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AGENDA Springdale Town Board Meeting

Tuesday, November 17, 2020 at 7 p.m. via Zoom *Pursuant to Wis. stat 985.02(2), the final agenda is posted at Town Hall and on the Town website.*

- 1. Call to order
- 2. Certification of compliance with Open Meetings Law
- 3. Approval of the agenda
- 4. Minutes of previous Town Board meetings (see next slide)

4. Approval of minutes

Springdale Town Board Minutes

Tuesday, October 20, 2020 at 7 p.m.

Pursuant to Wis. stat 985.02(2), the final agenda is posted at Town Hall and on the Town website.

Due to COVID-19, this meeting was held via Zoom web conference.

- Call to order, Fagan, 7 p.m. Quorum of TB members present.
- Certification of compliance with Open Meetings Law; Clerk confirmed posting on 10/18/2020.
- 3. Approval of the agenda; no changes.
- 4. Minutes of previous Town Board meetings

Fagan suggestion - put minutes in PowerPoint for future ease of following along. Rosenbaum - 9/15 minutes, item 6, for clarity and introduction's sake, say "Town has received a complaint about lawn and weed height from resident who wishes to remain anonymous" rather than starting with Mike's comments. Also 9/15, agenda item 9, as introduction to the topic and to provide context, mention that Dawn McIntosh was present to represent Kelsey. Clerk agreed to make corrections as stated. Rosenbaum - 10/1 minutes, there are some blanks. Fagan - Rosenbaum seconded motion to enter closed session. Vote 3-0. Fagan - Schwenn seconded motion to come out of closed session. Vote 3-0.

MOTION (Fagan) to approve both 9/15 and 10/1 minutes. Rosenbaum seconded with incorporation of changes. No further discussion. 3 ayes, 0 nays, motion carried.

5. Public input/non-agenda items

Fagan unmuted participants and opened for public comment; none spoke. Public input closed.

6. Taylor Maurer, 2122 Bridge Ln., holding tank

Fagan - introduced Taylor Maurer. Holding tank for tack room bathroom in horse barn was originally allowed back in 2017 as a hardship situation by Dane Co and Springdale with three year review set for reevaluation in 2020. Maurer's now back to find out next steps. T. Maurer - understanding is that they could use holding tank until septic system fails, then combine the stable bathroom and house into one system at that time. Fagan - holding tanks are not encouraged by Town or County, up to the board if we want to extend for another 3 years, current system approx. 30 years old. Don't have problem with holding tank for horse barn if not used frequently. Maurer - tank emptied 6 times total, 2 were because toilet was stuck on, 4 due to regular usage. Have to pump once a year regardless. Rosenbaum - so, is this a request for extension? Maurer - whatever we can get, another 3 years seems reasonable, septic system is currently functioning fine, don't see the need to replace it now. Fagan - Town doesn't want to set a favorable precedent for future holding tank applicants. Tanks are potentially risky and unconventional. However, for this type of use, easy to explain to any future applicants. Schwenn/Fagan, no problem extending.

MOTION (Fagan) to extend holding tank agreement for another 3 years with Maurers, or until septic system fails. Schwenn seconded.

T. Maurer - if house system fails before 3 year review, do we need to bring that back to the board? Fagan - yes, we will make a note at that time. Rosenbaum - struggling with precedent. If there is a spot identified with acceptable soils, concerned with how we explain to next resident. Fagan - we're OK'ing for a non-residential barn use; waste of money to destroy a perfectly good, working system to make them combine the two. Rosenbaum - clarify in the minutes that we're voting to approve for another 3 years for barn use only, not residential. Not Board's intent to approve residential holding tank agreements.

No further discussion, 3 ayes, 0 nays, motion (above) carried.

7. John Van Ooyen, CEO/GM of MHTC, broadband grant request for 2021

Fagan introduced Mr. Van Ooyen from Mt. Horeb Telephone Company (MHTC). Van Ooyen provided the following details regarding the request:

Grant would identify service area as underserved. Grant not received last time. This is a proposal to expand broadband to make service up to 1 gigabyte available to all in the area identified on the submitted map. By entering the agreement, the Town agrees that the project is in the public interest. MHTC, with

the Town as its public partner, apply to the state grant program for 2021 to obtain monies to fund a portion of constructing the project. Town agrees to waive any fees related to the project and cooperate with MHTC in the application process. MHTC estimates project cost of \$2,961,700 and agrees to be responsible for the remainder of the cost above and beyond the Town contribution. Town's contribution is only payable if the grant is awarded and other conditions are met. This agreement clarifies that the Town does not own any portion of this project, with ownership and liability for claims, damages, etc. belonging to MHTC. MHTC shall provide the Town with a copy of its application to the Grant Program when it is submitted to the PSC and shall keep the Town appraised of all project progress.

Fagan - supportive of offering \$500 towards the project as was offered the last time. Rosenbaum - have to be sensitive to MHTC coverage of only ¼ of our town, have to balance that most of the Town wouldn't benefit. Van Ooyen - also encourage the Town to adopt the submitted sample ordinance in addition to this agreement. Fagan - received cautionary legal advice, could open the Town up to other environmentally undesirable things like cell towers.

MOTION (Fagan) to approve agreement to establish public/private partnership for applying for broadband expansion under Wis. Stat. 196.504 with same \$500 contribution that Town promised last year. Rosenbaum seconded. 3 ayes, 0 nays, motion carried.

Van Ooyen - application due in December, need to submit last week in November.

8. Randy Kahl, Lust Rd. upgrade

Fagan introduced Randy Kahl and his intent to develop 3 lots on Lust Rd. Original concept plan agreement was if lots were to be developed, road would need to be upgraded. Lust Rd. is currently a town road with a turnaround. Lots to hook into cul-de-sac. Fagan - developer (Kahl) obligated to bring Lust Rd. and cul-de-sac up to code if that many homes are to be added. Current residence, the Hollanders, would also benefit from road upgrade; Board will need to discuss how much they will have to pitch in. Don't have a current policy for this exact situation as Town has never encountered it before. Prior similar situations were only proposals, never built. Must be Town road, can't be driveway as cul-de-sac isn't adequate for that many homes and homes can't be shut off from main roadway. Rosenbaum - is Lust Rd. wide enough? Fagan - engineer will need to take a look; asked Kahl about timeline. Kahl - just had realtor out, they suggested road is settled out first. Fagan - decide when you want this to be done, engineer give you the specs, estimate and bill you. Decision to follow about when work will take place, for how much, which homeowners pay how much, etc. Kahl - probably in next year to two. Looking to get idea of cost. Schwenn - recalled that when 3rd lot was sold, road had to be upgraded. Kahl - third lot already sold. Rosenbaum - suggested that Kahl research state regulations on road width and trips per day, reach out to Town engineer to determine requirements. Kahl - can't Town reach out to the engineer? Fagan - Town and Country engineering, Brian Burquist (town engineer) is involved at your expense. Unfortunately cannot provide free engineering services. Fagan - Kahl request engineer's email from Clerk, Can certainly hire your own engineer, but Town's will be more familiar with our standards. No further discussion, tabled until Kahl decides what he wishes to do.

9. Gammeter Road proposed lot frontage, turn-around for plowing now and in future/Sec. 36
John Halverson, surveyor representing landowner, Thomas Cherpes (not present), looking to create
another lot. Gate currently erected across Gammeter prevents Town plow, school buses and emergency
vehicles from turning around. Lot requires 66' of frontage to what is now a private driveway, used to be
Town farm to market road. Halverson - steep bank off to the right side of the driveway. 6' rise from
private drive from drive to bank in 35'. Fagan - Where gate is currently, we would ask for turnaround.
Don't think this requires a cul-de-sac. Halverson - would town consider wider area to pull in and back up
where gate is now? Patrolman Dahlk - that's what we had talked about before discussion of another lot
came up. Area where gate currently is offers better terrain, fairly flat. Fagan - look at what PC approved
for concept plan, aim to keep it as close to 3 acres as possible. No motions tonight, think this works with
proposed CSM for next PC meeting. Turnaround would not require any extension of Town portion of
Gammeter, gate is on or close to the end of the Town Rd. Halverson - turnaround have to be on Town

4. Approval of minutes

land, otherwise you'll be on Roberta's land. If you're not going to extend the road, the Town will want an access easement. Fagan - requested that Halverson let Thomas Cherpes know that for snow plowing, we'll need the gate and posts out so plow can pass through. No motions or further discussion.

10. CUP #2504, Scott Niebuhr, transient/tourist lodging

Scott Niebuhr present to discuss CUP application after violation reported to Dane Co. PC came up with a set of conditions for this transient/tourist lodging. Fagan - suggested Niebuhr update his operational plan to reflect PC's recommendations as original plan no longer applicable. Send Town a copy before Dane Co. meeting, TB will review and make sure it's consistent. Fagan - contact Dane Co. to see what exactly they want him to include in the plan. Rosenbaum - late today received email from PC member with opinion on CUP # of allowed visitors. Wanted to mention for sake of the minutes to provide a complete record. Fagan - people can mail in info or questions, but because they aren't here to discuss, will not affect tonight's decision. Fagan read aloud the 8 standards in obtaining a CUP (as can be viewed on Dane County's Zoning website), 3 ayes for each of the 7 standards (#8 not being applicable as it is for farmland preservation). No further discussion.

MOTION (Fagan) approve CUP #2504 with conditions recommended by Springdale PC to the TB with Niebuhr getting operational plan revised to reflect everything agreed upon and copy given to Town before Dane Co. meeting. Rosenbaum seconded. 3 ayes, 0 nays, motion carried. Fagan clarified copy sent to Clerk a few days before meeting so TB can review with enough time.

11. Clarified land use policy recommendation; residential lots on ag land

Rosenbaum - PC has been talking about ways to clarify how we look at residential lots on ag land. Current practice is to minimize residential lots on ag land, one of primary goals of land use plan. We don't indicate what recommended or default size lot when ag land is only land available. General rule, try to keep residential lots in woods or non-productive land. Trying to codify what PC has been doing for many years. Saying in item b, that "if density units must be located on ag land because other locations are not possible, new density units for non-farm uses on ag land shall be the minimum size necessary for the residential use proposed. The goal is for such residential density units to be 1-2 acres maximum in size." Recommended that this be added to next revision of land use plan, probably in spring. Fagan - this isn't set in stone, but the goal is to have us work towards this size. Always exceptions, can't anticipate every possible exception, but good guideline for those looking to develop in the town. No public comments.

MOTION (Fagan) approve proposed policy regarding residential lots on ag land. Schwenn seconded. No further discussion. 3 ayes, 0 nays, motion carried.

12. Discussion and possible action on Weed/Lawn Height Ordinance

Eric, volunteer Town Weed Commissioner present. Recent lawn height complaint from Town resident prompted evaluation of Town's noxious weed and lawn height ordinances (Springdale Code Sections 6-1- Destruction of Noxious Weeds & 6-1-4, Regulation of Length of Lawn and Grasses). Fagan - only 3-5 noxious weeds on state of Wisconsin's list, what do we do with Town ordinance? Eric - intent of noxious weed law was to prevent weeds from taking hold and getting established. Eric - didn't see any thistles, field bindweed or leafy spurge on the property subject to the complaint. Saw giant ragweed, burdock, and perennial weeds. Fagan - had Dane Co. go look, can't do anything about the weeds. Only get involved if it was a danger to people around it. Rosenbaum - feel that the lawn is atrocious, neighbors shouldn't have to deal with that. If we have an ordinance about length of lawns, these folks need a warning. Should send a letter stating complaint has been received, 2021 growing season those must be remedied to comply with ordinance. No threats or anything now. Schwenn, agree with Rosenbaum. Fagan - fine with sending letter, not fine with ordinance. Feel that we are opening up a can of worms by enforcing it. Rosenbaum volunteer to write the letter. Fagan - propose that we spend time re-writing the ordinance, completely eliminate a lot of it. Clerk directed to check with WTA on how to eliminate an ordinance, can it happen by motion? Find model ordinance through WTA perhaps. Propose that Clerk research getting this off the books, replace with state statutes until we can find something more plausible and enforceable.

13. Discussion on deadlines for meeting agenda submittals to TB

14. Fagan - both PC Chair and Clerk need to have strict guidelines for agenda items, complexity shouldn't determine timeframe. Rosenbaum - add to website under meetings that 14 days' notice is required to be added to agenda, 7 days required to submit all info. No further discussion.

15. BOR reconvene; date and time discussion

Benz family submitted appeal form on 9/17 (BOR date) after Clerk checked the box, thus the BOR adjourned thinking we had no appeals. Spoke to Town's attorney who suggested we reopen the BOR. Will reopen with TB vote.

MOTION (Fagan) to give BOR permission to reconvene for a hearing under unusual circumstances with the advice of town attorney. Date TBD after motion. Rosenbaum seconded. 3 ayes, 0 nays, motion carried.

Fagan - date will be Tuesday 10/27. Rosenbaum - suggest 10 or 11 a.m.

16. Discussion on conversation with attorney concerning annexation of Baker property

Rosenbaum - annexation for Kwik Trip, Town attorney has conflict with Mt. Horeb so cannot weigh in. Other attorney recommendation said Town probably doesn't need legal assistance, but he's happy to be there if we need it. Explained road adjacent to property involved, need to make sure Village takes responsibility for maintaining it. If Town encounters legal trouble we can reach out at \$215/hr.

17. Alliant Energy, relocation of overhead power lines in ROW for Twin Rock Subdivision Town ROW permit application requires TB approval for overhead power line relocation.

MOTION (Fagan) to approve ROW request from Alliant for Twin Rock overhead power line relocation. Rosenbaum seconded, 3 ayes 0 nays, motion carried.

Remove TB review of overhead power line moves? Patrolman Dahlk - big thing with past board chair was how a move would sit with the neighbors; was a pole going to block a view? Fagan - Clerk to amend application with a red box around text, "new or relocated overhead utility lines may require TB review."

18. Calendar of upcoming events

* 11/3, General Election

19. Bills/Treasurer report

Treasurer - had truck projected to sell for \$30K, sold for \$39,500. Gives Town some leeway. Will write up budget amendment for next month for clerk monies, include Primrose bridge. Town in pretty good financial shape.

MOTION (Schwenn) to pay bills, including paying for seal coating. Fagan seconded. No further discussion. 3 ayes, 0 nays, motion carried.

20. Adjourn.

MOTION (Fagan) to adjourn. Schwenn Seconded. 3 ayes, 0 nays motion carried.

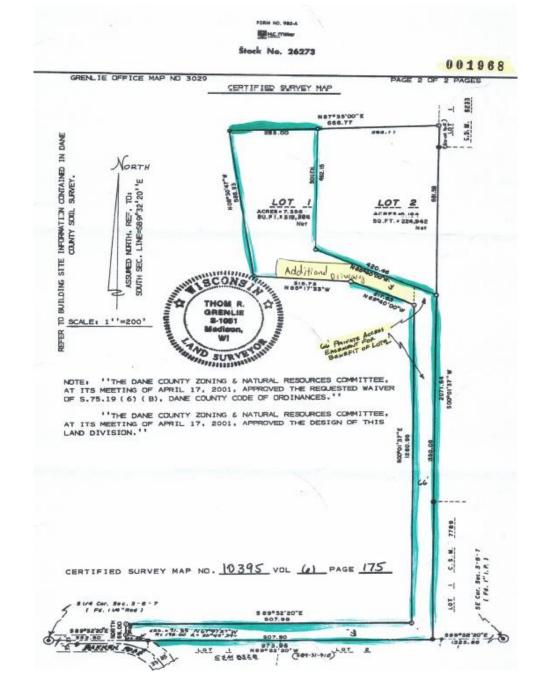
5. Public input/non-agenda items

6. Monthly Treasurer update

* Routes to Recovery grant and truck repair

7. Driveway – David Quick; Lot 1 CSM 10395, Bakken Rd.





7. Driveway – David Quick; Lot 1 CSM 10395, Bakken Rd., Easement and Driveway Maintenance Agreement

DANE COUNTY REGISTER OF DEEDS **EASEMENT AND DRIVEWAY MAINTENANCE AGREEMENT (No. 2)** 3959848 88/26/2884 11:14:24AN Trans. Fee: Exempt #: GRANTOR: Michael R. Lamberty and Bernice M. Lamberty, husband and wife, ("Lamberty"). Rec. Fee: 13.00 Pages: 2 as to parcels "A", "C", and "D" GRANTOR: Jeffery C. Weber and Carmen M. Weber, 000956 husband and wife, ("Weber"), as to parcel · · · RETURN TO · · · LEGAL DESCRIPTION Lunder Law Office, S.C. Parcel "A": Lot One (1) Certified Survey ("PROPERTY"): 107 South Third Street Map No. 10395 recorded in Volume 61 at Mt. Horeb, WI 53572-2059 Page 174 as Document No. 3486632 Parcel "B": Lot Two (2) Certified Survey 054-0607-034-8870-0 PARCEL NO. Map No. 10395 recorded in Volume 61 at 054-0607-034-8900-0 Page 174 as Document No. 3486632 Parcel "C" ("Easement"): A part of Lot 1, Certified Survey Map No. 10395, recorded in Volume 61 at Page 174, and as located in the West 1/2 of the Southeast 1/4 of Section 3, T6N, R7E, Town of Springdale, Dane County, Wisconsin, described as follows:

Beginning at the Southwest corner of the said Lot 1, which is on the Northerly R/W Line of Bakken Road; thence North 39.56 feet to a lot corner; thence S89°32'20"E 907.99 feet; thence N0°01'37"E 1280.95 feet to a lot corner: thence N0°01'37"E 72.42 feet: thence S65°40'E 72.42 feet to the Southeast corner of Lot 2, CSM No. 10395; thence S0°01'37"W 1390.06 feet; thence N89°32'20"W 907.90 feet to Bakken Road: thence along Bakken Road on a curve to the left of Radius 198 feet and Long Chord of N67°47'27"W 71.35 feet to the point of beginning.

Parcel "D" ("Additional Easement #1"): A part of the SW 1/4 of the SE 1/4 of Section 3, T6N, R7E, Town of Springdale, Dane County, Wisconsin, described as follows: Commencing at the Southwest corner of Lot 1, CSM No. 10395, Dane County Registry; thence North 39.56 feet to a lot corner; thence S 89° 32' 20" E 907.99 feet to a found iron stake at a lot corner which is the point of beginning; thence N 0° 01' 37" E 617.48 feet; thence S 17° 05' 05" W 180.78 feet; thence S 0° 56' 16 " W 444.26 feet; thence S 89° 32' 20" E 60.09 feet to the point of beginning.

Parcel "E" ("Additional Easement #2"): Part of Lot 1, Certified Survey Map No. 10395, as recorded in Vol. 61 of Certified Surveys, on Pages 174 & 175, described as follows: Commencing at the Southeast corner of Lot 2, CSM No. 10395; thence N 65° 40' W 72.42 feet to the point of beginning; thence S 0° 01' 37" W 72.42 feet along previous easement received as Doc. No. 3787215; thence N 65° 40' W 217.63 feet to a lot corner; thence due North 72.42 feet; thence S 65° 40' E 217.67 feet to the point of beginning.

TERMS AND CONDITIONS:

000957

- Lambertys are the owners of the above described property comprised of Parcels "A", "C", "D", and "E". Webers are the owners of the above described Parcel "B".
- Lambertys had previously created an Easement and Driveway Maintenance Agreement for the benefit of Parcel "B" with such document recorded with the Dane County Register of Deeds on August 15, 2003, as Document No. 3787215. Subsequent to the recording of that document, Lambertys sold Lot Two (2), identified above as Parcel "B", to Webers. Based on the actual construction of the driveway, the easement granted the owners of Parcel "B" did not include the full driveway. This document is being recorded to add the legal description for Parcel "D" and Parcel "E" to fully describe the entire easement granted Parcel "B".
- The easements granted by this document are for the mutual benefit of both Parcel "A" and (3) Parcel "B".
- All of the other terms and conditions of the prior Easement and Driveway Maintenance Agreement recorded August 15, 2003, as Document No. 3787215 shall remain in full force and effect and are incorporated by reference into this document.

Michael R. Consecting	Toland CWife
MICHAEL R. Lamberty	Jeffen & Weber
Bernice M. Lamberty	Carmen M. Weber

AUTHENTIGATION

Signature(s) of Michael R. Lamberty and Bernice M. Lamberty authenticated this 12th day of August.

STATE OF WISCONSIN Dane County

Personally came before me this ____ day of August. 2004, the above-named Jeffery C. Weber and Carmen M. Weber, to me known to be the person(s) who executed the foregoing instrument and acknow-

ACKNOWLEDGMENT

ledged the same.

Notary Public, State of Wisconsin

My Commission is permanent.

(If not, state expiration date:

Signatures may be authenticated or acknowledged.

THIS INSTRUMENT WAS DRAFTED BY

mes of persons signing in any capacity should be speed organish

TITLE: MEMBER STATE BAR OF WISCONSIN

(If not, authorized by § 706.96, Wis. State.)

Mt. Horeb, Wisconsin 5372-2059

Attorney Pamela Lunder

Lunder Law Office, 6.C.

8. Driveway – Jeff Lee; Lot 2 CSM 15461, N Riley Rd.



8. Driveway – Jeff Lee; Lot 2 CSM 15461, N Riley Rd.

October 20, 2020

Town of Springdale 2379 Town Hall Road Mt. Horeb, WI 53572

Please find enclosed a Driveway Permit Application for a new driveway / home to be built on Lot 2 CSM 15461 (address on N. Riley Road has not yet been assigned).

The driveway is approximately 535 feet long and has been designed and engineered to be in compliance with the Town's criteria. Included with the submission is a representation of turning movements to accommodate a 39 foot aerial fire truck.

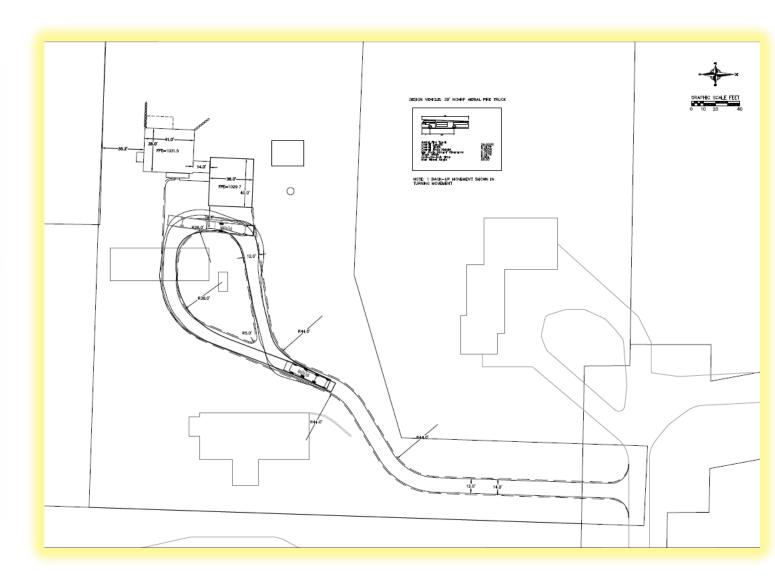
The house site location was approved by the Town's Plan Commission on Sept 26, 2016.

Desired timing is to complete necessary grading and gravel the driveway this fall and commence building permitting and construction in late 2020 / early 2021.

Please let me know if you require any additional information.

Sincerely yours,

Jeffrey Lee



9. Clarification of language concerning PC agenda items that the TB could choose to act on during a joint PC/TB meeting

Previous language:

"On May 18, 2020, the TB unanimously approved the following:

The applications eligible for TB consideration during Plan Commission meetings when posted as TB action:

- a. Accessory buildings and potentially, related driveways,
- b. Lot line adjustments
- c. Routine rezonings accompanying the creation of new lots .-Due to the new acreage of the lot, a new zoning district might be applied. Rezoning requests from landowners for land use changes would not be acted on at joint meeting.
- d. Revision of building envelopes and concept plan changes.

Clarification:

The applications eligible for TB consideration during Plan Commission meetings when posted as TB action:

- a. Accessory buildings and potentially related driveways.
- b. Lot line adjustments and the required CSMS.
- c. Routine rezonings accompanying lot line adjustments and the required CSMS in b. above. Due to the new acreage of the lot, a new zoning district might be applied. Rezoning requests from landowners for land use changes would not be acted on at joint meeting.
- d. Any changes in the location of a building envelope as defined on a concept plan.

The Plan establishes the procedure for the review of building envelopes:

Sec. 5 (B) 1. Prior to the submission of an application for the approval of a CSM or plat, the landowner shall submit a concept plan to the Town of Springdale PC for the approval of the location and suitability of the development area, building envelopes and proposed lots.

Sec. 5 (B)4.(e) Any changes in the location of a building envelope as defined on a concept plan shall require a public hearing by the Town of Springdale PC and approval by the TB.

(g)Any changes in the concept plan shall require approval of the Town of Springdale PC

Summary: PC acts on concept plans and building envelopes.

PC and TB both act on changes in the location of a building envelope.

10. Spring cleanup 2021 date/time and place considerations

11. Calendar of upcoming events

* 11/24 Budget Public Hearing/Electors Meeting/ Town Board Meeting

12. Bills

* staff reimbursement request for election expenses

13. Adjourn

Town of Springdale Open Meetings Notice

Public Hearing, Electors Meeting and TB Meeting for 2021 Town Budget

Tuesday, November 24 at 7:00 p.m.

Notice is hereby given that the Town of Springdale, Dane County WI, will hold a **PUBLIC HEARING** on the Town's proposed 2021 budget on Tuesday, November 24 at 7:00 p.m. via Zoom web conference (meeting access instructions will be posted on the Town's website under 2020 Meetings). Springdale electors are encouraged to provide budget feedback at the hearing. Below is a summary of the proposed budget. If you wish to view the budget in detail, please contact the Admin/Clerk, Jackie Arthur, by email at townofspringdale@mhtc.net.

Notice is also given, in accordance with Sec. 60.12 (3) of Wis. Statutes, that immediately following the completion of the public hearing on the proposed 2021 budget, a SPECIAL TOWN ELECTOR MEETING of Springdale electors will be held to adopt the 2020 Town tax levy to be collected in 2021. Immediately following the Electors meeting, the Springdale Town Board will convene a TOWN BOARD MEETING to approve the 2021 Town Budget if approved by the electors.

Revenues	2020	2021	% change
Taxes	659,591	665,592	0.91%
Cash on hand Jan. 1	198,894	54,000	-72.85%
Intergovernmental Revenue	158,789	163,788	3.15%
Licenses & Permits	1,500	1,500	0.00%
Public Charges for Services	98,866	103,258	4.44%
Intergovernmental Charges	0	0	
Miscellaneous Revenues	1,000	1,000	0.00%
TRIP Funds	0	14,000	
Sale of Property	30000	0	-100.00%
Total Revenues	\$1,148,640	1,003,138	-12.67%
Expenditures			
General Government	131,619	155,700	18.30%
Public Safety	237,516	251,741	5.99%
Public Works	366,567	352,207	-3.92%
Health & Human Services	12,127	15,490	27.73%
Culture, Recreation & Education	5,440	5,440	0.00%
Capital Outlay	203,550	30,500	-85.02%
Debt Service	77,122	77,122	0.00%
Recycling	114,699	114,938	0.21%
Total Expenditures	1,148,640	1,003,138	-12.67%

Posted 10/27/2020 & 11/3/2020 at Town Hall, Mt. Vernon Family Auto, Riley Tavern and townofspringdale.org by Jackie Arthur, Admin/Clerk