

**TOWN BOARD MEETING May 5, 2020 – 6:00 P.M.
VIRTUAL ZOOM MEETING**

PRESENT: Chair Pfeiffer, Supervisor Jay Damkoehler, Supervisor Eric Olson, Supervisor Janiece Bolender (arrived at 6:55 p.m.) and Clerk/Treasurer Maria Hougan.

OTHERS PRESENT: Alex Mesdjian and Jim Alme of Public Works.

ABSENT: Supervisor Doug Larsson

CALL TO ORDER

Chair Pfeiffer called the meeting to order at 6:03 p.m.

MINUTES OF THE MARCH 17, 2020 TOWN BOARD MEETING, AND MINUTES OF THE MARCH 26, 2020 SPECIAL TOWN BOARD MEETING

Motion by Supervisor Damkoehler, second by Sup. Olson, to approve the minutes as printed. Motion carries 3-0.

PROCLAMATION IN HONOR OF PROFESSIONAL MUNICIPAL CLERKS WEEK, MAY 3-9, 2020

The proclamation was noted for the minutes proclaiming May 3-9, 2020 as professional municipal clerks' week.

PUBLIC COMMENT

No one spoke during the public comment period.

BUSINESS

Discussion and possible action regarding a request from a resident to vacate a portion of the road along Williams Point Drive, listed on the maps as Parcel A, B, & C for a total of 3938 sq. ft. or 0.09 acres, to include a discussion on what the process should be to vacate a portion of a town road. Chair Pfeiffer asked if the Board members had taken time to review the information from the Attorney regarding the two separate processes. Discussion followed regarding the two separate processes. One process the land owner could initiate, the other process the town could initiate. Jerry McGuire, the land owner was virtually in attendance. He stated he submitted the information regarding the certified survey map to Dane County. Supervisor's Olson and Damkoehler stated it would be a simpler process for the town to initiate. They discussed the steps in the process for the town to initiate as noted in Attorney Reuter's email. Further Discussion followed.

Motion by Supervisor Olson, second by Sup. Damkoehler, to move forward with the request from the resident and take action with the town initiating process, and to post the Class III notice.

Chairman Pfeiffer stated he will follow up with Attorney Reuter.

Discussion and possible action regarding the request from a resident to have Shellestad Drive discontinued and turned over to him. Chair Pfeiffer stated there is no action to take on this item at this time. They need to know if the request is for a portion of the road or the entire road. They don't know if discontinuing a portion of the road is something they want to do. They can't discontinue the entire road due to 2 parcels and a cell tower on the road. They discussed snow plowing and a turn-around. Further discussion followed. Chair Pfeiffer asked the Board members if they had a problem with the request.

Motion by Supervisor Damkoehler, second by Sup. Olson, to explore the discontinuation of Shellestad Drive and authorize Chair Pfeiffer to discuss options with the requestor. Motion carries 3-0.

Discussion and possible action regarding Resolution R-2020-01 approving the Board of Commissioners of Public Lands State Trust Fund Loan in the amount of \$300,000.00.

The Board reviewed the documents and resolution. Motion by Supervisor Damkoehler, second by Sup. Olson, to approve resolution R-2020-01 approving the Board of Commissioners of Public Lands State Trust Fund Loan in the amount of \$300,000.00 as stated on the resolution documents, with a disbursement date of August 4, 2020. Motion carries 3-0 on a roll call vote with Chair Pfeiffer, and Supervisors Olson and Damkoehler voting in favor.

Discussion and possible action regarding the purchase and price of a snow-plow truck, to replace the current 2001 truck.

Superintendent Mesdjian reported out he received bids for a Peterbilt and International plow truck. He discussed the specifications included in each truck, along with the coverages and warranties on each truck. The truck would be specked out the same as the truck Jim Alme drives. The International came out higher than what they want. Mesdjian stated the proposal from Peterbilt was a fair proposal. They have been very satisfied in the past with Peterbilt and they have had good service with Peterbilt. Mesdjian stated this is a good win for the town. The International came in at \$105,320, and the Peterbilt came in at \$101,677. Mesdjian stated they will need to plan on another \$100,000 to outfit the truck. Chair Pfeiffer recommended they get the chassis ordered, then spec out the remainder of outfitting the truck for approximately \$100,000. Mesdjian reported that his research shows that the 2001 truck is worth more on the open market than was offered in trade by Peterbilt and recommended that the Town sell it instead of trading it in.

Motion by Supervisor Damkoehler, second by Sup. Olson, to award the contract for the truck chassis to Peterbilt in the amount of \$101,677. Motion carries 3-0.

Discussion and possible action regarding crack fill proposals.

Supervisor Mesdjian reported out he received two proposals. The proposal from Crack Fill Service and came in at nearly \$20,000 which is over the \$15,000 budgeted for 2020. The proposal from Fahrner was also over the budget. The Fahrner proposal was itemized, allowing some of the proposed work to be removed in order to reduce the cost to \$15,085. A new proposal for the same work was requested from Crack Fill Service which came back at \$17,000. Supervisor Mesdjian stated that Fahrner and Crack Fill Service are both good companies. Chairman Pfeiffer noted that In addition to submitting the low cost proposal, Fahrner does both crack fill and chip seal and a potential benefit to having a single vendor perform both is that the Town can avoid having multiple vendors disputing who is at fault if there is a performance issue. Further discussion followed. Motion by Supervisor Olson, second by Sup. Damkoehler, to award the contract to Fahrner for 2020 crack fill work in the amount of &15,085.00. Motion carries 3-0.

Discussion and possible action regarding issuing of road sealcoating request for bids. Superintendent Mesdjian reported out he drove the roads being considered for sealcoating with Fahrner. Fahrner advised that benefit of sealcoating some of the roads were not worth the cost due to their deteriorated condition and gave recommendations regarding which roads would most benefit and the types of treatment available. Further discussion followed. Staff was directed to prepare the bid notice. Motion by Supervisor Olson, second by Sup. Damkoehler, to approve bidding out GSB treatment on Washington, Tracy Lane, Shadyside, part of Skyline Drive and Skyline Cir. Motion carried 3-0.

Discussion and possible action regarding issuing of road paving request for bids. Superintendent Mesdjian asked the Board how they want to proceed in the future. Will borrowing for road improvements continue past 2021? He reminded the Board of the importance and cost of proper maintenance of improved roads to protect our investment. Chair Pfeiffer noted that although the Town road improvement plan presented to Town residents called for a review in five years, the approved plan detailed that it would take more than 10 years at the authorized borrowing amount to address all of the deteriorated roads. The Board discussed the amounts allocated for the 2020 roads budget, proposed road projects and estimated costs for various options. Chair Pfeiffer recommended that the Town should pursue grant funding for Circle Drive and any roads likely to rank high in applications before proceeding with improvements. Superintendent Mesdjian reported that Fahrner advised that some Town roads are suitable for a thick overlay without having to pulverize. The Board discussed whether to continue with the approach of pulverize and overlay as has been done recently with the roads in poorest condition, whether the Town should proceed with 2 ½ inch overlay as recommended, or whether a thinner overlay should be considered. Chair Pfeiffer pointed out that, although the expected life of overlay alone is shorter, an advantage is that this approach would allow the Town to address more of the deteriorated roads more quickly and also spread out the time period in which Town roads come due for overlay or reconstruction in the future. It was noted that Door Creek Rd was a thick overlay and has held up well. Jim Alme stated whether the roads have overlay or are reconstructed, they will still need to be sealed after two years. Mesdjian asked to Board for a determination regarding which roads to proceed with

obtaining bids. Motion by Superintendent Olson, second by Superintendent Damkoehler, to pursue bids for a 2 ½ inch overlay on Center Rd. and Spring Rd. with a \$420,000 estimated cost.

Motion carried 4-0.

Discussion regarding Public Works projects and duties.

Superintendent Mesdjian reported out he has been mowing parks. He has been working on several projects along with some resident requests. Greg will start back to work soon at about 15-20 hrs. per week until the safer at home order is lifted. He will focus on park projects to include repairing a tennis court and resealing basketball courts in some of the town's parks. Due to the COVID-19 pandemic, Greg will utilize his personal vehicle and report to the park he is working at. Mesdjian can be empowered to deploy and utilize his resources to make park improvements. Chair Pfeiffer stated money was budgeted last year and this year for park reserves. They will need to figure out what options are the best use for the money budgeted. Public Works employee Jim Alme stated he disked the shoulders of the town's roads, worked at the brush burning site to tidy up and make more room for brush, maintained equipment to grade driveways, he reported the gravel roads are not in too bad shape due to minimal plowing last winter, gravel will need to be brought in for correct shouldering.

Discussion and possible action regarding the 2019 audit report from Baker Tilly.

Clerk/Treasurer Hougan reported out the audit was pretty much the same as the past several years. We have a good relationship with Baker Tilly and they appreciate all the hard work we do to make the process as smooth as possible.

Motion by Supervisor Damkoehler, second by Sup. Bolender, to accept the 2019 Audit report from Baker Tilly as presented. Motion carries 4-0.

Discussion and possible action regarding Board of Review.

Chair Pfeiffer reported out on conversations with Accurate Appraisal regarding this year's Board of Review scheduled for May 21, from 5:30-7:30. Due to the COVID-19 pandemic, there was a concern if the Board should reschedule the date. After discussing our options with Accurate Appraisal, and the number of cases in the past for Board of Review, the Board determined they should proceed with the scheduled date of May 21, 2020.

Discussion and possible action regarding sharing of Town virtual meeting license with the Pleasant Springs Sanitary District.

Chair Pfeiffer stated the Sanitary District met via Zoom; however, they did not purchase a license. He stated it doesn't make sense for the Town and the PSSD to have separate licenses. Supervisor Bolender stated the cost is very reasonable. Supervisor Damkoehler stated they have a good relationship with PSSD. Motion by Supervisor Olson, second by Sup. Bolender, to approve sharing of the Zoom license with PSSD. Motion carries 3-0 with Chair Pfeiffer abstaining.

Discussion and possible action on Chairperson's liaison appointments to include Public Works Supervisor, Clerk/Treasurer's Office Supervisor, liaison for Deer

Grove Fire & EMS, Stoughton Fire & EMS, and McFarland Fire & EMS, PSSD liaison, and Parks liaison.

Chair Pfeiffer and the Board determined they will stay with the same assignments as last year and the Town Board members are appointed to the same positions.

Supervisor Damkoehler will be the Public Works Supervisor, Supervisor Larsson will be the Office Supervisor, Supervisor Bolender will be the Fire and EMS liaison, Chair Pfeiffer will be the PSSD and Parks liaison.

Discussion and possible action on nominating a Plan Commission liaison.

Supervisor Bolender nominated Supervisor Olson as the Plan Commission liaison.

Seconded by Sup. Damkoehler. There being no other nominations, Supervisor Olson was nominated to Plan Commission liaison. All in favor.

Discussion and possible action on nominating a Weed Commissioner.

Supervisor Damkoehler nominated Alex Mesdjian as the 2020 Weed Commissioner in accordance to State Statutes. Seconded by Sup. Olson. There being no other nominations, Alex Mesdjian was nominated as Weed Commissioner. All in favor.

Clerks report on projects and duties.

Clerk / Treasurer Hougan reported on some of the projects and duties the office staff have been working on to include finalizing the April 7 election and reporting, filing the Quarterly tax reports, respond to open records requests, required reporting to the DOR-state financial forms CT and F65, submitting the annual Responsible Unit recycling report for the annual grant, post-election work in WisVote, bank reconciliation, the spring / summer newsletter, along with other daily responsibilities office staff office takes care of.

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

- Gravel Roads
- Town's Website-after April Election
- Towns internet service provider-after April Election
- Alcohol & Operator's License renewals

PLAN COMMISSION REPORT

N/A

REPORTS

The Board reviewed the reports included in the packet. Chair Pfeiffer stated he finalized the last FEMA claim which should result in a few thousand dollars.

CORRESPONDENCE

The Board reviewed the correspondence included in the packet.

CLAIMS

Claims reports / check registers will be deferred to the next Town Board meeting.

ADJOURNMENT

Motion by Supervisor Bolender, second by Sup. Olson, to adjourn at 7:55 p.m. 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.