

## **TOWN BOARD MEETING, April 16, 2024 – 6:15 P.M.**

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

**ABSENT:**

Supervisor Renee Gouaux

**OTHERS PRESENT:**

Brady Salter of Stoughton Area Little League

**CALL TO ORDER**

Chair Green called the meeting to order at 6:21 p.m.

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was done at the Annual Meeting held prior to the Town Board meeting.

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

No one spoke 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 19, 2024 Regular Town Board meeting.
2. Approval of the check registers dated April 4, 2024 and April 16, 2024.
3. Approval of an Operator's License for: (background check performed, no issues found, approval is recommended)

- Jesse Daniel Jordan, Road Ranger

Motion by Supervisor Olson, second by Sup. Miller to approve the consent agenda items as listed. Motion carries 4-0.

**BUSINESS.**

**Discussion and possible action regarding a request from the Stoughton Area Little League for field improvements.**

Brady Salter of Stoughton Area Little League presented a proposal for improvements at Oak Knoll Park. He shared a hand out with the proposed improvements. They plan to do the improvements in 2 Phases, with Phase 1 to be completed this spring, and Phase 2 to be completed in the fall. He presented the current issue and needs for the baseball fields. Phase 1 has an estimated cost of \$28,000 and phase 2 has an estimated cost of \$30,000. The Board was in a consensus for the approval of the proposed improvements, however, the Board agreed the town does not have the funds to dedicate for any improvements, as it was not known or budgeted for in the 2024 Budget. Further discussion followed. Brady explained he was asking for the Boards approval to make the proposed changes to the Oak Knoll Park ball fields, and if the Board could provide some level of financial assistance. Supervisor Miller stated they could look at the budget in the fall to see if there are any funds available.

Motion by Supervisor Olson, second by Sup. Schuck, to approve the requested improvements for Phase 1 and Phase 2 by the Stoughton Area Little League to Oak Knoll Park accepting the concept without any monetary contributions at Oak Knoll Park. There was a friendly amendment by Supervisor Miller to add SALL to the motion. Friendly accepted by Olson & Schuck and is included in the motion. Motion carries 4-0.

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

The Board reviewed the final reading.

Motion by Supervisor Schuck, second by Sup. Miller, to approve the amendment to Ordinance Chapter 148 of the towns code adding paragraph C as presented on April 16, 2024, pertaining to noise. Motion carried 4-0 on a roll call vote with Supervisors Olson, Miller, Schuck, and Chair Green voting in favor.

**Discussion and possible action regarding the town's fee schedule.**

The Board reviewed the Building Inspection permits fees schedule from Town of Pleasant Springs, Town of Dunn, Town of Rutland, and Town of Dunkirk. A discussion followed. They discussed changing the amount for new homes from 10 cents for square foot to 40 cents per square foot. The Board discussed changing the towns building permit fees to reflect the Town of Dunn's building permit fees.

Motion by Supervisor Olson, second by Sup. Miller, to ask Steve Kittelson, the Building Inspector, to adjust the current building permit fees to match with the Town of Dunns current building permit fees. Motion carried 4-0.

**Discussion and possible action regarding the event approval of the annual Syttende Mai Canoe Race event scheduled for Friday, May 17<sup>th</sup> at 6:30 p.m.**

The Board reviewed the event application.

Motion by Supervisor Miller, second by Sup. Olson, to approve the Annual Syttende Mai Canoe Race scheduled for Friday, May 17<sup>th</sup> @ 6:30 p.m. Motion carried 4-0.

**Discussion and possible action regarding the 2023 draft audit report.**

Clerk /Treasurer Hougan reported out this was the final audit report and Baker Tilly will be doing a presentation on the 2023 audit at the May 7 town board meeting. The audit is pretty standard from year to year. No action taken.

**Discussion and possible action regarding topics for the Spring / Summer newsletter.**

The Board reviewed the draft newsletter. The roads to be chip sealed should be added once a decision is made on which roads the town will be proposing to have done. The timeline for the newsletter to go out will be end of May or early June.

Further discussion followed. Any additional newsletter ideas should be forwarded to the office. No action taken.

**Discussion and possible action regarding the short-term rental permit application request from Mike Bailey for the property at 2106 Yahara Rd, requesting an exemption for the seller's permit requirement.**

The Board reviewed the documents reflecting an exemption for the requirement of a seller's permit to be granted for Mike Bailey due to utilizing AirBNB and documents provided from the DOR and off the website of the Dept. of Public Health.

Motion by Supervisor Olson, second by Sup. Miller, to approve revising the short-term rental permit application to remove the requirement and adding the language of not needing a seller's permit if you are utilizing AirBnb or VRBO. Motion carried 4-0.

**Discussion and possible action on Chairperson's liaison appointments to include Public Work's Supervisor, Clerk/Treasurer's Office Supervisor, PSSD Liaison, Deer Grove EMS & Cottage Grove Fire, Stoughton Fire & EMS and McFarland Fire & EMS Liaison, and Parks Liaison.**

Chair Green stated he will continue as the Public Works Supervisor, Supervisor Miller will supervise over the Clerk/Treasurer's office, Supervisor Olson will serve as the Parks Liaison and Pleasant Springs Sanitary District Liaison, and Supervisor Schuck will serve as the Deer Grove EMS, Cottage Grove Fire, Stoughton Fire and EMS and McFarland Fire & EMS.

**Discussion and possible action on appointing a Board member to the Plan Commission.**

Supervisor Miller stated she will continue on as the appointed Board member on the Plan Commission.

**Discussion and possible action on appointing a Weed Commissioner.**

Motion by Supervisor Schuck, second by Sup. Olson, to appoint Gary Teigen, and Bryce Sime as the town's Weed Commissioners.

Motion carried 4-0.

**Discussion and possible action regarding designation of authorized check signers.**

Motion by Supervisor Schuck, second by Sup. Miller, to designate the authorized check signers as Chair Dick Green, Supervisor Eric Olson, and Clerk / Treasurer Maria Hougan. Motion carries 4-0

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

Chair Green reported out on the Public Works projects and duties to include the snowstorm on April 2, the plows and sanders needed to be put back on the trucks, they have not been removed and the trucks cleaned up, hauling gravel and filling potholes, Oak Knoll shelter has been opened up, the well has been treated, there were several plumbing repairs needed and the repairs were done by public works, thus not needed to call a plumber, the Wifi has been boosted, the camera on the gate is now functioning allowing the stickers and license plates to be seen, there were a few issues with the gate remotes not working, the apps to open and close the gates will be installed on cell phones, Greg Spangler started back mowing parks on Monday, the pick-up truck should be done and ready for pick up, the final result of the gravel road research has been completed, they now have a record of which gravel roads have a dedication for a turn around. Chair Green thanked Ken Schuck for all of his work with the research on this project.

**Clerk's report of projects and duties.**

Clerk Hougan reported out. The election went well, there was approximated a 40% turn out. The bulletin board in the town hall has been refreshed and updated with new information by Danielle. Danielle has finished the WisVote training, she has taken the Notary exam and will be sending in the application to become a Notary soon. Several annual reports have been submitted. They have had a lot of calls regarding the Charter / Spectrum fiber which has been buried along several areas in the town, they have been selling a lot of yard waste stickers, along with the day-to-day duties and responsibilities of the Clerk/Treasurer's office to include preparation of the Annual meeting reports and packet, town board agenda and packet, updating various forms and licenses, the draft newsletter, AR/ AP, Bank Reconciliation and other miscellaneous duties.

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

- Future item as needed: Update/direction from Board to Plan Comm on Comp Plan
- Renaming of Spring Rd (Supervisor Schuck to inform us when ready to be placed on the agenda)
- License Renewals
- 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).

The Plan Commission did not meet so therefore no report was available.

## **REPORTS**

The Board reviewed the reports included in the packet.

## **CORRESPONDENCE**

The Board reviewed the correspondence included in the packet. Chair Green reported out on the complaint letter regarding properties on Shadyside. He contacted the Dane County Zoning Administrator to look at 3090 and 3108 Shadyside to see if they are in violation. He also spoke to Roger Lane of Dane County Planning and Zoning and Roger stated they have received several letters the past few years regarding the condition of the properties.

## **ADJOURNMENT**

Motion by Supervisor Olson, second by Supervisor Schuck, to adjourn at 8:04 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.*