

**TOWN BOARD MEETING AUGUST 7, 2018 – 6:00 P.M.**  
**TOWN HALL, 2354 COUNTY ROAD N**

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

**OTHERS PRESENT:** Randy & Robert Ehle, Shelby Hoops, Lt. Jeremy McMullen, Buck Sweeney, Dick Green, Diana Olson, Mike Wylesky

**Absent:** Supervisor Doug Larsson

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

**MINUTES OF THE JULY 9, 2018 TOWN BOARD MEETING**

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

**MINUTES OF THE JULY 17, JOINT PLAN COMMISSION AND TOWN BOARD MEETING**

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

**MINUTES OF THE JULY 27, SPECIAL TOWN BOARD MEETING**

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

**PUBLIC COMMENT**

Dick Green, 2561 Brown Deer Rd, appeared before the Board to speak of his opposition of letting go a former Public Works employee who served the Town for 13 yrs. Further discussion followed. He explained you don't let go of employee's like that, you recognize them. He went on to explain acts of the dedication by the former employee, including the events one year on a snow storm during the Christmas Holiday.

Mike Wylesky, of 2048 Williams Dr., appeared before the Board to speak of his opposition in letting go the former Public Works employee. He spoke of the dedication and knowledge of the former employee and co-worker, and he has served the Township for 13 years, why let someone like that go? He wanted an answer. Chair Pfeiffer stated they could not go into personnel matters. Mike stated he and his co-worker fixed machinery, made sure the roads were plowed and safe for the residents, even during Holidays, and one time with being sick with pneumonia, but still served the Town.

**BUSINESS**

**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 B, Stoughton WI 53589) rezoned from A-1EX to A-2(4) to create a new residence.**

Supervisor Bolender presented the request. Randy and Robert were in attendance.

Motion by Supervisor Bolender, second by Sup. Olson, to approved the request 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

Motion carries 4-0.

**Discuss and take possible action on a Preliminary Certified Survey Map #14409, dated 6/14/18, 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.**

Shelby Hoops was in attendance. Supervisor Bolender presented the request.

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

The following are the Deed Restrictions and Conditions for the rezone and Certified Survey Map:

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

Conditions:

1. A Certified Survey Map (CSM) is required for the rezoned parcel.
2. Owner name(s) must be listed on the Final CSM with the correct language for the Town approval to be noted on the CSM.
3. CSM must be approved and recorded, if CSM is not recorded the rezone becomes null and void.
4. The City of Stoughton must be contacted for the Extra Territorial Conditions and language added to the CSM.

Motion carried 4-0.

**Discussion and answer period with Lt. Jerry McMullen of Deer-Grove EMS.**

Lt. Jerry McMullen introduced himself. He has been on the volunteer Deer-Grove EMS for 17 years. He asked if the Board had any questions regarding the contract, or any other type of questions. Chair Pfeiffer asked about the formula for figuring the contract amounts, Supervisor Bolender asked about number of calls and the criteria for additional staff and an additional truck. Supervisor Bolender reported out she had attended a recent meeting and discussed some of the agenda items at that meeting. Lt. McMullen reported out on the number of calls for the Pleasant Springs area and the billing rate.

**Discussion and possible action regarding the Shadyside Culvert project and authorization to accept bids for the project.**

Clerk Hougan reported out the bid ad is published in the paper. Bid packets are available at the Town Hall. The deadline to submit bids is August 16. Chair Pfeiffer reported out on the easements and which have and have not been signed. He and Dane County met on site with one of the property owners regarding the easement. The Town is in the process of applying for permits. He discussed the timeline for this project. Further discussion followed. No action taken at this time.

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

Chair Pfeiffer reported out the Board interviewed two candidates. The Board is interested in extending an offer to one of the candidates. Jim Alme, Chair Pfeiffer, and Supervisor Jay Damkoehler met with the candidate of interest. Chair Pfeiffer asked the Board if they should have a second interview with proposed candidate? Further discussion followed. Supervisor Damkoehler recommended a second interview. After further consideration, the Board determined to conduct a second interview for Friday, August 10, at 4:00 P.M. and to include the closed session language on the agenda. Chair Pfeiffer will contact the candidate.

**Discussion and possible action regarding the New Operator License applications for:**

- a. **Luke Alan Nelson**
- b. **Kristen Jay Jaeck**
- c. **Amalie L Nelson**

Motion by Supervisor Damkoehler, second by Sup. Bolender, to approve the operator's licenses for the applicants listed above. Motion carried 4-0.

**Discussion and possible action regarding the request for a return of a driveway damage deposit for:**

- d. **Peter Franzen, 2204 Beatrice Ct.**
- e. **Amy Frochtzweig, 2277 Rinden Road**

Motion by Supervisor Damkoehler, second by Sup. Olson, to approve the return of the driveway damage deposits for Peter Franzen and Amy Frochtzweig. Motion carries 4-0.

**Discussion and possible action regarding the price for LP fuel and contracts.**

The Board reviewed the information and prices prepared by Clerk Hougan.

Motion by Supervisor Bolender, second by Sup. Damkoehler, to approve the LP prices with Landmark for 3,000 gallons at a price of \$1.439 per gallon. Motion carries 4-0.

**Discussion and possible action regarding the renewal of the General Services Engineering Agreement with Eric Vieth of Strand & Associates.**

The Board reviewed the proposed contract. The only change was to change the termination date to August 7, 2020.

Motion by Supervisor Bolender, second by Sup. Damkoehler, to renew the general services engineering agreement with Eric Vieth of Strand & Associates with the expiration date of August 7, 2018. Motion carried 4-0.

**Discussion and possible action regarding setting future meeting dates for the 2019 Budget and Employee Evaluations.**

The Board set the 2019 Budget dates and employee evaluations as follows: Tuesday, September 25 @ 5:00, Wednesday, October 10 @ 5:30, and Tuesday, October 25 @ 5:30, with the employee evaluations to be on October 25, with the times to be yet determined.

**Discussion and possible action on authorizing compensation to Supervisor Damkoehler for temporarily taking on some Public Works responsibilities.**

Supervisor Damkoehler made a public statement, he does not want any additional pay for his assistance in Public Works. Chair Pfeiffer stated he wanted to recognize Supervisor Damkoehler for his additional time and assistance. No special meeting will be held for consideration of additional compensation. No action taken.

**Discussion and possible action regarding stormwater runoff at 1687 Koshkonong Road.**

Supervisor Damkoehler reported out one of the property owner's driveway is pitched so there is lots of gravel washout during heavy rains. The Board discussed possible solutions to include replacement of culverts, ditching within road right of way, etc. Public Works is getting quotes on culverts. No action taken.

**Discussion and possible action regarding Chapter 33: 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. (3<sup>rd</sup> reading)**

Motion by Supervisor Damkoehler, second by Sup. Bolender, to approve and enact the Ordinance for an Alternate Claims Procedure, Chapter 33, on a roll call vote with Chair Pfeiffer, and Supervisors Damkoehler, Bolender, and Olson voting in favor.

**Discussion and possible action regarding the Transportation Resolution.**

Motion by Supervisor Damkoehler, Second by Sup. Bolender, to approve and publish the Transportation Resolution on a roll call vote with Chair Pfeiffer, and Supervisors Damkoehler, Bolender, and Olson voting in favor. This will come back to the next meeting with a resolution number for a final reading.

**Discussion and possible action regarding scheduling meetings to review and provide feedback regarding the revised Dane County zoning code and map updates. (Sept. 5 as a possible Joint meeting of the Plan Commission and Town Board, along with additional meetings as discussed)**

Chair Pfeiffer stated the Board and Plan Commission will need to review the revisions to the Dane County Zoning code and address any questions or concerns. There will be a joint meeting on Sept. 5 with the Plan Commission and the Board, they will determine at that meeting the process on a future meeting date with residents and the process on notifying the residents. No action taken.

**Report out by Janiece Bolender regarding Deer-Grove EMS.**

Supervisor Bolender reported out on the meeting she attended. Chief Matcha resigned from Deer-Grove EMS.

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

The Board reviewed the call log and Public Works report submitted by Supervisor Damkoehler. Supervisor Damkoehler reported out on the recent events public works have been working on to include tree trimming, removing eight truckloads of brush and tree limbs, cleared tree's over I-94, burning, very busy with mowing due to the recent rainfalls, International truck taken for repair to replace a cylinder, install back up alarm on the 2011, discussed the option of leasing vs replacing mower and tractor equipment, placed items on Wisconsin Surplus.

### **Clerk's report on office duties and projects.**

Clerk Hougan reported out on the office duties and projects staff has been working on to include:

- Preparing for the August 14, Partisan Primary Election-absentee voting, poll books, training, public test, etc.
- Submitted the Local Roads Improvement Project to the DOT for reimbursement of over \$14,000, for the construction project on Shadyside Drive.
- Budget Prep
- LP and fuel prices
- 2<sup>nd</sup> quarter payroll procedures and tax reporting; work comp tax reporting
- Renewed Notary Commisison
- Other routine day to day office duties

### **Discussion on items to be placed on the next / future agenda.**

- Brush Burning Site Contract
- Shadyside Culvert Project
- Transportation Resolution-Final
- Bruce Johnson-Quam Park
- Neighborhood Association (possible future item)
- Fuel Bids-Gasoline
- Driveway Damage Deposit-damages incurred at \$2500.00
- Future item-Employee Benefits Handbook revisions

### **PLAN COMMISSION REPORT**

Supervisor Bolender reported out that Mark Asleson held a training at the previous Plan Commission meeting. There will be a joint meeting of the Plan Commission and Board on Sept. 5, 2018, discussed the Dane County Zoning and Air BNB.

### **REPORTS**

The Board reviewed the reports included in the packet and provided at the meeting.

### **CORRESPONDENCE**

The Board reviewed the reports included in the packet and provided at the meeting.

### **CLAIMS**

Motion by Supervisor Damkoehler, second by Sup. Bolender, to approve the claims in the amount of \$38,034.85. Motion carried 4-0.

### **ADJOURNMENT**

Motion by Supervisor Olson, second by Sup. Bolender, to adjourn at 8:15 p.m. Motion carried unanimously.

Respectively submitted,

Pili Hougan, Clerk/Treasurer