

**TOWN BOARD MEETING December 15, 2020 – 6:00 P.M.  
VIRTUAL ZOOM MEETING**

**PRESENT:** Chair Pfeiffer, Supervisor Jay Damkoehler, Supervisor Janiece Bolender, Supervisor Eric Olson, Supervisor Doug Larsson, and Plan Commission members Keith Comstock, Lila Lemanski, Claudia Quam. Plan Commission Chair Audra Dalsoren and Plan Commission Vice Chair Melanie Miller, and Clerk/Treasurer Maria Hougan

**OTHERS PRESENT:** Superintendent Alex Mesdjian, Greg Duckert, Eric Lang of Deer-Grove EMS, Tiffany and Brett Skaar.

**ABSENT:** John Pitas

**CALL TO ORDER:** Chair Pfeiffer called the Town Board meeting to order at 6:05 p.m. Plan Commission Chair Dalsoren called the Plan Commission meeting to order at 6:05 p.m.

**ANNOUNCEMENT OF POSSIBLE CLOSED SESSION**

**MINUTES OF THE NOVEMBER 17 PUBLIC HEARING ON THE BUDGET,  
ADOPTION OF THE 2020 TAX LEVY TO BE PAID IN 2021, AND THE REGULAR  
TOWN BOARD MEETING.**

Motion by Supervisor Bolender, second by Sup. Olson, to approve the minutes as printed. Motion carried 5-0.

**PUBLIC COMMENT**

There was no one in favor of speaking during the public comment period.

**BUSINESS**

**Reconvene via zoom for discussion and action regarding the results of the site visit held on Monday, Dec. 14 @ 1:00, for the Transfer of Development Rights request from Gregory Duckert.** Chair Pfeiffer reported members of the Board and Plan Commission visited the sites for the TDR request. Vice Chair Miller reported out the criteria for the TDR has been met. Member Quam reported out on the findings for the TDR criteria for the sending and receiving parcels.

**Discussion and possible action regarding a request from Gregory Duckert, to apply for a Transfer of Development Right from parcel #046/0611-024-8500-6, currently zoned FP-35, for the property located at 1910 Rinden Rd., Cottage Grove, WI 53527 to the receiving parcel # 046/0611-242-9000-5, currently zoned FP-35, for the property located at 2296 Tower Dr., Stoughton, WI 53589**

Motion by member Quam, second by member Comstock, to approve the request from Gregory Duckert, to apply for a Transfer of Development Right from parcel #046/0611-024-8500-6, currently zoned FP-35, for the property located at 1910 Rinden Rd.,

Cottage Grove, WI 53527 to the receiving parcel # 046/0611-242-9000-5, currently zoned FP-35, for the property located at 2296 Tower Dr., Stoughton, WI 53589. Friendly amendment was made by Chair Dalsoren, amendment seconded Comstock to add M&W Olson Partnership to the sending parcel information and Gregory Duckert to the receiving parcel information. Motion carries 5-0 with Dalsoren abstaining.

The Board reviewed the request for the Transfer of Development Right request.

Motion by Supervisor Olson, second by Sup. Larsson, to approve the request from Gregory Duckert, to apply for a Transfer of Development Right from parcel #046/0611-024-8500-6, of M&W Olson Partnership, currently zoned FP-35, for the property located at 1910 Rinden Rd., Cottage Grove, WI 53527 to the receiving parcel # 046/0611-242-9000-5, owned by Gregory Duckert, currently zoned FP-35, for the property located at 2296 Tower Dr., Stoughton, WI 53589. Motion carried 5-0.

Motion to adjourn the Plan Commission portion of this meeting by Lemanski, second by Comstock, to adjourn at 6:16 p.m.

The Plan Commission left the meeting at this time.

**Discussion and possible action regarding a rezone request from Brett & Tiffany Skaar, to rezone 2.4 acres of a total of 40 acres of parcel # 0611-044-8500-2, located at 2453 W. Star Rd, Cottage Grove, WI, 53527, The present zoning is FP-35, they are requesting to change the zoning to RR-2. This request is in order to separate the house and buildings from farmland.** Supervisor Olson reported out. The Plan Commission reviewed this request and approved it unanimously.

Motion by Supervisor Olson, second by Sup. Bolender, to approve the request for a rezone as listed above. Motion carries 5-0.

**Discussion and possible action regarding a Preliminary Certified Survey Map from Brett & Tiffany Skaar, to rezone 2.4 acres from a total of 40 acres of parcel # 0611-044-8500-2, located at 2453 W Star Rd., Cottage Grove, WI, 53527. The current zoning is FP-35, they are requesting to change the zoning to RR-2, to separate house and buildings from farmland.** Supervisor Olson reported out. The Plan Commission approved the preliminary CSM unanimously. The only restriction was to add no further development permitted.

Motion by Supervisor Olson, second by Sup. Larsson, to approve the Preliminary CSM as presented with the restriction of no further development allowed. Motion carried 5-0.

**Discussion regarding the maintenance / repair plans for the Shadyside retention pond.**

Motion by Chair Pfeiffer, second by Sup. Olson to convene into closed session at 6:29 p.m. pursuant to Wisconsin State Statutes 19.85(1) (e) for the purpose of deliberating or

negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, specifically to discuss potential amendment of the: Shadyside retention pond maintenance agreement. Motion carried 5-0 on a roll call vote with Chair Pfeiffer, and Supervisors Damkoehler, Larsson, Bolender, and Olson voting in favor.

A discussion followed regarding the Shadyside Maintenance Pond Agreement.

Motion by Supervisor Olson, second by Sup. Larsson, to move into open session at 7:20 p.m. Motion carried 5-0 with Chair Pfeiffer, and Supervisors Damkoehler, Larsson, Olson, and Bolender voting in favor.

No action was taken at this meeting regarding the matter discussed in closed session.

**Discussion and possible action regarding approval of the 2021 employee wages.**

Chair Pfeiffer reported out the Board approved a 1.8% wage increase for vested employees in the budget. Further discussion followed regarding a wage increase for the part time seasonal mower. The Board will be setting up employee reviews and will determine the wage increase for the seasonal mower when conducting his review. He has done an excellent job and has filled in during staff shortages, doing duties above and beyond his job description. Discussion then ensued regarding the wage increase for the new public works employee. He has recently started, and the Board determined he should have his wage increase after successful completion of his 6-month probationary period. This was the past practice for the last few employees which started employment later in the year. Further discussion followed regarding employee wages and reviews. It has been a hard year with the pandemic. The Board would like to try to get the employee reviews in by the end of this year.

Motion by Supervisor Larsson, second by Sup. Bolender, to approve the employee wage increases as budgeted for the vested employees to include the Clerk / Treasurer, the Deputy Clerk / Treasurer, and the Public Works Superintendent, effective January 1, 2021. Any wage increase for the Public Works Technician will be deferred until after successful completion of a 6-month probationary period, in March of 2021, and any wage increase for the Seasonal Parks Mower shall be determined during an employment review to be conducted prior to the start of the 2021 mowing season. Motion carried 5-0.

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

Superintendent Mesdjian reported out. The recent snowfall was heavy wet snow and the ground was saturated, along with the temperature being warm. They discussed the trade in and purchase of equipment.

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

- Margaret Stine, 2189 Williams Pt Dr.

- John Kundert, 2013 Skyline Dr.
- Mike Dean, 1727 Apollo Cir.
- ATC, 2489 Rinden Rd.

Motion by Supervisor Olson, second by Sup. Damkoehler, to approve the refund of the driveway damage deposits as listed above. Motion carried 5-0.

**Discussion and possible action regarding setting the date for the 2021 Caucus. (Per state statutes, caucus date must be set between December 1 and January 1, and Caucus must be held between January 2 and January 21).**

Motion by Supervisor Olson, second by Sup. Bolender, to set the date for the Caucus on January 19, 2021 at 5:30 p.m. The Caucus will be held virtually due to the pandemic. Motion carries 5-0.

**Consideration and possible action on appointing a Town representative to serve on the Deer-Grove EMS Staffing Committee.**

Deer Grove EMS Chief Eric Lang was in attendance to present the request. They are looking in the future to fill two full time staff for the ambulances. This is the reason for the committee. Chair Pfeiffer reported out the Janiece Bolender is the current liaison and she had volunteered to serve on the committee.

Motion by Supervisor Olson, second by Sup. Larsson, to appoint Supervisor Bolender as the town representative to serve on the Deer – Grove staffing committee. Motion carried 4-0, with Bolender abstaining.

**Discussion and possible action regarding the 2021 Open Book and Board of Review Dates.**

- Open Book- Via Telephone, Wed. April 14 12-7 p.m. OR Via in person, Wed. April 14 4-6 p.m.
- Board of Review Thursday, May 20 5:30 – 7:30 p.m.

Motion by Supervisor Olson, second by Sup. Damkoehler, to approve the Open Book date for April 14, 2021 via telephone, from 12:00-7:00 p.m. and the Board of Review on May 20, 2021 from 5:30 – 7:30 p.m. Motion carries 5-0.

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

- Mad City Techs proposal for back up
- Isadex – Facebook
- Trade in and purchase of tractor

**PLAN COMMISSION REPORT**

Supervisor Olson reported out on the recent Plan Commission items. The items were approved on tonight's agenda. They tabled the rezone request for Williams Drive.

## **REPORTS**

The Board reviewed the reports included in the packet.

## **CORRESPONDENCE**

The Board reviewed the correspondence included in the packet.

## **CLAIMS**

Motion by Supervisor Damkoeher, second by Sup. to approve check registers dated November 17, 2020 in the amount of \$17,559.02, and Dec. 01, 2020 in the amount of \$1673.70. Motion carried 5-0.

## **ADJOURNMENT**

Motion by Supervisor Olson, second by Sup. Bolender, to adjourn at 8:17 p.m.

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.*