

## **TOWN BOARD MEETING June 15, 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:** Town Engineer Eric Vieth, Fauna Justman, Rob Hostrouser, Zachary Wolter, a representative from Payne & Dolan, and Public Works Superintendent Alex Mesdjian

**ABSENT:** Supervisor Doug Larsson

### **CALL TO ORDER**

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

### **MINUTES OF THE JUNE 1, 2021 REGULAR TOWN BOARD MEETING**

Motion by Supervisor Damkoehler, second by Sup. Bolender, to approve the minutes. Motion carried 3-0 with Olson abstaining.

### **PUBLIC COMMENT**

Rob Hostrouser, 3902 River Dr., spoke during the public comment period asking the town to consider an amendment to the comprehensive plan. He wants to develop senior housing near the Greenbriar Estates and Country Club area. There is a high demand in this area for this type of housing.

### **BUSINESS.**

**Discussion and possible action regarding the preliminary Certified Survey Map from Mark & Jan Bakken, with Ed Short acting as the agent, to create two residential lots from 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.**

The Bakkens were not in attendance. Supervisor Olson reported out on this request.

Motion by Supervisor Olson, second by Sup. Bolender, to approve the preliminary Certified Survey Map as listed above with the following conditions:

- Add Clerk's name (Maria Hougan) to CSM signature page
- Identify map as preliminary
- Remaining acres deed restricted to no further residential development

Motion carried 4-0.

### **Discussion, review, and approval of the Menzel Properties/Prairie Land Towing fence/construction plans.**

Supervisor Olson reported out. This is in response to non-compliance letters. The Board reviewed the construction plans for the fence.

Motion by Supervisor Bolender, Second by Sup. Olson, to move forward with the plans as outlined in the letter along with the map presented. Friendly amendment by Sup. Olson, to include the date of the letter of May 25, 2021 in the motion. Friendly amendment accepted by Sup. Bolender. Motion carried 4-0.

**Discussion and possible action regarding the maintenance / repair plans for the Shadyside retention pond.**

Town Engineer Eric Vieth was in attendance. He presented four options to the Board. The Board reviewed the options. Further discussion followed. No action taken at this time.

**Discussion and possible action regarding award of the 2021 Road Construction Bids.**

The Board reviewed the bids included in the packet.

Motion by Supervisor Bolender, second by Sup. Olson, to approve the bid from Payne & Dolan, Inc. as the low bid, in the amount of \$395,055.10. Motion carried 4-0.

Motion by Supervisor Bolender, second by Sup. Olson, to approve the chip-seal bid dated June 7, 2021 from Fahrner Asphalt Sealers, in the amount of \$24,125.00. Friendly amendment made by Sup. Olson, second by Sup. Bolender, to add amount not to exceed \$24,125.00 for double chip-seal. Motion carried 4-0.

Motion by Supervisor Bolender, second by Sup. Damkoehler, to approve the bid for GSB sealcoat from Fahrner Asphalt Sealers, in the amount of \$49,989.00. Motion carried 4-0.

**Discussion and possible action regarding crack fill proposals.**

This item was tabled to the next Town Board meeting on July 6, 2021. No action taken.

**Discussion and possible action regarding a request to add Garlic Mustard to the list of noxious weeds.**

This was on the agenda as a request from a resident. The Board decided not to take any action at this time.

**Public Works Department report and discussion on pending / current projects.**

Superintendent Mesdjian reported out on the projects the DPW has been working on.

**Discussion and possible action regarding the America Recovery Plan Act (ARPA) stimulus funds to be awarded to local units of municipal governments.**

A discussion took place regarding the America Recovery Plan Act and what the funds could be used for.

Motion by Sup. Olson, second by Sup. Bolender, to authorize staff to submit the request to the DOR for the town to receive the funds. Motion carried 4-0.

**Discussion and possible action regarding review of building inspection services, fees, and permitting processes.**

Chair Pfeiffer reported out he wants to get a sense of what types of levels of service is expected from a Building Inspector. The Board reviewed the information included in the packet.

Motion by Supervisor Olson, second by Sup. Damkoehler, to table this item for further review. Motion carried 4-0.

**Discussion and possible action regarding the expiring precinct lease effective 12-31-2021 and future plans for the offices connected to the town hall.**

The Board discussed they will need to decide how they want to utilize the office space area once the Dane County Sheriffs lease terms. The Board determined they want to set up a meeting in the future for a site visit of the space. No action taken at this time.

**Discussion, review, and possible action regarding the towns Civics Systems accounting software upgrade, from the Classic version to the Connect version, 2021 budgeted amount \$10,000 actual cost approximately \$15,000.**

The Board reviewed the information included in the packet. This will be brought back at budget time for the 2022 budget. No action taken.

**Discussion and possible action regarding developing update to Town Comprehensive Plan.**

Chair Pfeiffer reported out the towns comprehensive plan may be in need of an update. He recommends the board look at options for a minor update to the plan. CARPC provides services for minor updates. He will gather information and bring back to the next meeting.

**Discussion and possible action regarding conducting Town meetings in virtual / in person hybrid format.**

Chair Pfeiffer reported out ARPA funding is coming and could possibly utilized for meeting equipment. No action taken.

**Discussion and possible action regarding establishment of an ad hoc Parks Committee.**

Chair Pfeiffer reported out he knows of one person currently interested. A discussion took place regarding how to reach out to people who may be interested in serving on this committee, and how to get feedback from the community in what they feel is important to the town's parks. Chair Pfeiffer will reach out to the interested party, and Sup. Olson will reach out to a person(s) of interest he feels may want to serve on this committee. No action taken.

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

Clerk / Treasurer Hougan reported out on the projects and duties the office staff have been working on.

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

- Presentation regarding RR Crossing- Lower Yahara River Trail / Lake Kegonsa State Park
- Crack-fill proposals
- Update to towns comprehensive plan information

### **PLAN COMMISSION REPORT**

Supervisor Olson reported out the Plan Commission approved the Bakken preliminary CSM, the Menzel property fencing, and a tabled rezone request.

### **REPORTS**

The Board reviewed the reports included in the packet along with the following reports:

May 2021 Building Inspectors Report

Review of Town's Certificate of Deposits and Money Market Accounts

Financials and Treasurer's Reports as of May 31, 2021

Review of 1<sup>st</sup> Quarter 2021 Financial Reports – Revenues & Expenditures with Comparison to Budget

### **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 27, 2021 in the amount of \$34,813.56, and June 1, 2021 in the amount of \$41,661.13. Motion carried 4-0.

### **ADJOURNMENT**

Motion by Supervisor Olson, second by Sup. Bolender, to adjourn at 8:05 p.m. Motion carried unanimously.

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.*