

## **TOWN BOARD MEETING April 07, 2021 – 6:00 P.M. VIA VIRTUAL ZOOM MEETING**

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

**OTHERS PRESENT:** Alex Mesdjian, Paul McEvilly of Baker Tilly, Andrea Jansen of Baker Tilly.

**ABSENT:**

### **CALL TO ORDER**

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

### **ANNOUNCEMENT OF POSSIBLE CLOSED SESSION.**

### **MINUTES OF THE MARCH 16, 2021 TOWN BOARD MEETING**

Motion by Supervisor Damkoehler, second by Sup.Bolender, to approve the minutes of March 16, 2021 as presented. Motion carried 5-0.

### **PUBLIC COMMENT**

There was no one registered to speak during the public comment period.

### **Presentation from Baker Tilly on the 2020 draft audit.**

Paul McEvilly and Andrea Jansen of Baker Tilly presented the 2020 draft audit. They reviewed the General Fund Balance, General Obligation Debt, Revenues and Expenditures. They stated the town has a healthy fund balance and is doing well. The Town Boards have done an excellent job in accumulating funds over the years. They answered questions from the Board. A discussion took place regarding a separate designation for roads work, and undesignated and designated funds.

### **Discussion and possible action regarding preparation of brush drop-off site and material storage at Town Hall.**

Superintendent Mesdjian reported out on the project. The estimate for the project is \$10,400. This is the cost of two years lease at the current location. They will not be doing any burning at the new site only if there is a large storm event and they would be mindful of the wind prior to burning. They will not need to obtain any permits. This is basically a yard waste and brush drop off site. The new site location will be more user friendly for the town's residents and will be open Monday through Friday. Town employees will not need to drive to the other site location and will not need to hire an attendant. Loads of yard waste will be hauled to a farm in the Town of Dunn. The location will have a metal scrap bin for residents to utilize. The project can be started as soon as the Board approves. The Board would like to get started on this sooner rather than later. Chair Pfeiffer stated they can utilize reserve funds if they need to. They may need to do a budget amendment in the future if they need to utilize reserve funds, but they won't know until closer to the end of the year.

Motion by Supervisor Damkoehler, second by Sup. Larsson, to approve making the expenditure for the new brush site not to exceed \$10,000, to establish a yard waste site on existing town hall property. Motion carried 5-0.

Supervisor Damkoehler added there may be additional expenses for camera's etc. They will not need personnel staff at the site.

**Discussion and possible action regarding public works projects and duties.**

Superintendent Mesdjian reported out he completed a spreadsheet for the proposed road work and boat launch paving, along with the basketball and tennis courts for the Board to review. They installed a culvert on Williams Pt Drive, completed the ditching at Oak Knoll Park which consisted of reshaping and cleaning up the field, permits were not required for this work.

They have been patching pot holes and repairing roads, dug out holes and made repairs on Williams Drive and Skaalen Rd, he has not heard anything regarding the new plow truck, the third snow plow truck will be put on the surplus auction, Pomp's tires came out and switched the tires off the third plow truck to the new truck, discussed plans for Skidmore road, further discussion followed regarding the roads projects and budgeted items, usage of boat launch reserve fund for possible use of paving the boat landing.

Supervisor Larsson suggested placing a sign or notice at the Boat Landing for possible donations. Superintendent Mesdjian stated there are two grants he will apply for regarding the boat landing, staff was directed to check on notice and publish requirements for construction projects over \$5,000. Staff was directed to put the road bid documents together.

Chair Pfeiffer reported out he and Supervisor Larsson attended sessions regarding the stimulus funds municipalities will be receiving. Some of those funds may be utilized for stormwater. Supervisor Larsson reported out the town will need to have a plan in place for utilizing those funds.

**Discussion and possible action regarding the 2020 draft audit by Baker Tilly.**

Supervisor Larsson thanked the clerk/treasurer's office for all the hard work that goes into the annual audit.

Motion by Supervisor Larsson, second by Sup. Damkoehler, to approve the 2020 draft audit as presented. Motion carried 5-0.

**Discussion and possible action regarding the 2020 fund balance and designation of funds. Required by resolution.**

Chair Pfeiffer stated he is authorizing the audit entries. He will have some discussion regarding fund balances and use of during 2021 budget time. The resolution will be brought back to the next town board meeting for approval.

**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.**

The Board reviewed the information presented by clerk / treasurer Hougan regarding possible tax payment scenarios if the debt payment was deferred.

Motion by Supervisor Damkoehler, second by Sup. Larsson, to approve 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.

Motion carried 5-0 on a roll call with Chair Pfeiffer, and Supervisors Larsson, Olson, Damkoehler, and Bolender all voting in favor.

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

- David Smithback, Chris Miller Construction, 1469 Kraby Rd.
- Tom & Lynn Frodonski, JM Frederick Custom Homes, Lot 41 Greenbriar-Linnerud
- Burke Oehrlein, 1971 Skyline Dr.
- John Jaeck, The Fields Reserve, 2479 Glenn Dr.
- Duane Gallagher, 2325 Tower Dr.

Motion by Supervisor Damkoehler, second by Sup. Olson, to approve the return of the driveway damage deposits as listed above. Motion carried 5-0.

**Clerks report on projects and duties.**

Clerk / Treasurer Hougan reported out the Spring Election was held yesterday. It was approximately a 30% turnout and all went smooth. Other projects of note are two open records requests, preparing and posting notices for the upcoming annual meeting, Board of Review, election required notices and Open Book. Working on the annual meeting reports and documents, along with post-election procedures and the day-to-day responsibilities of the clerk / treasurer's office, to include licensing and bank reconciliation.

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

**PLAN COMMISSION REPORT**

The plan commission has not met during this period of time.

## **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. Bolender, to approve the check register dated March 16, 2021 in the amount of \$40,639.43, and the check register dated March 31, 2021 in the amount of \$240.52. Motion carried 5-0

## **Discussion regarding the maintenance / repair plans for the Shadyside retention pond.**

Motion by Supervisor Larsson, second by Sup. Olson to convene into closed session pursuant to Wisconsin State Statutes 19.85(1) (e) for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, specifically to discuss potential amendment of the: **Shadyside retention pond maintenance agreement.**

*No action will be taken at this meeting regarding the matter discussed in closed session.*

Motion by Supervisor Larsson, second by Sup. Olson, to return to open session at 8:00 p.m. Motion carried 5-0 via roll call vote with Chair Pfeiffer, and Supervisors Larsson, Bolender, Olson and Damkoehler voting in favor.

## **ADJOURNMENT**

Motion by Supervisor Olson, second by Sup. Damkoehler, to adjourn at 8:00 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.*