

JOINT TOWN BOARD MEETING & PLAN COMMISSION, July 18, 2023 – 6:00 P.M.

PRESENT: Town Chair Dick Green, Supervisors Eric Olson, Larry Schuller, Melanie Miller, Faith Schuck, Plan Chair Dalsoren, Vice Chair Wieser, Commissioners Lemanski, Comstock, Deputy Clerk Treasurer Kathy Wilson, and Clerk/Treasurer Maria Hougan.

ABSENT: Commissioner Pfundheller

OTHERS PRESENT:

Harvey & Cindy Skaar, 2506 Hwy MN, Cottage Grove, Marlene & Kenton Sorenson, 4559 Catalina Parkway, McFarland, Travis Dettinger, 3245 Token Rd., Sun Prairie, Joe & Joan Kellerman, 2301 Williams Dr., Barb, Katelyn, & Rick Long, 3088 Oak St., Cindy LaMay, 3088 Oak St.

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

MINUTES OF THE JUNE 21, 2023 JOINT PLAN COMMISSION & TOWN BOARD MEETING

Motion by Member Wieser, second by Member Comstock, to approve the minutes as presented. Motion carried unanimously.

PUBLIC COMMENT

Joe Kellerman, 2301 Williams Dr., asked the Board on the cost of the fencing and cameras installed at the yard waste site.

BUSINESS

Discussion and possible action on a request from Under the Oaks, LLC/Zeteo Community, Kenton Sorenson, Travis Dettinger, agent, for parcel # 0611-042-8096-5, 3136 Oak Street, to rezone 7.5 acres from RR-4 to GC (General Commercial) This item was tabled from a previous meeting. Travis Dettinger, the Sorensens, and Dan O'Callahan were in attendance. The presented the modifications as requested at the previous meeting by the Town Board and Plan Commission. They explained they held a voluntary meeting with the neighborhood residents explaining what they wanted to do. They explained they still wanted the two houses versus one home. Further discussion followed. The new modifications were not included in the information for the joint meeting and the Plan Commission and Town Board were not able to review prior to tonight's meeting. There was also new information provided by Dane County which was received this afternoon and the Plan Commission and Town Board were not able to review the new information prior to the meeting held tonight. Member Comstock suggested to table this

in order to review the new information. New notification letters will be sent out to a radius of 2000 feet in order to notify residents of this request prior to the August 1 joint meeting. Clerk Hougan explained the process for having items placed on the agenda.

Motion by Member Comstock, second by Member Wieser, to table this item to allow time to review the new information. Motion carried 5-0.

Motion by Supervisor Schuller, second by Sup. Schuck, to table this item to allow time to review the new information. Motion carried 4-0 with Sup. Miller abstaining.

Motion by Member Wieser, second by Member Comstock, to hold a joint meeting of the Town Board and Plan Commission on August 1, 2023 @ 6:00 p.m. Motion carried unanimously.

Motion by Supervisor Schuller, second by Sup. Schuck, to have a joint meeting with the Plan Commission on August 1, 2023 @ 6:00 p.m. Motion carried 4-0 with Sup. Miller abstaining.

Discussion and possible action on a request from Under the Oaks, LLC/Zeteo Community, Kenton Sorenson, Travis Dettinger, agent, for parcel # 0611-042-8096-5, 3136 Oak Street, for a Conditional Use Permit for the purpose of allowing institutional residential use to provide for long-term transitional housing. This item was tabled from a previous meeting.

Motion by Commissioner Wieser, second by Commissioner Comstock, to table this item to the August 1, 2023 joint meeting. Motion carried unanimously.

Motion by Supervisor Schuller, second by Sup. Schuck, to table this item to the August 1, 2023 joint meeting. Motion carried 4-0 with Sup. Miller abstaining.

Discussion and possible action on a request from Gregory H. Duckert for parcel # 0611-242-9230-0, to rezone 20 acres from RR-16 to RM-16 for the purpose of allowing more appropriate use of the property, and to enable for future sale of the property to allow for possible business and commercial use. Greg Duckert was out of town for this meeting, he tried to attend the meeting virtually, however, there were technical difficulties.

Motion by Member Miller, second by Member Wieser, to table this item to the joint meeting to be held on August 1, 2023. Motion carried unanimously.

Motion by Supervisor Schuller, second by Sup. Schuck, to table this item to the joint meeting to be held August 1, 2023. Motion carried 4-0, with Sup. Miller abstaining.

Discussion and possible action regarding Dane County Zoning Ordinance Amendment 2023 OA-010 regarding definition of day care center. (Plan Commission and Town Board action on this item, due to Dane County on July 27, 2023) The Board and Plan Commission reviewed the Dane County Zoning Ordinance Amendment.

Motion by Member Wieser, second by Member Comstock, to accept the Dane County Zoning Ordinance Amendment 2023 OA-010 regarding definition of day care center. Motion carried 5-0.

Motion by Supervisor Olson, second by Sup. Schuller, to accept the Dane County Zoning Ordinance Amendment 2023 OA-010 regarding definition of day care center. Motion carried 4-0 with Sup. Miller abstaining.

Review of Building Inspector's reports / occupancy permits issued in June (as available) 2023.

The Plan Commission reviewed the Building Inspectors reports and occupancy permits.

Report from Town Board liaison, Melanie Miller, concerning any Plan Commission agenda items discussed or acted upon by the Town Board.

Member Miller reported out on the items on the agenda for tonight's meeting.

Communications/Correspondence

The Plan Commission reviewed the communications and correspondence included in the packet. Chair Dalsoren reported out on the items to include the proposed cell tower on the Moe property, the annexation report.

Agenda items for future Plan Commission meeting(s):

August 1 2023 @ 6:00 Joint meeting for tabled items.

- Plan Commission member training
- Review of Comprehensive Plan – as directed by Town Board
- Any other items as needed, submitted, or requested

PLAN COMMISSION ADJOURNMENT

Motion by Member Wieser, second by Member Comstock, to adjourn at 6:43 p.m. Motion carried unanimously.

Town Board

CALL TO ORDER

Chair Green called the Town Board meeting to order at 6:47 p.m.

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

No one registered / requested 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 June 27, 2023, Town Board meeting.
2. Approval of the check register dated June 28, 2023, July 13, and July 18, 2023.
3. Approval of Operator's Licenses for: *(Background checks completed, no issues found. Approval recommended)*
 - Amy Jean Blauback, Pleasant Springs Travel Plaza/Golden Oil
 - Ericka Justine Foster, The Pub at Pleasant Springs
4. Approval of the return of driveway damage deposit(s) for: *(Public works inspected, no issues found, approval recommended)*
 - John & Laura Kundert, 2013 Skyline Dr.
 - Austin Plahetka, 2909 McConnell Rd.
 - Aaron Gross, 1781 Oakview Rd.

Motion by Supervisor Olson, second by Sup. Miller, to approve the consent agenda as presented with a correction to the date and time of the Town Board minutes of June 27, 2023. Motion carried 5-0.

BUSINESS.

Discussion and possible action regarding the appointment to the Plan Commission.

The Board interviewed two candidates for the Plan Commission.

Motion by Supervisor Schuller, second by Sup. Miller, to appoint James “Jim” Schiferl to the Plan Commission for a three-year term ending in April, 2026. Motion carried 5-0 on a roll call vote with Chair Green, and Supervisors Schuck, Olson, Schuller, and Miller voting in favor.

Discussion and possible action regarding the fireworks ordinance, Chapter 103: Regulation of Fireworks and Fireworks Use Permit application.

Chair Green added this to the agenda for a review of the ordinance and permit. He had calls from neighbors with complaints. The neighbors want to be notified prior to the permit being issued. The Board reviewed the ordinance language and thought the ordinance should be amended to add new language regarding the Board to have discretion on making a decision to halt fireworks due to certain factors such as weather conditions.

Motion by Supervisor Schuller, second by Sup. Schuck, to direct staff to draft an amendment to the fireworks ordinance and bring back to the board for review.

Motion carried 5-0.

Discussion and possible action regarding the 2023-2024 Energy Purchase Contract from Alcivia for LP/Propane.

The Board reviewed the contract and pricing for gallons used.

Motion by Supervisor Schuller, second by Sup. Schuck, to change the requested amount from 2450 gallons to 2000 gallons for 1 year in the amount of \$3398.00, at \$1.699 per gallon. Motion carried 5-0.

Discussion and possible action regarding the Fly Dane 2024 proposal for 3-inch resolution imagery for Pleasant Springs with a proposed amount for budgeting purposes of \$6480.00, depending upon how many sections of cost sharing within municipalities.

The Board reviewed the information. A discussion took place.

Motion by Supervisor Schuller, second by Sup. Schuck, to reject the proposal for the 2024 Fly Dane mapping with 3” resolution. Motion carried 5-0.

Discussion and possible action regarding the purchase of electronic poll books “Badger Books” with an estimated amount of \$8590.95.

The Board reviewed the information and quote for the purchase of the Badger Books. A discussion took place.

Motion by Supervisor Miller, second by Sup. Schuck, to approve the purchase of electronic poll books-Badger Books in the amount of approximately \$8290.00, with the funds to come from the existing budget for clerk equipment. Motion carried 5-0.

Discussion and possible action regarding purchase of an additional block of time from Mad City Techs.

Chair Green reported out the previous block of time was utilized mostly in setting up better Wi-Fi for the cameras for the yard waste site.

Motion by Supervisor Schuller, second by Sup. Schuck, to approve the purchase of 20-hour block of time from Mad City Techs in the amount of \$2520.00. Motion carried 5-0.

Discussion and possible action regarding the ad for the seasonal summer employee.

The Board reviewed the ad and position description. The wage scale should be set at \$17.00 - \$20.00 per hour depending upon experience.

Motion by Supervisor Schuller, second by Sup. Miller, to advertise the employment ad in the Great Dane and Hub for two weeks, and to post to the town's website. Motion carried 5-0.

Discussion of Public Works projects and duties.

Chair Green reported out the 2020 Peterbilt was having issues with the electronic transmission, it is a Lakeside International for repair. Skaalen Rd. has been shouldered and they are shouldering Tower Dr., several wash outs due to the heavy rain have been cleaned up, contacted Huston's regarding chipping of the brush pile in the yard waste site, the fence at the yard waste site is close to completion, the gate is locked from 5:00 p.m. to 7:00 a.m. daily, culvert extension on a culvert, repair of drain tile, resumed park mowing, replacement of park mower blades and maintenance, hauling gravel for shouldering, Quam Park request for privately funded basketball pole and backboard.

Supervisor Miller reported out she had received several compliments regarding Skaalen Rd.

A discussion took place regarding the credit cards for Public Works employees.

Motion by Supervisor Schuller, second by Sup. Schuck, to limit the available credit on the new credit cards to \$1500.00. Motion carried 5-0.

Clerks report of projects and duties.

Clerk Hougan reported out on the day-to-day duties and responsibilities staff have been working on in the Clerk/Treasurers office. There has been an influx of yard waste and boat landing stickers, and several driveway damage deposit permits and requests for refunds. Deputy Clerk/Treasurer Kathy Wilson is doing great.

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

- Kate McGinnity-Broadband update
- Deer-Grove EMS contract – Chief Eric Lang
- Purchase of new laptop
- Employee Handbook
- Budget meeting dates

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).

REPORTS

The Board reviewed the reports included in the packet.

Supervisor Schuller reported out he attended the Deer-Grove meeting

CORRESPONDENCE

The Board reviewed the correspondence included in the packet.

Chair Green reported out he received an email from the 46th assembly newly elected official, she would like to have a discussion with him and introduce herself.

ADJOURNMENT

Motion by Supervisor Olson, second by Sup. Schuller, to adjourn at 8:53 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.