



MINUTES OF THE TOWN BOARD MEETING
June 13, 2024

1. **Call meeting to order, Pledge of Allegiance, and announcement of meeting notice.** The meeting was called to order at 7:00 p.m. by Chairman Hartwig. The Pledge of Allegiance was recited. Clerk Eichner confirmed the meeting notification.
2. **Roll call.** Town Chairman Robert Hartwig, Supervisors Dave Behringer, Steve Fischer, Marcy Bishop, and Joe Kufahl were present. Also, present was Fire Chief Aaron Swaney, Attorney Paul Alexy and Clerk Bob Eichner.
3. **Approval of the agenda.** Motion by Kufahl, seconded by Bishop, to approve the agenda. Motion carried 5-0.
4. **Approval of the minutes.** Motion by Bishop, seconded by Behringer, to approve the minutes for May 9, 2024 Town Board meeting. Motion carried 5-0.
5. **Resident comment on any agenda item.** No Public Comments
6. **Washington County Sheriff Liaison report –** No report
7. **Jackson Fire Department Report –** Chief Swaney presented the report. There were 24 calls in the Town in May. Biennial inspections are complete for the first half of 2024. The fire dept has been working with the building inspector on the construction of the Boehlke Bottled Gas addition and on the Cedar Jacks remodel. The department completed a controlled burn of the Schoenemann homestead on CTH M on May 18th. The Schreiber Foods addition is complete. The engine committee started meeting to replace the departments 2000 main Engine. The new truck will not be available until mid to late 2027. The department has begun the budget process for 2025. They will be adding a full-time firefighter/EMT this year. The EMTs revived on accident victim with no life signs on scene. The individual was resuscitated and has made a full recovery.
8. **Alcohol Licensing: Discussion and Possible Action:**
 - a. Annual Retail Liquor License renewals from July1, 2024 to June 30, 2025 for: Kirchhayn Country Club, Steven Fischer Agent; Bentlydale Farms, Inc,(d/b/a Hidden Glen Golf Club), Angela Rose Graczyk Agent; Lowderhoff Ventures, (d/b/a Cedar Jacks), Craig Lowdermilk Agent; Midwest Hospitality Group, (d/b/a The Jailhouse), Betony Buzdum Agent; and Pleasant Valley Tennis & Fitness, LLC, Ted Weller Agent. Motion by Bishop, second by Kufahl, to approve the licenses as presented. Motion carried 4-0 (Fischer recused).
 - b. Annual Operator’s License renewals for: Denise Sue Auler, Kay Czisny, and Heidi Lynn Kucharski (Pleasant Valley Tennis & Fitness); Heather Lynn Fischer (Kirchhayn Country Club); Frank Kiewit, Paul McGilvra, Mark Gukich, and Terry Quillen (Bentlydale Farms). Motion by Kufahl, second by Bishop, to approve the licenses as presented. Motion carried 4-0 (Fischer recused).
9. **Kettle Moraine Lutheran High School Revenue Bond Issuance: Consideration of Resolution J-2024-008, a resolution approving issuance of Community Development Authority Variable Rate Demand Redevelopment Revenue Bonds, series 2024 for Kettle Moraine Lutheran High School – (Approving Action by the CDA on June 6, 2024.) –** Motion by Bishop, second by Kufahl to approve Resolution J-2024-008 as presented. Motion carried 5-0.

10. Highway Department Supervisory Position – (Discussion and possible action)

a. Motion to Reconsider action take under Item 13, on the May 9, 2024 Town Board meeting, agenda hiring of Supervisor Steven Fischer as Director of Highway Operations. Motion by Behringer, second by Bishop, to reconsider the action taken on May 9, 2024. Motion carried. 5-0.

Spvr. Fischer recused himself and left the dais to sit in the audience.

b. Hiring of Supervisor Steven Fischer as Superintendent of Highways. On the advice of Attorney Alexy, motion by Bishop, second by Behringer, to hire Supervisor Steve Fischer as Superintendent of Highways, at a rate of \$22.00/hour, not to exceed \$15,000. Motion carried 4-0.

Spvr. Fischer rejoined the board at the dais.

11. Annual Fee Schedule. Discussion and possible action concerning establishing fees incurred for chargebacks for credit card and e-checks. Motion by Fischer, second by Behringer to add a \$50 fee and collection costs for NSF charges on credit cards and e-checks to the Annual Fee schedule. Motion carried 5-0.

Motion by Kufahl, second by Behringer to move to Item 13 bids for Chip-sealing. Motion carried 5-0.

13. 2024 Chip Sealing Road Maintenance Project - Opening and consideration of bids, and discussion and possible action concerning award of contract. The bids were opened and read aloud. The results of the bids: Fahrner Asphalt Services Total Bid \$104,452.80; Scott Construction Total Bid \$94,941.44. Motion by Bishop, second by Fischer, to award the 2024 Chip Sealing road maintenance project to Scott Construction for \$94,941.44.

Motion by Behringer, second by Kufahl, to return to Item 12 Bids for Asphalt Paving Project. Motion carried 5-0.

12. 2024 Asphalt Paving Project - Opening and consideration of bids, and discussion and possible action concerning award of contract. Before the bid opening, Clerk Eichner informed the Board that the wrong asphalt specification was used for the Sherman Road project. Because this portion of the project is being partially funded by a TRIP grant, a DOT approved asphalt mix must be used. Eichner further explained that both bidders have included a unit cost adjustment for consideration of the state requirement. Both bidders stated that they are comfortable with required adjustments to bids. Eichner also stated that because these bids had not yet been opened, the Board could require a re-bid. The consensus was to proceed with the opening of the bids. The bids were opened and read aloud. The results of the bids using the State mandated mix for Sherman Road; Stark Pavement Corporation Total Bid \$327,686.25; Payne & Dolan Total Bid \$318,554.50. Motion by Kufahl, second by Bishop, to award the 2024 Asphalt Paving Project to Payne & Dolan for \$318,554.50. Motion carried 5-0.

14. 2025 Road Construction and Maintenance Program

a. Discussion and possible action concerning Budgetary Proposals for 2025 Road Construction and Maintenance Program. Eichner presented budgetary estimates for the 2025 Road Construction and maintenance programs. The proposed Asphalt paving estimate is \$285,000.00. The estimate for chip sealing is \$217,775.00. The estimate for widening the Town Hall driveway and chip sealing and restriping the Town Hall parking lot is \$78,000.

b. Preliminary consideration of a potential resolution for Levy Limit Referendum Question on the November 5, 2024 General Election. The Board discussed the proposed referendum question with Attorney Alexy. The calendar to get the question placed on the November 5 ballot was laid out, and the structure of the question and amount of the levy increase were also discussed. The Board instructed Eichner to prepare the draft resolution for the referendum question for the July 11, 2024 Town Board meeting. No further action was taken.

15. Town Hall Barroom. (Discussion, and possible action)

a. Town Hall Barroom remodel update – The two remaining items to complete the remodel is installation of air conditioning and beverage refrigeration.

b. Rental fee – This item is tied to Item 15c.

c. Proposal by Jeff's Spirits on Main concerning potential licensing agreement. – Attorney Alexy stated that the proposal submitted by Jeff's Spirits on Main is not permitted by the Department of Revenue. He also added that whoever operates the Bar must have their own license and insurance. The board directed Eichner to prepare an ad seeking a lessee for the Bar to be considered at the July Board meeting no further action was taken.

Motion by Behringer, Second by Bishop to consider Item 18, the Transfer Station Roof Replacement out of turn. Motion carried 5-0.

18. Transfer Station Roof - Update, discussion, and possible action concerning proposals for repair/replacement of roof – Behringer received two additional proposals for the transfer station roof replacement. Attorney Alexy concern is that some of the bids are approaching the State requirement for public bidding. On the advice of Attorney Alexy, the Town will publish a Class 1 notice to consider the proposals one week before the July 11 Town Board meeting.

Motion by Bishop, second by Kufahl to resume the order of the agenda. Motion carried 5-0.

16. Discussion and possible action to authorize sale of furniture in old Clerk's Office – Motion by Kufahl, second by Bishop, to list select furniture in the old clerk's office for sale on Wisconsin Online Auctions. Motion carried 5-0.

17. Town Picnic - Discussion and possible action concerning a Town Picnic in July – Consensus is that this is a great idea, and we should look to plan a picnic next July.

19. Purchase of new Tractor Loader/Backhoe. Update, discussion, and possible action. After discussion, the Board tabled the decision on the backhoe to a special meeting on June 20, 2024 at 6:00pm. also on that agenda is consideration of a replacement one-ton patrol truck, and the re-hiring of Elizabeth Rodriguez. No further action taken.

20. Washington County Board Report. Hartwig presented the Agenda for the County Board meeting. There were number of appointments to County committees and commissions. The new Clerk of Courts Sherry Coykendall was introduced.

21. Treasurer's report. The Treasurer's report and facility rental report were presented. There was no further report.

22. Ground's report. Most of the month was spent mowing. Mark Mytton received recognition from JAYBA for his work on the ball diamonds. Custodian Sandra has also been weeding around the Town Hall. There was lawn damage by the playground during a recent JAYBA tournament, due to Emergency vehicles responding to an accident on the playground. Mark has also been trying to clean up tree falls on the trails. He has asked if the Town would reconsider rehiring Elizabeth Rodriguez to assist him with this work. This request will be considered at the Special Town Board meeting on June 20th. Staff will also investigate DNR grants for trail improvements in the low-lying areas.

23. Noxious Weeds report. The noxious weed notices were posted in May.

24. Building's report. The leak fix in the roof above the upper restrooms is still holding. We had to have the sewer drain in the new office snaked and jetted due to a blockage near the cleanout outside the Board Room. This is becoming an annual occurrence. The sensor on the new men's room sink may be bad and may have to be replaced.

25. Transfer Station report. We are still having issues receipts and we may need to have a third person on Thursdays to watch permits. The scrap needs to be cleaned out. It is getting out-of-hand. Lenny Fischer, who installed the cameras is suffering from severe medical problems and may not be able to reinstall the license plate camera. Eichner spoke to Pros4. They may be able to take over the system management.

26. Equipment Manager report – Fischer looked at the spray patcher, the heating element may be going but the rest of the machine seems to be ok.

27. Highway/Chairman's report. James Brei started May 20th. The brush pile was burned 5 times, we hauled 6 loads of recyclables, working in the transfer station breaking down aluminum; mowed roadside ditches. injectors replaced on Truck #14. Mowed grass and cut trees in Zion Cemetery.

- 28. Zoning Administrators Report.** Kettle Moraine Luther High School has applied for their Building Permit for the Addition. Boehlke Bottled Gas detached building has started and the steel framework has been erected and installation of the steel siding and roofing is in process. The State is currently reviewing the pole building and this will be submitted separately. A Zoning Board of Appeals Meeting is scheduled for Tuesday, July 02, 2024 for a request to install an agricultural pole barn partially in the front yard setback on a property located at Spring Valley Road and Division Road. A phone conference was held with the two Town Attorneys regarding the situation with the Developer of Prairie Meadows Estates located on Mill Road. Per the attorneys, the outlot cannot be built on and remains part of the subdivision. Jim received confirmation there were grounds to deny the driveway request when the Developer applies for the Driveway/Culvert permit to put a driveway in on Mill Road and extend it to the main Outlot area. If the Developer goes ahead with the driveway, a Stop Work Order will be issued. If work continues, the Town will need to file an Injunction to cease all work immediately.
- 29. Clerk's report.** There are legal issues being considered regarding elections as seems to happen every even year. The municipal contact information was updated for the Department of Revenue. There are scammers acting as cybersecurity officials. A thank you note from Kasen Redd for allowing him to sit in on and take notes at the May 9th board meeting. We received notice from Scott Schmitt, that the County will be acquiring easement on properties along CTH M where a ROW taking will make those properties non-conforming.
- 30. Communications and announcements.** None
- 31. Review of bills and authorization of payment.** Motion by Kufahl, seconded by Bishop to approve the vouchers as presented. Motion carried 5-0.
- 32. Adjournment.** Motion by Bishop, seconded by Behringer, to adjourn at 10:35 pm. Motion carried 5-0.

Respectfully Submitted,

Robert M Eichner
Robert M. Eichner, Clerk
Approved: July 11, 2024

Robert H Hartwig
Robert Hartwig, Chairman