many motorists have needed to be told what local traffic only means. They began with educational stops for several days before they began issuing citations. Maloney said that the project is progressing ahead of schedule and gave praise to the Town's deputies for doing the best job he has ever seen of keeping unnecessary traffic off the road so crews can work. He said that they can allow emergency vehicles to get through if they need to.
- B. Discuss/Consider leasing a second squad car beginning in 2017: Anders said that it is economically unfeasible to upgrade the radio and repair the video in the 2011 Crown Vic. Hampton asked Captain Teuscher if he thought the Town could get by with just one leased squad. Teuscher said the DCSO would make a loaner available in the event that the Town's squad was out of commission for an extended period of time. Anders asked Deputy French if he and Deputy Grafton could work out of the same vehicle. He said they can but he would prefer not to, for many reasons, but especially in the event of overlapping late calls. He also noted that currently each car has been putting on about 30,000 miles per year, and having two squads would continue to disperse that mileage. If a second squad is affordable, he felt it

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would be beneficial. Capt. Teuscher said that Deputy Biwer comes with his own car due to the canine unit, but that would go with him if he were to transfer elsewhere. **MOTION** by Hampton/DuPlayee to lease a second car beginning in January of 2017, at the quoted price of \$905.51/month for years 2017-20. **MOTION CARRIED 4-1** (Fonger opposed).

- C. Discuss/Consider change order clarifying dates and occupancy of watermain in Gaston Road Right-of-way permit: The Change Order provided by the Village contained two points. Atty. Anderson said she is OK with the first point, which keeps the permit expiration date at December 31, 2016 for construction activities, but extends the date to June 1, 2017 to allow for repair and restoration within the right-of-way. The second point relates to allowing the water utility to operate within the ROW, and Atty. Anderson suggested this may be better accomplished with a formal easement. Maloney said he can prepare one and submit it to Anderson for review. **MOTION** by DuPlayee/Anders to approve item 1. of the Change Order, and direct the Town Attorney to review the simple easement prepared by Maloney and bring it back to the Board. **MOTION CARRIED 5-0.**
- D. Discuss/Consider adoption of Resolution 2016-08 Approving Notice of Intent to Enact a Zoning Ordinance Pursuant to Section 60.23(34)(a), Wis. Stats.: DuPlayee asked the Clerk if she felt the Town would lose too much support by opting out of zoning. She said she felt there are things that have not been considered but was not opposed to the resolution approving notice of intent as long as the Board continued to thoroughly consider implications before a final decision is made in April. DuPlayee and Hampton thought it better to not be in the first group to opt out, but wait to see how it goes for those who do. Anders repeated his concerns from the last meeting about the County's zoning ordinance. **MOTION** by Fonger/Anders to adopt Resolution 2016-08 Approving Notice of Intent to Enact a Zoning Ordinance Pursuant to Section 60.23(34)(a), Wis. Stats. **MOTION FAILED 2-3** (Hampton, Williams and DuPlayee opposed.)
- E. Consider/Adopt motion to move into closed session pursuant to §19.85(1)(g) for the purpose of conferring with legal counsel who is rendering oral or written advice concerning litigation the Town is likely to be involved in (zoning enforcement 4407 CTH BB): **MOTION** by Hampton/Williams to go into closed session for the reason stated above. **MOTION CARRIED 5-0 BY ROLL CALL VOTE.** The room was cleared of all but the Board, Clerk, Treasurer and Attorney Anderson, and the door was locked. The closed session began at 7:55 P.M.
- F. Consider/Adopt motion to reconvene to open session to take any action necessary from closed session: **MOTION** by Hampton/Williams to reconvene into open session. **MOTION CARRIED 5-0 BY ROLL CALL VOTE.** The closed session ended at 8:10 P.M., the door was unlocked and Thomas Lehmann returned. **MOTION** by Hampton/DuPlayee to direct Attorney Anderson to work with the Clerk to draft a letter of denial of claim and the other two points discussed in the closed session. **MOTION CARRIED 5-0.**
- G. Discuss/Consider proposals for Insurance effective January 9, 2017: Three proposals were received:
- The Horton Group/Glatfelter Public Practice: \$28,274
 - Neckerman Insurance/Travelers: \$46,890
 - Greater Insurance Service Corp./EMS: \$49,382.

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Rural Mutual had declined to provide a proposal at the last minute. **MOTION** by DuPlayee/Fonger to accept the proposal from The Horton Group to insure the Town for \$28,274 in 2017. **MOTION CARRIED 5-0.**

- H. Discuss/Consider proposals for Janitorial Services effective January 1, 2017. Proposals were received from Coverall, Greyhound Janitorial Services, Pro 1 Janitorial and Servicemaster. As the proposals were not laid out exactly the same, the clerk had prepared a comparison chart that showed Coverall at the lowest cost overall, followed by Greyhound, Servicemaster and Pro 1. There was a question about Coverall's quote for hard surface floors. **MOTION** by Anders/DuPlayee to table to allow for the Clerk to check references and verify the price on hard surface floors. **MOTION CARRIED 5-0.**
- I. Discuss/Consider direct deposit payroll effective January 1, 2017: The Treasurer said that direct deposit payroll through Monona State Bank would cost \$40/month plus \$0.17 per item. She would have some additional paperwork to file before it went into effect on January 1st. **MOTION** by Anders/DuPlayee to approve direct deposit payroll effective January 1, 2017. **MOTION CARRIED 5-0.**
- J. Discuss/Consider rescheduling the first Town Board meeting in November: The Clerk asked if the first meeting in November could be held on November 1st rather than the 7th, to give her more time to prepare for the election on November 8th. **MOTION** by DuPlayee/Anders to hold the first meeting in November on Tuesday, November 1st. **MOTION CARRIED 5-0.**
- K. Consider approval of attendees for DCTA meeting on October 19th: **MOTION** by Anders/DuPlayee to allow up to 3 attendees. **MOTION CARRIED 5-0.**

III. CLERK'S REPORT: She hopes to have at least two quotes for health insurance soon.

IV. HIGHWAY SUPERINTENDENT'S REPORT: Smith did not return after the closed session.

V. BOARD REPORTS AND COMMUNICATIONS:

- A. Hampton: Received the Chamber of Commerce mailing and communication regarding the Transportation Improvement Program for the Madison Metropolitan Area and Dane County.

VI. COMMITTEE REPORTS:

- A. Emergency Government Committee: There will be a Hydrite Chemical mock emergency on October 19th from 4 to 8 p.m.

VII. Adjournment: **MOTION** by DuPlayee/Williams to adjourn. **MOTION CARRIED 5-0.** The meeting ended at 8:35 P.M.

Kim Banigan, Clerk
Approved 11/01/2016

TOWN OF COTTAGE GROVE
2017 BUDGET WORKSHOP
OCTOBER 18, 2016

- I. Notice of the meeting was posted at the Town Hall and on the Town's internet site. Town Chair Kris Hampton, Supervisors Mike Fonger, Kristi Williams and Mike DuPlayee were all present, along with Clerk Kim Banigan, Treasurer Debra Abel and Highway Superintendent Jeff Smith.
- II. Hampton called the meeting to order at 6:30 P.M.
- III. Discuss/Consider amending certain fees as permitted by the Town of Cottage Grove Code of Ordinances and Smart Growth Comprehensive Plan: Photo copying fees for sheets sized in excess of the Town's copy machine were eliminated. Preliminary Plat, Final Plat and Comprehensive Development Plan fees were discussed. The Clerk will see if she can find out what other towns charge and report back at the next budget workshop. Road right-of-way permit fees need to be updated to match the recently modified permit.
- IV. Consider/adopt motion to move into 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: 2017 Employee Compensation: **MOTION** by Williams/DuPlayee to move into closed session for the reason stated above. **MOTION CARRIED 4-0 by roll call vote.** The closed session began at 6:43 P.M.
- V. Consider/Adopt motion to reconvene to open session to take any action necessary from closed session: **MOTION** by DuPlayee/Williams to reconvene to open session. **MOTION CARRIED 4-0 by roll call vote.** The closed session ended at 6:50 P.M. **MOTION** by Williams/Fonger to give a 2.5% wage increase to the Highway Superintendent, Clerk, Treasurer, Deputy Clerk and Court Clerk effective January 1, 2017. **MOTION CARRIED 4-0.** The two new Public Works Employees are scheduled for a 50 cent increase per hour upon completion of their introductory periods. **MOTION** by Hampton/DuPlayee to direct the Clerk to look into the Wisconsin Retirement System. **MOTION CARRIED 4-0.**
- VI. Discuss/Consider Revenue Estimates for Fiscal Year 2017: The Treasurer, Clerk, and Hampton had pre-filled many of the revenue estimates for known items. Items discussed tonight included:
 - The Clerk is waiting to hear the status of the State Recycling Grant for 2017.
 - Smith will apply for bridge aid to replace a 36" culvert at American Way and County BB.
 - The cable franchise agreement with Charter expires in July. Hampton suggested having Anders look into extending it since he was instrumental in negotiating it in the first place.
 - There will be revenue from the sale of the 2011 Crown Vic and equipment.
 - There will be revenue from selling the 2007 one-ton truck and the trailer used to haul mowers that Smith plans to replace. The truck has 101,000 miles on it. The trailer is a 1991 model and is a little short for the new mowers. It also wears a tire, probably due to a once broken axle not being lined up exactly right.
- VII. Discuss/Consider Expense Estimates for Fiscal Year 2017: The Treasurer, Clerk, and Hampton had pre-filled many of the expense estimates for known items. Items discussed tonight included:
 - The Treasurer had placed the expense for the UW Extension Branding Initiative and Fly Dane under Other Town Board expenses for lack of a better category. Discussion was to create an Economic Development category for the Branding Initiative and an item under the Town Planner category for Fly Dane expenses.
 - The Town Board was Ok with the judicial budget as proposed.

TOWN OF COTTAGE GROVE
2017 BUDGET WORKSHOP
OCTOBER 18, 2016

- Hampton suggested adding \$20,000 to Town Board Legal Expenses for re-codifying of ordinances.
- \$2,000 was added to Flynn Hall expenses to allow for the removal of two trees in the back, including grinding of stumps.
- One family had requested a ball diamond at the Cedar knolls park, or for the Town to participate in the Village's recreation program so Town participants could pay resident rates. The Village wants \$13,500 to do this. Discussion was that it would not benefit all residents, especially those families who participate in recreation programs in other communities due to school affiliations. The Town Parks budget was left at \$7,000.
- Capital outlay to include the purchase of a one ton truck and a trailer.

VIII. Discuss/Consider approval of 2017 departmental budget requests: No action taken.

IX. Adjournment: **MOTION** by DuPlayee/Williams to adjourn. **MOTION CARRIED 4-0.** The meeting ended at 7:55 P.M.

Kim Banigan, Clerk
Approved 11-01-2016

TOWN OF COTTAGE GROVE
2017 BUDGET WORKSHOP
OCTOBER 25, 2016

- I. Notice of the meeting was posted at the Town Hall and on the Town's internet site. Town Chair Kris Hampton, Supervisors Mike Fonger, Kristi Williams and Mike DuPlayee were all present, along with Clerk Kim Banigan and Treasurer Debra Abel.
- II. Hampton called the meeting to order at 6:30 P.M.
- III. Discuss/Consider adoption of Resolution 2016-08 setting certain fees as permitted by the Town of Cottage Grove Code of Ordinances and Smart Growth Comprehensive Plan: The Clerk is still waiting for input from other clerks and the Town Attorney about what an appropriate per lot fee would be for preliminary plat, final plat and comprehensive development plans. **MOTION** by Williams/Hampton to table until the November 1st Town Board meeting. **MOTION CARRIED 4-0.**
- IV. Discuss/Consider accepting a proposal for Janitor Services for 2017: **MOTION** by DuPlayee/Williams to accept the proposal from Coverall to provide janitorial services for the Town Hall, Flynn Hall, Emergency Services Building and Police Station in 2017. **MOTION CARRIED 4-0.**
- V. Discuss/Consider Employee Health Insurance options for 2017: The Clerk had received quotes from Unity and GHC, with a wide range of plans and prices. Monthly premiums were quoted based on the 5 employees who had indicated interest. The board chose to come back to this after they finalized their discussion on the revenues and other expenses. There was much discussion about whether to offer health insurance, how much the Town can afford, what portion of premiums should be employer paid and how to choose a plan. **MOTION** by DuPlayee/Williams to offer employee health insurance with total monthly premium for all employees not to exceed \$5,900 for all five employees, with the Town paying 80% of the premium for full time employees, pro-rated based on hours worked for part time employees. **MOTION CARRIED 3-1** (Fonger opposed). The Clerk will provide the quotes to employees and ask for their input by November 1st.
- VI. Discuss/Consider Revenue Estimates for Fiscal Year 2017: Revenue estimates were reviewed with very little discussion. **MOTION** by DuPlayee/Williams to approve 2017 Revenue Estimates. **MOTION CARRIED 4-0.**
- VII. Discuss/Consider Expense Estimates for Fiscal Year 2017: The Treasurer noted that she had increased the Town Parks expense to \$9,000 and filled in the EMS operating expenses and capital expenditures. Hampton said the increase for parks is for removal of two trees. Discussion was to keep proceeds of promissory notes at \$270,440, the same as for 2016. This would allow for \$455,582.58 to be available for Highway Maintenance Contracts. The Treasurer calculated the 2016 mill rate at 3.88. **MOTION** by DuPlayee/Fonger to approve 2017 Expense estimates. **MOTION CARRIED 4-0.**
- VIII. Discuss/Consider approval of 2017 departmental budget requests: **MOTION** by DuPlayee/Fonger to approve all 2017 departmental budget requests. **MOTION CARRIED 4-0.**
- IX. Set the date for:
 - A. A Public Hearing for the Town of Cottage Grove Budget for Fiscal Year 2017.
 - B. A Special Meeting of the Electors, pursuant to s.60.12(1)(c), Wis. Stat., to adopt the 2016 town tax levy to be paid in 2017 pursuant to s.60.10(1)(a), Wis. Stat.**MOTION** by DuPlayee/Williams to hold the public hearing at 6:30 P.M. on Monday, November 21st, with the special meeting of the electors to immediately follow. **MOTION CARRIED 4-0.**

TOWN OF COTTAGE GROVE
2017 BUDGET WORKSHOP
OCTOBER 25, 2016

X. Adjournment: **MOTION** by DuPlayee/Williams to adjourn. **MOTION CARRIED 4-0.** The meeting ended at 7:40 P.M.

Kim Banigan, Clerk
Approved 11-01-2016

TOWN OF COTTAGE GROVE
TOWN BOARD CLOSED SESSION MINUTES
October 25, 2016

- I. Consider/adopt motion to move into 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: 2017 Employee Compensation: **MOTION** by Williams/DuPlayee to move into closed session for the reason stated above. **Fonger, Hampton, Williams, DuPlayee – all ayes.** The closed session began at 6:43 P.M. Clerk Kim Banigan, Treasurer Debra Abel and Highway Superintendent Jeff Smith were also present.
- II. Hampton suggested a 2.5% wage increase, the same as for 2016, for Smith, Banigan, Abel, Homburg and Peck. Perry and Pederson will receive a 50 cent increase at the end of their introductory period. There were no objections to this proposal.
- III. Smith asked the Board to consider joining the Wisconsin Retirement System. The employer contribution is almost half of the in-lieu of retirement payment currently being made to employees. The WRS now allows current employees to choose to stay with an existing retirement program, while all new hires would have to be enrolled in WRS. Perry left a WRS job and would like to continue in the program, and Pederson and Dresen are interested as well.
- IV. Consider/Adopt motion to reconvene to open session to take any action necessary from closed session: **MOTION** by DuPlayee/Williams to reconvene to open session. **MOTION CARRIED 4-0 by roll call vote.** The closed session ended at 6:50 P.M.

Kim Banigan, Clerk

Approved and made an open record on 11/21/2016

TOWN OF COTTAGE GROVE
PUBLIC HEARING FOR 2017 BUDGET
SPECIAL TOWN MEETING OF THE ELECTORS
NOVEMBER 21, 2016

PUBLIC HEARING FOR 2017 TOWN OF COTTAGE GROVE BUDGET

- I. Notice of the Public Hearing along with a summary of the proposed budget were posted at the Town Hall and on the Town's internet site on November 04, 2016. Town Chair Kris Hampton and Supervisors Mike Fonger, Steve Anders, Kristi Williams and Mike DuPlayee were all in attendance, along with Clerk Kim Banigan, Treasurer Debra Abel, Highway Superintendent Jeff Smith and resident Silvin Kurt.
- II. Hampton called the public hearing to order at 7:00 P.M. and asked if there were any questions or comments regarding the 2017 Town budget. There were none.
- III. **MOTION** by Anders/Williams to close the public hearing. **MOTION CARRIED 5-0.** The public hearing ended at 7:02 P.M.

SPECIAL TOWN MEETING OF THE ELECTORS

- I. Notice of the Special Town Meeting of the electors was posted along with the public hearing notice as stated above. Attendance was also as stated above for the public hearing. Including Town officials, there were 8 electors present.
- II. Hampton called the Special Meeting of the Electors to order at 7:02 P.M.
- III. The Treasurer reported that Town's proposed levy of \$1,557,764.00 would put the Town's portion of the 2016 mill rate at \$3.8815, up slightly from \$ 3.7981 for 2015.
- IV. **MOTION** by Williams/DuPlayee to adopt the 2016 Town Tax Levy to be paid in 2017, pursuant to S. 60.10(1)(a), Wis. Stat., at \$1,557,764.00. **MOTION CARRIED 8-0.**
- IV. **MOTION** by Williams/DuPlayee to adjourn. **MOTION CARRIED 8-0.** The meeting ended at 7:06 P.M.

Kim Banigan, Clerk
Approved 12-05-2016

TOWN OF COTTAGE GROVE
TOWN BOARD MEETING
NOVEMBER 1, 2016

I. ADMINISTRATIVE

- A. Notice of the meeting was posted at the Town Hall and on the Town's internet site. Town Chair Kris Hampton, Supervisors Mike Fonger, Steve Anders, Kristi Williams and Mike DuPlayee were all present, along with Clerk Kim Banigan and Treasurer Debra Abel.
- B. Hampton called the meeting to order at 7:00 P.M.
- C. Minutes of previous meeting(s): **MOTION** by Williams/DuPlayee to approve the minutes of the October 17, 2016 Town Board meeting, and the Budget Workshops held on October 18th and 25th, all as printed. **MOTION CARRIED 4-0-1** (Anders abstained for the two budget workshops).
- D. Finance Report and Approval of Bills:
 1. **MOTION** by DuPlayee/Anders to approve payment of bills corresponding to checks #30810-30853 from Monona State Bank. **MOTION CARRIED 5-0.**
 2. **MOTION** by Anders/DuPlayee to approve payment of October per diems as presented, and payment of \$4,357.34 to Viken Inspection Agency, LLC for October building permits. **MOTION CARRIED 5-0.**
- E. Public Concerns: None.
- F. Road Right of Way Permits: **MOTION** by Anders/Williams to approve a permit for Alliant to trench to supply power for 2772 Hope Road. **MOTION CARRIED 5-0.**

II. BUSINESS:

- A. Plan Commission Recommendations:
 1. David Rush (MARCS President), applicant, Huston Holdings, LLC, landowner – parcel 0711-153-9001-0 and 0711-153-8500-8 north of 2342 Uphoff Road: Seeking to amend gas/glow flying hours from conditions set with zoning 10898 for RE-1 zoning on 1.03 acres: Mr. Rush explained that the new proposed conditions stay away from the Andrews residence at 2274 Uphoff Road except when landing during certain wind conditions, but the noise level drops off during landing. He showed the board the decibel meter used to measure the noise level from the gas and glow planes, along with the flight log and list of flights during July, August, September and October. He noted that the club supports local businesses and plans to offer learn to fly nights for anyone who is interested. Wendell Hottman, 4434 Wind Chime Way, said that Mr. Rush has done a good job of coordinating the cooperation of the club members. No one was present to speak in opposition to the proposed flying conditions. **MOTION** by Anders/DuPlayee to accept the Plan Commission's recommendation to approve the new flying conditions as presented. **MOTION CARRIED 5-0.**
 2. Ed Short, applicant, Jeff & Sue Natvig/Tim & Colleen Ward/Henry & Charlotte Handzel/Robert Hulbert, landowners – rezone involving multiple parcels on Vilas Road (0711-294-8315-0, 0711-294-8085-2, 0711-294-9255-0, 0711-294-9280-0 and 0711-294-9220-0), for zoning compliance and land swaps to allow for driveway to parcel 0711-294-9280-0 owned by Robert Hulbert: Hank Handzel requested that the lot lines for the land swap between his parcel and Mr. Hulbert's be adjusted such that his parcel be no less than 35 acres without right-of-way and Mr. Hulbert's property be not less than 16 acres without right-of-way. **MOTION** by DuPlayee/Anders to accept the Plan Commission's recommendation to approve the following rezones:

TOWN OF COTTAGE GROVE
TOWN BOARD MEETING
NOVEMBER 1, 2016

Rezone of approx. 3.4 acres owned by Wards from RH-3 and R-1 to RH-1.

Rezone of approx. 7.2 acres owned by Natvig from RH-3 and R-1 to RH-2.

Rezone of approx. 16.2 acres owned by Hulbert from RH-3 and RH-4 to all RH-4 with an adjustment to the land swap between Handzel and Hulbert to keep their properties at no less than 35 and 16 acres, respectively, without right-of-way. **MOTION CARRIED 5-0.**

- B. Discuss/Consider adoption of Resolution 2016-08 setting certain fees as permitted by the Town of Cottage Grove Code of Ordinances and Smart Growth Comprehensive Plan: **MOTION** by Hampton to adopt the Resolution with the addition of fees of \$350 +\$20/lot for Preliminary Plat review, \$350 + \$20/lot for Final Plat review, and \$300 for a special Town Board meeting. **MOTION CARRIED 5-0.**
- C. Discuss/Consider adoption of Resolution 2016-09 A Resolution of Inclusion under the Wisconsin Retirement System, and consider designation of an Agent/Alternate: **MOTION** by Hampton/DuPlayee to table until November 10th. **MOTION CARRIED 5-0.**
- D. Discuss/Consider Employee Health Insurance options for 2017: **MOTION** by Hampton/DuPlayee to table until November 10th. **MOTION CARRIED 5-0.**
- E. Viney's addition to Skyhigh:
1. Discuss/Consider plan commission recommendation Town Board regarding Final Plat.
 2. Discuss/Consider approval of a developer's agreement
 3. Discuss/Consider approval of covenants.
- MOTION** by Hampton/DuPlayee to table until November 10th. **MOTION CARRIED 5-0.**
- F. Discuss/Consider approval of an easement for the Village Water Utility to access the water main in the Gaston Road Right-of-way: Hampton said there is no longer a need to consider this: No action taken.

III. CLERK'S REPORT: Update on November election plans. The office has been busy with early voters.

IV. HIGHWAY SUPERINTENDENT'S REPORT: Hampton gave on update on the Gaston Road project.

V. BOARD REPORTS AND COMMUNICATIONS:

A. Hampton reported on receipt of updated ISO ratings.

VI. COMMITTEE REPORTS:

A. Deer-Grove EMS Commission: The commission adopted it's 2017 budget.

VII. Adjournment: **MOTION** by DuPlayee/Anders to adjourn. **MOTION CARRIED 5-0.** The meeting ended at 7:45 P.M.

Kim Banigan, Clerk
Approved 11-21-2016

**TOWN OF COTTAGE GROVE
TOWN BOARD RESOLUTION NO. 2016-08**

**A RESOLUTION ADOPTING CERTAIN FEES AS PERMITTED
BY THE TOWN OF COTTAGE GROVE CODE OF ORDINANCES AND THE
TOWN OF COTTAGE GROVE SMARTGROWTH COMPREHENSIVE PLAN**

WHEREAS, the Town of Cottage Grove Code of Ordinances and the Town of Cottage Grove Smart Growth Comprehensive Plan authorize the Town Board to establish certain fees by resolution; and

WHEREAS, TCG Ord. sec. 07.01(2)(b) indicates that the Town Board may amend such fees at any time;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Cottage Grove, Dane County, Wisconsin, does hereby adopt the following fees to be effective upon posting: (Relevant ordinance or comprehensive plan sections are indicated in brackets following each fee)

Alcohol Beverage Fees [TCG 05.03 (2)]

Reserve "Class B" Intoxicating License [s. 125.51(4), Stats].....	\$10,000.00
Class "A" Fermented Malt Beverage License [s. 125.25, Stats].....	\$500.00
Class "B" Fermented Malt Beverage License [s. 125.51(2), Stats].....	\$100.00
"Class A" Intoxicating Liquor License [s. 125.51(2), Stats].....	\$500.00
"Class B" Intoxicating Liquor License [s. 125.51(3)(b), Stats].....	\$500.00
"Class B" Winery License [s. 125.51(3am), Stats].....	\$100.00
"Class C" Retail Wine License [s. 125.51(3m), Stats].....	\$100.00
Temporary Class "B" Fermented Malt Beverage License [s. 125.26(6), Stats].....	\$10.00
Temporary "Class B" Wine License [s. 125.51(10), Stats].....	\$10.00/day
Operator's License [s. 125.17(1-3,6), Stats].....	\$25.00
Manager's License [ss. 125.18, 125.32(10 and 125.68(1), Stats].....	\$25.00

Blasting Permit Fee [TCG 18.01]

Short Term.....	\$200.00
Long Term.....	\$500.00

Change of Land Use Fee [TCG 15.19.1].....\$250.00

Cigarette and Tobacco Products Retailer License Fee [TCG 07.02(1)].....\$25.00

Dangerous Animal License [TCG 20.20(8)].....\$150.00

Dog License Fee (in addition to County Fees)[TCG 20.01(4)]

Per dog.....	\$4.50
Multi-Dog (up to 12).....	\$7.00

Driveway Permit Fee [TCG 08.02].....\$150.00

Driveway Permit Deposit [TCG 08.02].....\$1000

Emergency Response Reimbursement Fees [TCG 07.02(3)]

CGFD Ladder 1.....	\$400.00/hour
CGFD Engine 3.....	\$250.00/hour
CGFD Engine 4.....	\$250.00/hour
CGFD Squad 1.....	\$200.00/hour
CGFD Tender 1.....	\$150.00/hour
CGFD Tender 2.....	\$150.00/hour
CGFD Brush 1.....	\$100.00/hour

Personnel (minimum of 1 hour, rounded to next full hour for any minute over the hour)	
First hour.....	\$15.00/hour
Each additional person.....	\$10.00/hour
Water.....	\$10.00/1000 gal
Foam “A”.....	\$20.00/gal
Foam “B”.....	\$30.00/gal
Oil Dry.....	\$10.00/40 lb. bag
Fire Works Use Permit Fee [TCG 18.02(5)].....	\$50.00
Hall Rental Fees (Town Hall or Flynn Hall) [TCG 07.02(5)]	
User Fee – Town or Village of Cottage Grove Resident.....	\$125.00
User Fee - Non Resident.....	\$400.00
Security Deposit.....	\$50.00
Handling Fee [TCG 07.02(4)]	
per hour.....	\$20.00
minimum.....	\$20.00
Land Division Fees [TCG 15.18.2]	
Preliminary Plat,	\$350.00 + \$20/lot
Final Plat and Comprehensive Development Plan.....	\$350.00 + \$20/lot
Certified Survey Map.....	\$125.00
Landowner Initiated Change to the Future Land Use Map [TCG Smart Growth Comprehensive Plan Chapter L – General Provisions sec. 3-6(a)].....	
	\$500.00
Mailing List Fees [TCG 07.02(6)]	
First 1,000 names.....	\$25.00
Per 1,000 in excess of 1,000.....	\$20.00
(Fees are tripled if gummed labels are requested)	
Non-metallic Mining Permit Fee [TCG 17.02].....	\$300.00
Overweight Permit Fees [TCG 07.02(8)].....	\$20.00 per power unit
Park Organized Event Administrative Fee [TCG 10.01(c)].....	\$25.00
Peddlers and Transient Merchants Permit Fee [TCG 11.07(4)(c)].....	\$50.00
Photocopying Fee [TCG 07.02(9)]	
Black & White copies.....	\$.25/page
Color Copies:.....	\$.50/page
Road Right-of-Way Permit Fee [TCG 08.03(1)(c)]	
Base Fee.....	55.00
Borings and trenchings (small trenching projects).....	\$45.00/boring/trenching
Open cut pavement.....	\$220.00/open cut
Trenching in excess of 1,320 ft. (large trenching projects).....	\$110.00/# of lineal feet/1,000
Construction of vault or other structure.....	\$110.00 per vault or structure
Special Town Board Meeting	\$300

Statement of Real Property Status (Title Search) Fee [TCG 07.02(10)]

Paid with request.....\$25.00

Invoiced.....\$50.00

Waste Treatment, Disposal or Storage Site Application Fee [TCG 16.04(6)(c)].....\$250.00

This resolution was duly considered and adopted by the Cottage Grove Town Board pursuant to a vote of 5 for and 0 against and 0 abstentions on this 1st day of Nov, 2016.

TOWN OF COTTAGE GROVE



Kristopher Hampton, Town Chair

ATTEST:



Kim Banigan, Town Clerk

Resolution 2016-09

A RESOLUTION OF INCLUSION UNDER THE WISCONSIN RETIREMENT SYSTEM

RESOLUTION

RESOLVED, by the Town Board of the
Governing Body per Wis. Stat. § 40.02 (36)
Town of Cottage Grove, Dane County that pursuant to Wis. Stats. §§ 40.21 and 40.22 that the above named entity does hereby determine to be included under the Wisconsin Retirement System for participation on the effective date of January 1, 2017. This resolution, when filed, is irrevocable after the November 15 preceding the effective date.

- The above named entity resolves to participate in the WRS for all current and future eligible employees, per Wis. Stat. §40.21 (1), on the effective date and will recognize ____% of prior creditable service. Number of eligible employees: _____.
- The above named entity resolves to exclude its employees of a public utility under Wis. Stat. §196.01 (5) from participation per Wis. Stat. §40.21 (7) (b).
- The above named entity resolves to participate in the WRS only for eligible employees hired on or after the effective date of this resolution, per Wis. Stat. §40.21 (7).
- The above named entity will provide a one-time offer to current employees, per Wis. Stat. §40.21 (7) (c), to either elect or waive participation in the WRS on the effective date of this resolution and will recognize 0% of prior creditable service. Number of current, eligible employees: 6.
- The above named entity resolves to exclude its employees of a public utility under Wis. Stat. §196.01 (5) from participation per Wis. Stat. §40.21 (7) (b).

CERTIFICATION

I HEREBY CERTIFY that the foregoing Resolution is a true, correct and complete copy of the Resolution duly and regularly adopted by the above governing body on the 10th day of Nov, 2016 and that said Resolution is in full force and effect.

I understand that Wis. Stat. § 943.395 provides criminal penalties for knowingly making false or fraudulent statements, and hereby certify that, to the best of my knowledge and belief, the above information is true and correct.

IN WITNESS THEREOF, I have hereto set my hand and the official seal of this governmental unit,

Town of Cottage Grove in Dane County, Wisconsin on this the 11th day of Nov, 2016.

Signature and Title of Certifying Officer:

Kris Hampton Name Kris Hampton, Town Board Chairperson Title

Employer Identification Number (EIN) if available:

69-036-

0181-000

TOWN OF COTTAGE GROVE
SPECIAL TOWN BOARD MEETING
NOVEMBER 10, 2016

Notice of the meeting was posted at the Town Hall and on the Town's internet site. Town Chair Kris Hampton, Supervisors Mike Fonger, Steve Anders, Kristi Williams and Mike DuPlayee were all present, along with Clerk Kim Banigan, Treasurer Debra Abel, Highway Superintendent Jeff Smith, Public Works Employees Dan Dresen, Andrew Perry and Matthew Pederson, Attorney Connie Anderson and Engineer Thomas TeBeest.

Hampton called the meeting to order at 7:00 P.M.

I. Viney's Addition to Skyhigh:

- A. Review Plan Commission recommendation to Town Board regarding Final Plat: Hampton read the Plan Commission's recommendation for preliminary approval pending satisfaction of all conditions outlined by TeBeest. The final plat is not to be signed until a developer's agreement is signed and all fees are paid.
- B. Consider/Approvals related to Development, including:
(Documents related to each of the eight points below were reviewed simultaneously during a discussion lead by Atty. Connie Anderson, using the resolution to be adopted by the Town Board to tie them all together.)
 1. final plat: TeBeest had identified a list of 12 points related to the final plat in his letter to the Clerk dated November 4, 2016. These were discussed and Anderson recommended a final punch list of those still outstanding be put in the resolution. Williams wanted to know if there is room on each lot for two septic systems, a well and a house. TeBeest said it would be tight. Dan Birrenkott said perk tests will be performed next week. The County must approve areas for septic systems and these must be protected from construction. Lots 6 and 7 potentially will share an existing well, the other lots will all have individual wells.
 2. development agreement: Atty. Anderson said the developer's agreement is acceptable to the developer except for one issue: Fee in lieu of park land. See discussion under 6. below.

Other topics of discussion for the developer's agreement included:

- Required standards and specifications for improvements. It was noted that street and traffic signs are to be purchased by the Town but reimbursed and installed by the developer. A Type 3 barricade must be installed at the end of Vineys Trail. Requirements for contractors engaged by the developer. Exhibit 1 identifies and incorporates plans submitted by the developer's engineer and indicates the Town Engineer's acceptance of them. Exhibit 2 includes provisions recommended by the Town Planner, including a mature tree preservation plan. Discussion was that there are not very many mature trees on the property. Discussion was to simply specify that best faith efforts should be made to maintain mature trees on lots 7 and 15. The Town Planner's recommendations for a landscape buffer along CTH "N" were acceptable to all. Anders wondered if the term noxious weeds referred only to those specifically identified by statute, or all undesirable weeds. TeBeest said the term was not limited to those identified by statute.
3. covenants:
Section 3.07 specifies minimum home sizes. John Loeffler, 2574 Hupmobile, stated that this size is not comparable to surrounding homes, and questioned whether homes of this size achieve the tax basis the Town is hoping for.

TOWN OF COTTAGE GROVE
SPECIAL TOWN BOARD MEETING
NOVEMBER 10, 2016

Discussion was to increase the minimums to 1,700 square feet for a single story building, 2,000 square feet for a two story building, and 1,700 feet on the two main floors of a raised ranch, bi-level or tri-level home, or other building styles not specified.

Section 3.10 requires concrete driveways. Smith asked that a 2 foot patch of asphalt be required where the driveway meets the road so it doesn't have to be milled with an overlay.

It was noted that the maximum lot area for a garden was at 25% in section 3.15 and 20% in 3.19, and determined that 20% is the appropriate percentage.

Section 3.25 defines a 2-tier point system for landscaping requirements.

Discussion was to require 500 points for each lot.

Energy Star appliances are not required.

4. stormwater maintenance agreement: This is a four party document binding the developer, the homeowner's association, the County and the Town regarding maintenance of the stormwater management facilities. Exhibit A includes a very thorough list of inspection and maintenance practices to follow. It was suggested that a second exhibit be added to show drainage easements and direction of flow.
5. letter of credit: A sample form used recently by Attys. Anderson and Lawton for a development in Windsor was provided as an example, and the Clerk confirmed that the Bank of Deerfield had indicated they can work with this form. It was agreed that one letter of credit should cover the full amount of \$297,743.00, of which \$55,542.50 is to favor Dane County to secure performance required by the erosion control and storm water management permit.
6. park fees in lieu of dedication: The ordinance defines a formula based on the Town Assessor's valuation of one acre of land in the platted subdivision, which was determined to be \$40,000. The resulting fees amount to \$27,586.00 or \$1,839 per lot. Kyle Broom, realtor for the developer, felt that this is high based on the developer's purchase price of the property. Mike Lawton, Attorney for the developer, said that recently Windsor charged a developer \$1,400 per lot. Discussion was that the purpose of the fee in lieu of park land is to pay for the replacement of land, so the question becomes is \$40,000 per acre a reasonable price? Board consensus was to leave the cost as is.
7. early start permit: Birrenkott stated that the final plat needs to be run through the Stat's plat review process, which can take up to 45 days. The developer would like to get started on site work sooner than that. Atty Anderson stated that this would be a variance as the ordinance has no provision for an early start. The advantage of an early start to the the Town would be time to allow the road base to settle through the winter, but it would add additional costs for the Town to ensure that erosion control is put into place, and could be an invitation for other issues. Carol Marshall, 2575 Bass Road, wanted to be notified when they would be working at the end of the existing Bass Road. Sandra Goke, 2570 Hupmobile, was concerned about erosion control issues with the spring thaw. **MOTION** by Fonger/Anders to approve an Early Start permit, with no tear out of any blacktop on Bass Road this fall. All Fall and Winter construction traffic must come off of CTH "N" and Carol Marshall is to be notified prior to the beginning of construction in the Spring. The Town will not accept any road base until the plat is signed. **MOTION CARRIED 5-0.**

TOWN OF COTTAGE GROVE
SPECIAL TOWN BOARD MEETING
NOVEMBER 10, 2016

8. miscellaneous approvals: **MOTION** by Anders/Williams to adopt Resolution 2016-10 Approval of Documents Related to Plat of Viney's Addition to Skyhigh as discussed tonight, and notated by Atty. Anderson on her copy. **MOTION CARRIED 5-0.**
- C. Consider/Adopt motion to move into 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: Employee Compensation: **MOTION** by DuPlayee/Williams to go into closed session for the reason stated above. **MOTION CARRIED 5-0 BY ROLL CALL VOTE** The Town Board, Atty. Anderson, and all present Town Employees were allowed to stay for the closed session. Others left and the door was locked. The closed session began at 9:07 P.M.
- D. Consider/Adopt motion to reconvene to open session to take any action necessary from closed session: **MOTION** by Anders/Fonger to reconvene to open session. **MOTION CARRIED 5-0 BY ROLL CALL VOTE.** The closed session ended at 9:55 p.m. Smith and the three public works employees had left during the closed session.
 1. Discuss/Adopt Resolution 2016-09 A Resolution of Inclusion under the Wisconsin Retirement System, and Designation of an Agent/Alternate.: **MOTION** by Anders/Williams to adopt Resolution 2016-09 for inclusion under the Wisconsin Retirement system effective January 1, 2017, allowing current employees a one time opportunity to opt out. Agent is to be Clerk Kim Banigan with Treasurer Debra Abel as backup agent. **MOTION CARRIED 5-0. MOTION** by Anders/Williams to roll the 12% retirement allowance into wages for all employees currently receiving this benefit who choose to opt out of WRS, and roll 5.2% into wages of employees currently receiving the retirement allowance who elect to participate in WRS, effective January 1, 2017. **MOTION CARRIED 5-0.**
 2. Discuss/Consider Employee Health Insurance.: Tabled until the December 5th meeting
- II. Adjournment: **MOTION** by DuPlayee/Williams to adjourn. **MOTION CARRIED 5-0.** The meeting ended at 10:03 P.M.

Kim Banigan, Clerk
Approved 11-21-2016

**TOWN OF COTTAGE GROVE
BOARD RESOLUTION 2016-10**

**APPROVALS RELATED TO
PLAT OF VINEY'S ADDITION TO SKYHIGH**

WHEREAS, on June 29, 2016, Donald Viney ("Subdivider") submitted a preliminary plat for Viney's Addition to Skyhigh (the "preliminary plat"), which is located in the Town of Cottage Grove, Dane County, WI; and

WHEREAS, on July 18, 2016, the Town Board conditionally approved the preliminary plat subject to the conditions set forth in Town Board Resolution 2016-04, which is incorporated herein by reference; and

WHEREAS, the Subdivider has submitted for approval the final plat for Viney's Addition to Skyhigh (the "final plat") as well as certain additional documents intended to satisfy the conditions of approval, and has also requested an early start permit; and

WHEREAS, the Town Planner and Town Engineer have reviewed the request, and prepared separate reports to the Town Clerk for consideration by the Town Board (collectively hereafter, the "Reports"), which Reports are incorporated herein by reference; and

WHEREAS, the Plan Commission considered the request for approval of the final plat and has made its recommendations to the Town Board; and

WHEREAS, the Town Board has considered the foregoing and shall take action as set forth herein.

NOW, THEREFORE, BE IT RESOLVED by the Town Board of the Town of Cottage Grove as follows:

The Town of Cottage Grove Town Board has completed its review of the final plat for Viney's Addition to Skyhigh (Subdivider: Viney Acres, LLC) located in Lot 1, CSM No. 3894, and in the SE ¼ of the SW ¼, Section 21, T7N, R11E, Town of Cottage Grove, Dane County, Wisconsin, and hereby resolves as follows:

1. **Approvals Obtained from Dane County and Wisconsin Department of Natural Resources (DNR).** The approvals listed below have been obtained from Dane County and DNR are hereby acknowledged by the Town. Subdivider's compliance with Dane County's and DNR's requirements are a continuing obligation of the Subdivider and a condition of approval, which may be enforced by Dane County, DNR and/or the Town. The approvals obtained as of the date of this resolution include:
 - a. Dane County Permit to Work in Right of Way Number 16U156 dated 10/28/2016
 - b. Dane County Erosion Control Permit EC2016-0352 with start date of 10/21/2016 and stabilization/expiration date of 5/31/2017
 - c. Dane County Stormwater Permit (as reviewed by Town Engineer and to be issued upon execution of Stormwater Maintenance Agreement)
 - d. DNR WPDES General Permit No. WI-S067831-04 Construction Site Storm Water Runoff with start date of September 8, 2016 and expiration September 8, 2019
 - e. Dane County Rezone to R-2 Residence District: Petition 10992
 - f. Dane County Final Plat Approval (with conditions) dated November 8, 2016, which includes the following conditions, which are incorporated as requirements of the Town:

- i. Compliance with the Dane County Comprehensive Plan is to be established.
 - *See memo from Planner Pam Andros that verifies that this plat is consistent with the land use plan for the Town of Cottage Grove.*
- ii. Rezone Petition #10992 is to become effective and all conditions established are to be satisfied no later than September 7, 2018.
 - *An approved Plat Map shall be recorded with the Dane County Register of Deeds Office.*
 - *The zoning is conditioned upon a maximum 15-lot/1-outlot subdivision plat being approved and recorded.*
 - *A transfer of development right document shall be recorded on the Dahl Farm, Section 26, and the Wood Farm, Section 35, identifying that 2 housing density rights have been used for the creation of the residential subdivision.*
- iii. The public park land appropriation requirement is to be satisfied (private park land does not satisfy this requirement).
 - *The developer will be paying park fees to the Town of Cottage Grove.*
- iv. All public land dedications are to be clearly designated “dedicated to the public.”
 - *Outlot 1 will be dedicated to the public for storm waterpond/management.*
- v. All streets shall be noted as dedicated to the public.
 - *Bass Road is being extended to the east and Vineys Trail is a new road to the north serving lot 1*
 - *The Town further adopts the Town Engineer’s recommendation that a permanent Type 3 barricade be installed at the end of Vineys Trail*
- vi. A suitable turn around shall be installed at the end of VINEYS TRAIL that meets the specifications or requirements of the Town of Cottage Grove.
- vii. All streets shall be graded and surfaced in accordance with plans, specifications and requirements of the Dane County Highway Commission and the Town of Cottage Grove.
- viii. Comments from the Dane County Highway department are to be satisfied:
 - *CTH N is a controlled access highway.*
 - *Access to remain to serve outlot maintenance only.*
 - *Access to be gated at all times.*
 - *Right of way appears to be correct.*
- ix. Utility easements are to be provided.
- x. Street names with respect to Ch. 76 of the Dane County Code of Ordinances are to be assigned.
 - *Dane County Surveyor approval has been obtained for Vineys Trail.*
- xi. The required approval certificates are to be satisfied.
 - *Town of Cottage Grove*
 - *Village of Cottage Grove*

- xii. Compliance with Ch. 14.45 DCCO, Erosion Control Plans is to be established prior to the start of construction.
 - xiii. Compliance with Ch. 14.46 DCCO, Stormwater Control Permits is to be established prior to the start of construction.
2. **Town Approval of Erosion Control Permit and Storm Water Permit.** As indicated above, the Subdivider has obtained Dane County Erosion Control Permit EC2016-0352 with start date of 10/21/2016 and stabilization/expiration date of 5/31/2017 (“Erosion Control Permit”), Dane County Stormwater Permit (reviewed by Town Engineer and to be issued when Developer executes Stormwater Maintenance Agreement referenced in paragraph 3 below), and DNR WPDES General Permit No. WI-S067831-04 Construction Site Storm Water Runoff with start date of September 8, 2016 and expiration September 8, 2019 (“DNR Construction Site Permit”). By this Resolution, the Town Board acknowledges and accepts the standards set forth therein, which standards supersede any prior approvals as to the subject matter contained therein.
 3. **Town Documents Approved.** The documents listed below have been reviewed and approved by the Town Board at the Town Board meeting on November 10, 2016, and the Subdivider shall provide executed and notarized originals of same to the Town Clerk, along with appropriate recording fees, for review by the Town Attorney for consistency with these approvals and for final signature by the Town and recording at the Dane County Register of Deeds office:
 - a. Development Agreement
 - b. Construction Plans dated 11/8/2016, as reviewed and approved by the Town Engineer
 - c. Covenants, Restrictions, Conditions and Easements for Plat
 - d. Declaration of Covenants and Restrictions for Maintenance of Stormwater Management Measures
 - e. TDR Notices and Easements as prepared by Dane County on July 27, 2016 (Approved as to form prepared by Dane County; Developer to provide final information and complete documents; completed documents require Town Attorney review/approval, as appropriate.)
 4. **Monitoring by Town Engineer.** The Town Board requires that the Town Engineer monitor the Subdivider and construction site for compliance with the Erosion Control Permit, the Storm Water Permit and the Development Agreement.
 5. **Plat Approval Conditioned on Compliance.** The Final Plat is approved subject to Developer’s satisfaction of the following remaining conditions to the satisfaction of the Town Engineer:
 - a. Correct spelling error(s).
 - b. Letter of credit requirement allocated to survey monumentation to remain in place until survey monumentation is complete. Town Board will allow completion of survey monumentation as required in the Development Agreement.
 - c. Concurrence from electric and communications utilities as to location of easements and no pedestals in public drainage easement areas.
 6. **Payment of Fees in Lieu of Parkland.** The Subdivider shall pay the Town the required fees in lieu of parkland prior to issuance of an early start variance permit or the Town’s execution of the Plat.
 7. **Letter of Credit.** The Letter of Credit shall be in the form recommended by the Town Attorney. The total amount of the letter of credit shall be \$297,743.00. Of this total amount, \$55,743 shall be held jointly by and between Dane County and the Town as required for the erosion control and stormwater

management permit requirements (either may draw on this part of the LOC), and \$242,000.00 shall be solely for the Town for other required improvements for the development (only the Town may draw on this part of the LOC).


8. **Plat and Document Execution and Recording.** The Subdivider shall obtain approval for the plat from all other approving authorities, as required by law. The Subdivider shall provide fully executed and notarized originals of the Plat and all approved Town Documents identified in paragraph 3 above. Recording shall be coordinated with the Town Clerk and Town Attorney so that documents are fully completed and recorded in the proper sequence to assure priority of the obligations set forth in the required Town documents. If an early start permit is allowed, all requirements except final approval and recording of the Plat must be met, as confirmed by the Town Clerk in consultation with the Town Attorney, as necessary, prior to issuance of the early start variance permit.
9. **Reimbursement from Subdivider.** The Subdivider shall promptly reimburse the Town of Cottage Grove for all costs and expenses incurred by the Town in connection with the review and approval of the preliminary and final plat, including, but not limited to, the cost of professional services incurred by the Town of Cottage Grove for the review and preparation of required documents, attendance at meetings or other related professional services. The Subdivider shall pay the Town accrued Town consultant fees prior to issuance of an early start variance permit or the Town's execution of the Plat.
10. **Expiration.** This conditional approval by the Town Board shall expire at termination of the Village of Cottage Grove's Waiver of its ETJ over the area included in the preliminary plat. If the final plat has not been recorded prior to such termination, the Subdivider shall be required to obtain approval from the Village of Cottage Grove and the Town of Cottage Grove shall have an opportunity to reconsider and adjust the terms and conditions set forth herein.

The above and foregoing Resolution was duly adopted at a meeting of the Town Board of the Town of Cottage Grove held on the 10th day of November, 2016, by a vote of 5 in favor and 0 opposed.

TOWN OF COTTAGE GROVE



Kris Hampton, Town Chairperson

Attested by:


Kim Banigan, Town Clerk

Reports from Town Consultants Incorporated by Reference:

Town Engineer Reports dated July 14, 2016, July 21, 2016 and November 4, 2016
Town Planner Reports dated July 14, 2016, July 22, 2016 and October 31, 2016

TOWN OF COTTAGE GROVE
TOWN BOARD MEETING
NOVEMBER 21, 2016

I. ADMINISTRATIVE

- A. Notice of the meeting was posted at the Town Hall and on the Town's internet site. Town Chair Kris Hampton, Supervisors Mike Fonger, Steve Anders, Kristi Williams and Mike DuPlayee were all present, along with Clerk Kim Banigan, Treasurer Debra Abel, Highway Superintendent Jeff Smith and Deputy Jennifer Grafton.
- B. Hampton called the meeting to order at 7:06 P.M.
- C. Minutes of previous meeting(s):
1. **MOTION** by Williams/DuPlayee to approve the minutes of the November 1, 2016 Town Board meeting, and the open session minutes from the November 10, 2016 Town Board meeting as printed: **MOTION CARRIED 5-0.**
 2. **MOTION** by Anders/Williams to approve the closed session minutes from October 17, 2016 and November 10, 2016 as printed, and to keep them closed until the matters are resolved. **MOTION CARRIED 5-0.**
 3. **MOTION** by DuPlayee/Williams to approve the closed session minutes from October 25, 2016 as printed, and to make them an open record. **MOTION CARRIED 4-0-1** (Anders abstained).
- D. Finance Report and Approval of Bills:
1. **MOTION** by DuPlayee/Fonger to approve payment of bills corresponding to checks #30854-30906 from Monona State Bank, with check #30869 being voided. **MOTION CARRIED 5-0.**
 2. The Treasurer asked that November per diem reports be submitted by December 1st.
- E. Public Concerns: None.
- F. Road Right of Way Permits: None.

II. BUSINESS:

- A. Consider approval of the 2017 Town Budget: **MOTION** by DuPlayee/Fonger to approve the 2017 Town of Cottage Grove Budget as drafted. (Total Revenues and expenditures both equal to \$2,665,522.96 for the General Fund.) **MOTION CARRIED 5-0.**
- B. Review October Police Activities: There were 280 calls for service and 194 citations issued in October. Deputy Grafton said that construction zone tickets were the biggest offense. She invited the board to a community presentation of preparedness for active shooter and violence within the community beginning at 6:00 P.M. on December 6th at the Town Hall.
- C. Discuss/Consider purchase of a replacement for the exterior camera at the Police Station: **MOTION** by Anders/Williams to accept the quote from Integrated Security Solutions to replace the camera at a cost not to exceed \$554.00. **MOTION CARRIED 5-0.**
- D. Discuss/Consider approval of rezone for Brent Jolma, Applicant, Haag Living Trust, landowner, 1640 US Highway 12 & 18, as amended by the Dane County Board of Supervisors: **MOTION** by Anders/Williams to approve the County Board's amendment to rezone the residual 27.64 acres of ag land from A-2 to A-4. **MOTION CARRIED 5-0.**
- E. Discuss/Consider the sale of excess equipment:
Hampton reported that the County has removed all of their equipment from the 2011 Crown Vic squad car. Once the decals and lights are taken off, it will be ready to send

TOWN OF COTTAGE GROVE
TOWN BOARD MEETING
NOVEMBER 21, 2016

to auction. Smith said his crew can take off the decals, and Anders offered to remove the lights, which can be sold on Wisconsin Surplus.

There are still several filing cabinets and lockers left from the dissolution of the joint police department that the Town has no use for.

MOTION by DuPlayee/Williams to approve the sale of the 2011 Crown Vic, lights, and other excess equipment by auction. **MOTION CARRIED 5-0.**

- F. Consider amending TCG Ord. Chapter 02 – The Governing Body regarding Town Board Meetings.
- G. Consider amending TCG Ord. Section 15.21.4.2 Plan Commission Monthly Meetings and Reports.

The Clerk explained that she had drafted the above amendments with input from Attorney Anderson and from a sample ordinance found on the Town Law Forms web site. The sample ordinance had a lot more details about meeting rules and procedures, she just added enough to get to the point of the Town Board or Plan Commission holding special meetings so that a fee could be set for them. She asked if she should submit the drafts to Attorney Anderson for review but consensus was that was not necessary. **MOTION** by Fonger/DuPlayee to schedule a public hearing for both amendments on December 5th and put them on the Town Board agenda for approval that same night. **MOTION CARRIED 5-0.**

- III. CLERK'S OFFICE UPDATE: There were 2449 voters at the November 8th General Election, of which 981 were early or absentee. The tent worked out well but was not needed after about the first 45 minutes as the line never went out the door after that. Voters and workers seemed pleased with the setup.
- IV. PUBLIC WORKS DEPARTMENT ACTIVITY UPDATE: Gaston Road construction is complete, and the project went pretty well, although Smith is still leary about the different bases on the two sides of the road. Snow plows are mounted and ready to go. The John Deere loader needed a new head gasket, and the oldest International dump truck had broken springs and needed a new oil pan.
- V. BOARD REPORTS AND COMMUNICATIONS
 - A. Hampton attended a pre-construction meeting on the Viney project last Friday. They estimate it to be a 4-day project to put in the road and stormwater facilities, weather dependent. He expects they will file all the necessary paperwork and payments so an early start permit can be issued tomorrow.
- VI. COMMITTEE REPORTS
 - A. Deer-Grove EMS Commission: The committee is preparing for the Chief's annual review, and the DGEMS-MAEMS merger committee had another meeting on November 15th.
- VII. Adjournment: **MOTION** by DuPlayee/Anders to adjourn. **MOTION CARRIED 5-0.** The meeting ended at 8:02 P.M.

Kim Banigan, Clerk
Approved 12-05-2016

TOWN OF COTTAGE GROVE
PUBLIC HEARING AND TOWN BOARD MEETING
DECEMBER 5, 2016

PUBLIC HEARING – PROPOSED ORDINANCE AMENDMENTS

- I. Notice of the public hearing was posted at the Town Hall and on the Town's internet site. Town Chair Kris Hampton, Supervisors Mike Fonger, Steve Anders, Kristi Williams and Mike DuPlayee were all present, along with Clerk Kim Banigan, Treasurer Debra Abel, Highway Superintendent Jeff Smith and public works employees Dan Dresen and Andrew Perry.
- II. Proposed amendments to Chapter 02 – The Governing Body and section 15.21.4.2 Plan Commission Monthly Meetings and Reports were up for public comment. There was no public comment, but the Clerk reported that Attorney Connie Anderson had suggested a slight revision to Chapter 02 to replace “service and notice” with “filing the written request required”.
- III. **MOTION** by DuPlayee/Anders to close the public hearing. **MOTION CARRIED 5-0.** The public hearing ended at 7:02 P.M.

TOWN BOARD MEETING

- I. ADMINISTRATIVE
 - A. Notice and attendance of the meeting were as reported for the public hearing above.
 - B. Hampton called the meeting to order at 7:02 P.M.
 - C. Minutes of previous meeting(s): **MOTION** by Williams/DuPlayee to approve the minutes of the public hearing, special meeting of the electors, and Town Board meeting all held on November 21, 2016. **MOTION CARRIED 5-0.**
 - D. Finance Report and Approval of Bills:
 1. **MOTION** by DuPlayee/Anders to approve payment of bills corresponding to checks #30907-30978 from Monona State Bank, with check #30976 being voided. **MOTION CARRIED 5-0.**
 2. **MOTION** by DuPlayee/Anders to approve payment of November per diems as presented, and payment of \$820.00 to Viken Inspection Agency, LLC for November building permits. **MOTION CARRIED 5-0.**
 - E. Public Concerns: None.
 - F. Road Right of Way Permits: None.
- II. BUSINESS:
 - A. Consider adoption of Ordinance 2016-06 amending TCG. Ch. 02 The Governing Body: **MOTION** by Anders/Williams to adopt the ordinance amendment with the revision suggested by Atty. Anderson to replace “service and notice” with “filing the written request required” in section (4)(c). **MOTION CARRIED 5-0.**
 - B. Consider adoption of Ordinance 2016-07 amending sec. 15.21.4.2 Plan Commission Monthly Meetings and Reports: **MOTION** by Williams/DuPlayee to adopt the ordinance amendment as drafted. **MOTION CARRIED 5-0.**
 - C. Discuss and Consider Employee Health Insurance options: The Clerk had distributed detailed information about the available health plans to board members by email, and had prepared a memo to show the premium breakdown between employer and employee for the plan most desired by interested employees, with an 80% contribution from the Town. If all employees participated, the cost to the Town would be \$57,508.79 per year. For the three interested employees, the cost to the Town would be \$27,692.74/year. **MOTION** by Williams/DuPlayee to offer Group Health Cooperative plan 1742110 to become effective as

TOWN OF COTTAGE GROVE
PUBLIC HEARING AND TOWN BOARD MEETING
DECEMBER 5, 2016

early as possible, with the Town paying 80% of the premiums, the remaining 20% paid by employees through payroll deduction. **MOTION CARRIED 5-0.**

III. CLERK'S OFFICE UPDATE:

- A. A state wide recount of the November 8th presidential election results is underway, the Clerk and a Chief Election Inspector will need to attend the Town's recount to be held at the County Clerk's office on December 6th.
- B. A petition for Annexation of 52.4 acres into the Village of Cottage Grove was received on behalf of Helgeland Family Farm, LLC. Smith suggested that the board think about access to Gaston Road for any development that would take place on this property once annexed.

IV. PUBLIC WORKS DEPARTMENT ACTIVITY UPDATE:

- A. Decals and lights have been removed from the 2011 crown vic and it is ready for sale.
- B. All three trucks had breakdowns with the recent snowfall. Other than that, snow removal operations went smoothly.
- C. The starter on the pick-up blew apart but was able to be fixed with a new retention ring.

V. BOARD REPORTS AND COMMUNICATIONS

- A. Door 7 at the Emergency Services Building was damaged when a service vendor accidentally backed into it. The claim has been submitted to insurance.
- B. The Deer-Grove EMS garage door at the Emergency Services building was also damaged when the timer brought it down while the ambulance was being backed in. There was no significant damage to the ambulance. A claim has been submitted to insurance.
- C. There is a meeting for Yahara Wins on December 15th.

VI. COMMITTEE REPORTS

- A. Joint Town/Village Landfill Monitoring Committee: Business as usual: gas test results were all zeros and the committee approved payment of the bills.
- B. Joint Town/Village Fire Department Committee: Application has been submitted for an AFG grant in the amount of \$226,000 for new air packs, and the Chief expects the municipal match to be around \$15,000. A new containment system has arrived and waiting to be installed.

VII. Adjournment: **MOTION** by DuPlayee/Williams to adjourn. **MOTION CARRIED 5-0.** The meeting ended at 7:43 P.M.

Kim Banigan, Clerk
Approved 12-19-2016

TOWN OF COTTAGE GROVE
TOWN BOARD MEETING
DECEMBER 19, 2016

I. ADMINISTRATIVE

- A. Notice of the meeting was posted at the Town Hall and on the Town's internet site. Town Chair Kris Hampton, Supervisors Mike Fonger, Steve Anders, Kristi Williams and Mike DuPlayee were all present, along with Clerk Kim Banigan, Treasurer Debra Abel and Deputy Jennifer Grafton.
- B. Hampton called the meeting to order at 7:00 P.M.
- C. Minutes of previous meeting(s): **MOTION** by Williams/DuPlayee to approve the minutes of the public hearing and Town Board meeting held on December 5, 2016. **MOTION CARRIED 5-0.**
- D. Finance Report and Approval of Bills:
 - 1. **MOTION** by DuPlayee/Anders to approve payment of bills corresponding to checks #30979-31018 from Monona State Bank, with checks #30984 and 31001 being voided. **MOTION CARRIED 5-0.**
 - 2. The Treasurer asked that December per diem reports be submitted by the end of the year.
 - 3. The Treasurer reported that she and several other area treasurers received suspicious emails appearing to come from either the Town Chair or another municipal treasurer, asking for a funds transfer.
- E. Public Concerns: None.
- F. Road Right of Way Permits: None.

II. BUSINESS:

- A. Review November Police Activities: Hampton reported that the exterior camera at the Police Station has been replaced. The report showed there were 213 calls for service and 113 citations issued in November. Deputy Grafton reported that there were a lot of slide-offs with the recent snowfall. There have been several car vs. deer accidents and a couple car vs. dogs. She has been documenting a call history to assist our deputies, or other deputies that may be called into the Town, with future calls to residences with special situations such as persons with special needs.
- B. Discuss/Consider approval of a Certified Survey Map for John Haag, parcel 0711-361-8001-0 at 1640 US Highway 12 & 18: **MOTION** by DuPlayee/Williams to approve the CSM identified as Office Map 160554 dated 12/6/2016, with the addition of dedicating the Deerfield Road right-of-way to the Town of Cottage Grove. **MOTION CARRIED 5-0.**
- C. Discuss/Consider approve of increasing the Treasurer's scheduled hours from 20 to 22.5 hours per week effective January 1, 2017: **MOTION** by Fonger/DuPlayee to approve increasing the Treasurer's scheduled hours from 20 to 22.5 hours per week effective January 1, 2017. **MOTION CARRIED 5-0.**
- D. Discuss/Consider rescheduling the first Town Board meeting in January: **MOTION** by Fonger/Anders to hold the first meeting in January on Tuesday, January 3rd. **MOTION CARRIED 5-0.**

TOWN OF COTTAGE GROVE
TOWN BOARD MEETING
DECEMBER 19, 2016

III. CLERK'S OFFICE UPDATE: The Clerk and Chief Inspector Bev Homburg attended the recount of the Town's ballots at the City-County Building on December 6th. The only changes to the machine tabulated totals were due to five "creatively marked" ballots where voters did not follow instructions and the machine was unable to determine their intent.

IV. PUBLIC WORKS DEPARTMENT ACTIVITY UPDATE: No Report

V. BOARD REPORTS AND COMMUNICATIONS

A. Hampton shared a DOT notice regarding the Beltline Interchange and a request for a proclamation regarding school choice. There was no interest in the proclamation.

VI. COMMITTEE REPORTS

A. Deer-Grove EMS Commission: Williams reported that the two ambulance chassis have arrived at Demers to have boxes installed.

VII. Adjournment: **MOTION** by DuPlayee/Anders to adjourn. **MOTION CARRIED 5-0**. The meeting ended at 7:41 P.M.

Kim Banigan, Clerk
Approved 01-16-2017