

**TOWN BOARD MEETING MAY 2, 2017 – 6:00 P.M.**  
**TOWN HALL, 2354 COUNTY ROAD N**

**PRESENT:** Chair David Pfeiffer, Supervisor Janiece Bolender, Supervisor Jay Damkoehler, Supervisor Eric Olson, and Clerk/Treasurer Pili Hougan.

**OTHERS PRESENT:** Attorney Bill Morgan, Town Engineer Eric Vieth, Jim Alme of Public Works, Jon & Kristin Jaeck, Jon Halverson, Harlan Erdahl

**Absent & Excused:** Supervisor Doug Larsson

**Chair David Pfeiffer called the meeting to order at 6:00 p.m.**

**Minutes of the April 18, 2017 Town Board meeting.**

Motion by Supervisor Damkoehler, second by Sup. Bolender, to approve the minutes as printed.

Motion carried 4-0.

**Public Comment-** Jon Halverson, 1400 Ramsey Rd., appeared to request placement of a culvert on the next meeting agenda for May 16.

- 1. Discussion and possible action regarding the 10<sup>th</sup> Annual Utica Tractor Benefit Ride taking place on Saturday, July 8<sup>th</sup>, 2017 or in the event of inclement weather, Saturday, July 15<sup>th</sup>, 2017.** Harlan Erdahl was in attendance to present this item. He presented a map of the route and roads they will use. He stated this has been an annual tractor ride and they have not been any complaints or concerns. He will provide the certificate of liability insurance after he gets approval from the surrounding towns.  
Motion by Supervisor Damkoehler, second by Sup. Bolender, to approve the use of Town roads for the 10<sup>th</sup> Annual Utica Tractor Benefit Ride pending receipt of the required documents and certificate of liability insurance. Motion carried 4-0.
- 2. Discussion and take final action on the “Class B” Reserve Liquor License Application for “The Fields Reserve, Inc”. Jonathan M. Jaeck, agent, at the premises located at 2479 Glenn Drive, Stoughton, WI. 53589. (This was preliminarily approved/granted, but not issued due to amending the application with a premises description closer to date of opening).** Jon & Kristin Jaeck were in attendance. Clerk Hougan presented a re-cap of the application process. She explained the license fees have been paid with a one month prorated fee for the actual liquor license portion, as they have applied for the renewal license to begin on July 1, 2017 for the renewal period to end June 30, 2018.  
Motion by Supervisor Damkoehler, second by Sup. Olson, to approve issuance of the “Class B” Reserve Liquor License for “The Fields Reserve, Inc.” Jonathan M Jaeck, agent, for the period to end on June 30, 2017. Motion carried 4-0.
- 3. Update, discussion and possible action regarding the Shadyside Culvert project.** Jim Alme, Attorney Bill Morgan and Town Engineer Eric Vieth were in attendance to discuss the options for the Shadyside culverts. Jim presented possible options for repair and lining of the culverts. He presented the areas and how repairs could be done. Some of the culverts are in worse shape than others. When the project is bid out, the Town would need to identify the options desired as vendors are unlikely to perform both cured in place and slip liner installations. If the Town wishes to go with a combination of cured in place and slip liner solutions, separate bids may be required. Replacement or slip lining of culverts under the road will require replacement of the catch basins. Larger basins that capture sediment could be installed. These basins need to be maintained and should be pumped at least two times per year. Eric stated he was not 100% confident the slip lining or cured in place could be done on all of the culverts. Outfall 13 could utilize a slip liner or a

cured in place lining with replacement of the catch basin optional. Outfall 14 will require replacement of the catch basin and culvert under the roadway followed by a cured in place liner or slip lining. Outfall 16 could utilize a slip liner or cured in place lining to the basin in the driveway. The remainder of Outfall 16 would not necessarily need to be addressed at this time. Outfall 15 may have sections too deteriorated to support a cured in place lining. Additionally, Outfall 15 does not run in a straight line and the bends may prevent slip lining. Obstacles or tree roots in the culvert could also be a problem. Jim presented his strategy for preparing an entry point to enable the camera to maneuver through the portion of Outfall 15 that has not been examined so that McCann's can come back and finish videotaping the culvert. If unable to utilize the slip lining or cured in place lining, then the Town would need to look at other options including relocating. Eric presented a schedule and timeline to follow for this project to take place this year. After the needed information of outfall 15 is obtained, the Town needs to move quickly. Eric will prepare for the next meeting an outline of decisions that will need to be made for the project. Jim will get in touch with McCann's to finish videotaping. Attorney Morgan will need Eric to provide him with the legal descriptions for obtaining easements. The Town Board is leaning towards the cure in place option if it can be done with the thinking that this is not only cost effective but might also provide a future town board with the opportunity to utilize slip lining to make repairs after the cured in place lining begins to fail. The Board directed Jim to proceed with plans for videotaping outfall 15, Eric to provide needed information regarding the project to Bill, and come up with an outline of decisions that need to be made, and Bill to proceed with easements. They will have information ready for the next Town Board meeting on May 16, or if sooner, a special Town Board meeting could be held. Staff was directed to proceed with access.

4. **Discussion and possible action regarding the EMS contract between the City of Stoughton and Town of Pleasant Springs.** Attorney Morgan was in attendance. He recommended to adopt the contract that was originally sent, with the original language to page 3. The most recent contract sent to us had conflicting language on page 3. He would have liked to re-write the contract, however he felt it was alright as presented with the changes to page 3 of the contract. He will send the signed contract to the city with a cover letter explaining the action taken regarding the language on page 3 of the contract.  
Motion by Supervisor Damkoehler, second by Sup. Bolender, to accept the EMS contract between the City of Stoughton and Town of Pleasant Springs with the recommendation of the Town Attorney to replace the current page 3 of the contract with the original page 3 language of the contract to properly indemnify the Town. The Town Attorney was directed to submit the contract and cover letter to the City of Stoughton. Motion carried 4-0.
5. **Take action on the Original Operator's License application for Jessica Leanne Tomaszewski.**  
Motion by Supervisor Damkoehler, second by Sup. Olson, to approve the Original Operator's license application for Jessica Leanne Tomaszewski for the period of May 2, 2017 to June 30, 2017. Motion carries 4-0.
6. **Discussion and take possible action regarding East Koshkonong Road.** Chair Pfeiffer explained there was a complaint from the property owner regarding the neighbors gravel driveway. Every time there is a heavy rain, the gravel washes from his driveway to the neighbors, and the shoulder of the road is washed away. There was a question if the culvert was owned by the property owner or by the Town. He stated the culvert under the driveway seems to be high and needs to be lowered and the driveway shaped so the water drains to the side rather than flowing across the road. The ditches on that side of the road also appear to have filled in and need to be restored. We will need to follow up with Public Works regarding the culvert, and see if it can be serviced at no cost, or if the property owner will need to pay. Motion by Chair Pfeiffer, second

by Sup. Bolender, to direct Public Works to review the conditions of East Koshkonong road near the Dave Johnson property and bring recommendations back to the Board. Motion carries 4-0.

7. **Discussion and take possible action regarding Hone Lane.**

Chair Pfeiffer stated he reviewed Hone Lane. It appears the portion of the dead-end circle is a driveway, not road. Public Works will find out more information and report out findings to the Board regarding Hone Lane, and who should maintain.

8. **Discussion and possible action regarding Dane County Towns Association membership and dues.**

Motion by Supervisor Damkoehler, second by Sup. Bolender, to re-join the Dane County Towns Association and pay the associated dues for the membership.  
Motion carried 4-0.

9. **Discussion and take possible action regarding the Board appointments.** Chair Pfeiffer presented his appointments. Supervisor Bolender volunteered to serve on the Plan Commission, he assigned Sup. Larsson to the Public Works Department, he will oversee the Clerk/Treasurer's office, Sup. Damkoehler will oversee the Stoughton Fire & EMS and McFarland EMS, and Sup. Olson will oversee the Deer Grove Fire & EMS.

10. **Discussion regarding the Board member orientation handbook, including the complaint process.** Clerk Hougan provided a revised orientation handbook to the Board members. Chair Pfeiffer reviewed the complaint process. No action taken.

11. **Discussion and take possible action on hiring a seasonal public works employee for the summer.** Chair Pfeiffer reported out he and Sup. Larsson interviewed three candidates. Motion by Supervisor Damkoehler, second by Sup. Bolender, to allow the Town Chair and Public Works supervisor to make a determination on the seasonal employee with the concurrence of the Town Board. Motion carries 4-0.

12. **Discussion and take possible action regarding the Certificate of Deposit maturing with Monona State Bank.** Clerk Hougan explained she contacted Monona State Bank and they stated they would match the banking entity which offered the best rate. Motion by Supervisor Bolender, second by Sup. Damkoehler, to approve renewing the Certificate of Deposit with Monona State Bank with a rate of 1.65% for a period of 24 months. Motion carried 4-0.

13. **Discussion and take final action on the zoning request of Jason Perry, Zoning Ordinance Amendment Petition # 11100, which has been duly adopted by the Dane County Board of Supervisors on April 6, 2017, and approved by the County Executive on April 7, 2017.** Supervisor Bolender stated she reviewed the verbiage from the Plan Commission and Town Board minutes and stated the way it's written on the Ordinance Amendment Petition from Dane County is a little different than what was approved through the Town of Pleasant Springs. She recommended the language be revised and gave the recommended revisions. Once revised with the correct language, to submit the approval of the Zoning Ordinance Petition # 11100, as amended. Motion by Chair Pfeiffer, second by Supervisor Damkoehler, to approve the Zoning Ordinance Amendment Petition # 11100 with the revisions to the language on the petition as discussed, and approve as amended. Motion carried 4-0.

14. **Municipal Clerk's Week Proclamation.** Clerk Hougan reported out that every year there is a proclamation by the Governor for a week in May designated as Municipal Clerk's week to recognize

the work and public service provided by the Clerk's office and staff. The Board thanked the Clerk's office for the work we do.

15. **Discussion on current Public Works projects and duties.** The Board reviewed the Public Works memo regarding current projects and duties. They contracted with a service to assist with the beaver problem in the area.

16. **Clerk's report on office duties and projects.** Clerk Hougan reported out on the current office duties and projects to include: Posting the Ordinances to the website, closing out and finalizing the Spring Election and reporting, springs newsletter, orientation handbook, submitting the annual financial report, bank reconciliation, and other projects the office staff have been working on.

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

- Request from Jon Halverson regarding placement of a culvert on Koshkonong Rd
- Shadyside Culverts
- East Koshkonong-report from Public Works and determine agenda item placement
- Hone Lane-report from Public Workds and determine agenda item placement
- Plan Commission Opening
- Road project meeting

## **REPORTS**

The Board reviewed the Treasurer's report and the reports included in the packet.

## **CORRESPONDENCE**

The Board reviewed the correspondence placed in the packet.

## **CLAIMS**

Motion by Supervisor Damkoehler, second by Sup. Bolender, to approve the claims in the amounts of \$804.02 and \$4,601.29. Motion carries 4-0.

## **ADJOURNMENT**

Motion by Supervisor Bolender, second by Sup. Olson, to adjourn at 8:35 p.m. Motion carries unanimously by acclamation.

Respectively submitted,

Pili Hougan  
Clerk/Treasurer