

**JOINT TOWN BOARD, PLAN COMMISSION & SHORT-TERM TASK FORCE
MEETING September 7, 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

PLAN COMMISSIONERS PRESENT: Vice Chair Melanie Miller, Members Claudia Quam, Lila Lemanski, John Pitas, and Eric Olson

OTHERS PRESENT:

Short-term task force members Mike Bailey, Tom Walz, Terri Curtis, Charter representative Kirk Upperman, RG Huston representative Dennis Richardson, S & FK Fenton, Superintendent Alex Mesdjian

ABSENT: Supervisor Doug Larsson, Plan Commission Chair Audra Dalsoren, Plan Commission member Keith Comstock

CALL TO ORDER

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

PUBLIC COMMENT

No one appeared for the public comment period.

JOINT MEETING AGENDA:

Discussion with members of the Plan Commission, Town Board, and Short-Term Rental Task Force members regarding review of the Town of Dunn's newly adopted Short Term Rental Ordinance.

Chair Pfeiffer opened the meeting explaining the need for the Short-term rental Ordinance. How will the town regulate this? The Plan Commission, Town Board, and Short-term rental task force reviewed the sample ordinance. Further discussion followed. There were concerns about parking, safety, compliance, how to handle complaints, how will violations be reported and handled? What type of procedure to notify neighbors? Will a Conditional Use Permit (CUP) be required? They discussed the process and next steps. More information will be gathered, an ordinance will be drafted for review at future meetings, then once the ordinance is approved, it will be adopted after the three readings.

REGULAR TOWN BOARD AGENDA:

CONSENT AGENDA: *Items listed under consent agenda will be approved in one motion without discussion unless any Board member requests that an item(s) be removed for individual discussion. That item then can be considered at an appropriate time during the Board's regular order of business.*

Approval of the Special Town Board minutes of August 09, 2021, and Regular Town Board minutes of August 17, 2021.

Approval of the Driveway Damage Deposit refund for: (Public Works inspected / approval recommended)

- **Nathan Moe, 1896 Williams Dr.**
- **A.J. Arnett, 2640 Tower Dr.**
- **Rob Byer, 3114 Sunnyside St.**
- **Tom Walz, 3071 Sunnyside St.**

Approval of a new operator's license(s) for: (Background check completed / approval recommended)

- **Derek Alexander-Paul Irwin, Road Ranger**
- **Andrey Harlan Duckert, Road Ranger**
- **Rebecca Lynn McChesney, Road Ranger**
- **Sarah Ann Lindrin, Road Ranger**

Approval of the check register dated August 17, 2021 in the amount of \$211,076.85.

Motion by Supervisor Damkoehler, second by Sup. Olson, to approve the consent agenda items for the Sept. 7, 2021 Town Board agenda as listed. Motion carried 4-0.

BUSINESS.

Presentation from R. G. Huston regarding construction plans for a proposed storm-water pond located at 3190 County Highway N.

Dennis Richardson was in attendance, along with Dale Huston, of R.G. Huston, to present the map of the proposed storm water retention pond. This pond will be constructed at the old Iverson Construction property. The plans for the proposed pond have been submitted to the DNR and Dane County for review and approval. They will add a berm around the pond and also a walking path. Final copies of the wet pond will be dropped off. They plan to start construction in the late fall, early November.

Discussion and possible action regarding a request from Charter Spectrum to utilize the towns right of way to install fiber optic to a large portion of the township for the Rural Digital Opportunity Fund project.

Kirk Upperman was in attendance to answer any questions regarding the permit request. He explained this is a government funded project and presented the plans for installing fiber in the town. This is a 2–5-year project working throughout Wisconsin. They will be working on an approximate 6-mile area in the northwest corner of the town. This will be fiber optic for residential rural residents, the service will be available for residents to request this service if they want it. He answered

questions from the Board and discussed the placement of the pedestals and fiber optic. He will be in contact with the public works department once they get started.

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

Superintendent Mesdjian reported out on public works current projects.

Clerk's report on projects and duties.

Clerk/Treasurer Hougan reported out projects and duties in the office.

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

PLAN COMMISSION REPORT (Reports will generally only be reported upon after the Plan Commission has met between Town Board meetings; unless there is additional information to report)

REPORTS

The Board reviewed the reports included in the packet.

CORRESPONDENCE

The Board reviewed the correspondence included in the packet.

ADJOURNMENT:

Motion by Supervisor Olson, second by Sup. Damkoehler, to adjourn at 7:40 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.