

TOWN OF COTTAGE GROVE
TOWN BOARD MEETING
OCTOBER 19, 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 (virtually) and Mike DuPlayee were present, as well as Clerk Kim Banigan, Treasurer Deb Abel, Highway Superintendent Dan Dresen, Deputy Jennifer Grafton and Town Engineer Nick Bubolz. Atty. William Cole was present virtually 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 October 5, 2020 Town Board Meeting as printed. **MOTION CARRIED 5-0.**
- D. Finance Report and Approval of Bills:
 - 1) **MOTION** by DuPlayee/Fonger to approve payment of bills corresponding to checks #34117-34199. **MOTION CARRIED 5-0.**
 - 2) **MOTION** by Anders/DuPlayee to approve payment of \$13,803.72 to General Engineering Company for September building permits. **MOTION CARRIED 5-0.**
 - 3) The Treasurer said she had placed preliminary 2021 budget materials at the board members' places at the table, and October per diems should be submitted by Friday October 30th.
- E. Public Concerns: None.
- F. Road Right of Way Permits: None.

II. BUSINESS:

- A. Review September Police activities: There were 171 calls for service and 50 citations issued in September. DuPlayee said the new stop signs on Sandpiper are doing nothing to stop cars. He said his son counted 19 cars today rolling through them. Deputy Grafton said she will spend more time enforcing them, although she does think traffic is reduced due to people avoiding the street because of the stop signs. She said a lot of the violators live on that road. DuPlayee said late afternoons are the worst. Speed enforcement was also discussed. Deputy Grafton suggested that the Deputies could occasionally overlap their shifts for team enforcement of areas that it is difficult for one person to enforce without being seen. Fonger brought up an earlier conversation about lower thresholds for issuing tickets. She said that while she will do what the Town Board asks, and is fine with issuing warnings, she feels that issuing citations for under 8 mph over the limit will be construed as harassment and lead to the deputies and Town getting a bad name.
- B. Discuss/Consider stop work order for Kennedy Hills Subdivision: Developer David Riesop and realtor David Dinkel were in attendance. Riesop said that some progress has been made on the plan sets since the last meeting, and the today's review letter from Matt Rice at Dane County Highways has a short list but still has items to be addressed. With snow in the forecast, he is anxious to finish the road. Dinkel shared an aerial photo of the development. He said they need another day to get the rest of the gravel down. There is erosion control to finish up and all kinds of smaller things but the bigger things are done. If many more days are missed, they won't be able to get the blacktop base coat down this year. He feels they are in strong compliance, that while there is still work to be done on the plan set, the major components are there and the intersection is not set for construction until May-June of 2021.

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He also said there are interested buyers for the lots. Bubolz said the letter of credit amount is still adequate, there is still 15% of the 20% contingency, plus phase 1 is over 50% completed.

Atty. Cole said the plans are very close, with only about a dozen fairly minimal issues. He thought Town Board could release the stop work order, however the contract is very clear that timing of approval of the intersection plans is of the essence. If the board were to remove the stop work order, he recommended a clear deadline be set, perhaps 30 days, and if approval is not given by then, the stop work order will go back into effect. Anders was concerned that they will be done with the work within 30 days anyway, and there will no longer be any incentive to meet the 30-day deadline. He suggested 14 days might be more appropriate. Riesop did not know if they could meet a 14-day deadline because of the time needed for the County to review it. **MOTION** by Fonger/DuPlayee to allow work to proceed, but if approval is not granted by Dane County in 30 days, the stop work order will go back into effect. **MOTION CARRIED 4-1** (Anders opposed). Riesop asked what constitutes approval? Hampton said it includes everything that Dane County Highways needs to grant their approval.

- C. Discuss/Consider whether letter of credit for Kennedy Road intersection improvements is adequate. This was discussed in B. above.
- D. Discuss/Complete 2021 insurance renewal questionnaire: Consensus was to increase the real property value of the garage to \$450,000 and personal property at the garage to \$50,000.
- E. Discuss/Consider quotes for lease of a new multi-function copy/fax/scan machine: Three companies provided quotes:
 - 1) Gordon Flesch:
 - a) Ricoh IM C2500, 25 images per minute, 0.051/color copy, .0107 per BW copy, \$127.52 per month.
 - b) Canon iR ADV DX C3730i, 30 images per minute, .065/color copy, .0106/BW copy, \$112.00/month.
 - 2) Corporate Business Systems: Ricoh IM C2000, 20 images/minute, .062/color copy, .0087/BW copy, \$110/month
 - 3) DiMax: HP 77422dn, 22 images per minute, .05/color copy, .01/BW copy, \$73/month.Features vs. cost were discussed, with the Canon offering features not available on the other models. **MOTION** by Williams/DuPlayee to accept the quote from Gordon Flesch Company for the Canon iR ADV DX C3730i. **MOTION CARRIED 4-1** (Fonger opposed).
- F. Discuss/Consider approval of quotes for home office equipment for Treasurer: The Treasurer has been using her personal laptop to remote-in to her office computer. She said office equipment for working remote due to COVID-19 is reimbursable under the Routes to Recovery program, and having a bigger computer and a printer would make her job easier. Quotes were presented for an all-in-one computer for \$589.00 from Horstman Networks, Inc., and a HP M203dw laser printer from Amazon for \$169.00. **MOTION** by Hampton/DuPlayee to approve purchase of the computer and printer as quoted, to be submitted under the Routes to Recovery grant. **MOTION CARRIED 5-0**.
- G. Discuss/Consider approval of purchasing UV lights for the police station and Town Hall/Office: **MOTION** by Anders/DuPlayee to purchase two 150W UV no-ozone lights from Amazon at \$345.04 each, one for the Town Hall and one for the Police Station. **MOTION CARRIED 5-0**. Plans are to submit the cost under the Routes to Recovery grant.

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- H. Discuss/Consider whether to allow in-person payment of property taxes: The Clerk and Treasurer said that while in recent years, the trend has been more toward taxpayers coming in to pay vs. mailing payment, with COVID-19 and the Treasurer working from home some of the time, they would prefer to not have the daily traffic in the office. **MOTION** by Williams/Anders to write the annual tax bill enclosure letter to strongly encourage payment by mail or via the drop box at the Town Hall, urge taxpayers to provide both phone and email contact information, and offer receipts by email. **MOTION CARRIED 5-0.**
- I. Discuss/Consider temporarily suspending cap on employee vacation accrual: The Clerk said that with COVID-19 leading to the Treasurer working from home some of the time, and all of extra work with all of the absentee voters this year, she has been unable to find opportunities to use her vacation this time. The Treasurer has been taking hers a couple of hours at a time just to use it up before she loses it with no opportunity to really get away either. The Clerk suggested the cap be suspended until the end of next summer, assuming one will be able to cover for the other again when the pandemic clears. The other alternative would be for the Town to pay out vacation that cannot be used. **MOTION** by Williams/Anders to suspend the vacation cap until September 1, 2021. **MOTION CARRIED 5-0.**
- J. 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: boundary agreement discussion: **MOTION** by Hampton/? to move into closed session for the reason stated above. **MOTION CARRIED 5-0 by roll call vote.** The closed session began at 8:43 P.M.
- K. Consider/Adopt motion to reconvene to open session to take any action necessary from closed session. **MOTION** by Anders/DuPlayee to reconvene to open session. **MOTION CARRIED 5-0** by roll call vote. The closed session ended at 9:25 P.M. and there was no resulting action taken.

(Items III. – V. were taken before the closed session)

- III. PUBLIC WORKS DEPARTMENT ACTIVITY UPDATE: He has mapped the speed zones so they can be forwarded to the County Highway Department to find out if proper studies have been done. The old plow truck is out in front of the garage with a for sale sign, and there have been quite a few lookers
- IV. CLERK'S OFFICE UPDATE: She has been busy with training new election workers, sending out absentee ballots, and answering lots of questions about the election over the phone. Absentee voting in the Clerk's office starts tomorrow.
- V. BOARD REPORTS AND COMMUNICATIONS: None.
- VI. COMMITTEE REPORTS:
 - A. Joint Town/Village Fire Department Committee: A new sign was approved but zoning of the Emergency Services Building must be changed first.
 - B. Deer-Grove EMS Commission: All three municipalities have approved the 2021 budget. A sub-committee for long term staffing plans will be created in January. Volunteer EMT Tom Miles retired after 30 years, and Lt. Jerry McMullen is now Chief of Monona Fire/EMS.
- VII. Adjournment: **MOTION** by DuPlayee/Williams to adjourn. **MOTION CARRIED 5-0.** The meeting ended at 9:25 P.M.

Kim Banigan, Clerk
Approved 11-02-2020