

TOWN BOARD MEETING SEPTEMBER 4, 2018 – 6:00 P.M.
TOWN HALL, 2354 COUNTY ROAD N

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

OTHERS PRESENT: Jim Alme, David Smithback, Eric Vieth

Absent: Supervisor Doug Larsson

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

PUBLIC COMMENT:

No one registered to speak at the public comment period.

MINUTES OF THE AUGUST 21, 2018 TOWN BOARD MEETING

Motion by Supervisor Damkoehler, second by Sup. Olson, to approve the minutes as printed. Motion carries 3-0.

BUSINESS

Discussion, update and possible action regarding the status of the Shadyside Culvert project.

Chair Pfeiffer reported out on the easements. He stated the contract with Nelson Excavating had been revised. The Town Attorney revised the easement and sent revised easement to the property owner. The Town will need to obtain a written agreement regarding the driveway of one of the property owners. Supervisor Olson wondered if there would be a delay in the start time of the project due to obtaining the agreement and signed easements, and wondered if the project was on hold? Town Engineer Eric Vieth stated the County won't issue the erosion control permits until they have the signed easements in place. Outfall 13 may not be able to be completed this year due to the high lake levels. If project runs into October, the County may have an issue with permits. Chair Pfeiffer stated he will be in touch with the Attorney to obtain the necessary agreements and easements as soon as possible to get this project done this year. No action taken.

Discussion and possible action regarding Straus Rd. culvert repair.

Town Engineer Eric Vieth was in attendance. He passed out a map of the area around Straus Rd. He has been in touch with Craig Pringle of the DOT. Eric explained part of the issue is the replacement pipes and removal of a potential blockage. Eric requested the calculations from the DOT, and will review the stormwater calcs. New culverts would be sized for the 100-year storm, however that would be very costly for the Town. Most municipalities size storm sewers for a minimum of a ten-year event, but some size for higher events such as 50 year. The Town would need to decide upon what year storm event for the culverts between 10 and 50 year. The cost would be associated to what type of storm event the Town decides upon. Eric Vieth will come back with options. Jim Alme was in attendance and he and Eric discussed options for a temporary solution. David Smithback, the property owner, was also in attendance and he explaining in a few weeks he will need to get his farm equipment down the road. He also stated Public Works did a good job the other day on the repair after it washed out. The Town will need to find a contractor to perform the temporary fix, the permanent fix will need to be done at a later time. Part of problem is that Straus Rd is a gravel road. Some of the roads are in the Town of Christiana and they will need to get the property owners and Christiana involved. Supervisor Damkoehler discussed they may be able to get some bridge aid. Chair Pfeiffer stated there is potential for some flood damage disaster aid, but they need to be careful to make sure it qualifies for the disaster aid. Chair Pfeiffer will contact Craig Pringle with the DOT to see if they will provide any type of funding for this project. Supervisor

Damkoehler will try to contact Charter regarding the fiber optic cable. Eric Vieth will provide an estimate. Quotes will need to be obtained from contractors. The project should not be over the threshold, but if it is, it will need to go through the bidding process. Supervisor Damkoehler and Jim Alme will get quotes from the contractors. They may need to hold a special Town Board meeting for the purpose of approving the quotes from the contractors. Inform Eric Vieth if they want him meet with them. No action taken.

Discussion and possible action regarding approval of a new operator's license for:

- **Marvin William Davis**

Motion by Supervisor Damkoehler, second by Sup. Bolender, to approve the new operators license for Marvin William Davis. Motion carries 4-0.

Discussion and possible action regarding the amendments to the Employee Benefits manual.

The Board reviewed the proposed changes to the manual.

Motion by Supervisor Damkoehler, second by Sup. Bolender, to make the amendments to the manual as presented. Motion carries 4-0.

Discussion on Public Works projects and duties.

Public Works employee Jim Alme reported out on the recent events due to all the rain and storms. The Board reviewed the log presented by Supervisor Damkoehler. Chair Pfeiffer stated this was a perfect example of documenting. Discussed cell phones and virtual cell phone #'s for Public Works to have one phone with Town # along with personal #. Chair Pfeiffer commented on the amount of rain issue Public Works employee Jim Alme has been dealing with.

Clerk's report on office duties and projects.

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

- Votes recorded and reconciled-closed out election-election closed checkpoint
- Revised and signed, and sent the contract to Nelson Excavating LLC for the Shadyside Culvert Project.
- Amended per Board recommendation, sent, and received the signed brush burning site agreement
- Flood damage information to Rural Ins. Received notification they will not pay
- Flood damage information emails, etc.
- Easements signed, still need easements from two property owners; will forward signed on to Attorney for recording once we receive all of them
- Nov. 6 Ballot order and election prep has started
- Continue working on budget / bank reconciliation/ JE's/ etc.
- Dog license reconciliation and due to Dane County Sept. 14
- Joint Plan Commission meeting regarding revision of Chapter 10- Dane County zoning

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

- Shadyside Culvert Project
- Straus Rd.
- Consideration of additional hours for Brush Burning Site
- Future agenda item-Budget amendments

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, to approve the check register dated August 22 for claims in the amount of \$4620.30, and the check register dated Sept. 4 for claims in the amount of \$66,325.91. Motion carries 4-0.

ADJOURNMENT

Motion by Supervisor Bolender, second by Sup. Olson, to adjourn at 7:37 p.m. Motion carries 4-0.

Respectively Submitted,

Pili Hougan
Clerk/Treasurer