

## **TOWN BOARD MEETING April 20, 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 (arrive at approx. 6:20), and Clerk/Treasurer Maria Hougan

**OTHERS PRESENT:** Superintendent of Public Works Alex Mesdjian, Brett & Tiffany Skaar, Dennis Williams, Richard Green

**ABSENT:**

### **CALL TO ORDER**

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

### **MINUTES OF THE APRIL 07, 2021 TOWN BOARD MEETING**

Motion by Supervisor Bolender, second by Sup.Damkoehler, to approve the minutes of the April 7, 2021 Town Board meeting as presented. Motion carried 4-0.

### **PUBLIC COMMENT**

Richard Green, 2561 Brown Deer Rd., addressed several concerns he had, and wanted to address the Town Board regarding those concerns.

**Discussion and possible action regarding a revised rezone application from Brett & Tiffany Skaar, to rezone 1.8 acres from a total of 40 acres of parcel # 0611-044-8500-2, located at 2453 W Star Rd., Cottage Grove, WI, 53527, from FP-35 to RR-1, to separate the house and buildings from the farmland. (The rezone had been previously approved at 2.4 acres to RR-2. This request was changed to reflect Dane County petition # 11685).** Brett Skaar was in attendance. Supervisor Olson reported out. This had been unanimously approved by the Plan Commission.

Motion by Supervisor Olson, second by Sup. Bolender, to approve the revised rezone application from Brett & Tiffany Skaar, to rezone 1.8 acres from a total of 40 acres of parcel # 0611-044-8500-2, located at 2453 W Star Rd., Cottage Grove, WI, 53527, from FP-35 to RR-1, to separate the house and buildings from the farmland. Motion carried 4-0.

**Discussion and possible action regarding a revised preliminary Certified Survey Map from Brett & Tiffany Skaar, to create a separate 1.8 acre parcel from a total of 40 acres of parcel # 0611-044-8500-2, located at 2453 W Star Rd., Cottage Grove, WI, 53527, to separate the house and buildings from the farmland. Brett Skaar was in attendance.** Supervisor Olson reported out, this was unanimously approved at the Plan Commission with the following condition to have the proper town language included on the final CSM.

Motion by Supervisor Olson, second by Sup. Bolender, to approve the revised preliminary Certified Survey Map from Brett & Tiffany Skaar, to create a separate 1.8 acre parcel from a total of 40 acres of parcel # 0611-044-8500-2, located at 2453 W Star Rd., Cottage Grove, WI, 53527, to separate the house and buildings from the farmland.

With the following conditions:

- To have the proper town language included on the final CSM

Motion carried 4-0.

**Discussion and possible action regarding a previously tabled rezone request from Dennis Williams, acting on behalf of the Estate of Lois Williams, to rezone 3.27 acres of a total of 3.27 acres of parcel # 0611-292-8340-6, located at 2069 Williams Dr., Stoughton, WI, from RR-2 to RR-1 to allow division of the 3.27-acre parcel into three approximately one-acre parcels for residential development.** Dennis Williams was in attendance. Supervisor Olson reported out.

Motion by Supervisor Olson, second by Sup. Damkoehler, to approve the rezone request from Dennis Williams, acting on behalf of the Estate of Lois Williams, to rezone 3.27 acres of a total of 3.27 acres of parcel # 0611-292-8340-6, located at 2069 Williams Dr., Stoughton, WI, from RR-2 to RR-1 to allow division of the 3.27-acre parcel into three approximately one-acre parcels for residential development.

With the following conditions:

- No further residential development on lot three, unless annexed into MMSD's Limited-Service Area.

Motion carried 4-0.

**Discussion and possible action regarding a new Preliminary Certified Survey Map to replace the previously tabled preliminary CSM from Dennis Williams, for parcel # 0611-292-8340-6, located at 2069 Williams Dr., Stoughton, WI, from RR-2 to RR-1 to divide the parcel into three parcels for residential development.** Dennis Williams was in attendance. Supervisor Olson reported out. This CSM was updated to reflect three parcels.

Motion by Supervisor Olson, second by Sup. Damkoehler, to approve the rezone request from Dennis Williams, acting on behalf of the Estate of Lois Williams, to rezone 3.27 acres of a total of 3.27 acres of parcel # 0611-292-8340-6, located at 2069 Williams Dr., Stoughton, WI, from RR-2 to RR-1 to allow division of the 3.27-acre parcel into three approximately one-acre parcels for residential development.

With the following conditions:

- Add proper township language
- Include driveway placement for each lot
- Utility easements must be shown for each lot

Motion carried 4-0.

**Discussion and possible action regarding approval of the Road Opening / Road Encumbrance permit from Everstream, for the purpose of fiber optic installation in the town Right of Way along Tower Dr. near CTH B.** Supervisor Damkoehler reported out they are working with Upnet and are a part of the internet expansion.

Motion by Supervisor Bolender, second by Sup. Damkoehler, to approve the Road Opening / Road Encumbrance permit from Everstream, for the purpose of fiber optic installation in the town Right of Way along Tower Dr. near CTH B. Motion carried 5-0.

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

Superintendent Mesdjian reported out they are ready to move forward on the road's projects, the Board needs to decide which roads they want done in 2021. They graded 12 driveways in two days, they needed attention due to pot holes, etc. They are using recycled asphalt which comes very highly recommended by the Town of Dunn. Recycled asphalt was used on Straus Rd. and Kong Rd., and it held up well when they were plowed. The dump is coming along, they plan on using the new site on May 8, 2021 and going forward. The seasonal worker, Greg, started mowing this week. They replaced a culvert on Circle Dr. He needs to know about the bid documents, if the Board has decided on chip sealing the parks? Chair Pfeiffer stated the parks would be a separate contract, and he should get the prices from the vendors to see what the costs are. Chair Pfeiffer informed the Superintendent of Public works he should go forward with all the roads included in the proposal discussed in the spring. A discussion took place on the road projects for 2021.

Richard Green brought up information regarding the drainage district and how it affects Circle Dr. He suggested they may need to put in large culverts and raise Circle Drive. There are meetings being held to make drainage ditches active again. He brings this up because they are looking at replacing Circle Dr.

Chair Pfeiffer asked the members of the Board if they had a chance to see the new brush site. Recycled asphalt will be placed on the pad.

**Discussion and possible action on Chairperson's liaison appointments to include Public Work's Supervisor, Clerk/Treasurer's Office Supervisor, PSSD Liaison, Deer Grove Fire & EMS, Stoughton Fire & EMS and McFarland Fire & EMS Liaison, and Parks Liaison.** Chair Pfeiffer reported out it has been a strange year with COVID, there has not been a lot of interaction. He asked if the Board felt they should wait until we can

have meetings in person prior to taking on new roles. He recommended keeping the appointments as they have been over the past year.

Motion by Supervisor Bolender, second by Sup. Olson, to re-appoint all members as previously assigned last year. Supervisor Damkoehler as Public Works Supervisor, Doug Larsson as the Clerk/Treasurer's Office Supervisor, Chair Pfeiffer as the PSSD liaison. Supervisor Bolender as the Deer Grove Fire & EMS, Stoughton Fire & EMS, and McFarland Fire & EMS liaison.

Motion carried 5-0.

**Discussion and possible action on nominating a Plan Commission Liaison.**

Chair Pfeiffer asked Supervisor Olson if he would be interested in continuing serving as the Plan Commission Liaison. Supervisor Olson stated he would be interested.

**Discussion and possible action on appointing a Weed Commissioner.**

Chair Pfeiffer appointed Public Works Superintendent Alex Mesdjian as the Weed Commissioner.

**Discussion and possible action on appointment of Audra Dalsoren and Keith Comstock to the Plan Commission to serve a three-year term.**

Motion by Supervisor Bolender, second by Sup. Olson, to re-appoint Audra Dalsoren and Keith Comstock to serve on the Plan Commission for a three-year term.

Motion carried 5-0.

**Discussion and possible action regarding resolution R-2021-03: A resolution regarding the designation of town's depositories.**

Motion by Supervisor Damkoehler, second by Sup. Olson, to approve resolution R-2021-03, designating town's depositories.

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

**Discussion and possible action regarding resolution R-2021-04: A resolution regarding the designation of funds and fund balance to be carried over into 2021, as presented by Baker Tilly for the year ending December 31, 2020.**

Chair Pfeiffer stated this is based on the audit. He will be making modifications as we head into budget time.

Motion by Supervisor Damkoehler, second by Sup. Olson, to approve resolution R-2021-04 regarding the designation of funds and fund balance.

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

**Discussion and possible action regarding a Certificate of Deposit set to mature on May 5, 2021 with Monona State Bank in the amount of \$163,274.84.**

**The Board reviewed the current rates for banking entities listed in the packet. Interest rates are across the board low. Supervisor Damkoehler recommended to re-invest at Monona at a minimum term. Supervisor Larsson wondered if there was another entity the town could invest the money in until the rates increase? Chair Pfeiffer asked if money market rates had better interest rates. Supervisor Larssen stated the Board should consider tabling for more information regarding money market rates and direct staff to look into the money market rates and banking entities we currently have accounts with.**

Motion by Supervisor Larsson, second by Sup. Damkoehler, to table this item to the next Town Board meeting to allow staff time to check money market rates.

Motion carried 5-0.

### **Clerks report on projects and duties.**

Clerk / Treasurer Hougan reported out staff have been preparing reports and notices for the Annual Meeting, post-election duties, Mad City Techs replaced the hard drive they discovered was failing due to a recent power outage, Stoughton Fire Department did an inspection at the Town Hall and shop and reported there were no concerns, Quarterly Survey of Tax Collections was filed, State Financial Form CT has been filed with the DOR, Annual recycling report has been submitted to the DNR, along with all the day to day duties and responsibilities of the Clerk / Treasurer's office.

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

- Stormwater Management report / assessment strategy re; Shadyside-Town Engineer to attend a future meeting
- CD-Money Market Rates
- Building Inspection Process
- Proclamations for Public Works Week, Police Week, and Municipal Clerks Week

### **PLAN COMMISSION REPORT**

Supervisor Olson reported out the Plan Commission acted on the items on tonight's agenda, they will be acting on the Duckert final CSM at their next meeting. He attended a meeting on short term rentals with the Town of Dunn.

### **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 April 07, 2021 in the amount of \$45,013.44.

Motion carried 5-0.

**ADJOURNMENT**

Motion by Supervisor Bolender, second by Sup. Olson, to adjourn at 7:10p.m. Motion carried 5-0.

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.*