

TOWN BOARD MEETING May 04, 2021 – 6:00 P.M. VIA VIRTUAL ZOOM MEETING

PRESENT: Chair David Pfeiffer, Supervisor Jay Damkoehler, Supervisor Janiece Bolender, Supervisor Eric Olson, Supervisor Doug Larsson (arrive at approx. 6:20), and Clerk/Treasurer Maria Hougan

OTHERS PRESENT: Superintendent of Public Works Alex Mesdjian, Eric Vieth, Town Engineer

ABSENT:

CALL TO ORDER

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

ANNOUNCEMENT OF POSSIBLE CLOSED SESSION

MINUTES OF THE APRIL 20, 2021 TOWN BOARD MEETING

Motion by Supervisor Larsson, second by Sup. Damkoehler, to approve the minutes as printed for the April 20,2021 Town Board meeting. Motion carried 5-0.

PROCLAMATION IN HONOR OF MUNICIPAL CLERKS WEEK MAY 2-8, 2021

Supervisor Damkoehler read the proclamation.

PROCLAMATION IN HONOR OF NATIONAL POLICE WEEK MAY 9-15, 2021

Supervisor Olson read the proclamation.

PROCLAMATION IN HONOR OF NATIONAL PUBLIC WORKS WEEK MAY 16-23, 2021

Clerk / Treasurer Hougan read the proclamation.

PUBLIC COMMENT

George Warren, of 2892 Skyline Lane, discussed the City of Verona's Ordinance for No Mow May where residents don't have to mow their lawns in May in order to help in bee pollination. Channel 3 news had a segment on this.

BUSINESS.

Discussion and possible action regarding the stormwater infrastructure and engagement of Town Engineer to prepare updates to the Town Stormwater Quality Maintenance Plan and MS4 Permit Compliance Procedures.

Town Engineer Eric Vieth was in attendance. Chair Pfeiffer reported out. The Town is looking for assistance in updating the MS4 Permit Process and to bring the Town into compliance for the permit requirements. Eric stated permits are issued to municipalities. Municipalities must update plans approximately every five years, they are on five-year cycles, and requirements may change along with additional updates to the plans. Strand is proposing to update stormwater quality management plan. A lot of

the plan is for education and outreach to the public on stormwater quality and requirements. Strand will update the documents and plans. He will sit down with staff / PW to walk through documents and monitoring the outfalls, and assist in with what will be required for future stormwater reports. Strand deals with other municipalities so they have a good framework. Once completed they will submit to DNR for approval. Strand's proposal is \$6700.00 to update the plan documents. They would tackle it all at once, for the town there are not a lot of changes from a stormwater perspective. It should be pretty streamlined with the town. Town can hold off if they want to, but it should be tackled all at once. He could reach out to DNR and let them know the town is engaged with Strand to work on this and take action to resolve the issue. Chair Pfeiffer reported out there is some money allocated in the 2021 budget but will need additional along with a few other projects. Sup. Olson asked if the town will be required to do the public engagement? Eric Vieth stated yes, it is up to the Town. Chair Pfeiffer agreed it's the Town's responsibility to make the public aware. They will also be need funds for the Greenbriar Estates Pond.

Eric Vieth from Strand will contact the DNR. Chair Pfeiffer stated the Board will need to find the additional money; they could take from reserves if needed. Sup. Olson stated the Town will retain Strand for this project.

Eric Vieth will be at the May 18 Town Board meeting for further discussion.

Further discussion followed regarding a culvert on Shadyside Drive, and if it's under contract.

Discussion and possible action regarding public works projects and duties.

Chair Pfeiffer reported out there will be an approval for equipment purchase on the May 18, 2021 Town Board agenda. Superintendent Mesdjian reported out on a grader attachment and how they are extremely unavailable for purchase or rent. The attachment they need is specifically for a caterpillar, and those are hard to find to rent. They have used it for Straus Rd and other roads in the Town. The purchase price is \$19,500. This piece of equipment is handy for gravel roads, road patching, pot holes, etc. It's pretty much the tool they need to grade driveways. There is a lot of work to be done prior to chip sealing or paving gravel roads. They could utilize this for the work and not have to hire someone out. The 6-foot blade is sufficient for what they need. It's currently at the shop if the Board wants to authorize staff to retain or return the equipment. Chair Pfeiffer stated the Board would not be authorizing approval on this tonight, it will be added to the next agenda, but the Board could authorize staff to retain the equipment at this time. Supervisor Damkoehler and Sup. Boldender are in agreement to authorize staff to retain the equipment and place on the next Town Board agenda for approval.

Mesdjian reported out on the Brush Compost Site. The new site behind the Town Hall is almost done and ready to open on May 8, 2021.

The old dump site has been a difficult situation. Shane was working on restoring the old dump site last week. Road was taken out, shed will be brought back to town hall, etc.

The old dump truck sale is not going as well as planned. Frame is split. Will be a tough sell. They will keep it posted on facebook market place. They were hoping to get more on the sale of the truck than what they are going for. Maybe later in the year there may be more interest.

Chair Pfeiffer reported out regarding some complaints at the last meeting about Public Works, working procedures, and he can say categorically that Public Works has never been in as close communication with the Board as ever before. They are informed of what is going on. He works on call, off hours, etc. He has a life outside of work. Takes leave time, manages the department to make sure tasks are getting done, work is getting done now that hasn't been done for years. He has no issues what so ever with Public Works.

Supervisor Olson agrees the Town is at a better place and has a better feel of what being worked on where. He had a question regarding early in pandemic, if Public Works was allowed to drive the town owned trucks home? Supervisor Damkoehler stated they were but there was never a need. Chair Pfeiffer added previously Public Works would meet in the morning at the shop and discussed the days plans, now they have an idea of the work day plan so they don't need to drive to the office first, and they meet in the afternoon to discuss plans. They may have a plan to go out first thing, or need to run an errand, so they don't need to drive to the shop, then leave again from there.

Supervisor Damkoehler stated sometimes you may see municipal vehicles parked in restaurants. For example, MGE, they are stopping for breaks. The Superintendent does treat snowplow drivers after snow plowing, so on occasion you may see a Pleasant Springs truck at a restaurant.

Supervisor Bolender agrees as well, anytime she has a question Alex is very happy to explain what is going on so she can go back and tell the property owner. He does a great job on communicating and providing information to Board members. That was something they never got from the previous staff.

Supervisor Olson agrees with the improved communication.

Supervisor Larsson agrees the Superintendent does a great job, he's a great steward of the public monies interest. Supervisor Bolender stated public works is getting work done that has never been done. She is seeing progress in the township, and the residents are happy.

Chair Pfeiffer stated on the improved utilization of funds for capital equipment in ways that are efficient compared to what the other towns do. No reason to have equipment that sits unused when there are other pieces of equipment that can be utilized. There has been great savings.

Superintendent Mesdjian stated they will sell other two attachments which will bring in income and take price off the grader blade.

Chair Pfeiffer reported out on the comments made at the last meeting regarding Circle Dr. The drainage district exists entirely to the north of the Circle Dr. will never be expanded beyond Circle Dr. The DNR would oppose this. He talked to the drainage district board and they do not expand drainage districts. There will never be a big box culvert placed under Circle Dr. Supervisor Bolender thanked Chair Pfeiffer for following up on that subject.

Discussion and possible action regarding a Certificate of Deposit set to mature on May 5, 2021 with Monona State Bank in the amount of \$163,274.84.

The Board reviewed the information included in the packet regarding CD rates and money market rates. Supervisor Larsson recommended to stay as liquid as possible. Chair Pfeiffer agreed. Further discussion followed.

Motion by Chair Pfeiffer, second by Supervisor Olson, to move the maturing CD from Monona State Bank to be invested in a money market at Heritage Credit Union at an interest rate of .30%. Motion carried 5-0.

Discussion and possible action regarding a Certificate of Deposit set to mature on May 12, 2021 with DMB Community Bank in the amount of \$218,618.21.

The Board reviewed the information included in the packet regarding CD and money market rates.

Motion Chair Pfeiffer, second by Sup. Bolender to move the maturing CD from DMB Bank and invest in a money market account at Summit Credit Union at a rate of .19%. Motion carried 5-0.

Discussion and possible action regarding the building inspection process and responsibilities of the building inspector.

The Board reviewed the information included in the packet. Chair Pfeiffer contacted the Town of Dunn regarding their process. He reported Town of Dunn staff handles issuing the permits after all the necessary information is confirmed. They have two building inspectors. The Town of Dunn office contacts the sanitary districts to make sure everything is good prior to issuing the building permit. The Town needs to check our current fee structure to make sure we are appropriate fees are being charged. Further discussion followed. The Town will need to come up with a better plan / process. Staff was directed to ask surrounding municipalities for their building permit process and fees. This will be on a future agenda as information is available.

Discussion and possible action regarding the return of Driveway Damage deposits for:

- **Richard Harried, Defined Construction, payee, 2431 Tower Dr.**
- **John Arneson, Paul Davis Restoration, payee, 2056 Skaalen Rd.**
- **Michael & Patricia Tattersall, TIG Pursuits LLC, payee, 3122 Shadyside Dr.**
- **Andy & Megan Walker, 2974 Shadyside Dr.**
- **Matt Ziegler, 3144 Vilas Rd.**
- **Bill Gerard, Architectural Building Arts, Inc. payee, 1993 Skyline Dr.**
- **Alice Winters, 2870 Arrowhead Ln.**

Motion by Supervisor Bolender, second by Sup. Damkoehler, to refund the \$7,000 in driveway damage deposits as listed above. Motion carried 5-0.

Clerks report on projects and duties.

Clerk / Treasurer Hougan reported out on the projects and duties office staff have been working on.

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

- Liquor & Operator License Renewals
- Stormwater-MS4 permit process
- Purchase of equipment for public works-grader attachment \$19,250
- Building Permit Process & Fees-as information is ready

PLAN COMMISSION REPORT

The Plan Commission did not meet at this time.

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 Sup. Bolender, to approve the check register dated April 20, 2021 in the amount of \$11,897.43. Motion carried 5-0.

Motion by Chair Pfeiffer, second by Sup. Bolender, to convene into closed Session at 7:45 p.m. 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.” For the purpose of conducting employee performance reviews for the Public Works Technician after completion of probationary period, and performance review of the Part-Time Public Works Technician. Motion carried 5-0 on a roll call with Chair Pfeiffer, and Supervisors Olson, Larsson, Bolender, and Damkoehler voting in favor.

Clerk / Treasurer Hougan left the meeting. Superintendent Mesdjian joined the meeting.

Motion by Supervisor Damkoehler, second by Sup. Olson, to reconvene into open session to consider action on items discussed in closed session.

Motion by Supervisor Larsson, second by Sup. Damkoehler, to approve the wage increase for Shane Bakken subsequent to the successful completion of his probationary period, and a merit wage increase for Greg Spangler, as discussed in closed session effective the beginning of the current pay period. Motion carried 5-0.

Discussion regarding performance review process.

Motion to table to the next meeting by Chair Pfeiffer, second by Supervisor Larsson. Motion carried 5-0.

ADJOURNMENT

Motion by Supervisor Bolender, second by Sup. Damkoehler, to adjourn at 8:36p.m. Motion carried 5-0.

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.