

**TOWN BOARD MEETING July 21, 2020 – 6:00 P.M.
VIRTUAL ZOOM MEETING**

PRESENT: Chair Pfeiffer, Supervisor Jay Damkoehler, Supervisor Janiece Bolender, Supervisor Eric Olson, Supervisor Doug Larsson, and Clerk/Treasurer Maria Hougan

OTHERS PRESENT: Tim Miller of Isadex, Alex Mesdjian, of Public Works,

ABSENT:

CALL TO ORDER

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

MINUTES OF THE JUNE 11, 2020 SPECIAL TOWN BOARD MEETING AND THE JULY 07, REGULAR TOWN BOARD MEETING, AND JULY 13 SPECIAL TOWN BOARD MEETING

Motion by Supervisor Larsson, second by Sup. Olson, to approve the minutes of June 11, 2020. Motion carried unanimously.

Motion by Supervisor Larsson, second by Sup. Damkoehler, to approve the minutes of July 07, 2020. Motion carried unanimously.

Motion by Supervisor Olson, second by Sup. Larsson, to approve the minutes of July 13, 2020. Motion carried unanimously.

PUBLIC COMMENT

No one spoke during the public comment period.

BUSINESS

Presentation from Tim Miller of Isadex regarding the town's website.

Tim Miller of Isadex was in attendance to present the draft website. The Board reviewed the draft version of the website and added some recommendations for additions and changes to the website. The Board approved the website subject to the revisions as discussed at tonight's meeting. Tim will send the revised website to the clerk's office to forward on to the members of the Board for review. The target launch date is Sept. 25 2020.

Discussion and possible action regarding awarding the contract for equipping the new snow plow truck.

Superintendent Mesdjian presented two proposals for equipping the new snow-plow truck. One proposal was from Burke Truck & Equipment, in the amount of \$79,895.00, with a discounted price of \$78,696.58, if the total equipment package is paid in full at the time of order. The other proposal was from Madison Truck Equipment Inc. in the amount of \$82,656.00.

Motion by Supervisor Damkoehler, second by Sup. Olson, to accept the quotation from Burke Truck & Equipment and award the purchase of the snow plow equipment to Burke Truck & Equipment in the amount of \$78,696.58. Motion carried 5-0.

Discussion regarding Public Works projects and duties.

Superintendent Mesdjian reported out paving will begin on Center Rd. tomorrow, and continue on to Spring Rd. Thursday and Friday. There has been quite a bit of tree damage due to the heavy rains & storms. Tennis courts have been seal coated, Oak Knoll will be the last one for seal coating. Circle Dr. and Spring Rd. were mowed last week. The window for the sheriff's precinct has been ordered. Picnic tables have been painted. Tree's were trimmed at the dump site. The health inspector was at Oak Knoll, and informed him there needs to be a new cap on the well casing. Added gravel and graded roads due to recent washouts. Going through the safety issues at the shop. Fahrner is about one month out. Crack filling is done. The Board authorized Alex to hire a temporary public works employee to assist with picking up tree's, etc. when he needs additional help. The mowing was done early, they will go out and do another round of mowing. A discussion took place regarding Williams Drive and the potholes in stretch of area near the park.

A discussion took place regarding a driveway / gravel issue and a possible plan of action. This will be on the next agenda to take action.

Discussion and possible action to adopt the draft policy for building permit - road damage inspection fees.

Supervisor Damkoehler reviewed the draft policy and thought it looked good with the exception of a small revision to the title. Sup. Olson asked about the deposit being changed from \$1,000 to \$2,000. Chair Pfeiffer explained the \$2,000 deposit is now only for new building construction/new dwelling. There will now be a service fee of \$50.00 for performing the inspection. Supervisor Bolender asked about the fee for a new agricultural or field access. The Board determined it would be exempt to the deposit fee. The Board discussed a video or pictures of before and after for proof in the event damage to the road occurs. Chair Pfeiffer will make the requested amendments to the policy and send to the towns attorney for review. This will be added to the next town board agenda.

Discussion and possible action regarding the ordinance for short term rentals.

Supervisor Olson reported out. They would like to form a sub-committee to draft the ordinance. Sub-committee members can be members of the public, it does not need to consist of all board and plan commission members. They discussed the legalities and ability to revoke a permit if necessary. They discussed the possibility of combining forces with the Town of Dunn as they have similarities regarding the lake properties. Chair Pfeiffer will report back to the board after he has conversations with the Town of Dunn. This will be on a future agenda.

Discussion and possible action on the return of driveway damage deposits for:

- **Nathan Moe, 1896 Williams Drive**
- **Bill Clark, 3057 Klubertantz Lane**

Motion by Supervisor Olson, second by Sup. Larsson, to approve the return of the driveway damage deposits for Nathan Moe and Bill Clark. Motion carried 5-0.

Discussion and possible action regarding the Certificate of Deposit from Heritage Credit Union set to mature on 7/26/2020 in the amount of \$113,417.10.

The Board reviewed the current rates for Certificates of Deposit.

Motion by Supervisor Bolender, second by Sup. Olson, to invest the Certificate of Deposit with Deforest / DMB for the period of 12 months at the rate of 0.80%. Chair Pfeiffer suggested the amount of interest is not worth the amount of work involved to open a new account and set up new signature cards, etc. Supervisor Larsson agreed. Motion failed unanimously. *A new motion was made.*

Motion by Supervisor Bolender, second by Sup. Larsson, to keep the Certificate of Deposit with Heritage Credit Union for a term of 15 months at 0.70%. Motion carried 5-0.

Discussion and possible action regarding position description for Public Works Patrolman and posting of position opening.

Supervisor Damkoehler send out a draft copy of the new position description. Supervisor Bolender had a few changes to the draft. Sup. Damkoehler will make the revisions and present at the next town board meeting. Supervisor Larsson will forward policies and hiring practices from Village of Bayside. Supervisor Larsson stated he would like give the Superintendent authority to manage his employee(s) other than the town board. No action taken. This will be on the next town board agenda.

Clerks report on projects and duties.

Clerk/Treasurer Hougan submitted a report highlighting the projects and duties the office has been working on. The report was reviewed by the board.

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

- Schedule budget meeting dates and employee reviews
- Driveway/gravel washout issue-authorize attorney to draft letter
- Final approval of Construction / Access permit policy-attorney review
- Public Works employee – position description
- Short term rental ordinance
- Gravel Roads

PLAN COMMISSION REPORT

Supervisor Olson reported out on the discussions of the last Plan Commission meeting to include a discussion on the short-term rentals, and a member of the public was in attendance regarding the subject matter.

REPORTS

The Board reviewed the reports included in the packet.

CORRESPONDENCE

The Board reviewed the correspondence included in the packet.

CLAIMS

Motion by Supervisor Bolender, second by Sup. Olson, to approve the check register dated June 16, 2020 in the amount of \$12,738.85. Motion carried 5-0.

Motion by Supervisor Damkoehler, second by Sup. Olson, to approve the check register dated July 7, 2020 in the amount of \$45,626.68. Motion carried 5-0.

ADJOURNMENT

Motion by Supervisor Olson, second by Supervisor Bolender, to adjourn at 8:35 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.