



**MINUTES OF THE REGULAR TOWN BOARD MEETING
JANUARY 9, 2020**

- 1. Call meeting to order, Pledge of Allegiance.** The meeting was called to order at 7:00 p.m. by Chairman Heidtke. The Pledge of Allegiance was recited.
- 2. Roll call.** Chairman Ray Heidtke, Supervisors Joe Kufahl, Paul Huettl, Robert Hartwig and Marcy Bishop were present. Also present was Sheriff's Deputy Andrew Meier and Town Clerk Julia Oliver.
- 3. Approval of the agenda.** Motion by Bishop, seconded by Hartwig to approve the agenda. Motion carried.
- 4. Approval of the minutes.** Motion by Bishop, seconded Huettl to approve the minutes of the December 12, 2019 Regular Town Board meeting. Motion carried.
- 5. Resident comment on any agenda item.** There were no comments.
- 6. Report form Ned Farley on the Immanuel Cemetery project.** Ned Farley of Wisconsin Lutheran College provided a brief summary of the project he completed, and the State of Wisconsin permitting process for the project. Farley provided each board member with a copy of the final report that was submitted to the State of Wisconsin, and noted he will be providing an additional presentation of his findings to the Jackson Historical Society at their next meeting. In summary Farley said the project was able to identify thirteen unmarked graves in the historical section of the cemetery. The board thanked Farley for his research and contribution to the historical records.
- 7. Appoint additional Poll Workers for the 2020-2021 term.** Oliver stated she has had three additional residents express interest in working as poll workers; Jon Schimelfenyg, Gerald Hanrahan, and Frank Carini. Motion by Hartwig, seconded by Bishop to appoint Schimelfenyg, Hanrahan and Carini as Poll Workers for the 2020-2021 term.
- 8. Purchase carpet cleaner for use at the town hall.** Motion by Huettl, seconded by Bishop authorizing the purchase of a carpet cleaner for use at the town hall. Motion carried without a negative vote.
- 9. Update on town hall remodeling projects.** Heidtke reported he has been monitoring the new dining room windows located next to the patio door because they have had some moisture on them which appears to be directly connected to the gable vent above door. Also the new windows for the board room have been ordered, and the foam insulation board on the south board room wall has been installed. Oliver stated that Taylor-Made Floors has provided an estimate and floor samples for the upstairs remodeling; the hard surface is recommended for the entry room and the painted room, and the carpet is for the dining room. Also, Economy Glass has been out to measure for a replacement window for the entry room pane that cracked but has not provided the estimate yet. Additional discussion by the Town Board made it clear the remodeling process has several steps that need to be completed prior to the new flooring.
- 10. Washington County Sheriff's Department report – Liaison Deputy Andrew Meier.** Meier provided written *Incident Summary Lists* for the period of 12/1/2019-12/31/2019. Meier noted there were two

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suicides in the town in December and that the DOC website continues to show inaccurate information related to the number of individuals that are living at the house on CTH NN.

- 11. Washington County Board report.** Supervisors Hartwig and Bishop reported on the recent meeting and the transportation subcommittee meeting which is working on the transit merger with Ozaukee County. Three employees were recognized for their years of service and congratulated on their retirements. A lengthy discussion was held on the County request for the City of Hartford to annex the Family Park golf course and park from the Town of Hartford. Also, the 4H Key Awards were presented.
- 12. Treasurer's report – December 2019.** Heidtke noted the written report provided by Treasurer Eilbes was distributed and stated the December 2019 account balances are as follows: General Fund Checking \$24,792.12; General Fund Money Market \$712,656.59; Encumbered Funds-Highway Money Market \$396,377.83; Encumbered Funds-Building Money Market \$377,745.25; Property Tax Checking \$4,241,525.87; Park and Planning Checking \$9,201.07; Cemetery Fund \$16,732.98.
- 13. Highway Department report.** Chairman Heidtke summarized the highway department report prepared by highway supervisor Eickstedt. .
- 14. Transfer Station report.** Supervisor Huettl reported time has been spent cleaning up the transfer station and clearing out the recyclables. Huettl stated there is a need for additional employees that can operate the machinery used to move the bins.
- 15. Buildings report.** Supervisor Kufahl had nothing additional to report.
- 16. Chairman's report.** Chairman Heidtke reported the town received a thank you note from student Andrea Valerde for the information received during the meeting she attended and a letter from the WI DNR related to a Conversation Fund acquisition of 45 acres in the Town of Jackson. Heidtke reported he attended the public meeting earlier today related to the Washington County update of the flood plain mapping which will improve the clarity of the maps.
- 17. Clerk's report.** Oliver reported that the town board needs to make town hall park signage related to hours the park is open a priority due to the number of vehicles entering and parking during the nighttime hours. Oliver also updated the board on some recent banking issues that precipitated a meeting with members of the management team at BMO Bank. Oliver confirmed the bank was addressing the concerns, and had also provided information on ways to increase interest earnings. Oliver discussed the CD and money market options with the board and provided a plan for proceeding with changes.
- 18. Communications and announcements.** Nothing additional.
- 19. Review of Bills and Authorization for Payment.** Motion by Huettl, seconded by Hartwig to approve the vouchers as presented. Motion carried.
- 20. Adjournment.** Motion by Huettl, seconded by Kufahl to adjourn. Motion carried and the meeting was adjourned.

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Respectfully submitted,

Julia Oliver, Town Clerk

Minutes Approved: _____

Next Resolution Number: J-20-001 Next Ordinance Number: J-20-001



**MINUTES OF THE REGULAR TOWN BOARD MEETING
FEBRUARY 13, 2020**

- 1. Call meeting to order, Pledge of Allegiance.** The meeting was called to order at 7:00 p.m. by Chairman Heidtke. The Pledge of Allegiance was recited.
- 2. Roll call.** Chairman Ray Heidtke, Supervisors Joe Kufahl, Paul Huettl, Robert Hartwig and Marcy Bishop were present. Also present was Sheriff's Deputy Andrew Meier and Town Clerk Julia Oliver.
- 3. Approval of the agenda.** Motion by Hartwig, seconded by Huettl to approve the agenda. Motion carried.
- 4. Approval of the minutes.** Motion by Huettl, seconded Bishop to approve the minutes of the January 9, 2020 Regular Town Board meeting. Motion carried.
- 5. Resident comment on any agenda item.** There were no comments.
- 6. Consider Transfer Station applicant.** Heidtke shared the information from Peter Fulton's application. After discussion, motion by Kufahl, seconded by Bishop to offer a part time transfer station position at the same rate of pay as the current transfer station workers, to Peter Fulton. Motion carried without a negative vote.
- 7. Update on town hall remodeling projects.** Heidtke reported that the previously approved window replacement for the board room with SEMCO Windows will need to be reconsidered because the SEMCO Company has declared bankruptcy. Heidtke had Zuern rebid the project using Marvin Windows; additionally he had the windows in the two front rooms upstairs added to the bid. After review of the bid documents and discussion, motion by Huettl, seconded by Hartwig to approve the purchase of Marvin windows as proposed, not to exceed \$10,000. Motion carried without a negative vote. Heidtke explained it will take about a month for the windows to arrive and in the meantime he will get installation bids from Chuck Luedtke (Chuck installed the dining room windows,) and at least one other contractor by the March regular town board meeting.
- 8. BCPL loan application and resolution.** Oliver explained she requested the loan application packet from the Board of Commissioners of Public Lands. Oliver questioned the application terms and found that the BCPL no longer issues loans with a one year term. The BCPL contact stated that the loan could be prepaid without penalty, but that would require notification prior to the issuance of the loan annual invoice. Oliver contacted the Wisconsin Towns Association to confirm that the town could levy for a prepayment and she was referred to the Wisconsin Department of Revenue. Oliver spoke with Andrea Newman-Wilfong at the WI DOR and was told that the Wisconsin Statutes does not allow for a prepayment to be levied. Oliver reported she will be contacting local lending institutions about a one year loan.
- 9. 2020 Road Projects.** Heidtke stated he would like to bid out the final lift of asphalt for Cedar Creek Road from the railroad tracks west to CTH P. Heidtke stated getting the bid out early would allow for the town to evaluate what amount of money might be available for any remaining road work in 2020. Motion by Huettl, seconded by Bishop to bid out the final lift of asphalt for Cedar Creek Road from the railroad tracks to CTH P. Motion carried without a negative vote.

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- 10. Washington County Sheriff's Department report – Liaison Deputy Andrew Meier.** Meier provided written *Incident Summary Lists* for the period of 1/1/2020 – 1/31/2020. Meier noted there were three residents living at the house on CTH NN. Meier also provided the town board with a map of *Washington County Accident Severity 2014-2018 Jackson*, which displayed the accident count and accident severity in Jackson for the years 2014-2018.
- 11. Washington County Board report.** Supervisors Hartwig and Bishop reported on the recent meeting; capital improvement projects for 2020-2024 included CTH E, U, K and Q road projects, the approval to give 31.38 acres of the Lizard Mound Park to the State of Wisconsin Department of Natural Resources and to reduce the County Board size to twenty-one supervisors which would occur in 2022 after the Census and redistricting.
- 12. Treasurer's report – January 2019.** Heidtke referred to the written report provided by Treasurer Eilbes that was distributed. The January 2020 account balances are as follows: General Fund Checking \$101,610.60; General Fund Money Market \$1,206,078.29; Encumbered Funds-Highway Money Market \$396,411.40; Encumbered Funds-Building Money Market \$377,777.25; Property Tax Checking \$1,749,423.58; Park and Planning Checking \$9,201.15; Cemetery Fund \$16,733.698.
- 13. Highway Department report.** Chairman Heidtke reported there is 100 tons of salt left to take under the current contract commitment but we do have additional salt available in the reserve which we may use to fill the salt shed at the end of the season. All the town trucks are in pretty decent shape, and truck #18 and truck #14 just were in the shop for repairs. Kufahl asked if we need to send highway employees for training due to the new flagging standards.
- 14. Transfer Station report.** Supervisor Huettl had nothing additional to report.
- 15. Buildings report.** Supervisor Kufahl had nothing additional to report.
- 16. Chairman's report.** Chairman Heidtke reported the town received the annual notification from Riveredge Nature Center about their bike ride and summarized the brownfield program - Gehl site redevelopment. Heidtke called attention to the informational letter from the WTA about livestock siting, and the change of the annual Clean Sweep program to the new program for Washington County residents to utilize the Veolia Environmental Services disposal site in Menomonee Falls throughout the year. Also Heidtke noted the flyer on the 2019 Novel Coronavirus, the letter from Attorney Andringa related to the Lodwick non-compliance and the Grota Appraisals newsletter.
- 17. Clerk's report.** Oliver reported that the town has made a claim through the WI DOR Unclaimed Property program, the town fax phone line is out of service, an advisory letter from Attorney Riffle was forwarded to all town board supervisors, there is a squirrel causing damage to the building around the exterior office entrance door, and the Wisconsin Elections Commission just provided updated direction related to the "A" and "B" absentee ballots – the "A" ballots are only being mailed to military and overseas voters in order to meet the 47 day deadline.
- 18. Closed Session pursuant to Wis. Stats. §19.85(1)(c), considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.** Motion by Huettl, seconded by Kufahl to go into Closed

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Session. Roll call vote: Kufahl - aye, Huettl – aye, Heidtke – aye, Hartwig – aye, Bishop – aye, motion carried.

Motion by Hartwig, seconded by Huettl to return to Open Session. Roll call vote: Kufahl - aye, Huettl - aye, Heidtke - aye, Hartwig - aye, Bishop - aye, motion carried.

Action: motion by Bishop, seconded by Huettl to proceed with action per discussion and begin personnel expenditure reduction by having the town hall office open four days per week effective April 24, 2020.

19. Communications and announcements. Nothing additional.

20. Review of Bills and Authorization for Payment. Motion by Huettl, seconded by Kufahl to approve the vouchers as presented. Motion carried.

21. Adjournment. Motion by Huettl, seconded by Hartwig to adjourn. Motion carried and the meeting was adjourned.

Respectfully submitted,

Julia Oliver, Town Clerk

Minutes Approved: _____

Next Resolution Number: J-20-001 Next Ordinance Number: J-20-001



**MINUTES OF THE REGULAR TOWN BOARD MEETING
MARCH 12, 2020**

1. **Call meeting to order, Pledge of Allegiance.** The meeting was called to order at 7:00 p.m. by Chairman Heidtke. The Pledge of Allegiance was recited.
2. **Roll call.** Chairman Ray Heidtke, Supervisors Joe Kufahl, Paul Huettl, Robert Hartwig and Marcy Bishop were present. Also present was Sheriff's Deputy Andrew Meier and Town Clerk Julia Oliver.
3. **Approval of the agenda.** Motion by Hartwig, seconded by Huettl to approve the agenda. Motion carried.
4. **Approval of the minutes.** Motion by Huettl, seconded Bishop to approve the minutes of the February 13, 2020 Regular Town Board meeting. Motion carried.
5. **Resident comment on any agenda item.** There were no comments.
6. **Operator's licensee for Doman's.** Applicant did not complete application process and did not attend the meeting. No action.
7. **Certified Survey Map – Steven Weinand – Section 8, Jackson Drive.** Heidtke confirmed the Park and Planning Commission recommends approval of the CSM. Motion by Huettl, seconded by Bishop to approve the Certified Survey Map for Steven Weinand. Motion carried without a negative vote.
8. **2020 road projects:**
 - a. **Cedar Creek Road – bids for finish course.** Clerk Oliver reported no bids were received; no action.
 - b. **STH 60 road closure/related local road weight limit posting.** Heidtke, Bishop and Hartwig attended the WI DOT meeting held at Jackson Village Hall that was related to the STH 60 project. The WI DOT will hold a Public Information Meeting on March 19, 2020 at the Town of Cedarburg Town Hall; Heidtke noted STH 60 will be closed from Five Corners in Cedarburg to Eagle Drive in Jackson, but residents/local traffic will have access to their homes and mailboxes may be relocated. During the STH 60 closure CTH T will not have speed or weight restrictions and CTH G will be open all the way through the town, including the roundabout. Heidtke asked about the need for the town to post weight restrictions to limit the heavy truck traffic on local roads. Highway Supervisor Eickstedt said posting weight restrictions don't work. Resident Nick Campbell stated he is concerned about an increase on Pleasant Valley Road more than on Sherman Road, especially the truck traffic. After discussion, motion by Bishop, seconded by Hartwig to post 14 ton weight restriction signs on Sherman Road east of CTH G, and on Sherman Road on both sides of CTH M. Motion carried without a negative vote.
 - c. **Additional road work to be completed in 2020.** Heidtke reported that the town will only need to spend \$20,000 on crack filling in 2020. Heidtke indicated seal coat projects suggested by Highway Supervisor Eickstedt are the El Camino subdivision, Maple Road from Western Avenue to STH 60, Spring Valley Road from CTH M to Church Road, Jackson Drive from Western Avenue to the Twin Creeks subdivision entrance and a double seal coat on Western Avenue from CTH G west toward

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CTH P, doing as much as we have funds to cover. Heidtke asked the board members to drive the various roads mentioned and prioritize the needed road work. Heidtke mentioned the town did not receive any funding from the Multimodal Grant.

- 9. Update on town hall remodeling projects including window installation pricing.** Heidtke shared the window installation bid from Genesis Remodeling and Construction (Chuck Luedtke). After discussion, motion by Kufahl, seconded by Bishop to approve the window installation by Genesis Remodeling and Construction in the amount of \$2,500. Motion carried without a negative vote.
- 10. BCPL loan application / other financing options.** Clerk Oliver reminded the board that the Board of Commissioners of Public Lands (State Trust Fund Loan program) does not offer a one year loan, and she has been experiencing difficulty with other local banking institutions because most want to establish a “banking relationship” in addition to taking a loan application. After discussion Clerk Oliver will ask the BCPL about taking a two year loan and defer drawing half the amount until year two.
- 11. Town highway department vehicles - planning for repairs and replacement.** Heidtke reported that Washington County just purchased a “bigger” snow plow and he opened discussion about the potential benefit of having one of the larger plows for the town. Heidtke also opened discussion about the electrical and hydraulic issues that some of the town trucks continue to have by asking if the town should continue to repair the trucks or replace one of them. No action.
- 12. Consideration of new law related to Alcohol Operator’s Licenses.** Clerk Oliver summarized the article written by the Wisconsin Towns Association related to designation of one person to issue operators licenses on behalf of the town. Oliver recommended keeping the policy as it stands currently. No action.
- 13. Washington County Sheriff’s Department report – Liaison Deputy Andrew Meier.** Meier provided written *Incident Summary Lists* for the period of 2/1/2020 – 2/29/2020. Meier noted there were four residents living at the house on CTH NN. Meier also noted that having snow events on the weekends has reduced the accident totals.
- 14. Washington County Board report.** Supervisors Hartwig and Bishop reported on the recent meeting: the county sales tax for Miller Park has ended, five Sheriff Deputies received commendations, a vote was taken to increase the rate of pay for the elected positions of County Clerk, County Treasurer and County Register of Deeds, the board passed a resolution requesting a fifth judge for Washington County and discussed the need for increased cyber security at the county level, and future offering of the support to local municipalities.
- 15. Treasurer’s report – February 2020.** Heidtke referred to the written report provided by Treasurer Eilbes that was distributed. The February 2020 account balances are as follows: General Fund Checking \$53,623.65; General Fund Money Market \$1,413,432.75; Encumbered Funds-Highway Money Market \$396,442.81; Encumbered Funds-Building Money Market \$377,807.18; Property Tax Checking \$207.48; Park and Planning Checking \$9,201.22; Cemetery Fund \$16,734.35.
- 16. Highway Department report.** Chairman Heidtke summarized the highway department report submitted by Highway Supervisor Eickstedt and noted the town will not be taking any of the contracted reserve salt unless there are additional storms.

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- 17. Transfer Station report.** Supervisor Huettl had nothing additional to report. Supervisor Bishop asked for the workers to wear the yellow vests that have been provided in order to increase their visibility.
- 18. Buildings report.** Supervisor Kufahl had nothing additional to report.
- 19. Chairman's report.** Chairman Heidtke reported on the Wisconsin Towns Association District meeting held on March 6th in Ripon; Supervisor Huettl, Treasurer Eilbes and Clerk Oliver also attended. Heidtke noted the meeting provided Board of Review training and the afternoon session was on cyber security. Heidtke reported the WI DNR is working on their parking lots throughout the town.
- 20. Clerk's report.** Oliver reported that the 4-H Jackson Explorers made a \$181.50 donation to the town which were the proceeds from an auction they held. The Wisconsin Elections Commission has been holding multiple training sessions related to COVID-19 and how it may affect the Spring Election. Oliver reported she contacted Rob Schmid the Emergency Management Coordinator at Washington County on February 27th regarding information on emergency preparedness for a pandemic. Oliver has been in contact with the Washington County GIS department related to ward and election map updating after the 2020 Census.
- 21. Communications and announcements.** Nothing additional.
- 22. Review of Bills and Authorization for Payment.** Motion by Huettl, seconded by Bishop to approve the vouchers as presented. Motion carried.
- 23. Adjournment.** Motion by Huettl, seconded by Kufahl to adjourn. Motion carried and the meeting was adjourned.

Respectfully submitted,

Julia Oliver, Town Clerk

Minutes Approved: _____

Next Resolution Number: J-20-001 Next Ordinance Number: J-20-001



**MINUTES OF THE REGULAR TOWN BOARD MEETING
APRIL 9, 2020**

- 1. Call meeting to order, Pledge of Allegiance.** The meeting was called to order at 7:00 p.m. by Chairman Heidtke. The Pledge of Allegiance was recited.
- 2. Roll call.** Chairman Ray Heidtke, Supervisors Joe Kufahl, Paul Huettl, Robert Hartwig and Marcy Bishop were present. Also present was Park and Planning Commission Chairman Dave Klug, Sheriff's Deputy Andrew Meier and Town Clerk Julia Oliver.
- 3. Approval of the agenda.** Motion by Huettl, seconded by Hartwig to approve the agenda. Motion carried.
- 4. Approval of the minutes.** The minutes from the March 12, 2020 meeting were not available for approval.
- 5. Resident comment on any agenda item.** There were no comments.
- 6. Certified Survey Map - Dorothy Shumway, 548 Pioneer Road.** Heidtke summarized the request from Shumway. Klug stated that the initial appearance at a Park and Planning Commission meeting occurred in 2019 and at the time the members did not have strong objections to the division but needed the certified survey map complete with soil borings in order to do a complete review and make a recommendation. Heidtke stated Zoning Administrator Hoffmann had forwarded the CSM directly to the Town Board at Shumway's request because time is of the essence. After discussion which included concern about the driveway location in relation to the property line and the odd "jog" of the property line around the pond, motion by Huettl, seconded by Bishop approving the Certified Survey Map for Dorothy Shumway contingent on confirmation that the driveway is located 6' off of the property line. Motion carried without a negative vote.
- 7. Certified Survey Map – Brian Behrens, Lot 1, Prairie Meadow Estates.** Heidtke summarized the request from Behrens. Bishop expressed her concern over the remaining unplatted land which is located adjacent to the subdivision green space/common land. Klug confirmed that Behrens appeared at two Park and Planning Commission meetings and fulfilled all changes requested by the members. Heidtke confirmed the Park and Planning Commission has recommended approval. Motion by Huettl, seconded by Kufahl recommending approval of the Certified Survey Map for Brian Behrens, Lot 1, Prairie Meadow Estates. Motion carried with Hartwig, Heidtke, Huettl and Kufahl voting yes and Bishop voting no.
- 8. Emergency declaration in the Town of Jackson related to COVID-19.** Heidtke stated he has been participating in a county-wide emergency management/COVID-19 phone conference every Friday. Information related to emergency funding is relayed during the phone calls and it was noted that it would be beneficial for individual municipalities to adopt emergency declarations because it will assist during the reimbursement submission process. Heidtke has made an emergency declaration and he is asking the Town Board to ratify his declaration. Motion by Bishop, seconded by Hartwig to adopt Resolution J-20-001, *Resolution in Support of Municipal Emergency Declaration*. Motion carried without a negative vote.

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9. 2020 Road Projects:

- a. Cedar Creek Road – bids for finish course.** Heidtke stated he spoke with the Village about Cedar Creek Road and they would like to road work completed prior to the effected annexation in January 2021. Motion by Bishop, seconded by Huettl to re-bid Cedar Creek Road from CTH P to the railroad tracks, final course continuous lay of asphalt, bid in both a 2 inch thickness and a 1 ½ inch thickness. Motion carried without a negative vote.
- b. STH 60 road closure/related local road weight limit posting.** Road Supervisor Eickstedt confirmed he has ordered the weight limit signs and will install them when they arrive; one sign at Sherman Road and CTH G intersection on the east bound side and two at the Maple Road and Sherman Road intersection on both the east bound and west bound sides. Hartwig reported he has been asked by one of the STH 60 contractors to place a rock crushing machine on his pumpkin farm located west of the Strawberry Glen subdivision on the south side of STH 60. Also the same contractor would like to haul excess fill to a property located on Church Road. Hartwig will make sure Zoning Administrator Hoffmann has been contacted.
- c. Additional road work to be completed in 2020.** Motion by Huettl, seconded by Hartwig to request bids for the pulverizing and a 2 ½” binder course of asphalt on Church Road from Western Avenue (CTH T) to Spring Valley Road. Motion carried without a negative vote. Motion by Hartwig, seconded by Huettl to request bids for \$20,000 of crack filling. Motion carried without a negative vote. Eickstedt noted the El Camino subdivision should be chip sealed; Heidtke responded the residents in subdivisions do not want chip sealing, a fact supported by the many complaints received every time subdivision roads are chip sealed.

10. Rescheduling of Annual Town Meeting and Board of Review. Oliver shared the response from Attorney Andringa when he was asked for his opinion about moving forward with both meetings. After discussion it was the consensus of the board that the Annual Town meeting will be held as scheduled on April 21st, and the meeting will be held upstairs in the dining room to allow for social distancing, and no refreshments will be served. The consensus of the board is to hold Board of Review on May 7, 2020 as scheduled; the clerk is directed to notice the meeting as required.

11. Treasurer’s report – March 2020. The March Treasurer’s report was not available.

12. Chairman’s report. Heidtke reported on his weekly emergency management (COVID-19 pandemic) telephone conference calls.

13. Clerk’s report. Oliver congratulated Supervisor Hartwig and Supervisor Kufahl on their reelection and gave a summary of the activity on Election Day. Oliver thanked all of the poll workers, the residents who volunteered at the last minute to assist, the Washington County Land Conservation department employees who assisted, and the young man from the National Guard who was assigned to the Town polling location – it took many hands to make the entire cycle successful, including the additional hours worked by poll workers in advance of the election handling the extraordinary absentee requests, and the hours following the election to balance everything.

14. Communications and announcements. Nothing additional.

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15. Review of Bills and Authorization for Payment. Motion by Kufahl, seconded by Hartwig to approve the vouchers as presented. Motion carried.

16. Adjournment. Motion by Bishop, seconded by Huettl to adjourn. Motion carried and the meeting was adjourned.

Respectfully submitted,

Julia Oliver, Town Clerk

Minutes Approved: _____

Next Resolution Number: J-20-002 Next Ordinance Number: J-20-001



**MINUTES OF THE REGULAR TOWN BOARD MEETING
MAY 14, 2020**

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 Heidtke. The Pledge of Allegiance was recited. Clerk Oliver confirmed the meeting notification.
2. **Roll call.** Chairman Ray Heidtke, Supervisors Joe Kufahl, Paul Huettl, Robert Hartwig and Marcy Bishop were present. Also present was Highway Supervisor Ron Eickstedt and Clerk Julia Oliver. Sheriff's Deputy Andrew Meier was excused.
3. **Approval of the agenda.** Motion by Hartwig, seconded by Huettl to approve the agenda. Motion carried.
4. **Approval of the minutes.** Motion by Huettl, seconded Bishop to approve the minutes of the March 12, 2020 Regular Town Board meeting, the April 9, 2020 Regular Town Board meeting and the May 7, 2020 Board of Review meeting. Motion carried.
5. **Resident comment on any agenda item.** There were no comments.
6. **2020 Road Projects; open road bids and award road work if applicable.** Heidtke stated road bids for the asphalt projects were received from Stark Pavement Corporation and Payne & Dolan, Inc.

For the Cedar Creek Road finish course project Stark bid 2" thickness of 1175 tons @ \$71.30 for a total price of \$83,777.50, and 1 ½" thickness of 841 tons @ \$79.00 for a total price of \$66,439.00. Stark bid the Petro Tech of 1000 feet @ \$4.25 per foot. Payne & Dolan bid the Cedar Creek Road finish course project 2" thickness of 1122 tons @ \$56.00 for a total price of \$62,832.00, and 1 ½" thickness of 841 tons @ \$60.50 for a total price of \$50,880.50. Payne & Dolan bid the Petro Tech at \$5.00 per foot, as needed.

For the Church Road pulverize and binder course project Stark bid 3" thickness of 1165 tons @ \$73.15 for a total price of \$85,219.75, and 2 ½" thickness of 975 tons @ \$77.40 for a total price of \$75,465.00. Payne & Dolan bid 3" thickness of 1100 tons @ \$60.30 for a total price of \$66,330.00, and 2 ½" thickness of 917 tons @ \$64.50 for a total price of \$59,146.50.

Motion by Huettl, seconded by Kufahl to award both projects to Payne & Dolan, Inc. – Church Road pulverize and binder course in the amount of \$66,330.00 and Cedar Creek Road in the amount of \$50,880.50 plus \$5.00 per foot for Petro Tech not to exceed \$5,000. Motion carried without a negative vote.

Fahrner Asphalt Sealers, LLC were the only bidders for crack filling of 10,526 feet @ \$1.90 per foot for a total price of \$19,999.40. Motion by Hartwig, seconded by Huettl to award the crack filling project to Fahrner Asphalt Sealers. Motion carried without a negative vote.

Following review of the remaining budget for 2020 road work, motion by Hartwig, seconded by Huettl to request bids for chip sealing the El Camino subdivision. Motion carried without a negative vote.

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- 7. Ordinance for Sherman Road temporary weight limits.** Motion by Kufahl, seconded by Huettl to adopt Ordinance J-20-001, *An Ordinance to Set Temporary Weight Restrictions on Sherman Road*. Motion carried without a negative vote.
- 8. Stock piling agreement with C.W. Pupero, Inc.** Heidtke summarized the site stockpile option agreement between the town and C.W. Pupero for the purpose of stock piling base product on the town land adjacent (west) to the transfer station facility. Motion by Hartwig, seconded by Kufahl authorizing Chairman Heidtke to sign the stock piling agreement with C.W. Pupero, Inc. Motion carried without a negative vote.
- 9. Transfer Station overhead door repairs or replacements.** Heidtke reported that Consolidated Door has previously made repairs to the doors and did come out to look at the current damage and will provide a quote for replacing the damaged panels as well as replacing all three doors. As of the meeting Consolidated has not provided pricing. Heidtke requested pricing from Michael's Overhead Door Service and was provided a price of \$1,915 for the three bottom panels, and \$11,155 to replace all three overhead doors. After discussion it was the consensus of the board to request additional pricing for both repairs and replacement.
- 10. Chairman appointments to committees and commissions.** Heidtke reported he has contacted most members that have terms expiring and all have agreed to continue. Heidtke asked Robert Traska to fill the vacancy on the Board of Appeals. The members on the Joint Park and Recreation Committee will be contacted soon. Motion by Hartwig, seconded by Bishop to confirm Chairman Heidtke's appointments to the committees and commissions. Motion carried without a negative vote.
- 11. Assessor contract.** Nothing was received for town board consideration; no action.
- 12. Liability, property, vehicle and workers compensation insurance renewal.** Oliver reported the insurance package renews on July 1st and she would like to know if the town board wants to request proposals. After discussion, motion by Bishop, seconded by Huettl to request proposals for the town insurance coverages. Motion carried without a negative vote.
- 13. State Trust Fund loan application.** Oliver reported she needs direction on if the town board would like her to pursue a loan from the State Trust Fund noting she is having difficulty securing a one-year loan from local lenders. Oliver reminded the board that the State Trust Fund does not offer a one year term, however they recommended securing a two year loan and then sending notification in the fall that the town would be repaying the loan in full in one payment; Oliver noted there is not a prepayment penalty but the WI DOR has advised that the prepayment amount cannot be levied. The second option suggested by Huettl was to secure a two-year loan from the State for the estimated two-year amount due for the combined Fire Service Contract and the Community Center commitment, and levy appropriately. After discussion, motion by Huettl, seconded by Bishop to move forward with the application process for the loan to cover the two years of estimated fire service contract and community center agreement expenditures. Motion carried without a negative vote.
- 14. YTD budget verses actuals, and consideration of budget amendments.** Oliver provided the board with the January through April 2020 Profit & Loss, Budget verses Actual statement. Oliver noted two areas that may need budget amendments in the future due to unanticipated expenditures, both related to the increased expense of the April 2020 election. No action.

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- 15. Washington County Sheriff's Department report – Liaison Deputy Andrew Meier.** Deputy Meier was excused; no report. Huettl stated the traffic speeding on Pleasant Valley Road has increased since the closure of STH 60 for road construction.
- 16. Washington County Board report.** Supervisors Hartwig and Bishop reported on the recent meeting: Sandra Giernoth (a town resident) was introduced as the new circuit court judge, most county employees will be taking five furlough days and the elected officials have been asked to return funds to the budget - the estimated savings is \$500,000, as well as there will be a reduction of projects budgeted for in 2020 if needed due to loss of revenue,. The county emergency order has been extended for six months thru November 11, 2020 and mountain bike trials are being installed at the Heritage Hills county park – the trails are being installed and maintained by a private mountain bike group.
- 17. Treasurer's report – April 2020.** Heidtke referred to the written reports for March and April 2020 provided by Treasurer Eilbes that were distributed. The April 2020 account balances are as follows: General Fund Checking \$144,310.63; General Fund Money Market \$1,233,652.11; Encumbered Funds-Highway Money Market \$396,508.89; Encumbered Funds-Building Money Market \$377,870.15; Property Tax Checking \$208.77; Park and Planning Checking \$12,001.39; Cemetery Fund \$16,735.75.
- 18. Chairman's report.** Heidtke reported that he continues to receive numerous complaints about the chip sealing that was done in the Appellation Ridge subdivision specifically related to the quantity of stones left on the road surface; Heidtke has asked Eickstedt to follow up with Fahrner regarding the situation. A copy of a draft correspondence from Attorney Andringa has been provided to each supervisor for review.
- 19. Buildings report.** Kufahl had nothing additional to report. Heidtke reported the windows in the town hall main entry and painted room have been installed but are still awaiting the trim.
- 20. Transfer Station report.** Huettl reported he received notice from Waste Management that having garbage mixed in with the recycling will generate a charge. Huettl stated that all paper will be given to the farmer in the future.
- 21. Highway Department report.** Chairman Heidtke summarized the highway department reports for March thru May submitted by Highway Supervisor Eickstedt.
- 22. Noxious Weeds.** Supervisor Bishop stated she has already received a call and hopes her conversations with last year's violators will reap benefits this year.
- 23. Grounds report.** Supervisor Hartwig reported he will be planting annuals at the town hall around the Memorial Day weekend.
- 24. Clerk's report.** Oliver reported she has received a quote for a new laptop as the old laptop can no longer be updated; she doesn't anticipate a need to purchase the new laptop until training is planned for the poll workers in the fall. The noxious weed notice, photos and complaint forms for 2020 are prepared and will be posted; a copy has been provided to Supervisor Bishop.
- 25. Closed Session: pursuant to Wis. Stats. § 19.85(1)(c), considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.** Motion by Hartwig, seconded by Kufahl to move into

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closed session. Roll call vote: Kufahl-aye, Huettl-aye, Heidtke-aye, Hartwig-aye, Bishop-aye, motion carried.

- 26. New hires for the Transfer Station.** Heidtke stated three individuals have applied to work at the transfer station: Jeraed Lighthizer, Lydia Beier and Jolene Wiedmeyer. Heidtke noted that due to the lack of workers/emergency he hired Lighthizer but would ask the board to confirm his hiring. After review of the applications motion by Huettl, seconded by Kufahl to offer part time transfer station positions to Jeraed Lighthizer and Lydia Beier at the rate of \$14.50 per hour. Motion carried without a negative vote.
- 27. Communications and announcements.** Heidtke reported he attends weekly conference calls: on Friday the call is thru Washington County and is related to the COVID-19 situation, on Wednesday the call is thru the WI DOT and is related to the STH 60 rehabilitation project.
- 28. Review of Bills and Authorization for Payment.** Motion by Bishop, seconded by Huettl to approve the vouchers as presented. Motion carried.
- 29. Adjournment.** Motion by Hartwig, seconded by Huettl to adjourn. Motion carried and the meeting was adjourned.

Respectfully submitted,

Julia Oliver, Town Clerk

Minutes Approved: _____

Next Resolution Number: J-20-001

Next Ordinance Number: J-20-002



**MINUTES OF THE REGULAR TOWN BOARD MEETING
JUNE 11, 2020**

- 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 Heidtke. The Pledge of Allegiance was recited. Clerk Oliver confirmed the meeting notification.
- 2. Roll call.** Chairman Ray Heidtke, Supervisors Joe Kufahl, Paul Huettl, Robert Hartwig and Marcy Bishop were present. Also present was Sheriff's Deputy Andrew Meier and Clerk Julia Oliver.
- 3. Approval of the agenda.** Motion by Huettl, seconded by Bishop to approve the agenda. Motion carried.
- 4. Approval of the minutes.** Motion by Huettl, seconded Kufahl to approve the minutes of the May 14, 2020 Regular Town Board meeting. Motion carried.
- 5. Resident comment on any agenda item.** There were no comments.
- 6. 2020 Road Projects; open seal coating road bids and award road work if applicable.** Heidtke opened bids received from Fahrner Asphalt Sealers and Scott Construction. For the El Camino subdivision Scott Construction bid pea stone @ \$1.99 for a total price of \$33,766.32, fractured stone @ \$1.90 for a total price of \$32,239.20, coated pea stone @ \$2.45 for a total price of \$41,571.60 and granite chips @ \$1.94 for a total price of \$32,917.92. Fahrner Asphalt Sealers bid pea stone @ \$1.76 for a total price of \$30,900.32, fractured granite stone @ \$1.88 for a total price of \$33,007.16 and coated pea stone @ \$2.40 for a total price of \$42,136.80. After discussion, motion by Kufahl, seconded by Hartwig to award the El Camino subdivision chip seal project to Scott Construction for \$32,917.92, specifying black granite chips, and that a letter will be sent by Scott Construction to the homeowners in the subdivision prior to the start of work explaining the upcoming project. Motion carried without a negative vote.
- 7. 2020-2021 Liability, Property, Auto and Workers Compensation insurance.** Insurance proposals were received from the current provider The Horton Group and from Rural Mutual. The Horton Group proposal included coverage and premiums as follows: Property \$4,515, Inland Marine \$737, Crime \$88, General Liability \$3,187, Law Enforcement Activity Liability \$0 - included, Public Officials and Management Liability \$4,658, Cyber Liability and Privacy Crisis Management Expense \$0 – included, Commercial Auto \$4,061, Excess Liability \$2,094, and Workers Compensation \$8,611, for a total premium of \$27,951. Horton agent Michelle Strauss provided the board with some points to consider when comparing proposals. The Rural Mutual proposal included coverage and premiums as follows: Commercial Property \$4,597, Comprehensive Business Liability \$3,505, Commercial Umbrella \$1,184, Workers Compensation \$8,235, (and a Farm Bureau membership of \$55), for a total premium of \$17,576. After discussion, motion by Huettl, seconded by Kufahl to accept the Rural Mutual Insurance proposal for the town insurance coverage for 2020-2021 in the amount of \$17,576. Motion carried without a negative vote.
- 8. 2020-2021 Alcohol Licensing.** Clerk Oliver reported there are no new applicants for Agent or Operator Licenses, all have been licensed in the Town of Jackson previously. Clerk Oliver confirmed that there were no concerns noted during the criminal history checks. Motion by Hartwig, seconded by Bishop to approve the alcohol licenses for the applicants as presented (see listing). Motion carried without a negative vote.

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- 9. Firearm business – Stefan Finster, 3628 Summer Drive.** Finster appeared and provided the documentation requested by the Park and Planning Commission which notified his neighbors of his intent to operate a firearms business from his home and specified his inventory will not exceed 50 guns at any given time and all inventory will be under lock and key. Additionally, the notification stated visitor traffic will be kept at a minimum and will not exceed an average day or weeks' worth of traffic or parking; none of the neighbors opposed his business. Motion by Huettl, seconded by Kufahl to approve the firearm business for Stefan Finster to be located in his home at 3628 Summer Drive, Town of Jackson. Motion carried without a negative vote.
- 10. Certified Survey Map – Donald and Harriet Uhlig Trust.** Don Stauss appeared to represent the Uhlig Trust and he summarized the request to divide the property. Heidtke summarized the consensus of the Park and Planning Commission members and stated Stauss has appeared twice at Park and Planning Commission meetings and has fulfilled the changes requested by the commission. Motion by Hartwig, seconded by Huettl to approve the Certified Survey Map for the Donald and Harriet Uhlig Trust. Motion carried without a negative vote.
- 11. Transfer Station overhead door repairs or replacements.** Heidtke reported that no additional quotes were received for the overhead door repairs and/or replacements. Heidtke reminded the board of the damage to the existing doors, and the pricing received from Michael's Overhead Door Service - \$1,915 to repair only the three damaged bottom panels, and \$11,155 to replace all three overhead doors. It was the consensus of the supervisors that the existing doors were shot and needed to be replaced. Motion by Huettl, seconded by Bishop to have Michael's Overhead Door Service replace the three doors for a price of \$11,155. Motion carried without a negative vote.
- 12. Assessor Contract.** Heidtke reminded everyone of the discussion with Assessor Grota that was held during the 2020 Board of Review meeting related to the need for an assessment revaluation and the options available. After discussion, motion by Bishop, seconded by Hartwig to approve the proposal for years 2022, 2023 and 2024 from Grota Appraisals related to the "walk around" revaluation and assessor services, billable in three installments during the service years. Motion carried without a negative vote.
- 13. State Trust Fund loan application.** Clerk Oliver provided the board members with the loan and rate information received from the Bureau of Public Lands (State Trust Fund). Oliver reminded the board that a one-year loan option is not available, but that per Supervisor Huettl's suggestion she had sent the inquiry based upon a two-year loan. The loan amount requested included the 2020 actual cost of the Village of Jackson fire services contract plus the contribution to the Village of Jackson Community Center which equals \$290,460, and an estimate of the 2021 fire services and community center cost of \$200,000, for a total loan request of \$490,260. The plan would be to draw \$290,460 in the June/July 2020 and the balance in December 2020. Oliver explained the first loan payment would be due in March 2021 and then the balance would be due in March 2022. Moving forward the town could continue to borrow for the cost of the fire service contract and community center contribution each year. Unfortunately, it appears that borrowing will be the best way to continue to meet basic levels of service as the towns assessed value is reduce due to the Village of Jackson attachments in 2021 and 2030. Chairman Heidtke read the loan application "*Form of Record*" (resolution as prescribed in the loan document). After discussion, motion by Bishop, seconded by Huettl to submit the loan application to the Bureau of Public Lands/State Trust Fund in the amount of \$490,260 per the resolution read by Heidtke. Motion carried with Huettl, Heidtke, Hartwig and Bishop voting aye and Kufahl voting no.

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JUNE 11, 2020
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- 14. Use of transfer station employees to assist with road work and associated rate of pay.** Heidtke explained that occasionally the highway crew needs manpower to safely conduct work. Highway Supervisor Eickstedt has requested to be able to use transfer station employees as a pool of workers to draw from, and Heidtke recommends the current rate of pay be used. Motion by Huettl, seconded by Kufahl to authorize the Highway Supervisor to use transfer station workers for occasional road work, subject to the Chairman's approval, as long as they don't exceed the maximum hours set by the state that requires them to enroll them in the Wisconsin Retirement System. Motion carried without a negative vote.
- 15. Cemetery plot purchase, David and Polly Johnson.** After review of the application, motion by Hartwig, seconded by Huettl to approve the purchase of cemetery plot #37 by David and Polly Johnson. Motion carried without a negative vote.
- 16. Town Hall remodeling update/progress, next steps and review of proposals for painting and flooring.** Heidtke discussed the next steps for the remodeling of the board room (minor changes) and the remodeling/update of the upstairs at the town hall. Heidtke discussed the minimal dry wall repairs that need to be made and also he presented the proposal from Golden Brush, Inc. for the painting of the new window trim, the walls and paneling, and the sanding, stain touch up as needed and varnishing of the fireplace room walls and doors. Heidtke stated the doorway into the dining room is going to be opened to improve traffic flow, and the half stone wall at the entry to the fireplace room will be removed; Heidtke thought this might be work that town employees could complete. The supervisors took a brief recess to go upstairs to consider the hard surface and carpet flooring options and view the remodeling work progress. When the supervisors returned to the board room it was noted the hard surface color preference is called "nutty brown" and the carpet preferences are "grand slam" and "time out". It was also noted they preferred for the window trim to be painted a slightly darker shade than the wall color. After further discussion, motion by Huettl, seconded by Bishop to accept the proposal from Golden Brush, Inc. in the amount of \$6,150 with slight modifications (increases allowed) for the addition of painting the paneling in the painted room, and the change of color for the window trim. Motion carried without a negative vote.
- 17. Approval of JAYBA maintenance agreement schedule in order to open the pavilion.** The maintenance schedule for the cleaning of the bathrooms by JAYBA volunteers was reviewed by the town board. Motion by Kufahl, seconded by Huettl authorizing the opening of the pavilion bathrooms for use by JAYBA per their agreement that they will be maintained per the schedule provided to the town. Motion carried without a negative vote. It was noted that if the bathrooms are not kept clean then the town board will order the bathrooms closed and they will be unavailable for JAYBA use. Chairman Heidtke confirmed the concessions will not be used this year and the kitchen will remain closed; Heidtke specifically cited the document that JAYBA provided related to how they will enforce the health department guidelines in order to begin playing ball.
- 18. Community Center Agreement.** The town board reviewed the draft letter dated 5/4/20 addressed to Village of Jackson Administrator John Walther from Town Attorney Tim Andringa. After discussion, motion by Huettl, seconded by Kufahl directing Attorney Andringa to send the letter to John Walther, Motion carried without a negative vote. Also, motion by Huettl, seconded by Kufahl directing Attorney Andringa to begin the termination process related to the Community Center agreement. Motion carried without a negative vote.

**MINUTES OF THE REGULAR TOWN BOARD MEETING
JUNE 11, 2020
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- 19. Washington County Sheriff's Department report – Liaison Deputy Andrew Meier.** Deputy Meier distributed written reports for the months of March, April and May 2020. Meier noted that there has been an increase in calls due to the summer months arriving and the lengthy time that COVID has been affecting normal activity. Meier stated he does not have an update on the CTH NN house. Meier provided a brief follow-up on the two weapons related calls.
- 20. Washington County Board report.** County Supervisors Bishop and Hartwig reported that the county board has taken action to move the Planning and Parks department out from Public Works oversight and into Land Use and Planning. The Washington County Medical Examiner was recognized for his efforts related to the arrangement for the recognition of service and burial of a veteran who passed away at Samaritan Home and did not have a family to claim his remains.
- 21. Treasurer's report – May 2020.** Chairman Heidtke summarized the written report for May 2020 that was prepared by Treasurer Eilbes. The May 2020 account balances are as follows: General Fund Checking \$69,559.65; General Fund Money Market \$1,104,959.96; Encumbered Funds-Highway Money Market \$396,542.48; Encumbered Funds-Building Money Market \$377,902.16; Property Tax Checking \$208.77; Park and Planning Checking \$12,001.90; Cemetery Fund \$16,736.46.
- 22. Chairman's report.** Chairman Heidtke reported that he continues to participate in the Wednesday telephone conference related to the STH 60 project. Heidtke noted the bridge by Maple Road is scheduled to be completed by July 14, 2020.
- 23. Buildings report.** Supervisor Kufahl had nothing additional to report.
- 24. Grounds report.** Supervisor Hartwig had nothing additional to report.
- 25. Transfer Station report.** Supervisor Huettl had nothing additional to report.
- 26. Highway Department report.** Chairman Heidtke summarized the highway department report submitted by Highway Supervisor Eickstedt. Heidtke noted that the highway workers are burning once a week due to the quantity of brush and lumber being brought into the transfer station. Heidtke reported the highway department has been asked to mow the DNR lots that are located in the town, and the town will complete the mowing as time allows and bill the DNR for time and equipment.
- 27. Noxious Weeds.** Supervisor Bishop had nothing additional to report.
- 28. Clerk's report.** Oliver reported she received the 2020 recycling grant in the amount of \$7,647.04. The Jackson Moonlighters would like to hold their monthly meetings at the town hall; Chairman Heidtke has spoken with one of the members and they will be making an annual donation instead of paying a rental fee. Oliver received a voided receipt from the transfer station and apparently there was a resident who refused to pay the fee to dispose of a dehumidifier. Oliver asked if the transfer station will be open or closed on July 4th; the consensus of the board is that they will close the transfer station on Saturday, July 4, 2020. Oliver reported a town resident, Cliff DeTemple is running for Representative James Sensenbrenner's congressional seat.

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JUNE 11, 2020
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- 29. Communications and announcements.** Heidtke reported he has asked Fahrner Asphalt Sealers to look at the Appellation Ridge subdivision to see if there is anything that can be done to improve the results of the chip sealing work done in 2019.
- 30. Review of Bills and Authorization for Payment.** Motion by Huettl, seconded by Kufahl to approve the vouchers as presented. Motion carried.
- 31. Adjournment.** Motion by Huettl, seconded by Hartwig to adjourn. Motion carried and the meeting was adjourned.

Respectfully submitted,

Julia Oliver, Town Clerk

Minutes Approved: _____

Next Resolution Number: J-20-001 Next Ordinance Number: J-20-002



**MINUTES OF THE REGULAR TOWN BOARD MEETING
JULY 9, 2020**

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 Heidtke. The Pledge of Allegiance was recited. Clerk Oliver confirmed the meeting notification.
2. **Roll call.** Chairman Ray Heidtke, Supervisors Joe Kufahl, Paul Huettl, Robert Hartwig and Marcy Bishop were present. Also present was Sheriff's Deputy Andrew Meier and Clerk Julia Oliver.
3. **Approval of the agenda.** Motion by Hartwig, seconded by Huettl to approve the agenda. Motion carried.
4. **Approval of the minutes.** Motion by Bishop, seconded Hartwig to approve the minutes of the June 11, 2020 Regular Town Board meeting. Motion carried.
5. **Resident comment on any agenda item.** There were no comments.
6. **New Operator License.** New applicant Lisa Fechter did not attend the meeting; no action.
7. **American Legion donation, Janis Sierra, Post Commander.** Sierra explained American Legion Post 486 has received memorial donations from the families of deceased members Paul Lober and Roger Clement. Sierra would like to propose to the Post 486 members that a bench in honor of Lober and Clement be placed along the sidewalk that leads to the main entry of the town hall because the American Legion holds their monthly meetings at the town hall. Sierra provided a drawing of the proposed bench which would be 4' long, placed on a 62" x 32" foundation. Both the bench and the foundation would be constructed of black granite. Motion by Hartwig, seconded by Huettl to accept the bench donation from the American Legion Post 486 honoring Paul Lober and Roger Clement, to be placed in a mutually agreed upon location near the sidewalk to the main entrance of the town hall. Motion carried without a negative vote.
8. **Assessor contract.** Heidtke summarized the 2021-2024 contract being proposed which includes a "walk around" full revaluation of all real and personal property in the Town of Jackson, as well as annual assessment services for each year. Motion by Huettl, seconded by Bishop to approve the 2021-2024 Assessor Contract with Grota Appraisals. Motion carried without a negative vote.
9. **State Trust Fund loan application.** Oliver provided the Supervisors with the correspondence from the Board of Commissioners of Public Lands. The correspondence provided final approval for the loan, as well as a request for loan distribution sheet. Oliver asked when the town board would like to receive the loan money. After discussion, motion by Huettl, seconded by Bishop to request the loan distribution in two payments, the first in August of 2020 in the amount of \$290,760, and the second distribution in November 2020 in the amount of \$200,000. Motion carried with Heidtke, Huettl, Hartwig and Bishop voting yes, and Kufahl voting no. Oliver reminded the board members that they are not required to take a distribution of all the funds requested, however funds taken from this approved loan must be distributed within four months of the letter dated July 8, 2020. Also, there is not a prepayment penalty.

**MINUTES OF THE REGULAR TOWN BOARD MEETING
JULY 9, 2020
PAGE 2**

- 10. Town Hall remodeling update/progress.** Heidtke reported on the completed work, as well as the work that has been contracted but not yet started. In summary the board room will have new windows, drywall repairs and new paint, which includes new exterior siding to cover the previous existing openings, and new window trim. The upstairs area of the town hall will have new front windows, with new trim, fresh paint on the trim and walls, including painting the interior siding, the half wall at the entry will be removed, the doorway into the dining room will be expanded and new flooring will be placed in the two front rooms and the dining room. After discussion it was agreed the board will need to meet to meet to further discuss future renovations to the office area, the existing bathroom remodeling and the possible addition of a bathroom near the clerk's office. Heidtke stated this should be a "working meeting" and it was suggested the meeting be held following the August election.
- 11. Community Center Agreement – update.** Heidtke reminded the board members they received a response from Attorney Andringa related to the future of the Community Center Agreement. Attorney Andringa reported he has not received any type of response from the Village of Jackson related to the correspondence he sent about the biannual Community Center Agreement billings, and the payment being submitted by the town. After discussion, motion by Huettl, seconded by Kufahl directing Attorney Andringa to review the Community Center mutually beneficial suggestion made by Kufahl and provide a formal opinion. Motion carried without a negative vote.
- 12. JAYBA pavilion use – update.** Heidtke summarized the the appearance by JAYBA at the June 24, 2020 Park and Planning Commission meeting, and the subsequent approval by the commission for JAYBA to open their concession stand. The commission added that JAYBA should provide a revised/updated posting from all communities who are members in the league (Slinger, Richfield, Jackson).
- 13. Washington County Sheriff's Department report – Liaison Deputy Andrew Meier.** Deputy Meier distributed written reports for the month of June 2020. Meier noted that there are four residents at the house on CTH NN and that there was an increase in calls in June. Meier stated the STH 60 project has directly affected the traffic enforcement call increase. Oliver commented she has seen a significant increase in requests for peddlers' licenses and explained the town does not have a peddler ordinance. Meier stated he sees a benefit in having a peddler's ordinance and permit process primarily for enforcement use.
- 14. Washington County Board report.** County Supervisors Bishop and Hartwig reported that at the recent county board meeting there was a presentation on the annual audit, a presentation from UWWC specifically noting the increase of contacts by "older" learners requesting face to face instruction, notification that the Supervisor for District 22 has resigned and also information about a UVC disinfecting light purchased for use at the jail.
- 15. Treasurer's report – June 2020.** Chairman Heidtke summarized the written report for June 2020 that was prepared by Treasurer Eilbes. The June 2020 account balances are as follows: General Fund Checking \$32,998.65; General Fund Money Market \$1,105,050.53; Encumbered Funds-Highway Money Market \$396,574.98; Encumbered Funds-Building Money Market \$377,933.14; Property Tax Checking \$208.77; Park and Planning Checking \$12,002.39; Cemetery Fund \$16,737.15.
- 16. Chairman's report.** Chairman Heidtke reported that he continues to participate in the Wednesday telephone conference related to the STH 60 project. Heidtke noted the bridge by Maple Road is complete.

**MINUTES OF THE REGULAR TOWN BOARD MEETING
JULY 9, 2020
PAGE 3**

- 17. Buildings report.** Supervisor Kufahl had nothing additional to report. Heidtke reported he met with the insurance adjuster and Robert Kufahl from Advocate Construction to review the hail damage to the town buildings on April 7, 2020.
- 18. Grounds report.** Supervisor Hartwig had nothing additional to report.
- 19. Transfer Station report.** Supervisor Huettl had nothing additional to report. Heidtke stated the new overhead doors have been ordered.
- 20. Highway Department report.** Chairman Heidtke reported about 65 loads of used stone from the STH 60 project has been given to the town but it is chunky and requires sorting.
- 21. Noxious Weeds.** Supervisor Bishop met with the landscaper for the Stoney Creek subdivision to review the notification that she sent in 2019 related to the noxious weeds in the common areas; the landscaper will meet with the homeowners to formulate a control and treatment plan.
- 22. Clerk's report.** Oliver reported her office chair needs to be replaced, Wachtel Tree Science has inspected the large oak tree and found it to be in satisfactory condition, and she has been given new direction from Nobles Diagnostics related to the DOT Consortium testing.
- 23. Communications and announcements.** No additional communications or announcements.
- 24. Review of Bills and Authorization for Payment.** Motion by Huettl, seconded by Bishop to approve the vouchers as presented. Motion carried.
- 25. Adjournment.** Motion by Huettl, seconded by Hartwig to adjourn. Motion carried and the meeting was adjourned.

Respectfully submitted,

Julia Oliver, Town Clerk

Minutes Approved: _____

Next Resolution Number: J-20-001 Next Ordinance Number: J-20-002



**MINUTES OF THE REGULAR TOWN BOARD MEETING
AUGUST 13, 2020**

- 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 Heidtke. The Pledge of Allegiance was recited. Clerk Oliver confirmed the meeting notification.
- 2. Roll call.** Chairman Ray Heidtke, Supervisors Joe Kufahl, Paul Huettl (excused at 8:15 p.m.), Robert Hartwig and Marcy Bishop were present. Also present was Sheriff's Deputy Andrew Meier and Clerk Julia Oliver.
- 3. Approval of the agenda.** Motion by Hartwig, seconded by Huettl to approve the agenda. Motion carried.
- 4. Approval of the minutes.** Motion by Bishop, seconded Hartwig to approve the minutes of the July 9, 2020 Regular Town Board meeting. Motion carried.
- 5. Resident comment on any agenda item.** There were no comments.
- 6. Firearm Business – Karl Orlofski, 2539 Sherman Road.** Mr. Orlofski appeared and explained he is a new resident in the Town of Jackson and is looking to transfer his FFL license from his previous location (his home) in Menomonee Falls. Orlofski has held his FFL license since 2014, and in the six years has conducted 104 transfers. Orlofski stated he has contacted each of his neighbors who are adjacent to his property by personally dropping off a letter explaining his request; no negative responses have been received. Motion by Huettl, seconded by Bishop to approve the request of Karl Orlofski to hold an FFL license at his residence, 2539 Sherman Road, Town of Jackson provided he continues to follow the guidelines given to him by the Park and Planning Commission. Motion carried without a negative vote.
- 7. New Operator License.** New applicant Lisa Fechter did not attend the meeting (second time not attending); no action.
- 8. Roof repair and related insurance claim, hail damage on April 3, 2020.** A representative from Advocate Construction (Calvin ?) attended and presented the proposals for the roofing projects. Advocate stated they do not feel the gutters need to be replaced at this time because they are only minimally dented and are not leaking. Heidtke stated the town has received payment from the insurance company. Oliver noted each project is under \$25,000 individually, but in total exceed \$25,000; the town board will need to decide how to move forward with public notice and bidding of the project. After discussion, motion by Huettl, seconded by Bishop to approve the contract from Advocate Construction after the required Class 1 notice, including the inclusion of Exhibit A related to the gutter replacement. Motion carried with Huettl, Heidtke, Hartwig and Bishop voting yes and Kufahl abstaining.
- 9. Town Hall maintenance employees September 1, 2020 retirement.** Heidtke reported that Tom Okruhlica and Bruce Rolston have provided notice of their retirement on September 1, 2020. Heidtke stated both men have agreed that they would be willing to help during the transition. After discussion it was decided to advertise the position on the town website, let people know thru word of mouth, contact a temporary placement agency and get quotes from landscaping companies for the exterior work.

**MINUTES OF THE REGULAR TOWN BOARD MEETING
AUGUST 13, 2020
PAGE 2**

- 10. Cedar Creek Road from railroad tracks to CTH P, final course – difference in town and village road specifications.** Heidtke stated the town road specifications call for a 3” binder course and a 1 ½” finish course, but the village road specifications call for a 3” binder course and a 2” finish course when constructing a road. As a compromise, Heidtke and Village Engineer Brian Kober have agreed to suggest to their respective boards a 1 ¾” finish course for Cedar Creek Road from the railroad tracks to CTH P. When the finish course work is being done the 30’ section of Cedar Creek Road by the railroad tracks will be pulverized and both the binder and finish course will be laid; this is a cost saving measure because of the permitting process when working in the railroad ROW. After discussion, motion by Hartwig, seconded by Bishop to proceed with the 1 ¾” finish course on Cedar Creek Road from the railroad tracks to CTH P. Motion carried with Kufahl, Heidtke, Hartwig and Bishop voting yes and Huettl voting no.
- 11. Town Hall remodeling update/progress, including blinds in the dining room.** Heidtke reported Golden Brush Painting has been contacted and given the okay to proceed with the sanding/staining/varnishing of the entry area. Heidtke has looked into blinds for the dining room and is recommending a 2 ½” blind that can be cut to size during installation. The dining room ceiling tiles have arrived and are awaiting installation. Huettl recommended trying to fill the paneling seams with caulk since the dark paneling separation lines stand out and detract from the nice painting job.
- 12. Community Center Agreement – response from Attorney Andringa.** Oliver provided the Supervisors with the correspondence from Attorney Andringa and it was agreed to table further discussion until the January 2021 meeting.
- 13. Washington County Sheriff’s Department report – Liaison Deputy Andrew Meier.** Deputy Meier distributed written reports for the month of July 2020. Meier noted that there are currently two residents at the house on CTH NN and that July was a busy month. Meier stated the summer heat tends to cause an increase in incidents, also there was a theft on Senior Drive and new residents on Jackson Drive were firing their AK47’s.
- 14. Washington County Board report.** County Supervisors Bishop and Hartwig reported that the County Supervisor seat for District 22 was filled, there were five Sheriff deputies recognized, there was an advisory resolution passed related to the governor’s mask mandate, and there will be a citizen advisory committee formed to study the Samaritan Home replacement. Additionally, it was noted the county ordinances will need to be updated to reflect the change to a County Executive.
- 15. Treasurer’s report – July 2020.** Chairman Heidtke summarized the written report for July 2020 that was prepared by Treasurer Eilbes. The July 2020 account balances are as follows: General Fund Checking \$151,465.56; General Fund Money Market \$1,015,138.48; Encumbered Funds-Highway Money Market \$396,608.57; Encumbered Funds-Building Money Market \$377,965.15; Property Tax Checking \$208.77; Park and Planning Checking \$12,002.90; Cemetery Fund \$16,737.89.
- 16. Chairman’s report.** Chairman Heidtke reported that he continues to participate in the Wednesday telephone conference related to the STH 60 project. Heidtke noted the County Emergency Management/Health Department COVID phone conferences have been discontinued.

**MINUTES OF THE REGULAR TOWN BOARD MEETING
AUGUST 13, 2020
PAGE 3**

- 17. Buildings report.** Supervisor Kufahl had nothing additional. Kufahl voiced his objection to the need for him to abstain from the vote related to the roof repairs and questioned if there was an ethical conflict.
- 18. Grounds report.** Supervisor Hartwig had nothing additional to report but did note he will miss Bruce Rolston and Tom Okruhlica when they retire because they have done an excellent job maintaining the grounds.
- 19. Transfer Station report.** Supervisor Huettl had nothing additional to report. Heidtke stated the new overhead doors have been ordered but have not arrived due to production slow downs because of COVID. Heidtke reiterated the Transfer Station needs additional workers.
- 20. Highway Department report.** Chairman Heidtke provided a brief update on the STH 60 construction project and noted the project completion date is estimated to be September 10th. Heidtke was happy to report he has not received any complaints about the chip sealing done recently.
- 21. Noxious Weeds.** Supervisor Bishop received a complaint about bull thistles on the property located at the intersection of Western Avenue and CTH G.
- 22. Clerk's report.** Oliver reported the August 11th Partisan Primary Election had a 32.7% voter turnout, and both the poll workers and voters continue to praise the plexiglass shields that were constructed by Ray Heidtke. There was one complaint about a poll worker which will be handled through direct contact. Oliver stated the town will need to invest in a cell phone for use on election day to handle questions about voting and for people to call if they need curbside voting. Oliver reported the local USPS branches provided exceptional service on election day, explaining that after the Milwaukee Plant did a sweep for ballots, the ballots were taken to the various branches. Both the Cedarburg and West Bend post office hand delivered ballots to the town hall after 5:00 p.m. and there were no ballots to be delivered by the Jackson post office. Wachtel provided a report that the birch tree has been hit by a Japanese beetle infestation and is 40% defoliated; it is too late to treat the tree this year. Oliver provided an update on the water/boil order at the town hall and noted the water continues to test positive for coliform bacteria at the basement tap but is now testing negative at the faucet in the back room sink. Groth Well Drilling also ran a test to see if there was a difference between the threaded and unthreaded tap in the basement; the test showed the water out of the unthreaded tap was good but the water out of the threaded tap was bad. Groth is concerned there may be an issue with one of the pressure tanks. Oliver noted that correspondence from the Wisconsin Department of Natural Resources now includes gender identification under the name of the sender (such as her/hers/she) and this was something she has not seen previously.
- 23. Closed Session – Closed session pursuant to Wis. Stats. §19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.** Motion by Hartwig, seconded by Kufahl to move into closed session. Roll call vote: Kufahl-aye, Heidtke-aye, Hartwig-aye, Bishop-aye; motion carried.
- 24. Reconvene into Open Session.** Motion by Bishop, seconded by Hartwig to reconvene into open session. Roll call vote: Kufahl-aye, Heidtke-aye, Hartwig-aye, Bishop-aye; motion carried.
- 25. Communications and announcements.** No additional communications or announcements.

**MINUTES OF THE REGULAR TOWN BOARD MEETING
AUGUST 13, 2020
PAGE 4**

26. Review of Bills and Authorization for Payment. Motion by Hartwig, seconded by Kufahl to approve the vouchers as presented. Motion carried.

27. Adjournment. Motion by Bishop, seconded by Kufahl to adjourn. Motion carried and the meeting was adjourned.

Respectfully submitted,

Julia Oliver, Town Clerk

Minutes Approved: _____

Next Resolution Number: J-20-001 Next Ordinance Number: J-20-002



**MINUTES OF THE REGULAR TOWN BOARD MEETING
SEPTEMBER 10, 2020**

- 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 Heidtke. The Pledge of Allegiance was recited. Clerk Oliver read the meeting notification.
- 2. Roll call.** Chairman Ray Heidtke, Supervisors Joe Kufahl, Paul Huettl (excused at 7:45 p.m.), Robert Hartwig and Marcy Bishop (excused at 7:45 p.m.) were present. Also present was Sheriff's Deputy Andrew Meier and Clerk Julia Oliver.
- 3. Approval of the agenda.** Motion by Hartwig, seconded by Huettl to approve the agenda. Motion carried.
- 4. Approval of the minutes.** Motion by Huettl, seconded Hartwig to approve the minutes of the August 13, 2020 Regular Town Board meeting. Motion carried.
- 5. Resident comment on any agenda item.** There were no comments.
- 6. New Operator License.** New applicant Lisa Fechter did not attend the meeting (third time not attending); no action and applicant will need to reapply.
- 7. New hire – Town Hall maintenance employee.** Heidtke reported he moved forward with the replacement of Bruce Rolston and Tom Okruhlica so that the new person would have an opportunity to train with them. Mark Mytton was recommended by Rolston and Heidtke interviewed him. Mytton has been called back to his full-time position but he is interested in the part time position with the town. Heidtke noted his plan is to add an additional person so that the two positions are filled. Hartwig stated he has had a chance to meet Mytton and feels he will be able to do a good job. Heidtke asked the board to confirm the hiring. Motion by Hartwig, seconded by Huettl to hire Mark Mytton as a part time town hall maintenance employee at \$16.00 per hour. Motion carried without a negative vote.
- 8. Cell phones for town hall office.** Oliver reported that AT&T has recommended the town use cell phones rather than land lines due to the frequent loss of service and the age/condition of the main line servicing the facility. After discussion it was the consensus of the town board that proceeding with cell phones would be beneficial and Oliver stated she will move forward only if the projected cost remains the same or less.
- 9. Update - roof repair and related insurance claim, hail damage on April 3, 2020.** Advocate Construction representatives Calvin and Brad appeared to respond to any questions about the roofing or gutter replacements. Heidtke noted he will be present to review gutter needs when installation occurs but noted most areas do need to be replaced. The contract was executed, and Calvin will provide copies to Clerk Oliver. Brad anticipates the town hall will take 1 ½ days to complete, the pavilion will take ½ day and the gutter work will occur after the roofing. Scheduling conflicts related to town hall use were discussed and the final schedule will be provided to Heidtke when it is set.
- 10. Update – Cedar Creek Road.** Heidtke reported Eickstedt has been communicating with Payne & Dolan but asphalt paving dates have not been confirmed. MSA continues to communicate with Heidtke about the

**MINUTES OF THE REGULAR TOWN BOARD MEETING
SEPTEMBER 10, 2020
PAGE 2**

bridge replacement project, specifically responding to resident questions and preparing for public input. Heidtke reminded everyone the actual replacement will not occur until 2022.

- 11. Update – Town Hall remodeling.** Heidtke reported the dining room blinds have been ordered and Golden Touch painting will be staining and varnishing the windows tomorrow.
- 12. Community Center agreement – response from Attorney Andringa.** Attorney had no additional comments; the item will be tabled until the first part of 2021.
- 13. Washington County Sheriff’s Department report – Liaison Deputy Andrew Meier.** Deputy Meier distributed written reports for the month of August 2020. Meier noted that there are currently two residents at the house on CTH NN and that August was a pretty normal summer month.
- 14. Washington County Board report.** County Supervisors Bishop and Hartwig reported that the County Executive presented the 2021 budget, the board considered “micro-loans” for small businesses in Washington County that may not have been eligible or received COVID-relief aid, Washington County EDWC gave their annual report, and on September 11, 2020 a 911 recognition ceremony will be held in Kewaskum at the 911 Memorial site.
- 15. Treasurer’s report – August 2020.** Chairman Heidtke summarized the written report for August 2020 that was prepared by Treasurer Eilbes. The August 2020 account balances are as follows: General Fund Checking \$80,589.19; General Fund Money Market \$1,501,495.57; Encumbered Funds-Highway Money Market \$396,642.16; Encumbered Funds-Building Money Market \$377,997.16; Property Tax Checking \$208.77; Park and Planning Checking \$12,703.41; Cemetery Fund \$16,738.60.
- 16. Chairman’s report.** Chairman Heidtke reported that there will be a bench dedication by the American Legion on September 14, 2020 at 6:30 p.m., Heidtke attended the retirement gathering held for Marilyn Merten and while there found out that Town of Polk was able to use COVID grant money to upgrade their systems for communicating both onsite and distance.
- 17. Buildings report.** Supervisor Kufahl had nothing additional to report.
- 18. Grounds report.** Supervisor Hartwig had nothing additional to report.
- 19. Transfer Station report.** Supervisor Huettl had nothing additional to report. Heidtke stated the new overhead doors have been installed; one door had a broken window when it arrived from the supplier and is being replaced.
- 20. Highway Department report.** Chairman Heidtke provided a brief update on the STH 60 construction project, reported that Payne & Dolan has completed the Church Road project and summarized the highway report provided by Highway Supervisor Eickstedt.
- 21. Noxious Weeds.** Supervisor Bishop provided an update on the weed complaints received and noted she has asked for written notices to be sent to two neighboring residences on Centerh Road and in the El Camino subdivision.

**MINUTES OF THE REGULAR TOWN BOARD MEETING
SEPTEMBER 10, 2020
PAGE 3**

- 22. Clerk's report.** Oliver reported Wachtel Tree Service has examined the Birch and Linden trees related to the Japanese Beetle destruction; nothing additional can be done this year but they can be treated next year if desired, also the White Ash received the biannual Emerald Ash Borer treatment.
- 23. Communications and announcements.** Heidtke reported the town has purchased a drop box for absentee ballots and it will be installed close to the regular mailbox. Oliver reported the WEC has recommended a security camera be placed outside to monitor the use and that the box is being paid for through an elections grant.
- 24. Review of Bills and Authorization for Payment.** Motion by Hartwig, seconded by Kufahl to approve the vouchers as presented. Motion carried.
- 25. Adjournment.** Motion by Hartwig, seconded by Kufahl to adjourn. Motion carried and the meeting was adjourned.

Respectfully submitted,

Julia Oliver, Town Clerk

Minutes Approved: _____

Next Resolution Number: J-20-001 Next Ordinance Number: J-20-002



**MINUTES OF THE REGULAR TOWN BOARD MEETING
OCTOBER 10, 2020**

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 Heidtke. The Pledge of Allegiance was recited. Clerk Oliver read the meeting notification.
2. **Roll call.** Chairman Ray Heidtke, Supervisors Joe Kufahl, Paul Huettl, Robert Hartwig (arrived at 7:10 p.m.) and Marcy Bishop were present. Also present was Clerk Julia Oliver.
3. **Approval of the agenda.** Motion by Huettl, seconded by Kufahl to approve the agenda. Motion carried.
4. **Approval of the minutes.** Motion by Huettl, seconded Bishop to approve the minutes of the September 10, 2020 Regular Town Board meeting. Motion carried.
5. **Resident comment on any agenda item.** There were no comments.
6. **Drainage issue – Carl Jaskolski, 2243 Sherman Parc Court.** Mr. and Mrs. Jaskolski were present. The Town Board were provided copies of the draft minutes of the September 30, 2020 Park and Planning Commission meeting in order to review the issue and the Park and Planning Commission’s recommendation to the Town Board. Heidtke read aloud the opinion letter from Attorney Andringa, which stated Andringa has reviewed the Sherman Parc subdivision “Declaration of Restrictions and Covenants” and the Sherman Parc subdivision site grading and erosion plans. In summary Andringa stated this is a situation that the town should not address, in fact the town may be overstepping their legal authority if they become involved. Andringa’s opinion did include a reference to Section 4 of the covenants which outlines the responsibility of the Homeowners Association to maintain all common areas, including the storm water facilities. After discussion Huettl asked if the town could send a letter to the Homeowners Association supporting the need for them to act to rectify the Jaskolski’s issue? Motion by Huettl, seconded by Kufahl directing Attorney Andringa to send a letter to the Sherman Parc Homeowners Association encouraging them to “do the right thing” in order to assist the Jaskolski’s with the drainage issue. Motion carried without a negative vote.
7. **New hire – Transfer Station.** Heidtke reported that Randy Fettig has applied for the Transfer Station position. Heidtke summarized Fettig’s background and his work history. After discussion, motion by Kufahl, seconded by Hartwig to hire Randy Fettig as a part time Transfer Station employee at \$14.00 per hour. Motion carried without a negative vote. Heidtke also reported an advertisement for transfer station employees has been run twice in recent weeks in the newspaper.
8. **2021 Budget.** Oliver asked for direction from the board as she is preparing the 2021 budget. Heidtke reported that the highway supervisor has indicated he would like to retire in May 2021 once he has completed his 25 years of service, however he would make himself available for part time snow plowing once he is eligible to return to work at the town. Additionally, the zoning administrator/building inspector has indicated he will be retiring on December 15, 2020. Huettl confirmed that Oliver is still intending to reduce her time to 75%. Oliver also stated a second employee will need to be hired for grounds maintenance at the town hall, and perhaps the transfer station supervisor/grounds/ highway position could be combined to create one full time position rather than part time positions in each area. It was the consensus of the board

**MINUTES OF THE REGULAR TOWN BOARD MEETING
OCTOBER 8, 2020
PAGE 2**

that the budget should remain relatively the same regarding number of positions because the dollars may be needed for employee transitions that might occur. Oliver stated the current COLA number is 1.3% for 2021. Heidtke stated he realizes dollars are tight but would like to see some type of increase for the employees. Motion by Bishop, seconded by Hartwig to budget for a 1% wage increase across the board in 2021. Motion carried without a negative vote. Heidtke reported that Cedar Creek Road may not be done in 2020 and the project would carry over to 2021. Heidtke stated he would like to see \$130,000 to \$150,000 budgeted for roads in 2021 as a starting point. The board considered the purchase of a new plow truck indicating in past a new truck was purchased every 5-10 years; the most recent purchase was the 2013 International. Heidtke thinks it is time to sell the Oshkosh because it isn't being used and it would free up some storage space. Huettl stated the town may want to consider a chassis with a salter mounted rather than a box; the expense would be less, and all the trucks don't need to have a box. Clerk Oliver was directed to budget similar amounts for the fire service contract and the community center contract. Town Hall remodeling projects were discussed, and it is certain the flooring and ceiling tiles will be replaced but uncertain if the dining room doorway would be opened and the knee wall at the entrance removed. Oliver stated she appreciated the board input.

9. **Washington County Sheriff's Department report – Liaison Deputy Andrew Meier.** Deputy Meier did not attend the meeting.
10. **Washington County Board report.** County Supervisors Bishop and Hartwig reported that the County meeting will be held next week. Bishop reported she is on the committee that will be addressing reducing the County Board from 26 to 21 members and will be involved with the census redistricting. So far, the consensus of the ad-hoc committee is that they hope to concentrate on establishing districts that are compact and reasonable looking and not worry about which supervisors have seats.
11. **Treasurer's report – September 2020.** Chairman Heidtke summarized the written report for September 2020 that was prepared by Treasurer Eilbes. The September 2020 account balances are as follows: General Fund Checking \$80,580.81; General Fund Money Market \$1,411,614.47; Encumbered Funds-Highway Money Market \$396,642.16; Encumbered Funds-Building Money Market \$377,997.16; Property Tax Checking \$208.77; Park and Planning Checking \$12,703.41; Cemetery Fund \$16,738.60.
12. **Chairman's report.** Chairman Heidtke had nothing additional to report.
13. **Buildings report.** Supervisor Kufahl had nothing additional to report. Oliver reported on a water cooler mishap that occurred in the board room.
14. **Grounds report.** Supervisor Hartwig had nothing additional to report.
15. **Transfer Station report.** Supervisor Huettl had nothing additional to report.
16. **Highway Department report.** Chairman Heidtke summarized the highway report provided by Highway Supervisor Eickstedt. Heidtke also reported he has checked out the dead-end Cedar Creek bridge to confirm the warning barrels are marking the pavement deck holes.
17. **Noxious Weeds.** Supervisor Bishop had nothing additional to report.

**MINUTES OF THE REGULAR TOWN BOARD MEETING
OCTOBER 8, 2020
PAGE 3**

18. Clerk's report. Oliver reported Lee Bernard would still like to purchase the ride-on's (the old spring animal shaped playground equipment) and would pay \$50 for each item. Bernard also has lilies that could be used in whatever memorial is created with the bricks from the Schmaal homestead.

19. Communications and announcements. Nothing additional to report.

20. Review of Bills and Authorization for Payment. Motion by Huettl, seconded by Bishop to approve the vouchers as presented. Motion carried.

21. Adjournment. Motion by Huettl, seconded by Hartwig to adjourn. Motion carried and the meeting was adjourned.

Respectfully submitted,

Julia Oliver, Town Clerk

Minutes Approved: _____

Next Resolution Number: J-20-001 Next Ordinance Number: J-20-002



**MINUTES OF THE REGULAR TOWN BOARD MEETING
NOVEMBER 12, 2020**

- 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 Heidtke. The Pledge of Allegiance was recited. Clerk Oliver read the meeting notification.
- 2. Roll call.** Chairman Ray Heidtke, Supervisors Joe Kufahl, Paul Huettl, Robert Hartwig and Marcy Bishop were present. Also present was Clerk Julia Oliver. Deputy Andrew Meier was excused.
- 3. Approval of the agenda.** Motion by Bishop, seconded by Hartwig to approve the agenda. Motion carried.
- 4. Approval of the minutes.** Motion by Bishop, seconded Huettl to approve the minutes of the October 8, 2020 Regular Town Board meeting. Motion carried.
- 5. Resident comment on any agenda item.** There were no comments.
- 6. Certified Survey Map – Robin Olson.** Heidtke noted the Park and Planning Commission has recommended approval of the Olson CSM. Olson and family members Matthew and Jessica Braeger were present and confirmed the unplatted land purchase from Olson to the Braegers has been completed. Motion by Huettl, seconded by Hartwig to approve the Certified Survey Map for Robin Olson, Motion carried without a negative vote.
- 7. Certified Survey Map – David and Mary Jo Witte.** Heidtke noted the Park and Planning Commission has recommended approval of the Witte CSM. The Witte's reported they have sold lot 1 and expect to close on the sale of the property before the end of this month. Motion by Huettl, seconded by Bishop to approve the Certified Survey Map for David and Mary Jo Witte. Motion carried without a negative vote.
- 8. Update on new hire and recruitment of additional workers – Transfer Station.** Heidtke reported the most recent new hire worked one shift and concluded he was not able to continue working at the Transfer Station. Heidtke summarized the application from Roland Pieper. After discussion, motion by Huettl, seconded by Hartwig to offer the Transfer Station worker position to Roland Pieper at \$14.50 per hour. Motion carried without a negative vote.
- 9. Update – Lodwick lawsuit.** Heidtke reported there is nothing new; Attorney Andringa has filed the legal paperwork and Lodwick will be served with the papers.
- 10. Update – Jaskolski verses Sherman Parc Homeowners Association.** Heidtke reported that Attorney Andringa has provided the grading plan to the attorney for the Sherman Parc HOA and he is waiting for a response. Heidtke noted we are getting very close to January 1, 2021 when the Sherman Parc subdivision will be attached to the Village of Jackson.
- 11. 2020 Tax Roll Special Assessments.** The supervisors reviewed the listing of special assessments for the Kirchhain utility and for the delinquent sewer charges that the Town collects on behalf of the Village of

**MINUTES OF THE REGULAR TOWN BOARD MEETING
NOVEMBER 12, 2020
PAGE 2**

Jackson utility. Motion by Huettl, seconded by Hartwig to approve the placing of the special assessments as listed on the 2020 tax roll. Motion carried without a negative vote.

- 12. 2021 Transfer Station Fee, hours, “summer hours” waste and recycling materials accepted.** The town board reviewed the draft transfer station application and discussed the proposed fee of \$100, the time frame that the facility will be open in the summer months for Thursday evening hours, and reviewed the waste and recycling materials that will be accepted, as well as the additional charges that will be made for items that require special disposal or handling. Also discussed was the possibility of residents who are being attached to the Village of Jackson on January 1, 2021 being able to purchase a permit in order to dispose of items the Village will not accept. The burning of materials at the transfer station was also acknowledged and the fact that there is dumping of items onto the burn pile that should not be burned; Clerk Oliver provided the board copies of information sheets and guidance materials related to burning that are available on the Wisconsin Department of Natural Resources website. After discussion, the consensus of the members was not to allow a special purchase by the residents who are being attached to the Village because it would be unmanageable with the limited transfer station staff. The transfer station application document is acceptable as presented. The supervisors also agreed that a gate and security system is needed to properly monitor and maintain the facility but that in the interim the posting of signage and use of a security camera, as well as periodically using a barricade checkpoint system to check placards and turn away those attempting to use the facility without a transfer station permit would be helpful.
- 13. 2021 Annual Fee Schedule.** The 2020 fee schedule and the proposed 2021 fee schedule were reviewed by the supervisors. The increases were discussed particularly noting the fees charged for waste and recycling materials. It was also noted there were no increases to the alcohol licensing fees as this year has been particularly difficult for the service industry. Motion by Bishop, seconded by Hartwig to adopt the 2021 Fee Schedule as presented. Motion carried without a negative vote.
- 14. 2021 Budget workshop and set public hearing.** Clerk Oliver provided the supervisors with the wage rate worksheet which included a 1% increase for employees. Oliver discussed the receipt of the 2021 Fire Service contract from Chief Swaney, and she noted the contract did not include a reduction in the equalized value or population numbers used in the calculation to reflect the reduction in the value and population that will occur on January 1, 2021. Motion by Kufahl, seconded by Bishop directing Heidtke to discuss the formula with Attorney Andringa in order to get the calculation corrected. Motion carried without a negative vote. County Supervisor, District 15 Pam Konrath introduced herself and asked if the town/village agreement was something that the Washington County Corporate Counsel could assist in the discussions. A budget workshop is scheduled for November 19, 2020 at 6:00 PM and the public hearing to present the budget and set the levy is scheduled for December 7, 2020 at 7:00 PM.
- 15. Washington County Sheriff’s Department report – Liaison Deputy Andrew Meier.** Deputy Meier provided written reports for 9/1/20-9/30/20 and 10/1/20-10/31/20. Meier noted there are three residents in the house on CTH NN.
- 16. Washington County Board report.** County Supervisors Bishop and Hartwig and Konrath reported the following:
Konrath stated she is on the Health and Human Services committee and the proclamation extending the emergency declaration was adopted which allows for the allocation of additional resources if needed, facilitates PPE ordering and Cares Act funding. Also noted, Health and Human Services has established the “Future of Samaritan” task force.

**MINUTES OF THE REGULAR TOWN BOARD MEETING
NOVEMBER 12, 2020
PAGE 3**

Hartwig and Bishop reported the last meeting had an accommodation for a long time county employee, notification that Washington County Supervisor Peter Sorce is currently hospitalized with Covid 19, Chapter 275 wetland zoning received final approval, and upcoming road projects include the bridge on CTH H and prior to turning over a section of CTY Y to Germantown the intersection at Freistadt and Golden Dale will be improved. The 2021 Washington County budget received board approval.

- 17. Treasurer's report – October 2020.** Chairman Heidtke summarized the written report for October 2020 that was prepared by Treasurer Eilbes. The October 2020 account balances are as follows: General Fund Checking \$19,318.30; General Fund Money Market \$1,321,729.61; Encumbered Funds-Highway Money Market \$396,708.27; Encumbered Funds-Building Money Market \$378,060.16; Property Tax Checking \$208.77; Park and Planning Checking \$12,704.47; Cemetery Fund \$16,740.00.
- 18. Chairman's report.** Chairman Heidtke reported the residents in the Appellation Ridge subdivision are still unhappy with the chip sealing from the work done in the previous year. Heidtke has received complaints related to the fire hydrant access points in the Twin Creeks and Appellation Ridge subdivisions. Scott Construction sent a thank you card to the town for the 2020 chip sealing business.
- 19. Buildings report.** Supervisor Kufahl had nothing additional to report. Heidtke reported the gutters from the insurance claim were supposed to be installed November 12th-13th, but he has not heard from anyone yet. Heidtke will follow up on the window blind order for the dining room windows.
- 20. Grounds report.** Supervisor Hartwig reported he placed fall decorations around the exterior of the town hall.
- 21. Transfer Station report.** Supervisor Huettl had nothing additional to report.
- 22. Highway Department report.** Chairman Heidtke summarized the highway activity noting they have been grass cutting in the right of way and they repaired two concrete culverts in Twin Creeks.
- 23. Noxious Weeds.** Supervisor Bishop had nothing additional to report.
- 24. Clerk's report.** Oliver reported Attorney Andringa would be the point of contact going forward for the Dennis Bush and Sarah King project. Oliver reported the Village of Jackson building inspector has requested copies of town building inspection records related to the properties that will be attached to the village on January 1, 2021; Mr. Hoffmann is working on responding to the request. The town had a 94.7% turnout for the November 3, 2020 election. Oliver explained the information received from Washington County Clerk Reichert related to a potential recount. Oliver reported Mr. Hoffmann is looking into the work being done at 3186 Division Road because the permit is no longer in effect. Harold Calum, 1732 Sherman Road complained about the truck traffic and volume of traffic on Sherman Road which has continued even after the STH 60 detour has ended. Oliver noted the next Park and Planning Commission meeting is rescheduled to December 9, 2020.
- 25. Closed session pursuant to Wis. Stats. §19.85(1)(c), considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.** Motion by Huettl, seconded by Hartwig to go into closed session. Roll call vote: Kufahl-aye, Huettl-aye, Heidtke-aye, Hartwig-aye, Bishop-aye. Motion carried.

**MINUTES OF THE REGULAR TOWN BOARD MEETING
NOVEMBER 12, 2020
PAGE 4**

- 26. Reconvene into open session.** Motion by Huettl, seconded by Bishop to reconvene into open session. Roll call vote: Kufahl-aye, Huettl-aye, Heidtke-aye, Hartwig-aye, Bishop-aye. Motion carried.
- 27. Communications and announcements.** Nothing additional to report. Huettl asked for the truck chassis information/purchase to be placed on the next agenda.
- 28. Review of Bills and Authorization for Payment.** Motion by Huettl, seconded by Kufahl to approve the vouchers as presented. Motion carried.
- 29. Adjournment.** Motion by Bishop, seconded by Huettl to adjourn. Motion carried and the meeting was adjourned.

Respectfully submitted,

Julia Oliver, Town Clerk

Minutes Approved: _____

Next Resolution Number: J-20-001 Next Ordinance Number: J-20-002



**MINUTES OF THE SPECIAL TOWN BOARD MEETING
NOVEMBER 19, 2020**

1. **Call meeting to order, Pledge of Allegiance and announcement of meeting notice.** The meeting was called to order at 6:00 p.m. by Chairman Heidtke. The Pledge of Allegiance was recited. Clerk Oliver read the meeting notification.
2. **Roll call.** Chairman Ray Heidtke, Supervisors Joe Kufahl, Paul Huettl, Robert Hartwig and Marcy Bishop were present. Also present was Park and Planning Commission Chairman David Klug and Clerk Julia Oliver.
3. **Approval of the agenda.** Motion by Hartwig, seconded by Huettl to approve the agenda. Motion carried.
4. **Closed Session pursuant to Wis. Stats. §19.85(1)(c), considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.** Motion by Bishop, seconded Kufahl to move into Closed Session. Roll call vote: Kufahl-aye, Huettl-aye, Heidtke-aye, Hartwig-aye, Bishop-aye, motion carried.
5. **Reconvene into Open Session.** Motion by Huettl, seconded by Hartwig to reconvene into Open Session. Roll call vote: Kufahl-aye, Huettl-aye, Heidtke-aye, Hartwig-aye, Bishop-aye, motion carried. Motion by Hartwig, seconded by Huettl to hire Jim Micech as the Town Building Inspector on a one-year trial basis at his current rate of pay. Motion carried without a negative vote. Motion by Huettl, seconded by Kufahl to hire Jim Micech as the Town Zoning Administrator on a one-year trial basis at his current hourly rate of pay. Motion carried without a negative vote.
6. **Budget Workshop.** The proposed budget prepared by Clerk Oliver was reviewed. Oliver explained she would like to increase the amount in the general money market account from three month (\$270,000) to six months (540,000) in light of the current economy. The general government budget includes a carry over of \$8,000 to complete the ordinance codification project, the reduction of the clerk wages to reflect the current contract with a contingency item for additional payroll if required, and an increase of the treasurer wages and benefits to reflect $\frac{3}{4}$ time. The public safety budget includes the 2021 emergency services contract of \$264,000, an estimate of wages for a new zoning administrator of \$45,000 and new build inspection services of \$30,000. The public works budget has \$205,000 for road construction which includes the carryover of funds from the Cedar Creek Road project which was not completed in 2020 and \$4,000 for un-reimbursable dead-end Cedar Creek Road bridge project expenses. Also included in public works is \$30,000 to install fencing, a mechanical gate and security camera at the Transfer Station. The Health and Human Services budget includes \$2,500 for repairs to cemetery monuments. The Culture, Recreation and Education budget includes \$42,959 for the town contribution to the joint parks and recreation facility which was calculated the same as prior years, and \$1,500 for repairs to some of the archery range target frames as well as replacement of the straw targets. A capital outlay of \$185,000 was budgeted for a new plow truck. The budget to repay debt is \$295,201. After discussion which included reduction in the treasurer wages and benefits, an increase in the clerk's office contingency and a reduction in the new zoning administrator wages, motion by Bishop, seconded by Hartwig directing Clerk Oliver to post the notice for the Public

**MINUTES OF THE SPECIAL TOWN BOARD MEETING
NOVEMBER 19, 2020
PAGE 2**

Hearing of the 2021 Budget and the Special Town Meeting to set the Levy, to be held on Monday, December 7, 2020 at 7:00 PM. Motion carried without a negative vote.

7. **Communications and announcements.** Nothing additional to report.
8. **Adjournment.** Motion by Hartwig, seconded by Huettl to adjourn. Motion carried and the meeting was adjourned.

Respectfully submitted,

Julia Oliver, Town Clerk

Minutes Approved: _____

Next Resolution Number: J-20-001 Next Ordinance Number: J-20-002



**MINUTES OF THE SPECIAL TOWN BOARD MEETING/PUBLIC HEARING
AND THE SPECIAL TOWN MEETING OF THE ELECTORS
DECEMBER 7, 2020**

I. Special Town Board Meeting/Public Hearing:

- A. Call Meeting to Order and Pledge of Allegiance.** The meeting was called to order at 7:00 p.m. by Chairman Heidtke and the Pledge of Allegiance was recited.
- B. Roll Call** – Chairman Ray Heidtke, Supervisors Joe Kufahl, Paul Huettl, Robert Hartwig and Marcy Bishop were present. Also present was Town Clerk Julia Oliver.
- C. Confirm with Clerk that the meeting was noticed properly.** Clerk Oliver read the meeting notice into the record and confirmed the required fifteen-day notice was given by posting on the Town website and at the three posting locations in the Town of Jackson on November 23, 2020.
- D. Approval of the agenda.** Motion by Hartwig, seconded by Huettl to approve the agenda. Motion carried.
- E. Public Hearing on the Proposed 2021 Town Budget.** Chairman Heidtke presented an overview of the 2021 town budget. Heidtke noted the town borrowed in 2020 in order to pay for the fire service contract and the community center agreement and the first repayment on the two-year note is due in 2021. It was noted the 2020 mill rate will be \$2.46 per thousand of assessed value.
- F. Public Comments.** J. Wenzel, 3145 Country Aire Drive asked questions related to the loss of assessed value in the town due to the attachments to the village occurring on January 1, 2021 and the effect on the town budget.
- G. Adjournment.** Motion by Bishop, seconded by Hartwig to adjourn the Special Town Board meeting/Public Hearing. Motion carried.

II. Special Town Meeting of the Electors:

- A. Call to order the Special Town meeting of the Electors and confirmation of meeting notice.** Town Chairman Heidtke called the meeting to order and read the meeting notice into the record; Notice is hereby given that on Monday, December 7, 2020 immediately following the completion of the Public Hearing on the Proposed 2021 Budget which begins at 7:00 p.m. at the Town Hall in the Town of Jackson, Washington County, a Special Town Meeting of the Electors, called pursuant to 60.12 (1) (c) of the Wisconsin Statutes will be held for the following purposes:
 - 1. To approve the Total 2021 Highway Expenditures pursuant to 82.03(2) (a) of the Wisconsin Statutes in the amount of \$776,735.**
 - 2. To adopt the 2020 Town Tax Levy to be paid in 2021 pursuant to 60.10(1) (a) of the Wisconsin Statutes in the amount of \$1,233,890.**

**MINUTES OF THE SPECIAL TOWN BOARD MEETING/PUBLIC HEARING
AND THE SPECIAL TOWN MEETING OF THE ELECTORS
DECEMBER 7, 2020
PAGE 2**

- B. Comments from any town resident.** There were no comments.

- C. Approval of 2021 highway expenditures.** Motion by Jeff Wenzel, seconded by Paul Huettl to approve the 2021 Town highway expenditures in the amount of \$776,735. Motion carried without a negative vote.

- D. Adoption of the 2020 town tax levy.** Motion by Jeff Wenzel, seconded by Paul Huettl to adopt the 2020 Town tax levy in the amount of \$1,233,890. Motion carried without a negative vote.

- E. Adjournment.** Motion by David Behringer, seconded by Jeff Wenzel to adjourn. Motion carried.

Respectfully submitted,

Julia Oliver, Town Clerk

Minutes approved: _____

Next Resolution Number: J-20-001
Next Ordinance Number: J-20-002



**MINUTES OF THE REGULAR TOWN BOARD MEETING
DECEMBER 10, 2020**

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 Heidtke. The Pledge of Allegiance was recited. Clerk Oliver read the meeting notification.
2. **Roll call.** Chairman Ray Heidtke, Supervisors Joe Kufahl, Paul Huettl, Robert Hartwig and Marcy Bishop were present. Also present was Deputy Andrew Meier, Building Inspector/Zoning Administrator Jim Micech and Clerk Julia Oliver.
3. **Approval of the agenda.** Motion by Hartwig, seconded by Huettl to approve the amended agenda. Motion carried.
4. **Approval of the minutes.** Motion by Huettl, seconded Hartwig to approve the minutes of the November 12, 2020 Regular Town Board meeting, the November 19, 2020 Special Town Board meeting and the December 7, 2020 Special Town Board meeting/Public Hearing and the Special Town meeting of the Electors. Motion carried.
5. **Resident comment on any agenda item.** B. Seidel, 3244 Creekwood Circle commented on a non-agenda item. R. Eickstedt, 3689 Johnson Lane commented on items 9, 10, 21 and 22.

Fire Chief Aaron Swaney attended the meeting to provide the board with an update on emergency services provided in 2020 and he noted the increase in the need for services. Swaney reported the town makes up 43% of the total calls and noted there are a greater number of fire calls in the town. Swaney reported the new station is completely enclosed and work inside the station is progressing. Swaney stated the Jackson Fire Department will be assisting with the drive thru COVID vaccination site at the fair grounds when the time comes.

6. **Erv and Mary Larsen donation.** Heidtke noted the Park and Planning Commission has recommended approval of the Larson donation with the specifications that the bench be a Leopold bench set on a concrete base. Huettl stated he would like to see a Crimson King Norway Maple tree for ease of maintenance. Motion by Huettl, seconded by Hartwig to approve the donation from Erv and Mary Larsen with the specifications noted. Motion carried without a negative vote.
7. **Sale of Immanuel Cemetery plots.** Heidtke stated Marlene Hoffmann has submitted a request to purchase plots 25, 26, 27 and 84 in the Immanuel Cemetery. Mrs. Hoffmann requested approval from Chairman Heidtke to plant a tree in the easement adjacent to plot 84 and Heidtke authorized the planting. It was noted that Gordon Hoffmann the Town Zoning Administrator and Building Inspector for many years has passed and he will be buried in plot 27; the grave opening permit and monument installation permit are attached to the request. Motion by Hartwig, seconded by Huettl to approve the sale of the four cemetery plots to Marlene Hoffmann as requested. Motion carried without a negative vote.
8. **Town Hall remodeling.** Heidtke summarized the proposal from Taylor-Made Floors for new carpeting in the dining room. Heidtke noted once Taylor-Made takes up the old carpeting he will work with Genesis

**MINUTES OF THE REGULAR TOWN BOARD MEETING
DECEMBER 10, 2020
PAGE 2**

Remodeling or Lee Carter Construction to level out the subfloor prior to the installation of the new carpet. Motion by Kufahl, seconded by Huettl to hire either Genesis Remodeling or Lee Carter Construction to assist with dining room floor leveling repairs, and to have Taylor-Made Floors take up the old carpet and install the new carpet for \$4,611 which will be payable within 10 days after installation. Motion carried without a negative vote. Heidtke discussed moving forward with demolition and clean out of the bar room; the consensus of the board was to move forward so Heidtke will line up someone to do the work because the highway workers are not interested in assisting with the project. Heidtke reported that one of the windows on the east side of the center room (where the carport is located) is falling down and the frame has rotted. After discussion, motion by Bishop, seconded by Huettl directing Heidtke to have the rotted windows removed, board up the openings and cover the exterior with siding to match the rest of the building. Motion carried without a negative vote.

- 9. Dead-end Cedar Creek Road bridge project.** Heidtke reported he had a virtual meeting with MSA and the town will need to purchase right of way because there is only 27' and it needs to be 33'. Heidtke stated the town should start the process in January so he will be contacting a land acquisition expert on the WI DOT list because unfortunately MSA is too busy to do the work right now. Heidtke noted the acquisition must be completed by April. Motion by Huettl, seconded by Bishop to move forward with the procurement of right of way for the Cedar Creek Road bridge project. Motion carried without a negative vote.
- 10. Update on new hire and recruitment of additional workers – Transfer Station.** Heidtke reported the most recent new hire quit at the end of his first shift and stated the work was too strenuous for him. There are currently a couple of individuals interested in applying and hopefully they will submit their applications soon.
- 11. Update – Lodwick lawsuit.** Heidtke summarized the lawsuit update that Attorney Andringa provided to the Park and Planning Commission at their December 9, 2020 meeting.
- 12. Update – Jaskolski verses Sherman Parc Homeowners Association.** Heidtke summarized the letter from the attorney for the Sherman Parc HOA that Attorney Andringa provided to the Park and Planning Commission members at their December 9, 2020 meeting; the Sherman Parc HOA has stated the Jaskolski's put in a french drain without HOA approval and the situation is not the HOA's responsibility.
- 13. 2021 Budget.** Motion by Huettl, seconded by Bishop to approve the 2021 budget as presented. Motion carried without a negative vote.
- 14. Washington County Sheriff's Department report – Liaison Deputy Andrew Meier.** Deputy Meier provided a written report for 11/1/20 – 11/30/2020 and stated November was quite busy, particularly noting the 12 "car verses deer accidents", 5 disorderly conducts and 3 deaths. Meier noted there are two residents in the house on CTH NN.
- 15. Washington County Board report.** County Supervisors Bishop and Hartwig reported there was not a meeting in December. It was noted that the Washington County 2021 budget reduced the tax rate to \$2.24/\$1,000 of assessed value, and many positive comments have been received on the STH 60 road project.

**MINUTES OF THE REGULAR TOWN BOARD MEETING
DECEMBER 10, 2020
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- 16. Building Inspection/Zoning Administration report – Jim Micech.** Micech stated he has issued 46 permits since he started in November. Micech has completed several house calls and relayed a story about a drainage issue between neighbors that was amicably resolved.
- 17. Treasurer’s report – November 2020.** Chairman Heidtke summarized the written report for November 2020 that was prepared by Treasurer Eilbes. The November 2020 account balances are as follows: General Fund Checking \$99,224.86; General Fund Money Market \$1,431,841.15; Encumbered Funds-Highway Money Market \$396,740.79; Encumbered Funds-Building Money Market \$378,091.15; Property Tax Checking \$208.77; Park and Planning Checking \$12,704.99; Cemetery Fund \$16,740.69.
- 18. Chairman’s report.** Chairman Heidtke reported on the roof and gutter replacement work done for the repairs after the April 2020 hail damage.
- 19. Buildings report.** Supervisor Kufahl had nothing additional to report.
- 20. Grounds report.** Supervisor Hartwig had nothing additional to report.
- 21. Transfer Station report.** Supervisor Huettl reported we still need additional workers at the Transfer Station, and we need to get the scrap materials moved out of the building.
- 22. Highway Department report.** Chairman Heidtke summarized the highway activity and briefly reported on the joint meeting he attended between the village and the town road supervisors to discuss snow plowing routes, as well as shared road and ROW maintenance.
- 23. Noxious Weeds.** Supervisor Bishop had nothing additional to report.
- 24. Clerk’s report.** Oliver reported the town will send flowers for the December 19th memorial service for Gordon Hoffmann. Oliver reported there have been a few new faces request the paperwork to run for office for the Spring 2021 Election. Oliver provided an update on the water testing issues at the town hall and noted the health department has stated we will need to continue running the water prior to testing. Oliver asked for board input on when the town should start allowing those who have existing contracts for the town hall should be allowed to resume use. Oliver noted the tax bills should be mailed on December 14th. Oliver received information from ATT on changing the phone lines to VOIP, which sounds positive, but Oliver will be checking further with our computer maintenance company.
- 25. Communications and announcements.** Heidtke reminded the members there will be a special meeting on January 27, 2021 following the Park and Planning Commission meeting to act on the Comprehensive Plan 2050 recommendation.
- 26. Review of Bills and Authorization for Payment.** Motion by Bishop, seconded by Hartwig to approve the vouchers as presented. Motion carried.
- 27. Adjournment.** Motion by Huettl, seconded by Hartwig to adjourn. Motion carried and the meeting was adjourned.

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DECEMBER 10, 2020
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Respectfully submitted,

Julia Oliver, Town Clerk

Minutes Approved: _____

Next Resolution Number: J-21-001 Next Ordinance Number: J-21-001
