



**MINUTES OF THE REGULAR TOWN BOARD MEETING
JANUARY 14, 2021**

- 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 Huettl, seconded by Hartwig to approve the agenda. Motion carried.
- 4. Approval of the minutes.** Motion by Huettl, seconded Bishop to approve the minutes of the December 10, 2020 Regular Town Board meeting. Motion carried.
- 5. Resident comment on any agenda item.** K. Eickstedt, 3645 Division Road commented on item 8.
- 6. Dawson donation to town in honor of Gordon Hoffmann.** Heidtke reported he has spoken with Hans Dawson at Lannon Stone and he would like to donate in the range of \$2,000 to \$2,500 in honor of Gordon Hoffmann's service to the Town of Jackson. Dawson mentioned he would like the plaque to have a photo of Hoffmann and a verse; the balance of the money can be used as the town board chooses. Motion by Huettl, seconded by Hartwig to accept the monetary donation from Lannon Stone to be used for a plaque honoring Gordon Hoffmann. Motion carried without a negative vote.
- 7. Town Hall remodeling.** Heidtke reported the ceiling tiles have been installed, the floor repair and the carpet installation has been completed. Kufahl asked if the demolition of the bar room has been started because residents have asked him if the town board has a plan for the room, noting they would like the demolition to wait until an approved plan is in place. Heidtke stated no demolition has started.
- 8. Dead-end Cedar Creek Road bridge project.** In response to the resident comment made earlier, Heidtke provided a brief summary as to why the bridge is being replaced including the current condition, and the federal and county funds that are available to assist with the cost of the project. Heidtke stated the town is working with MSA Professional Services for design engineering. Currently the town needs to purchase right-of-way and Heidtke has chosen Steve Mann from the DOT approved listing to assist with the appraisal and purchase of the right of way. Mann estimated his work on the project will cost approximately \$1,500. Motion by Kufahl, seconded by Bishop approving the expenditure of town funds for the appraisal services and purchase of right-of-way for the dead-end Cedar Creek Road project. Motion carried without a negative vote.
- 9. Washington County Sheriff's Department report – Liaison Deputy Andrew Meier.** Deputy Meier provided a written incident report for the period covering 12/1/2020 – 12/31/2020 and noted that calls were down a bit which is typical in December. Meier reported there are currently three offenders at the house on CTH NN and a new one is scheduled to be placed in the house. Meier stated the only other item of note was the multiple calls regarding fireworks on New Year's Eve.

**MINUTES OF THE REGULAR TOWN BOARD MEETING
JANUARY 14, 2021
PAGE 2**

- 10. Washington County Board report.** County Supervisors Hartwig and Bishop reported on the recognition given to several enforcement officers and detectives related to the recent missing person investigation. They noted the biennial budget process was approved, and the county is going to use approximately \$1.5 million in grant funds for ADA upgrades throughout many of the county buildings.
- 11. Building Inspection/Zoning Administration report – Jim Micech.** Micech stated there were 485 permits issued in 2020, and approximately 194 of those were for roofing. Micech stated he responds to 5-6 calls per day for zoning questions and recently several of the calls have to do with separating parcels. Micech mentioned a potential item that will come before the Park and Planning Commission related to “barn venue” located near the corner of CTH NN and Maple Road; Micech noted in his experience noise, headlights and parking are the biggest concerns related to this type of project.
- 12. Treasurer’s report – December 2020.** Treasurer Eilbes will have the December report available at the February meeting; he has been very busy with the tax collection process.
- 13. Chairman’s report.** Chairman Heidtke reported there was an approximate \$74,000 grant available to the town through the “Roads to Recovery” effort in 2020 however the town was unable to take advantage of the grant due to timing. Washington County Executive Joshua Schoemann asked Heidtke to turn over the unused funds to Washington County and Heidtke agreed. Heidtke also reported that many residents are pushing snow across roads when clearing their property; Heidtke noted if this continues the town will have to start enforcement to stop these actions.
- 14. Buildings report.** Supervisor Kufahl had nothing additional to report. Heidtke reported the town hall sustained wind damage near the apartment entrance which required repair to the railings. Lee Carter added brackets which attach to the buildings to support the railings. Additionally, one of the plow drivers hit an electrical box located on the north end of the building. The box provided 3 phase service to the building, which is no longer used and therefore the damaged box was removed, and the service eliminated. Oliver reminded the board that WE Energies has noted there are supposed to be protective barriers located in front of the exterior electrical service boxes.
- 15. Transfer Station report.** Supervisor Huettl had nothing additional to report. Heidtke asked Supervisor Huettl to get the facility cleaned up, specifically citing safety concerns.
- 16. Highway Department report.** Chairman Heidtke summarized the highway activity and briefly reported on snow plowing which unfortunately seems to occur primarily overnight and on holidays.
- 17. Clerk’s report.** Oliver reported she continues to have problems with the phones at the town hall and has been weighing the two solutions available; replacement of the phone service with cellular devices or a system using voice over internet. Input received from Pros 4 Technology was not positive for the VOIP service because of the affect it will have on the internet service.
- 18. Communications and announcements.** Heidtke reported the town received a thank you note from Marlene Hoffmann for the flowers that were sent.
- 19. Review of Bills and Authorization for Payment.** Motion by Huettl, seconded by Kufahl to approve the vouchers as presented. Motion carried.

**MINUTES OF THE REGULAR TOWN BOARD MEETING
JANUARY 14, 2021
PAGE 3**

20. 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-21-001 Next Ordinance Number: J-21-001 |
|---|



**MINUTES OF THE JOINT MEETING OF THE PARK AND PLANNING COMMISSION
AND THE TOWN BOARD
JANUARY 27, 2021**

1. **Call Meeting to Order, Pledge of Allegiance and announcement of meeting notice** – The meeting was called to order at 7:00 PM by Vice-Chairman Arlyn Johnson. The Pledge of Allegiance was recited, and Clerk Julia Oliver confirmed the meeting notice. Town Chairman Ray Heidtke read the meeting notice for the special town board meeting into the record.
2. **Roll Call – Park and Planning Commission members.** Members present: John Bales, Chad Johnson, Joe Kufahl, Paul Huettl, Arlyn Johnson, Randy Vogel, Ray Heidtke and Richard Deming were present. David Klug was excused.
3. **Roll Call – Town Board members.** Members present: Ray Heidtke, Marcy Bishop, Robert Hartwig, Paul Huettl and Joe Kufahl.

Also present were Zoning Administrator Jim Micech, Town Attorney Tim Andringa and Clerk Julia Oliver.

4. **Approval of agenda** – Motion by Vogel, seconded by Bales to approve the agenda. Motion carried.
5. **Approval of minutes** – Motion by Huettl and seconded by Deming to approve the minutes of the December 9, 2020 Park and Planning Commission meeting. Motion carried.
6. **Comments from Ben McKay, SEWRPC – Comprehensive Plan 2050.** Vice-chairman Johnson thanked McKay for his assistance with the updates to the new Comprehensive Plan 2050 and facilitating the process of separating the Joint Village of Jackson/Town of Jackson Comprehensive Plan 2035 into individual plans for each municipality. Johnson also thanked the Park and Planning subcommittee of Chad Johnson, David Klug and Randy Vogel who tediously reviewed every detail of the updated document. McKay asked if the commission would like him to provide a synopsis of the steps taken to complete the update and Johnson stated it would not be necessary given the amount of time the commission has been working on the project.
7. **Open Public Hearing on the Comprehensive Plan 2050, and Resolution and Ordinance regarding Comprehensive Plan 2050.** Motion by C. Johnson, seconded by Huettl to open the Public hearing. Motion carried. S. Maney, 3138 Country Aire Drive commented.
8. **Close Public Hearing.** Motion by C. Johnson, seconded by Huettl to close the public hearing.

**MINUTES OF THE JOINT MEETING OF THE PARK AND PLANNING
COMMISSION AND THE TOWN BOARD
JANUARY 27, 2021
PAGE 2**

9. **Discussion and action regarding Resolution J-21-001, Comprehensive Plan 2050.** Discussion and comments from the commission members included the following: it is a plan and is not written in stone, most of the original information is still included in the document and the updates were made primarily to separate the joint plan into individual plans, the review and update removed the village information as much as possible, the plan has a mandatory 10 year update, and the plan was not changed, just updated. After discussion, motion by C. Johnson, seconded by Huettl to approve Resolution J-21-001, Comprehensive Plan 2050. Motion carried without a negative vote.

Chairman Heidtke called for the approval of the agenda for the Town Board portion of the Joint meeting. Motion by Huettl, seconded by Bishop to approve the Town Board agenda. Motion carried. **Chairman Heidtke asked if the Town Board had any comments on the Comprehensive Plan 2050?** Bishop thanked Ben McKay and the Park and Planning Commission subcommittee for their efforts and assistance with the Plan update. **Motion by Huettl, seconded by Bishop to adopt Ordinance J-21-001, Comprehensive Plan 2050.** Motion carried without a negative vote.

10. **Zoning Administrator's report.** Jim Micech reported the Gerald Peters donkeys have been moved to the new location on Western Avenue, and Micech has reminded Mr. Peters he needs to pull permits for work being done at the new location. Micech reported a party is looking at the northeast corner of CTH P and Pleasant Valley Road as a potential location for senior housing; rezoning may be involved. The Board of Appeals has a hearing on February 18th for an accessory structure exceeding the 15-foot maximum height; Micech expects to have four more hearings related to the height restriction soon. Micech stated it may be time to consider a change to the town ordinance due to changes in the roof pitches in new housing styles. Micech reported he has several land divisions being discussed, and noted a property at 1098 STH 60 and a property located at the Maple Road and Pleasant Valley Road intersection, Micech stated he receives approximately 5 to 6 calls a day for zoning information. Micech also noted two parcels located along CTH NN are being considered for a wedding venue.
11. **Correspondence and announcements.** Nothing additional.
12. **Adjournment.** Motion by Bales, seconded by Huettl to adjourn. Motion carried, meeting adjourned.

**MINUTES OF THE JOINT MEETING OF THE PARK AND PLANNING
COMMISSION AND THE TOWN BOARD
JANUARY 27, 2021
PAGE 3**

Chairman Heidtke called for the adjournment of the Town Board. Motion by Huettl, seconded by Bishop to adjourn. Motion carried.

Respectfully submitted,

Jim Micech, Zoning Administrator

Julia Oliver, Town Clerk



**MINUTES OF THE REGULAR TOWN BOARD MEETING
FEBRUARY 11, 2021**

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 Building Inspector/Zoning Administrator Jim Micech and Clerk Julia Oliver. Deputy Andrew Meier was absent.
3. **Approval of the agenda.** Motion by Huettl, 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 January 14, 2021 Regular Town Board meeting and the minutes of the January 27, 2021 Joint Park and Planning Commission and Special Town Board meeting. Motion carried.
5. **Resident comment on any agenda item.** D. Kufahl, 1165 Sherman Road commented on items 10 and 11. S. Maney, 3138 Country Aire Drive commented on item 10.
6. **New hire – Transfer Station.** Heidtke reported on applicant Trysten Fulton; motion by Bishop, seconded by Huettl to hire Trysten Fulton as a part time worker at the transfer station at a rate of at \$14 per hour. Motion carried without a negative vote.
7. **Ordinance update to include snow in right of way – request from Supervisor Bishop.**
8. **Updating the town Employee Manual.**
9. **Updating road operational policies such as mailbox replacement and work in the right of way.**

Heidtke stated he would like to have the town supervisors volunteer in groups of two to work on agenda items 7 thru 9 as committees. After researching the topic, the committees of two will provide information and recommendations to the town board at a meeting. Bishop and Kufahl volunteered for agenda item 7. Hartwig and Heidtke volunteered for agenda item 8. Huettl and Heidtke volunteered for agenda item 9. Heidtke asked for everyone to have the groundwork done by the next meeting.

10. **2021 road work.** Heidtke noted that there will be work done on Cedar Creek Road in 2021 which was carried forward from 2020 but the money for the work was also set aside so it will not come out of the 2021 road budget. Heidtke stated that a second lift could be done on Church Road from Sherman to Western, or all the way to Spring Valley. Heidtke also stated Maple Road could be pulverized and a base course put down from STH 60 to Sherman; noting that part of the road will be a joint project with the Village. Highway Supervisor Eickstedt stated he thinks Church Road can wait; in fact, it may only need a chip seal over the three-inch binder course. Eickstedt is recommending pulverizing/binder course on Jackson Drive north of Western (about $\frac{3}{4}$ of a mile), chip sealing the Strawberry Glen subdivision using the granite stone and he noted both Western and Sherman need to be chip sealed. After discussion, motion by Hartwig, seconded by Huettl to bid out the following road work:

**MINUTES OF THE REGULAR TOWN BOARD MEETING
FEBRUARY 11, 2021
PAGE 2**

- Pulverize/binder course - Jackson Drive from Western Avenue north toward Sherman Road, approximately $\frac{3}{4}$ mile.
- Pulverize/binder course Spring Valley Road from Church Road to CTH M.
- Pulverize/binder course Maple Road from STH 60 to Sherman Road.
- Chip seal the Strawberry Glen subdivision using granite stone.
- Chip seal Western Avenue from CTH G to the Crosswinds subdivision.
- Chip seal Sherman Road from CTH G to Maple Road.

Motion carried without a negative vote.

- 11. Replace posting boards and setting new locations.** Oliver reported the three posting boards are in disrepair, particularly the posting board at the Town Garage and the board on Pleasant Valley Road. Oliver also noted that accessing the Pleasant Valley Road posting location is unsafe due to the car traffic and the snow buildup. Potential locations for new board were discussed and included Jail House, Piggly Wiggly, business lots located at the CTH NN and Maple Road intersection, at the Wittes market on CTH NN, the storage units located at the intersection of Jackson Drive and CTH NN and the entrance drive to Lannon Stone quarry. Oliver stated she will make some calls to see who might be willing to allow a posting board, and then report back to the town board.
- 12. Forms and fees for amendments to the Comprehensive Plan.** Micech reported there are some requests for rezoning in the works that will trigger changes to the Land Use Map/Comprehensive Plan. At this time the town has not set fees for the comprehensive plan amendment process. After discussion, motion by Bishop, seconded by Kufahl to add a fee of \$225 for amendments to the comprehensive plan/land use map. Motion carried without a negative vote.
- 13. Update on Dawson donation to the town in honor of Gordon Hoffmann.** Heidtke stated he has been in contact with Signarama located in Menomonee Falls and he should have a mockup of the plaque and pricing information at the next meeting.
- 14. Resolution J-21-002, Resolution in Appreciation of Service by Ben McKay.** Heidtke noted Ben McKay, Deputy Director of SEWRPC provided valuable assistance during the Comprehensive Plan 2050 development and this resolution is to recognize his efforts. Motion by Huettl, seconded by Hartwig to adopt Resolution J-21-002, Resolution in Appreciation of Service by Ben McKay. Motion carried without a negative vote.
- 15. Update on Dead-end Cedar Creek Road bridge project.** Heidtke reported on his recent meeting related to the acquisition of additional right of way land needed for the project. Heidtke noted very little land is needed.
- 16. Washington County Sheriff's Department report – Liaison Deputy Andrew Meier.** Deputy Meier was absent.
- 17. Washington County Board report.** County Supervisors Hartwig and Bishop reported at the last meeting the County Board discussed the speed limit on CTH Y in Germantown, a sign being placed on the Washington County Government Center property to be used by the County, but also used for advertising by others and the county would receive a rental fee, the Samaritan Home task force has met and they are currently exploring a partnership with the Cedar Lake community – the task force will report to the County Board at the April meeting.

**MINUTES OF THE REGULAR TOWN BOARD MEETING
FEBRUARY 11, 2021
PAGE 3**

- 18. Building Inspection/Zoning Administration report – Jim Micech.** Micech stated that coming up at the next Park and Planning Commission meeting a concept review will be presented for the intersection of CTH P and Pleasant Valley Road, and there will be a request for approval of a certified survey map for a land attachment on Spring Valley Road. Board of Appeals will meet twice on February 18th, and next week Micech is meeting with a party about a zoning change and development of a 99-acre parcel.
- 19. Treasurer’s reports, December 2020 and January 2021 – Eilbes.** Heidtke briefly summarized the written reports prepared by Eilbes that were provided to each supervisor.
- 20. Chairman’s report – Heidtke.** Chairman Heidtke had nothing additional.
- 21. Buildings report.** Supervisor Kufahl had nothing additional to report. Hartwig asked for Heidtke to discuss any future grant opportunities with the entire board if there is a chance they can be used for the building.
- 22. Transfer Station report.** Supervisor Huettl had nothing additional to report.
- 23. Highway Department report.** Chairman Heidtke summarized the highway activity for the period of December thru mid-February. Bishop reported a Public Information meeting was held on January 19th regarding the Washington County upgrade to CTH M, which will impact the town residents on Pioneer Road from Country Aire Drive to Wausaukee Road; the project is scheduled for 2022.
- 24. Clerk’s report.** Oliver reported the highway department has received new cellular phones and the town hall land lines will be replaced with cellular phones as soon as they arrive. Oliver provided the town board supervisors copies of the correspondence from Attorney Andringa related to the Community Center agreement which they had asked to be reminded of after the first of the year. Oliver reminded the supervisors of the cemetery fencing (open item). Oliver reminded the supervisors of the Governor’s emergency order#1 requiring face coverings.
- 25. Communications and announcements.** Oliver reminded the supervisors of the February 24th Special Town Board meeting immediately following the Park and Planning Commission meeting. Supervisor Huettl asked that the Community Center Agreement be placed on the March agenda.
- 26. Review of Bills and Authorization for Payment.** Motion by Huettl, seconded by Bishop 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.

Respectfully submitted,

Julia Oliver, Town Clerk

**MINUTES OF THE REGULAR TOWN BOARD MEETING
FEBRUARY 11, 2021
PAGE 4**

Minutes Approved: _____

Next Resolution Number: J-21-003
Next Ordinance Number: J-21-002



**MINUTES OF THE SPECIAL TOWN BOARD MEETING
FEBRUARY 24, 2021**

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 Attorney Tim Andringa, Building Inspector/Zoning Administrator Jim Micech and Clerk Julia Oliver.
3. **Approval of the agenda.** Motion by Huettl, seconded by Bishop to approve the agenda. Motion carried.
4. **Public Hearing: Sarah King, 2715 Pleasant Valley Road – request for rezoning of property.** Chairman Heidtke read the *Notice of Public Hearing for the Town of Jackson Town Board for Rezoning of Property* into the record. Sarah King stated she has just under eight acres and would like to divide it into four lots. The two existing entrances to the property would be vacated and there would be one new entrance from Pleasant Valley Road to the new public road. Attorney Andringa noted this hearing is for the rezoning of the property, the certified survey map to create the four lots will occur at a future meeting. King stated the conceptual plan was already presented to the Park and Planning Commission and received favorable comments and they did recommend approval. King noted the zoning would be compatible with the neighbors to the west and east. T. Wezyk, 2729 Pleasant Valley Road spoke against the rezoning due to safety concerns on Pleasant Valley Road. T. Maney, 4457 Pleasant Hollow Road spoke against the rezoning due to the desire to keep the trees, fields, and deer. J. Kupka, 4485 Pleasant Hollow Road spoke against the rezoning due to the desire to maintain the open space and the safety concerns on Pleasant Valley Road.
5. **Close Public Hearing.** Motion by Hartwig, seconded by Kufahl to close the public hearing.
6. **Discussion and Action, Rezoning 2715 Pleasant Valley Road, Ordinance J-21-002.** After discussion, motion by Bishop, seconded by Huettl to approve the rezoning of 2715 Pleasant Valley Road. Motion carried without a negative vote.
7. **Communications and announcements.** Nothing additional.
8. **Adjournment.** Motion by Huettl, seconded by Bishop to adjourn. Motion carried and the meeting was adjourned.

Respectfully submitted,

Julia Oliver, Town Clerk

Minutes Approved: _____

Next Resolution Number: J-21-003
Next Ordinance Number: J-21-002



**MINUTES OF THE REGULAR TOWN BOARD MEETING
MARCH 11, 2021**

- 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 agenda. Motion carried.
- 4. Approval of the minutes.** Motion by Bishop, seconded Huettl to approve the minutes of the February 11, 2021 Regular Town Board meeting. Motion carried.
- 5. Resident comment on any agenda item.** There were no comments.
- 6. Alcohol Licensing, Bently Farms, dba Hidden Glen – Agent transfer and new operator licenses.** Motion by Hartwig, seconded by Bishop to issue the agent transfer to Bently Farms, dba Hidden Glen Golf Club, Robin Mastera agent. Motion carried without a negative vote. Motion by Huettl, seconded by Bishop to issue an Operator’s License to Angela Graczyk. Motion carried without a negative vote. Motion by Hartwig, seconded by Kufahl to issue an Operator’s License to Frank Kiewit. Motion carried without a negative vote.
- 7. Ordinance update to include snow in right of way – Supervisor Kufahl and Supervisor Bishop.** Kufahl presented a draft of *Section 5.04 Roadway* for the town board to review. After discussion which included where this section should be placed within the town code and if town right-of way is defined within the code, motion by Huettl, seconded by Bishop directing Clerk Oliver to forward the draft to Attorney Andringa for review. Motion carried without a negative vote.
- 8. Updating the town Employee Manual – Supervisor Hartwig and Chairman Heidtke.** Hartwig stated he recommended item 2.04 use the word “offered” instead of “required” related to break time. Hartwig would like 4.04 changed from 100 pounds to 75 pounds related to the amount of weight lifted. Hartwig suggested 2.07 should state comp time can be used from December 1st to the following November 30th. Hartwig recommended safety items detailed in 9.01, 9.02 and 9.03 be changed to Personal Protective Equipment (PPE), as a comprehensive description. After discussion, motion by Huettl, seconded by Hartwig to forward the Employee Manual changes to Attorney Andringa for review. Motion carried without a negative vote.
- 9. Updating road operational policies such as mailbox replacement and work in the right of way – Supervisor Huettl and Chairman Heidtke.** Huettl stated they recommend that trees which are located in the right of way should be maintained and removed if needed by the town. Huettl stated if a tree from outside of the right of way falls into the right of way, including the road surface, it should be moved by the town workers into the ditch for safety reasons, but removal and clean up must be done by the property

**MINUTES OF THE REGULAR TOWN BOARD MEETING
MARCH 11, 2021
PAGE 2**

owner. Huettl questioned if the town should remove the property owners' tree for a fee if requested; and if the property owner does not take care of a tree removal from the right of way in a timely manner, should the town complete the removal and bill the property owner? Huettl stated that mailboxes should not be permanent structures with masonry support due to safety. Also, culvert side walls should be marked with snow markers to ensure they are not hit by a snowplow. Heidtke stated he will organize the suggestions into a document for adding to the ordinances. Motion by Huettl, seconded by Bishop to send the document prepared by Heidtke to Attorney Andringa for review. Motion carried without a negative vote.

- 10. Additional Poll Worker appointments.** Oliver reported there are a number of poll workers who assisted with the 2020 large elections as contract employees, but they have expressed interest in continuing to work as appointed poll workers. After discussion, motion by Bishop, seconded by Hartwig to appoint Jordan Gallitz, Charlotte Gruszynski, Jean Johnson, Janis Sierra, Larry Schalla, Karen Wisth and Barbara Yogerst as poll workers for the remainder of the 2020-2021 term. Motion carried without a negative vote.
- 11. Ordinance J-21-002, Rezoning of Sarah King property, 2715 Pleasant Valley Road.** Action to adopt the ordinance is just a formality because the Town Board acted on February 24, 2021 to approve the rezoning of the property. Motion by Bishop, seconded by Huettl to adopt Ordinance J-21-002, Rezoning of the Sarah King property, 2715 Pleasant Valley Road. Motion carried without a negative vote.
- 12. Town Hall Facility remodeling and maintenance – interior and exterior, next steps and personnel.** Heidtke stated an application has been received from Curtis Hanaman for grounds assistance at the town hall facility. After discussion, motion by Kufahl, seconded by Hartwig authorizing Heidtke to speak with Hanaman about the job details and requirements noting snow maintenance and interior maintenance work is also required, and if agreeable offer him the position at \$15 per hour. Motion carried without a negative vote. Bishop stated we need to work on expanding the office area. Kufahl stated he feels the office area should be tabled until after the election. No further discussion or action.
- 13. Update on Dawson donation to town in honor of Gordon Hoffmann.** Heidtke stated Marlene Hoffmann is providing a photo to be used on the plaque.
- 14. Washington County Sheriff's Department report – Liaison Deputy Andrew Meier.** Deputy Meier provided the board members written incident summary data for the reporting periods of 1/1/2021 thru 1/31/2021 and 2/1/2021 thru 2/28/2021. Meier noted February was relatively quiet.
- 15. Washington County Board report.** County Supervisors Hartwig and Bishop reported at the Washington County board meeting the County Board passed advisory resolutions related to adoptive services being paid for by the State, juvenile court hearings during holidays, the CTH M relocation order and election reform. It was noted the two-sided message board has passed which will generate lease revenue for the county and five individuals were recognized for their service to Washington County. Also noted, County Executive Schoemann held three listening sessions for dairy farmers to voice their concerns and frustrations; it was noted 6% of the dairy farmers have quit this year to date.
- 16. Building Inspection/Zoning Administration report – Jim Micech.** Micech stated he received another light complaint about the Peters property on Country Aire and he will be meeting at the site to review the issue. Micech explained that the town is not a "delegated" municipality and therefore is unable to do small commercial property reviews or coordinate with the state inspectors for inspections. Micech further explained the benefits and noted that there is no additional cost to the town for this designation. It was the

**MINUTES OF THE REGULAR TOWN BOARD MEETING
MARCH 11, 2021
PAGE 3**

consensus of the town board that Micech should move forward with his application to become a designated municipality. Micech also explained the need to update the pool fence ordinance due to the limitations in the type of fencing identified, and the oversize detached garage ordinance due to the number of Board of Appeals hearings being generated.

- 17. Treasurer's reports, February 2021 – Eilbes.** Heidtke briefly summarized the written report prepared by Eilbes; individual copies were provided to each supervisor.
- 18. Chairman's report.** Chairman Heidtke had nothing additional.
- 19. Buildings report.** Supervisor Kufahl had nothing additional to report.
- 20. Transfer Station report.** Supervisor Huettl had nothing additional to report.
- 21. Highway Department report.** Chairman Heidtke summarized the highway activity for the period of February and March 2021. Heidtke noted he has responded to phone calls from residents related to a snowplow hitting a retaining wall, the excessive gravel that was pushed into the right of way ditches by the snowplows and the granite chips that were used in the El Camino subdivision.
- 22. Clerk's report.** Oliver reported she watched the recorded February 24th County Executive Meeting where County Clerk Ashley Reichert provided an explanation of the election process; Oliver felt the presentation was very well done and wanted to make the supervisors aware of the ability for them to access it on YouTube. Oliver stated she has ADT coming to work on the alarm system communication line which has been changed due to the new cell phone service. Oliver reported she was contacted by a resident about the town holding a town wide litter cleanup day. Oliver stated she is watching for additional updates and information on the "American Rescue Plan" which should provide local municipalities a share of the \$2.3 billion funding. Oliver briefly noted Attorney Andringa has provided insight on a recent Board of Review hearing and recommended some changes for the committee. Oliver passed along a thank you from Ben McKay of SEWRPC for the resolution recognizing his contribution to the town for assisting with the Comprehensive Plan 3050 update. Oliver reminded the board of a few open items: the cemetery fencing, the use of the Schmaal homestead bricks in a memorial and the sale of the ride-ons in the basement.
- 23. Communications and announcements.** Nothing additional noted.
- 24. 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 move into closed session. Roll call vote: Kufahl-aye, Huettl-aye, Heidtke-aye, Hartwig-aye, Bishop-aye, motion carried.

Motion by Huettl, seconded by Hartwig to return into open session. Roll call vote: Kufahl-aye, Huettl-aye, Heidtke-aye, Hartwig-aye, Bishop-aye, motion carried. There was no action.
- 25. Review of Bills and Authorization for Payment.** Motion by Bishop, seconded by Huettl to approve the vouchers as presented. Motion carried.

**MINUTES OF THE REGULAR TOWN BOARD MEETING
MARCH 11, 2021
PAGE 4**

26. Adjournment. Motion by Bishop, seconded by Hartwig to adjourn. Motion carried and the meeting was adjourned.

Respectfully submitted,

Julia Oliver, Town Clerk

Minutes Approved: _____

| |
|---|
| Next Resolution Number: J-21-003 Next Ordinance Number: J-21-003 |
|---|



**MINUTES OF THE REGULAR TOWN BOARD MEETING
APRIL 8, 2021**

- 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 Bishop to approve the agenda. Motion carried.
- 4. Approval of the minutes.** Motion by Huettl, seconded Hartwig to approve the minutes of the March 11, 2021 Regular Town Board meeting. Motion carried.
- 5. Resident comment on any agenda item.** There were no comments.
- 6. Discussion and possible action – road bids.** Heidtke opened the bids and read them aloud. After discussion, motion by Huettl, seconded by Bishop to award the pulverizing and binder course Project # 1 Maple Road, STH 60 to Sherman Road to Payne & Dolan in the amount of \$128,683.50 subject to the Village paying for their portion of the project. Motion carried without a negative vote. Heidtke noted that if the Village will not pay their portion, then the project will have to be rebid. Heidtke reported that the 2nd lift of the Cedar Creek Road project from CTH P to the railroad tracks will be completed this year. The 2nd lift was supposed to be completed in 2020 but Payne and Dolan asked for the project to be set aside, and they agreed to hold the price, so that they could complete the project which involves a railroad permit and flagger oversight to occur at the same time as the remaining 20 feet on the east side of the tracks. The Cedar Creek Road project from the railroad track to Jackson Drive was completed and fully paid for in 2020, except a 20-foot section by the railroad tracks. The funds for the 2nd lift of Cedar Creek Road from CTH P to the railroad tracks, in addition to the 20' section on the east side of the railroad tracks was accrued in 2020 for payment in 2021; therefore, the amount will not need to be included in the 2021 budget allotment. Heidtke noted that chip sealing always creates excess stone and that a second sweep of the roads that are chip sealed during the repair season right before the winter plowing season could eliminate the excess stone being pushed into the ditches once snow plowing begins. Motion by Huettl, seconded by Bishop to award the seal coating Project #1 the Strawberry Glen subdivision to Scott Construction using black granite chips and with Scott doing a second sweep right before winter/plowing season. Motion carried without a negative vote.
- 7. Discussion and possible action – 2021 road crack filling.** Motion by Huettl, seconded by Bishop to post notification the town will be spending up to \$20,000 for crack filling town roads in 2021. Motion carried without a negative vote.
- 8. Discussion and possible action – town hall parking lot repairs.** Motion by Hartwig, seconded by Huettl to request crack filling bids for the town hall parking lot. Motion carried without a negative vote.

**MINUTES OF THE REGULAR TOWN BOARD MEETING
APRIL 8, 2021
PAGE 2**

- 9. Discussion and possible action – Ordinance to amend the Town of Jackson Zoning Ordinance Section 14, accessory structure(s) size and height restrictions and pool fencing types.** Motion by Bishop, seconded by Huettl directing the clerk to publish a *Notice of Public Hearing* for the ordinance amendment. Motion carried without a negative vote.
- 10. Discussion and possible action – ordinance update to include snow in right of way – Supervisor Kufahl and Supervisor Bishop.** No action.
- 11. Discussion and possible action – updating the Town Employee Manual – Supervisor Hartwig and Chairman Heidtke.** Motion by Hartwig, seconded by Bishop directing the clerk to send the revised manual to Attorney Andringa for review. Motion carried without a negative vote.
- 12. Discussion and possible action – updating road operational policies such as mailbox replacement and work in right of way – Supervisor Huettl and Chairman Heidtke.** After discussion which included replacing the word “highway” to “town roadway or town right of way” for consistency, motion by Huettl, seconded by Hartwig directing the clerk to publish a *Notice of Public Hearing* for the ordinance changes. Motion carried without a negative vote.
- 13. Discussion and possible action – adoption of updated 2021 Fee Schedule to include building and zoning.** Motion by Kufahl, seconded by Huettl to adopt the amended 2021 Fee Schedule to include the building and zoning fees. Motion carried without a negative vote.
- 14. Update on Dawson donation to town in honor of Gordon Hoffmann.** Heidtke presented the sample for the 16” X 16” walnut plaque with the photo of Gordon Hoffmann. Motion by Hartwig, seconded by Kufahl to approve the memorial plaque as presented, and approve the purchase in the amount of \$225. Motion carried without a negative vote.
- 15. Washington County Sheriff’s Department report – Liaison Deputy Andrew Meier.** Deputy Meier provided the board members written incident summary data for the reporting period of 3/1/2021 thru 3/31/2021. Meier noted the activity was slow.
- 16. Washington County Board report.** County Supervisors Hartwig and Bishop reported that the County M reconstruction will begin in Spring of 2022 and will encompass 2.5 miles. It was noted that at the next County Board meeting there will be discussion on what to do with the Samaritan Home.
- 17. Building Inspection/Zoning Administration report – Jim Micech.** Micech stated a Board of Appeals hearing is scheduled for April 12th and he knows of two more coming up. Doug Weas plans to make presentation at the May Park and Planning meeting on the water and sewer service for the proposed development on the land located at Pleasant Valley Road and CTH P. Micech has received two complaints recently, one for yard debris and one for no siding on a house.
- 18. Treasurer’s reports, March 2021 – Paul Eilbes.** Heidtke briefly summarized the written report prepared by Eilbes; individual copies were provided to each supervisor. The March 2021 account balances are as follows: General Fund Checking \$176,278.00; General Fund Money Market \$1,697,186.85; Encumbered Funds-Highway Money Market \$396,846.15; Encumbered Funds-Building Money Market \$378,191.56; Property Tax Checking \$207.05; Park and Planning Checking \$14,106.42; Cemetery Fund \$16,767.69.

**MINUTES OF THE REGULAR TOWN BOARD MEETING
APRIL 8, 2021
PAGE 3**

19. Chairman's report – Heidtke. Heidtke met with Hans Dawson from Lannon Stone Products to view the proposed JAYBA path project that requires gravel, and to discuss the Hoffmann memorial plaque. The bridge on Pleasant Valley Road west of CTH G was hit and the County has installed temporary concrete abutments and will be making the necessary repairs to the guardrails. Heidtke met with Doug Weas and if all goes well they hope to start on the Senior/Assisted Living project in Spring of 2022. Heidtke summarized a letter from the Diehls on Mill Road regarding the sale of the land on Sherman Road by the developer of the Prairie Meadows subdivision, which appears to include the land dedicated for subdivision green space.

Heidtke reported he followed up with the park grounds applicant Kurt Hanaman and he was not interested in the position if the pay was only \$15 per hour.

20. Buildings report. Supervisor Kufahl had nothing additional to report.

21. Transfer Station report. Supervisor Huettl had nothing additional to report.

22. Highway Department report. Chairman Heidtke summarized the highway activity report. Heidtke noted that Washington County will purchase the outstanding 63-ton balance of salt from the current contract.

23. Clerk's report. Oliver reported a cover on one of the dining room light fixtures fell down on Election Day, narrowly missing a poll worker. Living Word Lutheran has committed to sending student volunteers on May 13th as a service day; they will assist with spreading mulch from 7:40 AM to 11:30 AM. Oliver stated she will have Wachtel Tree Science treat the trees and shrubs for Japanese beetles this year. A resident has requested that the town invest in a sound system for meetings, preferably one with individual microphones. The town hall failed the last water test done by Washington County so the well will be chlorinated again. Every email received that references the American Rescue Plan has been forwarded to all supervisors; at this time only preparation work is being done to ensure all the correct pieces are in place to receive the payment; it is time to think about how the town would like to use the funds. Currently the town has two parcels with past due personal property taxes.

24. Communications and announcements. Congratulations were shared with Bob Hartwig as the newly elected Town Chairman, and David Behringer as a newly elected Town Supervisor. Chairman Ray Heidtke was also congratulated on his "retirement" from town board service; and thanked by all for his years of service and leadership. Supervisor Huettl was thanked for his service to the town as a Supervisor. Oliver noted Open Book will be held via phone or email only on April 15th, and Board of Review will be held on May 6th from 6:00 – 8:00 PM at the Town Hall. The Annual Town Meeting will be held on April 20th at 7:00 PM in the town hall dining room.

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

26. 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-21-003

Next Ordinance Number: J-21-003



**MINUTES OF THE REGULAR TOWN BOARD MEETING
MAY 13, 2021**

- 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 Supervisor Bishop. The Pledge of Allegiance was recited. Clerk Oliver read the meeting notification.
- 2. Roll call.** Supervisors Marcy Bishop, Joe Kufahl and David Behringer. Also present was Deputy Andrew Meier, Building Inspector/Zoning Administrator Jim Micech and Clerk Julia Oliver. Chairman Robert Hartwig was excused. One supervisor seat is vacant.
- 3. Approval of the agenda.** Motion by Kufahl, seconded by Behringer to approve the amended agenda. Motion carried.
- 4. Public Hearing 7:00 PM – an amendment to the Zoning Ordinance changing the height and size of Accessory Structures and respecting Pool Fences.** The Notice of Public Hearing was read into the record by Supervisor Bishop. Zoning Administrator Micech read the proposed ordinance for those in attendance. Nick Campbell – 2429 Magna Vista Drive and Ray Heidtke – 2250 Western Avenue both spoke in support of the amendment.
- 5. Close the Public Hearing.** Following the comments Supervisor Bishop closed the public hearing.
- 6. Approval of the minutes.** Motion by Behringer, seconded Kufahl to approve the minutes of the February 24, 2021 Special Town Board meeting and the corrected minutes of the April 8, 2021 Regular Town Board meeting. Motion carried.
- 7. Resident comment on any agenda item.** Ray Heidtke – 2250 Western Avenue commented on agenda item 16.
- 8. Operator Licenses.** A new operator’s license was requested by Zac Welter and he appeared to introduce himself to the Town Board. Welter plans to work at Kirchhayn Country Club. Motion by Kufahl, seconded by Behringer to approve the Operator’s License for Zac Welter for the 2020-2021 operating period. Motion carried without a negative vote. Justin Olson applied for an Operator’s License for the Jail House Restaurant stating he has previously worked as a bartender at the Jail House. Motion by Kufahl, seconded by Behringer to approve the Operator’s License for Justin Olson for the 2021-2021 operating period. Motion carried without a negative vote.
- 9. Discussion and possible action – road bids – change to pulverize/binder course description.** Highway Supervisor Eickstedt briefly explained that regarding the Maple Road project, the Town of Jackson owns the entire road because the Village only has ownership to the edge of the right of way; therefore, the Village will not be participating in the cost sharing of the road project, the Village portion was expected to be approximately \$16,000. After discussion, motion by Behringer, seconded by Kufahl to proceed with the project as awarded to Payne and Dolan in the amount of \$128,683.50, noting the Village of Jackson will not be contributing to the cost of the project. Motion carried without a negative vote.

**MINUTES OF THE REGULAR TOWN BOARD MEETING
MAY 13, 2021
PAGE 2**

- 10. Discussion and possible action – 2021 crack filling.** Eickstedt stated the crack filling need this year can be accomplished for \$20,000 at the most, including the town hall parking lot crack filling. After discussion, motion by Kufahl, seconded by Behringer to award the 2021 crack filling to Fahrner Asphalt in the amount of \$20,000 and directing the clerk to post the required notice. Motion carried without a negative vote.
- 11. Discussion and possible action – town hall parking lot repairs.** Eickstedt stated the west lot is crumbling and needs to be chip sealed. The town hall driveway can be cold rolled, and a gravel shoulder added to widen the drive. Eickstedt stated the main parking lot should be chip sealed in 2022 following the 2021 crack filling. No action.
- 12. Discussion and possible action – ordinance to amend the Town of Jackson Zoning Ordinance Section 14, Accessory Structure(s) size and height restrictions, and Pool Fencing types.** Supervisor Behringer stated he attended the recent Board of Appeals training session provided by Attorney Andringa. Behringer stated the training emphasized that if the ordinances are strictly followed there would be no variances granted by the Board of Appeals. Behringer agreed with earlier comments that the ordinances probably need to be reviewed every year. Motion by Kufahl, seconded by Behringer to approve Ordinance J-21-03, an *Ordinance to Amend the Town of Jackson Zoning Ordinance Section 14, Accessory Structure(s) Size and Height Restrictions, and Pool Fencing types*. Motion carried without a negative vote.
- 13. Discussion and possible action – ordinance update to include snow in right of way – Supervisor Kufahl and Supervisor Bishop.** The proposed ordinance was read by Supervisor Bishop for those in attendance. Motion by Bishop, seconded by Behringer to approve Ordinance J-21-04, *An Ordinance to Protect Roadways in the Town of Jackson*. Motion carried without a negative vote.
- 14. Discussion and possible action – updating road operational policies such as mailbox replacement and work in right of way – Supervisor Huettl and Chairman Heidtke.** The two proposed ordinances were read by Supervisor Bishop for those in attendance. Motion by Kufahl, seconded by Behringer to approve Ordinance J-21-05, *An Ordinance to Amend and Add Requirements Relating to Mailboxes and Driveway Culverts in the Town of Jackson*. Motion carried without a negative vote. Motion by Behringer, seconded by Kufahl to approve Ordinance J-21-06, *An Ordinance to Amend and Add Requirements Relating to Trees, Shrubs, Bushes and Other Growth in the Town of Jackson*. Motion carried without a negative vote.
- 15. Discussion and possible action – confirmation of Chairman Hartwig’s committee appointments.** Supervisor Bishop read the list of appointees that Chairman Hartwig has appointed: Park and Planning Commission – Arlyn Johnson and Randy Vogel, Board of Appeals – Timothy Whitehouse and Henry Rofritz. Motion by Behringer, seconded by Kufahl to confirm Chairman Hartwig’s committee appointments. Motion carried without a negative vote. Supervisor Bishop noted the members on the Joint Village/Town Parks and Recreation Committee will remain as is until a future date. Supervisor Bishop reported that Chairman Hartwig has assigned Supervisor Bishop to the Transfer Station, Supervisor Kufahl to Grounds, Supervisor Behringer to Buildings and as Chairman, Hartwig will handle the Roads. Chairman Hartwig also will remain on the Community Development Authority, and Supervisor Kufahl will fill the seat vacated by Supervisor Huettl.
- 16. Discussion and possible action – filling town board vacant seat.** Supervisor Bishop reported Chairman Hartwig would like the board to proceed with filling the vacant supervisor seat. Bishop cited Wisconsin Statute §17.25 for filling vacancies in town offices. It was the consensus of the board and the Town Clerk to

**MINUTES OF THE REGULAR TOWN BOARD MEETING
MAY 13, 2021
PAGE 3**

proceed with the nomination process. Motion by Behringer, seconded by Kufahl to nominate Steven Fischer to fill the vacant seat on the Town Board, for the term of May 2021 through April 2022. Motion carried without a negative vote. Fischer was attendance and accepted the appointment.

- 17. Washington County Sheriff's Department report – Liaison Deputy Andrew Meier.** Deputy Meier provided the board members written incident summary data for the reporting period of 4/1/2021 thru 4/30/2021. Meier provided answers to questions about the report and noted there are four occupants at the CTH NN house.
- 18. Washington County Board report.** County Supervisor Bishop reported on the lively County Board meeting where the CTH W extension and the CTH S/175 roads were discussed. A county sheriff deputy was recognized for his retirement after 27 years of service, and there was a bit of ordinance "housekeeping" completed now that there is a County Executive.
- 19. Building Inspection/Zoning Administration report – Jim Micech.** Micech stated he is currently working on multiple debris complaints, a house without siding complaint, a petting zoo complaint, a carport in the front yard complaint and a noise complaint involving chainsaw sculpting. Micech noted he is following up on three inspection issues where work was started without a permit and he has issued 129 building permits year to date.
- 20. Treasurer's reports, April 2021 – Paul Eilbes.** Eilbes provided individual copies to each supervisor. The April 2021 account balances are as follows: General Fund Checking \$217,800.25; General Fund Money Market \$1,697,256.60; Encumbered Funds-Highway Money Market \$396,862.46; Encumbered Funds-Building Money Market \$378,207.10; Property Tax Checking \$207.05; Park and Planning Checking \$14,107.13; Cemetery Fund \$16,768.53.
- 21. Chairman's report – Hartwig.** Hartwig is excused; Bishop noted Hartwig will provide a full report at the next town board meeting.
- 22. Building's report.** Supervisor Kufahl had nothing additional to report. Bishop mentioned the light fixture that fell on election day still needs to be repaired; Supervisor Behringer will take care of the repair.
- 23. Transfer Station report.** Supervisor Bishop had nothing additional to report. Supervisor Kufahl stated he was recently at the transfer station and in the brief time he was there disposing of his own household waste and recycling, 17 vehicles came in and only 1 had a placard; it was the consensus of all the supervisors that something must be done to improve the placard checking.
- 24. Highway Department report.** Supervisor Bishop summarized the highway activity report.
- 25. Clerk's report.** Oliver stated she has been forwarding all the American Rescue Plan Act information to the supervisors when received; Oliver noted Town Engineer Matt Clementi emailed he is available to assist when needed. The Hoffmann memorial plaque is ready, and Lannon Stone has been notified; Hans Dawson would like to make the presentation at an upcoming meeting. Oliver reported Attorney Andringa held a Board of Appeals training on Tuesday, May 11th and the Board of Appeals members adopted the Town of Jackson Board of Appeals Rules and Regulations at their May 12th meeting as recommended. Oliver stated she is going to have to replace the posting boards because the Highway Shop board and the board on

**MINUTES OF THE REGULAR TOWN BOARD MEETING
MAY 13, 2021
PAGE 4**

Pleasant Valley Road are crumbling. Oliver confirmed the town board members would like the Wisconsin Towns Association mailings to be sent to their homes.

- 26. Communications and announcements.** There were no additional communications or announcements.
- 27. Review of Bills and Authorization for Payment.** Motion by Behringer, seconded by Kufahl to approve the vouchers as presented. Motion carried.
- 28. Adjournment.** Motion by Behringer, seconded by Kufahl to adjourn. Motion carried and the meeting was adjourned.

Respectfully submitted,

Julia Oliver, Town Clerk

Minutes Approved: _____

**Next Resolution Number: J-21-003
Next Ordinance Number: J-21-007**



**MINUTES OF THE REGULAR TOWN BOARD MEETING
JUNE 10, 2021**

- 1. Call meeting to order, Pledge of Allegiance and announcement of meeting notice.** The meeting was called to order at 7:00 p.m. by Chairman Hartwig. The Pledge of Allegiance was recited. Clerk Oliver read the meeting notification.
- 2. Roll call.** Chairman Robert Hartwig, Supervisors Steve Fischer, Marcy Bishop, Joe Kufahl and David Behringer were present. Also present was Town Attorney Tim Andringa, Sheriff's Deputy Andrew Meier, Building Inspector/Zoning Administrator Jim Micech and Clerk Julia Oliver.
- 3. Approval of the agenda.** Motion by Kufahl, seconded by Bishop to approve the agenda. Motion carried.
- 4. Approval of the minutes.** Motion by Bishop, seconded Behringer to approve the minutes of the May 13, 2021 Regular Town Board meeting. Motion carried.
- 5. Resident comment on any agenda item.** There were no comments.
- 6. Discussion and Possible Action – Certified Survey Map, Mel Heckendorf, 2039 Sherman Road.** It was noted approval is recommended by the Park and Planning Commission. Motion by Bishop, seconded by Kufahl to approve the Certified Survey Map for Mel Heckendorf. Motion carried without a negative vote.
- 7. Discussion and possible action – Community Center Agreement.** Attorney Andringa provided a brief history of the Joint Park and Recreation Director Agreement and the Community Center Operation Agreement. Andringa noted that in 2014 the Director Agreement was terminated per the contract terms, however since the termination the Village continues to send invoices which include administrative costs even though the town is no longer required to pay for the director. Andringa has sent correspondence to the village telling them to stop billing the town for the director and has received no acknowledgment or response from the village. After discussion which included points on how the town has lost tax base and is unable to continue supporting the Community Center and pay for the fire service contract without significantly increasing the tax burden for the residents, it was agreed the town should try to negotiate with the village a way to end the contract early. Motion by Kufahl, seconded by Behringer authorizing Attorney Andringa and Town Chairman Hartwig to open a discussion with the village regarding an early termination of the Community Center agreement. Motion carried without a negative vote.
- 8. Discussion and possible action – 2021-2022 Alcohol Licensing.** Alcohol license applications have been received for Midwest Hospitality, dba The Jail House Restaurant, Kirchhayn Country Club and Pleasant Valley Tennis Club, as well as the operators associated with each business. There are no new operator applications, all are renewals. Motion by Bishop, seconded by Behringer to approve the alcohol licenses as presented. Motion carried without a negative vote and Supervisor Fischer abstained. Deputy Meier noted that The Jail House Restaurant has no Operator's listed and questioned how the agent could always provide sufficient oversight. Oliver reported that Bentlydale Farms, dba Hidden Glen Golf Club did not submit their applications until June 9th and has requested the town board to consider their applications at the June 30, 2021 Special Joint Park and Planning Commission and Town Board meeting.

**MINUTES OF THE REGULAR TOWN BOARD MEETING
JUNE 10, 2021
PAGE 2**

The board members agreed to this action and directed the clerk to publish as required. Oliver reported she has not received an application from Doman's and their license will expire on June 30, 2021.

Oliver reported that Kirchhayn Country Club has submitted a request for an extension of premise and a request for town board support of the road closure for a parade on July 25, 2021. After discussion, motion by Bishop, seconded by Behringer to approve the one-day extension of premise for Kirchhayn Country Club for July 25, 2021, and to support the closure of CTH T/Western Avenue for the parade. Motion carried without a negative vote and Supervisor Fischer abstained. Supervisor Kufahl will be available to offer town oversight and road closure assistance for the parade.

- 9. Discussion and possible action – 2021-2022 Property, Vehicle and Liability Insurance Renewal.** The insurance cost for the 2020-2021 policy period and the 2021-2022 policy period was provided. The increase noted was due to the additional coverage for the Zoning Administrator/Building Inspector. The workers compensation increase is based on the payroll numbers. Motion by Behringer, seconded by Fischer to approve the insurance renewal with Rural Mutual. Motion carried without a negative vote.
- 10. Discussion and possible action – Nonmetallic mining oversight.** Oliver explained the oversight provided by the town for the nonmetallic mining reclamation plan at the Lannon Stone Quarry. Oliver would like to transfer the oversight to Washington County Planning and Parks Department. Hans Dawson from Lannon Stone has agreed to the transfer and Paul Sebo from Washington County has agreed to speak with the town about the arrangement if the town board agrees. Motion by Fischer, seconded by Behringer directing Oliver to invite Paul Sebo to the July town board meeting to discuss the transfer of oversight. Motion carried without a negative vote.
- 11. Discussion and possible action – Zion Cemetery.** Oliver explained she has not been successful in determining ownership of the Zion Cemetery on Church Road and has asked Attorney Andringa for assistance in how to proceed with the town taking over the care of the cemetery. After discussion, motion by Bishop, seconded by Behringer authorizing expenditures of up to \$800 for Andringa to research the Zion Cemetery ownership. Motion carried without a negative vote.
- 12. Discussion and possible action – Cedar Creek Road work.** Highway Supervisor Eickstedt explained the road work that needs to be completed by the railroad tracks on Cedar Creek Road, and that the cost is supposed to be shared with the village. Discussion of the issue brought to light confusion related to who is responsible for the railroad permitting and flagger expenses and if the village has plans for the work in the current budget. Hartwig asked he if and Eickstedt should meet with Brian Kober to discussion sharing the railroad permit expenses in order to get the road work finished. It was the consensus of the board to pull out the past contracts to see what Payne and Dolan agreed to and to see what work has been completed. No action.
- 13. Discussion and possible action – approval of employees to assist with road work.** Hartwig explained the highway department needs additional workers to assist with culvert installation projects on an as-needed basis. Hartwig recommended approving Kevin Eickstedt. Motion by Bishop, seconded by Kufahl approving Kevin Eickstedt as a part time highway worker at his current snowplow driver rate. Motion carried without a negative vote.
- 14. Discussion and possible action – Transfer Station and Town Hall Park new hire.** An application has been received from Phillip Mayer for part time work at the town hall park and transfer station. Supervisor

**MINUTES OF THE REGULAR TOWN BOARD MEETING
JUNE 10, 2021
PAGE 3**

Bishop recommended the applicant. Motion by Kufahl, seconded by Fischer to hire Phillip Mayer at a rate of \$15 per hour for part time town hall park mowing and maintenance and \$14.50 per hour for part time transfer station work. Motion carried without a negative vote; Bishop abstained.

- 15. Washington County Sheriff's Department report – Liaison Deputy Andrew Meier.** Deputy Meier provided the board members written incident summary data for the reporting period of 5/1/2021 thru 5/31/2021. Meier provided answers to questions about the report and noted there are four occupants at the CTH NN house. Oliver asked Deputy Meier if many of the towns in Washington County contracted with the Humane Society for their services, specifically the service of people bringing in stray animals without a drop off fee. Meier stated he felt about 50% of the towns in the county have a Humane Society contract.
- 16. Washington County Board report.** County Supervisor Bishop reported on the CTH S realignment and CTH W extension projects. Bishop noted the CTH W project vote failed, and it was decided the CTH S realignment project needs to be redesigned. Bishop noted the County received a Block Grant approval and will use the funds to remodel the government center boardroom and bathrooms.
- 17. Building Inspection/Zoning Administration report – Jim Micech.** Micech stated the June Park and Planning Commission meeting will be a joint meeting with the town board and will include two public hearings. Micech stated he has sent a letter to a resident requesting an onsite meeting and the resident did not respond so he will be sending out a second letter in the next day or two.
- 18. Treasurer's reports, May 2021 – Paul Eilbes.** Eilbes provided individual copies to each supervisor. The May 2021 account balances are as follows: General Fund Checking \$188,273.84; General Fund Money Market \$1,697,328.68; Encumbered Funds-Highway Money Market \$396,879.31; Encumbered Funds-Building Money Market \$378,223.16; Property Tax Checking \$207.05; Park and Planning Checking \$14,107.49; Cemetery Fund \$16,768.96.
- 19. Chairman's/Highway report – Chairman Hartwig.** Hartwig summarized the highway report provided by Eickstedt.
- 20. Building's report – Supervisor Behringer.** Behringer stated he will replace the broken light fixture cover in the dining room shortly; he has examined the fixture and a replacement plexiglass insert is needed.
- 21. Transfer Station report – Supervisor Bishop.** Bishop reported the 2021 recycling grant from the state has been received in the amount of \$7,674.63. Bishop stated she has met with Eickstedt at the transfer station and is working on the issue of dumping without a transfer station permit.
- 22. Ground's report – Supervisor Kufahl.** Kufahl had nothing additional to report.
- 23. Noxious Weeds report – Supervisor Fischer.** Fischer reported he just received his first complaint and will be viewing the property tomorrow.
- 24. Clerk's report.** Oliver provided an updated listing of the town elected and appointed officials to each town board member. Oliver stated she has been forwarding all the American Rescue Plan Act information to the supervisors when received and hopes they have been able to review all the information. Oliver reported Town Engineer Matt Clementi has offered to be available if the town board needs assistance with reviewing the grant possibilities and planning how to use the funds. Oliver reminded the board that the bridge

**MINUTES OF THE REGULAR TOWN BOARD MEETING
JUNE 10, 2021
PAGE 4**

maintenance evaluation from Jewell Engineering still needs to be addressed. Oliver noted the Park and Planning Commission will start the July meeting with a tour of the Lannon Stone Quarry.

- 25. Communications and announcements.** There were no additional communications or announcements.
- 26. Review of Bills and Authorization for Payment.** Motion by Bishop, seconded by Fischer to approve the vouchers as presented. Motion carried.
- 27. Adjournment.** Motion by Kufahl, seconded by Fischer to adjourn. Motion carried and the meeting was adjourned.

Respectfully submitted,

Julia Oliver, Town Clerk

Minutes Approved: _____

**Next Resolution Number: J-21-003
Next Ordinance Number: J-21-007**



**MINUTES OF THE REGULAR TOWN BOARD MEETING
JULY 8, 2021**

- 1. Call meeting to order, Pledge of Allegiance and announcement of meeting notice.** The meeting was called to order at 7:00 p.m. by Chairman Hartwig. The Pledge of Allegiance was recited. Clerk Oliver read the meeting notification.
- 2. Roll call.** Town Chairman Robert Hartwig, Supervisors Steve Fischer, Marcy Bishop, Joe Kufahl and David Behringer were present. Also present was Sheriff's Deputy Andrew Meier, Building Inspector/Zoning Administrator Jim Micech and Clerk Julia Oliver.
- 3. Approval of the agenda.** Motion by Kufahl, seconded by Behringer to approve the agenda. Motion carried.
- 4. Approval of the minutes.** Motion by Bishop, seconded Fischer to approve the minutes of the June 10, 2021 Regular Town Board meeting. Motion carried.
- 5. Resident comment on any agenda item.** There were no comments.
- 6. Discussion and Possible Action – American Rescue Plan Act (ARPA) funds.** Oliver reported the town has received \$237,963.96 which is half of the ARPA funds and the next half will be received in 2022. Ideas discussed for use of the funds included culvert replacements, lost revenue on rentals and connecting the pavilion holding tank to the town hall septic system. Oliver should start "earmarking" funds as used, such as \$4000 for culverts and the 2020 lost revenue on rentals due to COVID. It was the consensus of the board that Town Engineer Matt Clementi should be asked to attend the next meeting to assist with the brainstorming.
- 7. Discussion and possible action – Town Hall Park and Facility Master Plan.** Motion by Bishop, seconded by Kufahl directing Hartwig and Kufahl to create a master plan committee consisting of Town Board Supervisors Hartwig and Kufahl, two of the Park and Planning Commission members and a couple of citizens. Motion carried without a negative vote.
- 8. Discussion and possible action – Confirmation of Chairman's committee appointment.** No action: Hartwig has contacted a potential appointee and the person is considering the position.
- 9. Discussion and possible action – Approval of cemetery plot sales.** Oliver stated the family of Gordon Hoffmann has submitted a contract to purchase four lots in the Immanuel Cemetery. Motion by Bishop, seconded by Kufahl approving the sale of four cemetery plots to Dan and Aimee Isaacson. Motion carried without a negative vote.
- 10. Discussion and possible action – Town Hall plumbing repair for water quality issue.** Kufahl stated he has spoken with plumbers and they think the issue is because water sits in the water lines due to lack of use and then bacteria builds up. Kufahl recommends running the water through all the lines (inside and outside) for 5-10 minutes every week. Building Inspector Micech explained that galvanized water lines have pits and the bacteria is trapped there. After discussion, motion by Behringer, seconded by Fischer to get three bids

**MINUTES OF THE REGULAR TOWN BOARD MEETING
JULY 8, 2021
PAGE 2**

from plumbers to find a solution for the water quality issues at the town hall. Motion carried without a negative vote.

- 11. Discussion and possible action – approval of employee (Mark Mytton) to assist with road work.** Motion by Kufahl, seconded by Behringer to authorize Mark Mytton to assist with road work at a rate of \$22.50 per hour.
- 12. Discussion and possible action – filling vacant Town Treasurer position.** Hartwig reported Town Treasurer Eilbes resigned to take a full-time position with the Village of Shorewood and his last day was July 5th. During discussion the supervisors agreed it would be a good idea to also advertise for a secretary to assist in the office and be available to work the office when there is a staffing void. After discussion, motion by Bishop, seconded by Behringer to advertise, post and place on the WTA, WMCA and MTAW websites advertisements for a part time town treasurer at an hourly rate of \$15-20 depending on experience, with a flexible schedule of approximately 1200 hours per year, and a part time secretary at an hourly rate of \$15 for approximately 800 hours per year. Motion carried without a negative vote.
- 13. Washington County Sheriff's Department report – Liaison Deputy Andrew Meier.** Deputy Meier provided the board members written incident summary data for the reporting period of 6/1/2021 thru 6/31/2021 and noted it has been busy which is expected during the summer months. Meier provided answers to questions about the report and noted there are three occupants at the CTH NN house.
- 14. Washington County Board report.** County Supervisor Bishop noted the County Board does not meet until next week so there isn't much new for her to report. Bishop noted with Cedar Community backing out of an agreement related to the Samaritan Home, the County is back to square one on how to proceed. Also, Bishop reported STH 60 will be rebuilt thru the Village of Jackson in 2024 and there is a virtual public hearing scheduled.
- 15. Building Inspection/Zoning Administration report – Jim Micech.** Micech reported the carport issue in the front yard on Summer Dr. has been resolved. The debris issue at the property located at the Sherman Rd./Division Rd. intersection will take some time to clean up but he has met with the property owner and will continue to monitor the progress every two weeks. Micech stated land division calls are coming in frequently, he has not received an update from WEAS Development on the elderly facility, and land west of the Pleasant Valley Tennis Club is for sale - the property is zoned B-2 and a local realtor would like to market the property as industrial which would not be a good fit. Sarah King will return to the Park and Planning Commission meeting with an update on the proposed development and he has received a complaint about the lighting in the town hall parking lot. Micech explained a recent Building Code Enforcement Evaluation Report received from the Insurance Services Office related to the rating the town received. Micech further explained how the report might affect the town and residents specifically related to insurance.
- 16. Treasurer's report - June 2021.** No report.
- 17. Ground's report – Kufahl.** Nothing to report. Kufahl requested the exterior lights be placed on the next month's agenda for discussion.
- 18. Building's report – Behringer.** Behringer reported the insert for the dining room light has been replaced and he confirmed the fixture was secure.

**MINUTES OF THE REGULAR TOWN BOARD MEETING
JULY 8, 2021
PAGE 3**

- 19. Transfer Station report – Supervisor Bishop.** Bishop reported she was at the Transfer Station on a Thursday and Saturday to check for placards and turned away four people on Thursday and nine people on Saturday. Bishop noted residents have commented they would like cones with arrows for directing the traffic flow.
- 20. Noxious Weeds report – Supervisor Fischer.** Fischer reported he investigated a complaint about high grass but did not find any noxious weeds.
- 21. Highway/Chairman’s report.** Hartwig summarized the highway report provided by Eickstedt.
- 22. Clerk’s report.** Oliver provided she has posted the letter sent out by Assessor Grota regarding the revaluation process. Oliver has requested that Bertram Wireless refund the credit balance on account. GECI has resolved the electrical issue with the light fixture in the apartment. Eric Schmitz has been contacted to place additional pins in the Immanuel Cemetery, and improve those already in place for plots to be located with less difficulty. Questions from family members of those recently buried at the cemetery have included who will add additional fill after a plot settles and who is responsible for the seeding of a plot following a burial; the town board may need to address who will be monitoring and fulfilling these duties. Oliver reported Hans Dawson from Lannon Stone has suggested a saying for the Hoffmann memorial plaque and Mrs. Hoffmann is pleased with his suggestion.
- 23. Communications and announcements.** Oliver reminded the board of the Special Town Board meeting on July 21, 2021 at 6:00 PM. Oliver provided each supervisor with a notice of her upcoming retirement.
- 24. Review of Bills and Authorization for Payment.** Motion by Bishop, seconded by Fischer to approve the vouchers as presented. Motion carried.
- 25. Adjournment.** Motion by Fischer, seconded by Behringer to adjourn. Motion carried and the meeting was adjourned.

Respectfully submitted,

Julia Oliver, Town Clerk

Minutes Approved: _____

| |
|---|
| Next Resolution Number: J-21-003 Next Ordinance Number: J-21-007 |
|---|



**MINUTES OF THE SPECIAL TOWN BOARD MEETING
JULY 21, 2021**

- 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 Hartwig. The Pledge of Allegiance was recited. Clerk Oliver read the meeting notification.
- 2. Roll call.** Town Chairman Robert Hartwig, Supervisors Steve Fischer (arrived at 6:18 p.m.), Marcy Bishop, Joe Kufahl and David Behringer were present. Also present was Sheriff's Deputy Russell and Clerk Julia Oliver.
- 3. Approval of the agenda.** Motion by Kufahl, seconded by Behringer to approve the agenda. Motion carried.
- 4. Resident comment on any agenda item.** There were no comments.
- 5. Discussion and possible action – alcohol licensing.** After discussion, motion by Behringer, seconded by Kufahl to approve the new alcohol license for El Doman, LLC, dba Doman's Bar and Grill, and an operator license for Lisa Conradson, Motion carried without a negative vote.
- 6. Discussion and possible action – filling Town Clerk position.** After discussion which included a review of the advertisement used previously by the town, and examples of current Clerk advertisements, the board directed Clerk Oliver to place advertisements in the local papers, on the Wisconsin Towns Association website, and the Wisconsin Municipal Clerks Association website using the previous ad as a template with the following additions: the position is full time, the person must be bondable, applications should be submitted promptly, the wage rate will depend on qualifications, and the applicants should complete a town employment application in addition to submitting a resume. Candidates selected for in-person interviews will be asked to bring references to the interview.
- 7. Discussion and possible action – filling vacant Town Treasurer position and addition of Office Assistant position.** Oliver provided example wording for the advertisements. The board directed Oliver to place advertisements in the local papers, and for the Treasurer position to place the advertisement on the Wisconsin Towns Association and Wisconsin Municipal Treasurers website with the following additions: for the treasurer position the person must have proficient computer knowledge and be bondable, and for both ads have the due date state "return promptly".
- 8. Communications and announcements.** Oliver reported she just received notice the custodian will be ending her employment with the town on August 26th; an advertisement will be placed to fill the custodian position. Oliver distributed the WI DOR July 21st current guidance on the use of the American Rescue Plan Act (ARPA) funds and stated Matt Clementi will attend the August town board meeting.
- 9. Adjournment.** Motion by Bishop, seconded by Kufahl to adjourn. Motion carried and the meeting was adjourned.

**MINUTES OF THE SPECIAL TOWN BOARD MEETING
JULY 21, 2021
PAGE 2**

Respectfully submitted,

Julia Oliver, Town Clerk

Minutes Approved: _____

**Next Resolution Number: J-21-003
Next Ordinance Number: J-21-007**



**MINUTES OF THE SPECIAL TOWN BOARD MEETING
AUGUST 10, 2021**

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 Hartwig. The Pledge of Allegiance was recited. Clerk Oliver confirmed the meeting notification.
2. **Roll call.** Town Chairman Robert Hartwig, Supervisors Steve Fischer, Marcy Bishop, Joe Kufahl and David Behringer were present. Also present was Clerk Julia Oliver.
3. **Approval of the agenda.** Motion by Bishop, seconded by Kufahl to approve the agenda. Motion carried.
4. **Resident comment on any agenda item.** There were no comments.
5. **Move into Closed Session to consider employment, promotion, compensation or performance evaluation data of an employee over which the governmental body has jurisdiction or exercises responsibility; specifically interviewing candidates for the Town Clerk position and the Town Treasurer position.** Motion by Kufahl, seconded by Fischer to move into Closed Session. Roll call vote: Behringer – aye, Kufahl – aye, Hartwig – aye, Bishop – aye, Fischer – aye; motion carried.
6. **Convene into Open Session.** Motion by Kufahl, seconded by Bishop to convene into Open Session. Roll call vote: Behringer – aye, Kufahl – aye, Hartwig – aye, Bishop – aye, Fischer – aye; motion carried.
7. **Discussion and possible action – Town Clerk position and/or Town Treasurer position.** Motion by Bishop, seconded by Behringer to offer the Town Treasurer position to Bill Neureuther at a rate of \$20 per hour with a maximum of 1199 hours per year on a rolling basis, following Chairman Hartwig receiving a positive response by the three references provided by Neureuther. Motion carried without a negative vote.
8. **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-21-003
Next Ordinance Number: J-21-007



**MINUTES OF THE REGULAR TOWN BOARD MEETING
AUGUST 12, 2021**

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 Hartwig. The Pledge of Allegiance was recited. Clerk Oliver confirmed the meeting notification.
2. **Roll call.** Town Chairman Robert Hartwig, Supervisors Steve Fischer, Marcy Bishop, Joe Kufahl and David Behringer were present. Also present was Clerk Julia Oliver. Joining at 7:00 p.m. were Sheriff's Deputy Andrew Meier, Town Engineer Matt Clementi and Building Inspector/Zoning Administrator Jim Micech.
3. **Approval of the agenda.** Motion by Bishop, seconded by Fischer to approve the agenda. Motion carried.
4. **Approval of the minutes.** Motion by Fischer, seconded Bishop to approve the minutes of the June 30, 2021 Special Joint Meeting of the Park and Planning Commission and the Town Board, the July 8, 2021 Regular Town Board meeting and the July 21, 2021 Special Town board meeting. Motion carried.
5. **Move into Closed Session to consider employment, promotion, compensation or performance evaluation data of an employee over which the governmental body has jurisdiction or exercises responsibility; specifically interviewing candidates for the Town Clerk position.** Motion by Kufahl, seconded by Behringer to move into Closed Session. Roll call vote: Behringer – aye, Kufahl – aye, Hartwig – aye, Bishop – aye, Fischer – aye; motion carried.
6. **Convene into Open Session.** Motion by Kufahl, seconded by Bishop to reconvene into Open Session. Roll call vote: Behringer – aye, Kufahl – aye, Hartwig – aye, Bishop – aye, Fischer – aye; motion carried.

The Regular Meeting continued at 7:00 p.m.

7. **Resident comment on any agenda item.** A. Johnson, 4401 Mourning Dove Dr. commented on item 10.
8. **Discussion and Possible Action – Town Clerk, Custodian and Office Assistant positions.** Motion by Kufahl, seconded by Bishop to offer the part time custodian position to Monica Johnson at a rate of \$15 per hour. Motion carried without a negative vote.
9. **Discussion and Possible Action – CSM for Weyker, parcel T7 0854 00Z and for Kaschner, parcel T7 0854 00D.** Motion by Bishop, seconded by Behringer to approve the combined CSM for Weyker and Kaschner. Motion carried without a negative vote.
10. **Discussion and Possible Action – American Rescue Plan Act (ARPA) funds.** Clementi provided overview guidance on the areas that the ARPA funds can be used for: 1. Revenue lost in 2020 as compared to 2019 using the formula provided, 2. Expenditures because of COVID – can be town or local business expenditures, 3. Premium pay for town workers or local workers who continued to work during COVID, 4. Investments in sewer, water and broadband. Clementi noted the town board may wish to set up a committee for surveying and prioritizing the best ways to use the money. It was the consensus of the town board that a committee should be established to explore and prioritize the use of the funds.

**MINUTES OF THE REGULAR TOWN BOARD MEETING
AUGUST 12, 2021
PAGE 2**

Clementi stated he will participate in the committee if requested. Clementi will attend the September Regular Board meeting. No action.

- 11. Discussion and possible action – Town Hall Park (Facility) Master Plan.** After discussion the consensus of the town board is to move forward with establishing a committee to update the Town Hall Park and Facility master plan. It was noted Arlyn Johnson and John Bales have been selected by the Park and Planning Commission as representatives to the committee, and the Town Board has selected Joe Kufahl and Robert Hartwig. The consensus of the town board is to select three resident members as participants and the town supervisors will put the word out that they are looking for volunteers. No action.
- 12. Discussion and possible action – Confirmation of Chairman’s committee appointment.** Hartwig stated he would like to appoint Shawn Maney as the Board of Appeals Alternate to replace Mel Heckendorf. Motion by Bishop, seconded by Behringer confirming Chairman Hartwig’s appointment. Motion carried without a negative vote.
- 13. Discussion and possible action – ATVs (all-terrain vehicles) on town roads.** After discussion which included marking roads where ATVs are not allowed, licensing/certification by the DNR, minimum age requirements to drive an ATV, and consideration that about half of the towns in Washington County allow for ATVs on town roads and half do not; no action.
- 14. Discussion and possible action – Exterior lighting at the Town Hall Facility.** Zoning Administrator Micech reported he received a complaint about the parking lot lights from the neighbor to the north, and Supervisor Bishop commented the barn lights are directed out instead of down. Discussion included the need for security at the town hall facility while being considerate of how bright and what direction the lights should face. Micech will get pricing to add timers to the barn lights as well as shields to direct the lighting downward.
- 15. Discussion and possible action – Community Center Agreement.** No action, Attorney Andringa will provide an update at the next meeting.
- 16. Discussion and possible action – Additional emergency stop button for the compactor at the Transfer Station.** Supervisor Bishop explained that a worker has raised a concern about the need for an additional emergency stop button for the compactor, to be located on the west side of the security fence and low enough that it could be reached by someone who might be located inside the compactor. After discussion which included the type of button and protective covering, as well as the purpose for the button; Supervisor Bishop will research the options and costs and report back at the next meeting.
- 17. Discussion and possible action – Town Hall plumbing repair for the water quality issue.** Supervisor Behringer reported he has spoken with multiple plumbers and has found there could potentially be three issues related to the water quality situation at the town hall. Behringer will continue to research the problem and is now focused on the potential for stagnant water in the lines due to lack or minimal use, the two pressure tanks that are currently being used being reduced to one and confirming the pressure tanks are working properly, working with Groth Water Wells to ensure the well and well casing are in good working condition and meet the required specifications. Behringer noted that Boehlke Plumbing recommended a constant pressure system. Behringer also reported he will have specific bacteria counts tomorrow because the Washington County Health Department tested the water today and is going to provide that information to him when it is available. Motion by Kufahl, seconded by Fischer to have the well tested (and shocked if

**MINUTES OF THE REGULAR TOWN BOARD MEETING
AUGUST 12, 2021
PAGE 3**

needed) and to test the water pressure tanks to see if they are both in working condition as well as not harboring the bacteria. Motion carried without a negative vote.

- 18. Discussion and possible action – Sale of cemetery plots.** Motion by Bishop, seconded by Behringer to approve the sale of cemetery plots to James Diehl, Susan Diehl and Jenna Jahnz (2). Motion carried without a negative vote.
- 19. Discussion and possible action – Audit/Financial Review of town records.** It was noted the town has not had an audit for over fifteen years, and the last time the books were reviewed by an accounting firm was right after Clerk Oliver started and that was done by Kieckhafer Dietzler Hauser LLP. After discussion, motion by Bishop, seconded by Behringer directing Clerk Oliver to get three quotes for both audits and financial reviews. Motion carried without a negative vote.
- 20. Washington County Sheriff’s Department report – Liaison Deputy Andrew Meier.** Deputy Meier provided the board members written incident summary data for the reporting period of 7/1/2021 thru 7/31/2021 and noted it has been very busy. Meier provided answers to questions about the report and noted there are four occupants at the CTH NN house.
- 21. Washington County Board report.** County Supervisor Bishop reported the county board received the annual update from SEWRPC and noted that SEWRPC offers PASER rating assistance every other year at no cost for local municipalities, the Sheriff’s department announced some promotions, the radio project is moving forward and will improve coverage for emergency services throughout the county, the Capital Improvement Plan thru 2027 has been approved and the County Attorney received accommodations.
- 22. Building Inspection/Zoning Administration report – Jim Micech.** Micech reported the yard debris situation at the property located at Sherman and Division is making progress, but Micech has requested the effort be “stepped up”. The situation reported on Jackson Drive that included over 250 chickens, 25-30 goats, and a variety of other fowl is now in compliance. Micech is working with the property owner regarding the four structures used for storage and the multiple cars that are under tarps. Micech is finalizing the recently approved Conditional Use Permits but noted Lannon Stone has requested to return to the Park and Planning Commission to address one open item.
- 23. Treasurer’s report - July 2021.** No report.
- 24. Ground’s report – Kufahl.** Supervisor Kufahl had nothing additional to report.
- 25. Building’s report – Behringer.** Supervisor Behringer provided photos of current issues he is addressing at the town hall, primarily water related issues, and discussed the benefits of covers for the sump pump crocks and the purchase of an industrial sized dehumidifier or multiple dehumidifiers for the basement moisture issues. Behringer asked for an agenda item to discuss purchases for the building to be placed on the next agenda. Building Inspector Micech recommended Behringer speak with a water damage contractor about the conditions.
- 26. Transfer Station report - Bishop.** Supervisor Bishop noted she is looking to update signage at the Transfer Station.
- 27. Noxious Weeds report – Fischer.** Supervisor Fischer had nothing additional to report.

**MINUTES OF THE REGULAR TOWN BOARD MEETING
AUGUST 12, 2021
PAGE 4**

- 28. Highway/Chairman's report.** Chairman Hartwig summarized the highway report provided by Eickstedt.
- 29. Clerk's report.** Clerk Oliver had nothing additional to report.
- 30. Communications and announcements.** It was requested that approval to replace the pressure tank at the town hall be placed on next month's agenda.
- 31. Review of Bills and Authorization for Payment.** Motion by Bishop, seconded by Kufahl to approve the vouchers as presented. Motion carried.
- 32. Adjournment.** Motion by Kufahl, seconded by Fischer to adjourn. Motion carried and the meeting was adjourned.

Respectfully submitted,

Julia Oliver, Town Clerk

Minutes Approved: _____

| |
|--|
| <p>Next Resolution Number: J-21-004 Next Ordinance Number: J-21-007 Next Conditional Use Permit Number J-21-003</p> |
|--|



**MINUTES OF THE SPECIAL TOWN BOARD MEETING
AUGUST 19, 2021**

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 Hartwig. The Pledge of Allegiance was recited. Clerk Oliver confirmed the meeting notification.
2. **Roll call.** Town Chairman Robert Hartwig, Supervisors Steve Fischer, Marcy Bishop, Joe Kufahl and David Behringer were present. Also present was Clerk Julia Oliver.
3. **Approval of the agenda.** Motion by Bishop, seconded by Fischer to approve the agenda. Motion carried.
4. **Resident comment on any agenda item.** There were no comments.
5. **Move into Closed Session to consider employment, promotion, compensation or performance evaluation data of an employee over which the governmental body has jurisdiction or exercises responsibility; specifically interviewing candidates for the Town Clerk position and the Town Treasurer position.** Motion by Bishop, seconded by Behringer to move into Closed Session. Roll call vote: Behringer – aye, Kufahl – aye, Hartwig – aye, Bishop – aye, Fischer – aye; motion carried.
6. **Convene into Open Session.** Motion by Bishop, seconded by Kufahl to convene into Open Session. Roll call vote: Behringer – aye, Kufahl – aye, Hartwig – aye, Bishop – aye, Fischer – aye; motion carried.
7. **Discussion and possible action – Town Clerk position and/or Town Treasurer position.** Motion by Bishop, seconded by Fischer to offer the Town Clerk position to Robert Eichner at a rate of \$45,000 per year with full benefits following Chairman Hartwig receiving a positive response by the three references provided by Eichner. Motion carried without a negative vote. Motion by Bishop, seconded by Behringer authorizing Kufahl to call Bill Neureuther and offer him the Office Assistant position at a rate of \$15 per hour for no more than 1199 hours per year on a rolling basis. Motion carried without a negative vote.
8. **Adjournment.** Motion by Behringer, seconded by Fischer to adjourn. Motion carried and the meeting was adjourned.

Respectfully submitted,

Julia Oliver, Town Clerk

Minutes Approved: _____

**Next Resolution Number: J-21-004
Next Ordinance Number: J-21-007
Next Conditional Use Permit Number J-21-003**



**MINUTES OF THE REGULAR TOWN BOARD MEETING
SEPTEMBER 9, 2021**

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 Hartwig. The Pledge of Allegiance was recited. Clerk Oliver confirmed the meeting notification.
2. **Roll call.** Town Chairman Robert Hartwig, Supervisors Steve Fischer, Marcy Bishop, Joe Kufahl and David Behringer (arrived at 6:45 p.m.) were present. Also present was Town Attorney Tim Andringa and Clerk Julia Oliver. Joining at 7:00 p.m. were Sheriff's Deputy Andrew Meier, Town Engineer Matt Clementi and Building Inspector/Zoning Administrator Jim Micech.
3. **Approval of the agenda.** Motion by Kufahl, seconded by Bishop to approve the agenda. Motion carried.
4. **Approval of the minutes.** Motion by Bishop, seconded Fischer to approve the minutes of the August 10, Special Town Board meeting, the August 12, 2021 Regular Town Board meeting and the August 19, 2021 Special Town Board meeting. Motion carried.
5. **Move into closed session pursuant to Wisconsin Statutes 19.85 (1)(c) to consider employment, promotion, compensation or performance evaluation data of an employee over which the governmental body has jurisdiction or exercises responsibility - specifically interviewing candidates for the Town Treasurer and Office Assistant positions; and pursuant to 19.85 (1)(g) conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved, and 19.85 (1)(e) deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session – specifically the Community Center Agreement.** Motion by Bishop, seconded by Kufahl to move into Closed Session. Roll call vote: Kufahl – aye, Hartwig – aye, Bishop – aye, Fischer – aye; motion carried.
6. **Convene into Open Session.** Motion by Kufahl, seconded by Bishop to reconvene into Open Session. Roll call vote: Behringer – aye, Kufahl – aye, Hartwig – aye, Bishop – aye, Fischer – aye; motion carried.

The Regular Meeting continued at 7:00 p.m.

7. **Resident comment on any agenda item.** D. Kufahl, 1165 Sherman Road, J. Wenzel, 3145 Country Aire Drive and V. Schroeder, 2624 Oak Knoll Drive all commented on agenda item 20.

Agenda item 10 followed agenda item 7 during the meeting.

8. **Discussion and Possible Action – New Operator License.** Supervisor Fischer recused himself from this agenda item. Motion by Bishop, seconded by Behringer to approve the new Operator's License for Paige Walter. Motion carried without a negative vote.

Supervisor Fischer rejoined the town board.

**MINUTES OF THE REGULAR TOWN BOARD MEETING
SEPTEMBER 9, 2021
PAGE 2**

- 9. Discussion and possible action – Complaint regarding feral cats in the Town of Jackson.** Chairman Hartwig explained he received numerous complaints from a non-resident related to their picking up a cat from the side of the road while driving thru the Town of Jackson so that it wouldn't be hit by a car. The person complaining stated they were charged a surrender fee at the Washington County Humane Society because the Town of Jackson didn't participate in a cooperative agreement with the Humane Society where they would accept surrenders without charging the individual who brought the animal to the shelter. Kay Amland, Executive Director of the Washington County Humane Society appeared and shared information with the town board on the municipal contracts (animal control agreements) that they currently have with 10 municipalities in the county. Amland explained how the Humane Society generates its funding and that the county provides 10% of their total budget, but only for dogs – no funding is provided for cats. Cats surrendered to the Humane Society cost approximately \$76 for a basic five-day hold. The contract cost is only based on the surrender of “friendly” cats; with a contract the municipality would not incur costs for feral cats. Cary Jaeckel, 1401 Gatewood Drive, West Bend appeared and explained the incident that precipitated his complaint to Chairman Hartwig. The Town Board thanked Amland for attending and explaining the program available to the municipalities. No action.
- 10. Discussion and Possible Action – Town Treasurer and Office Assistant positions.** Motion by Kufahl, seconded by Bishop to offer Monica Diaz the position of Town Treasurer at a rate of \$20 per hour, not to exceed 1199 hours per year on a rolling basis, and further specifying that no benefits are included with this part time position. Motion carried without a negative vote. Monica Diaz verbally accepted the position and Clerk Oliver is directed to send Monica a formal offer letter. The Town Board decided to continue looking for an office assistant.
- 11. Update, discussion and possible action – Attorney Andringa, Timothy Lodwick lawsuit.** Attorney Andringa summarized the recent hearing and noted that Lodwick has objected to an inspection by the town. Andringa noted the judge will decide whether or not to authorize the inspection.
- 12. Discussion and possible action – Community Center Agreement.** Attorney Andringa relayed his recent discussions with the Village of Jackson attorney. After discussion, motion by Bishop, seconded by Kufahl authorizing Town Attorney Andringa and Chairman Hartwig to meet with a village representative and the Village Attorney to discuss the early termination of the Community Center Agreement. Motion carried without a negative vote.
- 13. Update, discussion and possible action – Town Engineer Clementi, American Rescue Plan Act (ARPA) funds.** Clementi provided the following information in response to the August discussion:
- Acceptable use – new water service line to the main located on Division Road; there may be a restriction for the size of line installed.
 - Not acceptable use – water repairs to the building.
 - Not acceptable use – culverts/road repairs.
 - Not acceptable use – new office space unless it specifically is to address the issue of six feet of separation between employees.
- Clementi reiterated the ability to use the funds for revenue losses in 2020 (and future years) due to COVID, losses by local town businesses for the same time frame, and high speed internet/broadband. Clementi noted he is ready to participate in the town committee to research funds uses when they start meeting.

**MINUTES OF THE REGULAR TOWN BOARD MEETING
SEPTEMBER 9, 2021
PAGE 3**

- 14. Discussion and possible action – Town Hall Park (Facility) Master Plan.** Kufahl reported he has gathered a group of residents to participate in the committee for the review of the facility master plan; Shawn Maney, Everett Russell, Dan Kufahl, Arlyn Johnson, Bob Hartwig, John Bales and Chad Johnson have volunteered to participate. Motion by Bishop, seconded by Behringer to approve the members who have volunteered to participate in the Town Hall Facility Master Plan Committee. Motion carried without a negative vote. Kufahl stated the initial meeting will be held on September 22, 2021 and he will forward the agenda to the clerk for posting and distribution.
- 15. Discussion and possible action – Supervisor Behringer, Town Hall water quality issue.** Behringer updated the board on the procedures performed by Groth Water Wells in order to eliminate some of the potential sources for the water quality issues and performed testing to get the results after each step was performed. Behringer stated one of the pressure tanks in the basement has been removed and one remains, however it is probably should be replaced with an eighty or one hundred twenty-gallon tank. Also, a plumber should be hired to come in and start reducing the ‘dead-ends’ located throughout the building to reduce to potential for water sitting in the lines. After discussion, motion by Kufahl, seconded by Bishop to have the well tested to confirm the water quality is good and then replace the pressure tank and make appropriate plumbing repairs for an amount not to exceed \$3,000. Motion carried without a negative vote. Building Inspector Micech noted instead of eliminating the “dead ends” the plumber may want to install valves, and make sure any galvanized piping replaced is done with copper, CPVC or PEX.
- 16. Discussion and possible action – Building Inspector Micech, Town Hall exterior lighting.** Micech summarized the findings of Gillitzer Electric related to the exterior barn and parking lot lights. After discussion, motion by Bishop, seconded by Fischer to have Gillitzer install a timer for the barn lights for an amount not to exceed the quote of \$319.08, and to get a quote for a motion sensor light outside the entrance door. Motion carried without a negative vote. Motion by Fischer, seconded by Bishop to replace the exit light in the upstairs entry room, and change out the unit in the board room to include an exit light for an amount not to exceed \$300. Motion carried without a negative vote.
- 17. Discussion and possible action – Supervisor Behringer, roofing over exterior stairs to basement.** Behringer explained his findings related to water in the basement; it was agreed Behringer will set up a schedule of items for the building maintenance person to check and report to Behringer on a regular basis.
- 18. Update, discussion and possible action – Supervisor Bishop, additional emergency stop button for compactor at the Transfer Station.** Supervisor Bishop reported she is still looking at options but is leaning toward the lanyard idea because that would allow the control box to be raised enough so it won’t be prone to damage, but the lanyard would allow for the stop to be activated from a distance. No action.
- 19. Discussion and possible action – Redistricting.** Clerk Oliver explained the three options the county is offering municipalities for assisting with the redistricting process. Hartwig explained a bit about the three redistricting maps that they had viewed as County Supervisors, and how Washington County plans to reduce the number of County Supervisors during the redistricting process. After discussion, motion by Fischer, seconded by Kufahl for the town to accept the offer of Option 1 from Washington County, where the county GIS department will complete the census blocking work for the town and provide a draft resolution for the town board to act on in order to meet the timeline as provided. Motion carried without a negative vote. Clerk Oliver will notify the Washington County Clerk of the town board decision.

**MINUTES OF THE REGULAR TOWN BOARD MEETING
SEPTEMBER 9, 2021
PAGE 4**

- 20. Update, discussion and possible action – Clerk Oliver, Audit/Financial Review of town records.** Clerk Oliver confirmed she is in agreement that an audit/financial review would be beneficial for the town, particularly at this time since the Town Clerk and Town Treasurer positions are being filled with new people after many years. Oliver reported she has not had the time to seek proposals for the audit work because she is currently operating as the clerk and treasurer for the town. New Clerk Bob Eichner stated he will provide the contact information for the auditor used by the Town of Fredonia, and Clerk Oliver will get two additional proposals by the next meeting. No action.
- 21. Washington County Sheriff's Department report – Liaison Deputy Andrew Meier.** Deputy Meier provided the board members written incident summary data for the reporting period of 8/1/2021 thru 8/31/2021 and noted it has been very busy but uneventful. Meier provided answers to questions about the report and noted there are five occupants listed at the CTH NN house, but he will confirm there are only four as per the ordinance.
- 22. Washington County Board report.** County Supervisor Bishop reported the county board received reports from Workforce Development, a report from Judge Marten on the Drug Treatment Court pilot program, the redistricting map option 1 was adopted and the number of county supervisors will be reduced from 26 to 21, a resolution was passed in support of the critical race theory to create more transparency for parents of school age children, and the update to the Washington County Master Plan was passed.
- 23. Building Inspection/Zoning Administration report – Jim Micech.** Micech reported the yard debris situation at the Schulenberg property continues, also the situation reported on Jackson Drive that included over 250 chickens, 25-30 goats, and a variety of other fowl is now in compliance and the Wisconsin Department of Agriculture has been in contact with the property owner in order to complete their registration.
- 24. Treasurer's report - August 2021.** No report. New Treasurer will start in September.
- 25. Ground's report – Kufahl.** Supervisor Kufahl had nothing additional to report.
- 26. Building's report – Behringer.** Supervisor Behringer discussed the repairs made to the flat roof over the bar area, the repair he is proposing to lift the damaged window in the demolished area, the addition of a new door sweep on the north town hall entrance door and that the patio drain was cleaned out.
- 27. Transfer Station report - Bishop.** Supervisor Bishop had nothing additionally to report.
- 28. Noxious Weeds report – Fischer.** Supervisor Fischer had nothing additional to report.
- 29. Highway/ Chairman's report – Hartwig.** Chairman Hartwig summarized the highway report provided by Eickstedt.
- 30. Clerk's report – Oliver.** Oliver reported the net new construction number that will be used for budgeting purposes and the population number that will be used for calculating the fire services agreement.
- 31. Communications and announcements.** Chairman Hartwig reported on the email from the Boettcher's about the condition of Jackson Drive south of Sherman Road.

**MINUTES OF THE REGULAR TOWN BOARD MEETING
SEPTEMBER 9, 2021
PAGE 5**

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

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

Respectfully submitted,

Julia Oliver, Town Clerk

Minutes Approved: _____

**Next Resolution Number: J-21-004
Next Ordinance Number: J-21-007
Next Conditional Use Permit Number J-21-003**



**MINUTES OF THE REGULAR TOWN BOARD MEETING
OCTOBER 14, 2021**

1. **Call meeting to order, Pledge of Allegiance and announcement of meeting notice.** The meeting was called to order at 7:00 p.m. by Chairman Hartwig. The Pledge of Allegiance was recited. Clerk Eichner confirmed the meeting notification.
2. **Roll call.** Town Chairman Robert Hartwig, Supervisors Steve Fischer, Marcy Bishop, and David Behringer were present. Supervisor Joe Kufahl was excused. Also present was Sheriff's Deputy Andrew Meier, Building Inspector/Zoning Administrator Jim Micech, Treasurer Monica Diaz, and Clerk Bob Eichner.
3. **Approval of the agenda.** Motion by Fischer, seconded by Behringer to approve the agenda. Motion carried
4. **Approval of the minutes.** Motion by Behringer, seconded by Fischer to approve the minutes of the September 9, 2021 Town Board meeting and October 8, 2021 Special Town Board Meeting, Motion carried.
5. **Resident comment on any agenda item.** There were no comments.
6. **Discussion and possible action – Adjustment to Clerk Salary.** Motion by Bishop, seconded by Behringer, to increase the clerk's salary from \$45,000/yr. to \$47,000/yr. to offset the cost of the clerk returning to the Wisconsin Retirement System. Motion carried
7. **Discussion and possible action – Community Center Agreement.** Chairman Hartwig reported that he and Atty. Andringa began negotiations with the Village regarding the agreement for early termination of the Community Center Agreement. Atty. Andringa would like to meet with the Board in closed session before the Town Hall Facility & Park Master Plan Committee meeting on October 20, 2021 to discuss the progress and conditions for approval of the release. No further action was taken.
8. **Discussion and possible action – Liquor License Transfer.** Mr. Ted Weller appeared as new Owner of the Pleasant Valley Tennis Club requesting a transfer of the current liquor license. Having confirmed the Mr. Weller passed the background check a motion was made by Bishop, seconded by Behringer, to approve the liquor license transfer pending an inventory transfer list be submitted to the Clerk. Motion carried
9. **Discussion and possible action - Theresa Miller – T7-0073-00Z – CSM.** No action was taken on this Item as Ms., Miller was not ready to appear.
10. **Update on the exterior lighting.** Administrator Micech reported that two exit lights in Town Hall have been upgraded and the light on the barn is now on a photocell and a timer.
11. **Update, Discussion, and possible action - Town Hall water quality issue.** Supr. Behringer reported that the water quality issue is now in the hands of the DNR. The county is pursuing a possible contamination source of the manure pile south of the Town Hall property.

12. **Use ABT Mailcom for Tax Bill distribution.** Based on a discussion of saving staff time and possible cost savings, a Motion to use ABT Mailcom for tax bill printing and mailing was made by Bishop, seconded by Fischer. Carried.
13. **2022 Annual Fee Schedule** the Board will discuss changes to the 2022 Fee Schedule as part of a budget workshop on October 20, 2021. The workshop will also have a closed session to discuss personnel contracts and wages.
14. **2021 holiday hours at transfer station** Motion by Bishop, seconded by Fischer to set the Transfer Station/Recycling Holiday hours as follows; Saturday December 25, 2021 – closed; Monday December 27, 2021 3pm to 7pm; Saturday January 1, 2022 – closed; Monday January 3, 2022 3pm to 7pm. Motion carried.
15. **Ordinance TOJ-21-07 Redistricting.** Motion by Fischer, seconded by Bishop, to approve Resolution TOJ -21-07 Establishing the Town Ward boundaries following the decennial census. Motion carried.
16. **Financial Review of town records.** No discussion or action on this item. Clerk Eichner will provide quotes to complete the Audit in 2021 at the November meeting
17. **Switch Accounting software from Quickbooks to Town Hall software.** Motion by Behringer, seconded by Bishop, to switch accounting software from QuickBooks to TownHall Software on condition that the annual cost is not higher than for current software, and that we do not need 2 licenses for the new system. Motion carried.
18. **Washington County Sheriff's Department report – Liaison Deputy Andrew Meier.** Deputy Meier provided the board members written incident summary data for the reporting period of 9/1/2021 thru 9/30/2021 and noted it has been very busy but uneventful. Meier provided answers to questions about the report
19. **Washington County Board report.** County Supervisor Bishop reported that the County celebrated the service of Sherriff Deputy Schwitz for 35 years of service. The County approved a \$ million bond issue to upgrade radio facilities for County Sheriff, police, fire and emergency services. The Board also approved a land purchase at Highways 83 & 167 in the Town of Erin to be used as a Plan B site to complete the radio tower loop.
20. **Building Inspection/Zoning Administration report.** Administer Micech is following up on a complaint about a hobby farm on Mill Road that has vastly exceeded the animal capacity. The Schulenberg property clean-up is slowly progressing. Micech will follow-up soon on the 30-day notice he issued in September. The plans for a senior CBRF on Pleasant Valley Road are still progressing. The operator is trying to obtain an agreement from the Village for sewer and water like that which the Fair Park and Hospital have. The Country Aire CSM is paused waiting on new financing.
21. **Treasurer's report.** Treasurer Diaz presented reports for May through September.
22. **Ground's report.** No report.
23. **Building's report.** Nothing new to report.
24. **Transfer Station report.** Bishop reported that there is difficulty in locating the proper emergency stop switch.

25. Noxious Weeds report. No report

26. Highway/Chairman's report. Chairman Hartwig reported that all pavement marking is done except on Cedar Creek Road. We received notice that the Cedar Creek Road bridge work will be let soon for work in 2022.

27. Clerk's report. Clerk Eichner reported that there will be a few revenue increases in 2022. The PILT payment should go up significantly. We may see an increase in our Transportation Aid if it is not offset by a reduction in miles of road in the Town due to annexations.

28. Communications and announcements. Crackfilling should take place in the next few weeks.

29. Review of bills and authorization of payment. Motion by Bishop, seconded by Fischer to approve the vouchers as presented. Motion carried.

30. Adjournment. Motion by Fischer, seconded by Bishop, to adjourn at 9:33pm. Motion carried.

Persons with disabilities requiring special accommodations for attendance at the meeting should contact the Town Clerk at least one business day prior to the meeting. It is possible a quorum of members of other governmental bodies of the Town of Jackson may attend this meeting to gather information; no action will be taken by any governmental body at this meeting other than the governmental body specifically referred to in this meeting notice.

AFFIDAVIT OF POSTING: I hereby certify that this notice has been posted on the Town of Jackson website at www.town-jackson.com and at the Town of Jackson Town Hall, 3146 Division Road. As a courtesy the notice *may* be posted at the Town of Jackson Town Garage, 3685 Division Road. I further certify that this notice has been sent to the West Bend News, WBKV Radio Station and the Express News.

Dated October 13, 2021.

Bob Eichner, Clerk, Town of Jackson



**MINUTES OF THE SPECIAL TOWN BOARD MEETING
OCTOBER 27, 2021, 8:15pm**

1. **Call meeting to order, Pledge of Allegiance and announcement of meeting notice.** Chairman Hartwig called the meeting to order at 8:20pm. Clerk Eichner confirmed the proper meeting notifications.
2. **Roll call.** Present were Town Chairman Robert Hartwig, Supervisors Steven Fischer, Marcy Bishop, Joe Kufahl, and Dave Behringer. Also present was Zoning Administrator Jim Micech, and Clerk Bob Eichner.
3. **Approval of the agenda.** Motion by Kufahl, seconded by Behringer, 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 Kufahl, seconded by Behringer, to move to closed session. Motion carried unanimously by a roll call vote.
5. **Reconvene in Open Session.** Motion by Fischer, seconded by Behringer, to reconvene into open session at 9:00pm. Motion carried unanimously by a roll call vote.
6. **Budget workshop.** Clerk Eichner presented the first draft of the 2022 budget together with the proposed wage increases for 2022. All current employees, except Board members and poll workers, will receive a 1% increase. Zoning Administrator Micech will receive a contract renewal for 3 years and base salary of \$14,400 per year supplemented by 75% of building and zoning fees. The WRS percentage is reduced for 2022 from 6.75% to 6.5%. The healthcare premiums for have increased with a greater share being borne by the employees.

The 2022 Fee schedule was reviewed and changes were made to predominantly some the Building and Zoning fees to be more consistent with surrounding municipalities.

Budget Items. If we cannot find room in this year's budget to purchase new computer software and hardware for office staff, Clerk Eichner was instructed to budget for this in 2022. For now the Capital expense a new Highway truck should remain in the 2022 budget.

7. **Discussion and possible action on setting future workshop dates and the public hearing.** A second budget workshop was set for Tuesday, November 2, 2021 at 6:30pm. The public hearing on the proposed budget and Special Elector's meeting was scheduled for 7:00pm on November 30, 2021.
8. **Communications and announcements.** None.
9. **Adjournment.** Motion by Fischer, seconded by Bishop to adjourn at 10:50pm. Motion carried.



**MINUTES OF THE SPECIAL TOWN BOARD MEETING
OCTOBER 27, 2021**

- 1. Call meeting to order, Pledge of Allegiance and announcement of meeting notice.** The meeting was called to order at 6:30 pm by Chairman Hartwig. The pledge of allegiance was recited. Clerk Eichner confirmed the meeting notifications.
- 2. Roll call.** Town Chairman Robert Hartwig, Supervisors Steven Fischer, Marcy Bishop, Joe Kufahl, and Dave Behringer. Also present was Attorney Tim Andringa, and Clerk Bob Eichner.
- 3. Approval of the agenda.** Motion by Fischer, seconded by Bishop to approve the agenda. Motion carried.
- 4. Move into closed session pursuant to Wis. Stat. Subsection 19.85(1)(g) to confer with legal counsel for the Town who is rendering oral or written advice concerning strategy to be adopted by the Town with respect to litigation in which it is or is likely to become involved.** Motion by Kufahl, seconded by Behringer, to move to closed session. Motion carried unanimously on a roll call vote.
- 5. Convene into open session.** Motion by Bishop, seconded by Behringer, to reconvene into open session. Motion carried unanimously by a roll call vote.
- 6. Adjournment.** Motion by Kufahl, seconded by Fischer, to adjourn at 6:57pm

Persons with disabilities requiring special accommodations for attendance at the meeting should contact the Town Clerk at least one business day prior to the meeting. It is possible a quorum of members of other governmental bodies of the Town of Jackson may be in attendance at this meeting to gather information; no action will be taken by any governmental body at this meeting other than the governmental body specifically referred to in this meeting notice.

AFFIDAVIT OF POSTING: I hereby certify that this notice has been posted on the Town of Jackson website at www.town-jackson.com and at the Town of Jackson Town Hall, 3146 Division Road. As a courtesy the notice *may* be posted at the Town of Jackson Town Garage, 3685 Division Road. I further certify that this notice has been sent to the West Bend News, WBKV Radio Station and the Express News.

Dated October 7, 2021.

Julia Oliver, Clerk, Town of Jackson



**MINUTES OF THE SPECIAL TOWN BOARD MEETING
NOVEMBER 2, 2021**

- 1. Call meeting to order, Pledge of Allegiance and announcement of meeting notice.** The meeting was called to order at 7:00 pm by Chairman Hartwig. The pledge of allegiance was recited. Clerk Eichner confirmed the meeting notifications.
- 2. Roll call.** Town Chairman Robert Hartwig, Supervisors Steven Fischer, Marcy Bishop, Joe Kufahl, and Dave Behringer. Also present was Clerk Bob Eichner.
- 3. Approval of the agenda.** Motion by Kufahl, seconded by Bishop to approve the agenda. Motion carried.
- 4. Budget Workshop.** Clerk Eichner presented 2 different draft budgets. One using the allowable levy increase adjusted using the 2021 outstanding debt service (\$1,230,377.00), and one with out the debt service (\$941,935). Because we would lose the long-term debt option after this year, Clerk Eichner recommended using the 2nd alternative. However, this would leave a \$364.000 deficit balance. To Counter Clerk Eichner suggested, and the board concurred with, removing the Truck Purchase from the Budget as the Town has Reserve in the Highway funds to cover the cost of new truck.
Bishop also stated that the loan taken out in 2020 was to cover the cost of the Fire service with the Village (\$200,000) in 2022, and that amount should be added to the revenues for 2022.
A few other changes were made by the Board: Reducing Clerks publications and notices from \$2000 to \$600; Increasing the Furniture and Fixtures under General Buildings From \$7500 to \$15000 for the office remodel; Removing the meetings line item under Inspections; Increasing fuel costs from \$10,000 to \$12000, and reducing the Miscellaneous amount from 5% to 2.5% under highway & street maintenance; Increasing recycling disposal charges from \$8000 to \$9000; and adding \$600 for portable sanitary facilities and Recreation;
Clerk Eichner will make the necessary adjustments and the Board will meet again for a final workshop on November 9, 2021 at 6:00pm
- 5. Communications and Announcements.** None
- 6. Adjournment.** Motion by Fischer, seconded by Bishop, to adjourn at 9:28pm.

Respectfully Submitted,

Robert M. Eichner, Clerk

Robert Hartwig, Chairman



**MINUTES OF THE SPECIAL TOWN BOARD MEETING
NOVEMBER 9, 2021**

- 1. Call meeting to order, Pledge of Allegiance and announcement of meeting notice.** The meeting was called to order at 5:30 pm by Chairman Hartwig. The pledge of allegiance was recited. Clerk Eichner confirmed the meeting notifications.
- 2. Roll call.** Town Chairman Robert Hartwig, Supervisors Steven Fischer, Marcy Bishop, Joe Kufahl, and Dave Behringer. Also present was Clerk Bob Eichner.
- 3. Approval of the agenda.** Motion by Kufahl, seconded by Bishop to approve the agenda. Motion carried.
- 4. Budget Workshop.** Clerk Eichner presented the revised budget with the changes from the November 2nd workshop, with one exception. We do not have \$200,000 for fire service as the Loan taken out in 2020 was for 2020 and 2021, only. However, Clerk Eichner suggested, and the Board concurred that a fund transfer to revenues of \$200,000 will accomplish the same result. There is now a \$22,100 dollar surplus in the 2022 budget. At the direction of the Board, Clerk Eichner will increase the Buildings Maintenance & Repairs from \$3500 to \$18500 incase the Town needs to replace the well at Town Hall. The remainder will go into the miscellaneous fund under Highway and Street maintenance. The final budget will be voted on at the November 11, 2021 regular Town Board meeting.
- 5. Communications and Announcements.** None
- 6. Adjournment.** Motion by Kufahl, seconded by Behringer, to adjourn at 6:23pm.

Respectfully Submitted,

Robert M. Eichner, Clerk

Robert Hartwig, Chairman



**MINUTES OF THE REGULAR TOWN BOARD MEETING
NOVEMBER 11, 2021**

1. **Call meeting to order, Pledge of Allegiance and announcement of meeting notice.** The meeting was called to order at 7:00 p.m. by Chairman Hartwig. The Pledge of Allegiance was recited. Clerk Eichner confirmed the meeting notification.
2. **Roll call.** Town Chairman Robert Hartwig, Supervisors Steve Fischer, Marcy Bishop, and David Behringer, and Joe Kufahl were present. Also present was Attorney Tim Andringa, Sheriff's Deputy Andrew Meier, Building Inspector/Zoning Administrator Jim Micech, Treasurer Monica Diaz, and Clerk Bob Eichner.
3. **Approval of the agenda.** Motion by Kufahl, seconded by Bishop to approve the agenda. Motion carried
4. **Approval of the minutes.** Motion by Fischer, seconded by Behringer to approve the minutes of the October 14, 2021 Town Board meeting and 2, October 27, 2021 Special Town Board Meeting, Motion carried.
5. **Resident comment on any agenda item.** Highway supervisor Ron Eickstedt spoke on Item 9, the proposed Country Aire CSM. He would prefer that proposed roads should be constructed completely, even in phased subdivisions such as this. 'Temporary' cul-de-sacs tend to be a problem if they are not built to standards.
6. **Discussion and possible action – Operators License:** After discussion with the applicant, a motion made by Kufahl, seconded by Bishop, to issue an Operator's License to Brea Christine Nowsacek. Motion carried, 4-0, Fischer recused.
7. **Discussion and possible action - Theresa Miller – T7-0073-00Z - CSM to add acreage to T7-0073-00A (A-1 Zoning) –approval of the CSM.** Motion by Bishop, second by Kufahl to approve the CSM. Motion carried
8. **Discussion and possible action - Sara King / Quam Engineering – T7-0138-00E –CSM to Split Lot 1 into Three (3) residential lots (R-1 Zoning) –approval of the CSM.** Motion by Bishop, second by Behringer to approve the CSM. Motion carried.
9. **Discussion and possible action - Carl Scholz and Jeff Scheunemann, Country Aire Project, LLC. – Certified Survey Map of Parcel T7-0730-00Z –approval of the CSM.** Motion by Bishop, second by Behringer to approve the CSM. Motion carried.
10. **Update, Discussion, and possible action, Town Hall water quality issue.** Supr. Behringer reported the synopsis of a meeting with the Health Department, the DNR and the Town regarding the water quality issue. The problem may indeed have been contamination from neighboring fields; however, Town Hall is in a special casing area established after our existing well was dug. The SCA requires casing to 225 feet and the existing well casing is only 180 feet. Behringer also proposed replacing the existing pressure tank as it has surpassed the recommended life.

Motion by Kufahl, second by Bishop to spent up to \$3,000 to replace the pressure tank if the next test is good, and if the tests continue to be negative, the Town should get estimates for a new well and go with the best estimate within the 2022 budget. Motion carried.

11. **Discussion and possible action – 2022 Attorney’s Fees.** Motion by Kufahl, second by Fischer to accept an increase in the hourly rate for Town Attorney Fees from \$175/hour to \$195/hour. Motion carried.
12. **2022 Annual Fee Schedule.** Motion by Fischer, second by Kufahl to approve the 2022 Fee Schedule. Motion carried.
13. **Discussion and possible action – 2022 Budget, Public Hearing, and Special Elector’s Meeting date.** Motion by Fischer, second by Behringer to approve the 2022 Budget and proposed Levy of \$941,935. Motion carried. Motion by Fischer, second by Kufahl, to set the date for the Budget Public Hearing and Special Elector’s Meeting for November 30, 2021 at 7:00pm. Motion carried.
14. **Update, discussion, and possible action – Clerk Eichner, Audit/Financial Review of town records.** Clerk Eichner presented the 3 types of audits and asked for clarification on which type the Town Board prefers. The Board directed Clerk Eichner to seek quotes on a full Audit.
15. **Update, discussion, and possible action – Switch Accounting software from Quickbooks to Town Hall software.** Clerk Eichner reported that staff will be switching over to Town Hall Software for payroll and financial reporting beginning in December. The goal is to switch over from Quickbooks at the beginning of the year.
16. **Discussion and possible action – Town Hall Facility and Park Master Planning Committee.** Supr. Kufahl reported that over half of the committee has resigned due to time conflicts. Motion by Fischer, second by Bishop, to disband the Town Hall Facility and Parks Master Planning Committee. Motion carried
17. **Discussion and possible action Town Hall Staff office remodeling.** After a brief presentation of a proposed new office layout by Supr. Kufahl, motion by Bishop, second by Kufahl, for Chairman Hartwig and Supr. Kufahl to begin working with office staff to begin final plans for new offices.
18. **Discussion and possible action – Update to Employment Procedures and Regulations for 2011.** Clerk Eichner presented the Employment Procedures Manual dated 2011 to the Board for discussion on updating the manual. The board directed Clerk Eichner to check on the status of revisions that were done in 2021. No further action was taken
19. **Washington County Sheriff’s Department report – Liaison Deputy Andrew Meier.** Deputy Meier provided the board members written incident summary data for the reporting period of 10/1/2021 thru 10/31/2021 and noted that call volume has about the same as recent past months. The Town did have two fires in October: a shed fire and a propane flash fire. Meier provided answers to questions about the report
20. **Washington County Board report.** County Supervisor Bishop reported that the County Board approved the 2022 County Budget, the 2021 redistricting plan, and a 13-million-dollar bond issue for the new radio system. The bonds will be paid for through the County Sales Tax. The new system will be used by all police, fire & rescue, and public works entities in Washington County. The Washington County Golf Course has established a Permanent Open Space Fund. Interest from the fund is to be used toward larger projects in all County Parks.

- 21. Building Inspection/Zoning Administration report.** Administer Micech is following up on a complaint about a hobby farm on Mill Road that has vastly exceeded the animal capacity. The Schulenberg property clean-up is slowly progressing. Micech will meet with Mr. Schulenberg on Tuesday and Mr. Schulenberg has stated that a dumpster will be arriving soon. Micech is also working on the End of Year report
- 22. Treasurer's report.** Treasurer Diaz presented the report for October. She also Reported that the ARPA funds received in June, 2021 have been moved from the General fund checking account to the General Fund Money Market Account and earmarked. November and December will be filled with Tax Collection pet Licensing prep and Transfer Station permit prep.
- 23. Ground's report.** No Report
- 24. Building's report.** Supr. Behringer reported Mark Mytton will be blowing out leaves from gutters at Town Hall and the water has been blown out and shut off at the pavilion. The de-humidifier in the basement of Town hall has finally stopped running constantly, and the sump pump crocks need covers.
- 25. Transfer Station report. Supr.** Bishop reported quotes are being sought for security cameras at the Transfer Station. The idea of fencing in the station is cost prohibitive. There has been some volunteer assistance in checking permit tags.
- 26. Noxious Weeds report.** No report
- 27. Highway/Chairman's report.** Washington County painted 12 miles of centerlines in the Town. The Town crews have done cold patching at culvert cuts and bridge approaches, removed downed trees, mowed town roadsides including backs of ditches. Fahrner Asphalt will be crack-filling next week on Maple Road, Western Road, Mill Road, Jackson Town Hall Parking Lot, Mockingbird and Hummingbird Drives. Recyclables have been hauled, and repairs made to the compactor. The fuel lines were replaced and a new started installed on Truck 18. Garbage was collected on Pleasant Valley Road. Shoulders were repaired with recycled material in several locations and general shouldering work was also done. Several car-deer kills were cleaned up. One tire tube on the Tiger Mower was repaired.
- 28. Clerk's report.** No report
- 29. Communications and announcements.** Crackfilling should take place in the next few weeks.
- 30. Review of bills and authorization of payment.** Motion by Bishop, seconded by Fischer to approve the vouchers as presented. Motion carried.
- 31. Adjournment.** Motion by Kufahl, seconded by Bishop, to adjourn at 9:19pm. Motion carried.

Respectfully Submitted,

Robert M. Eichner, Clerk

Robert Hartwig, Chairman



**MINUTES OF THE SPECIAL TOWN BOARD MEETING
NOVEMBER 11, 2021**

- 1. Call meeting to order, Pledge of Allegiance and announcement of meeting notice.** The meeting was called to order at 6:30 pm by Chairman Hartwig. The pledge of allegiance was recited. Clerk Eichner confirmed the meeting notifications.
- 2. Roll call.** Town Chairman Robert Hartwig, Supervisors Steven Fischer, Marcy Bishop, Joe Kufahl, and Dave Behringer. Also present was Attorney Tim Andringa, and Clerk Bob Eichner.
- 3. Approval of the agenda.** Motion by Bishop, seconded by Kufahl to approve the agenda. Motion carried.
- 4. Move into closed session pursuant to Wis. Stat. Subsection 19.85(1)(g) to confer with legal counsel for the Town who is rendering oral or written advice concerning strategy to be adopted by the Town with respect to litigation in which it is or is likely to become involved.** Motion by Bishop, seconded by Fischer, to move to closed session. Motion carried unanimously on a roll call vote.
- 5. Convene into open session.** Motion by Fischer, seconded by Behringer, to reconvene into open session. Motion carried unanimously by a roll call vote.
- 6. Adjournment.** Motion by Bishop, seconded by Kufahl, to adjourn at 6:43pm

Respectfully Submitted,

Robert M. Eichner, Clerk

Robert Hartwig, Chairman



**MINUTES OF THE SPECIAL TOWN BOARD MEETING
NOVEMBER 29, 2021**

- 1. Call meeting to order, Pledge of Allegiance and announcement of meeting notice.** The meeting was called to order at 7:00 pm by Chairman Hartwig. The pledge of allegiance was recited. Clerk Eichner confirmed the meeting notifications.
- 2. Roll call.** Town Chairman Robert Hartwig, Supervisors Steven Fischer, Marcy Bishop, Joe Kufahl, and Dave Behringer (arrived 7:10). Also present was Town Engineer Matt Clementi, and Clerk Bob Eichner. Treasurer Monica Diaz and Highway Superintendent Ron Eickstedt were also present in the audience.
- 3. Approval of the agenda.** Motion by Kufahl, seconded by Bishop to approve the agenda. Motion carried.
- 4. Resident Comment on any agenda item.** Ron Eickstedt asked to be a part of the discussion for item 9. Monica Diaz will speak on item 5.
- 5. Discussion and possible action - Temporary Tax Collection help.** Monica Diaz's daughter Gabrielle is offering to help with tax collection over her winter break. She has helped Monica in the past and is familiar with the process. Motion by Kufahl, second by Bishop, to offer the temporary, part-time, tax help position to Gabrielle Diaz at a rate of \$15/hour, conditioned on submittal of a completed employment application. Motion carried.
- 6. Discussion and possible action – Town Hall Custodian resignation and replacement** After the sudden resignation for health reasons of Monica Johnson as Town Hall custodian, Ms. Elizabeth Rodriguez has applied for the position, Motion by Bishop, second by Fischer, to offer the part-time position of Town Hall Custodian to Elizabeth Rodriguez at a rate of \$15.00/hour. Motion carried
- 7. Discussion and possible action – Cedar Creek Road Bridge Replacement Bids consideration of award.** The low bid for this item was 30% higher than the Engineer's estimate due to rising steel and fuel costs. Ron Eickstedt felt that the proposed bridge was too much given the fact that this portion of Cedar Creek Road is a dead end and lightly used. He believes that something less substantial could be done. Matt Clementi reported that the state-local split has already been revised to include the additional amount. There is still a slim possibility that the county would not pick up 10% of the additional funds, but Clementi recommended awarding because the prices may only go up if it is re-bid later. Motion by Bishop, second by Behringer, to award the Cedar Creek Road Bridge Replacement to Pheifer Brothers Construction for \$629,368.16. Motion carried.
- 8. Discussion and possible action – Approve Special assessments for Kirchayn Street lights.** Motion by Behringer, second by Bishop to approve the Kirchayn Utility special charges for 2021 totaling \$1,368.30. Motion carried

9. Discussion and possible action – Request for reduced speed limit on Pleasant Valley Road.

Lannon Stone Products submitted a request to reduce the speed limit on Pleasant Valley Road to 35 mph from Elm Road in the Town of Cedarburg west to creek crossing. The request is made to try to reduce the noise made by empty trucks travelling on Pleasant Valley Road. After some discussion the Board directed Clerk Eichner to review existing conditions and discuss the reduction with the Town of Cedarburg and report at the Regular December Board meeting. No further action was taken

10. Adjournment. Motion by Kufahl, seconded by Fischer, to adjourn at 8:20pm.

Respectfully Submitted,

Robert M. Eichner, Clerk

Robert Hartwig, Chairman



**MINUTES OF THE REGULAR TOWN BOARD MEETING
December 9, 2021**

1. **Call meeting to order, Pledge of Allegiance and announcement of meeting notice.** The meeting was called to order at 7:00 p.m. by Chairman Hartwig. The Pledge of Allegiance was recited. Clerk Eichner confirmed the meeting notification.
2. **Roll call.** Town Chairman Robert Hartwig, Supervisors Steve Fischer, Marcy Bishop, and David Behringer, and Joe Kufahl were present. Also present was Attorney Tim Andringa, Treasurer Monica Diaz, and Clerk Bob Eichner.
3. **Approval of the agenda.** Clerk Eichner reported an amendment to Item 9, Resolution J2021-10 will be to appoint Election Inspectors for the 2022-2023 biennium. Motion by Kufahl, seconded by Fischer to approve the amended agenda. All Aye, Motion carried.
4. Motion by Bishop, seconded by Behringer, to move into closed session pursuant to Wisconsin Statutes 19.85 (1)(g) conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved, specifically respecting the open records request by Chad and Jody Erickson. All Aye, Motion carried
5. Motion by Bishop, seconded by Fischer, to reconvene into open session. All Aye, motion carried.
6. **Approval of the minutes.** Motion by Bishop, seconded by Behringer, to approve the minutes: November 11, 2021 Town Board meeting and the November 2, November 9, November 11, and November 29, 2021 Special Town Board Meetings. All Aye, motion carried.
7. **Resident comment on any agenda item.** Highway Superintendent Ron Eickstedt requested to be a part of the discussion of Items 11 & 13. There were no other public comments
8. **Discussion and possible action – Community Center Release, Settlement, and Termination Agreement.** Attorney Andringa reported that the Town will be released from the Community Center Agreement with the Village of Jackson, effective December 31, 2021 and that the Town will receive a settlement in the amount of \$275,000 no later than April 1, 2022.
9. **Resolution J2021–10 A Resolution appointing Election Inspectors, for the 2022-2023 Election Cycle.** Motion by Kufahl, second by Fischer to approve Resolution J2021-10. All Aye, motion carried.
10. **Consideration of Filling the Office Assistant Position.** Motion by Kufahl, second by Behringer to offer the position of Office Assistant to Ms. Connie Diaz at a rate of \$15.00 per hour. All Aye, motion carried. Ms. Diaz accepted and will begin work on December 13, 2021

11. **New Truck Purchase.** After discussion with Doug Patch from Lakeside International Trucks, a motion by Kufahl, seconded by Bishop, was made to have Hartwig, Fischer, and Eickstedt work with Lakeside to procure a new patrol truck with winter package for a price not to exceed \$220,000. All Aye, motion carried
12. **2022 Fire and Rescue service contract with the Jackson Fire Department.** Motion by Bishop, second by Behringer to accept the 2022 Fire and Rescue service contract with the Jackson Fire Department, for \$213,169.20. All Aye, motion carried.
13. **Consideration of speed limit reduction on Pleasant Valley Road.** Mr. Hans Dawson of Lannon Stone Products requested the Town to consider reducing the speed limit on Pleasant Valley Road between Elm Rd, in the Town of Cedarburg, /Wausaukee Road and the Creek crossing west of the quarry. After discussion, Clerk Eichner was assigned drafting an ordinance for the January Town board meeting. No further action was taken.
14. **Audit/Financial Records Review.** Motion by Bishop, second by Behringer to approve award a contract to Corson, Peterson & Hamann, to complete an Audit and Review of town financial records and complete the Annual CT Form, for \$8000. All Aye, motion carried.
15. **Update of Town Hall Remodeling.** Motion by Kufahl, second by Bishop, to proceed with the planning of the town hall staff office remodel, and designate Hartwig, Fischer, and Zoning Administrator Micech, to work with an architect and office staff on the planning. All Aye, motion carried.
16. **Washington County Sheriff's Department report – Liaison Deputy Andrew Meier.** No Report
17. **Washington County Board report.** County Supervisor Bishop reported the County heard an end of year report from EDWC regarding small business loans. 17 small businesses applied, and 16 loans were approved totaling \$20,000. The county will be receiving about \$5 million assist in the fight against Pharmacological opioid misuse. Deb Van Beek, a nurse will be retiring after 20 years.
18. **Treasurer's report.** Treasurer Diaz presented the report for November. She also reported that we sold 909 Transfer Station Placards and 572 dog licenses.
19. **Ground's report.** No Report
20. **Building's report.** Supr. Behringer reported we are once again receiving clean water tests at Town Hall. He is still pursuing quotes for a new well from Highline and from Antonio, Inc, but with less urgency. He will also pursue quote to deep clean and chlorinate the existing well. Replacement of the pressure tank is on hold until the well issue is finally resolved
21. **Transfer Station report.** No report
22. **Noxious Weeds report.** No report
23. **Highway/Chairman's report.** Roadside mowing is done for the year and the Tiger is in storage. Pavement patching was done on Pleasant Valley Road near Church Road. Road signs were replaced or straightened. Six downed trees leaning on wires were called in to Asplundh. The electric eye was replaced on the salt shed. Eight loads of stone were removed from a ditch in Strawberry Glen that had been placed by a former homeowner. A large fallen oak tree was cleared from the park trail. Prewinter maintenance is being done on trucks 12, 16, and 18. Crews have been out to plow/salt twice.

- 24. Clerk's report.** Clerk Eichner proposed a new way of reviewing bills. Staff will print a list of all vouchers since the last meeting for the Board to review and will provide support for specific questions. This should streamline the approval process at future Board meetings.
- 25. Communications and announcements.** None
- 26. Review of bills and authorization of payment.** Motion by Behringer, seconded by Fischer to approve the vouchers as presented. Motion carried.
- 27. Adjournment.** Motion by Kufahl, seconded by Fischer, to adjourn at 9:17pm. Motion carried.

Respectfully Submitted,

Robert M. Eichner, Clerk

Robert Hartwig, Chairman

Approved: January 13, 2022