

JOINT MEETING
TOWN OF COTTAGE GROVE BOARD OF SUPERVISORS
VILLAGE OF COTTAGE GROVE BOARD OF TRUSTEES
MARCH 4, 2010

D R A F T

1. Roll Call and Meeting Properly Posted:
 - A. Notice of the meeting was properly posted in the Town. Town Chair Kris Hampton, and Supervisors Mike Fonger, Mike Kindschi and Karen Kessenich were present. Supervisor Steve Anders arrived at 6:45 P.M.
 - B. Notice of the meeting was properly posted in the Village. Village President Mike Mikelsan, and Trustees Diane Wiedenbeck, Paula Severson, Micah Zielke, Duane Hubing, David Viken, and Mike Willkomm were present.
 - C. Town Clerk Kim Banigan and Police Chief John Gould were also present. There was one Village resident in the audience who did not sign in, and the Herald-Independent reporter.
2. Call to order:
 - A. Hampton called the Town Board meeting to order at 6:34 P.M.
 - B. Mikelsan called the Village Board meeting to order at 6:34 P.M.
3. Flag Pledge
4. Approval of Meeting Minute(s):
 - A. **MOTION** by Wiedenbeck/Severson to approve the minutes of the October 29, 2009 meeting of the Joint Boards of the Towns and Villages of Cottage Grove and Deerfield as presented. **MOTION CARRIED 11-0.**
 - B. **MOTION** by Mikelsan/Hubing to approve the minutes of the October 29, 2009 joint closed session meeting of the Town and Village of Cottage Grove Boards. **MOTION CARRIED 11-0.**
 - C. **MOTION** by Wiedenbeck/Severson to approve the minutes of the February 4, 2010 joint meeting of the Town and Village Boards, with grammatical corrections under items 4 c. and 8. **MOTION CARRIED 11-0.**
5. Public Concerns: None.
6. Discuss continuation of the Joint Law Enforcement Agreement that expires on December 31, 2010: Hampton reported that the Town Board had a preliminary discussion with representatives from the Dane County Sheriff's Department on March 1st, and will have a special meeting on March 8th to draft a request for proposal for contracted police service from the Sheriff's Department. The Town Board has not reached any decision at this point about either continuing the Joint Law Enforcement Agreement or contracting for services.

(Anders Arrived)

Village Board members pressed for a timeline for when the Town will reach a decision. Hampton did not commit to a specific date, but said the decision could be made at the Town's Annual Meeting on April 13th. Mikelsan said the Village Board will need to authorize a dual planning process to give Village staff adequate time to get through the necessary steps should they end up forming their own police department. He wanted to make it clear that this authorization was not indication that the Village has ruled out continuation of a joint police department, but that both

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boards must do due diligence. He also stated that he has had some indication that some Village residents may prefer a Village only police department, thinking that it may provide better service for them.

Mikelsan stated that while the Village could not offer economical contracting of police services to the Town for 24/7, 365 day coverage, if the RFP the Town sends to the Sheriff's Department is for something less than that, the RFP should be sent to the Village as well.

Hampton asked for an indication of what ratio of officers to population the Village would be looking for in a new joint agreement. Mikelsan suggested that the Village Board would be open to a discussion if the Town Board made a proposal of keeping the current ratio or lowering it to keep costs down during these slow economic times, maybe with a provision in the agreement to allow future amendment of the ratio without opening the entire agreement. The Police Chief was asked to make a presentation on April 1st on the ideal ratio from a professional point of view, and what the ratio means to the community in terms of service level, not just fiscally. Fonger would also like to know what staffing levels have been on each shift for the past 6 months.

Other topics/questions that were brought up:

- What complications exist due to the union contract extending beyond the period of the agreement? What separation costs would be incurred, and how would they be split up? There was a suggestion to extend the agreement for one year to coincide with the end of the union contract.
- What happens with the building lease if the joint department does not continue?
- Mikelsan said that if a new joint agreement is reached, a more creative staffing and scheduling system should be implemented to keep costs down and deal with other issues. Perhaps some services could be contracted from the Sheriff's Department rather than hiring additional officers.
- The State's Maintain Effort may eliminate the choice of reducing personnel costs.

7. Discuss and consider the joint recreation department's programs and associated fees: Hubing explained the 2009 Recreation Budget Summary Handout. Town residents comprised 23% of recreation program participants in 2009. There were two scenarios of cost analysis. In the first scenario, with all recreation costs shared between the Town and Village, Town contributions (revenue from Town residents + the Town's budgetary donation) fell short of 23% of the total budget by \$14,401.96. In the second scenario, fixed personnel costs were not included (i.e. the Village would have these, even without Town participation). In this case, the Town's contributions exceeded 23% of the remaining budget by \$3,940.48. A third comparison showed the total Town contribution under the current system (participation fees + Town donation) at \$22,065.00 vs. no Town donation but non-resident (double) participation fees at \$24,130.00. Discussion included:
- How much of the recreation director's salary is for recreation vs. other costs? (estimate was 70%)
 - Town's maintenance cost for the ball field at Meadow Grove Park, used for joint recreation programs, is \$3,295.80.

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- How to add value to the program without significantly increasing fees to encourage more participation, especially from non-residents. Mikelsan said that at some point the Village will need to stop subsidizing the cost for Town residents to participate, that the Village will need to make investments to improve facilities and some of that cost will need to be passed on to participants, but they will expect to get something for the higher cost.

No action was taken, the 2010 recreation program will go on as planned with the \$10,000 donation from the Town and Town residents paying resident fees. The Town Board was told to expect a request for a higher donation in 2011, however.

8. Update on Boundary Agreement between Town and Village of Cottage Grove: Mikelsan suggested that the Town Board discuss at their next meeting whether there is interest in forming a committee to study consolidation.
9. Discuss and consider entrance signs at the four entrances to Cottage Grove: It was noted that this process was started several years ago by the Chamber of Commerce and Lions Club. **MOTION** by Wilkomm/Fonger directing the Village President and Town Chair to send a letter to the President of the Chamber of Commerce asking that the process of looking into community entrance signs be revisited. **MOTION CARRIED 12-0.**
10. Items for next agenda and meeting date: A meeting between the four municipalities that make up the Deer-Grove EMS District is planned for March 25th at the Emergency Services Building. Baker Tilly will present the results of the EMS District 2009 Audit, and then the boards will vote on approval of the 2009 Deer-Grove EMS budget.

The next joint meeting of the Town and Village of Cottage Grove boards will be on April 1, 2010 at 6:30 P.M. at the Village Hall. Agenda to include:

- Continuation of Joint Law Enforcement Agreement
- Possible formation of a committee to study consolidation
- Entrance Signs at the four entrances to Cottage Grove

11. Adjournment:

- A. **MOTION** by Viken/Kindschi to adjourn. **MOTION CARRIED 12-0.** The meeting was adjourned at 8:01 P.M.

Kim Banigan, Town Clerk

6.

WISCONSIN PROFESSIONAL POLICE ASSOCIATION

Law Enforcement Employee Relations Division • Supervisory Officers Relations Division • Civilian Employee Relations Division

April 22, 2010

Cottage Grove Law Enforcement Committee
C/O Kim Banigan, Town of Cottage Grove Clerk
Town Hall
4058 County Road N
Cottage Grove, WI 53527

Cottage Grove Law Enforcement Committee
C/O Deb Winter, Village of Cottage Grove Clerk-Treasurer
Village Hall, 221 E. Cottage Grove Rd
Cottage Grove, WI 53527

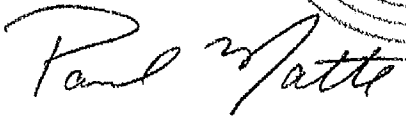
Re: 2009-2011 Contract between the Village & Town of Cottage Grove and The Cottage Grove Police Officer's Association WPPA/LEER

The WPPA has been in contact with the Cottage Grove Police Officer's Association. We are requesting to meet with you to discuss current provisions of the contract. The Association is requesting this because it is appropriate to do so given the current fiscal crisis being faced by the Village and Town.

In requesting to meet the Association is also requesting both parties jointly request to postpone the grievance/arbitration scheduled for May 18, 2010 in order to give time for these discussions to take place.

We are able to discuss dates and times for an initial meeting between the parties.

Sincerely,



Paul Matte
President, Cottage Grove Police Association



Joe Durkin,
Director of Field Services WPPA

Cc: Gary Anderson, WPPA Business Agent

TOWN OF COTTAGE GROVE
SPECIAL TOWN BOARD MEETING MINUTES
MARCH 08, 2010

- I. Notice of the meeting was properly posted at Town Hall, the park at 4539 American Way, Gaston Road at Brown Thrush and US Hwy 12 & 18 at County Road BN. Town Board members present were Chair Kris Hampton and Supervisors Mike Fonger, Steve Anders, and Mike Kindschi and Karen Kessenich. Clerk Kim Banigan, Police Chief John Gould, Village of Cottage Grove President Mike Mikelsan and Village Police Commissioner Jack Henrich were also present, as well as town resident Silvin Kurt.
- II. Hampton called the meeting to order at 7:02 P.M.
- III. Discuss/consider approval of response to the Village of Cottage Grove's proposed conditions for continuation of the Cottage Grove Joint Law Enforcement Agreement: The Board discussed responses to seven conditions suggested by the Village:
 1. Membership of Law Enforcement Committee: Village suggested a shift to 4 Village and 2 Town members if the Village's financial contribution for any budget year reaches or exceeds 60% of expenses. Board members were not in favor of this, prefer to leave the committee membership at 3 members from each municipality. Discussion was that if Town membership is reduced, a super majority should be required to pass budgetary motions. Mikelsan pointed out that final approval of the budget is at the board level, operational issues are decided by the committee.
 2. Officer Ratio: Village suggested increasing it from 1.3 officers/1000 population to 1.6 to 1.9/1000. The board prefers to stay with the 1.3 ratio, but agreed that the ratio should be set by resolution of the boards rather than in the Law Enforcement Agreement, to allow for easier modification of the ratio. There was discussion about when and how often a change of ratio could be proposed to the boards, with agreement that the ratio should be looked at annually, prior to the budget process, but disagreement about whether alternate proposals should be considered in the same year.
 3. CGPD Employee Status: Currently the employees are considered Village employees for ease of administration. The Village suggested they be considered employees of CGPD only. The board agreed with this.
 4. Notice of Withdrawal: Current agreement calls for six-month notice, the Village suggested 9-months. The board agreed with this.
 5. Term of New Agreement: The Village suggested an 8 year term for the next agreement. Discussion was that if a new agreement is reached, it be for only one year, to coincide with the term of the union labor agreement. Subsequent agreements would be for 6 years, which would encompass two three-year union labor agreements.
 - 6.&7.Village Funded Officers and 2009 Village Funded Officer were lumped together, deemed to not be an issue at this time.
- IV. Discuss/Consider approval of conditions for a request for proposal to provide contracted police services to the Town of Cottage Grove – to be sent to the Dane County Sheriff and the Village of Cottage Grove: Discussion included mainly what the appropriate staffing level and schedule would be. Chief Gould provided information about typical County Sheriff beat staffing levels (i.e. coverage when a contracted officer is not on duty). The Clerk was directed to draft an RFP to send to the County Sheriff's Department, with a copy to the Village (Mikelsan indicated the Village Board would be open to considering contracting services to the Town if it did not require 24/7, 365 day coverage). The RFP should include the following conditions:
 - All personnel costs for three full time deputy equivalents.

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- Cost differential for 2nd, 3rd, and power shifts, as well as any additional cost for a deputy to work a “split”, as with the Sheriff’s current contract with the Town of Windsor.
- Cost options for the County to provide a patrol vehicle and all necessary equipment.

V. **MOTION** by Kessenich/Kindschi to adjourn. **MOTION CARRIED 5-0.** The meeting ended at 9:30 p.m.

Kim Banigan, Clerk
Approved 3-15-2010