

TOWN BOARD MEETING APRIL 17, 2018 – 6:00 P.M.
TOWN HALL, 2354 COUNTY ROAD N

PRESENT: Chair David Pfeiffer, Supervisor Jay Damkoehler, Supervisor Eric Olson, Supervisor Doug Larsson, and Clerk/Treasurer Pili Hougan.

OTHERS PRESENT: Thomas Meier of 1880 Oak Drive, Ted Gement of Golden Oil/BP, John Barry of 2934 Tracy Lane, Sharon & Pat Clark of 2049 Nancy Lane.

Absent & Excused: Supervisor Janiece Bolender

CALL TO ORDER: Chair Pfeiffer called the meeting to order at 6:00 p.m.

BUSINESS

MINUTES OF THE APRIL 5, 2018 TOWN BOARD MEETING

Motion by Supervisor Damkoehler, second by Supervisor Olson, to approve the minutes as printed. Motion carries 4-0.

PUBLIC COMMENT

BUSINESS

Discussion and possible action regarding re-appointing John Barry to the Pleasant Springs Sanitary District for a term ending April 2024.

Motion by Supervisor Damkoehler, second by Sup. Larsson, to approve the appointment of John Barry to the Pleasant Springs Sanitary District for a 6-year term. Motion carries 4-0.

Oath of Office to John Barry.

The Oath of Office was administered to John Barry by Clerk Hougan.

Discussion and possible action regarding the request from Patrick Clark to purchase a portion of Havey Lane. Pat and Sharon Clark were in attendance. They are requesting to purchase a portion of Havey Lane. Chair Pfeiffer explained he has been in contact with the Town's attorney and state law does not permit a town to landlock parcels, therefore it is illegal. Further discussion followed. The Board determined it was not allowable to sell a portion of Havey Lane to the resident. No action taken.

Discussion and possible action regarding a request from Thomas Meier of 1880 Oak Drive for a culvert to be placed under his driveway.

Thomas Meier was in attendance. He stated he met with Jim Alme of Public Works and had a discussion regarding the driveway access to his lot. Chair Pfeiffer also had a discussion with Jim. Mr. Meier and Public Works are in general agreement regarding the issue. Mr. Meier passed out a map of his property and explained that he is requesting to abandon the short driveway on his property and to make the longer access point to the East his permanent driveway. This will require installation of a culvert at the relocated access point due to the ditching that was performed when the new culvert was installed under Shadyside Dr. Mr. Meier said he also wishes to modify the elevation of the longer driveway. Public Works does not have an objection to changing the driveway location and believes that this could also be of benefit by allowing for some additional ditching in the location of the abandoned driveway in order to handle stormwater coming from Oak Drive. Mr. Meier stated is willing to purchase or pay for the price of the culvert. Public Works is willing to install the culvert and would perform or manage the additional ditching. The condition of the Shadyside Drive and the upcoming reconstruction of the road was also discussed.

Chair Pfeiffer advised Mr. Meier that he will need to work with Public Works to develop a plan for the project that will be suitable in design and timing with regard to the upcoming reconstruction. Supervisor Olson advised Mr. Meier to contact Jason Tuggle with Wisconsin Land Conservation for any necessary permitting regarding his plan to move soil on his property as it lies within the jurisdiction of shoreland regulations. Erosion control will also need to be handled. Motion by Supervisor Larsson, second by Sup. Olson, to approve in principal the request by Mr. Meier to set up the Eastern entrance as his official driveway, and to abandon the secondary driveway or short driveway, and to work with the Public Works department to develop a specific plan, including authorizing the purchase of the culvert to be reimbursed by Mr. Meier. The Board determined he will not need a driveway damage permit if the Town is doing the work. If Mr. Meier will be hiring contractors directly or doing work himself, a driveway damage permit would be required. Motion carried 4-0.

Discussion and possible action regarding the access stub road relative to interstate 39/90 and County Trunk Highway N interchange.

Ted Gement was in attendance. Chair Pfeiffer explained the document recently received from the DOT states it only transfers maintenance and upkeep but not the real estate for the road. The Town's expectation was the real estate would also be turned over to the Town. Chair Pfeiffer questioned whether it would be legal to transfer maintenance responsibility to the Town for property it does not own. The Town had already negotiated an agreement to transfer the East access road to Road Ranger after it was transferred from DOT and hoped enter a similar agreement for the West access road with Golden Oil and other affected property owners. Chair Pfeiffer is waiting on a response from the Town Attorney regarding this development and will also contact the former Town Chair regarding what was previously discussed with the DOT. No action taken at this time.

Discussion and possible action regarding the dedication of the access road to BP/Golden Oil.

No discussion or action taken at this time.

Discussion and possible action on Chairperson's liaison appointments to include Public Works Supervisor, Office Supervisor, PSSD Liaison, Deer Grove Fire & EMS, Stoughton Fire & EMS and McFarland Fire & EMS.

The Board approved the liaison appointments as follows:

- Stoughton Fire/EMS – Sup. Bolender
- McFarland Fire/EMS – Sup. Bolender
- Cottage Grove Fire/Deer Grove EMS – Sup. Bolender
- Office Supervisor – Sup. Damkoehler
- Pleasant Springs Sanitary District – Sup. Pfeiffer
- Public Works Supervisor – Sup. Larsson

Discussion and possible action on nominating a Plan Commission liaison.

Motion by Chair Pfeiffer, second by Sup. Larsson, to nominate Supervisor Olson as the Plan Commission liaison. Motion carried 4-0.

Discussion and possible action on nominating a Weed Commissioner.

Motion by Chair Pfeiffer, second by Sup. Olson, to nominate Public Works employee Ted Keehn as the Weed Commissioner. Motion carried 4-0.

Discussion and possible action on nominating Michele Parker and Audra Dalsoren to the Plan Commission for a three-year term to end in April of 2021.

Motion by Supervisor Damkoehler, second by Sup. Larsson, to approve nomination of Michele Parker and Audra Dalsoren to the Plan Commission for a three-year term ending April of 2021. Motion carries 4-0.

Discussion and possible action regarding awarding the 2018 Road Bids for 2018 Road Construction Projects to include the alternate bid for Oak Knoll and Petty Acres Pulverizing and Paving, and for the following project locations of Church Street, Shadyside Drive and Tracy Lane, Oak Knoll & Petty Acres.

Chair Pfeiffer explained the Board can award the bid to the low bidder, then do a change order if needed after determining if the road is in much worse condition than anticipated.

Motion by Chair Pfeiffer, second by Sup. Olson, to award the 2018 Road Bid to Payne & Dolan Inc. in the amount of \$598,522.98, along with the Alternate Bid to Payne & Dolan in the amount of \$198,099.58 to include the potential of a change order if the road conditions warrant. Motion carried 4-0.

Discussion and possible action regarding the 2018-2019 WisDOT Salt Contract.

Motion by Supervisor Damkoehler, second by Sup. Larsson, to approve the 2018-2019 WisDot Salt agreement and contract. Motion carries 4-0. All in favor.

Discussion and possible action regarding the driveway damage deposit refund for:

- Dan Hanson, 1891 Rinden Road

Motion by Supervisor Damkoehler, second by Sup. Olson, to approve the driveway damage refund for Dan Hanson. Motion carries 4-0.

Discussion and possible action regarding the 2017 Audit from Baker Tilly.

The Board received copies of the final 2017 Audit.

Motion by Supervisor Damkoehler, second by Sup. Olson, to accept the 2017 final audit results. Motion carried 4-0.

Discussion and possible action regarding a special event request for the Syttende Mai Canoe Race on Friday, May 18, 2018.

Motion by Supervisor Damkoehler, second by Sup. Olson, to approve the special event request for the Syttende Mai Canoe Race to be held on Friday, May 18. Motion carries 4-0.

Discussion and possible action regarding the quote for purchase of a trailer in the amount of \$2561.50 to come from the 2018 Capital Equipment Budget.

Motion by Supervisor Damkoehler, second by Sup. Larsson, to approve the expenditure for the purchase of a trailer. Motion carries 4-0.

Discussion and possible action approval of the Dane County Zoning Ordinance Amendment Petition # 11242 regarding the Scott Trautman property, parcel # 0611-34480004 to rezone from A-1EX to A-2.

Motion by Supervisor Damkoehler, second by Sup. Olson, to approve the Dane County Zoning Ordinance amendment to petition # 11242. Motion carries 4-0.

Discussion on Public Works projects and duties.

The Board reviewed the Public Works memo regarding the request for Havey Lane. They also reported out on some of the Public Works projects and duties to include 2018 Road Bids, and driveway issues. Gravel had been removed from a resident's driveway.

Clerk's report on office duties and projects.

Clerk Hougan reported out on some of the office duties and projects to include: Preparations and reports for annual meeting

Submitted annual Responsible Unit Recycling Report for the annual grant-\$10,353.21 in grant funds. Finalized Spring Election-submitted the EL-190 election statistics report-recorded voter participation in Wisvote.

Prepped, signed and sent contracts for the 2018 roads bids to Scott and Fahrner Construction.

Supervisor Larsson left the meeting at 7:40 p.m.

Discussion on items to be placed on the next agenda.

Email Policy for Public Works

Golden Oil/BP-review changes to approve plans

DOT-Access Roads-Attorney Reuter to review document

Johnson Driveway

Liquor Licenses-May

PLAN COMMISSION REPORT N/A

REPORTS

The Board reviewed the reports included in the packet. The Board determined they would like the reports from the Dane County Sheriff on a monthly basis in a chart format.

CORRESPONDENCE

The Board reviewed the correspondence included in the packet.

CLAIMS

Motion by Supervisor Damkoehler, second by Sup. Olson, to approve the claims in the amount of \$5322.75.

ADJOURNMENT

Motion by Supervisor Olson, second by Sup. Damkoehler to adjourn at 7:50 p.m.

Respectively submitted,

Pili Hougan-Clerk/Treasurer