

## **TOWN BOARD MEETING, February 07, 2023 – 6:00 P.M.**

**PRESENT:** Town Chair David Pfeiffer (Virtually), Supervisors Dick Green, Melanie Miller, Dana Stadler (Virtually), Supervisor Eric Olson, Clerk/Treasurer Maria Hougan.

### **ABSENT:**

### **OTHERS PRESENT:**

Faith Schuck, 1616 Spring Rd, Susan Luellwitz, PSSD Commission appointee (Virtual), Jeff Winge (Virtual), Alex Mesdjian, Public Works Superintendent, (Virtual)

### **CALL TO ORDER:**

Chair Pfeiffer called the meeting to order at 6:10 p.m. due to technical difficulties.

### **PUBLIC COMMENT**

Faith Schuck, 1616 Spring Rd., was in attendance to request approval for a 2<sup>nd</sup> sign to be placed going west on the hill on Skaalen Rd.

**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 January 17, 2023, Town Caucus and Town Board meeting.
2. Approval of the check register dated February 1, 2023, and February 07, 2023.
3. Approval of operator's licenses for: (*Background check completed, no issues found, approval recommended*)
  - Amy Blaubach, Pleasant Springs Travel Plaza
4. Approval of the return of driveway damage deposit(s) for: (*Public works inspected, no issues found, approval recommended*)
  - Tom Duffy, 2710 Platt Rd
  - Tom Matson Builders, Lot 6-3071 Course View Dr.
  - Michael Bucchianeri, 3034 Shadyside Dr

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

## **BUSINESS.**

### **Discussion and possible action on appointment of Susan Luellwitz to serve as Pleasant Springs Sanitary District #1 Commissioner, filling the open position vacated by Tom Walz.**

Chair Pfeiffer reported out. Susan has willingly stepped up to serve during several vacancies. This term ends in 2028.

Motion by Supervisor Olson, second by Sup. Green, to appoint Susan Luellwitz to serve as Pleasant Springs Sanitary District Commissioner #1 for a term ending in 2028. Motion carried 4-0 with Chair Pfeiffer abstaining.

### **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)** It was reported out that the property owners are not interested in relocating the garage. They want to move forward in the process as previously discussed. More information will be shared as available.

Motion by Supervisor Green, second by Sup. Miller, to table this item. Motion carried 5-0.

### **Discussion and possible action regarding approval of employment ad for hiring an on-call part-time snow plow driver, and wages.**

The Board reviewed the draft employment ad. Further discussion followed. This position will be a 4<sup>th</sup> driver to drive during heavy snow events, and will mainly drive the one-ton pick-up to plow the gravel driveways. The wage was set at up to \$25.00 depending on qualifications.

Motion by Supervisor Olson, second by Supervisor Green, to approve the employment ad as amended, with the deadline to turn in applications as Monday, Feb 27, 2023 @ noon. Motion carried 5-0.

### **Discussion and update regarding boat landing.**

Superintendent Mesdjian reported the new collection box has been installed. The final grant payment was received for the paving of the parking lot and the collection box. A discussion took place regarding the next steps in hopes to extend the parking at the boat landing. They will need to find out from Dane County Land and Water what restrictions there may be, and if it's allowable. The Superintendent will look into this further and bring back findings to the Board.

**Discussion regarding Public Works projects and duties.** Superintendent Mesdjian reported out on the projects and duties the Public Works Department have been working on, to include a cost for a 6-inch replacement gutter at \$1400.00. It was noted this had been budgeted at \$1000.00.

Motion by Supervisor Green, second by Sup. Olson, to extend the budget by \$400.00 to install the 6-inch gutter at a cost of \$1400.00. Motion carried 5-0.

**Discussion and possible action regarding the approval of real estate tax overpayment refunds. Overpayment listing is included in the meeting packet.**

The Board reviewed the overpayment listing included in the packet.

Motion by Supervisor Olson, second by Sup. Green, to approve the real estate overpayment refunds in the amount of \$25,571.66. Motion carried 5-0.

**Discussion and possible action regarding proposed amendments to the Dane County Zoning Ordinance, Chapter #57 regarding setbacks and application requirements for cell-communication towers.** Chair Pfeiffer reported out. This amendment is cleaning up some language in the ordinance. The Dane County Towns Association approves of this amendment.

Motion by Supervisor Green, second by Sup. Olson, to approve the amendments to the Dane County Zoning Ordinance, Chapter 57, regarding setbacks and application requirements for cell-communication towers. Motion carried 5-0.

**Discussion and possible action regarding the 2023 Open Book and Board of Review Dates.**

- **Open Book- Thursday, April 06, 2023 2-4 p.m.**
- **Board of Review Thursday, May 11, 2023 5:30 – 7:30 p.m.**

Motion by Supervisor Olson, second by Sup. Green, to approve the 2023 Open Book and Board of Review Dates, with Open Book on Thursday, April 06, 2023 from 2-4 p.m., and Board of Review on Thursday, May 11, 2023 from 5:30-7:30 p.m. Motion carried 5-0.

**Discussion and possible action regarding the employee evaluation process/progress.** Chair Pfeiffer reported out he has sent the employee evaluation worksheet to Superintendent Mesdjian and Clerk/Treasurer Hougan. Appointments will be set up in the near future.

**Clerk's report of projects and duties.** Clerk/Treasurer Hougan reported out on the projects staff have been completing in the office.

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

- Placeholder: Request regarding Williams Point Dr. possible vacation
- Changing Town Road Name
- Possible Ordinance amendment Chapters 66 & 202
- Potential Paving at Boat Landing
- Springers – Road Right of Way Parking Area
- Signage for UpNet
- Request regarding progress on driveway issued at corner of Spring Rd. and to invite property owner(s) to discuss

**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 prior to this Town Board meeting, no report available.

**REPORTS**

The Board reviewed the reports included in the packet to include:  
Building Inspector's Report  
Cottage Grove Fire Department Annual Report Year ending 2022  
Stoughton Fire Department report / incident numbers

**CORRESPONDENCE**

The Board reviewed the correspondence included in the packet.

**ADJOURNMENT**

Motion by Supervisor Olson, second by Sup. Green, to adjourn at 7:13 p.m. Motion carried unanimously by acclamation.

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.*