

TOWN BOARD MEETING, March 19, 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:

Kris Swenson, 2326 Skaalen Rd., Stoughton WI., Keith Comstock, 3080 Shadyside Dr. Stoughton, WI.

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

NOTICE OF PUBLIC HEARING FOR THE DISCONTINUANCE OF LINDEN DR.

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

No one registered to speak during the public comment period.

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 March 05, 2024 Regular Town Board meeting.
2. Approval of the check register dated March 19, 2024.
3. Approval of Change of Agent for: (Background check(s) completed, no issues found, approval is recommended)
 - Road Ranger LLC, Sarah Jean Jenkins, Agent

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

BUSINESS.

Discussion and possible action regarding Resolution R-2024-01: A Resolution Approving the Discontinuance of Linden Dr.

Chair Green introduced the resolution. Supervisor Olson reported out this is a similar to what was done in the past to discontinuing Cherry Drive. The documents presented look appropriate.

The Board reviewed the resolution and associated documents.

Motion by Supervisor Miller, second by Sup. Schuck, to approve Resolution R-2024-01: A Resolution Approving the Discontinuance of Linden Dr. Motion carried 5-0 on a roll call vote with Supervisors Miller, Schuck, Schuller, Olson, and Chair Green voting in favor.

Discussion and possible action regarding a request from Keith Comstock, applicant, regarding a Preliminary Certified Survey Map, Office drawing map # 231172, to incorporate a portion of vacated Linden Drive to create two conforming SFR-08 parcels, parcel #'s 0611-303-6541-3 & 0611-303-6552-0.

Supervisor Miller reported out. This was unanimously approved by the Plan Commission.

Motion by Supervisor Olson, second by Sup. Schuller, to approve request from Keith Comstock, applicant, regarding a Preliminary Certified Survey Map, Office drawing map # 231172, to incorporate a portion of vacated Linden Drive to create two conforming SFR-08 parcels, parcel #'s 0611-303-6541-3 & 0611-303-6552-0. Motion carried 5-0.

Discussion and possible action regarding the Final Certified Survey Map, Drawing # 6148-23, from Randy & Kristen Swenson for parcel #'s 0611-342-9002-0, 0611-342-9400-0.

Supervisor Miller reported out. All the information is correct on the map, this was approved unanimously by the Plan Commission.

Motion by Supervisor Miller, second by Supervisor Schuck, to approve the Final Certified Survey Map, Drawing # 6148-23, from Randy & Kristen Swenson for parcel #'s 0611-342-9002-0, 0611-342-9400-0. Motion carried unanimously.

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

The Board reviewed the second reading. This will be brought back for the third and final reading.

Discussion and possible action regarding the Office Assistant/Deputy Clerk Treasurer position description in regards to no time off periods.

The Board reviewed the position description. It was determined there were no changes needed to the position description as written.

Discussion and possible action regarding the Certificate of Deposit maturing from Connexus Credit Union, set to mature on March 28, 2024, in the amount of \$116,496.14.

The Board reviewed the rates sheet.

Motion by Supervisor Olson, second by Sup. Schuck, to reinvest the CD with Connexus Credit Union, at a rate of 5.25% for a period of 10 months. Motion carried 5-0.

Discussion and possible action regarding the Notice of Disallowance of Claim, Bradley Beckwith, claimant, regarding damage to fence.

Chair Green reported out. He spoke with the agent at Rural Insurance and he recommends sending the Notice of Disallowance to the claimant. He will then have 6 months to pursue in circuit court if he decides to take action.

Motion by Supervisor Schuck, second by Sup. Schuller, to send the Notice of Disallowance of Claim to Bradley Beckwith, pertaining to the damage to his fence claim in the amount of \$4350.00. Motion carries 5-0.

Discussion and possible action regarding the 2% Fire Dues allocation the town receives annually. Chair Green reported this was discussed at the recent Quad Towns meeting. The consensus from the four towns was that the fire dues payment the town receives will be divided up based on population, and a check will be sent to each of the fire districts with a note stating that the amount of the fire dues they receive will be deducted from the September contracted payment for each of the fire districts. No action taken.

Discussion and possible action regarding the towns fee schedule.

The Board reviewed the current fee schedule. Supervisor Olson stated he was more interested in the building permit fees for construction, demolition, etc. A discussion followed. He will check with the towns building inspector and ask for a recommendation on updated fees. Chair Green has some recommendations for changes to the current fee schedule, the yard waste sticker fee information needs to be added. The Board decided to hold off on any changes to the fee schedule until there is research done on what other surrounding towns are charging for fees.

Discussion and possible action regarding dedicated land for turn arounds on two town roads, Torke Ct. and Erdahl Dr.

Chair Green reported out. Kenneth Schuck is doing the research on the properties in questions regarding if a turnaround has been dedicated to the land. He explained the process. The land is searched on Access Dane and then the register of deeds will provide a copy for a charge of \$1.00. He has done research on 22 of the 36 gravel roads, and has found that 12 of them have roads dedicated to the public. There are still 14 to research. Chair Green spoke with Dane County Planning and Zoning and was told they started requiring this information on turnarounds on 1974 on CSM's and deed restrictions on parcels with 5 acres or less. Further discussion followed. Public Works Department

received a quote on the cost of adding turn arounds on two properties where land is dedicated and the cost for the two turn arounds is \$94,230.00. No action taken.

Discussion and possible action regarding the 2024 road projects and bid timeline.

Chair Green reported out. They will pulverize and pave the rest of Skaalen Rd., and the towns section of Schadel Rd. The bids will be prepared to go out by April 1. They will see what is left in the America Rescue Plan Act (ARPA) funds account, and utilize that for chip sealing Williams Pt Dr., Circle Dr., Skyline Dr., and Spring Rd. Then the bid packets for chip sealing will be prepared. There will be a lot of gravel shouldering on Skaalen Rd. and Schadel Rd. No action taken.

Discussion of Public Works projects and duties.

Chair Green reported out. The public works employees have been tree trimming, brush trimming, put a plow back on one of the trucks for the proposed upcoming snow later this week, hauling gravel, a ditch was dug to run power to the gates for the yard waste site, the ditch was back filled, a camera was purchased to install on the gate at the yard waste site, there will need to be a conduit line added to run power to the camera, the new sign is up at the yard waste site. Supervisor Schuck asked about the road crew training being offered by the Wisconsin Towns Association. The next quad towns meeting is scheduled for Monday, August 19, at noon.

Clerks report of projects and duties.

Clerk/Treasurer Hougan reported out they have been busy gearing up for the April 2 Election, currently 135 absentee ballots have been issued, in person absentee voting has started, audit and audit entries, AR & AP, Bank reconciliation, and all the day to day responsibilities of the office. Danielle has finished the WisVote training series and is doing fabulous!

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

A discussion was held regarding the next town board meeting due to the election on April 2. The next meeting will be held on Thursday, April 4 only on an as needed basis, otherwise the next meeting will be on April 16.

- Re-naming of Spring Rd # 1
- 3rd reading and adoption of the Noise Ordinance
- Spring Summer Newsletter topics – April or May
- Future item as needed: Update/direction from Board to Plan Comm on Comp Plan
- Bid Opening-date to be determined
- Audit Presentation / Audit Report
- BCPL Borrowing Resolution

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 took action on the CSM's on tonight's town board agenda. They also approved the annual review of the CUP issued on 12/11/2019 to Ounla Thongsavanh, for parcel # 0611-034-9685-0, located at 2154 Rinden Road, Cottage Grove, WI 53527, for religious purposes. She provided training the Plan Commissioners on certain procedures and duties of the Plan Commission. They will continue with trainings on upcoming meetings.

REPORTS

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 7:23 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.