

**VILLAGE OF COTTAGE GROVE  
DEPARTMENT OF PUBLIC  
WORKS**

**SNOW & ICE CONTROL  
PROGRAM  
“*MOBILITY & SAFETY*”**



**Prepared by:**  
**James R. Hessling**  
**Director of Public Works**  
**Village of Cottage Grove, Wisconsin**  
**February 24, 2009**

**Revised:**  
May 4, 2010 by Public Works Committee  
October 4, 2011 by Public Works Committee

**Adopted:**  
October 17, 2011 by the Village Board

**SNOW AND ICE CONTROL PROGRAM  
FOR THE VILLAGE OF COTTAGE GROVE**

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## INTRODUCTION

Due to its geographical location, Cottage Grove, Wisconsin is subject to freezing rain, ice and snow at any time during the fall, winter, and spring months. Normally, winter storms can be expected during the months of November through April. The responsibility for keeping vehicular and pedestrian traffic moving safely on over 26 miles of Cottage Grove's Village streets during and following snow and ice storms lies with the Village's Public Works Department.

The purpose of this program is to set up acceptable procedures and policies for winter maintenance of public areas, as to snow and ice removal in the Village of Cottage Grove. This program replaces all prior written or unwritten policies of any part of the governing or employed body of the Village of Cottage Grove. The existing ordinance for sidewalk and parking control are not repealed.

The intent of establishing the Village of Cottage Grove Snow and Ice control Program is to provide a uniform understanding of priorities and procedures used to combat snow and ice related conditions. Each winter storm has unique characteristics. Climatological factors such as storm intensity and duration, wind, temperature, and moisture content affect the total amount of snow and/or ice accumulation and influence the methodology used to combat the resulting snow and/or ice related conditions.

The timing of a storm will influence the removal of snow and ice. The Village of Cottage Grove Public Works Department has regular work hours, and if a storm requires attention during weekends or holidays this would require overtime pay. It can be expected that service during off-hours will be minimal and only provided when extreme storm conditions arise or on intensely used area and routes.

The Village of Cottage Grove Public Works Department endeavors to maintain adequate traction for pedestrians and vehicles properly equipped for winter driving conditions. ***This does not mean bare, dry pavement should be expected after each snowfall or ice storm. Furthermore, this does not mean the streets will be free of ice and snow.***

Following is a brief discussion of the key elements of the Village's Snow and Ice Control Program. As may be expected, considerable time and effort is spent in preparation and planning prior to the actual snow and ice removal season.

## STREETS AND PUBLIC AREAS

Obviously certain areas of the Village have a greater intensity of use and a priority for maintenance to serve the users. The concern of safety, general welfare, and duration of travel necessitate that priority be given to certain areas over others. A map of the Village showing the various classes of maintenance is included with this Snow & Ice Control Program and is on file at the Public Works Department office and the Village Clerk's office. In order to provide efficient operation, it may be necessary to partially complete a lower class of service requirement to reach an area of higher priority.

It may be necessary to clear a route immediately for power outages, water main breaks, fires, police and ambulance calls, or other obvious emergencies.

The following is a list of the classes of areas, and the order in which service will be directed beginning with class one, priority one.

**CLASS 1:** Regional collector and major streets are those streets that are designated as County Trunk Highways. These include CTH BB (Cottage Grove Road) and CTH N (Main Street). All portions of CTH BB are maintained by the Village.

**CLASS 2:** School bus routes and local collector streets are those streets that generally carry traffic from one neighborhood to another portion of the village or routes serving a major public facility.

**CLASS 3:** Business District shall include the downtown area and public parking lots, if applicable.

**CLASS 4:** Minor streets and circles or courts which serve individual premises.

**CLASS 5:** Clearing of intersections for better traffic movement and visibility.

**CLASS 6:** Public sidewalks and pedestrian/bike trails are the paths which abut the public owned lands in the community.

**CLASS 7:** Sidewalks abutting private property may be maintained by the Village on a property owner default basis and the penalties and costs assessed and taxed to the abutting property.

#### **DETERMINATION OF NEED FOR MAINTENANCE**

The need for implementation of a maintenance policy shall be the actual occurrence of a snowfall of depth greater than 2 inches. Lesser amounts may be reviewed if combined with freezing and icing conditions. Also, the occurrence of an ice storm or freezing rain which would make the public ways difficult to travel.

Weather reports issued by the national Weather Service shall be taken into account to prepare for anticipated maintenance service.

The responsibility for ordering personnel and equipment into service for a winter maintenance operation shall be primarily with the Director of Public Works, Public Works Foreman or their designee. The Police Department, during evening patrol hours, shall keep watch and assist in notification to the Director of Public Works, Public Works Foreman of needed service. The Village President or Village Administrator may also direct the Public Works Department to commence winter maintenance operations. The Village Clerk's office along with the Public Works office shall receive all complaints and

forward to the Director of Public Works or the Public Works Foreman during normal work hours.

## **PERSONNEL AND EQUIPMENT**

Because of the high priority attached to snow and ice control, almost all other Public Works operations become secondary in importance once snow removal operations are initiated. With the exception of some emergency personnel, all personnel normally assigned to street, or parks are assigned to snow removal operations.

All full time employees of the Public Works Department are asked to be available at all times from November 15th to April 1st to assist in snow and ice removal, or arrangements shall be made by the Director of Public Works, Public Works Foreman for other outside help. Outside contract help shall be authorized by the Director of Public Works, Public Works Foreman, Village Administrator, Village President, or Village Board.

Outside sources of personnel shall be private contract personnel. It is very rare for any municipality to have sufficient equipment to adequately handle all snowstorms regardless of the amount of accumulation; to do so is not economically feasible. The Village of Cottage Grove is no exception. The Public Works Department utilizes the following equipment for snow removal operations:

<u>Quantity</u>	<u>Equipment</u>
2	Pick ups with truck-mounted snow plows
1	Small dump truck with snow plow and spreader
4	Truck mounted snowplows with spreaders
1	End loader with plow blade and wing
1	Skid loader with bucket, plow and snow blower

Outside private equipment may be contracted for, if authorized by the Director of Public Works, Public Works Foreman, Village Administrator, Village President or Village Board.

## **OVERTIME/SUBCONTRACTING POLICY**

The determination of when to use overtime or to subcontract in the removal of snow or ice shall be made by one of the following:

1. Director of Public Works or their designee
2. Village Administrator
3. Village President
4. Village Board

The need for overtime shall be established from the severity of the storm. Maintenance of roads and public areas in Classes 4, 5 and 6 that are passable by properly equipped

vehicles and pedestrians (i.e. snow tires or 70% tread tires, and pedestrians with rubber boots) shall not require overtime. The following degree of maintenance may require overtime:

**CLASS 1:** Streets shall be kept passable at all times. (This is currently a joint the responsibility of the Dane County Highway Department and the Village).

**CLASS 2:** These streets shall have two lanes open to traffic.

**CLASS 3:** Areas shall be kept open to travel by plowing to the sides, salting, or sanding.

**CLASS 4:** These streets shall have one lane open to traffic.

### **SNOW REMOVAL**

Snow removal shall consist of moving the snow or ice to either side of the specific area, or may include loading and trucking to a point of non-environmental concern. **The times allotted for snow loading and trucking shall not include Saturdays, Sundays, or Holidays unless absolutely necessary.**

The time periods stated in this section are anticipated for an average snowfall event of 4 inches of accumulation. In the event of a larger accumulation of snow or other unforeseen circumstances, these time periods may need to be extended.

Plowing shall commence as the Director of Public Works, Public Works Foreman or their designee shall direct. Service shall be in the order of the class of maintenance. **ALL CLASSES** of areas shall be adequately plowed edge to edge as reasonably as possible within 4 days.

All street and roadways in CLASS 1 through CLASS 3 will have two lanes of traffic open at all times if reasonably possible.

Within the Business District, parking may be restricted by Public Works or Police Department signing until clear of snow or ice.

**CLASS 4** streets will have two lanes of traffic open within 48 hours after a storm if reasonably possible.

**CLASS 5** areas will be cleared within 72 hours after a storm.

**CLASS 6** areas will be open to travel in 96 hours after a storm if reasonably possible.

**CLASS 7** areas will be done because of failure to maintain by the property owner. The work performed will be done in accordance with Chapter §270.5 of the Village of Cottage Grove Municipal Code which requires that all sidewalks be kept cleared of snow

and ice. The cost of removal will be assessed against the property as a special assessment/tax.

Plowing on all CLASSES shall be complete to remove an accumulation of snow or ice upon any highway within 3 weeks (Wisconsin Statute 893.83(1)).

Some snow and ice will be deposited in private driveways, sidewalk ramps and onto sidewalks during snow and ice removal operations. This material will not be removed by the Village.

## MAIL BOXES

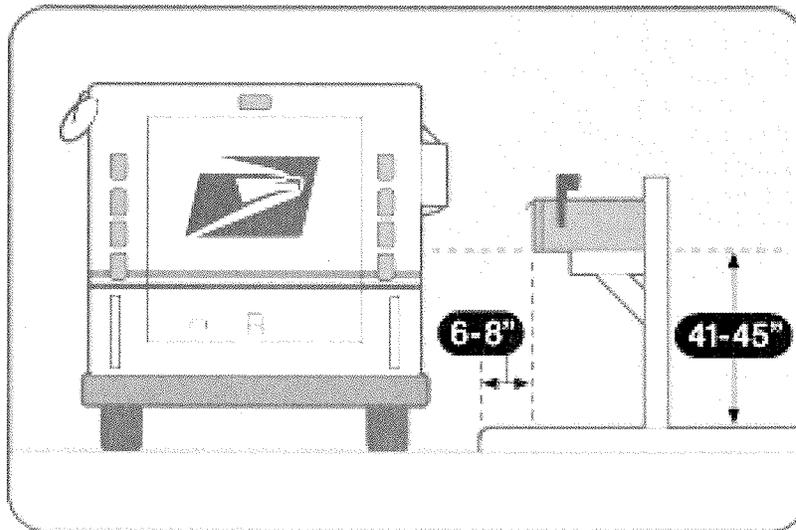
It is understood that most mailboxes are located within the Villages public Right of Way and therefore damage to a mailbox is very often unavoidable for various reasons. It is assumed there is a shared responsibility between the Village and the homeowner when mailboxes are damaged during maintenance operations. Please note that there is a minimum speed, that needs to be maintained to adequately move the snow, and boxes can be damaged even at walking speeds. Various conditions dictate these speeds. Mailboxes and posts that have been damaged by an actual impact with Village equipment will be replaced by the Village of Cottage Grove.

***The Village does not replace or repair mailboxes that are damaged by snow, slush, ice or debris thrown by the plows.***

When mailboxes are damaged (physically hit by a plow), the Village will attempt to repair the existing box or post. If it is beyond repair, then a *simple* silver or black mailbox and a treated 4"x4" wood post will be installed, at the discretion of the Public Works Department, when weather conditions allow installation.

No decorative styles or types of mailboxes will be replaced, nor any landscaping or exterior feature(s). In cases where boxes are hit and maintenance repairs can't be performed, a \$35 allowance will be made to the homeowner regardless of the location, size, original cost or elaborateness of the damaged mailbox and post. Notification of an incident must be made within 72 hours to the Village for any type of repair or consideration.

The Village will not be held responsible for mailboxes that are rotted, vandalized, rusted or decrepitated or those that are not up to current United States Postal Standards. United States Postal Standards indicate that the bottom of the mail box should be 48 to 50 inches above the road surface and the front of the mailbox should be flush with the face of the curb. Facing the house the mailbox should be to the left of the driveway. The mailbox post should be buried in the ground about 24 inches. Please contact the United States Postal Service for additional information.



### **PRIVATE PLOWING**

No snow or ice removed from private property shall be deposited in the public ways or in areas expected to be cleared by personnel from the Village of Cottage Grove per Chapter §270.5 of the Village of Cottage Grove Municipal Code. This would include any of the following which are prohibited:

- Pushing snow or ice across a roadway or sidewalk.
- Pushing or carrying and depositing snow or ice onto a public way, where expected to be maintained for pedestrian or vehicular traffic.
- The blowing of snow or ice onto a pedestrian or vehicle travel area.

Any of the above is dangerous and could cause injury or accident, and may not allow for safe passage by the public.

Violation of any of the above may result in a forfeiture action against the property owner, punishable by a per diem fine until such nuisance shall be removed as provided in § 1-19 of the Village of Cottage Grove Municipal Code

Removal may also be made by the Village, without notification to the property owner. The actual removal cost would be assessed against the property owner as a special assessment on the tax roll.

### **SALTING AND SANDING**

The use of salt for snow and ice control is widely recognized and accepted practice throughout the snow belt. With favorable temperatures, salt can be used to melt up to 2" of snow and will prevent the bonding of compacted snow to pavements, thus ensuring a cleaner plowing job. Less than optimum results occur during temperatures below 15 degrees F and when traffic volumes are too light to activate the chemicals. When the

temperatures are extremely low and salt cannot melt the snow and ice, sand must be used to act as an abrasive to provide traction.

Note: Salt shall be used only when absolutely necessary as determined by the Director of Public Works, Public Works Foreman in areas of high volume traffic or dangerous conditions. The Village will not salt or sand on private property.

### **EMERGENCY REQUESTS**

Emergency calls may be made when threatening conditions may lead to damages, injury, or loss of life. This may also include, but not limited to, power outage, downed power lines, water main breaks, accidents, medical or other emergency situations.

Calls may be made to the Police Department for emergency maintenance service. The Police Department personnel will notify the proper persons depending on the type of need.

### **COMPLAINTS**

Complaints for snow or ice removal shall be made to either the Village Clerk's office or the Public Works office during regular working hours. The office personnel will notify the proper persons for action if necessary.

# CODE OF THE VILLAGE OF COTTAGE GROVE WISCONSIN

## § 1-19. Violations and penalties.

A. General penalty. Whenever so provided in this Code, any person who shall violate any of the provisions of this Code shall, upon conviction of such violation, be subject to a penalty, which shall be as follows:

(1) First offense. Any person who shall violate any provision of this Code subject to a penalty shall, upon conviction thereof, forfeit not more than \$500 together with the costs of prosecution and applicable surcharges, and, in default of payment of such forfeiture and costs of prosecution and surcharge, shall be imprisoned in the county jail until such forfeiture shall be paid, but not exceeding 90 days.

(2) Second offense. Any person found guilty of violating any provision of this Code who shall previously have been convicted of a violation of the same provision shall, upon conviction thereof, forfeit not less than \$10 nor more than \$500 for each such offense, together with the costs of prosecution and applicable surcharges, and, in default of payment of such forfeiture and costs, shall be imprisoned in the county jail until such forfeiture and costs are paid, but not to exceed six months.

B. Each violation and each day a violation continues or occurs shall constitute a separate offense. Nothing in this Code shall preclude the village from maintaining any appropriate action to prevent or remove a violation of any provision contained in this Code.

C. Enforcement method.

(1) Violations of ordinances of the village shall be enforced by the issuance of a municipal citation.

(2) The municipal citation shall contain the information required by s. 800.02, Wis. Stats.

(3) Schedule of deposits. The schedule of deposits for use with citations issued under this section shall be as adopted by the Village Board from time to time, and such schedule shall be on file in the office of the Chief of Police and in the office of the Village Clerk. Deposits shall be in cash, money order, or check payable to the Municipal Court, which shall provide a receipt therefore.

(4) Issuance of citation.

(a) Law enforcement officers. Any law enforcement officer may issue citations authorized under this section.

(b) Village officers. The following village officers and their designated agents may issue citations with respect to those specified sections which are directly related to their official responsibilities. The Village President shall supervise the citation program.

[1] Village President.

[2] Director of Public Works.

[3] Code enforcement officers.

[a] Plumbing Inspector.

- [b] Building Inspector.
- [c] Zoning Administrator.
- [d] Electrical Inspector.
- [e] Heating, Ventilating, and Air Conditioning Inspector.
- [f] Fire Inspector.
- (c) Absence or disability. In the absence or disability of any of such officers, the Village President may designate the individual who shall perform the duties of the absent or disabled official.
- (5) Nonexclusivity.
  - (a) Other ordinance. This section does not preclude the Village Board from adopting any other ordinance or providing for the enforcement of any law or ordinance relating to the same or another matter.
  - (b) Other remedies. The issuance of a citation hereunder shall not preclude the village or any authorized officer from proceeding under any other ordinance or law or by any other enforcement method to enforce any ordinance, regulation, or order.
- (6) Enforcement. Notwithstanding any provision of this Code to the contrary, the Village President may designate the village officer to enforce any provision of this Municipal Code.

#### **§270.5 Snow and Ice Removal**

- A. Sidewalks, sidewalk ramps and trails (both bike and pedestrian) are to be kept clear for their entire length and width for each parcel served. The owner or occupant of any lot or parcel shall remove all snow and ice which may have fallen or accumulated upon the sidewalk in front of such lot or parcel within 24 hours of fall or accumulation, including drifting and plowing deposits. When ice is present and it cannot be removed, the owner or occupant shall keep the same sprinkled with a material which will prevent the sidewalk from being dangerous to pedestrians. If the owner or occupant fails to comply with this subsection, the Director of Public Works or his or her designee, without prior notice, shall cause the snow and ice to be removed or sprinkled as required in this subsection, the cost thereof to be assessed against the property as a special tax. The minimum charges for work performed on residential and/or commercial lots are addressed in the Village of Cottage Grove's fee schedule

*Editor's Note: Fees are now set by resolution of The Village Board. The current fee schedule is on file in the office of the Village Clerk.*

Repeat offenders, all within the same winter season, will be charged double. Rates will be increased if unforeseen circumstances, time or equipment needs arise on either offense.

**[Amended 11-15-1999; 5-9-2007 by Ord. No. 06-2007]**

- B. Deposit in Streets restricted. No person shall cause to be deposited snow from his or her premises onto the sidewalk abutting thereon or onto any street in the Village without a permit therefore from the Director of Public Works, who may require payment of a fee sufficient to reimburse the Village for the cost of removing any snow so deposited.

*Editor's Note: Original Sec. 8.07, Street trees, which immediately followed this subsection, was deleted 3-19-2001 by Ord. No. 01-2001. See now Ch.294, Trees and Shrubs.*

# WISCONSIN STATE STATUTE

## CHAPTER 893

### LIMITATIONS OF COMMENCEMENT OF ACTIONS AND PROCEEDINGS AND PROCEDURE FOR CLAIMS AGAINST GOVERNMENTAL UNITS

#### SUBCHAPTER VIII CLAIMS AGAINST GOVERNMENTAL BODIES, OFFICERS AND EMPLOYEES

893.80 Claims against governmental bodies or officers, agents or employees; notice of injury; limitation of damages and suits.

893.81 Mob damage.

893.82 Claims against state employees; notice of claim; limitation of damages.

893.83 Highway defects.

893.83(1)

**(1) Damages caused by highway defects; liability of municipality.** If damages happen to any person or his or her property by reason of the insufficiency or want of repairs of any highway that any town, city, or village is bound to keep in repair, the person sustaining the damages has a right to recover the damages from the town, city, or village. If the damages happen by reason of the insufficiency or want of repairs of a highway that any county by law or by agreement with any town, city, or village is bound to keep in repair, or that occupies any land owned and controlled by the county, the county is liable for the damages and the claim for damages shall be against the county. If the damages happen by reason of the insufficiency or want of repairs of a bridge erected or maintained at the expense of 2 or more towns, cities, villages, or counties, the action shall be brought against all of the towns, cities, villages, or counties that are liable for the repairs of the bridge. Upon recovery of judgment, the damages and costs shall be paid by the towns, cities, villages, or counties in the proportion in which they are liable for the repairs. The court may direct the judgment to be collected from each town, city, village, or county for its proportion only. The amount recoverable by any person for any damages so sustained shall not exceed \$50,000. The procedures under s. 893.80 shall apply to the commencement of actions brought under this subsection. No action may be maintained to recover damages for injuries sustained by reason of an accumulation of snow or ice upon any bridge or highway, unless the accumulation existed for 3 weeks.

VILLAGE OF COTTAGE GROVE

NOTICE OF PUBLIC MEETING

BOARD OF TRUSTEES

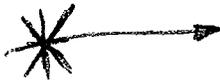
Monday, October 17, 2011

6:30 p.m.

Village Municipal Offices  
221 E. Cottage Grove Road

AGENDA

1. Call to Order
2. Roll Call and confirm that the meeting was properly posted
3. Pledge of Allegiance
4. Public Appearances – *Public's opportunity to speak on any item that is not a specific agenda item.*
  
5. Discuss and consider the minutes of October 3, 2011.
  
6. Unfinished Business
  
7. New Business
  
8. Reports from Village Boards, Commissions & Committees
  - a. Emergency Government Committee
  - b. EMS Commission
    1. Discuss only the EMS 2012 budget.
  - c. Joint Town/Village Merger Committee
  - d. Plan Commission
  - e. Public Works Committee
    1. Discuss and consider the recommendation by the Public Works Committee to install stop signs at the corners of Bass Street & West Reynolds Street.
    2. Discuss and consider the recommendation by the Public Works Committee to amend the Snow and Ice Control Program.
  - f. Utility Commission
9. Reports from Village Officers:
  - a. Ken Dahl
  - b. Jennifer Pickel
  - c. Paula Severson
  - d. Dave Viken
  - e. Jeff Weigand
  - f. Micah Zielke
  - g. Diane Wiedenbeck
  - h. Attorney Lee Boushea
  - i. Administrator Matt Giese
10. Communications and Miscellaneous Business
  - a. Consider approval of vouchers
  - b. Correspondence
  - c. Future agenda items



11. CLOSE D SESSION - The Village of Cottage Grove Village Board will enter into Closed Session pursuant to Wisconsin State Statute 19.85 (1)(e) deliberating or negotiating the purchase of public property, investing of public funds, conducting other specified business whenever competitive and/or bargaining reasons require a Closed Session; **Update on Proposed Boundary Agreement, Discussion of Pending Merger related matters.**
12. Reconvene into open session and consider any action taken in closed session
13. Adjournment.

This agenda has been prepared by Staff and approved by the Village President as Chair of the Village Board for use at the meeting as listed above. Notice: Persons needing special accommodations should call 608-839-4704 at least 24 hours prior to the meeting. It is possible that members of and possibly a quorum of members of other governmental bodies may be in attendance at the above stated meeting to gather information; no action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice. All Village Board agendas are posted the Friday prior to the Village Board meeting date.

# Village of Cottage Grove

## REPORTS AND PRESENTATIONS TO VILLAGE BOARD

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AGENDA ITEM # \_\_\_\_\_

**FOR MEETING OF:** October 17, 2011

**REQUEST FROM/DEPARTMENT:** Jim Hessling-Public Works

**AGENDA ITEM:** Discuss and consider adoption of a Snow & Ice Control Program "Mobility & Safety".

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### **OVERVIEW OF THE REQUEST:**

This document was developed and modified from information received from area communities. It is intended to be a guideline for the removal of snow and ice around the village.

### **BACKGROUND OF REQUEST:**

This document has been in a working condition for about 2 years. Through various modifications it is being presented to the village board as a policy.

### **PREVIOUS ACTION TAKEN (IF APPLICABLE):**

This policy has been reviewed and changed by the Public Works and Properties Committee on 5/4/2010 and again on 10/4/11.

### **DESCRIPTION AND SCOPE OF PROJECT/ITEM WITH KEY ISSUES NOTED:**

It is the intention of this policy to help the Public Works Department provide a consistent and fair method of snow removal to the citizens of the village. The policy outlines such things as when snow and ice operations will start along with how they will be carried out. It also describes and clarifies what work will be performed on public and private properties. This policy is also intended to be a tool to help clarify and bring resolution to various complaints associated with snow plowing operations.

### **BUDGET AND/OR FINANCING INFORMATION:**

It is the intention that this policy could help with the amount of materials that are applied to various parts of the village, in the long run possibly saving some money.

**VILLAGE OF COTTAGE GROVE**  
**BOARD OF TRUSTEES**  
Monday, October 17, 2011

**MINUTES**

1. **Call to Order.** The October 17, 2011 regular meeting of the Village Board of Trustees was called to order at 6:30 p.m. by Village President Diane Wiedenbeck
2. **Roll Call and confirm that the meeting was properly posted.** It was determined that a quorum of members was present and that the agenda had been properly posted. Roll call was taken. Village Board members present: Trustees Ken Dahl, Jennifer Pickel, Paula Severson, David Viken and Jeff Weigand, Micah Zielke and Village President Diane Wiedenbeck. Staff present: Deputy Treasurer Connie K. Bushee, Administrator Matt Giese, Officer in Charge Dave Stortz, Public Works & Utilities Director Jim Hessling and Village Attorney Leighton Boushea. There was one citizen in attendance
3. **Pledge of Allegiance**
4. **Public Appearances** – *Public's opportunity to speak on any item that is not a specific agenda item.* Cheri Krisher representing the Cottage Grove Chamber spoke to members on Christmas in the Grove. The dates will be December 2 – 3. Friday night will be the lights parade. Would like to meet with the village board to resolve some safety issues. The parade is growing each year. Who does the Chamber need to ask to block off a road? There is also a need for someone to take over as Chair of the Holiday Lights Committee.
5. **Discuss and consider the minutes of October 17, 2011. Motion** by Wiedenbeck to approve the minutes of October 3, 2011 with noted corrections, seconded by Severson. **Motion** carried with a unanimous voice vote of 7-0-0.
6. **Unfinished Business**
7. **New Business**
  - a.
8. **Reports from Village Boards, Commissions & Committees**
  - a. Emergency Government Committee - During the October 5, 2011 meeting, Severson reported there was another chemical spill that our fire department assisted on. The November meeting will have a table top exercise.
  - b. EMS Commission-Severson reported the staffing is up almost 80% at the EMS station in Deerfield.
    1. **Discuss only the EMS 2012 budget.** Severson reported the commission reduced expenses for the 2012 budget, but also had to reduce revenues because of a decrease of ambulance run fees. There's a \$33,000 levy credit to be divided among the 4 municipalities. The volunteer stipend is down \$28,000 but the wage line is up \$28,000 due to having to hire Limited Term Employees for Deerfield because there are not enough volunteers in Deerfield.
  - c. Joint Town/Village Merger Committee-Wiedenbeck reported the committee received the preliminary impact report from Baker Tilly. Will be moving ahead with Phase 2 at a cost of \$4,000 with the Village and Town each paying 50% of the cost. The Committee is preparing a flyer to be sent out with the tax bills.
  - d. Plan Commission-No Report
  - e. Public Works Committee
    1. **Discuss and consider the recommendation by the Public Works Committee to install stop signs at the corners of Bass Street & West Reynolds Street. Motion** by Severson



to approve the recommendation to install stop signs at the corners of Bass Street & West Reynolds Street, seconded by Pickel. **Motion** carried on a unanimous voice vote 7-0-0.

2. **Discuss and consider the recommendation by the Public Works Committee to amend the Snow and Ice Control Program.** **Motion** by Severson to approve the recommendation to amend the Snow and Ice Control Program, seconded by Wiedenbeck. **Motion** carried on a unanimous voice vote 7-0-0.

f. Utility Commission - Dahl reported that there was extra expense and more pieces needing repair than originally thought but Well #2 is back working. The MSA water study will arrive soon.

**9. Reports from Village Officers:**

- a. Ken Dahl-Remind that Halloween is coming so please watch out.
- b. Jennifer Pickel-No Report
- c. Paula Severson-Thank you to all the volunteers who helped at the Fire Dept Open House
- d. Dave Viken-No Report
- e. Jeff Weigand-No Report
- f. Micah Zielke-The Fall Fest was a lot of fun and extremely successful.
- g. Diane Wiedenbeck-Attending a downtown revitalization program in Fond du lac. If the trustees have any ideas for the Village Only officer send them.
- h. Attorney Lee Boushea-Sunday's paper had an article about CARPC. It was extensive and well written.
- i. Administrator Matt Giese-The Packets will be ready early on Friday. Please plan on picking them up early as they will include the budget for 2012.

**10. Communications and Miscellaneous Business**

- a. Consider approval of vouchers-**Motion** by Severson to approve the Village portion of the vouchers at a cost of \$67,498.43, seconded by Pickel. **Motion** carried on a unanimous voice vote 7-0-0.
- b. Correspondence-An email update was sent by Michael Best concerning legal updates, The League of Wisconsin Municipalities Insurance has purchased a service to help deliver disaster equipment to municipalities. MG&E mailed out the 2011 Commercial Business Parks in Dane County.
- c. Future agenda items: Follow up on to discuss Christmas in the Grove Parade schedule.

**11. CLOSED SESSION - The Village of Cottage Grove Village Board will enter into Closed Session pursuant to Wisconsin State Statue 19.85 (1)(e) deliberating or negotiating the purchase of public property, investing of public funds, conducting other specified business whenever competitive and/or bargaining reasons require a Closed Session; Update on Proposed Boundary Agreement, Discussion of Pending Merger related matters.** In to closed session at 7:16pm

**12. Reconvene into open session and consider any action taken in closed session.** Out of closed session at 7:49pm with no action taken.

**13. Adjournment.** **Motion** by Severson to adjourn, at 7:50pm seconded by Weigand. **Motion** carried on a unanimous voice vote 7-0-0.

**Respectfully Submitted, Connie K. Bushee Deputy Treasurer**  
**Village of Cottage Grove Approved: November 7, 2011**

These minutes represent the general subject matter discussed in this meeting but do not reflect a verbatim documentation of the subjects and conversations that took place.