

Village of Cottage Grove

Notice of Public

Meeting

Town of Cottage Grove

## **JOINT COTTAGE GROVE FIRE DEPARTMENT COMMITTEE**

Monday, October 12, 2020

6:30

P.M.

### **AGENDA**

Due to the COVID-19 pandemic, this meeting will take place virtually via Zoom. Please join the meeting from your computer, tablet or smartphone by visiting <https://zoom.us/j/96842669415?pwd=bkNiYzRobHBFcm9nR0FLNE05cFIGQT09>

You can also participate via phone by dialing 1 312 626 6799 and use Meeting ID: 968 4266 9415 # When asked for your Participant ID, just press # when asked for the Passcode enter 221.

You may also choose to participate by providing public comment prior to the meeting via email to Village Clerk Lisa Kalata: [lkalata@village.cottage-grove.wi.us](mailto:lkalata@village.cottage-grove.wi.us)

1. Call To Order
2. Determination Of Quorum And That The Agenda Was Properly Posted
3. PUBLIC APPEARANCES-Public's Opportunity To Speak About Any Subject That Is Not A Specific Agenda Item
4. Discuss And Consider The Minutes From The September 28, 2020 Meeting.

Documents:

[JOINT CG FIRE MINUTES 9-28-20.PDF](#)

5. Presentation Of Sign Design And Discuss And Consider Safer Grant Sign.

Documents:

[CSM 09508.PDF](#)

6. Next Meeting Date- November 23.
7. Adjournment

Notice:

1. Persons needing special accommodations should call 839-4704 at least 24 hours prior to the meeting.
2. 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.

3. Any item on the agenda is subject to final action.

JOINT COTTAGE GROVE FIRE DEPARTMENT COMMITTEE

Monday, September 28, 2020  
6:30 p.m.

Via Zoom

**AGENDA- DRAFT MINUTES**

1. Call to order, roll call and confirm that the meeting was properly posted. Meeting called to order by chair Melissa Ratcliff at 6:33 p.m. via zoom. Committee members attending were Melissa Ratcliff, Kris Hampton, Paul VanderVelde, Steve Anders, Jeff Lennberg, and Mike DuPlayee joined at 7:12 p.m. Others present included Fire Chief Nick Archibald, DGEMS Chief Eric Lang, and Jess Robinson
2. Public's opportunity to speak. None.
3. Consider approval of minutes of previous meeting on July 27, 2020. Motion by Lennberg to approve. Second by Vander Velde. Motion passed 5-0-0.
4. Update on:
  - A. Rapid Response Vehicle. Delivered week of September 21. Still putting on the additions and need to get the license registration and should be in service in the next few weeks.
  - B. Meeting Room and Bay WI-FI. Completed in August, 2020. Works well.
  - C. Furnace repairs. Completed in August, 2020.
  - D. Washer & Dryer replacement. Obtained in August, 2020. Applied for CARES Act reimbursement.
  - E. PFAS Foam disposal and replacement. Completed in August, 2020. Not invoiced yet. All PFAS gone from trucks and property. New Foam installed and was used at the house fire in the Town of Cottage Grove a couple of weeks ago. New Foam worked well.
  - F. Engine 3 future replacement. See Item #5 below. Three estimates for a Fire Engine #3 Replacement were included in the packet that included Custom Fire Apparatus, Inc. for \$737,000.00, Pierce Manufacturing, Inc. \$682,942.00, and Rosenbauer America \$704,584.00. The estimates are for 2021 and are Cash on Delivery. Generally, prices increase by 3% every year. Pierce Manufacturing is the largest manufacturer of fire apparatus in the world and we went with them for Engine #4. They are located in Appleton Wisconsin and the dealer's service center is located in Slinger, Wisconsin, (about one hour away from us). They also do onsite maintenance and pump testing. The others do not.
5. Discuss and consider repairs for Engine 3. Engine #3 was built in 1992. NFPA recommends keeping Engines for only 25 years. Engine #3 has needed minor repairs over the past few years that have made it be out of service for a few days to a couple of months. Currently, it has been pumping slow so it has to work harder to get up to

pressure required to pump the water. The repair estimate is for \$11,284.85, and was indicated it could be a little more as they were unsure of the labor time required, to repair the pump and would take about a week to get fixed. In the meantime, we would not have Engine 3 to go to any calls. The ladder truck is the back-up, but it is not ideal to be used in the Town because there aren't many places it would fit. If we did not fix Engine #3, the pump could possibly fail at any time. If anything were to happen to our main Engine, then we would have to rely on Engine #3 knowing that it takes longer to adequately pump water and has the unknown factor of when it would stop working. The repair cost is beyond the budget the fire department has for minor repairs and maintenance on the vehicles.

Motion by Hampton to approve up to \$12,000 to repair Engine with the village and town splitting the cost proportionately and to order the new fire engine from Pierce Manufacturing for \$682,942.00 with delivery after March 15, 2022, and Chief Archibald will get updated pricing from Pierce Manufacturing so municipalities know exact amount needed to budget for 2022. Anders seconded. Motion passed 5-0-0. The new Engine would be ordered around April, 2021, for delivery after March 15, 2022.

6. Discuss and consider proposed Fire Department Budget for 2021. Three separate budgets included in packet basically with the change of how the 2% Fire Dues are accounted for. Sample Budget #1 has most of the 2% Fire Dues to be saved in separate savings account by each municipality and some of the 2% Fire Dues from the village will also go toward new equipment and turn out gear supplies as this is another item for which the 2% Fire Dues can be used. Sample Budgets #2 and #3 spread out the 2% Fire Dues to either all used for Turn Out Gear and equipment (Budget #3) or \$10,000 saved separately from the 2% Fire Dues specifically for Fire Engine #3 replacement and the rest for Turn Out Gear and equipment (Budget #2).

Discussion regarding Town Owned Apparatus Expenses – Town only expenses and the maintenance amount of \$3,100 to be paid out of the Pleasant Springs Contract as agreed and voted on during 2020 budget discussion. Discussion about Town only expenses for Fuel and Insurance on the 2 Tenders that are only used in the Town of Cottage Grove and allowed our fire department to have the Pleasant Springs' contract. Discussion to continue to have Town of Cottage Grove pay for fuel and insurance on own as it is for Tenders that are only used in the towns and not in the Village.

Motion by Hampton to approve Budget #1 where 2% Fire Dues are saved by each municipality in a separate savings account indicating they will be going toward Engine #3 replacement and with the \$3,100 for maintenance under the Town Owned Apparatus Town only Expenses to be paid from the Pleasant Springs fund. Second by DuPlayee. Motion passed 4-2-0 with Hampton and Ratcliff voting no.

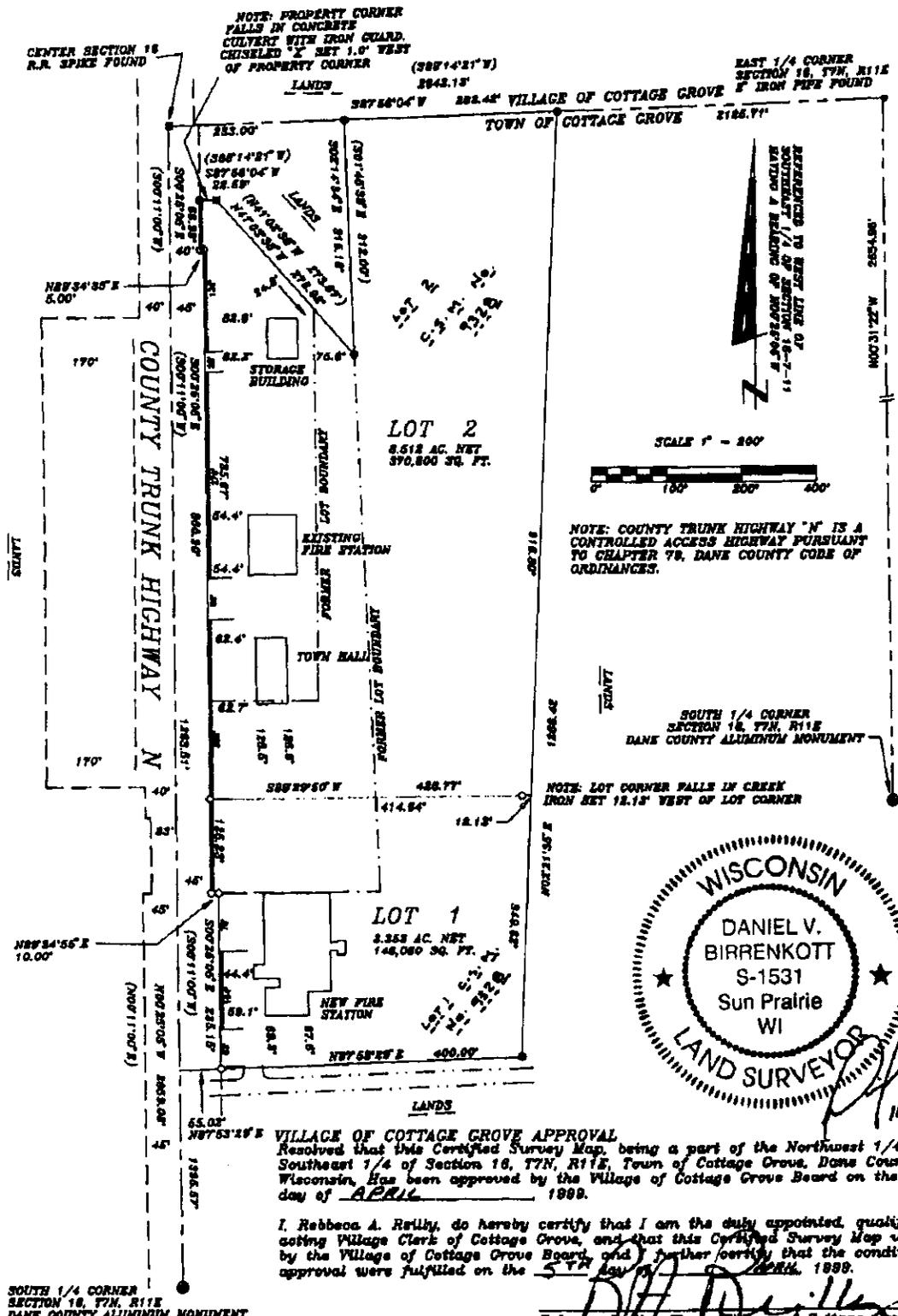
7. Discuss and consider proposed Emergency Services Building Budget for 2021. Motion by Hampton to approve \$57,800 for the Emergency Service Building Fund for 2021 that increases the insurance amount to \$2,600 rather than \$2,500, as insurance costs increased slightly. Second by Lennberg. Motion passed 6-0-0.
8. Discuss and consider Roof repairs and future roof maintenance. Chief Lang provided information regarding roof repairs estimates from NIR (\$4,110 that includes \$1,200

maintenance per year) and Great Lakes Roofing (\$6,250 to repair all issues). The roof was built in 1999 and is supposed to be a 30-year roof. There is only \$4,317 available in the Emergency Service Building Repair Fund until 2021. Motion by Hampton to approve the Great Lakes Roofing Proposal for \$6,250 with using Emergency Service Building Repair Funds and the town and village proportionately splitting any additional funds needed. Second by Anders. Motion passed 6-0-0.

9. Presentation of sign design and discuss and consider safer grant sign. Chief Archibald provided information regarding the Safer grant provided \$25,000 for a replacement sign in front of the Emergency Services Building that will allow for LED lights and ability to advertise community events and fire department activities as well as highlight the fire department and firefighters. Grant Signs provided a design and work proposal for \$19,980. Lemborg provided a design, but the work proposal was over \$25,000 (not submitted in time for our review at the meeting). Chief Archibald indicated that the fire department's sign committee had asked for proposals from sign companies to be under \$20,000, not realizing initially that they had \$25,000 available from the grant. Chief Archibald will go back to Grant signs and Lemborg and ask them to update their proposals/designs to meet the \$25,000 available from the grant and will also obtain additional proposals from other sign companies. The grant states that the sign has to be purchased within 90 days from when the grant was awarded. If the Joint Fire Committee waited to see the new sign proposals at our next meeting at the end of November, it would be too late for the grant. The joint fire committee will hold a special meeting on October 12, 2020, at 6:30 p.m. to review sign proposals.
10. Chief's Report. 182 calls in 2020 so far. Down a few members to 35 as a couple of people moved out of our area.
11. Future agenda items. Safer grant sign.
12. Next meeting date – potentially Monday, November 23 or November 30? October 12, 2020, at 6:30 p.m. for review of sign proposals for the Safer Grant and November 23, 2020, at 6:30 p.m.
13. Adjournment. Motion to adjourn by Hampton and second by Vander Velde. Motion passed 6-0-0. Meeting adjourned at 8:20 p.m.

# CERTIFIED SURVEY MAP

LOCATED IN THE NORTHWEST 1/4 OF THE SOUTHEAST 1/4, SECTION 16, T7N, R11E, TOWN OF COTTAGE GROVE, DANE COUNTY, WISCONSIN



**VILLAGE OF COTTAGE GROVE APPROVAL**  
 Resolved that this Certified Survey Map, being a part of the Northwest 1/4 of the Southeast 1/4 of Section 16, T7N, R11E, Town of Cottage Grove, Dane County, Wisconsin, has been approved by the Village of Cottage Grove Board on the 5 day of APRIL 1999.

I, Rebecca A. Reilly, do hereby certify that I am the duly appointed, qualified and acting Village Clerk of Cottage Grove, and that this Certified Survey Map was approved by the Village of Cottage Grove Board, and I further certify that the conditions of said approval were fulfilled on the 5 day of APRIL, 1999.

*Rebecca A. Reilly*  
 Rebecca A. Reilly, Clerk, Village of Cottage Grove

- LEGEND**
- = POUND IRON STAKE
  - = SET 1-1/8" X 4" IRON PIPE MIN. WT. 1.13 LB./LIN FT.
  - ✕ = CHISELED "X" SET
  - ( ) = RECORD DATA
  - = FORMER LOT BOUNDARY
  - = NO VEHICULAR ACCESS

**PREPARED BY:**  
 BIRRENKOTT SURVEYING, INC  
 P O BOX 257  
 1677 N BRISTOL STREET  
 SUN PRAIRIE, WISCONSIN 53590  
 608-887-7483

CERTIFIED SURVEY MAP NO. 9508  
 VOLUME 54 PAGE 161  
 DOCUMENT NO. 3170807

SHEET 1 OF 2 SHEETS  
 OFFICE MAP NO. 881144A

2/2

# CERTIFIED SURVEY MAP

DATED: 11/1/99



**BIRRENKOTT  
SURVEYING, INC.**  
P.O. Box 237  
1677 N. Bristol Street  
Sun Prairie, Wisconsin 53590  
Phone (608) 837-7463  
Fax (608) 837-1081

**Surveyor's Certificate:**

I, Daniel V. Birrenkott, hereby certify that this survey is in compliance with Chapter 236.34 of Wisconsin Statutes. I also certify that I have surveyed and mapped the lands described hereon and that the map is a correct representation in accordance with the information provided.

*[Signature]*  
Daniel V Birrenkott, Registered Land Surveyor No. S-1531

**Description:**

This is a re-recording of Certified Survey Map No. 9328, recorded in Volume 53 of Certified Survey Maps of Dane County, Page 34, Document No. 3124077, located in the Northwest 1/4 of the Southeast 1/4 of Section 16, T 7 N, R 11 E, Town of Cottage Grove, Dane County, Wisconsin.

**Owners Certificate:**

As owner I hereby certify that I have caused the lands described on this Certified Survey Map to be surveyed, divided and mapped as shown on this Certified Survey Map. I also certify that this Certified Survey Map is required by S75.17(1)(a), Dane County Code of Ordinances, to be submitted to the Dane County Zoning and Natural Resource Committee for approval."

*[Signature]*  
Penny Ericson, Town Clerk

State of Wisconsin )  
Dane County )

Personally came before me this 2nd day of November, 1999, the above named owner, to me known to be the person who executed the foregoing instrument and acknowledged the same.

*[Signature]*  
Notary Public, Dane County, Wisconsin.

My Commission Expires 10/26/03

**Town Board Resolution:**

Town of Cottage Grove, Dane County, Wisconsin

"Resolved that this Certified Survey Map, being a part of the Southwest 1/4, Southwest 1/4 of Section 15, T.7N., R.11E., Town of Cottage Grove, Dane County, Wisconsin, having been approved by the Town Board, be and the same is hereby approved."

I, Penny Ericson, do hereby certify that I am duly appointed, qualified and acting Town Clerk of the Town of Cottage Grove, and that this Certified Survey Map was approved by the Town Board of the Town of Cottage Grove, Dane County, Wisconsin and furthermore certify that the conditions of said approval were fulfilled on the 2nd day of Nov., 1999.

*[Signature]*  
Penny Ericson, Town Clerk



**Notes:**

- "Wetlands if present have not been delineated."
- "Refer to building site information contained in Dane County Soil Survey."

Surveyed: MK.  
Drawn: MK/so  
Approved: DVB  
Field book: 156/19  
Tape/File: 95668

Approved for recording per Dane County Zoning and Natural Resources Committee action of November 4, 1999.

*[Signature]* #6904  
Norbert Scribner, Authorized Representative

**Register of Deeds Certificate:**

Received for recording this 10th day of November, 1999 at 4:24 o'clock P m and recorded in Volume 54 of Certified Survey Maps of Dane County on Page 1161/1162.

*[Signature]*  
Register of Deeds

Document No. 3170807  
Certified Survey Map No. 9508, Volume 54, Page 1162