

TOWN BOARD MEETING May 18, 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: Superintendent of Public Works Alex Mesdjian, Greg Duckert, 2296 Tower Dr., Stoughton, WI, Mark Shubak, Eric Vieth, Town Engineer, and Keith (last name unknown)

ABSENT: Doug Larsson

CALL TO ORDER

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

MINUTES OF THE DECEMBER 11, 14, & 29, 2020 SPECIAL & BUDGET TOWN BOARD MEETINGS, MINUTES OF THE MAY 04, 2021 REGULAR TOWN BOARD MEETING

Motion by Supervisor Bolender, second by Sup. Olson, to approve the minutes as printed for the December 11, 2020 special Town Board meeting. Motion carried 4-0.

Motion by Supervisor Bolender, second by Sup. Olson, to approve the minutes as printed for the December 14, 2020 special Town Board meeting. Motion carried 4-0.

Motion by Supervisor Bolender, second by Sup. Damkoehler, to approve the minutes as printed for the December 29, 2020 special Town Board meeting. Motion carried 4-0.

Motion by Supervisor Bolender, second by Sup. Olson, to approve the minutes as printed for the May 4, 2021 regular Town Board meeting. Motion carried 4-0.

PUBLIC COMMENT

None.

BUSINESS.

Discussion and possible action regarding the revised Final Certified Survey Map from Gregory Duckert, to create a separate 19.03-acre parcel from a total of 39.66 acres of parcel # 0611-242-9000-5, located at 2296 Tower Dr., Stoughton, to build a retirement home on a portion of the land and sell the main property and buildings.

Greg Duckert was in attendance. Supervisor/Liaison Olson presented and noted that this CSM had been sent back for clarifications and all qualifications have been met. He stated that it was passed unanimously by the Plan Commission. Supervisor Bolender inquired about which lot was being built on, and Mr. Duckert confirmed it was lot 2. Mr. Duckert noted that there is no activity on the gravel pit. This is the receiving parcel of Transfer of Development Rights.

Motion by Supervisor Olson, second by Sup. Damkoehler, to approve the revised Final Certified Survey Map from Gregory Duckert, to create a separate 19.03-acre parcel from a total of 39.66 acres of parcel # 0611-242-9000-5, located at 2296 Tower Dr., Stoughton, to build a retirement home on a portion of the land and sell the main property and buildings. Motion carried 4-0.

Discussion and possible action regarding the Dane County Rezone Petition application from the Town of Pleasant Springs for a blanket rezone to new RR-16 and other districts for zoning compliance for size and use of affected properties. From RM-16 to RR-16, and from HAMM-M to SFR-8.

It was noted that this was part of the County's re-write. They changed zoning categories and needed to change RM-16 to RR-16. Notices were previously sent out to all property owners involved. This is the final step in completion. Majid worked with residents regarding questions and concerns. Supervisor Bolender asked if the new zoning was published and if this was just a clean-up of certain parcels. Supervisor Olson said that yes, that is the case, making zoning more definable, etc. RR-16 returns back to the way it was under the old code. The Hamlets were created due to non-conforming parcels. These lots would not fit into the regular zoning code.

Motion by Supervisor Olson, second by Sup. Damkoehler, to approve the Dane County Rezone Petition application from the Town of Pleasant Springs for a blanket rezone to new RR-16 and other districts for zoning compliance for size and use of affected properties. From RM-16 to RR-16, and from HAMM-M to SFR-8. Motion carried 4-0.

Discussion and possible action regarding the proposal for scope of services from Stand Associates for engineering services to update the Town's Stormwater Quality Maintenance Plan, in the amount of \$6,700.00.

Eric Vieth, the Town Engineer, was in attendance. He provided a summary regarding the reason the town needs to do this. He noted that the 2016 stormwater plan was provided to meet the 2014 MS4 permit. The permits are every five years and get renewed annually. There was a new permit in 2019. Now the DNR has updated requirements. Many other municipalities are dealing with the same issue in order to comply. This proposal is to update annual permit and reporting. Also, to provide training to Alex/staff on process and reporting.

Motion by Supervisor Bolender, second by Sup. Olson, to approve the proposal for scope of services from Stand Associates for engineering services to update the Town's Stormwater Quality Maintenance Plan, in the amount of \$6,700.00. Motion carried 4-0.

Discussion and possible action regarding engineer's recommendations for maintenance of Shadyside stormwater pond.

Eric Vieth presented and reviewed the documents he provided on the Greenbriar / Shadyside stormwater pond. He indicated areas where muskrats are burrowing. He said that there are several muskrat remediation options. He has not included cost for the options yet. Options include a chain link fence surrounding the pond, steel mesh around the pond banks, rip rap, hiring a trapper to trap the muskrats. Town Board

Chairman Pfeiffer stated with the trapping option, animals would likely move back quickly. Further discussion followed regarding muskrat burrowing remediation options.

Eric Vieth next presented recommendations regarding pond rehabilitation and maintenance that included the development of a new operation and maintenance plan/agreement that included sediment removal, inlet and outlet maintenance, providing access for maintenance activities, addressing weed, insect and wildlife control, landscaping practices, inspections, buffer areas, grade and width of side slopes. Questions remain regarding the original construction of the pond. Further discussion followed regarding maintenance recommendations.

The Board agreed that the Town would need to contract with a company experienced with this type of work and that the Town needs to proceed in a way that meets the needs of all the affected residents and needs to hold a meeting with residents regarding the plan and cost and try to come to an agreement. In particular, the cost of repeated dewatering and bringing in a backhoe would be quite costly. A long-term fix would be much more economical.

Chair Pfeiffer inquired about the outfall culvert, where there are tree roots grown through the pipe. Eric Vieth stated that the culvert will need to be replaced. The tree will need to be removed or the culvert relocated.

Town Engineer Eric Vieth turned the next portion of the meeting over to Mark Shubak, who did a presentation regarding stormwater utilities. Mr. Shubak explained different funding formulas for a stormwater utility. Following the presentation, Chair Pfeiffer stated Atty. Reuter has advised that the Town has the sole authority to develop the formula for assessing costs and that the Town is looking to follow similar formulas to what are used by other municipalities. But, the Town would not be establishing a stormwater utility in this case as the infrastructure is private and was required by a developer agreement. The Town is involved only because of the lack of a functioning homeowners association that would normally be responsible for the maintenance. Therefore, the costs must be apportioned directly to those affected residents. Discussion ensued regarding the recommended formulas for assessing costs.

Following discussion, the Board directed Chair Pfeiffer to facilitate a meeting between the town engineers and Atty. Reuter to discuss the issues regarding the pond and to request that Atty. Reuter draft a proposed maintenance plan for presentation to the Board and then to affected residents.

Discussion and possible action regarding the purchase of a caterpillar attachment in the amount of \$19,250.00.

Public Works Superintendent, Alex Mesdjian, reported that the caterpillar attachment has graded 11 or 12 driveways in under 2 full days. He said that some go faster and some slower. He said it is very handy for not pulling in sod. He said that the old one was too wide. He said this one can set a pitch to crown the roads. He reported that there is such a demand for this equipment that it cannot be rented. They demoed this one, did

all the driveways. He said it will be very handy for large cold patch on roads. It is a very versatile piece of equipment and is the right size for the Town. They can crown the roads. For the majority of the roads, it is the perfect size. It will serve its purpose and will be around for a long time. Maintenance should be very low. They will be selling the two-way blade and box scraper to recoup some of the funds. The funds will come out of the capital equipment funds. This is a necessary device for Public Works.

Motion by Supervisor Damkoehler, second by Sup. Bolender, to approve the purchase of a caterpillar grading attachment in the amount of \$19,250.00. Motion carried 4-0.

Discussion and possible action regarding public works projects and duties.

Public Works Superintendent Alex Mesdjian reported out:

- The dump is being heavily used. They tidy it up throughout the day
- A few people have called with good, positive feedback
- They will be mowing the end of this week, and want to have a pass around the town by Memorial Day
- Shane has been grading driveways
- Road bids have been taken out by contractors; the sign-up sheets have been updated with the contractors who have requested bid documents.
- Open records request for pulverize & pave projects
- Cleared trees last week on Norgaren Rd.
- Ground brush cleaning on Williams Dr., they utilized the chipper and it worked great.
- Ditching on Circle Dr. / clearing culverts
- Brush clearing on Skyline

Discussion and possible action on renewal of the Class “A” Retailers License for the sale of fermented malt beverages only for consumption away from the premises where sold for the period from July 1, 2021 through June 30, 2022 for:

- Road Ranger LLC, agent, Sarah Lindrin, d/b/a Road Ranger, at the premises located at 2762 CTH N.

Motion by Supervisor Damkoehler, second by Sup. Olson, to approve the Liquor License for Road Ranger. Motion carries 4-0.

Discussion and possible action on the renewal of the Class “A” Retailers license for the sale of fermented malt beverages and the “Class A” Retailers license for the sale of intoxicating liquors for consumption away from the premises where sold for the period from July 1, 2021 through June 30, 2022 for:

- Wisconsin Fuel, LLC, agent Parveen Bardwaj, d/b/a I-90 BP, at the premises located at 2763 CTH N.

Motion by Supervisor Damkoehler, second by Sup. Olson, to approve the liquor license for Wisconsin Fuel, LLC. Motion carries 4-0.

Discussion and possible action on renewal of the alcohol beverage license for Retailer Sales Class” B” Beer and “Class B” Intoxicating Liquor for the period from July 1, 2021 to June 30, 2022 for:

- Pleasant Springs Pub, Inc., agent Justin Lathrup, d/b/a Pleasant Springs Pub, at the premises located at 2630 CTH N,
- Springers of Lake Kegonsa Inc., agent Laura Rowley, d/b/a Springers, at the premises located at 3097 Sunnyside Street,
- Badgerland Campground, agent Thomas Pena, d/b/a Badgerland Campground, at the premises located at 2671 Circle Drive.
- The Fields Reserve, Inc., agent Jonathan Jaeck, d/b/a The Field’s Reserve, at the premises located at 2479 Glenn Drive. (Reserve “Class B” Beer and Intoxicating Liquor)

Motion by Supervisor Damkoehler, second by Sup. Olson, to approve the liquor licenses to the establishments listed above. Motion carried 4-0.

Discussion and possible action on renewal of operators’ licenses to serve fermented malt beverages and intoxicating liquors for the period from July 1, 2021 to June 30, 2022 for the applicants as listed below:

- Daniel Lee Vierck – Pleasant Springs Pub
- Amy Lynn Johnson - Pleasant Springs Pub
- Jessica Leanne Tomaszewski – Pleasant Springs Pub
- Nick Allen Debner – The Fields Reserve
- Luke Alan Nelson – The Fields Reserve
- Denise D. Posthuma – The Fields Reserve
- Naomi Dawn Bloomer -The Fields Reserve
- Samuel James Rapacz – The Fields Reserve
- Kari Ann Mysker – The Fields Reserve
- Shelby S. Myers – The Fields Reserve
- Kristin K. Jaeck - The Fields Reserve
- Amalie L. Nelson - The Fields Reserve
- Thomas Christopher Pena – Badgerland Campground
- Allison Alexis Clark – Badgerland Campground

Motion by Supervisor Damkoehler, second by Sup. Olson, to approve the renewal of operator’s licenses to the applicants as listed above. Motion carried 4-0.

Discussion and possible action regarding building inspection and permitting processes.

The Board reviewed the information provided. Chair Pfeiffer said that he would like to obtain more information on SAFEbuilt and General Engineering on their process including costs and fees.

Supervisor Olson suggested that the Board review the process during permitting and keep track of the process.

They would like to know more about other vendors' services. No action was taken at this time. They would like staff to bring back more information.

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

- Doug Stafford & Mark Gavin, 3074 Linnerud Dr. (Paul Davis Construction payee)
- Jeffrey Vedvig, 2001 Washington Rd.

Motion by Supervisor Damkoehler, second by Sup. Olson, to approve refund the \$2,000 in driveway damage deposits as listed above. Motion carried 4-0.

Discussion and possible action regarding the employee performance review process.

Chair Pfeiffer discussed getting back to meeting in person. He mentioned looking at scheduling times to get together with staff to set goals and talk with them, noting that this is difficult to do over Zoom. He has a sample assessment form for review for employees / Board to use for the review process. He would like to do the reviews during a Board meeting. Wants in general rather than trying to do all in one day – try to add closed session to next number of meetings to do self-evaluations for discussion.

Supervisor Olson said he would rather do the reviews this way rather than having an extra meeting and Supervisor Bolender agreed.

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

Chair Pfeiffer – discussion on fund balances prior to next budget.

Motion by Supervisor Olson, second by Sup. Damkoehler, to approve the 2020 final audit report by Baker Tilly. Motion carries 4-0.

Discussion and possible action regarding part-time employee benefits.

Chair Pfeiffer – discussion at sanitary district. Guidelines from state for benefits – anyone working over half time is eligible for the WRS system and also eligible for the remainder of the benefits package.

Clerk/ Treasurer Hougan explained as a local municipality we have separate contracts / benefits than what the teachers, law enforcements officers and state employees have.

The benefits package the town offers is very similar to what other local municipalities offer. She asked about the sick leave payout, and Chair Pfeiffer stated this should be discussed at budget time.

Discussion and possible action regarding acquisition of equipment to facilitate virtual and hybrid public meetings.

Chair Pfeiffer reported out. Dane County will be revoking all health orders on June 2nd. He is looking into devices with a 360-degree camera which brings to the foreground whoever is speaking. Further discussion followed.

They may be able to utilize stimulus funds to purchase meeting equipment. He asked the board members their thoughts. The Board agreed the equipment would be useful. They will get proposals on the equipment.

Clerks report on projects and duties.

Clerk / Treasurer Hougan reported out on the projects and duties office staff have been working on to include gathering information from municipalities regarding their building inspector and permitting process, submittal of the non-renewal brush compost license to the DNR for the site on Tower Dr., responding to an open records request from RG Huston, the battery back-up for the computer was replaced, received a hand delivered document from an attorney regarding the Greenbriar pond, liquor and operators licenses and background checks, along with the other duties and responsibilities of the clerk / treasurer's office.

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

- In-person meetings
- Awarding road bids - June 18 Town Board meeting (Bid opening June 7, @ 12 noon)
- Special meeting – closed session with attorney to discuss retention pond and maintenance agreement, and how to assess property owners. Potential date for special meeting: May 25, 2021 at 6 p.m.

PLAN COMMISSION REPORT

Supervisor/Liaison Eric Olson reported out on items acted on by the Plan Commission. He said that there was discussion regarding in-person meetings, The Plan Commission re-elected Audra Dalsoren as the Plan Commission Chair, Melanie Miller as the Vice Chair, and John Pitas as the Recorder.

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 May 4, 2021 in the amount of \$30,916.38. Motion carried 4-0.

ADJOURNMENT

Motion by Supervisor Boldender, second by Sup. Olson, to adjourn at 8:45 p.m. Motion carried 4-0.

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.