

## **TOWN BOARD MEETING, Dec. 16, 2025**

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

### **ABSENT:**

### **OTHERS IN ATTENDANCE:**

Brett Skaar, 2453 W. Star Rd., John & Erika Bailey, 2950 County Rd. N., Dane County Supervisor Michael 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) No one registered 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 December 02, 2025 Town Board meeting.
2. Approval of the check register dated December 16, 2025.
3. Approval of Operator's License application for: *(Background check completed, within ordinance policy perimeters)*
  - Rebecca Elliott, Road Ranger
4. Approval of the return of driveway damage deposit(s) for: *(Public works inspected, no issues found, approval recommended)*
  - Matson Custom Homes, 1793 Lunde Circle

Motion by Supervisor Miller, second by Sup. Gouaux, to approve the consent agenda items as listed. Motion carried 5-0.

### **BUSINESS.**

**Discussion and possible action regarding a request from Harvey and Cindy Skaar (applicants) and Brett Skaar (agent) to split off and rezone 1.0 acre of parcel #046/0611-044-9000-5 from FP-35 to RR-2 for the purpose of selling 1.0 acre to be combined with the adjacent parcel #046/0611-044-9180-8.**

Supervisor Olson reported out. This was approved unanimously by the Plan Commission. This is contingent upon the sale of the property. If the sale does not go through, then the rezone does not happen. Supervisor Miller clarified the acres should be a total of 2.2.

Motion by Supervisor Olson, second by Sup. Schuck, to approve the request from Harvey and Cindy Skaar (applicants) and Brett Skaar (agent) to split off and rezone 1.0 acre of parcel #046/0611-044-9000-5 from FP-35 to RR-2 for the purpose of selling 1.0 acre to be combined with the adjacent parcel #046/0611-044-9180-8 for a total of 2.2 acres to be zoned RR2. Motion carried 5-0.

Friendly amendment was made by Chair Green to add 2.2 acres to be zoned RR2. Friendly accepted by Sup. Olson.

**Discussion and possible action regarding a Preliminary Certified Survey Map from Harvey and Cindy Skaar (applicants) and Brett Skaar (agent) to split 1.0 acre from parcel #046/0611-044-9000-5 and combine it with the adjacent parcel #046/0611-044-9180-8, currently 1.095 acres, map #3292.**

Supervisor Olson reported out. The Preliminary Certified Survey Map was approved by the Plan Commission with the addition of the proper town language to be added to the final CSM.

Motion by Supervisor Olson, second by Sup. Schuck, to approve the Preliminary Certified Survey Map. Motion carried 5-0.

**Discussion and possible action regarding approval of a fuel contract with Alcivia for 2026.**

The Board reviewed the updated fuel pricing sheet provide by Alcivia. It was noted the prices have gone down since the 2025 prices, and the fuel amounts for diesel and gasoline should stay the same as the 2025 contracted amounts.

Motion by Chair Green, second by Supervisor Schuck, to contract with Alcivia for 4100 gallons of diesel fuel at \$2.67 per gallon, for a total cost of \$10,947.00, and for 1300 gallons of gasoline at \$2.53 per gallon, for a total cost of \$3,289.00 for the gasoline, with a grand total cost for fuel at \$14,236.00. Motion carried 5-0.

**Approval of Resolution R-2025-04: Appointment of Election Inspectors for the 2026-2027 term.**

The Board reviewed the resolution. Supervisor Miller noted two of the election inspectors from the list have moved out of state and should be removed from the list.

Motion by Supervisor Olson, second by Sup. Gouaux, to approve Resolution R-2025-04: Appointment of Election Inspectors for the 2026-2027 term. Motion carried 4-0 on a roll call vote with Supervisors Schuck, Olson, Gouaux, and Chair Green voting in favor, and Supervisor Miller abstaining.

**Discussion and possible action regarding reimbursing UpNet for LP fuel costs incurred for the town's office area.**

The Board reviewed the settlement and release agreement document drafted by the town's attorney. Chair Green reported out it was recently discovered the area of the office and small storage room had been heated by the area leased by UpNet. That area was calculated to 32% and the town should reimburse UpNet for 32% of the LP costs since they started the lease in 2022. That amount comes to \$1759.83.

Motion by Supervisor Gouaux, second by Sup. Miller, to reimburse UpNet for 32% of LP fuel costs in the amount of \$1759.83. Motion carried 5-0.

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

Chair Green reported out. Public Works have been occupied by the recent snow with snow plowing, sanding, and salting the roads. He reported out on the letter received regarding the railroad markings, signs, and tree brush. He noted the signs will be moved and railroad markings will be painted on the pavement in the spring, however the brush is from a tree not in the town's road right of way, so the property owner will need to be notified. He received a quote in the amount of \$1488.00 to run a line from the towns LP tank to the town hall. He has received a few complaints and a few compliments about the snow removal.

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

Clerk Hougan reported out they have been busy with tax collections, reports/filings to the DOR and Dane County, end of year filings/reports, agenda's/packets/minutes, AR/AP, dog licenses, and the day-to-day responsibilities of the office.

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

- Other items as requested

**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 Olson reported the Plan Commission met and took action on the rezone and CSM on tonight's agenda, also, the Comprehensive Plans next steps, the changes / edits have been forwarding to Majid at Dane County.

### **REPORTS**

Town Board Reports:

Supervisor Gouaux reported she had received positive feedback from Theresa at Dane County Land & Water regarding the grant application she submitted. Theresa informed Renee of other grant opportunities.

The Board reviewed the reports included in the packet.

### **CORRESPONDENCE**

The Board reviewed the correspondence included in the packet.

Supervisor Olson reported the leaf vacuum truck has been purchased by the Town of Dunn and FOLKs. Chair Green reported he had a conversation with Barnes Landscape regarding what the costs / process would be for residents if interested, to have Barnes take care of their leaves.

### **ADJOURNMENT**

Motion by Supervisor Olson, second by Sup. Miller, to adjourn at 6:40 p.m. Motion carried 5-0.

Respectively Submitted,

Maria "Pili" Hougan  
Clerk/Treasurer