

**TOWN BOARD MEETING February 02, 2021 – 6:00 P.M.
VIRTUAL ZOOM MEETING**

PRESENT: Chair Pfeiffer, Supervisor Jay Damkoehler, Supervisor Janiece Bolender, Supervisor Eric Olson, Supervisor Doug Larsson, and Clerk/Treasurer Maria Hougan

OTHERS PRESENT: Superintendent Alex Mesdjian,

ABSENT:

CALL TO ORDER: Chair Pfeiffer called the Town Board meeting to order at 6:00 p.m.

MINUTES OF THE JANUARY 19, 2021 CAUCUS AND TOWN BOARD MEETING.

Motion by Supervisor Bolender, second by Sup. Olson to approve the January 19, 2021 Caucus and Town Board meeting. Chair Pfeiffer noted the Caucus minutes were dated January 16, 2021 and should be changed to January 19, 2021. Motion carried 4-0.

PUBLIC COMMENT

No one spoke during the public comment period.

BUSINESS.

Discussion and possible action regarding the renewal lease agreement for the Brush Compost Site, located at 1734 Tower Drive, set to expire on August 31, 2021, for the period commencing on September 1, 2021 and ending on August 31, 2025.

Chair Pfeiffer reported out he reviewed the renewal lease agreement, and noted the lease can be renewed for one year instead of for five years. Previous discussion he had with Superintendent Mesdjian they thought about re-locating the brush compost site to behind the Town Hall. The DNR confirmed they could set the site up at that location. This would be more accessible for the town residents. It's a good idea to have it at the town hall instead of having an attendant at an offsite location. It could be open more frequently, Monday through Friday. Superintendent Mesdjian said the cost of the new lease agreement would cost the town approximately \$25,000 over five years. We have property on our own land we can use and look into. We could put \$10,000 to \$15,000 into our own site, and add a scrap metal dumpster for our use, that is what Rutland and Dunn offer.

Motion by Supervisor Bolender, second by Sup. Olson, to table to a future meeting to look into a shorter agreement and relocating the site. Motion carried 5-0.

Discussion regarding the maintenance / repair plans for the Shadyside retention pond. The Board did not go into closed session at this time.

Chair Pfeiffer reported out he and Superintendent Mesdjian have been trying to get ahold of Jason Tuggle, with Dane County Land & Water Resources. They have not been able

to get a response from him throughout the holidays and MLK day. They need to meet with him regarding this and a few other complaints from residents regarding water issues.

Discussion regarding Public Works projects and duties.

Superintendent Mesdjian reported out they have been busy snow plowing. The equipment is holding up good, they are getting the trucks and loaders cleaned up and ready for the next snow event. They pushed back the snow drifts and ditches. They will be renting a piece of equipment next week and Shane will be brush clearing off of Norgaren and Spring Rd. This is due to a request from the Post Office after a deer ran out and hit the postal truck. He said he is on borrowed time now as he will be out on leave soon. A discussion took place regarding the process for the fisheriee.

Discussion and take possible action regarding the refund of real estate tax overpayments totaling \$6162.81. (Overpayment Listing is included in the packet)

Clerk / Treasurer Hougan reported out this is the first batch of tax overpayment refunds to go out. The next batch of tax overpayment refunds will go out after the Feb. 18, 2021 Town Board meeting.

Motion by Supervisor Bolender, second by Sup. Damkoehler, to approve the tax overpayment refunds in the amount of \$6162.81. Motion carried 5-0.

Discussion and possible action regarding the 2020 fund balance and any designation of those funds at this time by the Town Board. Required by resolution.

Clerk / Treasurer Hougan reported out Baker Tilly is still working on the audit and fund balances so this item should be tabled until the audit is complete. Chair Pfeiffer had a conversation with the town's auditor regarding the fund balance and process. There will be a single resolution to approve the fund balances and designation at a future meeting once the audit is complete.

Clerks report on projects and duties.

Clerk / Treasurer Hougan reported out they have been working on the 2020 audit, the audit was held virtually this year, and it went very well considering it was all electronic and all documents, invoices, etc. were scanned and uploaded to a huddle folder or emailed to the auditors, versus the auditors being on site and having access to all the hard copy documents. She submitted the annual Wisconsin Retirement System (WRS) annual reconciliation reports, submitted the survey of quarterly tax collections to the IRS, issued 1099's, W2's, W3 transmittal. Staff issued 158 absentee ballots thus far for the Spring Primary, and are preparing for the upcoming Spring Primary, issuing dog licenses and boat landing stickers, issuing tax overpayment refund checks, staff prepared a report for the Deer-Grove EMS regarding housing in the Deer-Grove jurisdiction, going back five years, they have been collecting taxes, second export of tax payment collections was exported to Dane County Treasurer today. Submitted the annual injury & illness report to the DSPS, payroll, A/P, and all the other day to day responsibilities required of the clerk/treasurer's office.

Discussion on items to be placed on the next / future agenda.

- February 18-Refund of Tax Overpayments
- Brush Compost Site lease – future plans
- Facebook
- Shadyside Retention Pond & other water complaint issues
- Audit – Fund balances
- Dane County Towns Association- renew membership?

PLAN COMMISSION REPORT

The Plan Commission did not meet so there was nothing to report out.

REPORTS

The Board reviewed the reports included in the packet. Supervisor Bolender reported out she attended a recent Deer – Grove EMS meeting. EMS calls are way down and they are struggling to justify additional EMS staff. All EMS staff have been fully vaccinated.

CORRESPONDENCE

The Board reviewed the correspondence included in the packet

CLAIMS

Motion by Supervisor Damkoehler, second by Sup. Olson, to approve the check register dated January 19, 2021 in the amount of \$93,809.36. Chair Pfeiffer reported out this amount includes the purchase of a tractor and farm loader in the amount of \$43,900.00. Motion carried 5-0.

ADJOURNMENT

Motion by Supervisor Olson, second by Sup. Bolender, to adjourn at 6:37 p.m. Motion carried unanimously.

Respectively Submitted,

Maria Hougan
Clerk/Treasurer

Note: These minutes are not considered official until acted upon at a future meeting: therefore, are subject to revision.