

TOWN BOARD MEETING FEBRUARY 7, 2017 – 6:00 P.M.
TOWN HALL, 2354 COUNTY ROAD N

PRESENT: Chair Mary Haley, Supervisor David Pfeiffer, Supervisor Janiece Bolender, Supervisor Tom McGinnis, Supervisor Jay Damkoehler, and Clerk/Treasurer Pili Hougan.

OTHERS PRESENT: Paul Hynek, Lt. Gordy Bahler

Chair Haley called the meeting to order at 6:00 p.m.

MINUTES OF THE JANUARY 17, 2017 TOWN BOARD MEETING

Motion was made by Supervisor Damkoehler, second by Sup. Pfeiffer, to approve the minutes as printed.

PUBLIC COMMENT-No one registered to speak.

BUSINESS

1. **Discussion and possible action on the approval of the Certified Survey Map #8807, drawing no. 4907-16, dated 11/16/16 for parcel # 0611-102-9000-4 creating a one lot CSM of approximately 5.54 acres for Michael and Renelle Champagne with Paul Hynek acting as agent for property located at 2822 N. Hill St., Cottage Grove, WI. With the conditions that the Certified Survey Map include the Clerk's name of Maria P. Hougan.** Chair Haley explained this was an approval of a CSM, the preliminary had been approved by Dane County and there were no issues they could see.
Motion by Chair Haley, second by Sup. Bolender, to approve the CSM-4907-16, for Michael and Renelle Champagne for the property located 2822 N Hill St, Cottage Grove WI., with the addition of the Clerks name of Maria P. Hougan on the signature line. Motion carried 5-0.
2. **Discussion and possible action from Lt. Gordon Bahler of the Dane County Sheriff's office regarding the upcoming lease renewal; any changes/improvements they would like to propose regarding the budget; and information regarding Deputy Veto's upcoming retirement and replacement.** Lt. Bahler was in attendance. He explained Deputy Veto is retiring and will be done with the Town of Pleasant Springs in February. His replacement is Deputy Trent Schafer, he will be starting in March, and will continue to submit the reports as Deputy Veto has. He thanked the Board for all the services they have provided in the budget for remodeling the precinct. He stated the painters will be there this week. He stated they have not started planning the Sheriff's budget, but will talk to Sheriff Mahoney regarding future building/budget needs. He will present a future plan after they determine what their needs are. He does not foresee anything for this year's budget, but may need more office space in the future. The lease is up for renewal this year, the Board will most likely increase the rent, and determine whether the lease should be for 5 or 10 years. In the future, they may propose a garage structure. Paving the lot was also mentioned. The clerk will check to see when the current lease expires.
3. **Discussion and possible action on the request by Supervisor Bolender for a bid to add a subpanel in the Town Hall's Hallway, with a proposed location of the left side of the Sheriff's door. This is for the purpose of enabling town access to reset breaker.** The Board discussed this was budgeted for this year. It will be discussed/included in next year's budget. No action taken at this time.
4. **Discussion and possible action on the return of real estate and personal property tax over payments.** Motion by Supervisor Pfeiffer, second by McGinnis, to approve the return of taxes in the amount of \$1128.91. Motion carried 5-0.

5. **Discussion and possible action regarding the Town Boards role with the comprehensive plan.** Supervisor Pfeiffer wanted to know what the Boards role was in the comprehensive plan process, he feels the Board should be involved. Supervisor McGinnis and Chair Haley explained the Board has the authority to approve and make recommendations on the comprehensive plan. They are currently working the comprehensive plan. Majid of Dane County Zoning will produce the final product and send out to all involved. The Board will determine if they need to set up a separate meeting to review the plan prior to approval. Staff was directed to give the Board notification when meetings will be held.
6. **Discussion and possible action regarding the Stoughton EMS contract.** There is a Quad Towns meeting scheduled for February 15, the contract will be reviewed and discussed at this meeting.
7. **Discussion and possible action regarding the bridge inspection reports from the Dane County Department of Public Works, Highway and Transportation Department.** The Board determined the bridge inspection reports should be reviewed by Public Works, and they should be in contact with Greggor Peterson, the Construction Engineer regarding the Inspections. The reports showed the bridge on Spring Road was in the most need for repair. They should determine what the next steps are for funding the bridge, how does the town apply for funding/grants, and ask Greggor if there is funding/grants available for replacement of the bridge. The Board wondered if there should be a weight restriction posting on the bridge. Public Works to review the bridge inspections and make recommendations on actions to the Board based on the inspection report.
8. **Discussion and possible action regarding an agreement between ATC and the Town for snowplowing purposes. (Staff could not locate any agreement in the records at this time)** Clerk Hougan reported she checked for a letter or correspondence regarding some type of agreement with ATC and could not locate a document. As time allows, staff will look again to see if they can locate information regarding this. This will be added to the agenda for February 13 if we locate any information. Chair Haley has reached out to ATC to see if they can find information regarding this.
9. **Discussion and possible action on certificate of deposit maturing with McFarland State Bank.** The Board reviewed CD rates from several banking entities. Motion by Supervisor Bolender, second by Sup. McGinnis, to approve reinvesting the money from the McFarland State Bank CD into a CD with BMO Harris. Motion carried 5-0.
10. **Review the agenda items for the upcoming Quad Towns meeting.** Chair Haley discussed the possibility of contracting with the Town of Dunn for grant writing purposes if Dunn was interested. The agenda as prepared was approved by the Board for the Feb. 15, 2017 Quad Towns meeting. Staff was directed to send the agenda out to the Quad Towns. Public Works to set up chairs and tables for this meeting.
11. **Discussion and possible action to set a date and time for the quarterly meeting with Public Works staff.** The Board set the next meeting with Public Works for Thursday, March 16, 2017 @ 5:00 p.m. Some of the agenda items to be upcoming road work, discuss the bridge inspection report findings and recommendations, RG Huston-Cty Road N/Park Street upcoming road construction

and reroute for Krueger's Pit. Determine if there is any type of cost sharing, tree trimming on the road right of way.

12. Review and set agenda items for the February 13 Special Town Board meeting.

Eric Vieth of Strand Engineering-Shadyside Culvers

Closed session-Bill Morgan to attend

Bryant Foundation

Rinden Road/West Star Road/Park St

Road Ranger

Roads Planning

ATC (if we find agreement information?)

13. Discussion and possible action regarding the renewal of the Friends of Lake Kegonsa (FOLKS) annual membership. Motion by Supervisor McGinnis, second by Sup. Damkoehler, to

approve the renewal membership for the Friends of Lake Kegonsa Society in the amount of \$30.00. Motion carried 5-0.

14. Discussion on availability for upcoming meetings through March. Supervisor McGinnis is

leaving as of February 18. Chair Haley will be absent for the 1st meeting in March. Sup. Damkoehler should be available and Supervisor Bolender is available. Supervisor Pfeiffer is available and will chair the 1st meeting in March.

15. Clerk's Report on office duties and projects. Clerk Hougan reported out on some of the office duties and projects the clerk's office have been working on including:

- Prep for Spring Primary/attend training for new software on voting tabulator
- Issue & Send absentee ballots/clerk's office absentee voting
- WisVote maintenance tasks
- Schedule poll workers for primary
- Submitted election notices to paper
- Public Test Feb 16 at 10:00
- Taxes/Dog licenses/fireworks permit
- Attended WRS webinar for end of year reconciliation
- budget work/end of year/bank reconciliation
- Agricultural Enterprise Meeting
- Compiled CD rate information
- Updated snow emergency contact procedures
- Completed illness & injury reporting/safety training & records OSHA
- Settling with the county and school districts/state/local

16. Discussion on current Public Works projects and duties. The Board reviewed the Public Works memo. The clerk's office will submit employment ad for Public Works seasonal employee.

17. Discussion on items to be placed on the next agenda.

Agenda items will be discussed after the Special Town Board meeting on Feb. 13, and Quad Towns on February 15.

REPORTS

The Board reviewed the reports included in the meeting packet.

CORRESPONDENCE

The Board reviewed the correspondence included in the packet.

CLAIMS

Motion by Supervisor McGinnis, second by Sup. Damkoehler, to approve the claims in the amount of \$21,084.13. Motion carried 5-0.

ADJOURNMENT

Motion by Supervisor Damkoehler, second by Sup. McGinnis, to adjourn at 7:50 p.m. Motion carries 5-0.

Respectfully submitted,

Pili Hougan
Clerk/Treasurer