

## **TOWN BOARD MEETING, November 7, 2023 – 6:00 P.M.**

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

**ABSENT:** Supervisor Eric Olson

### **OTHERS PRESENT:**

Sandra Cowan, 2119 Yellow Oak Rd., Gary & Becky Weaver, 2872 Skycrest Cir., Jerry Lapidakis, 2169 Red Oak Ct., Kathleen Boucher, 2868 Skycrest Cir., Mike & Mary Kaiser, 1749 Lunde Cir., Mike Engelberger, 1101 Giles St.

### **CALL TO ORDER**

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

### **PLEDGE OF ALLEGIANCE**

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

Jerry Lapidakis, 2169 Red Oak Cir., stated the yard waste site is a great asset to the town residents. He was surprised to see it closed Nov. 1. There are still lots of leaves and the weather for the next 2 weeks will be excellent for cleaning up the leaves. With the site being closed, it does not give residents a lot of options. He would like to see the hours for the site being open extended through November. The town can use volunteers if needed to open and close the gate.

Sandy Cowen, 2119 Yellow Oak Rd., is appreciative of the yard waste site. She asked the Board to consider keeping the site open for a few weeks longer. She agrees with Jerry about bringing in volunteers to assist with opening and closing the gate. She also stated there are pot holes on Yellow Oak Rd.

Chair Green spoke there have been multiple issues with the yard waste site, they may need to hire a site attendant to monitor the site. Even though the site was to be closed Nov. 1, they have kept the gate open these last few days and it will be open the rest of the week, at least, between 7:00 a.m. and 3:30 p.m.

Mike Kaiser, 1749 Lunde Cir., stated the yard waste site is a nice asset. He is a working person and the hours from 7:00-3:30 during the work week makes it hard to come during the week.

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 October 17, 2023, Town Board meeting, and October 19, 2023 Budget meeting.
2. Approval of the check register dated November 2, 2023 and November 7, 2023.
3. Approval of an Operator's License for: (*Background check completed, no issues found. Approval recommended*)
  - Michelle Louise Shapiro, Pleasant Springs Pub
4. Approval of the return of driveway damage deposit(s) for: (*Public works inspected, no issues found, approval recommended*)
  - Joseph Lottes, 1945 Skaalen Rd.
  - Kevin Murphy, 2021 Skyline Dr.
  - Caitlin Behncke, 2078 Hummingbird St.
  - Kimberly & Steven Kearney, 2572 Brown Deer Rd

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

## **BUSINESS.**

### **Discussion and possible action to approve Ordinance # 2023-03: Amending chapter 148 prohibiting the use of Jake Brakes on County Highway N. (Third and Final reading)**

Chair Green reported out. The Ordinance applies to County Highway N. He will contact Pam Dunphy with Dane County Highway regarding the placement of the signs, and how many signs they will need. The signs are about \$60.00 - \$70.00 each. The Board will determine how the signs will be paid for.

Motion by Supervisor Miller, second by Sup. Schuller, to adopt Ordinance # 2023-03: Amending chapter 148 prohibiting the use of Jake Brakes on County Highway N. Motion carried 4-0 on a roll call vote with Supervisors Miller, Schuller, Schuck, and Chair Green voting in favor.

### **Discussion and possible action regarding the part time snow plow driver position and employment ad.**

Chair Green reported out as of today, we have not had any applications returned. He met with someone who may be interested and has picked up an application. Supervisor Schuck received an idea about placing a "Help wanted-apply within" sandwich board type sign outside of the town hall along Highway N, as there is a lot of traffic passing by on a daily basis. This may attract applicants.

### **Discussion and possible action regarding winter newsletter topics.**

The Board reviewed the working draft of the newsletter. Sup. Schuck will draft an article for the Parks Committee, other updates to the draft newsletter were suggested. The

Revenues and Expenditures sheet will be added to the newsletter. The Board was directed to get information for the newsletter to the office by Nov. 27.

**Discussion and possible action regarding evaluations after the 6-month probationary period on new employees.**

The Board discussed the process for evaluations after employee's 6-month probationary period.

A meeting will be held on Tuesday, Nov. 14 starting at 3:30 for the purpose of evaluations after the 6-month probationary period.

**Discussion and possible action regarding Dane County Ordinance Amendment 2023-OA-49 of the Dane County Comprehensive Plan which would make amendments to the Cultural Resources section of the plan and make minor amendments to the Dane County Farmland Preservation Plan Map, and 2023-OA-58 that would adopt the 2023 Town of Oregon Comprehensive Plan as part of the Dane County Comprehensive Plan.**

The Board reviewed the information.

Motion by Supervisor Schuller, second by Sup. Schuck, to approve Dane County's Ordinance Amendment 2023-OA-49 of the Dane County Comprehensive Plan which would make amendments to the Cultural Resources section of the plan and make minor amendments to the Dane County Farmland Preservation Plan Map, and 2023-OA-58 that would adopt the 2023 Town of Oregon Comprehensive Plan as part of the Dane County Comprehensive Plan. Motion carried 3-0 with Sup. Schuck abstaining.

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

Chair Green reported out. Two of the three trucks are ready for snowplowing, they are currently using the 3<sup>rd</sup> truck for shouldering. The Public Works employees are now doing oil changes at the town, instead of taking equipment in for oil changes, the salt shed was filled last week, and sand and salt were mixed for using on the roads in the winter. Public Works have been patching pot holes on several roads in the town to include Skaalen Rd., Tower Dr., Havey Ln., Schadel Rd., and Pleasant St. The pier has been removed from the boat landing for the winter. The signs indicating "Park Here" on Williams Point Dr. have been removed, Oak Knoll Park may need to be mowed again this year. The concrete has been poured at Quam Park, and weather permitting they will landscape in the area and the basketball hoop will go in. The yield signs have arrived, and they will be placed in the Oak Knoll neighborhood as soon as diggers hotline has marked them. Larson home improvements will be installing the gutters on the Town Hall over the shop and on the salt shed in the near future. No Shorts electric will be installing the cameras in front of the town hall and fixing the outside pole light. There was a cold patch theft incident, and a violation / restitution letter will be sent.

A discussion of the condition of the Koshkonong Bridge took place.

A discussion took place regarding the verbiage/information for the yard waste site sign. It was determined the sign should state the closing date and opening date, information regarding a yard waste site sticker, for residents only, (the color of the sticker to be a

different color than the boat landing), closed holidays, include public works phone #, hours the site will be open and days the site will be open. Chair Green will provide a mock up of the sign at the next town board meeting.

### **Clerks report of projects and duties.**

Clerk/Treasurer Hougan reported out staff attended the annual tax collection training on Nov. 1 & 2, sent out the annual renewal for the boat landing stickers to the non-residents who have had stickers last year, and the annual renewal application for the road opening/encumbrance permits to the utility companies, drafting the winter newsletter, budget, preliminary audit preparation, meeting agenda's, packets, minutes, preparing information to be added to the tax bills, and the normal day to day responsibilities of the office.

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

- Nov. 21 Public Hearing and adoption of the budget
- Set date for evaluation(s)
- Update/direction from Board to Plan Comm on Comp Plan

**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 reports included in the packet.

Chair Green and Supervisor Faith Schuck reported out on the recent meeting they attended regarding ATV's / UTV's.

### **CORRESPONDENCE**

The Board reviewed the correspondence included in the packet.

### **ADJOURNMENT**

Motion by Supervisor Miller, second by Sup. Schuck, to adjourn at 7:33 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.*

