

**TOWN BOARD MEETING September 6, 2016 – 6:00 P.M.**  
**TOWN HALL, 2354 COUNTY ROAD N**

**PRESENT:** Chairperson Mary Haley, Supervisor David Pfeiffer, Supervisor Janiece Bolender, Supervisor Tom McGinnis, Supervisor Jam Damkoehler, and Clerk/Treasurer Pili Hougan.

**ABSENT:**

Chairperson Haley called the meeting to order at 6:02 p.m.

**MINUTES OF AUGUST 16, 2016 TOWN BOARD MEETING**

Motion by Supervisor Bolender, second by Sup. Pfeiffer, to approve the minutes of August 16, 2016. All in favor.

**PUBLIC COMMENT**

No one registered to speak at the public comment period.

**BUSINESS**

1. **Discussion and possible action from the Cottage Grove Fire Department/Bruce Boxrucker.** Supervisor Pfeiffer reported out that he recently attended a meeting with the DeerGrove EMS. He reported that DeerGrove may be looking at merging with another district for EMS, this merge should result as a benefit to the Towns involved. Sup. Pfeiffer wants to find out more about the possibility of an enterprise fund. Funds should be going into a segregated account. Everyone should pay the same amount per capita, and wants to discuss how the fees for the contract amount are determined, and how the agreement is made up, and what the Town is paying for within the agreement. The Board decided they would invite Bruce Boxrucker to a Board meeting after the budget meetings.
2. **Discussion and possible action regarding the Shadyside culverts.** Chair Haley reported she spoke with Attorney Bill Morgan and he is waiting to hear from the parties involved, and he will provide us with information once he has heard from them. The engineer should provide us the revised information regarding the plans for the bids. Supervisor Bolender requested the breakdown estimated materials and labor costs to submit to the contractors for the bidding process. Staff was directed to contact the engineer for the breakdown and opinion of probable cost for the project.
3. **Discussion and possible action regarding EMS services.** The Board has not heard back regarding the EMS contract with the City of Stoughton. No new information to share at this time. It was determined if we don't hear back regarding the contract, we will use the same budget #'s as 2016.
4. **Discussion and possible action regarding the Municipal Court Intergovernmental Agreement between the City of Stoughton and Town of Pleasant Springs.** Chair Haley reported out that she and Clerk Hougan met earlier in the day with the City of Stoughton officials, attorneys, and employees. They discussed the proposed new agreement. The City of Stoughton will report back to us on their findings, and the Board will determine what action they want to take after review of information presented. Staff was directed to look for the expiration date of the contract between Dane Co. Sheriff and the Town of Pleasant Springs regarding law enforcement services.

5. **Discussion and possible action regarding setting employee evaluation dates.** The Board set the employee evaluation dates for Thursday, October 12, 2016 starting at 3:00. They will do half hour segments from 3:00 to 5:00. The Budget meeting to be held on Oct. 12 will start at 5:00 instead of 5:30. The reviews should be ready by October 4 for the Board to review prior to Oct. 12.
6. **Discussion and possible action regarding closing the road for the Veteran's Memorial Ceremony on November 12, 2016.** Chair Haley reported out she was contacted by Dale Broughton regarding a road closing for the ceremony. He wanted to know if the board wanted them to come to a future board meeting to discuss the closing of a portion of Highway B for the Veteran's Memorial Ceremony on November 12. The Board determined they could speak with Jim and Ted regarding the road closing, and that appearing at a Board meeting was not necessary.
7. **Discussion and possible action on the draft wood clearing notice.** The Board reviewed the draft wood clearing notice and made suggestions for changes. Staff was directed to make the changes and bring back the notice to the next Board meeting on September 20.
8. **Discussion and possible action regarding the proposal from Brown Heating & Air Conditioning.**  
A motion was made by Supervisor Pfeiffer, second by Sup. Bolender to approve the proposal from Brown Heating & Cooling in the amount of \$450.00 to install heating supplies in the men's and women's bathrooms.
9. **Discussion and possible action regarding the Clerk's office construction priorities.** The Board discussed options for windows in the clerk's office. They determined to hold off on any definite plans for the time being, and then incorporate the clerk's office remodel in phases. Supervisor Bolendar will review the possibility of a counter style door which opens all or half way, to allow as another area for customer service. Staff will look into a sign to be placed on the door that indicates for authorized personnel only.
10. **Discussion/review and possible action regarding the Landmarks Contract.** The Board reviewed the Landmarks contract. Chair Haley requested Landmarks to add the start and end dates for the contract, otherwise the contract looked good. The contract had been approved at the previous Board meeting, this was for review purposes only.
11. **Clerk's Report on office duties and projects.** Clerk Hougan reported out on the office duties and projects to include the upcoming November Election preparation, the annual Recycling Contract, upcoming preparation-administration duties for the comprehensive plan, upcoming budget, and WisVote training/webinars for office staff.
12. **Discussion on current Public Works projects and duties.** The Board reviewed the Public Works report of current projects and duties. Staff is getting quotes for window replacement in the Town Hall and Clerk's office.
13. **Discussion on items to be placed on the next agenda.**  
Results of the Bid opening-awarding of the bid for Shadyside Culvert project  
Shadyside Culverts  
EMS Contract

Municipal Court Agreement  
FOLKS request to extend burn hours for Oct.- Nov.

**REPORTS**

The Board reviewed the Treasurer's Report for June 2016, and the Building Inspectors Report for August 2016.

**CORRESPONDENCE**

The Board reviewed the towns correspondence to include a letter from the DOT, information regarding local forums on heroin and opioid prevention, Town of Dunn updates to comprehensive plan, and other correspondence.

**CLAIMS**

Motion by Supervisor Pfeiffer, second by Sup. Damkoehler, to approve the claims in the amount of \$53001.84. Motion carried unanimously.

Motion by Supervisor Pfeiffer, second by Sup. McGinnis, to approve the claims in the amount of \$24,650.75. Motion carried unanimously.

**ADJOURNMENT**

Motion by Supervisor Pfeiffer, second by Sup. McGinnis, to adjourn at 8:30 p.m. All in favor.

Respectively submitted,

Maria "Pili" Hougan  
Clerk/Treasurer