

TOWN BOARD MEETING, June 21, 2022 – 6:00 P.M.

PRESENT: Chair David Pfeiffer, Supervisor Dick Green, Supervisor Dana Stadler, Supervisor Melanie Miller, Supervisor Eric Olson, and Clerk/Treasurer Maria Hougan

ABSENT:

OTHERS PRESENT: Tom Walz, 3071 Sunnyside St., Jake & Emily Martin, 2532 Koshkonong Rd., Jeff & Dawn Auby, 2532 Koshkonong Rd., Diana Olson, 2048 Williams Dr., Mike Wylesky, 2048 Williams Dr., Marcia Tarrant, 1881 S. Brooklyn Dr., Richard Meyer & Jim Borling, Town Engineer Eric Vieth

CALL TO ORDER

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

PUBLIC COMMENT

No one registered to speak during the public comment period.

CONSENT AGENDA: *Items listed under consent agenda will be approved in one motion without discussion unless any Board member requests that an item(s) be removed for individual discussion. That item then can be considered at an appropriate time during the Board's regular order of business.*

1. Approval of the Town Board minutes of June 7, 2022.
2. Approval of the check register dated June 21, 2022.
3. Approval of driveway damage deposit refund for: (Inspected by Public Works, no issues found, recommend approval of refund)
 - Mark & Linda Saunders, 2088 Williams Dr.

Motion by Supervisor Green, second by Sup. Miller, to approve the consent agenda items as listed. Motion carried 5-0.

BUSINESS.

Discussion and possible action regarding the final Certified Survey Map from Jeff and Dawn Auby, to rezone 3.535 acres of the 39.6-acre parcel # 0611-093-9000-6 from FP-35 to RR-2, located on Koshkonong Rd. to build a home for their daughter and son and law. Supervisor Miller reported out. This was unanimously approved at the Plan Commission.

Motion by Supervisor Olson, second by Sup. Green, to approve the final Certified Survey Map from Jeff and Dawn Auby, to rezone 3.535 acres of the 39.6-acre parcel # 0611-093-

9000-6 from FP-35 to RR-2, located on Koshkonong Rd. to build a home for their daughter and son and law. Motion carried 5-0.

Discussion and possible action regarding the drainage / ditching issue on River Estates Lane. Richard Meyer and Jim Borling were in attendance. The handed-out documents regarding the stormwater problems along River Estate Lane and presented their reasons for their request to improve the water flowage. They stated this is not a complaint, but more of a request. Town Engineer Eric Vieth was also in attendance to answer questions and present information previously provided in an engineer's report and findings from the DNR, and to explain how the process works. Further discussion followed regarding possible option which may assist in the flowage of water. A discussion on the permitting process took place. Richard and Jim will try to contact the DNR to gather more information, and bring back to the Town Board once they have more information to share. No action taken at this time. The documents provided will be kept as part of this record.

Discussion and possible action regarding a request for the property located at 2229 Williams Point Dr., to discuss the location of the detached garage and a possible request to vacate 20 feet of the 82 feet, to make the garage a conforming structure, not requiring a variance. Marcia Tarrant was in attendance to present this request on behalf of the homeowners, who want to remodel their garage. The request is to vacate 20 feet of the 82 feet to make the garage a conforming structure. Supervisor Olson stated she should have a discussion with the neighbors on each side to vacate and share the cost, and it could all be done at one time and they will all gain 20 ft of property. They will also need to have the area surveyed and a new CSM will need to be done and approved. Marcia will contact the neighbors to see if they are all interested in the discontinuance. This will be on the July 5 Town Board agenda for approval of the process, and then the Town will need to follow the vacate process to include publishing a notice and a public hearing to be approved at a future meeting. No action taken.

Discussion and possible action on the revised Ordinance 2022-001, Chapter 11 regarding Short-Term Rentals. Third reading and possible adoption. Supervisor Miller reported out. The short-term task force committee met and recommended some small changes to the ordinance to provide more clarity. The Board reviewed the revised ordinance.

Motion by Supervisor Miller, second by Sup. Stadler, to approve the revised Ordinance 2022-001, Chapter 11, as revised, with an enactment date following adoption of the amended fee schedule adding the short-term rental application fees, and completed short-term application. Motion carried 4-1 on a roll call vote with Supervisors Stadler, Miller, Olson, and Chair Pfeiffer voting in favor, and Supervisor Green voting in opposition.

Discussion and possible action regarding the Road Opening / Encumbrance permit application from Frontier North Inc. to install copper telephone cable along McConnel Road. The Board reviewed the application.

The meeting recessed at 7:57 p.m. due to heavy rains in order to close vehicle windows. The Board resumed at 7:59 p.m.

Motion by Supervisor Olson, second by Sup. Stadler, to approve the application for the Road Opening / Encumbrance permit application from Frontier North Inc. Motion carried 5-0.

Discussion and possible action regarding the purchase of an Interstate Trailer for a total amount of \$26,000, with the cost to each municipality of \$6,500, between the Town of Dunn, Town of Pleasant Springs, Town of Rutland, and Town of Oregon. The purpose of the trailer is to haul an excavator. This request was sent to the Town of Pleasant Springs in error, therefore, there was no action or discussion.

Discussion regarding Public Works projects and duties.

The Board reviewed the list provided by the Public Works Superintendent of projects and duties they have been working on.

Supervisor Olson reported out UpNet WI is almost complete with the remodeling of the office space next door.

Discussion and possible action regarding approval of the short-term rental application form. Supervisor Miller reported out. The committee met and made recommendations for the application form presented tonight. The Board reviewed the draft application form. Copies of the application form should be provided to the Dane County Sheriffs for handling complaints. The committee will be meeting again in the near future to finalize the application form.

Motion by Supervisor Miller, second by Sup. Olson, to direct staff to set a fee schedule at \$300.00 for the initial application, and \$150.00 for annual renewals. Motion carried 5-0.

Discussion and possible action on renewal of operators' licenses to serve fermented malt beverages and intoxicating liquors for the period from July 1, 2022 to June 30, 2023 for the applicants as listed below: (Background checks completed-no issues found, renewal is recommended)

- **Mara Ann Biggs, Springers**
- **Mervina L. Klopp, Pleasant Springs Travel Plaza**

Motion by Supervisor Olson, second by Sup. Green, to approve the renewal of operators' licenses to serve fermented malt beverages and intoxicating liquors for the period from July 1, 2022 to June 30, 2023 for the applicants as listed below:

- Mara Ann Biggs, Springers
- Mervina L. Klopp, Pleasant Springs Travel Plaza

Motion carried 5-0.

Discussion and possible action on new applications of operators' licenses to serve fermented malt beverages and intoxicating liquors for the period from July 1, 2022 to June 30, 2023 for the applicants as listed below: (Background checks completed-no issues found, renewal is recommended)

- **Shannon Gabriel Greeno, Pleasant Springs Travel Plaza**
- **Tessa K. Schiller, Pleasant Springs Travel Plaza**

Motion by Supervisor Olson, second by Sup. Green, to approve the new applications of operators' licenses to serve fermented malt beverages and intoxicating liquors for the period from July 1, 2022 to June 30, 2023 for the applicants as listed below:
(Background checks completed-no issues found, renewal is recommended)

- Shannon Gabriel Greeno, Pleasant Springs Travel Plaza
- Tessa K. Schiller, Pleasant Springs Travel Plaza

Motion carried 5-0.

Discussion and possible action regarding policy on revocable licenses for property owner activities within Town easements. The Board reviewed the forms. A discussion followed. Chair Pfeiffer stated Public Works would respond to license applications by doing a site visit to determine if the proposed activity within the Town easement can be approved. Upon approval, the applicant would be responsible for submitting the revocable license to the Register of Deeds and providing a copy of the recorded document to the Clerk's office. The Building Inspector will also need to be notified of the process and license permit, etc. Further discussion followed.

Motion by Supervisor Olson, second by Sup. Green to set the fee at \$25.00 for the easement application. Motion carried 5-0.

Discussion and possible action regarding the Driveway Damage permit process. The Board reviewed the documents. Chair Pfeiffer stated the current ordinance in place does not support collecting a fee and only supports collecting a deposit for new accesses and has no provision to exempt farm accesses from the deposit requirement. The ordinance will need to be amended to align with desired policy for fees and road damage deposits.

Motion by Supervisor Olson, second by Sup. Green, to direct staff to contact the Attorney to draft the ordinances. Motion carried 5-0

Friendly amendment by Pfeiffer, friendly accepted by Olson, to set the fee for the driveway damage access / construction access in the amount of \$50.00, for public works inspections on construction and driveway access permits.

Motion carried 5-0.

Clerk's report of projects and duties.

Clerk Hougan reported out on the projects & duties staff have been working on.

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

- Short-term rental policy/permit app/procedures
- Policy on revocable licenses
- Operator's License renewals
- Future: Policy regarding process for sale of town's surplus property
- 2229 Williams Drive, approval of process to vacate property, for a detached garage remodel.

PLAN COMMISSION REPORT (Reports will generally only be reported upon after the Plan Commission has met between Town Board meetings; unless there is additional information to report)

Supervisor Miller reported out. The final CSM for the Auby's was approved at the last Plan Commission meeting unanimously.

REPORTS

Financial Reports for the period ending May 31, 2022

The Board reviewed the reports included in the packet.

CORRESPONDENCE

The Board reviewed the correspondence included in the packet.

ADJOURNMENT

Motion by Supervisor Olson, second by Sup. Miller, to adjourn at 8:46 p.m.

Motion carried unanimously.

Respectively Submitted,

Maria "Pili" Hougan
Clerk/Treasurer

Note: These minutes are not considered official until acted upon at a future meeting, and, therefore, are subject to revision.

