

**TOWN BOARD MEETING DECEMBER 4, 2018 – 5:00 P.M.**  
**TOWN HALL, 2354 COUNTY ROAD N**

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

**OTHERS PRESENT:** Alex Mesdjian,

**Absent:**

**ANNOUNCEMENT OF POSSIBLE CLOSED SESSION**

**MINUTES OF THE NOVEMBER 20, 2018 TOWN BOARD MEETING**

Motion by Supervisor Damkoehler, second by Sup. Bolender to approve. Motion carries 5-0.

**PUBLIC COMMENT**

No one appeared for the public comment period.

**BUSINESS**

**Discuss and take possible action regarding the re-engagement letter from Baker Tilly for professional auditing and accounting services.**

Motion by Supervisor Bolender, second by Sup. Olson, to approve the re-engagement letter from Baker Tilly for their services. Motion carried 5-0.

**Discussion and possible action regarding setting the date for the 2019 Caucus. (per state statute, caucus date must be set between December 1 and January 1, and Caucus must be held between January 2 and January 21.)**

Motion by Supervisor Damkoehler, second by Sup. Bolender, to hold the Caucus on January 8, 2019 at 6:00 P.M., with the Town Board meeting to follow. The second Town Board meeting in January has been rescheduled on an as needed basis to January 22, 2019. Motion carries 5-0.

**Discuss and take action regarding the Deer-Grove EMS contract which expires 12-31-2018.**

The Board reviewed the revised contract submitted by Deer-Grove EMS with revisions as suggested by Attorney Reuter.

Motion by Supervisor Bolender, second by Sup. Larsson, to approve the revised contract effective January 1, 2019. Motion carries 5-0.

**Discuss and take possible action regarding the 2019 Brush Burning Compost Site hours.**

The Board reviewed the 2019 schedule. They recommended removing Wednesday, Nov. 13 from the schedule and have a floating Saturday on a date to be determined. No action taken.

**Discuss and take possible action regarding the date of the proposed January 1, 2019 Town Board meeting.**

This item was discussed previously in the meeting, to reschedule the meeting to January 8, 2019 after the Caucus. If another Town Board meeting is needed, that one will be held on January 22, 2019.

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

Superintendent Mesdjian reported out on the Public Works projects and duties to include one of the culverts for the Shadyside project has been installed. He indicated a concrete pad has been poured and the apron will be paved in the morning. They will need to wait until spring to see the results after

the frost. He discussed there may be additional lining needed on one of the culverts, as they sent slurry through and it went into a void. McGann is planning to line in the next two weeks. He also reported out he spoke to a resident on Tracy Lane regarding road washouts, he discussed auto-chains for two of the snow plow trucks, where they push a button and the chains deploy. They have them in Stoughton and on some of the surrounding town's trucks. The price would be a little over \$2,000 per truck. He discussed the complaint process, and he would like to be involved when it's a public works complaint to meet with the property owner and inform them upfront regarding complaints. They will be looking at John Deere dealerships for a new tractor next year.

**\*\*\*Discussion and possible action on the Clerk/Treasurer's contract.**

Motion by Supervisor Damkoehler, second by Sup. Olson, to move into closed session pursuant to Wisconsin State Statutes 19.85(1)(c) "considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility." Motion carries 5-0 on a roll call vote with Chair Pfeiffer, and Supervisors Olson, Damkoehler, Bolender, and Larsson voting in favor.

*Following the closed session, the Board will reconvene in open session to take any action necessary regarding the closed session.*

Motion by Supervisor Damkoehler, second by Sup. Olson, to move into open session at 7:10 P.M. Motion carries 5-0 on a roll call vote with Chair Pfeiffer, and Supervisors Damkoehler, Olson, Bolender, and Larsson all voting in favor.

Motion by Supervisor Damkoehler, second by Sup. Bolender, to approve the Clerk/Treasurer contract with amendments effective January 1, 2019 to December 31, 2021. Motion carries 5-0.

**Discussion and take possible action regarding the need for possible temporary assistance in the Clerk/Treasurer's office.**

Clerk Hougan reported out there is an absence due to a medical illness in the office. We are at an extremely busy time of year, and assistance is needed. She wanted to have approval for temporary assistance as needed, either through a temporary company or someone able to come and help with duties in the office that has previously worked at a municipal government or similar setting.

Motion by Supervisor Damkoehler, second by Sup. Olson, to have clerk bring in temporary assistance for a minimum of 20 hours per week. Motion carries 5-0.

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

Clerk Hougan reported out on the office duties and projects to include completing the required documents for the Dane County Treasurer and Department of Revenue as required by State Statutes and to generate tax bills to include the Statement of Taxes, PA-687 referendum reporting form, the newsletter has been finalized and sent to the printers, DS200 machine audit, preliminary audit, finalizing Nov. 6 general election reporting, letters to employees for the new year wages and insurance rates, and other end of year responsibilities and day to day operations of the office.

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

- Cottage Grove Fire Contract
- Pipe on Shadyside? Ask Alex
- Consider Quam Lining
- Howard Hill requests to be on agenda
- Any other items as needed

**REPORTS**

The Board reviewed the correspondence included in the packet.

**CORRESPONDENCE**

The Board reviewed the correspondence included in the packet.

**CLAIMS**

Motion by Supervisor Bolender, second by Sup. Olson, to approve the claims in the amount of \$7558.76. Motion carries 5-0.

**ADJOURNMENT**

Motion by Supervisor Bolender, second by Sup. Larsson, to adjourn at 7:35 p.m.

Respectively Submitted,

Pili Hougan  
Clerk/Treasurer