

**JOINT TOWN BOARD MEETING JULY 17, 2018 – 6:00 P.M. (Site visit at 5:30 p.m.)
TOWN HALL, 2354 COUNTY ROAD N**

PRESENT: Chair David Pfeiffer, Supervisor Jay Damkoehler, Supervisor Janiece Bolender, Supervisor Doug Larsson, Supervisor Eric Olson, and Plan Commission Chair Audra Dalsoren, Plan Commissioners Michele Parker, Melanie Miller, Lila Lemanski, and Clerk/Treasurer Pili Hougan.

OTHERS PRESENT: Randy Ehle, Jim Alme, Shelby Hoops, Sara Knickmeier, Brian Spanos, Jason Elliott, Dana Dorskocil

Absent & Excused: John Pitas, Mark Asleson

Chair Pfeiffer called the meeting to order at 6:04 p.m.

MINUTES OF THE JULY 09, 2018 TOWN BOARD MEETING

The minutes were not approved at this meeting. They will be placed on the August 7 Town Board agenda for approval.

PUBLIC COMMENT

No one spoke during the public comment period.

BUSINESS

Discussion and take possible action regarding the previous request from 1999 regarding an agreement on a parcel 0611-143-8720-6 (Parcel 2) between the Daleys and the Elsings where the Daley's desired to transfer the land Division/split rights for Parcel 1 (0611-094-9715-1) to Parcel 2 so the Daley's would have the right for two splits for Parcel 2. The agreement in the document also states The Daley's, the Elsing's, and the Town agree that Parcel 1 (0611-094-9715-1), at the time of the Daley's/Elsing's conveyance, will be deed restricted to prohibit residential construction or development, and the land division/split rights for Parcel 1 shall be and hereby are transferred to Parcel 2. (Document(s) are included in the packet, this pertains to agenda item # 2 regarding Parcel # 0611-143-8720-6) Chair Dalsoren presented the request.

She stated the Plan Commission met on July 5, 2018 and they discussed this request from 1999. They reviewed the past minutes and documents and determined the Board at the time had agreed to transfer at the initial request in 1999. She recommends to grant request of transfer.

Motion by Plan Commission Chair Dalsoren, second by member Miller, to approve the request for transfer of development rights as requested in 1999. All in favor.

Motion by Chair Pfeiffer, second by Supervisor Bolender, to approve the request for transfer of development rights as requested in 1999. All in favor.

Discussion and take possible action on a Final Certified Survey Map, drawing #5146-17, dated 6/19/18 for Randall & Robert Ehle, 1898 Barber Drive, Stoughton, WI 53589, Jason Ehle, acting as agent for 6.0 acres of Parcels 0611-144-9000-4 and 0611-143-8720-6 (2432 County Highway BN, Stoughton WI 53589) rezoned from A-1EX to A-2(4) to create a new residence. (This was tabled at the July 5 Plan Commission due to action needed on agenda item #1). Chair Dalsoren presented this request.

She noted the roads are labeled properly, the names of owners are listed on the document. She stated this was a flag pole lot, but there was an exception to the town policy as it's a family residence. The document has the initials of the property owner. One remaining split with A1-EX property.

Motion by Chair Dalsoren, second by to review and discuss the Final Certified Survey Map.

Discussion followed.

Motion by Member Miller to approve, second by member Parker to approve the Final Certified Survey Map, drawing #5146-17 dated 6/18/2018 for 6 acres on the parcels as listed above with the following restrictions:

With restrictions as follows-

- Needs to state Maria P. Hougan as the Town Clerk
- Easements
- Roads are labeled properly
- Owner listed
- Flag lot-exception to Town Policy as it's a residence
- Middle initial of property owners
- Needs to list the Town Clerk as Maria P. Hougan
- Not in any extra-territorial properties

All in favor.

Discuss and take possible action on the request of Tom Sayre, 5911 West Pomeroy Road, Fulton, WI 53534, Dana Doscocil, acting as agent, to apply for a Transfer of Development Right from Parcel 0611-033-9230-0 currently zoned as A-1(EX) for property located in Cottage Grove, WI 53527 to the receiving Parcel 0611-023-8500-7 currently zoned as A-1(EX) located on Kinney Road. Dalsoren presented the request. This was the site visit. She noted she asked the members to take notice of the quality of the cropland and growing crops that were on the property. This action will be voting on the transfer parcel only. She noted this meets the requirements of a transfer request.

Motion by member Parker to discuss, second by member Miller. Discussion took place. They are rezoning the 3.5 acres to create a building site. There will be no further development. The remaining land will be A1-EX. This transfer will be considered null and void if it fails to recorded. They reported the Plan Commission and Town Board visited the site.

Motion by Parker, second by member Miller to approve the transfer with the following conditions:

Deed Restrictions:

1. There will be no further development, no splits available on the sending Parcel 0611-033-9230-0.
2. The receiving Parcel 0611-023-8500-7 will receive the additional split and will have 3 splits available.
- 3.

Motion carries with Lemanski voting in opposition.

Discuss and take action on a request from Tom & Donna Sayre, 5911 W Pomeroy Road, Fulton, WI 53534, Dana Doscocil, acting as agent to rezone 3.5 acres of Parcel #0611-023-8500-7 from A-1 EX to RH -1 to create a single family 3.5 acre building site while preserving the remaining 37.3 acres as agriculture. The property is located on Kinney Rd. Plan Commission Chair Dalsoren introduced the request for rezone. Motion by member Parker to discuss, second by member Olson. Discussion followed regarding the request. Rezone of 3.5 acres leaving 37 as agricultural. Chair Dalsoren noted the agricultural quality in the ag preservation area and made note of the crop condition of the parcel.

Motion by member Parker, second by member Miller, to approve the request for a rezone as stated above with the following conditions:

Deed Restrictions:

1. The remaining 37.3 acres zoned A-1 EX has 2 splits available. RH-1 will have no additional splits available.

Conditions:

1. The driveway will be listed on the CSM with reinspection by Public Works.
2. Utility easement will be noted on the CSM.
3. A Certified Survey Map (CSM) is required for the rezoned parcel.
4. Owner names(s), be listed on final CSM and the correct language for Town approval to be noted on CSM.
5. CSM must be approved and recorded, if CSM is not recorded the rezone becomes null and void.
6. No extra-territorial boundaries

Motion fails 3-2 with Lemanski, Miller, and Dalsoren voting noe.

This item will be before the Town Board on August 7, 2018.

Discuss and take action on a Preliminary Certified Survey Map, #13658 dated 6/12/18, received 6/14/18, from Jim Alme, 2016 Spring Road, Stoughton, WI 53589, Brian Spanos, acting as agent, for a rezone of approximately 4.02 acres of Parcels 0611-53-8630.0, 0611-064-8030-0, and 0611-064-8010-0 from C-1 to C-2, along 2917 Hwy MN, for mini storage warehouses.

Supervisor Bolender presented this request. She stated the motion carried unanimously at Plan Commission. Brian Spanos was in attendance. They discussed the driveway dimensions and they should be 24 ft. minimum. Motion by Supervisor Bolender, second by Sup. Olson, to approve the Preliminary Certified Survey Map # 13658 dated 6/12/18 for the rezone of approximately 4.02 acres of Parcels 0611-053-8630-0, 0611-064-8030-0, and 0611-64-8010-0 from C-1 to C-2 along Hwy MN for mini storage warehouses with the following conditions:

Conditions:

1. A 24' driveway needs to be designated on the Preliminary Certified Survey Map.
2. The Town Clerk needs to be changed to Maria P. Hougan.
3. The Village of McFarland needs to be contacted in regard to the Extra Territorial conditions.
4. Extra territorial language for the Village of McFarland if needed and the City of Madison to be added to the CSM.

Motion carried 5-0.

Discuss and take possible action on a request to rezone 3.1 acres of a total of 11.18 acres of Parcel 0611-322-8580-9 from A-1 (EX) to RH-1 from Oscar Linnerud, 2948 County Highway B, Stoughton, WI 53589, Shelby Hoops, acting as agent, for the purpose of providing a split to granddaughter for a primary residence on least productive land. Shelby Hoops was in

attendance. Supervisor Bolender presented.

Motion by Supervisor Bolender, second by Sup. Olson, to approve the request as listed above with the following conditions:

Deed Restrictions:

1. 1 buildable split to be used on the 3.1 acres zoned RH-1 with no additional residential development.
2. The remaining 11.18 acres zoned A-1 (EX) will have 3 remaining splits.

Conditions:

1. A Certified Survey Map (CSM) is required for the rezoned parcel.

2. Driveway placement to be shown on the Certified Survey Map (CSM) and approved the Public Works Department.
3. Owner name(s) must be listed on the Final CSM with the correct language for the Town approval to be noted on the CSM.
4. CSM must be approved and recorded, if CSM is not recorded the rezone becomes null and void.
5. The City of Stoughton must be contacted for the Extra Territorial Conditions and language added to the CSM.

Motion carried 5-0.

Discussion and possible action regarding the Oak Knoll SALL ditching project and Dane County Erosion Control permitting process. Kurt Hedstrom, Jason Elliott, and Sara Knickmeier of Stoughton Area Little League were in attendance. Chair Pfeiffer explained the town engineer had submitted information regarding permitting. The Town should be listed on the permit as the applicant. He explained in the past the county had done some erosion control work and thought the county should have some responsibility. The town engineer will find out what the county is responsible for. They discussed grant opportunities. Supervisor Larsson is assisting them with a grant and requested a “wish list” of information in order to proceed. They discussed an agreement or memorandum of understanding for more of a long-term contract. The contract language will be revised to add an agreement for more of a long-term use. The contract language revisions will be presented in the fall around Sept. or October, around budget time. There will be language in the contract to protect the investment of the SALL group, and guarantee there will be funding from SALL, and to protect SALL for continued use in the future. The town attorney will assist with the language for the revisions to the contract. SALL updated the Board on the revised quote came in around \$21,000. They will submit the revised quote to the town. Chair Pfeiffer added the liability insurance should be under the town’s insurance policy, it should be covered by the town as the town owns the property. Further discussion followed.

Motion by Supervisor Damkoehler, second by Sup. Olson, to proceed with the necessary permits for erosion control from Dane County. Motion carried 5-0.

Discussion and possible action regarding the Shadyside Culvert project, review and authorization of bid documents. Chair Pfeiffer explained the bidding documents are not ready yet. He reported out on the recent conversations with the Town Attorney. They discussed options regarding the culverts and placement of the culverts. Chair Pfeiffer will notify the party the Board is not interested in negotiating the one time offer. No action taken.

Discussion and possible action regarding storm water runoff at 1687 Koshkonong Road. Chair Pfeiffer stated he went out and took video and pictures during a heavy rainfall recently of the gravel washout. They discussed several options and solutions. He spoke with the attorney regarding responsibilities of the town. The town needs to take the steps we can to improve the road and road right of way. We cannot issue a citation for public property and can issue a citation only if it is deemed a nuisance. Jim Alme stated there is a culvert under the driveway which is mostly blocked as it has filled in over the years. Water does not flow properly through the culvert. He explained solutions and his recommendations to on how this may be resolved to the board. He explained there is a fair amount of work but if done properly it could work. The ditch needs to be improved on both sides. Public Works staff was directed to find out the cost of ditching on both sides, and cost of a culvert assessment to property owner.

Discussion and possible action regarding the return of the driveway damage deposits for:

- a. **Chad Troy, 1728 Oak View Drive**
- b. **Scott Bellefeville, 3068 Linnerud Drive**

Motion by Supervisor Damkoehler, second by Sup. Bolender, to approve the return of the driveway damage deposits for Chad Troy and Scott Bellefeville. Motion carried 5-0.

Discussion and possible action regarding an Ordinance for an Alternate Claims Procedure, authorizing the Clerk / Treasurer and / or her designee the right to make ACH payments for recurring bills without prior approval from the Board, to authorize payments regarding bills that come due prior to the next Town Board meeting. (2nd Reading) No action taken. This will be brought back for a 3rd reading on August 7.

Discussion and possible action regarding a Transportation Resolution.

The Board reviewed the draft transportation resolution provided by the Wisconsin Towns Association and added a few revisions. The amended draft will be back for final review and approval at the August 7, Town Board meeting.

Discussion and possible action regarding language and timing of referendum to exceed levy limit. The Board reviewed the timeline to have a referendum placed on the ballot. They determined if a referendum was needed, it would be on the April ballot. This will be discussed on a future agenda.

Discussion and possible action regarding the Superintendent of Public Works position.

The Board discussed other options to advertise for the position. They will continue to advertise for the position and will review the applications received and determine which applicants to interview.

Discussion and possible action regarding the Plan Commission applicant.

The Board determined to interview the applicant on August 1 at 6:00 p.m. prior to the Plan Commission meeting.

Discussion on Public Works projects and duties.

Jim Alme reported out there is damage to the chip seal on Lunde Circle due to a landscaping project. The cost to repair the damage could be between \$2,000-\$4,000 depending on which vendor is available, and if they can do the work when they are near the location. Chair Pfeiffer stated they could hold off on the repairs until the contractor was in the area. Jim updated the Board on the sealcoating to be done on July 30-31st. Farhner will be notifying the residents of the work schedule and parking. Jim updated the Board on the projects and workload they are working on and how they are handling the workload being down one staff member. He will be out on vacation the first week in August. He and Greg picked up TV's on two separate morning that were dropped in the road. He went on to list several upcoming projects that will need to be taken care of in the near future. Chair Pfeiffer stated he spoke with Sheriff Mahony regarding the paving of the parking lot. Dane County's budget is already done, but they could possibly do some sort of agreement. Sheriff Mahony will contact David regarding a possible agreement. Jim proposed an idea to help alleviate the ice issue behind the Sheriff's precinct which consisted of removing the stumps and adding gravel to the area.

Clerk's report on office duties and projects.

Clerk Horgan reported out on some of the recent duties and projects staff has been working on to include:

- Paul with Baker Tilly reviewed the books
- Poll worker schedule had been finalized and sent out
- Office is planning and prepping for the August 14 Partisan Primary
- Re ran Superintendent ad in HUB-Great Dane-Wis Towns Assoc., Will post to other sites
- In office absentee voting starts Monday, July 30 and runs through Friday August 10 @ 5:00. Hours and information posted to website.
- Start on budget prep-gather information

- Plan Commission activity has picked up-TDR process
- Working on LP fuel pricing

Discussion on items to be placed on the next agenda.

- Shadyside Culvert project and bidding documents
- Superintendent of Public Works update
- LP fuel
- Ehle final CSM
- Sayre rezone
- Ordinance for Alternate Claims Procedure (3rd reading)
- Transportation Resolution

PLAN COMMISSION REPORT

N/A

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. Bolender, \$10,192.63. Motion carried 5-0.

ADJOURNMENT

Motion by Supervisor Bolender, second by Sup. Olson, to adjourn at 8:55 p.m. Motion carried unanimously.

Respectively submitted,

Pili Hougan, Clerk/Treasurer