

## **TOWN BOARD MEETING March 16, 2021 – 6:00 P.M. VIA VIRTUAL ZOOM MEETING**

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

**OTHERS PRESENT:** Alex Mesdjian, Dane County Board Supervisor Melissa Ratcliff, Jan Bakken, Ed Short, Martin DeLuca

**ABSENT:** Supervisor Doug Larsson

### **CALL TO ORDER**

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

### **MINUTES OF THE MARCH 02, 2021 TOWN BOARD MEETING**

Motion by Supervisor Olson, second by Sup. Damkoehler, to approve the minutes of March 2, 2021 as presented. Motion carried 4-0.

### **PUBLIC COMMENT**

No one registered to speak during the public comment period.

### **BUSINESS.**

**Discussion and possible action regarding a rezone request from Mark Bakken, with Ed Short acting as the agent, to rezone 5.4 acres of a total of 140 acres of parcel #s 0611-181-9590-6 and 0611-181-9000-9, located at 2541 Door Creek Rd., Stoughton, WI 53589, from FP-35 to RR-2 to create two residential lots.**

Supervisor Olson reported out. This was unanimously approved by the Plan Commission with conditions. It was a pretty straightforward rezone request. They will need to come back to the Plan Commission and Town Board for approval of the preliminary and final Certified Survey Map once submitted.

Motion by Supervisor Olson, second by Sup. Damkoehler, to approve the rezone request from Mark Bakken, with Ed Short acting as the agent, to rezone 5.4 acres of a total of 140 acres of parcel #s 0611-181-9590-6 and 0611-181-9000-9, located at 2541 Door Creek Rd., Stoughton, WI 53589, from FP-35 to RR-2 to create two residential lots with the following conditions:

- Must submit a Certified Survey Map for Plan Commission and Town Board review and approval
- Certified Survey Map should reflect any right of way easements & driveways

Motion carried 4-0.

**Discussion and possible action regarding approval from UpNet to utilize the road right of way for installing fiber within the Town of Pleasant Springs, and approval of installation of a cabinet within the road right of way along Tower Drive.** Martin DeLuca of UpNet was in attendance. He has not heard if the Town has been awarded a grant yet, but it's still a little early. He hopes to hear in the next few days. He explained they want to install a telecommunication topical cabinet near the intersection of Tower Drive and County Highway B, near the telephone pole for their project of fiber installation in the Town of Pleasant Springs. They want to expand the areas of installation from their initial plan. He is in attendance tonight to ask for approval of the Right of Entry Agreement. He also submitted a Road Opening & Encumbrance Annual Permit. Further discussion followed. Superintendent Mesdjian and Martin will meet at the proposed site to mark the area where the cabinet will be installed, and to make sure it's placed in an area out of the line of sight for safety purposes, and also in an area where ditching won't take place.

Motion by Supervisor Bolender, second by Supervisor Olson, to approve authorizing the signature transfer documents for the cabinet to be installed at the SE corner of Tower Drive and County B in the town's right of way to install fiber in the Town of Pleasant Springs. Friendly amendment made by Olson, second by Bolender, to authorize the Superintendent of Public Works to sign off on any future installations related to the UpNet project. Motion carried 4-0.

Supervisor Bolender brought up the placement of the fiber and to work with Public Works regarding the best placement of the fiber in the road right of way, to consider where Public Works ditches.

**Discussion and possible action regarding use of Capital Equipment funds to purchase a grapple in addition to previously approved purchase of a trailer for the town's track loader.** Superintendent Mesdjian reported out. They have been unable to rent a grapple from the rental center as the DNR has been renting it out constantly. They borrowed a grapple from the Town of Dunn. They would be getting flat tires nonstop with the tractor from the branches, etc. The new tracs machine is versatile and easy to maneuver and remove trees etc. It works great. Supervisor Bolender added she looked this piece of equipment up and it's pretty amazing. The tractor grapple was purchased in 2001. The cost of the new root grapple is \$3900.00 at municipal pricing. The skid loader and grapple are much safer to use.

Chair Pfeiffer added they are also authorizing the purchase of trailer which had been previously approved at a cost of \$3,000.

Motion by Supervisor Bolender, second by Sup. Damkoehler, to approve utilizing Capital Equipment Funds to purchase a root grapple in the amount of \$3900.00 Motion carried 4-0.

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

Superintendent Mesdjian reported out, they plowed snow last night for four hours, there are no equipment issues, Circle Dr. and Williams Dr. have blow outs and clay, also on Vilas Rd., they are aware of this but cannot use cold patch yet, he has given some exemptions for road weights as people need to get projects completed, they brush cleared Norgaren, and tree trimming on Tower. He reported he is struggling with the DNR permits for the new brush burning site, it will cost about \$5,000 for the topsoil and another \$5,000 to cover the pad with recycled asphalt to get the dump site up and going. He hopes to get the new plow truck in early summer, in the next two weeks they will be putting in a culvert on Circle Dr., He is working to put together a spread sheet regarding culverts on Williams Dr., those culverts are in poor condition and need to be replaced, they will need to find money in the budget for that project, he will have the information available for the next Town Board meeting.

Supervisor Olson asked if the town has a location to store the ice-skating rink boards from Quam Park, Mesdjian reported out they have room in their storage shed for the boards. Public Works will pick up the boards from Quam Park.

Chair Pfeiffer reported out he has heard back from Jason Tuggle regarding Shadyside retention pond, that should be on the next agenda.

Supervisor Damkoehler asked Chair Pfeiffer if the town received the last payment check from FEMA, Chair Pfeiffer reported out the town has not received the check yet and he has been trying to make contact with FEMA.

**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.**

Chair Pfeiffer reported out he will need to send the information out to the Board members for review prior to the next Town Board meeting. He will finalize his numbers and information and discuss fund transfers as there are a number of them. Baker Tilly will be present at the next Town Board meeting on April 7, to present the audit and answer any questions regarding the audit and funds.

**Discussion and possible action regarding Resolution R-2021-02: Authorizing and approving an application for a loan from the Board of Commissioners of Public Lands - State Trust Fund Loan in the amount of \$300,000.00, for the period of two years for the purpose of financing road work.**

Chair Pfeiffer asked the Board members due to the timing of the borrowing last year, they pushed back the loan payment schedule, and wondered if the Board should think about delaying this again and catching up the following year. This would make for 3 half payments of the loans in 2022. Supervisor Olson stated it would make sense to get another year to recoup.

Motion by Supervisor Olson, second by Sup, Bolender, to table this item until the Board gets more information on the loan payment schedule and ramifications of re-payment. Motion carried 4-0.

**Discussion and possible action regarding Dane County zoning ordinance language and board of adjustment determinations concerning short term rentals.**

Chair Pfeiffer reported he wanted this to be placed on the agenda so the Board could review and have a discussion regarding an enforcement action from last year. The County had been unable to enforce due to way ordinance was written, homes with two bedrooms or less did not require a CUP, however, some houses only have two bedrooms. This issue has been created due to wording in the County ordinance. Roger Lane has opinion of rather than rewording ordinance, may be simpler to just remove the whole portion of incidental rentals. Chair Pfeiffer reported out on what the strategies may be for a short-term rental ordinance and what the process may look like. They may be able to regulate just as liquor licenses are regulated. He has been following the Town of Dunn's process. Further discussion followed. He recommends advising the County Board members to update the ordinance for clarification. He has had discussions with Dane County Planning and Zoning staff. Dane County Supervisor Melissa Ratcliff stated she has spoke with Roger Lane regarding this as she noted this was on tonight's agenda, and wanted to hear the discussion. She would support a resolution if that's how they want to proceed, and she is interested in helping out with this. There are other municipalities reporting issues on this as well. No action taken. Chair Pfeiffer noted municipalities with lake property have more issues regarding this.

**Discussion and possible action regarding adding a Facebook page for the town.**

Chair Pfeiffer stated he still intends to perform the takeover of the pages and hire Isadex, or another company for the towns Facebook page, so people don't set up their own websites that look like they came from the town.

**Discussion and possible action regarding the return of a driveway damage deposit to:**

- **Heidi Kuhman, 2934 Harrison Ct.**

Motion by Supervisor Olson, second by Supervisor Damkoehler, to approve the return of a driveway damage deposit for Heidi Kuhman. Motion carried 4-0.

**Clerks report on projects and duties.**

Clerk / Treasurer Hougan reported out absentee ballots went out to all those who have requests on file, they are preparing for the Spring Election, working on a rather large open records request for the November 3, 2020 General Election, worked on a records request from Chair Pfeiffer regarding fund balances and financials dating back to 2010, submitted the annual MS4 Stormwater Permit report, submitted the 2021 Governmental Unit Census Survey, payroll for end of quarter taxes and reporting, etc., submitted Rural Ins. Annual workers compensation payroll audit, send out letters for driveway damage deposits over one year old, and the usual day to day activities of the clerk/treasurer's office staff.

She reported out Landmarks filled the gas tanks; however, the contract has expired.

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

- **Presentation from Baker Tilly on the audit and fund balances**
- **Shadyside retention pond**
- **Board of Commissioners of Public Lands Loan**
- **Fund balance - transfers**
- **Williams rezone request – after Plan Commission approval**
- **Facebook**

**PLAN COMMISSION REPORT**

Supervisor Olson reported out the Plan Commission approved the Bakken rezone, discussed short term rentals-Airbnb's

Chair Pfeiffer reported out he attended the Town of Dunkirk's meeting regarding the Stoughton dam removal.

**REPORTS**

The Board reviewed the reports included in the packet.

**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 March 2, 2021, in the amount of \$ 285,215.98. Motion carried 4-0.

Supervisor Damkoehler noted the check register included debt payment to The Board of Commission of Public Lands loan in the amount of \$150,991.14, and interest in the amount of \$6039.65.

**ADJOURNMENT**

Motion by Supervisor Olson, second by Sup. Bolender, to adjourn at 8:15 p.m.

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.*