

TOWN BOARD MEETING JUNE 6, 2017 – 6:00 P.M.
TOWN HALL, 2354 COUNTY ROAD N

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

OTHERS PRESENT: Town Engineer Eric Vieth,

Absent & Excused:

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

MINUTES OF THE MAY 16, 2017 TOWN BOARD MEETING

Motion by Supervisor Damkoehler, second by Sup. Larsson, to approve the minutes as printed.
Motion carries 5-0.

PUBLIC COMMENT

Deputy Mike Butler of the Dane County Sheriff's office presented a log of calls they received. He stated all has been going well for the Town of Pleasant Springs. They have not received too many complaints regarding the construction. The Town of Dunn and Dunkirk have reduced their speed limit to 45mph. and wondered if the Town of Pleasant Springs would consider lowering the limit to 45 mph.

BUSINESS

1. **Update, discussion and possible action regarding the Shadyside Culvert project.** Eric Vieth, Town Engineer presented 3 maps where the outfalls are located for the Shadyside culvert repair project. He gave a follow up from what was discussed at the last Town Board meeting. He wondered what the status was regarding the easements. Attorney Morgan will need to communicate with the property owners, and secure easements. The Board prefers permanent easements over construction easements if able to obtain, otherwise utilize construction easements. He reviewed the Outfalls. On Outfall 14, the proposed revised plan will have much less impact on private property, and Attorney Morgan should relay this information on to the property owners affected. Outfall 15 required additional survey work due to being more complicated. There are three properties potentially impacted. Jim Alme provided Eric a copy of the survey done about 8 years ago. There is some conflict between the map and the survey regarding property lines. Eric stated they will not need to obtain soil borings at this time, but may have a Geotech Engineer onsite to observe and determine soil types and make recommendations. Town Chair Pfeiffer will contact Attorney Morgan regarding the easements and communication to property owners. Eric will come back to the June 20 Town Board meeting with the final plans, and approval from Town Board to advertise for bids. The easements will need to be in place prior to awarding contracts, and will need to discuss and finalize legal descriptions and easements. The hole in the back yard of lot 12 that will need to be covered up, and any other open holes will need to be backfilled due to safety issues. Staff will obtain the certified signed survey map for the property located at 3090 Shadyside. The property owners at 3090 Shadyside will forward contact information of the surrounding property owners affected to staff. No action taken at this time.

2. **Discussion and possible action regarding the contract with Accurate Appraisal, expiring on December 31, 2017.** Wayne Koehler of Accurate presented the proposed contract amounts. The current contract expires on 12/31/2017. He presented three options and made a recommendation for Option C as the best option for Pleasant Springs. The contract is a three-year contract. Staff was directed to review if this contract could be automatically renewed or if it needs to go out for bids. No action taken at this time.
3. **Discussion and possible action regarding a request from Joel Brown, 2834 Lakewood Circle, to allow a 2nd driveway access on his property.** Joel Brown was in attendance to present his request. Point of clarification was made, he already has a 2nd access, but wants to relocate the access. He stated the access is in a bad location, and the new access would be a better and safer location. The Board reviewed his request. He would be required to vacate the access he will no longer be using.
Motion by Supervisor Damkoehler, second by Sup. Olson, to approve the 2nd access relocation for the property owned by Joel Brown located at 2834 Lakewood Circle. Motion carries 5-0.
4. **Discussion and possible action regarding a request from FOLKS (Friends of Lake Kegonsa Society) to improve leaf management around Lake Kegonsa this fall. This would include expanding hours at the compost site.** Supervisor Olson presented this request. He stated FOLKS wants to initiate a project to improve water quality and reduce phosphorous. This is part of a three-tier process. Leaves increase phosphorus in lakes, and burnt leaves produce a higher level of phosphorus. FOLKS is asking to expand hours for the compost site for two additional Saturday's in November. They are willing to pay for the additional hours. Chair Pfeiffer explained an optional strategy, and wondered if they could find volunteers to cover the additional hours requested by FOLKS. He stated the compost site is for all of Pleasant Springs residents. Supervisor Larsson wondered if they could do an in kind match, and stated he would be willing to volunteer at the site. The Board discussed if some type of hold harmless agreement would need to be drafted for volunteers to sign, and will direct Attorney Morgan to review and possibly draft up the agreement. The current compost site attendant will be offered the additional hours if interested, and possibly volunteers can be utilized as back-ups as needed. Chair Pfeiffer stated FOLKS may want to include Yahara River residents. Supervisor Olson will meet with FOLKS and follow up with the Board after his meeting with FOLKS. Staff will review the contract for the compost site to see if there must be an attendant on site. No action taken.
5. **Discussion and possible action regarding the process for the upcoming Roads meeting to be held on June 13, 2017.** Chair Pfeiffer presented options for the upcoming meeting on June 13, 2017. He stated he wants to present the information to residents as a three-step process. The Board discussed the information and what they want to present. Staff will gather information as requested to prepare for the meeting. No action taken.
6. **Discussion and possible action regarding the CD maturing on June 8, 2017 with DMB-Deforest Community Bank.**
Motion by Supervisor Bolender, second by Sup. Olson, to approve closing the CD maturing with DMB Bank in the amount of \$103,545.73, and opening an account with Settler's Bank for a CD at 1.70% for a period of 26 months. Motion carried 5-0.

7. **Discussion and possible action regarding the Policy on Requests for Bike or Walk/Run Races, Tours, Etc. on Town Roads event checklist, to add EMS to the checklist.**

Motion by Supervisor Damkoehler, second by Sup. Bolender, to approve the revised policy with the addition of adding contacting EMS to the checklist/policy. Motion carried 5-0.

8. **Discussion and possible action regarding the Plan Commission appointment.**

The Board discussed the opening on the Plan Commission. Chair Pfeiffer stated other Towns have multiple Board members on the Plan Commission. Our Ordinance does not state this. Supervisor Bolender made a point of clarification as to the Plan Commissioner assigned to a project needs to write up the motion. Supervisor Larsson stated the Plan Commission candidate should be invited to the next Town Board meeting for an interview. Staff was directed to find the Plan Commission interview questions.

Motion by Supervisor Bolender, second by Sup. Damkoehler, to invite the Plan Commission candidate to the June 20 Town Board meeting for an interview. Motion carried 5-0.

9. **Discussion and take possible action regarding East Koshkonong Road.**

The Board determined they will need to have Public Works provide an estimate regarding the construction costs for the driveway and ditching. This was not budgeted for, but could possibly use the emergency culvert fund for Shadyside that was budgeted. Property owner will need to be contacted regarding this. Staff was directed to come back with an estimate of costs. This will be placed on the next Town Board agenda for June 20.

10. **Discussion and take possible action regarding Hone Lane.**

The Board directed Supervisor Larsson to contact Public Works and report back to the Board on the proposal and removal of the hoop tent. Supervisor Larsson will follow up.

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

The Board reviewed the Public Works memo. Staff was directed to clarify with Public Works which culverts were included in the budgeted amount for 2017, and to clarify if they will be using the emergency culvert amount included in the budget for Shadyside. They may want to use that amount for the repairs on Koshkonong Rd. There was a report of a dumped hot tub located near the bridge on Williams Drive, Public Works should be directed to remove this.

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

Motion by Supervisor Damkoehler, second by Sup. Bolender, 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 carried 5-0 on a roll call vote with Chair Pfeiffer, Supervisors Olson, Damkoehler, Larsson, and Bolender voting in favor.

The Board discussed the Clerk/Treasurer's Contract.

Motion by Supervisor Damkoehler, second by Sup. Larsson, to move into open session. Motion carried 5-0 on a roll call vote with Chair Pfeiffer, and Supervisors Olson, Damkoehler, Larsson, and Bolender all in favor.

Motion by Supervisor Damkoehler, second by Sup. Larsson, to approve the employment contract for the Clerk/Treasurer as presented with amendments of the effective dates of the contract to be June 20, 2017 through December 31, 2018. Motion carried 5-0.

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

Clerk/Treasurer Hougan reported out on the current office duties and projects.

14. **Discussion on items to be placed on the next agenda.**

- Shadyside Culvert project
- FOLKS-Compost site hours
- East Koshkonong Road
- Hone Road
- Interview with Plan Commission Candidate
- Follow up on Roads meeting held on June 13.
- McConnell Road
- Building Inspector's Contract
- Future agenda: July 18-Budget Amendments and projection

REPORTS

The Board reviewed the reports included in the packet.

CORRESPONDENCE

The Board reviewed the correspondence provided in the packet.

CLAIMS

Motion by Supervisor Damkoehler, second by Supervisor Larsson, to approve the claims in the amount of \$34,062.68. Motion carried 5-0.

ADJOURNMENT

Motion by Supervisor Damkoehler, second by Sup. Olson, to adjourn at 8:45p.m. Motion carries 5-0.

Respectively submitted,

Pili Hougan
Clerk/Treasurer