TOWN OF COTTAGE GROVE
TOWN BOARD MEETING
OCTOBER 17, 2022

I. ADMINISTRATIVE

A. Notice of the meeting was posted at the Town Hall and on the Town's web site. Town Chair Kris Hampton, and Supervisors Mike Fonger, Steve Anders, Kristi Williams and Mike DuPlayee were present, along with Clerk Kim Banigan, Treasurer Debra Abel, Deputy Clerk Amber Steele, Highway Superintendent Dan Dresen, Deputy Jacob Zilli, Town Engineer Nick Bubolz and Attorney William Cole. Planning Consultant Mark Roffers arrived at 7:44 P.M.

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

C. Discuss/Consider approval of minutes of previous meeting(s): **MOTION** by Williams/Fonger to approve the minutes of the Town Board meeting on September 19, 2022 with a correction in item I. F. **MOTION CARRIED 5-0.**

D. Finance Report and Approval of Bills:

1. **MOTION** by DuPlayee/Fonger to approve checks #35754-35808 as presented. **MOTION CARRIED 5-0.**
2. **MOTION** by DuPlayee/Williams to approve payment of September per diems as presented. **MOTION CARRIED 5-0.**
3. **MOTION** by Anders/Fonger to approve payment of $2,156.00 to General Engineering Company for September building permits. **MOTION CARRIED 5-0.**
4. The Treasurer asked for October per diem reports by October 31st.

E. Public Concerns: None.

II. BUSINESS

A. Review September Police Activities: The monthly report showed 238 calls for service and 80 citations issued in September. Deputy Zilli said the DCSO is having difficulty adding a citation to TRACS for parking in a no parking zone when a vehicle is company owned because the Town does not have a corresponding forfeiture set. The Clerk will look into this.

B. Plan Commission Recommendations: Karl & Cari Dahl, applicant and owner of parcel #0711-262-8500-6, 40.98 acres zoned FP-35 at 3637 Earlwyn Road: Proposing to rezone 1.9 acres to RR-1 to create lot for family members. (DCPREZ-2022-11897): The petitioner had provided an updated zoning map showing a 132' radius cul-de-sac in response to the Plan Commissions recommended conditions. It was noted that the Town ordinance only requires 120'. Hampton asked Mr. Dahl if he wanted it centered as shown on the map, or if he still wanted to favor the north side of Earlwyn Road to avoid the steep drop-off on the south side. Mr. Dahl said Birrenkott had drawn it in this location, which he is OK with, but they would like to take a little more time to look at it more closely. **MOTION** by DuPlayee/Williams to accept the Plan Commission's recommendation to approve the rezone of 1.9 acres to RR-1, with a 120' cul-de-sac as per the Town ordinance requirements. **MOTION CARRIED 5-0.**

C. Consideration of Agreement for 2023 Services for the Natvig Road Landfill with Strand Associates: **MOTION** by Anders/Fonger to approve the agreement as presented. **MOTION CARRIED 5-0.**

D. Consideration of quotes from High-Tech Heating & A/C, Inc. for 2023 HVAC maintenance: **MOTION** by Williams/DuPlayee to approve the quotes for the Town Hall, Town Garage, Emergency Services Building, Flynn Hall and Police Station as presented. **MOTION CARRIED 5-0.**

E. Consideration of 2023 Cottage Grove Chamber of Commerce membership: Discussion was that it is good to maintain a presence at the Chamber meetings. **MOTION** by Fonger/Anders to approve continued membership in the Chamber for 2023. **MOTION CARRIED 5-0.**

F. Consideration of quote for mulch base for Bass Park zip line: **MOTION** by Williams/DuPlayee to approve the quote of $2,570.75. The amount that goes over the 2022 Park Expense budget should be paid with ARPA funds. **MOTION CARRIED 5-0.**

G. Complete 2023 Insurance Renewal Questionnaire: In addition to the changes the Clerk had previously noted, the schedule of vehicles included a fire truck that should be on the Fire Department's policy.

H. Discussion and possible action on reconstruction of Natvig Road and CTH N intersection: Bubolz provided the preliminary plans that have been accepted by Dane County. He provided a rough estimate of $600,000 to complete the project, plus possible real estate and wetland delineation costs. The next step would be to fully engineer the intersection, which he estimated would cost about $70,000. A wetland delineation would need to be performed. Construction could be next year or the year after that. There was discussion about whether the Town should pay to construct the intersection, or the developer should. Atty. Cole said the Town's cost could be recovered by special assessment of the properties that benefit, or by a deferred special assessment over a defined area as development occurs. Anders questioned whether it would be better to invest in bringing sewer services to the area before the road. Roffers arrived about this time and noted that the key missing ingredient for the town to form a TID is sewer service, so it may make sense to bring in sewer first and then let the TID pay for the intersection. There was discussion about potential funding options. Bubolz said BIL and DNR grants do not offer funding for new development. Roffers said that the Town is part of the Dane County CDBG Urban Consortium and it might be worth checking with the County about possible funding through that. Another option may be through the U.S. Economic Development Administration (EDA), but businesses may need to make a commitment to create new jobs. The discussion moved on to item J.

I. Discussion and possible action on wetland delineation proposal for Natvig Road and CTH N intersection: No discussion or action taken.

J. Discussion and possible action on utility extension to CTH N and USH 12/18 intersection: Bubolz estimated the cost of bringing sewer to the to be in the upper $2 million range and said it would be at least a 2-year process. Atty. Cole suggested securing a developer's agreement with the Hustons, and recommending that the Hustons secure a conditional purchase agreement with the potential buyer, before the Town would consider moving forward with the project. Completion of the study proposed under item K. below could also provide insight into the appropriate scope and timing of the project. Hampton said the improvements would lead to better prospective development; Anders suggested putting seed money toward engineering to get a better idea of the cost. Having water for fire protection was also mentioned, with a water tower thought to be the most cost-effective method to provide it. **MOTION** by Fonger/DuPlayee to Table H. and J. until the study under K. is complete. **MOTION CARRIED 5-0.**

K. Consideration of proposal from MD Roffers Consulting to study the future development potential of the commercial development areas near the US Hwy 12/18 corridor: **MOTION** by Williams/Fonger to approve the study, including the impact of both sewer and water

services, with the cost not to exceed $4,000. **MOTION CARRIED 5-0.** (It had been noted that the Huston's have provided an escrow for expenses such as these).

L. Complete questionnaire for Annexation Petition #14532 for lands owned by Dane County: The Clerk had filled in the factual information. The only change was a correction to her answer to the question about the Town having a Comprehensive Plan.

M. Acceptance of Treasurer's resignation and consideration of plans for hiring of replacement: Treasurer Debra Abel has submitted her resignation effective on October 28, 2022. The Clerk had provided a draft job opening post, job description and job offer. She plans to post the opening on the Town's web site and social media. She said other Clerks have had good luck posting jobs on Indeed.com. The Board discussed an hourly wage rate of $22-$28, depending on qualifications and experience. **MOTION** by Williams/DuPlayee directing the Clerk to post the job opening on the Town's web site, social media, and Indeed.com, with a salary range of $22-28. Applications due by November 4th, the Board will select interview candidates at their November 7th meeting, and make a hiring decision at their November 21st meeting. **MOTION CARRIED 5-0.**

III. PUBLIC WORKS DEPARTMENT ACTIVITY UPDATE:

1. Road Right-of-Way Permits Issued: TDS requested an extension for their permit in the Sky High/Rolling Wheels areas.
2. Dresen reported that parks have been mowed for the last time this year, and they are working on mowing ditches.

IV. CLERK'S OFFICE UPDATE: Absentee ballots are being mailed daily as requests arrive, in person absentee voting starts on October 25th. She is preparing to cover Treasurer duties until a new one can be hired.

V. BOARD REPORTS AND COMMUNICATIONS: None.

VI. COMMITTEE REPORTS:

A. Joint Town/Village Landfill Committee: They recommended approval of the 2023 Strand agreement.

B. Cottage Grove Fire Department Committee: Town members asked to get the draft agreement from the Village Attorney.

C. Emergency Government Committee: They completed the SOP, want to review it one more time before sending it to the Town Board on November 21st.

VII. ADJOURNMENT: **MOTION** by DuPlayee/Williams to adjourn. **MOTION CARRIED 5-0.** The meeting ended at 8:44 P.M.

Kim Banigan, Clerk
Approved 11-07-2022