

**TOWN BOARD MEETING August 4, 2020 – 6:00 P.M.
VIRTUAL ZOOM MEETING**

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

OTHERS PRESENT: Alex Mesdjian, of Public Works

ABSENT: N/A

CALL TO ORDER

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

MINUTES OF THE JULY 21, 2020 TOWN BOARD MEETING

Motion by Supervisor Damkoehler, second by Sup. Olson, to approve the minutes of the July 21, 2020 Town Board meeting. Motion carried unanimously.

PUBLIC COMMENT

N/A

BUSINESS

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

Chair Pfeiffer spoke to the attorney about the proposed damage / road deposit policy. The attorney had a number of suggestions regarding the proposed changes to the policy. He suggested the ordinance would need to be amended and adopted to state the new deposit amount, etc. The attorney also discussed thoughts of waiving fees for certain circumstances. The town may want to establish standards on requirements where fees could be waived. The current ordinance specifies \$1000.00, so in order to change or waive agricultural access, it will require an ordinance change, or the Town can leave the fee at \$1,000.00 To establish a permit, he suggests an ordinance for a permit for construction access, separate from driveway access. There are three options: 1) continue as is, 2) continue to collect \$1,000.00 for driveway access permit applications, but people just doing building projects, to build in a collection fee for inspection, would not require an ordinance, 3) to be determined by Town Board. Chair Pfeiffer said they should amend the ordinance and clean it up. Supervisor Bolender agreed. Supervisor Olson agreed on amending the ordinance, \$1,000.00 driveway access permit-construction could be any, but already using existing driveway, not modifying the roadway. Further discussion followed. The Building Inspector will have the revised form to give to people for construction.

Motion by Supervisor Bolender, second by supervisor Olson, to prepare a draft ordinance change for construction access and driveway access and damage deposit form. Motion carried. 4-0.

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

Supervisor Damkoehler sent out the revised job description. Staff was directed to send out the previous recruitment advertisement to Supervisor Damkoehler, Supervisor Larsson, Chair Pfeiffer, and Public Works Superintendent Mesdjian for finalization. They discussed an LTE and apprentice position.

Motion by Supervisor Boldender, second by supervisor Olson, to authorize the Town Board, Public Works, and the Clerk to review the posting and ad and finalize the position for posting. Motion carried 4-0.

Discussion and possible action regarding the driveway/gravel washout problem along Koshkonong Rd

Public Works Superintendent Mesdjian discussed this issue with a property owner and reported that he was very receptive to suggestions. He noted that the property owner has tried to address the problem and be a good neighbor by extensively ditching his property. In addition to the gravel driveway, there is a large gravel area near the house and barn above the driveway and a significant amount of water flows through this area from higher ground. During heavy rains, material from these areas and from the driveway flows down the driveway and across the road. According to the property owner, he had asked Public Works to crown the road when it was repaved several years ago so that water would not travel across the road but that the public works staff at that time never relayed this request to the paving company. Superintendent Mesdjian reported that the property owner is willing to work on ways to mitigate the problem but can only control so much when we get heavy rains. Currently, the grassy area to the side of the driveway is higher than the driveway preventing the water from exiting into the ditch on his side of the road. Superintendent Mesdjian asked the property owner to shave down the area so that water can exit into the ditch prior to reaching the road and he agreed to do so. The question of whether paving the driveway would solve the problem was discussed by the Board with the concern raised that a paved driveway would allow gravel from the area by the house and barn to move down to the road more quickly and more often. Superintendent Mesdjian reported that the neighbor on the other side of the road that receives much of the resulting debris told him he would like to pave his driveway but needs this issue to be solved. The neighbor also stated that he had originally requested a different location for his driveway that was further away from the neighbor's driveway but that this request had been denied by public works. Chairman Pfeiffer asked whether this driveway could be constructed to slope up from the road to prevent water from flowing down his driveway. Superintendent Mesdjian responded that a concern would be that the slope would need to be set back from the road or it would be a hazard for snow plowing. Further discussion followed. Superintendent Mesdjian will keep tabs on whether mitigation strategies are effective and continue on from there. No action taken-continue to monitor progress.

Discussion and possible action regarding the Road Opening / Road Encumbrance Permit application from Everstream for the road opening locations of the north side of Koskonong Rd, east side of Door Creek Rd. between Cty Rd MN and Cty Hwy N.

Superintendent Damkoehler reported out. This is a new contractor in the area. They are Investing \$27 million in Milwaukee area and installing fiber. No residential service. They are not listed as a utility at this time. Jay checked with the Public Service Commission. They will be wholesaling their product. Chair Pfeiffer said that, to be consistent, the Town will collect \$1,000.00 from the company while rewriting the ordinance. They will need to complete a driveway damage deposit form and submit \$1,000.00 The deposit box should not be in the way of the snowplow or right-of-way. A discussion took place regarding the utility boxes and placement of. Use the existing form.driveway damage form in place. Direct staff to secure the deposit and get the proper form signed.

No action taken.

Discussion and possible action regarding scheduling 2021 Budget meeting dates and employee reviews.

The first meeting is reviewing the revenues and Public Works ideas on roads for the budget. The board determined the following dates and times:

Sept. 22, 6:00 p.m. – Revenues & Pubic Works direction regarding roads

Oct 15, 6:00 p.m.

Oct 22, 6:00 p.m.

Oct. 29, 6:00 p.m. – this meeting is optional meeting, if more time to work on the budget is needed

Nov. 17, 5:00 p.m. – budget hearing and adoption

The board will decide on employee dates for reviews as the time gets closer.

Discussion regarding Public Works projects and duties.

Superintendent Mesdjian reported out. Center and Spring Rd. have been paved. A few trees were down due to the storm. Supervisor Damkoehler inspected the shop and discovered some safety hazards. They are working on taking care of those. On July 26th, the stop signs on Koshkonong Rd. and Williams Dr. were stolen. Shouldered Center Rd. Asphalt was dumped on Rinden Rd-due to the hot weather it adhered to the road. They had to scrape it off the pavement.

He was called out twice on Sunday to clean up sand on Linnerud Dr. due to the fire. The City of Stoughton swept the road. He has been shouldering Spring Road.

Greg has been keeping up with parks-painting, weeds, they will be sealing Oak Knoll. Gravel was dropped off at the Town Hall versus picking it up at the pit. Discussed past years' process where they had gravel dropped at several areas and had to drive to those areas to pick it up. The past process the gravel was picked up twice. This way the gravel is delivered to the town hall and public works can deploy from the town hall. Saves a lot of time this way. Can do two loads every 40 minutes. He is trying to line up a sweeper for the skid loader to use to clean up gravel. Railroad tree trimming on Skyline is done. There was a complaint regarding a property on Rolling View, where the lawn was very overgrown and not taken care of for the past several years. Chair Pfeiffer drove by and

would like at least one more board member to drive by and take a look at the property. He is wondering if this would fall under the Nuisance Ordinance. There should be a possible letter sent, and if not taken care of, another letter sent with an imposed fee and deadline to take care of the lawn. There was a discussion regarding a previous complaint and letter sent out where nothing had been done. Chair Pfeiffer requested the previous complaint letter sent to the members of the board. He would like a report back from the board, he may need to get legal assistance from the attorney, and directed the Superintendent to take pictures of the property.

Discussion and possible action regarding renewal of the contract from Strand Associates, Inc. for General Municipal and Consulting Engineering Services.

Clerk/Treasurer Hougan explained the contract, which is basically the same as the previous contract.

Motion by Supervisor Damkoehler, second by supervisor Bolender, to accept the draft contract and recommend renewal of the contract form Strand Associates, Inc. for General Municipal and Consulting Engineering Services. Motion carried 4-0.

Discussion and possible action regarding the advance secure pay down payment for renewal for LP/ propane for the 2021-2022 season from Landmarks.

Clerk Hougan explained the prices and process. Chair Pfeiffer stated that the Town does not need to lock in the price now for 2021-2022, but this item should be brought back for discussion in the future. For now, the Town should just pay the 2020-2021 price.

No action taken.

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

- Dennis Schaffner, 2031 Skyline Dr.
- Thomas Bennett, Rinden Rd, Church St., intersection
- Keith Comstock, 3080 Shadyside Dr.
- Fred Kundert, 2952 Tracy Ln

Motion by Supervisor Olson, second by supervisor Bolender, to approve the return of the driveway damage deposits for Dennis Schaffner, Thomas Bennett, Keith Comstock, and Fred Kundert. Motion carried 4-0.

Clerks report on projects and duties.

Clerk/Treasurer Hougan reported out on the highlights of the current projects and duties the clerk / treasurer's office has been working on. They have been busy preparing for the upcoming election to include over 600 absentee ballots sent out, along with all the other election preparation duties. They have started the budget process for 2021, reports and preparations for the annual meeting. Renewed the DNR waste/compost site license, reports to the DOR, contract renewals & quotes, employee resignation reporting, records requests, received supplies from FEMA for the August 11 and Nov. 3 election, along with all the daily routine duties of the municipal clerk / treasurer's office.

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

- Rolling View Property
- Gravel Roads
- Fuel bids-purchasing-switch to BP contract, etc.

PLAN COMMISSION REPORT

N/A

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 July 20, 2020 in the amount of \$12,740.04. All in favor. Motion carried.

Motion by Supervisor Damkoehler, second by Sup. Olson, to approve the check register dated July 29, 2020 in the amount of \$178.83. All in favor. Motion carried.

ADJOURNMENT

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