

TOWN BOARD MEETING, April 18, 2023 – 7:00 P.M.

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

ABSENT:

OTHERS PRESENT:

Kenneth Schuck, 1616 Spring Rd, Marcia Tarrant, 1881 S Brooklyn Dr., Mike Wylesky, 2048 Williams Dr., Diana Olson, 2048 Williams Dr., Larry Schuller, 2552 Brown Deer Rd., Rich Clutson & Patti Ziebol, 2229 Williams Point Dr., Fern & Richard Hosfeld, 2312 Williams Dr., Mark Asleson, 1468 Pleasant Hill Rd., Tim Miller, 816 Johnson St., Jim and Lori Alme, 2061 Spring Rd.

Virtual Attendees: Please note, there were attendees, however we were having technical difficulties. Supervisor Eric Olson, Jeff Winge, Mark Hale

CALL TO ORDER

Chair Green called the meeting to order at 7:00 p.m.

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

Mike Wylesky, 2047 Williams Dr., asked about the continuance of utilizing the zoom meeting equipment.

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 April 05, 2023, Town Board meeting.
2. Approval of the check register dated April 18, 2023.

Motion by Supervisor Miller, second by Sup. Schuck, to approve the minutes up until the closed session portion as they have not been finalized. Motion carried 3-0

BUSINESS.

Discussion and possible action on the determination of whether the 2001 commercial rezoning applies as the second and final density unit allowed on parcel #046/0611-201-9000-4, 2312 Williams Dr, owned by Fern and Richard Hosfeld.

The Hosfelds were in attendance. Supervisor Miller reported out. The Plan Commission approved unanimously to support the decision from 2001 where there were no deed restrictions in place, the two splits remain on the parcel, and since there were no restrictions in place in 2001 there is one split remaining open. The Hosfelds were just seeking clarification regarding the remaining split.

Motion by Supervisor Miller, Second by Sup. Schuck, to support the decision from the Plan Commission meeting on April 12, 2023, that the determination is the splits remain as of determined by the Board in 2001 regarding parcel # 046/0611-201-9000-4 located at 2312 Williams Drive. Motion carried 3-0.

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. Progress has been made. She has been in contact with Mike from the DNR he requested specific information regarding Williams Point Dr # 2 and history of the road to include when the road was changed, why town wants this done, why are we requesting that this needs to be corrected and what result would be to give this land back to the homeowners. This will be in a summary document and signed by the Town Chair and Marcia. Once the document is received, he does not need to wait for a meeting, he can present as soon as he receives the documents with the requested information. Then they can proceed with the vacation. Dick and Marcia spoke with Mike at DNR and it was a good positive communication. Marcia asked if the town could gift the land just needed so they can finish the garage for the time being and continue process with vacating the land. Roger Lane was in agreement with gifting of the land. They will still need to follow the process to vacate the land. They are asking for an approval from board to approve the gift of land for the homeowners. Once approved she will go back to David Riesop the surveyor to modify the map of land, then they will need to have approval of the vacate of the property. Per Chair Green, the road should have been corrected in the 60's with the DNR but it had never been done. They can come up with a survey to vacate that portion of the two parcels. The front set back of the garage is within about 6 feet of the road right of way. Road is way 60 feet away from property line over bordering DNR park, once this is fixed there will be 20 feet front setback which is required. This is cleaning up

Will still need to do the vacate process with a public hearing etc.

Motion by Supervisor Miller, second by Sup. Schuck to approve that the town vacate of parcel #'s 0611-191-3613-8 and 0611-191-3562-0 and gift to the property owners. Motion carried 3-0.

Discussion and possible action regarding short-term rental application process regarding the requirements for sellers permit and /or sales tax permit.

The Board agreed the short-term applicants will need to obtain the necessary permits as required by law and ordinances. No action taken.

Discussion and possible action regarding compensation costs associated with the clean up at the previous brush burning site located on Tower Dr.

Mark Asleson was in attendance. He explained to the Board the process which took place when the previous site was closed. The Board reviewed the documentation. Further discussion followed. Supervisor Schuck apologized for the way the process was handled.

Motion by Supervisor Miller, second by Sup. Schuck, to reimburse Mark Asleson for his labor and time in cleaning up the site at \$90.00 per hour for a total of 10 hours. Motion carried 3-0.

Discussion and possible action regarding seal coat for Kaase Rd.

Chair Green reported out this had been tabled at the last meeting. The cost for the towns portion of Kaase Rd is \$13,549.00. If the road gets sealed at the same time Dunkirk is sealing theirs, they get a better cost due to the equipment is already there and they don't need to bring the equipment to the site again. He recommends to do the chip-sealing. They can most likely find enough money in the budget, if not they can possibly take money from reserves.

Motion by Supervisor Miller, second by Sup. Schuck, to accept the seal coat bid in the amount of \$13,549.00 for Kaase Rd. Friendly amendment by Sup. Schuck to add Fahrner as the name of the construction company, friendly accepted by Miller. Motion carried 3-0.

Discussion and possible action regarding the nomination / appointment to fill the vacant Supervisor # 3 seat, with a term ending in April of 2024.

Chair Green recommends appointment of Larry Schuller as he has been previously on the Town Board and ran for election in April. There were no other recommendations for candidates.

Motion by Supervisor Miller, second by Sup. Schuck, to appoint Larry Schuller to fill the remainder of Supervisor Seat # 3, for a term ending in April of 2024. Motion carried 4-0 on a roll call vote with Chair Green, Supervisors Miller and Schuck, and Clerk/Treasurer Hougan all voting in favor.

The Oath of Office was administered to Larry Schuller at this time.

Discussion and possible action regarding setting hours for Public Works Department employees. Chair Green provided a handout containing Public Works

hours for the surrounding towns. The Board reviewed the hours. Further discussion followed.

Motion by Supervisor Schuller, second by Sup. Miller, to set the hours for the Public Works Department employees as 7:00 a.m. to 3:30 p.m. Monday through Friday. Friendly amendment made by Sup. Schuller, to add a 30-minute dinner break, friendly accepted by Sup. Miller. Motion carried 4-0.

Discussion and possible action regarding the joining with neighboring Towns to purchase a soil conditioner attachment for skid loader.

Chair Green suggested to table this item.

Motion by Supervisor Miller, second by Sup. Schuller, to table this item. Motion carried 4-0.

Discussion and possible action regarding advertising for a road patrolman.

The Board reviewed the position description and ad posting for the road patrolman. The patrolmen will share the workload and train each other in areas as needed. This is how Public Works Department had previously functioned. They will need to decide who does certain tasks. Further discussion followed. The description will be revised to add Public Works will attend Town Board meetings as requested, to patrol the town roads regularly, and to keep a record of road maintenance, to include the gravel roads. The pay range for this position will be \$24.00 to \$30.00 based on knowledge and experience.

Staff was directed to make revisions to the position description and to post the position.

Discussion and possible action regarding Quam Park Tennis court expenses.

It was recommended to proceed with Quam Park and to let the sealing company know we will be doing the two courts for a savings of \$1,000.00.

Motion by Supervisor Schuller, second by Sup. Schuck, to rebuild Quam Park tennis court for an amount of funds not to exceed \$30,000.00. Friendly amendment made by Schuck, friendly accepted by Schuller, that the surface of the tennis court to be concrete. Motion carried 4-0.

Staff was directed to notify Mid-West Sealers to let them know.

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.

The liaison appointments are as follows:

Supervisor Eric Olson-Tentatively Public Works Supervisor

Chair Dick Green- Clerk's Office Supervisor

Supervisor Larry Schuller-Deer Grove EMS, Cottage Grove Fire, Stoughton Fire & EMS and McFarland Fire & EMS.

Supervisor Miller-Plan Commission Liaison

Supervisor Schuck-Parks Liaison

PSSD was discussed and no liaison appointments were determined at this time.

Discussion and possible action regarding designation of authorized check signers.

Motion by Supervisor Miller, second by Sup. Schuck, to assign Chair Richard “Dick” Green, and to continue with Supervisor Olson and Clerk/Treasurer Hougan as authorized check signers. Motion carried 3-0 with Chair Green abstaining.

Discussion of Public Works projects and duties.

Chair Green reported out he received a call from a resident at 1722 Oakview Dr. regarding snow-plow damage to the grass and sod in the cul de sac. They are requesting a load of top soil be delivered so they can repair the damage.

Motion by Supervisor Schuller, second by Sup. Miller, to direct Public Works to deliver 1.5 yards of top soil in the cul de sac at 1722 Oakview Dr. Motion carried 4-0.

Clerks report of projects and duties. Clerk/Treasurer Hougan reported out she has been working on the Annual Meeting Packet, the Town Board meeting Packet, and the day-to-day duties and responsibilities of the office.

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

- Road Bids May 2 Town Board meeting
- Placeholder: Request regarding Williams Point Dr. possible vacation
- 2022 Audit Presentation by Baker Tilly, and consideration of 2023 Approval of Audt-May 2 Town Board meeting
- 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)

Supervisor and Plan Commission liaison Miller reported out the Plan Commission clarified the decision made in 2001 regarding the Hosfeld property. The Plan Commission would like to have a joint meeting with the Board and discuss encroachment from McFarland and Stoughton. It was decided this meeting should be held in June.

REPORTS

The Board reviewed the reports included in the packet. A discussion followed.

CORRESPONDENCE

The Board reviewed the correspondence included in the packet.

ADJOURNMENT

Motion by Supervisor Miller, second by Sup. Schuller, to adjourn at 9:14 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.

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