TOWN OF COTTAGE GROVE D R A F T
TOWN BOARD MEETING
JANUARY 16, 2023

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, Kristi Williams and Mike DuPlayee were present, along with Clerk Kim Banigan, Deputy Clerk Amber Steele, Highway Superintendent Dan Dresen and Deputy Kristina Grams. Supervisor Steve Anders attended virtually.

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/DuPlayee to approve the minutes of the January 2, 2023 Town Board meeting with year corrected. **MOTION CARRIED 5-0. MOTION** by Fonger/Williams to approve the closed session minutes from January 3rd and January 6th 2023 with the year corrected, and make them an open record. **MOTION CARRIED 4-0-1 (Anders abstained).**

D. Finance Report and Approval of Bills:

1. **MOTION** by DuPlayee/Williams to approve checks #35991-36023, and EFTs in the amount of $28,447.50 as presented. **MOTION CARRIED 5-0.**

2. **MOTION** by Fonger/DuPlayee to approve payment of $1,323.22 to General Engineering for December building permits. MOTION **CARRIED 5-0**.

E. Public Concerns: December police activities were reviewed under Public Concerns since it was not an agenda item. The monthly report showed 156 calls for service and 45 citations issued in December. Deputy Grams went over data from the new speed sign on Vilas Road.

II. BUSINESS

A. Plan Commission Recommendations: Cummings and Turk Farms, LLC, applicant/owner: Petition to rezone 6.2 acres of parcel 0711-342-8690-0 at 3636 North Star Road from FP-1 to General Commercial for electrical contractor business (DCCO #11918). **MOTION** by Williams/Fonger to accept the Plan Commission's recommendation to approve of the rezone of 6.2 acres to GC, subject to the following conditions:

- The driveway will be paved to just past the crest of the hill.
- Outdoor storage will be behind the existing building as viewed from North Star Road, and a berm with trees will be installed to screen the view of it from the north.
- A deed restriction will be placed on the property to a) require connection to sanitary sewer and water services when and if they become available and b) include a waiver to the normal right to object to assessments for such utility services.
- The final CSM shall include at minimum a 75' setback from the edge of the creek, unless the creek is determined not to be a navigable waterway, and appropriate resource identification designations as directed by County and Town subdivision ordinances.

MOTION CARRIED 5-0. Dresen mentioned that a driveway permit will be needed.

B. Consideration of Waste Management's request to change service days to Monday and Tuesday. Tim Miller and Rich Chapas from Waste Management attended to discuss the matter. They expect the change to happen on March 6th and will be mailing information and new calendars to all residents. They hope this will help resolve issues we have been experiencing with missed pickups. **MOTION** by Williams/DuPlayee to accept the change of service date. **MOTION CARRIED 5-0.**

C. Discuss/Consider approval of a Parade or Race Permit for Megan Ramstack, applicant for American Parkinson Disease Assoc. - Half Marathon on April 15, 2023 to include Glacial Drumlin trail crossings. It was noted that payment has not been submitted, as they have requested the fee be waived due to the charitable nature of the event. **MOTION** by Williams/DuPlayee to approve the Parade or Race Permit and waive the fee. **MOTION CARRIED 5-0.**

D. Discuss/Consider approval for the American Parkinson Disease Assoc. to pay the Town resident rate to rent the Town Hall for race registration on April 14th, and to utilize the Town Hall parking lot for participant parking on April 15th. **MOTION** by Williams/DuPlayee to approve the use of the Town Hall at the Town resident rate. **MOTION CARRIED 5-0**.

E. Consideration of amending the Employee Handbook to allow for vacation, holiday, personal and sick leave for General Part-Time employees working less than 1040 hours per year. **MOTION** by Williams/DuPlayee to approve the revisions to the Employee Handbook, and make vacation and sick leave benefits retroactive to January 1, 2022 for current General Part-Time employees who work less than 1040 hours per year. **MOTION CARRIED 5-0**.

F. Consideration closing the office on Fridays between Memorial Day and Labor Day on a permanent basis. **MOTION** by Williams/DuPlayee to approve. **MOTION CARRIED 5-0**.

G. Consideration of designating a fourth check signer. With the pending combining of the Clerk and Treasurer positions, the office is in need of another check signer. The Clerk suggested that Deputy Clerk Amber Steele take on this role, and be given access to online banking for backup in the event of the Clerk's absence. **MOTION** by Fonger/DuPlayee to approve. **MOTION CARRIED 5-0**.

H. Consideration of attendees for January 18th DCTA Membership meeting (via Zoom). Fonger was not interested. **MOTION** by Hampton/Anders to allow for 4 members of the board to attend. **MOTION CARRIED 5-0**.

I. Discuss/Consider attendees for 2023 WTA District Meetings. Hampton, Williams and DuPlayee would like to attend the February 3, 2023 session in Juneau. **MOTION** by Hampton/DuPlayee to allow 3 members to attend, and to approve a check to be issued before the next board meeting to pay for the attendees. **MOTION CARRIED 5-0.**

III. PUBLIC WORKS DEPARTMENT ACTIVITY UPDATE:

1. Road Right-of-Way Permits Issued: None.
2. Dresen reported that the crew has been doing lots of roadside trimming. Dresen stated interest in changing summer schedule for Public Works Department to 9 hours M-TH, with a half day on Friday. This will be put on the next agenda for consideration

IV. CLERK'S OFFICE UPDATE: The new Deputy Clerk (Sue Kyle) has started and is working out very well so far. The field portion of the 2022 audit will be on February 3rd.

V. BOARD REPORTS AND COMMUNICATIONS: It was noted the Village will be presenting a study on future building projects at a meeting on January 24th. Williams requested a closed session meeting be added to the next agenda to discuss matters relating to the Sheriff's Deputies.

VI. COMMITTEE REPORTS:

A. Deer Grove EMS will meet Thursday. It was reported Sarah Valencia is no longer Chair.

VII. ADJOURNMENT: **MOTION** by DuPlayee/Williams to adjourn. **MOTION CARRIED 5-0.** The meeting ended at 7:50 P.M.

Kim Banigan, Clerk