

**TOWN BOARD MEETING September 15, 2020 – 6:00 P.M.
VIRTUAL ZOOM MEETING**

PRESENT: Chair Pfeiffer, Supervisor Jay Damkoehler, Supervisor Janiece Bolender, Supervisor Eric Olson, and Clerk/Treasurer Maria Hougan

OTHERS PRESENT: Alex Mesdjian, of Public Works, Cindy McGlynn, Tim Miller, Robert Ehle, Elizabeth Wolter

ABSENT: Supervisor Doug Larsson

CALL TO ORDER Chair Pfeiffer called the meeting to order at 6:00 P.M.

ANNOUNCEMENT OF POSSIBLE CLOSED SESSION

MINUTES OF THE SEPTEMBER 01 REGULAR TOWN BOARD MEETING, AND THE SEPTEMBER 03, 2020 SPECIAL TOWN BOARD MEETING

Motion by Supervisor Bolender, second by Supervisor Damkoehler, to approve the minutes the September 1 regular Town Board meeting, and the September 3, 2020 special Town Board meeting. Motion carried 4-0.

PUBLIC COMMENT

No one spoke during the public comment period

BUSINESS

Discussion and possible action on the Preliminary Certified Survey Map # 5578-20, dated 07/07/20, regarding a rezone request from Robert and Randy Ehle, to rezone 1.6 acres of a total of 159 acres of parcel # 0611-232-8500-4 from FP-35 to RR-1 to sell off the farm house and buildings located at 2410 Hwy BN, Stoughton, WI 53589.

Supervisor Olson reported out that the Plan Commission approved this request unanimously with the following conditions:

- Ensure utilities are listed on the final CSM
- Ensure Clerk's name is listed on the final CSM
- Ensure proper owners' names are listed on the Final CSM
- No easement on the property

He also stated that the current preliminary CSM is correct and the final is to be presented to the Plan Commission and Town Board.

Motion by Supervisor Olson, second by Supervisor Bolender, to approve the Preliminary Certified Survey Map # 5578-20, dated 07/07/20, regarding a rezone request from Robert and Randy Ehle, to rezone 1.6 acres of a total of 159 acres of parcel # 0611-232-8500-4 from FP-35 to RR-1 to sell off the farm house and buildings located at 2410 Hwy BN, Stoughton, WI 53589. Motion carried 4-0.

Presentation by the Stoughton Senior Center.

Cindy McGlynn introduced herself as the Stoughton Senior Center Director. She expressed her appreciation for the Board and Townships' support. She said that all the Senior Center staff members have been working hard to try to keep everyone connected. She noted that the county reassigned meals. She also mentioned that Pleasant Springs residents are more isolated. She said that the Stoughton Senior Center staff work well with McFarland. They are trying to make referrals as seamless as possible. They have a loan closet and share equipment with McFarland. She said they try to be good neighbors. She said that the 2019 Programming person went to 32 hours per week. She spoke of the reduction in support in Pleasant Springs by \$3,000.00 for 2019-2020. The Senior Center is asking for \$3,000.00. Back for the 2021 Budget, to bring the support level back to \$10,000. She asked the Town Board if they had any questions on their services or how they operate. Ms. McGlynn discussed the hurdles and challenges the organization faces with the current pandemic. She also mentioned how it has been hard for seniors. Many are very depressed. There used to be home cooked meals on Thursdays, but now they are only doing drive-thru meals. She also noted that they are at the mercy of the County. They must follow lines that the County draws. They still field questions for Pleasant Springs residents. Supervisor Olson asked about the report which was provided to the Board. Cindy offered assistance for any questions. Town Chair Pfeiffer stated that the Town Board will review her request at budget time.

Update from Tim Miller of Isadex regarding the Town's website.

Tim Miller was in attendance to present updates. He inquired about the launch date. He shared the good news that they are quickly approaching completion of the new website. Mr. Miller shared his screen with the Town Board members so they could preview the website and identify any changes or additions they would like made. He mentioned that the timing will work out well, since TDS is discontinuing the Town's domain on October 15th and the new website will be launched prior to that. Isadex will host the website and the Town's email will remain the same and will continue to be managed through Google. He said that 90-95% of the website content is populated. He wanted to know if the Town would like to include more photos. He said that the office staff will upload information, such as agendas, minutes, etc. He asked whether the Town would like the website launched on September 24th, or wait until it is 100 percent complete and push back to the next Town Board meeting for approval. Supervisor Olson and Supervisor Bolender both agreed that the website should be published right away, as there can be tweaks made as needed. Chair Pfeiffer said to make sure that important information is on the website. Mr. Miller mentioned functionality and said that once the website is launched, they will train staff on it and will be available for assistance. He said there will be 15 minutes of support each month as part of the contract. He said Isadex will work with office staff on the election page. He noted that there is an alert banner at the top that can be turned off and asked the Board members to review the site and recommend any changes. Tim noted that if no content is available, the pages can be hidden. Town Chair Pfeiffer asked Mr. Miller to present at the next Town Board meeting. Traffic Will be pointing to Isadex and they will manage. It is \$35.00 for registrar per year for the domain name. Tim does not anticipate any problems. He does not recommend leaving Network Solutions, as it is a more modern website. Tim also discussed using interactive forms on the website. He said that

interactive PDFs can be created at a very low cost. Isadex do a handful of forms at a low cost. He recommends interactive forms vs. online forms. He said that in the future the Town could switch to online forms. He stated that Adobe Acrobat is expensive and that Isadex uses “Soda,” which is less expensive. The address for the website is currently TOPS.isadex.com

Chair Pfeiffer mentioned looking into the CARES Act and Routes to Recovery to see if some of that work could be funded through the grants. No action taken.

Discussion and possible action regarding the process for fuel storage tanks and future fuel purchasing.

Chair Pfeiffer stated that there would not be much difference in insurance. He said it would be a very small impact. He noted the convenience of onsite fuel. Off-road diesel will be on site – other vehicles fueled at gas station. Golden Oil will give Superintendent Mesdjian a demonstration on the purchasing software. He mentioned that it will be necessary to arrange purchase for off-road diesel. Public Works Superintendent Alex Mesdjian said that there are no contracts. It is on an as-need basis. He said when needed, Pubic Works staff can call and they will come fill up. He noted that the Town does not use much diesel fuel in the winter.

No Town Board members objected to proceeding with the new fuel process. This item does not need to be put on a future agenda. No action taken.

Discussion and possible action regarding the Shadyside retention pond.

Chair Pfeiffer stated that the Town Board needs to decide how they would like to proceed with repair of the retention pond and will need to consider how they will get equipment in, how to improve the pond, etc. Now they are looking to restart the process. P.W. Superintendent Mesdjian stated that water levels did not drop much in the pond. He said that he thinks they could rent equipment and try to pump the pond. The only issue they may have is the culvert, there is a tree which will need to be taken down. He recommended ten-inch hard PVC. They will need to figure out how to navigate the house side of the pond without ruining the landscape. Chair Pfeiffer asked if it makes sense to get proposals. Alex said it would be nice to know which way to go with contractors—improve or replace? He said he can get ahold of people and get ideas. Elizabeth Wolter stated that the Greenbriar basin is on their property and there is no association for Greenbriar. She said that the January, 2014 contract spells out what Pleasant Springs and other parties are supposed to pay for upkeep. She said that if the Township maintained the property as the contract states in spring and fall, it would not be in this situation. Chair Pfeiffer directed staff to get information on the two approaches. He said that maintaining is a word which does not have a definition to an underwater bank. Jay Wolter said that the hard pipe is a good idea to shore up that problem. He feels it is a reasonable expectation for the Town to look at how it can stabilize the embankment. He said that rodents have moved on and the pond has slowly deteriorated. He said this could have been mitigated in the past. The definition of maintaining seems ambiguous—it was documented in the agreement. Dane County came after the Wolters regarding this pond. They had to get attorneys involved. They feel the town has not withheld their end of the bargain. It will be costing more as time goes on. The Town pays 19.2%. Alex asked how we expect residents to pay. He said it is an expensive project that will take a long time

and excavating companies are really busy. Ms. Wolter explained the water level basin is so shallow. It is now two inches deep, but used to be 18 inches deep. She said there is not enough area for the water to go to. The pond had been extended. Dane County had Oscar Linnerud dig deeper to make it a pond versus a holding pond. He used to mow the whole area. Further discussion followed. Ms. Wolter said that neighbors are not aware of the agreement and someone needs to inform them. Chair Pfeiffer suggested having a meeting and inviting neighbors to inform them, but would need contact information first to discuss with residents. County said they need to empty out silt, so basin can function. The County will need to be involved in this also. Mr. Wolter said that Exhibit B mentions that it should be repaired and restored. There are other options to offer and explain the benefits and downfalls and to let the people decide. Pleasant Springs has a responsibility, although this is not the same Board, but that's the way it goes. Alex stated that it is in the Town's best interest to get a price and properly repair the culvert. Chair Pfeiffer said to get the Town's Engineer involved and he can contact the County. Alex said that he will work on this. Chair Pfeiffer said that the Town will need to figure out a way to get property owners to a meeting. The Town engineer should report to the Town Board.

Motion by Supervisor Bolender, second by Supervisor Olson to approve the Town Engineer to provide a proposal for Greenbriar pond, and to engage with the County and Public Works for possible options for a special meeting.

Discussion and possible action regarding the drainage issue on 2043 River Estates Lane.

Chair Pfeiffer asked if Board members looked at the property. He requested that they confirm which house it is. Alex said he wants to define the ditch line to keep water in the road right of way. He said he has not had an opportunity to research this since he started. Supervisor Bolender said the property is sitting at a lower level of a hill. Elevation drops off substantially. The property he purchased would require a lot of fill. Sup. Bolender said she feels the Town does not have any action to take. The property owner needs to fix this. Chair Pfeiffer said that the water needs to get to where it needs to go. The water would go to the river. He does not want this problem to become the neighbor's problem. Property owner does not want the Town to landscape; he just wants a small berm. He also asked if it made sense for the Town Engineer to look this. He directed Alex to mention this to Eric as well as the retention pond. No action taken.

Discussion regarding Public Works projects and duties.

Public Works Superintendent Alex Mesdjian reported out. He said that Jason Tuggle called him regarding the pond.

He said that a new plow truck is being build out at Burke, a resident contacted him regarding a driveway placement as the result of splitting a lot. They are doing a large amount of patching on Williams Dr., they will be loaning equipment to cover all potholes, ditching issue on Streb Way, start gathering information for next years road maintenance budget, costs will continue to increase as they will need to be maintained. Chair Pfeiffer agrees with Alex, at the initial roads meeting they addressed the need for additional funding. He explained of the two avenues available for additional funding which are to

either borrow, or increase the town's levy. There will need to be an additional 10-year plan for borrowing. They are making an investment in the town's roads and now they need to maintain them. The levy needs to cover expenses. Town may need to do a referendum in the future. The levy has to support maintenance of roads. Williams Drive and Circle Drive were discussed. Mesdian was directed to get a price for Circle Drive, and to continue to apply for aid for Williams Drive. Chair Pfeiffer asked Mesdian to provide the pazer ratings. They discussed the roads projects and how will they afford them? What will the maintenance costs be? Chair Pfeiffer stated they need to look at extending the life of the roads. Public Works took down some trees, sand will be delivered, the seasonal employee is assisting with the trees, Fahrner did some patching on Sheryl and Linnerud Drive, Mesdian sent an updated work log to the Board, the Board determined to increase the Superintendent of Public Works credit card limit to \$5,000.00, the Public Works Technicians credit card limit will remain at \$2,000.00.

Discussion and possible action regarding approval of driveway damage deposit refunds for:

- Martin Smith, 1847 Tower Drive
- Wayne Gjertson, 2089 Spring Road

Motion by Supervisor Bolender, second by Supervisor Olson, to approve the driveway damage deposit refunds for the residents listed above. Motion carried 4-0.

Discussion and possible action regarding the Cares Act Grant.

The Town has received the max available from the Cares Act Grant. Chair Pfeiffer is reviewing the information for the Routes to Recovery. Clerk Hougan stated she has submitted the first and second submissions for eligible reimbursable expenses due to the COVID-19 pandemic. The next and final submission is in November. Chair Pfeiffer requested the office to forward to him what has already been submitted. No action taken.

Discussion and possible action regarding the 6:00 p.m. office hours from Nov. 1 through April 15.

Clerk/Treasurer Maria Hougan reported out regarding a request to change the duration of the Thursday 6:00 p.m. office hours. She proposed to have the 6:00 p.m. Thursday open office hours for the purpose of the tax collecting and dog licensing period. Chair Pfeiffer, Supervisor Bolender, and Sup. Olson agreed.

Motion by Supervisor Bolender, second by Supervisor Damkoehler, to change the Thursday 6:00 p.m. office hours starting with the last Thursday in December to the last Thursday in February, excluding holidays. Motion carried 4-0.

Clerks report on projects and duties.

Clerk/Treasurer Maria Hougan reported out the office has been busy with the election, absentee ballots, thus far about 830 absentees, second submission to routes to recovery, working with Isadex on the new website, 2021 budget prep, along with the day to day duties of the municipal clerk / treasurer's office.

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

- Sept. 22 budget & Isadex
- Gravel Roads
- Routes to Recovery - future

PLAN COMMISSION REPORT

Supervisor Olson reported out. He said that the Ehle's preliminary CSM was approved at the Plan Commission meeting.

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 Supervisor Olson, to approve the check registers dated 8/21/2020 in the amount of \$115,990.49 and 9/8/2020 in the amount of \$17,600.09. Motion carried 4-0.

CLOSED SESSION ITEM:

Motion by Chair Pfeiffer, second by Sup. Olson, to enter 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. To discuss Public Works Technician Candidates.

Motion carried 4-0 on a roll call vote with Chair Pfeiffer, and Supervisors Bolender, Damkoehler, and Olson voting in favor.

Motion by Supervisor Damkoehler, second by Sup. Olson, to move back into open session at 8:14 p.m. Motion carried 4-0 on a roll call vote with Chair Pfeiffer, and Supervisors Boldender, Damkoehler, and Olson voting in favor.

Motion by Supervisor Bolender, second by Sup. Olson, to offer the full-time Public Works Technician position to Shane Bakken under terms as discussed in closed session. Motion carried 4-0.

ADJOURNMENT

Motion by Supervisor Olson, second by Sup. Bolender, to adjourn at 8:15 p.m. Motion carried 4-0.

Motion carried unanimously.

Respectively Submitted,

Maria Hougan
Clerk/Treasurer

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