

TOWN BOARD MEETING, April 05, 2023 – 6:00 P.M.

PRESENT: Town Chair David Pfeiffer, Supervisors Dick Green, Melanie Miller, Eric Olson, Dana Stadler, Clerk/Treasurer Maria Hougan.

ABSENT:

OTHERS PRESENT:

Kenneth & Faith Schuck, 1616 Spring Rd, Marcia Tarrant, 1881 S Brooklyn Dr., Mike Wylesky, 2048 Williams Dr., Diana Olson, 2048 Williams Dr., Lori and James Alme, 2061 Spring Rd., Ted Keehn, Deerbrook WI, Mike Bailey, 2106 Yahara Dr., Laura Trotter, 2156 Fallen Oak Tr.

Virtual Attendees: Alex Mesdjian, Public Works Superintendent

CALL TO ORDER

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

ANNOUNCEMENT OF POSSIBLE CLOSED SESSION

PUBLIC COMMENT

Faith Schuck, 1616 Spring Rd., is requesting a copy of the warm weather policy and protocol and also is requested the emergency personnel have a copy as well. The residents with gravel roads should be informed of this policy as well.

Mike Wylesky, 2048 Williams Dr., stated the roads should be plowed sooner during heavy snow events. He is concerned in the event emergency personnel need to travel on the road.

Karen Juve, 2897 N Hill St., she has concerns with her gravel road not being plowed out. Emergency personnel and mail delivery is not able to utilize the gravel road when not plowed out. Has concerns on the type of gravel placed on the road.

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 21, 2023, Town Board meeting.
2. Approval of the check register dated April 05, 2023.
3. Approval of Syttende Mai Canoe Race Event to be held on Friday, May 19, 2023 @ 6:30 p.m.

4. Approval of new operator's license for: *(Background check completed, no issues found, approval recommended)*

- Anicia Betty Soetaert, Road Ranger

Motion by Supervisor Green, second by Sup. Miller, to approve the consent agenda for April 5, 2023. Motion carried unanimously.

BUSINESS.

Discussion and possible action to set a public hearing date on a request for vacation of 20 ft. of the Williams Point Dr. right-of-way adjacent to the property located at 2229 Williams Point Dr., to allow the existing garage to meet current set back requirements, and review of proposed CSM for the property as listed above. (As information is available) Marcia Tarrant was in attendance. She spoke with Mike from the DNR and sent him the requested documents. The town will need to find the supporting documents of the road prior to the state park being added around 1962. Supervisor Green reached out to Dan Frick with Dane County and he is searching the archives to find when the road was connected. They will need to have this documentation prior to moving forward. Documentation should be available prior to the next town board meeting.

Discussion and possible action regarding short-term rental application process. Mike Bailey was in attendance to present his request. Wondering why the sales tax permit is required, and if they can waive that as it doesn't serve anything as they don't sell anything. His other properties don't request a sales tax permit. His other concern/request is if they have to complete the renewal application each year even if nothing has changed. Can they complete a form to notify the town that nothing has changed instead of completing the new form each year. Clerk Hougan recommended doing some research regarding the sellers permit or sales tax permit and bring back to the next town board meeting.

Motion by Supervisor Miller, second by Sup. Green, to accept renewal of short-term application without completing a new application every year if nothing has changed. Motion carried 5-0.

Information regarding the sales tax permit and sellers permit to be brought back to the next town board meeting.

Discussion and possible action regarding the 2023 Chip Seal projects and bid timeline. The board reviewed the bid packets provided by Superintendent Mesdjian. A discussion took place regarding which roads should be chip-sealed.

Motion by Supervisor Olson, second by Sup. Stadler, to send out the bids as presented at the last board meeting.

A discussion took place as what roads were to be chip-sealed.

Supervisor Green called the question. Motion carried 5-0.

Motion by Supervisor Miller, second by Sup. Green, to table the Kaase Rd. chip seal project. Motion carried 5-0.

Discussion and possible action regarding the joining with neighboring Towns to purchase a soil conditioner attachment for skid loader. Chair Pfeiffer reported out they don't have a dollar amount yet, it depends upon how many towns go in on purchasing this piece of equipment. A previous email sent out estimated at approximately \$2400.

Motion by Supervisor Green, second by Sup. Olson, to table this to the next town board meeting. Motion carried 5-0.

Discussion and possible action regarding a \$200.00 donation for two pedestrian warning signs on the corner of parcel # 0611-343-984-07, on Spring Road.

Supervisor Green reviewed the traffic sign hand book and stated the signs are only appropriate at a cross walk. Spring Road does not have a cross walk.

Motion by Supervisor Olson, second by Sup. Green, to approve the \$200.00 donation for two pedestrian warning signs on the corner of parcel #0611-343-984-7, on Spring Road. **Motion fails 0-5.**

Discussion regarding Public Works projects and duties.

The board reviewed the report provided by Superintendent Mesdjian.

Discussion and possible action regarding the 2022 audit report completed by Baker Tilly. A discussion took place regarding the 2022 audit. Supervisor Miller requested Baker Tilly present the audit at the May 2, 2023 Town Board meeting. Approval of the audit will be deferred until the May 2, 2023 Town Board meeting.

Discussion and possible action regarding the Deputy Clerk / Treasurer staff vacancy in the Clerk/Treasurer's office. The Board reviewed the employment ad and the position description. There is money in the budget for temporary assistance in the office during the vacancy.

Motion by Supervisor Miller, second by Sup. Green, to approve advertising for the vacancy with an ad deadline of Monday, May 15, 2023 @ 4:00 p.m. Motion carried 5-0.

Clerks report of projects and duties.

Clerk Hougan reported out on the projects and duties of the office. She reported out tomorrow is Laura's last day, and thanked her for the assistance she provided and wished her well.

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

- Placeholder: Request regarding Williams Point Dr. possible vacation
- 2022 Audit Presentation by Baker Tilly-Approval of audit, Board to decide upon-May 2, 2023 Town Board meeting
- Soil conditioner attachment for skid loader- joint muni purchase
- Information regarding sellers permit / sales tax
- Employee Handbook
- Changing Town Road Name
- Possible Ordinance amendment Chapters 66 & 202
- Signage for UpNet
- Joint meeting with Plan Commission regarding encroachment from Stoughton and McFarland

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)

The Plan Commission did not meet.

REPORTS

The Board reviewed the correspondence included in the packet.

CORRESPONDENCE

The Board reviewed the correspondence included in the packet.

Motion by Supervisor Stadler, second by Sup. Olson, to convene into closed session @ 7:00 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.” Deputy Clerk / Treasurer exit interview. Motion carried 5-0 on a roll call vote with Chair Pfeiffer, and Supervisors Stadler, Olson, Miller, and Green voting in favor.

Chair Pfeiffer to finalize/provide the closed session minutes

ADJOURNMENT

Motion by
Second by
Vote

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.

Maria "Pili" Hougan
Clerk/Treasurer

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