

TOWN OF COTTAGE GROVE
TOWN BOARD MEETING
DECEMBER 21, 2020

Due to the COVID-19 pandemic, in-person attendance was limited and participants were able to join using gotomeeting.com.

I. ADMINISTRATIVE

- A. Notice of the meeting was properly posted at the Town Hall and on the Town's web site. Town Chair Kris Hampton, Supervisors Mike Fonger, Steve Anders, Kristi Williams and Mike DuPlayee were present, as well as Clerk Kim Banigan, Treasurer Deb Abel, Highway Superintendent Dan Dresen and Deputy Jennifer Grafton (through item II. B).
- 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 from the December 7, 2020 meeting as presented. **MOTION CARRIED 4-0-1** (Fonger abstained).
- D. Finance Report and Approval of Bills:
 1. **MOTION** by DuPlayee/Anders to approve payment of bills corresponding to checks #34337-34360 as presented, and voiding check #34298 which was reissued as #34336. **MOTION CARRIED 5-0.**
 2. **MOTION** by Anders/DuPlayee to approve payment of \$2,633.00 to General Engineering for November building permits. **MOTION CARRIED 5-0.**
- E. Public Concerns: Fonger expressed thanks for the well wishes during his recent illness.
- F. Road Right of Way Permits: **MOTION** by Anders/Fonger to approve two permits for Alliant Energy: 1) to install a gas main on Kennedy Road to service Kennedy Hills and 2) to perform maintenance on overhead lines throughout the Town. **MOTION CARRIED 5-0.**

II. BUSINESS:

- A. Review November Police Activities: There were 153 calls for service and 71 citations issued in November. Deputy Grafton did not have any major incidents to report on. DuPlayee said motorists are still blowing through the stop signs on Sandpiper. Deputy Grafton will continue to enforce, but discussion was it can take time for compliance with new stop signs.
- B. Discuss Town Roads as ATV Routes: DCSO Deputy Kelsey Gilmore and Sgt. Eric Stacey were present to answer questions. Deputy Gilmore provided a list of basic requirements for establishing a legal ATV route, and the Clerk provided copies of a sample ordinance Anders had obtained from a community in Sauk County. Gilmore offered to provide other sample ordinances, and suggested the Town Board may want to invite the DNR warden to a future meeting. She said Mazomanie has ATV routes, and Oregon and Black Earth are considering them. She said there are no ATV trails in Dane county, which are different then routes, and that ATV routes cannot cross State or County highways without approval by the State Patrol. She did not know whether rustic roads can be designated as ATV routes. Discussion was that the south-east portion of the Town would be best suited for ATV routes. Troy Eickhoff, 3632 Earlywyn Road, was present virtually and wondered if the Glacial Drumlin trail can be used by ATVs. Gilmore said it cannot. Eichkoff suggested a club could create off-road routes, much like snowmobile clubs do, and he thought there would be interest in that. He mentioned that Marshall is moving forward with allowing ATVs on roads, and thought there may be club trails in the Lake Mills and Hubbleton areas. **MOTION** by Fonger/Anders to invite the DNR warden to the January 18, 2021 meeting and continue the discussion then. **MOTION CARRIED 5-0.**

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- C. Discuss/Consider adoption of Ordinance 2020-02-21 Establishing Speed Limits and Stop Signs: the purpose of this ordinance is to ratify speed limits and stop signs previously approved by resolution and action of the Town Board, with proper speed studies conducted in the case of speed limits. A correction to the speed limits on Vilas and Vilas Hope roads on Exhibit A was noted, as well as the fact that a portion of Buss Road identified in Exhibit A has been annexed to the Village of Cottage Grove. **MOTION** by Williams/DuPlayee to adopt ordinance 2020-12-21 as corrected. **MOTION CARRIED 5-0.**
- D. Discuss/Consider revised Fire Protection Agreement for the Cottage Grove Fire District as proposed by the Village of Cottage Grove Attorney: The Board reviewed the proposed agreement and had several concerns. Fire Chief Nick Archibald was present virtually and weighed in as well:
- Section 3 Commissioners: Why would we want a commission vs. a committee? Is there a need for three officers (Chair, Vice-chair and Secretary), or just a Chair and Secretary as under the current agreement? Wouldn't you still want the Secretary to be from the opposite municipality of the Chair so that one municipality can't dominate when meetings can be called?
 - Section 4: Powers and duties of the commission: The Town and Village Boards should maintain control of the finances of the district, and decide on any reciprocal agreements, not a commission. Oversight of contracted entities would seem to imply that the commission would have the power to oversee CGFD, Inc. Chief Archibald said that makes it seem like the volunteers are employees.
 - Section 5: Fiscal and Budget: Chief Archibald would prefer to have the Town continue to handle the accounting because of ease of access to the Treasurer. It was noted that the current agreement also says that the Village is to do the accounting, but it has been done by the Town ever since the beginning of the former joint police department. Board members expressed concern over timeliness of billing from the Village to the Town if it is anything like when they billed for police services. Chief Archibald thought July 15th was too early in the year to be ready to submit the budget for the following year. Discussion was that the Chief should submit by September 15th so the committee could consider it at their September meeting. This would allow time to complete it in time for the Boards to approve at their first meeting in November. Contributions to the Emergency Services Building Property Repair Fund should remain on a 50:50 basis rather than being based on ownership. The proposed contract added calls for service to the funding formula. The Clerk shared both 2020 and 2021 funding splits using the new formula compared to the current formula. EMS Chief Eric Lang was present virtually and said that DGEMS will also be looking at alternative funding formulas, possibly including equalized value, population and calls for service.
- MOTION** by DuPlayee/Fonger to tell the Village the Town is not interested in changing the agreement at this time. **MOTION CARRIED 5-0.**
- E. Discuss/Consider proposal from Associated Appraisal Consultants to convert the 2021 revaluation of all taxable real estate to exterior only inspections due to COVID-19: Hampton had spoken with Nick Laird from Associated Appraisal who said his best estimate was that the Town could expect to get seven years out of a revaluation based on exterior only inspections, but of course this is dependent on many factors including the economy. Converting to exterior only inspections would save the Town \$6,000. **MOTION** by

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William/DuPlayee to convert the 2021 revaluation to exterior only inspections. **MOTION CARRIED 5-0.**

- F. Discuss/Consider writing off delinquent 2019 personal property bills: The Treasurer provided copies of two delinquent personal property bills totaling \$202.27. One is for a business that left the Town early in 2020, the status of the other business is unknown. **MOTION** by Fonger/Anders to write off the two bills. **MOTION CARRIED 5-0.** The Clerk suggested urging the owner of the second business to be sure to properly report for 2021.
- G. Discuss/Consider adoption of the 2021 Town budget: The Treasurer provided the budget in both detailed and summary form. She had adjusted 40300 – Local Transportation Aids to reflect the amount recently updated by the State, 50550 – Revaluation costs to reflect the \$6,000 reduction for exterior only inspection, and 50920 – Insurance to reflect options selected by the Board at their last meeting. The remainder was allocated to 51830 – Bridge Expense for expenses that may come up related to the upcoming bridge replacements. **MOTION** by Fonger/DuPlayee to adopt the 2021 Town Budget as presented tonight. **MOTION CARRIED 5-0.**
- H. Discuss/Consider closing the office to the public until further notice due to COVID-19: With tax payments not being accepted in person this year, the Clerk and Treasurer asked for the authority to close the office to the public if traffic becomes excessive due to taxpayers coming in anyway. **MOTION** by Williams/DuPlayee to offer the option to close the office to the public as determined by the Clerk. **MOTION CARRIED 5-0.**
- I. Discuss/Consider regularly posting Town Board and Plan Commission meeting recordings on the Town’s web site: The Clerk said to date she has been providing links to GoToMeeting recordings of Town Board and Plan Commission meetings upon request, but wondered if she should start posting them on the web site. Jacob Swanson from the Herald Independent was present virtually and said this would be a great help to them since so many meetings occur simultaneously. **MOTION** by Fonger/Anders to regularly post recordings of Town Board and Plan Commission meetings on the Town’s web site. **MOTION CARRIED 5-0.**

III. PUBLIC WORKS DEPARTMENT ACTIVITY UPDATE: Dresen said the first snow removal efforts of the year went well. The new F-550 should be here soon. They plan to keep the water tank from the old brush truck.

IV. CLERK'S OFFICE UPDATE: The Clerk distributed copies of a revised Flynn Hall Agreement, which will be on the next agenda. She shared an update regarding results of the most recent round of COVID-19 antibody testing conducted by SHOW at the Town Hall, and reported that the new copier arrived today.

V. BOARD REPORTS AND COMMUNICATIONS:

- A. Hampton reported that the developer of Kennedy Hills had inquired as to when the new roads will be plowed. Hampton told him not until all the improvements are completed to the satisfaction of the Town Engineer and their dedication accepted by the Town. Building permits can be issued, but no occupancy can be issued until all the Town Engineer recommends acceptance of the improvements by the Town.
- B. Williams reported that she is not pursuing a Solar grant this year, but she did learn that as a municipality, the Town does have non-profit status, so any donations toward solar panels would be tax deductible. She is preparing something to put in the annual report and newsletter.

VI. COMMITTEE REPORTS

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- A. Deer-Grove EMS Commission: Rather than forming a sub-committee to look at staffing options, it was decided to have the whole commission work on it at their regular meetings.
- VII. Consider/Adopt motion to move into closed session per Wis. Stats. 19.85(1)(e) for deliberation, negotiation or conducting specified public business whenever competitive or bargaining reasons require a closed session: set minimum prices for sale of excess equipment: **MOTION** by DuPlayee/Williams to move into closed session for the reason stated above. **Hampton, Fonger, Anders, DuPlayee and Williams all voted aye.** The closed session began at 8:30 PM.
- VIII. Consider/Adopt motion to reconvene to open session to take any action necessary from closed session. **MOTION** by Williams/DuPlayee to reconvene to open session. **Hampton, Fonger, Anders, DuPlayee and Williams all voted aye.** The closed session ended at 8:37 P.M. and there was no resulting action taken.
- IX. Adjournment: **MOTION** by Williams/DuPlayee to adjourn. **MOTION CARRIED 5-0.** The meeting ended at 8:37 P.M.

Kim Banigan, Clerk
Approved 01-04-2021

**TOWN OF COTTAGE GROVE
ORDINANCE 2020-12-21**

AN ORDINANCE ESTABLISHING SPEED LIMITS AND STOP SIGNS

WHEREAS, the Town Attorney recommends the Town Board ratify and enact by ordinance previously established speed zones and stop signs within the Town;

NOW, THEREFORE, the Town Board of the Town of Cottage Grove, Dane County, Wisconsin, do ordain as follows:

SECTION 1. The speed limits on the following roads, or sections thereof, as listed on the attached Exhibit A are established as 25 miles per hour:

SECTION 2. The speed limits on the following roads, or sections thereof, as listed on the attached Exhibit A are established as 35 miles per hour:

SECTION 3. The speed limits on the following roads, or sections thereof, as listed on the attached Exhibit A are established as 45 miles per hour:

SECTION 4. Stop signs at the locations depicted on the attached Exhibit B are designated official stop signs and all vehicles shall stop in accordance with such signs and section 346.46 of the Wisconsin Statutes.

SECTION 5. Town staff is directed to take all action necessary to implement this ordinance, including the installation of appropriate signage consistent with practices specified in the Manual of Uniform Traffic Control Devices.


SECTION 6. All other provisions of Code of Ordinances not specifically amended herein shall remain unmodified and in full force and effect.

SECTION 7. The passage of this ordinance shall not affect any enforcement proceedings pending prior to the effective date hereof.

SECTION 8. This ordinance shall take effect upon passage and publication as provided by law.

The above and foregoing ordinance was duly adopted at a meeting of the Town Board of the Town of Cottage Grove on the 21st day of December, 2020, by a vote of 5 in favor and 0 opposed.

TOWN OF COTTAGE GROVE


Kris Hampton, Town Chair

Attested by:



Kim Banigan, Town Clerk

Exhibit A

45 MPH

Clark Road	Vilas Road east to Cottage Grove Village limits
Deerfield Road	N Jargo Road south to Saddle Ridge
Gaston Road	Vilas Road east 1.33 miles
Hope Road	Femrite Drive to Vilas Road
Vilas Road	Gaston Road to a point 1200 ft. south of Gaston Road.
Vilas Road	From a point 4000 ft. south of Gaston Road to CTH AB
Vilas Hope Road	CTH BB to a point 2200 ft. south of CTH BB
Vilas Hope Road	From a point 4135 ft. south of CTH BB to CTH AB

35 MPH

Baxter Road	CTH BB north to I-94 overpass
Gaston Road	CTH N west for .7 mile
Kennedy Road	CTH BB north to end
Vilas Road	From a point 1200 ft. south of Gaston Road to a point 4000 ft. south of Gaston Road.
Vilas Hope Road	From a point 2200 ft. south of CTH BB to a point 4135 ft. south of CTH BB

25 MPH

Alydar Way	From its south intersection with Damascus Trl, westerly, northerly, and easterly to its north intersection with Damascus Trl.
American Way	From its intersection with CTH BB northerly and westerly to its intersection with Conestoga Trail.
Appaloosa Lane	From its intersection with Kennedy Road, easterly to its intersection with Conestoga Trail.

Bass Lane	From its intersection with Gladview Road, northerly to its intersection with Warren Street.
Bass Road	From its intersection with Vilas Road, easterly to its end.
Bluebird Lane	From its intersection with Meadowlark Street, southeasterly to its end.
Bluebird Lane	From a point 0.10 of a mile southwest of its intersection with Brown Thrush Trail, northeasterly to its end.
Bohnsack Lane	From its intersection with Nadene Road, northerly to its end.
Bonnie Avenue	From its intersection with Lane Street, northerly to its end.
Brown Thrush Trail	From its intersection with Gaston Road, southerly to its intersection with Bluebird Lane.
Buss Road	From its intersection with Gaston Road, northerly to its end.
Busston Road	From its intersection with Buss Road, easterly to its end.
Canary Court	From its intersection with Bluebird Lane, southwesterly to its end.
Circle High	From its intersection with Sunset Ridge, easterly to its end.
Citation Court	From its intersection with Alydar Way, westerly to its end.
Conestoga Trail	From a point 0.10 of a mile south of its intersection with Appaloosa Lane, northerly, easterly, and southerly to its end.
Crestview Drive	From its intersection with Bass Road, northerly to its intersection with Skyhigh Road.
Damascus Trail	From its intersection with Vilas Road, northerly to its intersection with CTH BB.
Falcon Court	From its intersection with Mourning Dove Drive, northerly to its end.
Gala Way	From its intersection with Vilas Hope Road, southerly to its end.
Gaston Circle	From its intersection with Gaston Road, northerly, westerly, and southerly to its intersection with King Drive.
Gladview Road	From its intersection with Vilas Road, easterly to its end.
Greengrass Road	From its intersection with Lane Street, northerly to its end.
Heritage Court	From its intersection with American Way, easterly to its end.

Independence Circle From its intersection with American Way, westerly to its end.

Janelle Lane From its intersection with Nadene Road, northerly to its end.

Kildeer Court From its intersection with Sandpiper Trail, westerly to its end.

King Drive From its intersection with Gaston Circle, westerly to its end.

Kristy Road From its south intersection with Gaston Road, northerly to its end.

Lane Street From its intersection with Vilas Road, easterly to its intersection with Buss Road.

Liberty Drive From its intersection with Baxter Road, westerly to its intersection with American Way.

Lotus Lane From its intersection with Valley Street, southerly to its end.

Marty Drive From its intersection with Simpson Drive, northerly to end.

Meadowlark Street From its intersection with Gaston Road, southerly to its end.

Mourning Dove Drive From its intersection with Sandpiper Trail, westerly to its end.

Mulhall Street From its intersection with Gaston Road, northerly to its intersection with Wilmore Way.

Nadene Road From its intersection with Oakwood Drive, westerly to its end.

Nashua Lane From its intersection with Damascus Trail, westerly to its end.

Native Place From its intersection with American Way, easterly to its end.

Nightingale Way Eastly and westerly from its intersection with Sandpiper Trail, to its ends.

Nondahl Circle From its intersection with Greengrass Road, easterly to its end.

Oakwood Drive From its intersection with Hope Road, northerly to its intersection with Nadene Road.

Pheasant Run From its intersection with Sandpiper Trail, westerly to its end.

Rathert Road From its intersection with CTH BB, easterly to its end.

Raven Way From its intersection with Bluebird Lane, northerly to its intersection with Gaston Road.

Riva Ridge Circle From its intersection with Damascus Trail, westerly to its end.

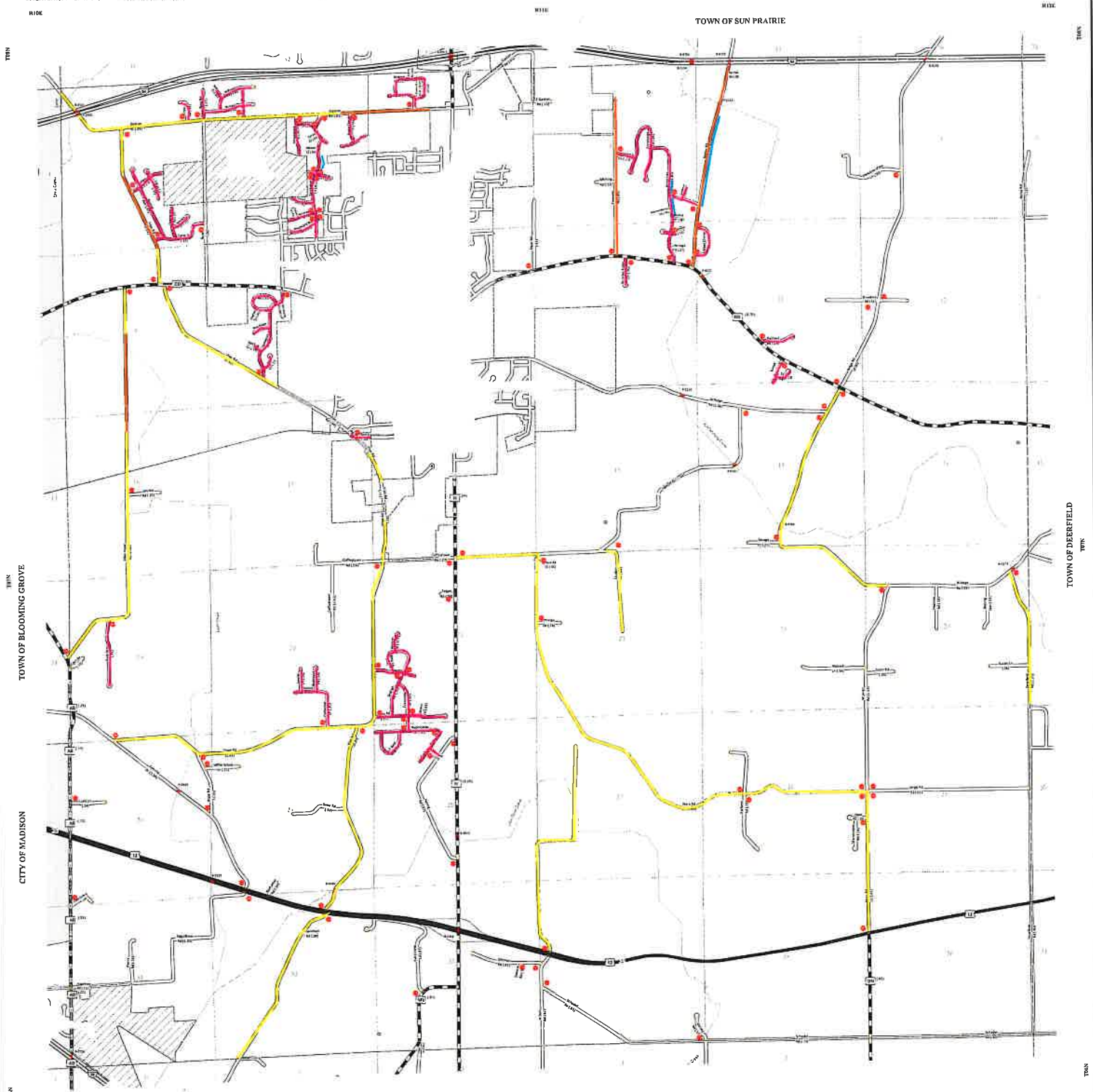
Ruffian Circle	From its intersection with Damascus Trail, easterly to its end.
Sandpiper Trail	From its intersection with Bluebird Lane, southerly to its end.
Secretariat Court	From its intersection with Damascus Trail, southerly to its end.
Simpson Drive	From its intersection with King Drive, northerly and easterly to its intersection with Gaston Circle.
Skyhigh Road	From its intersection with Bass Road, northerly to its intersection with Warren Street.
Southern Court	From its intersection with American Way, easterly to its end.
Sundance Court	From its intersection with Liberty Drive, northerly to its end.
Sunset Ridge	From its intersection with CTH BB, southerly to its end.
Thrush Lane	From its intersection with Sandpiper Trail, westerly to its end.
Valley Street	From its intersection with Vilas Road, easterly to its end.
Warren Street	From its intersection with Bass Lane and Skyhigh Road, northerly to its end.
Wilmore Court	From its intersection with Wilmore Way, northerly to its end.
Wind Chime Way	From its south intersection with Baxter Road, easterly, northerly, and westerly to its north intersection with Baxter Road.

TOWN OF
COTTAGE GROVE
COUNTY: DANE

DATE	MILEAGE FOR LOCAL ROADS/STREETS	LOCAL ROADS/STREETS	
Certified in accordance with sec. 88.30 Wis. stat.			
(1) 4-1-20	64.21	Name:	Title:
(2) 1-1-21		Signature:	Date:
(3) 4-1-21			

REGISTERED COUNTY FILE NO.	REGISTERED MAP SHEET NO.
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- (1) THIS DATA REPRESENTS THE LAST CERTIFIED MILEAGE AS CORRECTED BY WISDOT WHICH MAY HAVE BEEN USED FOR PAST TRANSPORTATION AIDS
- (2) THE TOWN CHAIRMAN OR CITY/VILLAGE CLERK IS TO FILL IN THE MILEAGE TO BE CERTIFIED AS OPEN TO THE PUBLIC AS OF THE FOLLOWING JANUARY, INCLUDING THE NEW CHANGES THAT ARE MADE ON THE PLAT.
- (3) THIS DATA REPRESENTS MILEAGE ADJUSTMENTS MADE BY WISDOT DUE TO FIELD VERIFICATION, INVENTORY, ANNEXATION, ETC. TRANSPORTATION AID PAYMENTS MAY BE MADE BASED ON THIS FIGURE

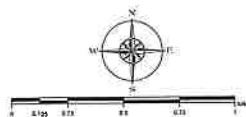


LEGEND:

- County Trunk Highway
- Local Road
- Roady Road-Loop
- Interstate Highway
- US Highway
- State On/Off Ramp
- State Connector
- Railroad
- CVT Border
- PLSS Border
- Annexation
- Annexation Creating Town Island
- Litigation
- Bridge
- Route Interferer

STOP STOP SIGNS

- 35 MPH
- 35 MPH
- 45 MPH
- NO STOP SIGNS



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