



DRAFT MINUTES OF THE MEETING OF THE JACKSON TOWN BOARD AUGUST 14, 2025

1. **Call to order** – The meeting was called to order by Chairman Hartwig at 7:00pm with the reciting of the Pledge of Allegiance. Clerk Eichner confirmed proper posting and notifications of the meeting.
2. **Roll call** – Present: Chairman Bob Hartwig, Supervisors Dave Behringer, Joe Kufahl, Marcy Bishop, and Paul Huettl. Also present were Zoning Administrator Jim Micech, Treasurer Jean Wills, and Clerk Bob Eichner.
3. **Meeting agenda approval** – Motion by Bishop, second by Huettl, to approve the meeting agenda as presented. Motion carried 5-0.
4. **Approval of the minutes** - Clerk Eichner noted the presented minutes have one change – an incorrect item number was listed under public comments. Motion by Huettl, second by Bishop, to approve the amended minutes of the July 10, 2025 Town Board meeting as presented. Motion carried 5-0.
5. **Resident comment on any agenda item** – Ms. Marlene Hoffman spoke to Item 12. She had heard that there was going to be a dedication to her late husband and former Clerk and Building Inspector, Gordon Hoffman. She understood that through conversations with Chairman Hartwig that it was to take place at the 4:00 on Saturday August 16, during the Town Picnic & fundraiser. She stated that this dedication was promised several years earlier but had never transpired. She is requesting an explanation as to why she was not informed that this was happening.

PUBLIC SAFETY AND STAFF REPORTS

6. **Washington County Sheriff's Department Report** – Clerk Eichner presented the monthly report. The liaison officer was unable to attend.
7. **Jackson Fire Department Report** – No report.
8. **Treasurer's report.** – Treasurer's report and facility rental report were presented.
9. **Update from the planning committee for an All-Town Picnic.** – Wills reported that a lot of hours have been put in. Help is still needed with serving food and soda. Cedar Jacks is providing bartenders for the beer. We have a lot of silent auction donations. The upper floor of the barn is almost up to code to host the event. We will have a band and fireworks, both paid for by Lannon Stone Products. Flyers were distributed at the Transfer Station and Coffeerville's drive-through. The event will run from 1:00pm to fireworks at dusk rain or shine.
10. **Zoning Administrator's report** – Micech responded to a flood complaint at the corner of Church and Western that backed up into a resident's basement. The Resident stated that the Town put in a smaller culvert when it was replaced a few years earlier. Some shoulder washout partially blocked the culvert. This was a storm that is extremely rare. Water was over the bridge deck on Pleasant Valley Road near Stoney Creek Rd. Micech investigated a trespassing complaint on Pleasant Valley Road near the railroad tracks. Surveyors entered private land without permission. Micech is still working with the RV on private property. The RV is moved further onto the property and is using the house electrical instead of a generator running 24/7.
11. **Clerk's report** – Eichner received a letter from We Energies. They have received permission to install a new gas transmission line from Hartford to Cedarburg/Grafton area via Pleasant Valley Road corridor. Sold a dump pass to a resident for disposal of storm damaged items, and two more regular passes. We also have two additional dumpsters for storm damage items with the drop-off being available when Steve or James are at the shop. Jewell Engineering has done the safety inspection on the damaged PVR bridge and will do a structural assessment when the creek subsides. We have submitted preliminary paperwork Wisconsin Bureau of public lands for a \$650,000 loan for roadwork in 2025 and 2026.

DISCUSSION AND POSSIBLE ACTION

12. **Consider naming either Park facilities or Town buildings in commemoration of Gordon Hoffmann** – Ms. Hoffman reiterated her comments made in the public comments. The Board and staff explained that there would not



be any honor ceremony at the picnic on Saturday, but the item will be placed on September's Agenda for discussion about a ceremony in the future. No formal action was taken.

- 13. Consider hiring Dave Porth as Transfer Station/Recycling Center Attendant** – Motion by Kufahl, second by Huettl to approve the hiring of Dave Porth as a Transfer Station/Recycling Center Attendant. Motion carried 5-0.
- 14. Consider resignation and replacement of Sandra Abbott as Town Hall Custodian** – Sandra Abbott will be resigning as custodian effective August 31, 2025. Motion by Bishop, second by Huettl, to promote Elizabeth Rodriguez from Town Hall Maintenance Worker to Custodian. Motion carried 5-0.
- 15. Consider obtaining a credit card for the Highway Department** – Clerk Eichner reported that the Clerk's credit card had fraudulent purchases made on it. The charges were reversed, and the card has been replaced. During discussions with the highway department investigating charges, the department employees asked about the possibility of obtaining their own card. Motion by Kufahl, second by Bishop, to obtain a separate credit card for use by the highway department. Motion carried 5-0.
- 16. Consider Dump/Plow package for Truck #26** – Motion by Huettl, second by Kufahl, to contract with the Ozaukee County Highway Department Fleet Services to install the Monroe Plow package on Truck #26. Motion carried 5-0.
- 17. Consider extending Thursday hours for the Transfer Station/Recycling Center** – Motion by Huettl, second by Behringer, to begin Thursday hours for the Transfer Station on the first Thursday in April (April 2, 2026) and end the last Thursday in September (September 24, 2026), and to use this schedule in future years. Motion carried 5-0.
- 18. Consider the replacement of Archery Range targets** – Motion by Bishop, second by Huettl, to purchase 10 replacement archery targets from Little Sioux Archery Targets LLC at a cost of \$3,173.00. Motion carried 5-0.
- 19. Consider advertising for additional seasonal truck drivers** – The Board directed Clerk Eichner to advertise for seasonal plow drivers at a rate of \$26-\$27/hr.

UPDATES AND DISCUSSION

- 20. Update and discussion of occupancy of the Town Hall Barn** – Micech presented a list of items required to be fixed prior to approval for occupancy. Most of the items have been addressed or will be by Saturday. The list also has items that will need to be addressed to use the barn permanently. These items may be dependent on how the barn will be used and whether it will be a year-round or seasonal facility.
- 21. Update and discussion on Pleasant Valley Road Bridge replacement.** – Eichner reported that the bridge is being studied for a safety to determine the eligibility for the local bridge program. The town has also asked to be included in the County's bridge program.

BOARD REPORTS

- 22. Washington County Board report.** – Hartwig reported that there were several committee re-appointments at the County Board meeting. There was also a closed session regarding the utilization of the Riverbend development.
- 23. Buildings report** – A structural engineer observed the barn and said that he had no structural concerns with the barn.
- 24. Grounds report** – No report.
- 25. Weed Commissioner's report** – Nothing new to report. The thistles on Mill Road, reported on in July, is in the final stages of removal.
- 26. Equipment Manager report** – Another bearing went out on the spray patched and Truck 24 will make an appearance at the picnic.
- 27. Transfer Station report** – on August 6, 2025, the license plate camera was installed, and Steve, James, and Marcy were trained on the system. The recording protocol was adjusted to record continuously when the Transfer Station is open. An outlet on the north wall of the recycling center needs to be repaired. The crew needs some heavy metal grinding wheels. There are two dumpsters for storm-damaged items.
- 28. Highway/Chairman's report** – The crew is continuing with spray patching and the second round of mowing roadside. Payne & Dolan will begin the Jackson Drive reconstruction in September. One new end cap on a Jackson Drive



culvert washed out and needs to be repaired. Culvert washout on Spring Valley Road between Division and Maple Roads, and there was flooding over the bridge on Pleasant Valley Road near the Stoney Creek subdivision. The crew also with the picnic preparations.

29. Communications and announcements. None

REVIEW OF BILLS AND ADJOURNMENT

30. Review of bills and authorization of payment – Motion by Huettl, second by Bishop to approve the vouchers and pay the bills. Motion carried 5-0.

31. Adjournment – Motion by Bishop, second by Huettl, to adjourn the meeting at 9:37pm. Motion Carried 5-0.

Respectfully Submitted,

Robert M Eichner
Town Clerk

Robert H. Hartwig
Town Chairman

Approved: September 11, 2025