

**TOWN OF COTTAGE GROVE  
NOTICE OF PUBLIC HEARING**

PLEASE TAKE NOTICE that the Town Board of the Town of Cottage Grove will hold a public hearing at 7:00 p.m. on Monday, September 15, 2025, at the Cottage Grove Town Hall, 4058 County Road N, to receive public comments on a proposed amendment to the following section of the Town's Code of Ordinances:

- Amending Section 2.03 Town Board Meetings to provide for a succession plan in the event of an unexpected incapacitation of the Town Chair.

All interested parties are invited to attend said hearing and be heard. The proposed amendment is attached or available for viewing at the Town Hall, 4058 County Road N, Cottage Grove, WI. Any person who has a qualifying disability, as defined by the Americans With Disabilities Act, who requires the meeting or materials at the meeting to be in an accessible location or format must contact the Town Clerk-Treasurer at (608) 839-5021 or [clerk@tn.cottagegrove.wi.gov](mailto:clerk@tn.cottagegrove.wi.gov) at least 24 hours prior to the commencement of the meeting so that any necessary arrangements can be made to accommodate each request.

After the public hearing, the Town Board will consider adoption of the proposed amendment.

Kim Banigan, Clerk-Treasurer  
Town of Cottage Grove  
Posted 09-08-2025

ORDINANCE OF THE TOWN OF COTTAGE GROVE, WISCONSIN  
Adopted pursuant to Sec. 25.01 of the Town of Cottage Grove Code

Title: Ordinance 2025-09-15 Amending section 2.03 of the Town Code of Ordinances

|   |                                 |
|---|---------------------------------|
| Code Section(s) created, amended, or repealed | <u>2.03 Town Board Meetings</u> |
| Presented to Board by                         | <u>Town Clerk-Treasurer</u>     |
| Committee Review by                           | <u>None</u>                     |
| Attorney Review by                            | <u>William Cole</u>             |
| Date(s) Public Hearing(s) held (if required)  | <u>September 15, 2025</u>       |
| Date adopted                                  | <u></u>                         |
| Vote  | <u></u>                         |
| Date of posting of adoption of ordinance      | <u></u>                         |
| Date of publication of adoption of ordinance  | <u></u>                         |

The Town Board of the Town of Cottage Grove does ordain as follows:

**Section 2.03 of the Town of Cottage Grove Code of Ordinances is hereby amended to read as follows:**

**CHAPTER 02 – THE GOVERNING BODY**

**02.03 TOWN BOARD MEETINGS.**

(1) All meetings of the Town Board shall be on proper notice under § 19.84, Wis. Stat. and s. TCG § 22.08. The notice of any Town Board meeting shall include the open meeting agenda and shall be given at least 24 hours prior to the meeting of the Town Board, unless for good cause such notice is impossible or impractical, in which case shorter notice may be given, but in no case may the notice be provided less than two hours in advance of the meeting. The Town Chair, or his or her designee, shall be responsible for proper posting or publication of the meeting notice and agenda. In the event of the unexpected incapacitation of the Town Chair, the senior most Town Supervisor shall be responsible for proper posting or publication of meeting notices and agendas. If two Supervisors have the same tenure, the one with the lowest Supervisor number will be responsible for meeting notices and agendas.

(2) All meetings of the Town Board shall be held at the Town Hall, except that a different location may be designated by the Town Chair, or his or her designee, by giving proper written notice of the meeting and agenda, and of the substituted location, in conformance with § 19.84, Wis. Stat.

(3) Regular meetings of the Town Board shall be held on the first and third Mondays of each month beginning at 7:00 p.m.

**(4) SPECIAL MEETINGS OF THE TOWN BOARD.**

(a) A special meeting of the Town Board may be called by the Town Chair by written or verbal notice to the Town Clerk at least 24 hours prior to the proposed special meeting of the Town Board.

(b) A member of the Town Board, other than the Town Chair, may request that a special meeting of the Town Board be called by filing with the Town Clerk in writing a request for the calling of a special meeting of the Town Board, designating the agenda item or items for the special

meeting.

(c) Special meetings of the Town Board may be held without filing the written notice under paragraph (b) when a quorum of members of the Town Board are present at a prior Town Board meeting at which oral notice of the special meeting is given.

(d) Special meetings of the Town Board attended by a quorum of the members shall be considered a regular meeting of the Town Board for the transaction of any Town Business that may come before the Town Board if the business considered was so noted in the written meeting notice and agenda.

(e) Where special meetings of the Town Board are held at the request of an individual other than a member of the Town Board, the individual shall pay a fee to reimburse the town for the cost of the meeting. The fee shall be set by resolution of the town board and shall include per diems for the five Town Board members; an estimate for staff costs; and, other expenses as determined by the Town Board.

(5) EFFECTIVE DATE

(a) The original ordinance was adopted December 5, 2016.

(b) This section shall take effect upon passage and posting or publication as required by law.

Adopted this \_\_\_\_ day of \_\_\_\_\_, 2025, by a vote of \_\_\_\_ for, \_\_\_\_ against, with \_\_\_\_ abstentions.

**TOWN OF COTTAGE GROVE**

**ATTEST:**

\_\_\_\_\_  
Steven Anders, Town Chair

\_\_\_\_\_  
Kim Banigan, Town Clerk-Treasurer