

## **TOWN BOARD MEETING, May 17, 2022 – 6:00 P.M.**

**PRESENT:** Chair David Pfeiffer, Supervisor Dick Green, Supervisor Dana Stadler, Supervisor Melanie Miller, Supervisor Eric Olson, and Clerk/Treasurer Maria Hougan

### **ABSENT:**

**OTHERS PRESENT:** Katie Makowan, Diana Olson, Mike Wylesky, Kent Schroeder, Abel Salas, Andrea Jansen of Baker Tilly

### **CALL TO ORDER**

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

### **PUBLIC COMMENT**

No one registered to speak during the public comment period.

### **PROCLAMATION IN HONOR OF PUBLIC WORKS WEEK MAY 15-21, 2022**

Chair Pfeiffer commented public works is one of the crucial components of town government, and they should be recognized for their efforts and work as well. The proclamation was included for the record.

**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.*

1. Approval of the Town Board minutes of May 3, 2022.
2. Approval of the check register dated May 17, 2022.
3. Approval of the return of driveway damage deposit(s) for: (Public works inspected, no issues found, approval recommended)
  - Rich Hallberg, 3131 Sunnyside St.

Motion by Supervisor Olson, second by Sup. Miller, to approve the consent agenda items as listed. Motion carried 5-0.

### **BUSINESS.**

**Discussion and possible action regarding the final Certified Survey Map from Kent and Judith Schroeder to consolidate existing parcel # 046/0611-303-6411-0 & existing vacated Cherry Drive for a total of 0.19 acres, located across from 3060 Shadyside Dr., Stoughton, WI, into a single lot.**

Motion by Supervisor Olson, second by Sup. Green, to approve the final Certified Survey Map from Kent and Judith Schroeder to consolidate existing parcel # 046/0611-

303-6411-0 & existing vacated Cherry Drive for a total of 0.19 acres, located across from 3060 Shadyside Dr., Stoughton, WI, into a single lot.  
Motion carried 5-0.

**Presentation from Baker Tilly on the 2021 Audit.**

Andrea Jansen of Baker Tilly presented the 2021 Audit. She stated the audit overall went very smooth. She has no concerns. She went over the fund balances and stated the Town is in very good financial standing with healthy reserves. She stated the Board has the authority to utilize fund balances as they choose. Chair Pfeiffer had questions regarding the fund balances. Further discussion followed. Andrea welcomed Chair Pfeiffer or any Board member to contact Baker Tilly with any questions they have regarding the audit.

**Discussion and possible action regarding a request from UpNetWI to lease the portion of the Town Hall previously occupied by the Dane County Sheriff's Department-SE precinct.**

Supervisor Olson and Sup. Stadler met with UpNet Wi regarding the office space. They reviewed the area and determined the best option would be to install the door beyond the women's locker room. The area behind the woman's locker room would be utilized by UpNetWI, and the area of the women's locker room and electrical box would be occupied by the town. The women's locker room area will be capped off and utilized for storage in the future. They reviewed the details of the lease. Some of the details included would be for UpNetWi to provide internet service to the town, and the town to provide garbage service to UpNetWi. UpNetWI signs will be installed. The town will finish replacing the light ballasts. Further discussion followed. UpNet is hoping for their lease to start July 1, 2022.

Motion by Supervisor Olson, second by Sup. Stadler, to move forward with the approval of UpNetWI to lease the area previously occupied by the Sheriff's Department SE-precinct. Friendly amendment by Miller, accepted by Olson, to add to the motion to approve the area for the lease minus the women's locker room area of approx. 100 sq. feet, for a term of five years, with the first year in the amount of \$1700.00 per month, and the following years 2-5 in the amount of \$2,000.00 per month, with the terms as stated in the lease agreement. Motion carried 5-0.

**Discussion and review of the revised Ordinance 2022-001, Chapter 11 regarding Short-Term Rentals. Third reading and adoption.**

Sup. Miller reported out. She is putting together a task force to work on the policy and procedures as well as application form and permit. They will be meeting as soon as they can get a date and time where all are available.

Motion by Sup. Miller, second by Sup. Olson, to table this agenda item to the next Town Board meeting.

**Discussion and possible action regarding the damage to Kinney Road.**

Chair Pfeiffer reported out. He asked if the members of the Board have visited Kinney Rd. to view the damage. Public Works will need to estimate damages and area for cost of road repair. Further discussion followed. Kinney may be able to be repaired this year, they could do a budget amendment, and also possibly budget some funds to do crack filling.

Motion by Sup. Olson, second by Sup. Stadler, to direct staff to put together a bid for Kinney Rd. and for crack filling. Motion carries 5-0.

**Discussion regarding Public Works projects and duties.**

Chair Pfeiffer reported out. UpNetWI is interested in the remaining equipment from the Dane County SE precinct. He reported out on the projects the Public Works department has been working on. He reported out on the meeting held with Richard Meyer regarding the ditching complaint. This will be on a future agenda.

**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, 2022 through June 30, 2023 for: (Background check completed-no issues found, renewal is recommended)**

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

Motion by Supervisor Green, second by Sup. Olson, to approve the renewal for a Class “A” Retailers License to Road Ranger LLC, agent Sarah Lindrin, d/b/a Road Ranger, located at 2762 CTH N, for the period of July 1, 2022 to June 30, 2023. Motion carried 5-0.

**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, 2022 through June 30, 2023 for: (Background check completed-no issues found, renewal is recommended)**

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

Motion by Supervisor Green, second by Sup. Olson, to approve the renewal for a Class “A” Retailers license for the sale of fermented malt beverages, and a “Class A” Retailers license for the sale of intoxicating liquors to Wisconsin Fuel, LLC, agent Parveen Bardwaj, d/b/a I-90 BP, located at 2763 CTH N, for the period of July 1, 2022 to June 30, 2023. Motion carried 5-0.

**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, 2022 to June 30, 2023 for: (Background checks completed-no issues found, renewal is recommended)**

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

Motion by Supervisor Olson, second by Sup. Miller, to approve the applications for retail sales Class "B" Beer and "Class B" Intoxicating Liquor, for the period of July 1, 2022 to June 30, 2023, to:

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

Motion carried 5-0.

**Discussion and possible action on renewal of operators' licenses to serve fermented malt beverages and intoxicating liquors for the period from July 1, 2022 to June 30, 2023 for the applicants as listed below: (Background checks completed-no issues found, renewal is recommended)**

- Kristen K Jaeck, The Fields Reserve
- Denise D Posthuma, The Fields Reserve
- Nick A Debner, The Fields Reserve
- Naomi D Bloomer, The Fields Reserve
- Luke A Nelson, The Fields Reserve
- Amalie L Nelson, The Fields Reserve
- Allison A Clark, Badgerland Campground

- Thomas C Pena, Badgerland Campground

Motion by Supervisor Olson, second by Sup. Miller, to approve the renewal operator's licenses to serve fermented malt beverages and intoxicating liquors for the period of July 1, 2022 to June 30, 2023 to:

- Kristen K Jaeck, The Fields Reserve
- Denise D Posthuma, The Fields Reserve
- Nick A Debner, The Fields Reserve
- Naomi D Bloomer, The Fields Reserve
- Luke A Nelson, The Fields Reserve
- Amalie L Nelson, The Fields Reserve
- Allison A Clark, Badgerland Campground
- Thomas C Pena, Badgerland Campground

Motion carried 5-0.

**Discussion and possible action regarding approval of the 2021 Audit from Baker Tilly.**

Motion by Supervisor Olson, second by Sup. Green, to approve the 2021 Audit from Baker Tilly. Motion carried 5-0.

**Discussion and possible action regarding Resolution R-2022-04: 2021 approval of fund balance and designation of funds. Required by resolution.**

Motion by Supervisor Green, second by Sup. Stadler, to approve Resolution R-2022-04: 2021 approval of fund balance and designation of funds. Motion carried 5-0 on a roll call vote with Chair Pfeiffer and Supervisors Stadler, Olson, Green, and Miller voting in favor.

**Discussion and possible action to adopt to R-2022-05 to amend R-2021-07: A Resolution to Adopt the Ward Plan and Combine Municipal Wards as a Result of Redistricting.**

Motion by Supervisor Olson, second by Stadler, to adopt Resolution R-2022-05 to amend R-2021-07: A Resolution to Adopt the Ward Plan and Combine Municipal Wards as a Result of Redistricting. Motion carries 4-1 on a roll call vote with Chair Pfeiffer, and Supervisors Stadler, Green, and Olson voting in favor, and Supervisor Miller voting no.

**Discussion and possible action regarding policy on revocable licenses for property owner activities within Town easements.**

Chair Pfeiffer reported out. He wants to move away from the Town collecting a \$1,000 damage deposit for driveways, and move to collecting a fee to recover the cost of inspections, etc. He would like to have possibly a fee for constructing in the easement. This will be brought back to a future meeting.

Motion by Supervisor Miller, second by Sup. Olson, to table to a future meeting. Motion carried 5-0.

### **Discussion and possible action regarding resident complaint process.**

The Board discussed the current complaint process. They determined they wanted to go to more of a round robin type in alpha order by last name instead of the old process where the Board members each had 3-month shifts. The boat landing will stick to the same schedule / process. Staff will compile a spreadsheet for tracking purposes.

### **Clerk's report of projects and duties.**

Clerk Hougan reported out on the items staff have been working on, along with the day-to-day responsibilities of the clerk/treasurer's office.

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

- Short-term rental policy/permit app/procedures
- Policy on revocable licenses
- Driveway Damage permits / fees
- Report from Engineer regarding Stoughton Dam
- Operator's License renewals
- Drainage issue on Estate Lane
- Future: Policy regarding process for sale of town's surplus property

**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)

Supervisor / Plan Commission liaison Miller reported out Audra Dalsoren was re-elected Plan Commission Chair, John Pitas was elected Vice-Chair, and Keith Comstock was elected recorder. She also reported the final CSM for the Schroeder property was approved unanimously.

### **REPORTS**

The Board reviewed the reports included in the packet to include the April Treasurer's Report and April Financials.

Supervisor Green reported out he attended the McFarland Fire & EMS meeting held recently. He shared details of the meeting to include they lost 4 of their EMT's and are recruiting, and they will be replacing the ladder truck soon.

### **CORRESPONDENCE**

The Board reviewed the correspondence included in the packet.

### **ADJOURNMENT**

Motion by Supervisor Olson, second by Sup. Miller, to adjourn at 8:17 p.m. Motion carried 5-0.

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.*