TOWN OF COTTAGE GROVE
TOWN BOARD MINUTES
DECEMBER 2, 2024

I. ADMINISTRATIVE

A. Notice of the meeting was posted at the Town Hall and on the Town's website. Chair Kris Hampton and Supervisors Mike Fonger, Steve Anders, Kristi Williams and Mike DuPlayee were present, along with Clerk-Treasurer Kim Banigan and Highway Superintendent Dan Dresen. EMS Chief Eric Lang was present virtually.

B. Hampton called the meeting to order at 7:07 P.M.

C. Flag Pledge.

D. Discuss/Consider approval of minutes of previous meetings: **MOTION** by Williams/DuPlayee to approve the minutes of the November 18, 2024 meeting as presented. **MOTION CARRIED 5-0**.

E. Finance Report and Approval of Bills:

1. **MOTION** by DuPlayee/Fonger to approve checks #37531-37549, voided check #37505 and EFTs in the amount of $28,560.87. **MOTION CARRIED 5-0**.

2. **MOTION** by Anders/DuPlayee to approve payment of November per diems as presented. **MOTION CARRIED 5-0.**

3. The Clerk-Treasurer noted that the Unaudited Cash and Investment Report reflects that ARPA funds have been fully expended. She would like to have the Board review all ARPA fund activity at the next meeting.

F. Public Concerns: None.

II. BUSINESS

A. Discuss/Consider approval of 2025 Town Budget: **MOTION** by Fonger/DuPlayee to approve the 2025 Budget draft dated 11/26/2024 (Total Expenditures of $3,906,480.) **MOTION CARRIED 5-0.**

B. Plan Commission Recommendations:

1. Randall & Maureen Gaber, petitioners and landowners, parcels 0711-192-8600-0 and 0711-192-8290-0 at 3895 Vilas Hope Road – petition for rezone of 34.14 acres from FP-35 to FP-1, .97 acres from FP-35 to RR-2, and .01 acres from RR-2 to FP-1 to adjust lot line to include driveway and outbuilding in the residential lot (DCPREZ-#12121).Discuss/Consider combining CUP and Design Review steps: Mr. Gaber was present. Hampton suggested a motion for approval include language that an exception to the 2-acre maximum for residential lots is allowed in order for the residence, entire driveway and outbuilding to be on one lot. **MOTION** by Fonger/DuPlayee to accept the Plan Commission's recommendation to rezone 34.14 acres from FP-35 to FP-1, .97 acres from FP-35 to RR-2, and .01 acres from RR-2 to FP-1, also incorporating Hampton's suggestion above. **MOTION CARRIED 5-0.**

2. Set date for Public Hearing for proposed changes to the Comprehensive Plan: **MOTION** by DuPlayee/Fonger to hold the public hearing on January 20, 2025 at 7:00 P.M. **MOTION CARRIED 5-0.**

C. Discuss/Consider approval of 2025-2029 Solid Waste Management Agreement with Waste Management of Wisconsin, Inc.: The Clerk-Treasurer stated that Town Attorney William Cole confirmed this draft is consistent with the Board's discussions. **MOTION** by Fonger/Anders to approve the agreement as drafted. **MOTION CARRIED 5-0.**

D. Discuss/Consider quote from Jewell Associates Engineers, Inc. to inspect the Natvig Road bridge, and apply for costing-sharing replacement of the bridge: Quotes from Jewell were $1,000 (estimated time and materials) to inspect the bridge and $500 (flat rate) to submit a 2025 WisDOT LRIP Grant application. **MOTION** by DuPlayee/Fonger to approve both quotes. Dresen mentioned that the bridge is scheduled for inspection by Dane County in 2025, and there was discussion about whether two inspections were necessary. Dresen will inquire about the timing of the County inspection. **MOTION FAILED 0-5. MOTION** by Fonger/DuPlayee to table until the December 16th meeting. **MOTION CARRIED 5-0.**

E. Discuss/Consider approval of RFP installation of solar panels for the Town Hall and Town Garage: The Town Attorney had advised that since the cost of the solar project exceeds $25,000, the Town will need to go out for bid. Williams stated that she had not had time to complete the RFP. Specifications for the solar installations were discussed. The Clerk-Treasurer will draft the RFP for consideration at the December 16th meeting. She will set a Class 2 Notice of the RFP to publish on December 17th and 23rd, with bid opening at 9:00 a.m. on December 31st and awarding of the bid at the January 6th Town Board Meeting.

F. Discuss/Consider approval of RFP to build up and install Permaseal membrane over existing roof at 4091 CTH N: This project also exceeds $25,000, and therefore must be bid. **MOTION** by Williams/DuPlayee to approve the RFP with two changes: Bid opening to be at 9:00 a.m. on December 31st and the project must be completed by June 1, 2025. A Class 2 Notice will be published on December 17th and 23rd, with awarding of the bid at the January 6th Town Board Meeting. **MOTION CARRIED 5-0.**

G. Discuss/Consider attendees for DCTA Meet the Dane County Highway Commissioner on December 10: **MOTION** by Anders/Williams to allow up to four Town Board Members to attend. **MOTION CARRIED 5-0.**

III. PUBLIC WORKS DEPARTMENT ACTIVITY UPDATE:

A. Report of Road Right-of-Way permits: Dresen issued a permit after the fact to a property owner he caught installing a sprinkler system in the right-of-way. He noted that this is not something he would permit if he knew about it in advance, but fortunately they did contact Digger's Hotline.

B. Snow equipment is all on the trucks, and they made their first application of brine on some hills today.

IV. CLERK-TREASURER'S OFFICE UPDATE: Now that the tax levy has been adopted, she will get the mill rate worksheet submitted to the Dane County Treasurer ASAP so tax bills can be created. Staff will also be sending out annual dog license renewals soon.

V. BOARD REPORTS AND COMMUNICATIONS: Hampton reported that the December Plan Commission Meeting will be held on the 18th, and that Stormwater Consultant Chuck Nahn has provided a report on his November 15th educational presentation to Monona Grove High School students.

VI. COMMITTEE REPORTS:

A. Deer-Grove EMS Commission: Williams reported that the Town of Oakland has decided to split between multiple EMS providers, none of which are Deer-Grove EMS. The Village of Cambridge will stay with their current service. She noted that Chief Lang has invested considerable time and energy in working with them for the best solution, but they did not see it that way. The Commission will conduct the Chief's annual evaluation in January. The

hiring process for two full time paramedics is generating a lot of interest. Chief Lang said they have 12 interviews scheduled.

B. Natvig Landfill Monitoring Committee: Anders reported that the committee approved the bills and reviewed recent test results, which all showed zero detects.

C. Cottage Grove Fire Commission: DuPlayee reported that the Village Board did not approve the Village's annual $20,000 contribution to the ESB Repair Fund. They would like to see a list of planned projects first. Town commission members told them that the fund has been used for unexpected expenses, and Hampton said the furnace that went out today is a perfect example of why it is needed. Anders said the Clerk-Treasurer provided the original agreement creating the fund to the Village, which was incorporated into the current Fire Protection Agreement with much clearer language.

VII. Adjournment: **MOTION** by DuPlayee/Williams to adjourn. **MOTION CARRIED 5-0.** The meeting ended at 8:14 P.M.

Kim Banigan, Clerk-Treasurer

Approved 12-16-2024