

**Town of Middleton
Town Board Meeting Minutes
February 6, 2012**

A regular meeting of the Town Board was held at the Middleton Town Hall beginning at 7:00.P.M.

Present were: Chair Milo Breunig; Supervisors Richard Oberle, Bill Kolar Tim Roehl and Stephen Tumbush; David Shaw, Town Administrator; Sara Ludtke, Public Works Coordinator; Rod Zubella, Vierbicher Associates, Town Engineer; Tom Voss, Erbach & Voss, Town Attorney; and members of the public.

1. Proof of Posting and Notice.

Shaw affirmed that the Agenda had been posted at the three official locations, emailed to the Town's subscriber list and placed on the Town's website.

2. Pledge of Allegiance.

Breunig asked Roehl to lead the pledge.

3. Public Input.

Sheriff Mahoney appeared at the meeting to answer questions from the Board. There was discussion on various topics affecting the Dane County Sheriff's Office.

4. Minutes from the Meeting of January 23, 2012.

Motion: Oberle / Roehl, to approve the minutes of meeting of January 06, 2012 as amended. Motion carried.

5. Engineer's Report.

- a. Approval of Final Payment to City of Madison for Town's portion of Blackhawk Road Reconstruction Project completed in 2009.

Motion: Roehl / Tumbush to approve the final payment to City of Madison for Town's portion of Blackhawk Road reconstruction project of \$ 44,991.85. Motion carried.

6. Madison Central Montessori School:

- a. Approval of Landscape Plan.

Laura Anderson, Vicki McCarthy, and Judy Olingy from the Madison Central Montessori School presented the revised landscape plan.

Oberle inquired what was meant by "Conservancy Grasses" as listed on the plan. There was discussion on what constitutes a "Conservancy Grass" and what should be planted in various locations. Since the School plans to mow the grass, it was suggested that a regular lawn grass seed mix would be best.

Oberle expressed concerns about the planned white pine trees north of the parking lot as they may be damaged by heat from prairie burns. He suggested that Bur Oaks or Hickory would be more heat tolerant.

Oberle also expressed concerns about planned pine trees along Ellington Way near the driveway that may create a visual barrier and reduce traffic safety as cars enter and exit the parking lot.

Nicole Biessman, 7479 Meadowrue Circle, asked about the sign shown in the final landscape plan.

Greg DiMiceli, 7436 Meadowrue Circle, stated that fences within Prairie Homes Estates are limited to six feet in height.

Oberle recommended that a wood fence be placed 8-10 feet from the property lines that abut the prairie to better ensure the fence is not harmed when the prairie is burned. The Board suggested they consult with an expert such as Biologic regarding prairie related issues.

Motion: Kolar / Breunig, to have them return with an updated plan with:

- Title.
- Date.
- Drainage way and easements.
- Dimensions of the fence in relation to the property lines and to the drainage way.
- Detailed the grass seed mixes including their anticipated maintenance schedule.
- Show playground fence if different than previously proposed.
- Proposed location of any signage.

Also list, separate from the plan, the following:

- Type, quantity and projected trunk diameter of trees to be planted.
- Clearly define the four trees at the entrance.
- Fence materials and specifications.

Motion carried.

b. Discussion regarding signage.

Olingy recited the history of the Conditional Use Permit and site plan approvals for Madison Central Montessori School. Olingy stated that Dane County controls zoning and therefore signage, and that the Town has limited authority to control signage. The School still wants the Board's input before proceeding with a sign for the school. She noted that there are two lit signs at the corner of Ellington and Airport Roads.

Lori Holmes, 7483 Pucoon Circle, stated the two lit signs along Airport Road are on outlots, not on private lots. These are handled differently in the Prairie Homes Estates Covenants and Restrictions.

Kolar asked the rest of the Board if they recalled why the motion to approve the site plan did not allow a sign. Breunig suggested that it was a concession to the neighbors.

Greg DiMiceli, 7436 Meadowrue Circle, commented that the Town acted in haste when approving the school's Conditional Use Permit and site plan.

Attorney Voss gave them a copy of amendments to § 10-1-5 (c) to the Town of Middleton ordinances related to Site Plan approval, dated October 6, 2006.

The Board told Olingy that they do not necessarily agree with her conclusion that the Town has limited say on signage and strongly encouraged her to continue to work with the Town to get a sign approved rather than working only with Dane County Zoning.

7. Amendment of Ordinance - Repealing and Recreating Section 8-2-3(a) of the Town of Middleton Code of Ordinances regarding snowmobile regulations.

Voss explained that he had stripped most of the language from Title 8, chapter 2, but still preserved the restrictions on operating snowmobiles on town-owned lands.

Motion: Roehl / Tumbush to postpone action and have on the next agenda an ordinance Repealing and Recreating Title 8, Chapter 2, of the Town of Middleton Code of Ordinances relating to Snowmobiles on the February 20 meeting agenda. Motion carried.

8. Approval of Operator's Licenses:

a. Alexander Abel (*Kwik Trip*)

b. Eric Johnson (*Silk Exotic Club*).

Motion: Breunig / Roehl, to approve Licenses for Alexander Abel (*Kwik Trip*) and Eric Johnson (*Silk Exotic Club*). Motion carried

9. Proposal from Mike Julka of Lathrop & Clark to assist with the development of an Employee Manual and related Job Descriptions.

Motion: Tumbush / Roehl, to accept the proposal from Mike Julka of Lathrop & Clark to assist with the development of an Employee Manual and related Job Descriptions. Motion carried.

10. Discussion on training provided by Town Staff.

Ludtke and Shaw explained how inter-municipal training typically works and answered questions from the Board.

11. Designation of Receptionist as a full time position.

Motion: Breunig / Tumbush, to designate the Receptionist / Office Assistant as a full time position. Motion carried.

12. Liaison to Town Staff Report.

There were no questions on the crew and staff report provided.

13. Board Member Reports.

Roehl – Dane County Towns Association will be meeting with Dane County Executive Parisi to discuss farmland preservation and the Capitol Area Regional Planning Commission.

Breunig – Brought up concerns over cars parked along Blackhawk Road that obstruct the view of travel lanes.

The Town has received updated projected billings for the DaneCom system needed because a few municipalities have not signed on.

14. Future Agenda Items.

Review of Stormwater projects and easements in Cherrywood.

Building Security / concealed carry weapons in the Town Hall.

Report on policy and procedures for timing and tracking important dates for land divisions and letters of credit.

Future Land Use Planning, Discussion of Keewatin Road - Town Mapping of roads and possible creation of committee to review.

15. Administrator/Clerk Report and Action Requests:

a. Check and Voucher Approval.

Motion: Oberle / Tumbush, to approve checks numbered 4165 through 4201 for a total of \$ 92,118.53. Motion carried.

b. Correspondence/Communications.

The next Board meeting is planned to be at the West Middleton Lutheran Church at Pioneer and Mineral Point Roads.

16. Adjourn.

Motion: Roehl / Tumbush to adjourn. Motion carried at 10:01 P.M.

These minutes were drafted by Shaw based on his notes and recollection, and may be approved at the next Board meeting.