

## **TOWN BOARD MEETING, February 20, 2024 – 6:00 P.M.**

**PRESENT:** Town Chair Dick Green, Supervisors Eric Olson, Faith Schuck, Melanie Miller, Larry Schuller, and Clerk/Treasurer Maria Hougan.

### **ABSENT:**

### **OTHERS PRESENT:**

Joe Hougan, 2371 County Rd. BN, Keith Comstock, 3080 Shadyside Dr.

### **CALL TO ORDER**

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

### **PLEDGE OF ALLEGIANCE**

**PUBLIC COMMENT:** The Board listens to residents speak on any issue (three-minute time limit)

No one spoke during the public comment period. A history of the town's trash and recycling document drafted by Kenneth Schuck was presented to the Board.

Any item listed on the agenda is subject for action.

**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 minutes of the February 06, 2024 Town Board meeting.
2. Approval of the check register dated February 20, 2024.
3. Approval of the return of a driveway damage deposit(s) for:
  - Justin Staskal, 2190 Skaalen Rd.

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

### **BUSINESS.**

**Discussion and possible action regarding approval of the Final Certified Survey Map from Joel Hougan, applicant, Map # 10794.**

Supervisor Miller reported out. The Plan Commission approved this unanimously.

Motion by Supervisor Miller, second by Sup. Olson, to approve the Final Certified Survey Map from Joel Hougan, applicant, Map # 10794. Motion carried 5-0.

It was noted when the final is submitted the numbering on the pages will be corrected.

**Discussion and possible action regarding the Preliminary Certified Survey Map, Map # 3700, Drawing # 1123-600, combining two lots, parcel #'s 046/0611-094-8730-4 & 046/0611-094-8700-0.** Supervisor Miller reported out. The Plan Commission approved this unanimously. This was considered a clean-up due to combining the lots never took place when the roundabouts were put in years ago.

Motion by Supervisor Schuller, second by Sup. Schuck, to approve the Preliminary Certified Survey Map, Map # 3700, Drawing # 1123-600, combining two lots, parcel #'s 046/0611-094-8730-4 & 046/0611-094-8700-0. Motion carried 5-0.

**Discussion and possible action regarding setting the Town Board meeting date for the March 19 to consider Resolution R-2024-01: A Resolution Approving the Discontinuance of Linden Dr.**

Motion by Supervisor Olson, second by Sup. Schuck, to approve the meeting date of March 19, 2024 to consider Resolution R-2024-01: A Resolution Approving the Discontinuance of Linden Dr. Motion carried 5-0.

**Discussion and possible action regarding amending Ordinance Chapter 148 pertaining to noise. First reading.**

The Board reviewed the draft ordinance and ordinances in place from other municipalities. A discussion followed. Sup. Schuller suggested following the OSHA Standards as listed in the Town of Cottage Groves Ordinance.

Motion by Supervisor Schuller, second by Sup. Olson, to add the language to follow the OSHA industry standards as listed in the Town of Cottage Groves ordinance. Friendly amendment made by Sup. Olson, second by Sup. Schuller, to include the wording similar to Town of Cottage Groves Ordinance section pertaining to the OSHA standards and add to the Towns ordinance as item paragraph C. This will be brought back to the next town board meeting. Motion carried 5-0.

**Discussion and possible action regarding the Dane County Zoning changes to Ordinance Amendment 2023 OA-068 concerning Conditional Use Permits.**

The Board reviewed the proposed amendment.

Motion by Supervisor Miller, second by Sup. Schuller, to approve the Dane County Zoning changes to Ordinance Amendment 2023 OA-068 concerning Conditional Use Permits. Motion carried 5-0.

**Discussion and possible action regarding the approval of real estate tax overpayment refunds. Overpayment listing is included in the meeting packet.**

The Board reviewed the overpayment listing in the packet.

Motion by Supervisor Schuck, second by Sup. Olson, to refund the real estate tax overpayments as listed on the report dated 2/13/2024. Motion carried 5-0.

**Discussion and possible action on the resident request for repairs to fence at 2560 Circle Dr.**

Chair Green reported out. The resident called regarding damage to his fence. Public Works employees went out and repaired the fence. Afterwards, he received a quote in the amount of \$4350.00 for fence repair. He directed staff to send him the mailbox ordinance which explains the fence was damaged as a result of the snow. There was research done on the fence by pulling up google maps and could see the damage to the fence in 2011 and in 2019. Further discussion followed. Supervisor Schuller said the ordinance states the town is not responsible due to the heavy snow. Supervisor Olson stated no action on this item is needed as the town is following the ordinance in place. No action taken.

**Approval of the 2023 Fund Balance transfers as approved in the 2023 Budget.**

The Board reviewed the funds balance and the approved transfers as noted in the 2023 Budget. This will be reported back to the town's auditors, Baker Tilly.

Motion by Supervisor Schuller, second by Sup. Schuck, to approve the 2023 fund balance transfers as approved in the 2023 Budget. Motion carried 5-0.

**Discussion of Public Works projects and duties.**

Chair Green reported out. A letter was sent to residents along six gravel roads in the town due to the garbage trucks not being able to turn around, or the turnaround is on private property, the gravel roads not being able to hold up to the weight of the heavy garbage trucks. For years other residents along the gravel roads have had to take their garbage to the paved road. He provided maps of the 6 gravel roads for the Board members to review and visualize. The maps show a circle area; however, the circle area has not been dedicated to the town to provide for a turn around. Supervisor Schuck reported out she explained the situation to residents who have approached her on the subject. The Town does not want to have contracted vehicles such as the garbage trucks or the towns heavy vehicles on private property. Further discussion followed. The town in the future may most likely resort to cul-de-sacs. Public Works employees have been brush cutting, 2 or 3 sign posts have been sheared off, and will be posting the weight limits with a date yet to be determined.

**Clerks report of projects and duties.**

Clerk Hougan reported out on the office duties and responsibilities staff have been working on. Hopefully will be hiring an office staff member in the near future. Interviews are being conducted.

**Discussion on items to be placed on the next and / or future agenda:**

- Noise Ordinance
- Future item as needed: Update/direction from Board to Plan Comm on Comp Plan
- Future Item(s)-Amend position descriptions to indicate no time off may be taken / revise fee schedule

**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 Plan Commission unanimously approved the Final CSM for Joe Hougan, unanimously approved the Preliminary CSM for the John Barlow/ Proposed United Rentals property, tabled the CUP for Nathan Moe, and tabled the deed restriction revision for the John Barlow/United Rentals request.

**REPORTS**

The Board reviewed the reports included in the packet. Supervisor Schuller reported out on the Deer-Grove EMS meeting he attended.

**CORRESPONDENCE**

The Board reviewed the correspondence included in the packet.

There will be a Quad Towns meeting hosted by the Town of Dunkirk on March 11 at 6:30 p.m.

The Board reviewed a letter from the town's attorney regarding cemeteries. A discussion took place. Staff was directed to send a letter and copy of the email from the attorney to the resident regarding burial at the cemetery.

**ADJOURNMENT**

Motion by Supervisor Olson, second by Sup. Miller, to adjourn at 7:28 p.m. Motion carries 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.*