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AGENDA
Springdale Town Board Meeting

Tuesday, December 15, 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. Minutes from Previous Town Board Meetings

10/26 TB portion of Joint PC/TB Mtg.

JOINT MEETING OF THE TB FOR THE PURPOSES OF REVIEWING AND ACTING ON AGENDA ITEMS ABOVE

CALL TO ORDER THE TB DURING THE JOINT MEETING OF THE PC AND TB by Town Chair Mike Fagan for the purposes of discussion and action on the agenda item above recommended to the TB for approval by the PC. (NOTICE OF THE MEETING: pursuant to Wisconsin Open Meeting Law was confirmed above.)

DIANNE GEISSEL-ACCESSORY BUILDING/2007 ERB ROAD/SEC. 27: MOTION by M. Fagan/J. Rosenbaum to approve the residential accessory building per the Plan Commission recommendations. Motion to approve carried by voice vote Fagan, Rosenbaum, Schwenn – 3 ayes, zero-nayes.

ANDREW AND JENNA VEDVIG-ACCESSORY BUILDING/2600 TOWN HALL ROAD/SEC. 17: MOTION by M. Fagan/J. Rosenbaum to approve the residential accessory building of 45' x 35', not to exceed the maximum height permitted in the zoning district, with no commercial use. Motion to approve carried by voice vote Fagan, Rosenbaum, Schwenn – 3 ayes, zero-nayes

DANIEL AND MARGARET HAMILTON-LOT LINE ADJUSTMENT/CSM/9001 EARLY AUTUMN ROAD//SEC. 5: MOTION by M. Fagan/R. Schwenn to approve the lot lined adjustment and its CSM. Motion to approve carried by voice vote Fagan, Rosenbaum, Schwenn – 3 ayes, zero nayes.

ADJOURN THE TB DURING THE JOINT MEETING OF THE PC AND TB: MOTION by M. Fagan/R. Schwenn. Motion to adjourn carried 3-0: Rosenbaum, Schwenn and Fagan -ayes, no nayes, 8:01 p.m.

4. Approval of minutes cont., 11/17 TB Meeting

MINUTES

Springdale Town Board Meeting

Tuesday, November 17, 2020 at 7 p.m.

1. **Call to order**, Fagan, 7:01 p.m. All members present.
2. **Certification of compliance with Open Meetings Law**
Posted 11/13 & /11/16 per Clerk; on web and outside TH; Mt. Horeb Mail notified 11/10.
3. **Approval of the agenda** - no changes.
4. **Minutes of previous Town Board meetings**, no changes.
MOTION (Fagan) to approve 10/20 minutes. Schwenn seconded. 3 ayes, 0 nays, carried.
5. **Public input/non-agenda items**
Rosenbaum - last month Board discussed weed complaint and drafted letter, was that sent out? Clerk confirmed. Job descriptions - with recent staff changes we need updated job descriptions for recruiting. Rosenbaum willing to lead that effort. Rosenbaum - we should clarify our policy on when we would be agreeable to 4 homes per driveway. Our ordinance says 3, have occasionally allowed 4, but we have nothing in writing. Fagan - put ideas together for Dec. meeting. Rosenbaum will draft. Town didn't address big red ordinance book at budget time; oversight - will need to revisit that eventually, would like to have it online. Fagan - don't put online yet; incomplete. Discuss again at upcoming (Dec. or Jan.) meeting.
6. **Monthly Treasurer update**
Treasurer - finished routes to recovery grant. Already received some CARES money for election expenses, only things above and beyond our budget. Careful to not include anything we used for election grant, careful not to claim things we would have needed anyway. \$2,367 total including Zoom subscription, locked drop box/Devin's time to install, extra employees for November election. Already \$750 over election budget for 2020, no word yet when we will get the money, but it is ready to go. Fagan - did we maximize amt. we could apply for? Treasurer - no; max allowed was \$30,000 but we didn't spend that much on COVID things. Fagan - thanked all the election workers, including Treasurer, who worked hard. Patrolman had truck repair that he received a higher billed amount than the verbal estimate. Something broke during the repair, they want double for it, employee who quoted the repair no longer employed. Patrolman contacted salesman who sold us the truck and he is handling it. Wait to pay the repair.
7. **Driveway - David Quick; Lot 1 CSM 10395, Bakken Rd.**
Fagan introduced D. Quick. No building envelope because it is in the woods. Current driveway goes to the neighbor's, needs to be extended to Quick property. Fagan reminded Quicks that if the current shared driveway isn't to Town standards, it will need to be. D. Quick - no measurements, just staked width of 14' going from end of neighbors straight into our lot. Fagan - from Bakken to where neighbor's splits needs to meet specs for joint driveway, not single. Especially important for winter so that it's not a one-way drive. Quicks own the driveway. Fagan - likely need culvert where it breaks off from neighbors to prevent water from going over the top. Rosenbaum - where are Town width specs? Fagan - on application and in driveway construction guide online.
MOTION (Fagan) to approve Quick driveway as shown on Bakken Rd., joint agreement has been presented, the driveway will be required to be brought up to joint driveway standards. Schwenn seconded. No further discussion. 3 ayes, 0 nays, motion carried.
8. **Driveway - Jeff Lee; Lot 2 CSM 15461, N Riley Rd.**
Fagan introduced J. Lee; chicken coop and old shed are both coming down. Submitted for razing permit. Grade is fine, entrance is fine, no problems with it. No further questions.
MOTION (Fagan) to approve J. Lee driveway Lot 2 CSM 15461 as presented to the TB. Rosenbaum seconded. No further discussion. 3 ayes, 0 nays, motion carried.

9. **Clarification of language concerning PC agenda items that TB can act on during a joint PC/TB meeting** Fagan - Nizamuddin was pulled because documentation not submitted on time. 2nd year of joint meetings, working well, saving applicants time and the TB work. **For clarification and context on the following minutes, see published PowerPoint, slide 9**

Clarification:

- 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.

In Summary, PC acts on concept plans and building envelopes. PC and TB both act on changes in the location of a building envelope.

Fagan - Point "c", routine rezones accompanying lot line adjustments and CSMS, never included that in our language previously. Lot line adjustment creates situation that's a rezone not for *use* but for *classification* because of Dane County's new language. Thus, TB should be able to act on it in same mtg. In land use plan, concept plans are always PC approval. TB never does anything with them; however, if there's a building envelope that is changed on approved concept plan, that's when TB gets involved. Once building envelope change is approved by PC, TB should be able to act on it that night as well.

MOTION (Fagan) to approve clarification as presented as to actions the TB can take during joint meetings. Rosenbaum seconded. 3 ayes, 0 nays, motion carried.

10. Spring cleanup 2021 date/time and place considerations

Rosenbaum - spoke with Town & Country Sanitation owner, Doug. Last cleanup collected 32 tons (\$60/ton) + 25 truck hrs. (\$90/hr.), total cost of \$4,063. Option of parking dumpsters at TH instead of truck route? For that Doug recommended 5 or 6 fifty-yard dumpsters at \$800/ea. if we collect same tonnage as 2020. 50-yard holds 6-8 tons. Would need someone to monitor the site and check IDs. Rosenbaum - Total expense of cleanup ~\$5,000; should we proceed with '21 cleanup but get residents' input for discontinuing in the future? Fagan - should continue the cleanup, but keep educating residents that cleanup day is NOT a normal garbage day to keep costs down. Clerk received recent T&C notice for 2021 recycling cost increase, \$60/ton, significant because we had 100 tons of recycling in 2020. Treasurer - 800 parcels for recycling. Current budget includes \$5/parcel increase. Fagan - should increase by \$7.50 per household. Treasurer - can't revise budget now without reposting, but Board can do amendments after the budget is passed. Rosenbaum - see how we're doing mid '21 and possibly make amendment. Schwenn - would have been nice to know increase before budget meetings.

11. Calendar of upcoming events, 11/24 Budget Hearing/Elector Meeting/TB Meeting

12. Bills

Town staff member requesting reimbursement for goodie bag election worker expenses. Treasurer - in past elections we had supplied lunch meat to go along with a potluck, but because of COVID, no pot luck. Fagan - was that food expense proportionate to the current reimbursement request? Treasurer - typically spend ~\$50 on some portion of the food for people on election day. Fagan - appreciate that Clerk pointed that out, think it's abnormal for Election Day food, can understand that staff member wanted to take care of the workers. Don't have a problem with it. Rosenbaum - fine with approving that. Long history in Springdale with volunteers, paid and unpaid, don't think its excessive for the work they put in. Schwenn - agree to approve as well.

MOTION (Schwenn) to pay the bills. Rosenbaum seconded. No further discussion. 3 ayes, 0 nays, motion carried.

13. Adjourn

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

4. Approval of minutes cont., 11/24 Budget Meetings

MINUTES

Town of Springdale Budget Meetings

Tuesday, November 24 at 7 p.m. via Zoom

Accompanying PowerPoint Presentation Published Online at townofspringdale.org

Meeting 1, Public Hearing

1. Call to order Fagan, 7 p.m. Quorum of TB present. Steve and Amy Gauger present.
2. Certification of compliance with open meetings law
Posted 10/27/2020 & 11/3/2020 at Town Hall, Mt. Vernon Family Auto, Riley Tavern and townofspringdale.org. Notice to Mt. Horeb Mail on 11/3 per Clerk.
3. Discussion of current year/budget
Fagan - budgeted pretty well for this year. Due to COVID, elections cost more than we had budgeted. Quite a few grants that Rebecca worked on for election expenses. Staff change with Susan leaving and Jackie joining, overlap with training. Vicki trained Amy to take on her role, Vicki will be phasing out of the town entirely at end of May 2021. Did delay a few road projects, tree trimming, a culvert and a bridge (grant didn't materialize for Lewis Rd. and JG).
Fagan - for 2019, what was carryover from 2020/2021? Treasurer - the top # on 2021 proposed, \$54,000. Still have a month and a half to go for the year. Fagan - Town also bought and sold a plow truck. Decided not to trade it in, had Patrolman sell on Craigslist, came out \$5,000 on top. Rosenbaum - asked if there was anything of interest on revenues? Treasurer - increasing the fee on the taxes for recycling, which increases what we'll have in revenue for line 13 by about \$4,000. Other than that, nothing has really changed. 2019-2020 and 2021, the transportation aid (row 9) increased by \$8K from '19-'20, will probably stay steady again for '21. Fagan - anything in expenditures? Treasurer - didn't budget enough for general government in 2020, mostly due to difference in Clerk wages. Proposed amt. for 2021 is difference in salaries. Assume election costs stay high for next year too, so budget higher. Devin's budget pretty close to last year. Increase for senior center, all of capital outlay for 2021 is going to be for future projects. Try to start saving for trucks, upkeep on the building, and bridges. Most of that \$30,500 will go into funds; next year that will be separated out in our budget so we don't need to take out as much in loans going forward. Rosenbaum - haven't previously set aside any monies for saving. Fagan - we were under the impression that we couldn't do that; but saving is the better approach. S. Gauger - Kwik Trip project, will that cost the Town? Fagan - we will get taxes for 5 years for that parcel, less than \$100/year. Rosenbaum - Village still has to change the zoning, but it has been approved by DOA. Fagan - no \$ cost and no \$ gain, except in the taxes. A. Gauger - wear and tear on the road? Fagan - only annexing the ROW not the road itself. Need discussion & boundary/maintenance agreement with the Village for the road. May end up working in our favor because they're encroaching on us. S. Gauger - thought we had a 5 year agreement with T&C, wondering what is happening there? Fagan - John R. can address, but we were just informed with a \$60/ton surcharge on recycling. John R. saved us \$30/ton by speaking with them; they are passing the increased recycling fees on to their customers. Rosenbaum estimated 180-200 tons of recyclables per year, \$30/ton, \$5400. Treasurer - not all of that is included in the \$114,000 because we didn't learn about that until after we had published this budget. Fagan - won't be recouping everything, but we have enough to cover it.
5. Presentation of the 2021 Town of Springdale Budget
6. Public comments, none.
7. Adjournment

MOTION (S. Gauger) to adjourn public hearing and move on to meeting of electors for levy. Fagan seconded. No further discussion. 6 ayes (A. Gauger, S. Gauger, Rosenbaum, Schwenn, Boelhower-Santi, Fagan), 0 nays. Motion carries.

Meeting 2, Town Elector's Meeting

1. Call to order, Fagan, 7:21 p.m.
2. Certification of compliance with open meetings law
Posted 10/27/2020 & 11/3/2020 at Town Hall, Mt. Vernon Family Auto, Riley Tavern and townofspringdale.org. Notice to Mt. Horeb Mail on 11/3.
3. Town electors vote to approve Resolution 2020-11-1, Adoption of the Town Tax Levy
Fagan - Treasurer to explain levy. Treasurer - have slight increase from last year, allowable because of new homes/building in the town. Automatic increase for increase in value. Have fire station debt which we are paying on for the next 28 years. That does increase levy a little bit. Amount allowable was 665,592, decided not to try to increase but work within that this year. Especially because of the revaluation year, unknown how that would turn out for residents, didn't want to create financial hardships for them. S. Gauger - has revaluation been completed? Fagan - yes, assuming when they figured our levy, didn't take into consideration our new book values did they? Treasurer - yes, the state uses equalized value, which has not been super close to what our assessed values have been, part of why we needed the revaluation. There is always a bit of a difference between equalized value that we get from the state and the assessed value. Fagan - will it jump up next year because of revaluation? Treasurer - don't think so. Treasurer - tax levy hasn't changed very much from 2019 till now. Can see the total property number, which made a pretty big jump from 2020 - 2021 (revaluation). Mil rate for town taxes actually did go down between last year and this year. Even though many home values went up, tax per dollar of property went down. Taxes shouldn't go up for any individual home very much. Rosenbaum - type of properties that went up most in reassessment were fallow, timber and pasture land. Residential homes did go up in neighborhood of 5%, but farm properties increased the most. Fagan read aloud Resolution 2020-11-1, adoption of Springdale Town Tax Levy.

MOTION (Fagan) to adopt Resolution 2020-11-1. S. Gauger seconded. No further discussion. 6 ayes (A. Gauger, S. Gauger, Rosenbaum, Schwenn, Boelhower-Santi, Fagan), 0 nays, motion carries.

4. Adjournment

MOTION (Schwenn) to adjourn. Rosenbaum seconded. 6 ayes (A. Gauger, S. Gauger, Rosenbaum, Schwenn, Boelhower-Santi, Fagan), 0 nays, motion carries.

Meeting 3, Town Board Meeting

1. Call to order Fagan, 7:33 PM.
2. Certification of compliance with open meetings law
Posted 10/27/2020 & 11/3/2020 at Town Hall, Mt. Vernon Family Auto, Riley Tavern and townofspringdale.org. Notice to Mt. Horeb Mail on 11/3.
3. Board vote to adopt budget

MOTION (Rosenbaum) to adopt budget. Schwenn seconded. No further discussion. 3 ayes (Fagan, Rosenbaum, Schwenn), 0 nays, motion carried.

4. Adjournment

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

5. Public input/non-agenda items

6. Monthly Treasurer update

7. Driveway ordinance amendment, discussion/approval

Draft Amendment to Private Driveway Ordinance, Section 3.08 (10) (c)

Note: Existing language is in black; proposed language is in red

(10) Shared Access.

(a) Access for more than one parcel of land or lot to a street, road or highway via a shared private driveway may be approved when the Town Board determines that a shared private driveway is desirable for public safety, to minimize agricultural or environmental impact, conforms to the goals and policies set forth in the Town of Springdale Land Use Plan, and conforms to the purpose and intent of this chapter.

(b) Each property served by a shared driveway must have road access guaranteed by a shared driveway agreement recorded with Dane County Register of Deeds. A shared driveway agreement legally binding on the property owners who will have shared access shall be executed by the property owners and recorded with the Dane County Register of Deeds as part of a Driveway Permit Part 1 and Part 2 approval process. The shared driveway agreement shall be in a form and contain terms reasonably acceptable to the Town Board.

(c) Up to three (3) single family detached dwelling units may share one (1) driveway, or one (1) single family detached dwelling unit and one (1) duplex dwelling unit may share one (1) driveway.

(d) Exception: The Town board may approve an additional dwelling unit to share a driveway, i.e. four (4) dwelling units may share one driveway, when allowing four dwelling units to share a driveway will enhance conformance to the goals and policies set forth in the Town of Springdale Land use Plan.

This exception is not to allow development that cannot otherwise occur under the provisions of the Land Use Plan.

8. Town mailbox replacement policy, discussion/approval

Draft 12/14/2020

Policy Regarding Reimbursement for Mailboxes damaged by Town equipment

Living in a rural township, with rural mailboxes, naturally leads to occasional damage to mailboxes, especially when snows are heavy and/or visibility is poor for snowplow drivers.

Springdale's patrolman and backup drivers take every precaution to avoid damage to mailboxes. Seldom is a mailbox damaged by the actual snowplow. More likely, damage is caused by flying snow as it is moved from the roadway. Posts/boxes in disrepair or poorly installed are at high risk. There are actions owners can take to reduce risk from flying snow, including adding a snow shield in front of the box itself

In the unfortunate event that a mailbox and/or post is taken out or severely damaged because it was hit by the plow itself, the resident should notify the town of the damage and allow the Town Patrolman to make a site visit to verify the likelihood that the damage was in fact the result of the plow hitting the mailbox (not the result of flying snow). Once verified, and upon receiving copies of receipts for the replacement parts, the Town will reimburse the owner for the actual cost of the materials or \$75, whichever is less. Labor is not reimbursable.

9. Town staff job position descriptions, discussion

- PC staff position
- Deputy Clerk
- Admin/Clerk

10. Calendar of upcoming events

- Jan 5, 2021 - Nomination paper filing deadline for spring election
- Feb. 16, 2021 - Spring primary
- April 6, 2021 - Spring election

11. Bills

12. CLOSED SESSION to discuss salary adjustments for specific Town staff pursuant to Wis. Stat. § 19.85(1)(c)

13. Adjournment