

**TOWN BOARD MEETING JUNE 20, 2017 – 6:00 P.M.**  
**TOWN HALL, 2354 COUNTY ROAD N**

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

**OTHERS PRESENT:** Town Engineer Eric Vieth, Jim Alme, Chris Miller, Dave Stolen, Matt Quam, Mike Quam, Allen Suehs, Laura Borsenik, Brad Warren.

**Absent & Excused:**

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

**MINUTES OF THE JUNE 6, 2017 TOWN BOARD MEETING**

Motion by Supervisor Larsson, second by Sup. Olson, to approve the minutes as amended. Motion carries 5-0.

**PUBLIC COMMENT**

No one registered to speak at the public comment period.

**BUSINESS**

1. **Update, discussion and possible action regarding the Shadyside Culvert project.** This item was moved to after item # 4. Town Engineer Eric Vieth and Public Works Crewman Jim Alme were in attendance. Eric presented updated plans. He stated the time is critical to get the project out for bid. Town Chair Pfeiffer stated he has been trying to get in contact with the property owners and has been successful in reaching one of the property owners. For Outfall 15-there was a question of whether a temporary or permanent easement was needed, and came to the conclusion a temporary easement would be alright. Permanent easements would need to be obtained at Outfall 12 & 13, Chair Pfeiffer stated Attorney Morgan should try to secure permanent easements in order for the Town to secure they have rights to make repairs, as he feels temporary easements do not clarify whether Towns can make repairs. The Town is not obligated to make repairs without permanent easements. Eric presented his plan set and reviewed the plans for the Outfalls involved. He asked for the Board's approval if he and Jim could work together on this project. Jim stated they will need to find out types of soils, and Eric stated the road will need to be pulverized and exploratory excavation will be done along with an on-site recommendation regarding the soils. Eric reviewed the updated cost analysis with the Board. He stated there will be additional swale work and a vortex unit which could be an alternate bid aside from the manhole. Supervisor Larsson asked about the possibility of speed tables to calm traffic and how much would those added costs be? The Board determined it would be beneficial to find out what those extra costs may be, and asked Eric to gather information on the costs and bring back findings to the next Town Board meeting. Chair Pfeiffer asked Jim about the ditching and if it was something Public Works could take on. Jim would need to look into this. Eric stated the ditching could be part of an alternate bid. Jim asked if the bids would be separated out between the culvert work and the road work. Eric stated he was under the impression this was to be bid out as one big project, but could be separated out if needed. The road contractor would most likely hire out for the culvert work. There will be additional costs at Outfall 14 & 15 as the pavement will need to be restored. Chair Pfeiffer wondered if there will be difficulty getting bids at his time? Jim stated the contractors had a wet start to the season so they may be behind. Eric could make a few calls to see where the contractors time schedules are, and also stated if may be beneficial if the road work was delayed in order to allow the backfill to settle. Chair Pfeiffer stated it will be a 1<sup>st</sup> priority to get the bids out as soon as possible, and to proceed

forward with the Board's suggestions on the traffic control speed tables. He would like Eric to have the information available for the next meeting. Supervisor Larsson will contact the Sheriff's office to see if they can get the speed board set out on Shadyside. Laura Borsenik of Shadyside stated the holes still need to be covered up as they are a safety hazard. Supervisor Larsson assured that Public Works will address the holes in question. Further discussion followed. No action taken. Engineer was directed to come back with plans and revisions.

2. **Discussion and possible action on the request of David & Tammie Smithback, Chris Miller, agent, to rezone 23.4 acres of the 103 acres from A-1 EX to A-2 or RH-4 of parcels #046/0611-2118501, #0611-2118004, #0611-16495260; and #0611-16490010. This request is for the purpose of a residential home, forest management, small gardens & crops.**

Agent Chris Miller was in attendance. Supervisor Bolender reported out on this request. She stated this was the old Holly Manson farm. Motion by Supervisor Damkoehler, second by Sup. Olson, to approve the request as noted above based on the following conditions and deed restrictions as noted:

Deed Restrictions:

1. Agricultural Easement – Permitted access to adjacent farmland from driveway.
2. A single-family resident exists on the newly created parcel of 3.75 acres.
3. No available splits remain on the 3.75-acre parcel.
4. A Preliminary Certified Survey Map - required for 3.75 acres, to be zoned A2(2).

Comments:

- The Certified Survey Map shall show the proper endorsement certificate of the town board approval with the signature line to read Maria P. Hougan, Town Clerk.
- The full name including the middle initial of the owner(s) shall be on the Certified Survey Map.
- Surveyor's name, contact information, survey number and stamp shall be on the Certified Survey Map.
- The new parcel cannot include the drainage ditch to allow Ag Preservation and maintenance to farmer or renter.
- The driveway access needs to be at least 66 feet wide at all points.

Motion carried 5-0.

3. **Discussion and possible action on a request from Bradley Warren & Laura Hoepker, 2904 McConnell Rd., Stoughton, WI 53589 to rezone 2 acres from R-1A to RH-1 for parcel #0611-082-8510-0 to install an animal unit.**

Bradley Warren was in attendance. Supervisor Bolender reported out there had been a lengthy discussion on this request at the Plan Commission meeting. The maximum number of chickens is limited to 50 chickens. Motion by Supervisor Damkoehler, second by Sup. Bolender, to approve the request as noted above based on the following conditions:

1. One available split for a single-family home has been exhausted on 2 acres zoned RH-1.
2. No available splits remain.
3. All structures housing livestock must be located 50 feet from each side and rear lot line and 100 feet from a lot line abutting a R-Residence Zoning District and Parcel #046-0611-071-8005-9.
4. Maximum - 50 chickens permitted.

Motion carried 5-0.

4. **Discussion and possible action on a request from Alice A. Asleson, 1747 Kong Rd., Stoughton, WI 53589 to rezone 3.75 acres of parcels #061113495609 and #061113490006, a total of 77.69 acres, from A-1 EX to A2 (2) for the purpose of selling. The parcel address is 2409 Asleson Road, Stoughton, WI 53589.** Dave Stolen, Agent, was in attendance. Supervisor Bolender reported out on this request. A re-configured map was presented. Motion by Supervisor Bolender, second by Sup. Olson, to approve this request as noted above based on the following conditions and deed restrictions:  
Deed Restrictions:

5. Agricultural Easement – Permitted access to adjacent farmland from driveway.
6. A single-family resident exists on the newly created parcel of 3.75 acres.
7. No available splits remain on the 3.75-acre parcel.
8. A Preliminary Certified Survey Map - required for 3.75 acres, to be zoned A2(2).

Comments:

- The Certified Survey Map shall show the proper endorsement certificate of the town board approval with the signature line to read Maria P. Hougan, Town Clerk.
- The full name including the middle initial of the owner(s) shall be on the Certified Survey Map.
- Surveyor's name, contact information, survey number and stamp shall be on the Certified Survey Map.
- The new parcel cannot include the drainage ditch to allow Ag Preservation and maintenance to farmer or renter.
- The driveway access needs to be at least 66 feet wide at all points.

Motion carried 5-0.

5. **Interview and take possible action with Plan Commission Candidate.** Lila Lemanski was in attendance, and was interviewed by the Board members. Motion by Supervisor Damkoehler, second by Sup. Larsson, to accept the application for the Plan Commission vacancy and to approve appointment of Lila Lemanski. Motion carried 5-0.
6. **Discussion, follow up, and take possible action regarding the service contract with Accurate Appraisal, expiring on December 31, 2017.** Motion by Supervisor Bolender, second by Sup. Olson, to approve the service contract renewal with Accurate Appraisal, for the period of three years choosing Option C, at a cost of \$39,900 each year totaling \$119,700 for three years. Motion carried 5-0.
7. **Discussion and review of the Roads meeting held on June 13, 2017.** Chair Pfeiffer gave a recap of the meeting. He stated what he heard coming out of the meeting was support from the residents for continued borrowing at the current levels, or more. We may want to look closer into this at budget time, and may want to accelerate what was planned. Supervisor Larsson stated Chair Pfeiffer did an outstanding job at presenting and listening. The crowd was respectful and interested in the topics discussed, they were receptive. Other members of the Board shared thoughts on the results of the meeting, and further discussion followed. They agreed we need to have a plan to get the roads caught up and stay caught up so we don't fall behind. They will need to see what Public Works needs to prepare prior to the next budget. Gravel roads and town

road standards will need to be looked at and discussed with Public Works. This will all need to be reviewed at budget time. Recommendation by Supervisor Damkoehler, and seconded by Sup. Larsson, to proceed as fast as possible with the possibility of a referendum to levy additional taxes if needed.

8. **Discussion and possible action regarding a request from FOLKS (Friends of Lake Kegonsa Society) to improve leaf management around Lake Kegonsa this fall. This would include expanding hours at the compost site.** Supervisor Olson reported out at the last FOLKS meeting they were excited about the idea of volunteering and expanding hours. He also stated the FOLKS organization is a 501 C3. They will notify other members of the extended hours. Website hours will be modified. Attorney Morgan will draft a hold harmless waiver. Supervisor Larsson will contact the brush burning site attendant to see if he was available and willing to work the additional hours prior to scheduling volunteers. Motion by Supervisor Olson, second by Sup. Larsson, to approve the additional hours and to direct Attorney Morgan to draft the hold harmless waiver. Motion carried 5-0.

9. **Discussion and possible action regarding the Building Inspector's Contract.** Chair Pfeiffer stated the contract expires annually and wanted to know if the Board had any questions or concerns regarding renewal of the contract. If the Board chose to look into other options they would need to start research, and to notify the current inspector soon, as noted in the contract. Further discussion followed. Motion by Supervisor Larsson, second by Sup. Damkoehler, to recommend scheduling a meeting with the Building Inspector prior to contract renewal. Motion carried 5-0.

10. **Discussion and possible action regarding the renewal Operator's License Applicants.**

- Kristie Lynn Halpin
- Stephanie Gene Harden
- Gracie H. McGovern
- Hannah E. Holschbach

Motion by Supervisor Damkoehler, second by Sup. Bolender, to approve the renewal Operator's License Applicants. Motion carried 5-0.

11. **Discussion and possible action regarding the original Operator's License Applicants.**

- Catherine Marie Uphoff
- Malik J. Mitchell

Motion by Supervisor Damkoehler, second by Sup. Bolender, to approve the original Operator's License Applications. Motion carried 5-0.

12. **Discussion and possible action regarding McConnell Road.** Chair Pfeiffer reported out that this has been resolved. The property owner removed the signs. Public Works will monitor the situation. Public Works needs to have room to turn around when snow plowing. There was previously a turnaround but it has been abandoned. Staff was directed to review the zoning records from 2008 and 2010. No action taken.

13. **Discussion and take possible action regarding East Koshkonong Road.**

Supervisor Larsson reported out he had a discussion with Ted regarding this. The resident across the road was contacted. They would like to see if the resident would be willing to pave a portion of the bottom of his driveway to alleviate the gravel wash out which occurs during heavy rains. The washed-out gravel is a safety hazard. This original complaint came in about 2 years

ago. They will need to re-grade and add a culvert. This may need to be added to the budget for next year. Supervisor Larsson recommended they communicate with the neighbor, figure out what it will take to alleviate the problem, reach out to the property owner to see if he is willing to pave a portion and make repairs. Chair Pfeiffer stated the Town can implement action if need be, it's in the road right of way and the Town can take action if the property owner does not comply. Supervisor Larsson will keep the Board up to date and continue to monitor the situation. No action taken.

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

There was no new information to report at this time. Supervisor Larsson will send a letter to the property owner requesting relocation of the hoop tent. He will follow up with Public Works prior to the letter sent regarding appropriate location. Supervisor Damkoehler asked to revisit this agenda item and directed Sup. Larsson to draft letter and send to resident.

15. **Discussion on current Public Works projects and duties.**

The Board reviewed the memo from Public Works. The Board discussed last year's seal-coating process due to some of the complaints at the Roads meeting.

16. **Clerk's report on office duties and projects.** Clerk Hougan reported out on the office duties and projects they have been working on with some of the projects to include the four-year voter registration post cards have been sent out, and taking the necessary action. Budget spreadsheets are being prepped, training and webinar for ETF for local payroll reporting that is being phased in to local municipalities, along with the usual day to day office duties.

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

- Shadyside Culverts
- McConnell Road-next or future agenda
- Hone Lane-2<sup>nd</sup> meeting in July
- Building Inspector-future agenda prior to contract renewal

## **REPORTS**

The Board reviewed the reports included in the packet.

## **CORRESPONDENCE**

The Board reviewed the correspondence included in the packet.

## **CLAIMS**

Motion by Supervisor Damkoehler, second by Sup. Larsson, to approve the claims in the amount of \$21, 537.74. Motion carried 5-0.

## **ADJOURNMENT**

Motion by Supervisor Damkoehler, second by Sup. Bolender, to adjourn at 9:05p.m. Motion carries 5-0.

Respectively submitted,

Pili Hougan  
Clerk/Treasurer