

TOWN BOARD MEETING January 21, 2020 – 6:00 P.M.
TOWN HALL, 2354 COUNTY ROAD N

PRESENT: Chair Pfeiffer, Supervisor Jay Damkoehler, Supervisor Eric Olson, and Clerk/Treasurer Maria Hougan.

OTHERS PRESENT: Alex Mesdjian, Public Works Superintendent, Ryan Spies, Paula Downing, Gene Barone, Jerry & Jane McGuire.

ABSENT: Supervisor Doug Larsson and Supervisor Janiece Bolender

CALL TO ORDER

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

NOTICE OF POSSIBLE CLOSED SESSION

MINUTES OF THE JANUARY 7, 2020 TOWN BOARD MEETING & JANUARY 7 TOWN CAUCUS

Motion by Supervisor Damkoehler, second by Sup. Olson, to approve the minutes of the January 7, 2020 Town Board meeting and January 7, 2020 Caucus. Motion carried 3-0.

PUBLIC COMMENT

No one registered to speak during the public comment period.

BUSINESS

1. **Discuss and take possible action regarding the Conditional Use Permit request from Rock Road Companies to place a temporary concrete plant site on parcel # 046-0611-062-8500-0, 3094 CTY MN, McFarland, WI, to complete WisDot Project# 1007-12-74, I-90/I-39, CTH AB to USH 12/18 Interchange, (NB/SB) and other USH 12/18 Interchange.** Ryan Spies, with Rock Road Companies presented the request for the temporary batch plant. He explained this site had been previously used for a similar project. These sites work well because they adjoin the interstate. They worked out the agreement with the property owner. They will leave the smallest footprint possible, disturbing about 5 acres, the project meets the zoning codes and when the project is complete, they will restore the affected area. This is a project with the DOT and the projected date is from May 19, 2020 to November 14, 2020. They can extend the deadline if needed but will need prior approval.

Motion by Supervisor Olson, second by Sup. Damkoehler, to approve the Conditional Use Permit request from Rock Road Companies to place a temporary concrete plant site on parcel # 046-0611-062-8500-0, 3094 CTY MN, McFarland, WI, to complete WisDot Project# 1007-12-74, I-90/I-39, CTH AB to USH 12/18 Interchange, (NB/SB) and other USH 12/18 Interchange, with conditions.

Conditions:

- Project must be completed by Dec 31, 2021
- Plan Commission will review CUP in one year if the project is extended
- Contractor/land owners agree to have well quality inspections as requested. Contractor agrees to cooperate with inspection at contractor's expense.

Motion carries 3-0.

2. Discussion regarding request to vacate part of road right-of-way in the area near 2375 Williams Pt. Dr.

Jerry and Jane McGuire were in attendance. Chair Pfeiffer reported out on the process. He explained he had a conversation with the Town's Attorney for legal advice and direction. The Town needs to retain ownership of 66 ft width of the road which would still leave a significant area of the current road right-of-way that could be vacated. Per the Town's Attorney, statute is not clear on how the property gets distributed in this case as only a portion of an existing right-of-way would be vacated and there is no clear documentation of prior ownership. His recommendation is that the Town should not vacate unless the adjacent landowners first enter into an agreement as to how the land would be distributed. The map was reviewed at this time. The agreement would need to specify how the new lines would be drawn, and all parties involved, including the Town, would need to agree. The land would need to be surveyed, then a legal document could be drawn up and signed along and a certified survey map prepared. The initial process should be for the McGuires to talk to the adjacent property owners, have the land surveyed and obtain agreement as to the proposed new lot lines. A preliminary CSM with legal descriptions and a contract / agreement between property owners must be presented to the Town with all parties signing off with signatures notarized before the Town could begin the process to vacate.

3. Discussion regarding Public Works projects and duties.

Superintendent Mesdjian reported out they had a couple of breakdowns at the last snow event where they lost all the engine oil on the 3rd plow truck, an onsite repair company came out and fixed the truck; may need to look into replacement of the 3rd plow truck as it takes about 1.5 years to get a new truck outfitted, etc., prices continue to go up. One repair could cost between \$5,000 - \$10,000. The new parks truck has been ordered and the new skid loader should be delivered next week. The new leased tractor's battery did not start, the battery was frozen; there were not too many complaints from the last snow event, they have been putting sand down on the gravel driveways; the trucks have been cleaned up, getting ready for the next round of snow.

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

- Kyle Warner, 3138 Shadyside Dr.

Motion by Supervisor Damkoehler, second by Sup. Olson, to approve the driveway damage refund for Kyle Warner.

5. **Discussion and possible action regarding a certificate of deposit from Monona State Bank in the amount of \$110,905.26 which matures on January 21, 2020.**

The Board reviewed the interest information from several banking entities.

Motion by Supervisor Damkoehler, second by Sup. Olson, to let the CD with Monona Bank to mature, and to deposit the funds into a Certificate of Deposit with Summit Credit Union at a rate of 2.15 % for a period of 19 mos. Motion carried 3-0.

6. **Discussion and possible action regarding budget amendments if necessary.**

The Board decided to hold off on Budget amendments at this time until the audit is complete.

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

Clerk Hougan reported out on some of the projects the office has been working on to include tax payments, end of year tax reporting to include W-2's, 1099's, WT-7, close out payroll, enter new payroll, general ledger end of year and close out, accounts payable end of year and close out, election preparations, wis-vote election preparations, absentee ballot applications, voter registrations, January tax settlements-payments to taxing districts, audit preparations, election inspectors schedule for Feb. Primary, attended express vote training.

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

Tax overpayment refunds

Invite sanitary district candidate to Feb. 4 TB meeting

After April election-Towns website

PLAN COMMISSION REPORT

Supervisor Olson reported out the CUP request for the batch plant was unanimously approved.

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 Jan. 21, 2020 for claims in the amount of \$10,216.49. Motion carried 3-0.

Convene into closed Session pursuant to Wisconsin State Statutes 19.85(1)(c) "considering employment, promotion, compensation or performance evaluation data of

any public employee over which the governmental body has jurisdiction or exercises responsibility.” Discussing Employee Performance regarding Employee Evaluations.

This item was tabled to the next Town Board meeting on Feb. 4, 2020.

ADJOURNMENT

Motion by Supervisor Olson, second by Sup. Damkoehler, to adjourn at 6:58 p.m.
Motion carried unanimously.

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.