



**MINUTES OF THE TOWN BOARD MEETING**  
**January 11, 2024**

1. **Call meeting to order, Pledge of Allegiance, and announcement of meeting notice.** The meeting was called to order at 7:00 p.m. by Chairman Hartwig. The Pledge of Allegiance was recited. Clerk Eichner confirmed the meeting notification.
2. **Roll call.** Town Chairman Robert Hartwig, Supervisors Dave Behringer, Steve Fischer, Marcy Bishop, and Joe Kufahl (7:35) were present. Also present was, Attorney Tim Andringa, Treasurer Monica Diaz, and Clerk Bob Eichner.
3. **Approval of the agenda.** Motion by Fischer, seconded by Bishop, to approve the agenda. Motion carried 4-0.
4. **Approval of the minutes.** Motion by Bishop, seconded by Fischer, to approve the minutes for the December 5, December 14, and December 19, 2023 Town Board Meeting. Motion carried 4-0.
5. **Resident comment on any agenda item.** Michael Dueno, 1448 Fiesta Court spoke in support of Item 10, speed limit on Center Road. Mr. Dueno believes a slower limit than the unposted 55mph, is warranted. There are 3 blind curves on this road, as well as hills. A minimum of 4 farmers use Center Road to move equipment and crops and travel well below 55 mph. Speeding is also a constant concern at this road is a less traveled route from Western Avenue to STH 60. Mr. Dueno thinks a 45mph speed limit is needed. Mr. Dueno also requested a stop sign be erected at the intersection of Fiesta Court and El Camino Drive.
6. **Washington County Sheriff Liaison report** – No report; Deputy Wright was not present.
7. **Jackson Fire Department Report** – Clerk Eichner presented Chief Swaney's December Call report for the Town. There were 22 calls, including 4 car accidents, 1 fire alarm, and 2 structure fires.
8. **Discussion and possible action – Jackson Elementary School future planning concerns.** – Ms. Heather Nothem, 4158 Jackson Drive, presented a report on her efforts regarding the rumored closing of Jackson Elementary School. After speaking with the West Bend Schools Superintendent, Ms. Nothem stated that JES is not slated to be closed and that the School Board is having studies on the upgrades for the school. Ms. Nothem believes that this won't be enough; that a K-8 grade facility needs to be considered. When asked, the individual Board members supported this cause, the Town Board has no authority over the school boards in the Town. The Board and the Town Attorney did offer advice on gathering information and ways of rallying Jackson families' support for her cause. They also concurred that periodic progress updates would be welcome. No formal action was taken on this item.
9. **Discussion and possible action- Consideration of Resolution J-2024-001, A Resolution to Petition for Washington County Bridge/Culvert Repair Funding for the Culvert Replacement on Sherman Road.** Motion by Kufahl, seconded by Bishop, to approve Resolution J-2024-001, requesting \$7,689.37 in reimbursement for the culvert replacement. Motion carried 5-0.
10. **Discussion and possible action – Consideration of speed limit on Center Road between Western Ave and STH 60.** After discussion, Motion by Bishop, second by Behringer, to lower and post the speed limit on Center Road from Western Avenue, to STH 60. Motion carried. The request for a stop sign at Fiesta Ct. and El Camino Dr will be considered at the February 8, Town Board meeting. No other action was taken.

- 11. Update, discussion, and possible action – Review of notice for RFP for new Town Attorney selection.** Clerk Eichner presented the Notice for Requests for Proposals for the new attorney. The notice will be on our website, at our posting locations, published on the Wisconsin Towns Association website, and in the West Bend Daily News and the Cedarburg News Graphic until the end of January. No other action was taken.
- 12. Discussion, and possible action – Town Hall Barroom remodel update, rental fee, and liquor license holder.** – This item is tabled until the February 8 Town Board meeting.
- 13. Discussion and possible action – Consideration of next Truck replacement timeline.** Motion by Bishop, seconded by Behringer to accept the proposal for the next truck replacement presented by Lakeside International, and to be placed in the queue. Motion carried 5-0.
- 14. Update, discussion, and possible action – Consideration of Tractor Loader/Backhoe.** No action on this item; still seeking pricing and availability.
- 15. Update, discussion, and possible action – Consideration of Skid Loader.** No action on this item, still need pricing. Consensus of the Board is that the priority for replacement is for the Tractor Backhoe.
- 16. Washington County Board Report.** Seven county employees were recognized for years of service. Hartwig got clarification on why certain intersections on CTH M are getting turn lanes and some are not. Those intersections that have a 4-way stop, or where the stop sign is on CTH M do not require turn lanes. Linda Mutschler of the Cedar Lakes Conservation Foundation presented a report on farming in Washington County. In 1972, 72% of the land in the County was dedicated to farming. In 2023 that number has dropped to 43%. The relocation order, (right-of-way acquisition), for CTHM is being revised.
- 17. Treasurer’s report.** The Treasurer’s report and facility rental report were presented. \$3.6 million in taxes has been collected. 276 dog tags and 651 transfer station placards were issued. Last year we sold 946 placards. Checks for the January settlement were issued, totaling \$2.6 million. 2023 fund transfers were completed.
- 18. Ground’s report.** Removed snow and salted for storms several times. Did maintenance on the snowblower. Took Dog waste to the Transfer station.
- 19. Noxious Weeds report.** No report
- 20. Building’s report.** Installed cardboard in old ventilation holes in the north wall of the bar. Re-caulked the flat roof. Replaced the bulbs in the exit lights in the barn. Took contractor waste and one of the old coolers from the bar to the Transfer Station. Cleared the Jackson Room for the new carpet. Behringer will be contacting the roofing company for the Transfer station roof repairs.
- 21. Transfer Station report.** So far, the new service seems to be going well. Bishop plans on putting the board up reminding users that the new placards need to be purchased by February 3<sup>rd</sup>. and she will be at the Transfer Station in February.
- 22. Equipment Manager report –** one of the mirrors was broken on one of the plow trucks. There is a concern that Al Guhl is gone this weekend with a snowstorm forecast. The Board asked Clerk Eichner to check the policies for time off requests during winter months.
- 23. Highway/Chairman’s report.** Brush pile was burned. Hauled 5 loads of recyclables. Broke down metal and aluminum. Safety Kleen picked up 500gallons of used oil. GFL started the new contract. Equipment was serviced and the wing and salter was put on Truck 16. Plowing and salting for 4 storms using 100 ton of salt. Took care of 4 downed trees from wet snow and wind. Repaired a mailbox on Pleasant Valley damaged by plow. Truck 16 was involved in a minor accident at Church & Pioneer plowing during the last storm. Replaced Road signs. Put up snow markers.
- 24. Zoning Administrators Report.** One Energy Solar Farm has been sold to WE Energies and will be coming to the January 31<sup>st</sup> Park & Planning meeting to amend the CUP. There is an issue with the new decommissioning letter of credit that Jim and Attorney Andringa are working on. The farm installation is complete and is waiting for a hook up from WE Energies.

**25. Clerk's report** The County has changed Their comprehensive plan for land divisions from 5 acres minimum to 1.5 acre minimum. There were 5 land sales in December including the Solar Farm. On January 17, Eichner will be attending a webinar on the new State requirement for a culvert, 6 feet to 20 feet wide, and bridge inventory. Virtual BOR webinars are March 19. At least one member must be trained each year. We did receive insurance settlement for the bridge rail damage on Pleasant Valley Road.

**26. Communications and announcements.** None

**27. Review of bills and authorization of payment.** Motion by Bishop, seconded by Fischer to approve the vouchers as presented. Motion carried 5-0.

**28. Adjournment.** Motion by Fischer, seconded by Kufahl, to adjourn at 9:27 pm. Motion carried 5-0.

Respectfully Submitted,

*Robert M Eichner*

Robert M. Eichner, Clerk  
Approved: February 8, 2024

*Robert H Hartwig*

Robert Hartwig, Chairman



**MINUTES OF THE SPECIAL TOWN BOARD MEETING  
FEBRUARY 6, 2024**

1. **Call meeting to order, Pledge of Allegiance, and announcement of meeting notice.**  
The meeting was called to order at 7:00 p.m. by Chairman Hartwig. The Pledge of Allegiance was recited. Clerk Eichner confirmed the meeting notification.
2. **Roll call.** Town Chairman Robert Hartwig, Supervisors Dave Behringer, Steve Fischer, Marcy Bishop, and Joe Kufahl (7:35) were present. Also, present was, Attorney Tim Andringa, Highway Supervisor Ron Eickstedt, and Clerk Bob Eichner.
3. **Approval of the agenda.** Motion by Fischer, seconded by Behringer, to approve the agenda. Motion carried 5-0.
4. **Motion to convene in closed session, pursuant to Wis. Stat. § 19.85(1)(c), considering employment, promotion, compensation, or performance criteria and data, specifically review of the current Employment Procedures and Regulations and compensation.** – Motion by Fischer, seconded by Bishop to move to closed session. Motion carried 5-0.
5. **Motion to reconvene into open session.** Motion by Kufahl, seconded by Behringer, to reconvene into open session. Motion carried 5-0.
6. **Discussion and possible action – Consideration of the matter(s) discussed in closed session.** No action taken.
7. **Adjournment.** Motion by Fischer, seconded by Kufahl, to adjourn at 8:55pm. Motion carried 5-0.

Respectfully Submitted,

*Robert M Eichner*

Robert M. Eichner, Clerk  
Approved: March 14, 2024

*Robert H Hartwig*

Robert Hartwig, Chairman



## MINUTES OF THE TOWN BOARD MEETING February 8, 2024

**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.

**Roll call.** Town Chairman Robert Hartwig, Supervisors Dave Behringer, Steve Fischer, Marcy Bishop, and Joe Kufahl were present. Also, present was Attorney Tim Andringa, Treasurer Monica Diaz, Zoning Administrator Jim Micech, and Clerk Bob Eichner.

**Approval of the agenda.** Motion by Kufahl, seconded by Bishop, to approve the agenda. Motion carried 5-0.

**Approval of the minutes.** Motion by Bishop, seconded by Fischer, to approve the minutes for the January 11, 2024 Town Board Meeting. Motion carried 5-0.

**Resident comment on any agenda item.** Ross Bishop, 1736 Mill Road raised concerns about the most recent town reaction to the January snowstorm. Mr. Bishop stated that Mill Road was not plowed until mid-morning the day after the storm began and that he had heard that some roads were not plowed for 24 hours after the storm began. To get to his other farm properties, Mr. Bishop said he had to plow a portion of Maple Road several times during the two days of the storm due to drifting. Mr. Bishop also reported heavy drifting on Western Ave to Chairman Hartwig. Mr. Bishop requested that the Town Board make a concerted effort to review the policies and personnel that work during snow events. He feels that the Town should be doing a better job of reacting to storm events and the days following the events.

There were no other comments.

**Washington County Sheriff Liaison report** – No report; Deputy Wright was not present.

**Jackson Fire Department Report** – Clerk Eichner presented Chief Swaney's January Call report for the Town. There were 16 calls, including 3 car accidents, 1 fire alarm, and 1 silo fire. The Department has started an Engine Committee to replace a 2005 Pierce Engine in 2027. There is a 2-year backlog for fire and emergency vehicles.

**Discussion and possible action – Consideration of Memorandum of Understanding: RE: Lannon Stone Products – Town of Cedarburg Site for Disposal of Spoils and Overburden from Quarry Operations.** – Motion by Behringer, seconded by Bishop, to approve the Memorandum of Understanding, subject to the approval of the amended Conditional use for the amended Reclamation Plan by the Parks & Planning Commission on February 28, 2024. Motion carried 5-0.

**Discussion and possible action – Consideration of the dates for 2024 Open Book and Board of Review.** Clerk Eichner reported that the 2024 Open Book will be April 26, 2024 from Noon to 2pm and the Initial Board of Review will be May 22, 2024 from 6pm to 8pm. Both events will take place at Jackson Town Hall. No action taken.

**Update, discussion, and possible action – Update on and consideration of the RFP for new Town Attorney selection.** Motion by Fischer, second by Kufahl, to retain the legal services of Arenz, Molter, Macy, Riffle, Larson, & Bitar, Remzy Bitar and Paul Alexy Attorneys, as municipal attorney beginning May 1, 2024. Motion carried 5-0.

**Discussion and possible action – Consideration of placement of a stop signs at the intersection of Fiesta Court and El Camino Drive.** Motion by Bishop, second by Behringer, to place a stop sign on Fiesta Court at El Camino Drive and an advance Stop Ahead sign on Fiesta Court. Motion carried 5-0.

**Discussion only – Consideration of size and type of material used for chip sealing.** Chairman Hartwig led a discussion on the size of aggregate use in sealcoating. The consensus of the Board is that the town should do a survey of other communities and counties as to the size and type of aggregate used prior to letting this year's contract. No other action taken.

**Discussion, and possible action – Town Hall Barroom remodel update, rental fee, and liquor license holder.** – Motion by Bishop, second by Behringer to charge a onetime \$100 additional to the standard rental fee, (total \$350) for use of the bar and Upper Hall for their event of February 23, 2024. Motion carried 5-0. This item will be placed on future agendas to discuss the operation and standard rental fee for use of the bar during events.

**Update, discussion, and possible action – Consideration of Tractor Loader/Backhoe.** Hartwig and Fischer will tour dealers on February 12<sup>th</sup> do obtain prices and availability of a replacement tractor loader/backhoe. The consensus of the Board is that this is the number one item for replacement. No further action was taken.

**Update, discussion, and possible action – Consideration of Skid Loader.** Hartwig and Fischer will also investigate pricing and availability for a replacement Skid Loader. No further action was taken.

**Washington County Board Report.** Six County employees including 3 sheriff deputies were recognized for years of service. The County held a special meeting to approve changes to CTH M reconstruction. The County Executive held the annual funding meeting. ANR pipeline replacement is tentatively set for May to October 2025.

**Treasurer's report.** The Treasurer's report and facility rental report were presented We have collected \$5,100 in rental fees this year to date. \$4.4 million in taxes has been collected, which is about 70% of taxes due, and 377 dog tags and 901 transfer station placards were issued. Last year we sold 946 placards. Checks for the February settlement will be issued next week, totaling \$2.6 million. Diaz will be on vacation the week of February 19<sup>th</sup>.

**Ground's report.** No report.

**Noxious Weeds report.** No report.

**Building's report.** The salt shed has been repaired but there are some concerns with the work that the building inspector should look at. The toilets in the restrooms of the Upper Hall have been replaced. Behringer called Pinot builders for a quote on the transfer station roof replacement and asked for a quote from Bender Builders.

**Transfer Station report.** Bishop was at the Transfer Station on the 3<sup>rd</sup> and sent ten residents' home because they did not have their placard yet, as well as village residents. Most of those turned away understood why and got their placards this week. We are still trying to get the license plate camera operational.

**Equipment Manager report –** One of the trucks, #18, went down during the snowstorm. Broke a mirror and windshield on one of the trucks. One of our operators backed up into a van. Wore a cutting edge off one of the plows. Plowing with the small truck because a big one was out for repairs. Two trucks got stuck in the storm causing delays. Truck 18 needs its frame welded.

**Highway/Chairman's report.** The board members were given a copy of the highway report due to the length of the report. Hartwig attended the WTA district meeting for BOR certification, and they also presented info on the new culvert inventory 6-feet to 20-feet.

**Zoning Administrators Report.** Micech has been discuss the erosion control permit with ANR. He toured Cedar Jacks. There is a lot of renovation to be done. They have done some work without a permit. They are hoping to have the bar open in mid-March. Micech and Stantec have been working with Kettle Moraine Lutheran High School's engineer on the site plan for the school's expansion project. The biggest concern is the access to the addition from Sherman Road. Tony Matuszczak will be submitting a revised Preliminary Plat for Windmill Trace on Maple Road soon. He had high ground water issues to overcome. Micech will be on vacation from February 16<sup>th</sup> to the 26<sup>th</sup>.

**Clerk's report** Clerk contacted Scott Schmidt regarding the new culvert inventory. A \$100/culvert reimbursement will be given to whoever does the inventory. Once the inventory is complete, the county would inspect them with the bridges. The application for LRIP funds for Sherman Road is submitted. There is a new State program Ag roads improvement program (ARIP) \$150 million for improvements to Class B and weight restricted roads used for Ag purposes. Western Avenue might be a suitable candidate for this program.

**Communications and announcements.** Received a letter from Mark Heuer, 2437 Magna Vista Drive asking if the transfer station placards could be added to the tax bills and the town just send new placards when available. He also recommended charging more than the current rate with the additional proceeds going toward cleanup of the Transfer Station/Recycling Center.

**Review of bills and authorization of payment.** Motion by Bishop, seconded by Behringer to approve the vouchers as presented. Motion carried 5-0.

**Adjournment.** Motion by Behringer, seconded by Fischer, to adjourn at 9:10 pm. Motion carried 5-0.

Respectfully Submitted,

*Robert M Eichner*  
Robert M. Eichner, Clerk  
Approved: March 14, 2024

*Robert H Hartwig*  
Robert Hartwig, Chairman



**MINUTES OF THE SPECIAL TOWN BOARD MEETING  
FEBRUARY 28, 2024**

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 Eichner confirmed the meeting notification.
2. **Roll call.** Town Chairman Robert Hartwig, Supervisors Dave Behringer, Marcy Bishop, and Joe Kufahl were present. Supervisor Fischer was excused. Also, present was, Attorney Tim Andringa, and Clerk Bob Eichner.
3. **Approval of the agenda.** Motion by Kufahl, seconded by Bishop, to approve the agenda. Motion carried 4-0.
4. **Motion to convene in closed session, pursuant to Wis. Stat. § 19.85(1)(c), considering employment, promotion, compensation, or performance criteria and data, specifically review of the current Employment Procedures and Regulations and compensation.** – Motion by Kufahl, seconded by Bishop to move to closed session. Motion carried 4-0.
5. **Motion to reconvene into open session.** Motion by Behringer, seconded by Kufahl, to reconvene into open session. Motion carried 4-0.
6. **Discussion and possible action – Consideration of the matter(s) discussed in closed session.** No action taken.
7. **Adjournment.** Motion by Kufahl, seconded by Behringer, to adjourn at 6:52pm. Motion carried 5-0.

Respectfully Submitted,

*Robert M Eichner*  
Robert M. Eichner, Clerk  
Approved: March 14, 2024

*Robert H Hartwig*  
Robert Hartwig, Chairman



## MINUTES OF THE TOWN BOARD MEETING March 14, 2024

**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.

**Roll call.** Town Chairman Robert Hartwig, Supervisors Steve Fischer, Marcy Bishop, and Joe Kufahl were present. Supervisor Dave Behringer was excused. Also, present was Attorney Tim Andringa, Treasurer Monica Diaz, Zoning Administrator Jim Micech, Town Engineer Matt Clementi, and Clerk Bob Eichner.

**Approval of the agenda.** Motion by Bishop, seconded by Kufahl, to approve the agenda. Motion carried 4-0.

**Approval of the minutes.** Motion by Fischer, seconded by Bishop, to approve the minutes for the February 6, February 8, and February 28, 2024 Town Board Meetings. Motion carried 4-0.

**Resident comment on any agenda item.** Janis Sierra, 1845 Sherman Road, spoke in favor of item 8, reducing the speed limit on Sherman Road. There were no other comments.

**Washington County Sheriff Liaison report** – No report; Deputy Wright was not present.

**Jackson Fire Department Report** – No report received from the Fire Department.

**Discussion only – Consideration of change in speed limit on Sherman Rd west of Division Road to accommodate new exit/entrance to Kettle Moraine Lutheran High School on Sherman Road.** – Representatives from KMLHS and Excel Engineering presented information respecting a lower speed limit on Sherman Road from the intersection of Division Road to one-half mile west on Sherman Road. Because there is a small rise on Sherman Road that obscures the proposed new school intersection, a lower speed limit to perhaps 25 mph, is suggested for both site stopping distance on Sherman Road and decision distance for cars turning from the new school driveway onto Sherman Road. Engineer Clementi added that a speed limit reduction, and maybe acceleration and deceleration lanes, an east-bound by-pass lane, and lighting improvements will make the new intersection safer. A required engineering study is currently underway. The results should be ready for the April Town Board meeting. The consensus of the Board was to support a reduction. No formal action was taken.

**Discussion and possible action – Consideration of a request from the American Legion for an identification sign adjacent to the Town Hall sign at Division Road.** Gene Kannenberg and Janis Sierra inquired if the American Legion could add a sign indicating that the Town Hall is their meeting location, adjacent or in the vicinity of the current Town Hall sign. After discussion, the board proposed that the Legion speak to other regular users of the Town Hall to see if those organizations would be interested in also being listed on a sign. No formal action taken.

**Update, discussion, and possible action – Update on and consideration of the RFP for new Town Attorney selection.** Clerk Eichner explained that he and Chairman Hartwig, spoke with Remzy Bitar and Paul Alexy of Municipal Law & Litigation Group. They are the new municipal attorneys beginning May 1, 2024 for the Town of Jackson. The new attorneys will attend both the Town Board and Park & Planning meetings in April. The new firm has also been added to the distribution list for the KMLHS Bond issue to be considered by the Jackson Community Development Authority this spring. No formal action was taken.

**Discussion and possible action – Consideration of replacement for Highway**

**Patrolman/Mechanic and Town Hall Custodian.** Al Guhl retired on February 29, 2024 and Custodian Elizabeth Rodriguez will be resigning effective April 18, 2024. Motion by Kufahl, second by Bishop, to have a committee of Ron Eickstedt, Chairman Hartwig, and Clerk Eichner to review and draft an ad for the highway department job and post it when complete and to have a sub-committee of Kufahl and Hartwig to review the applications prior to consideration by the whole board for interviews. Motion carried 4-0.

**Discussion and possible action – Consideration of Updates to the 2011 Employee Handbook.**

Some of the changes will be in conjunction with the ad for the new highway employee. No action taken.

**Discussion and possible action – Consideration of setting the date for the 2024 Road Tour.**

Consensus of the Board is to hold the road tour at 8:00am on April 13, 2024. Clerk Eichner was also directed to let the bids for the 2024 Chip Seal.

**Discussion, and possible action – Town Hall Barroom remodel update, rental fee, and liquor license holder.** – Motion by Kufahl, second by Fischer to advertise the bar for lease and have interested parties present proposals for using the bar. Motion carried 4-0.

In response to an inquiry by Treasurer Diaz, the consensus of the board was that rental of the bar will be an additional \$150.

**Discussion only – Update on the Reconstruction of CTH M.** Construction of CTH M from Pioneer Road to STH 60 is planned from April to October, 2025. The portion from STH 60 to the curves at Cedar Creek will be done in 2026. The county has begun negotiations with owners for additional right of way and easements.

**Update, discussion, and possible action – Consideration of Tractor Backhoe.** There are more manufacturers and models to consider so decision on this item will be made at a future meeting, possibly in April.

**Washington County Board Report.** Dave Linderman from the County land use office was honored for 38 years of service. The Town of Jackson Sherman Road Culvert reimbursement was approved. Hartwig attended the railroad consortium meeting with the County Board Chairman. The consortium is building a new building in Racine that will hold up to 4 rail cars for maintenance. The 4<sup>th</sup> annual Ag listening session was held at the Fairgrounds.

**Treasurer's report.** The Treasurer's report and facility rental report were presented. The spring invoice for JAYBA was sent out. New recycle bins for the pavilion were purchased. Diaz has been talking to a new credit card processor, including a terminal for office, and will present the information for a decision by the board in April.

**Ground's report.** Mark Mytton has been clearing windfall trees from the park trails. JAYBA will be starting field preparations soon.

**Noxious Weeds report.** No report.

**Building's report.** Bender Builders has done the changes to the salt shed that Behringer had pointed out.

**Transfer Station report.** Bishop was present through the 1<sup>st</sup> Saturday in March. She did turn away a few Village residents. There placard sales are 40-50 below 2023. The Transfer station is running better with 3 men. Geroge Welter will work the Saturdays that Ron Eickstedt does not work until a new Highway employee is hired. We are still trying to get the License camera up and working.

**Equipment Manager report –** Fischer found a backhoe like ours for sale on Wisconsin Surplus Auctions in worse condition than the Town's that sold in November of last year for \$17,000. We should get at least \$22,000 for ours if we chose that route. Still waiting for our new truck, still getting pushed back. Because it has been over two years since we ordered, the cost of the plow equipment will be more than originally estimated.

**Highway/Chairman's report.** The brush pile was burned 3 times, we hauled 8 loads of recyclables, the miscellaneous metal and aluminum was broken down 3 times, and copper wire was cleaned for recycling. While cleaning under the compactor, a major steel repair was discovered on the west wall. This will require some major welding. Roads were plowed/salted 4 times. We are trying to make room to store the about 90 tons of salt that we must take delivery on by April 30. We started doing plow damage restoration in the Crosswinds Subdivision and removed a downed tree blocking the ditch in the subdivision. Scott Construction reswept roads chip-sealed in 2023, except for Jackson Drive and Pleasant Valley Rd. We blew loose gravel off drive approaches, replaced downed road signs on Jackson Dr and Western Ave, chipped brush for an owner on Pioneer, and picked up bags of garbage the volunteers had picking on roadsides.

**Zoning Administrators Report.** Micech was contacted by a business that was looking to construct at the NE corner of STH 60 and Eagle Drive, that Family Dollar was looking at last year. When it was explained that the company would likely be annexed by the village, they inquired about developing further east on STH 60 near the John Goll property. May come to Park and Planning with a concept in March.

**Clerk's report** Spring Election is April 2, Absentee ballots went out this week. We were made aware of a hack that tries to take over websites and email by posing as a website builder or a government agency. They almost got Sheboygan County. WTA is hosting road school in April. Kufahl, Fischer and Hartwig will attend.

**Communications and announcements.**

**Review of bills and authorization of payment.** Motion by Bishop, seconded by Fischer to approve the vouchers as presented. Motion carried 4-0.

**Adjournment.** Motion by Kufahl, seconded by Fischer, to adjourn at 10:17 pm. Motion carried 4-0.

Respectfully Submitted,

*Robert M Eichner*

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

*Robert H Hartwig*

Robert Hartwig, Chairman



**MINUTES OF THE TOWN BOARD MEETING**  
**April 11, 2024**

1. **Call meeting to order, Pledge of Allegiance, and announcement of meeting notice.** The meeting was called to order at 7:00 p.m. by Chairman Hartwig. The Pledge of Allegiance was recited. Clerk Eichner confirmed the meeting notification.
2. **Roll call.** Town Chairman Robert Hartwig, Supervisors Dave Behringer, Steve Fischer, Marcy Bishop, and Joe Kufahl were present. Also, present was Attorney Tim Andringa, Treasurer Monica Diaz, Zoning Administrator Jim Micech, and Clerk Bob Eichner.
3. **Approval of the agenda.** Motion by Behringer, seconded by Bishop, to approve the agenda. Motion carried 5-0.
4. **Approval of the minutes.** Motion by Bishop, seconded by Fischer, to approve the minutes for the March 14, 2024 Town Board Meeting. Motion carried 5-0.
5. **Resident comment on any agenda item.** Ron Eickstedt, 3689 Johnson Lane, is concerned about lowering the speed limit on Center Road, stating it is a feel-good thing. He is of the same opinion on the speed limit change for Sherman Road. Other options, such as raising the road, could be done instead of reducing the speed limit. He is also concerned about spending taxpayer money on replacing the lights on the patio at Town Hall. There were no other comments.
6. **Introduction of new Town Attorney.** Paul Alexy from Municipal Law and Litigation Group introduced himself as the new Town Attorney beginning May 1, 2024.
7. **Washington County Sheriff Liaison report** – Deputy Wright was not present, but he did send a March report.
8. **Jackson Fire Department Report** – The February and March reports for the Fire Department were presented.
9. **Update. Discussion and possible action – Consideration of Ordinance TOJ-24-001, lowering the speed limit on Center Road between Western Avenue and STH 60.** This item was initially considered and approved at the January 11 Town Board meeting. Motion by Bishop, seconded by Behringer, to approve Ordinance TOJ-24-001, lowering the speed limit on Center Road from Western Ave to STH 60 to 45mph. Motion carried 5-0.
10. **Discussion only – Consideration of change in speed limit on Sherman Rd west of Division Road to accommodate new exit/entrance to Kettle Moraine Lutheran High School on Sherman Road.** – After discussion, the consensus of the Board was to table this item until confirmation is received from KMLHS officials that they are proceeding with the installation of the driveway on Sherman Road and that the school will also fund the speed study required to lower the speed limit. No formal action was taken.
11. **Discussion only - Forest Hills Subdivision – Right-of-Way issues occurring on Summer Drive & Lusan Drive.** Micech and Atty. Andringa explained that there is right-of-way issues on Lusan and Summer Drives in the Forest Hills Subdivision stemming from temporary or future right-of-way that needs to be abandoned. On the advice of Atty. Andringa, Micech and Clerk Eichner will work on obtaining a survey and title commitment to abandon the appropriate rights-of way. No further action was taken.
12. **Discussion and possible action – Consideration of Picnic License for Trinity Lutheran Church, 1286 Pleasant Valley Road.** Motion by Kufahl, second by Bishop, to approve the Picnic License for Trinity Lutheran Church. Motion carried 5-0.

13. **Discussion and possible action – Consideration of gathering information for the 6-foot to 20-foot culvert inventory.** Motion by Bishop, second by Fischer, to have Town staff complete the 6-foot to 20-foot culvert inventory in the Town. Motion carried 5-0.
14. **Discussion and possible action – Consideration of replacement for Assistant Highway Supervisor/Patrolman and Town Hall Custodian.** Eichner reported that we have received a qualified applicant for the custodian position. Motion by Kufahl second by Bishop to offer the candidate the position. Motion carried 5-0. The ad for the Assistant Highway Supervisor/Patrolman has been extended to April 23<sup>rd</sup>, with applications due by April 24<sup>th</sup>. A special Board meeting will be held April 25, 2024 at 6:30pm to interview qualified applicants and discuss hiring for the position. No further action was taken.
15. **Discussion and possible action – Consideration of changing to MSB for credit and debit card and e-check processing.** Motion by Kufahl, second by Fischer, to enter into an agreement with MSB for payment by credit/debit card and e-check, contingent on contract review and approval by the Town Attorney. Motion carried 5-0.
16. **Discussion and possible action – Consideration of replacement of Town Hall patio light poles and installation of an overhang above the east entrance of the new Town Hall offices.** There is an issue with the lights on the patio at Town Hall. They are deteriorating and several do not work. The consensus of the Board is to consider an estimate for repair/replacement at a future meeting. There has also been some minor water issues at the east doors of the new lobby. Adding an overhang was discussed and the consensus is that this may not solve the problem. Staff will contact Design2Construct to see if they have any other solutions. No further action was taken.
17. **Update and discussion – 2024 Road Tour.** This year's road tour will be April 13, 2024 starting at Town hall at 8:00am. The Board also wants Chairman Hartwig to meet with the Village of Jackson soon to discuss cooperative efforts on the border shared roads. No further action was taken.
18. **Discussion, and possible action – Town Hall Barroom remodel update, rental fee, and liquor license holder.** – We have not received a proposal from Jeff's Spirits on Main to run the bar. Clerk Eichner will follow up for the next meeting. No further action was taken.
19. **Update, discussion, and possible action – Update on the new plow/dump truck.** The new truck is waiting for inspection by Lakeside, which should be done next week. once it is inspected, it will be taken to Burke for the dump/plow installation. The price of the package did go up about \$25,000. No action taken.
20. **Update, discussion, and possible action – Consideration of Tractor Backhoe.** Mecalac brought out a demonstration model. The machine would do almost everything that a skid loader and backhoe can do. After much discussion, this item was tabled until the May meeting. No action taken.
21. **Washington County Board Report.** Hartwig attended a Legislature Breakfast. Senator Stroebel led the forum. During the election, there was a voter who wanted to use his old address to vote even though he moved 3-4 month earlier.
22. **Treasurer's report.** The Treasurer's report and facility rental report were presented. Diaz sent out 41 late dog license letters. There is one delinquent personal property. Diaz will be completing an Audit for Westbury Bank.
23. **Ground's report.** Living Word will be here on May 9<sup>th</sup> for their annual Community Service Day.
24. **Noxious Weeds report.** Weed notices will get posted next month.
25. **Building's report.** We still have not received a quote for the Transfer station from Pinot Builders. Behringer may have discovered the cause for the leakage on the flat roof. There is settlement in the caulk around the flashing. It is making small pools below the flashing, which is then draining into the building.
26. **Transfer Station report.** No report.
27. **Equipment Manager report –** The one-ton truck is losing antifreeze. It might not be worth fixing.

- 28. Highway/Chairman's report.** The brush pile was burned 2 times, we hauled 5 loads of recyclables, we did plow and salt one time. Roads were checked for dead animals, garbage, and downed trees and brush. A stolen stop sign at Pioneer Road and Church Road was replaced. Picked up parts for various pieces of equipment. The hydraulic lines on the skid loader had to be repaired. Repairs were made to the Compactor. Pushed a tree off Pleasant Valley Road near the Huetl residence.
- 29. Zoning Administrators Report.** There is another right-of-way issue on Park Manor Court. The road may need to be extended to develop property off the cul-de-sac. Micech had 2 meetings with Brian Kober on Sherman Road. Flooding from the Morning Meadows subdivision in the Village west of Lamms. When the pond reaches the outfall, it has nowhere to drain, and water is flooding out driveways along Sherman Road. Brian contacted the developer, and they will grade a defined swale to the road ditch. Second incident is flooding west of the railroad tracks south of Sherman Road. Part of the problem is coming from the pond on Lamms property. A possible solution is to pipe some of the water from the pond to the creek running through the Lamm property.  
The State is auditing UDC 1 & 2 Family in all municipalities in 2024. They will look at files for 4 new houses and make sure that Micech is doing proper inspections, and then doing field inspections. Jesse Trieder at CTH P and Woodland Drive, has issues with the building of his home by Hayland Homes, the builder. Most of his issues are quality issues.
- 30. Clerk's report** The annual meeting is April 16, 2024 at 7pm. Eichner will leave the meeting after giving the Annual Report. Deputy Clerk Diaz will record the minutes for the rest of the meeting. On May 18<sup>th</sup>, the Fire Department is burning the Schoenemann house on CTH M. There will be a detour route on Cedar Creek Road, Granville Road, and Pleasant Valley Road for about 6 hours. The Town of Cedarburg has approved the route as well. FEMA is making changes to the floodplain maps. They are hosting an open house to discuss May 2<sup>nd</sup> at the Fair Park. New State Representative is hoping to meet with as many town officials as possible on April 23<sup>rd</sup>.
- 31. Communications and announcements.**
- 32. Review of bills and authorization of payment.** Motion by Kufahl, seconded by Bishop to approve the vouchers as presented. Motion carried 5-0.
- 33. Adjournment.** Motion by Behringer, seconded by Fischer, to adjourn at 10:13 pm. Motion carried 5-0.

Respectfully Submitted,

*Robert M Eichner*

Robert M. Eichner, Clerk  
Approved: May 9, 2024

*Robert H Hartwig*

Robert Hartwig, Chairman



**MINUTES OF THE SPECIAL TOWN BOARD MEETING AND ROAD TOUR  
April 13, 2024**

**Call meeting to order and announcement of meeting notice.** The meeting was called to order at 8:32 a.m. by Chairman Hartwig. Clerk Eichner was not present to confirm the meeting notification.

**Roll call.** Town Chairman Robert Hartwig, Supervisors Steve Fischer, Marcy Bishop, and Joe Kufahl were present. Supervisor Behringer was excused. Also present was Highway Superintendent Ron Eickstedt. Bishop will take minutes for this meeting.

**Approval of the agenda.** Motion by Kufahl, seconded by Fischer to approve the agenda. Motion carried 4-0.

**Discussion and possible action – Road Tour** After a brief discussion of goals of this Road Tour, Superintendent Eickstedt led a tour of the roads in the town with the highest priority for reconstruction, overlay and chip sealing. The tour lasted about 2.0 hours.

**Discussion on work prioritization:** Roads viewed were prioritized. New 5 year plan will be reviewed at the May Meeting.

**Adjournment.** Motion by Kufahl, seconded by Fischer, to adjourn at 10:28 am. Motion carried 4-0.

Respectfully Submitted,

Robert M Eichner  
Robert M. Eichner, Clerk

Robert H Hartwig  
Robert Hartwig, Chairman

Approved: 5-9-2024



**MINUTES OF THE SPECIAL TOWN BOARD MEETING  
April 25, 2024**

**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 was not present to confirm the meeting notification.

**Roll call.** Town Chairman Robert Hartwig, Supervisors Dave Behringer, Steve Fischer, Marcy Bishop, and Joe Kufahl were present. Bishop will take minutes for this meeting.

**Approval of the agenda.** Motion by Kufahl, seconded by Fischer to approve the agenda. Motion carried 5-0.

**Motion to convene in closed session, pursuant to Wis. Stat. § 19.85(1)(c), considering employment, promotion, compensation, or performance criteria and data, specifically, interviewing candidates and possible selection of the Assistant Highway Department Supervisor/Patrolman I.** Motion by Bishop, second by Behringer, to move to closed session.

**Motion to reconvene into open session.** Motion by Behringer, second by Kufahl, to reconvene into open session. Motion carried 5-0.

**Discussion and possible action may be taken by the Town Board respecting the matter(s) discussed in closed session.** A total of 5 candidates were interviewed for the position of Assistant Highway Supervisor/patrolman. Clerk Eichner will be instructed to send an offer letter to the top candidate. Kufahl will notify the bottom 3 candidates and thank them for applying for the position.

**Adjournment.** Motion by Behringer, seconded by Kufahl, to adjourn at 8:02 pm. Motion carried 5-0.

Respectfully Submitted,

Robert M Eichner  
Robert M. Eichner, Clerk

Robert H Hartwig  
Robert Hartwig, Chairman

Approved: 5-9-2024



## MINUTES OF THE TOWN BOARD MEETING May 9, 2024

**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.

**Roll call.** Town Chairman Robert Hartwig, Supervisors Dave Behringer, Steve Fischer, Marcy Bishop, and Joe Kufahl were present. Also, present was Treasurer Monica Diaz and Clerk Bob Eichner.

**Approval of the agenda.** Motion by Bishop, seconded by Kufahl, to approve the agenda. Motion carried 5-0.

**Approval of the minutes.** Motion by Bishop, seconded by Fischer, to approve the minutes for the April 11, 2024 Town Board meeting, the April 13, 2024 Road Tour, and the April 25, 2024 Special Town Board meeting. Motion carried 5-0.

**Resident comment on any agenda item.** No Public Comments

**Washington County Sheriff Liaison report** – No report

**Jackson Fire Department Report** – The April report for the Fire Department was presented.

**Discussion and possible action – Consideration of Chairman’s 2024 appointments to the Parks & Plan Commission, the Board of Appeals, and the Community Development Authority.** Motion by Bishop, seconded by Behringer, to approve the following appointments: **Parks & Planning Commission** – Arlyn Johnson, Vice Chair 3-yr term; Andy Jones, member 3-yr term; Bob Traska, member 1-yr term; Steve Fischer, member 1-yr term; Joe Kufahl, member 1-yr term; **Board of Appeals** – Tim Whitehouse, member 3-yr term; Henry Rofritz, member, 3-yr term; **Community Development Authority** – Bob Hartwig, Board representative 1-yr term; Marcy Bishop, Board representative 1-yr term. Motion carried 5-0.

**Discussion and possible action – Consideration of Resolution J-2024-005, A resolution accepting \$31,000.00 in funds from the Washington County EMS & Fire Grant Program.** Motion by Fischer, second by Kufahl, to approve Resolution J-2024-005. Motion carried 5-0.

**Discussion and possible action – Consideration of Resolution J-2024-006, A resolution accepting \$29,576.00 in funds from the Washington County Roadway Grant Program.** Motion by Bishop, second by Behringer, to adopt Resolution J-2024-006. Motion carried 5-0.

**Discussion only – Presentation of the 2023 Recycling Annual Report.** Clerk Eichner presented the 2023 Recycling Annual Report. The town met the State requirement for per capita recycling. No further action was taken.

**Discussion, and possible action – Consideration of a Line-Item Time Sheet for Highway Department Payroll.** Clerk Eichner presented the current line-item time sheet used by the highway department employees. The board requested that the Highway Maintenance line item be broken down into subcategories such as Mowing, Shouldering, Spray-patching, etc., to better catalog time and money spent on work items. No further action was taken.

**Discussion and possible action – Consideration of additional part-time help for material processing at the Transfer Station-Recycling Center.** The Board discussed hiring Supr. Fischer as a part-time supervisor at the Transfer Station/Recycling Center to oversee the processing of materials at the facility at a rate of \$15/hr. There was no action on this Item. There was also a discussion of hiring Fischer to oversee operations of the Highway Department. Motion by Kufahl, second by Behringer, to hire Supervisor Steve Fischer as Highway Operations Manager, at \$22/hr., not to exceed \$15,000 annually, beginning May 20, 2024. Motion carried 5-0.

**Update, discussion, and possible action – Consideration of repair or replacement of Town Hall patio light fixtures.** Motion by Kufahl, second by Fischer, to replace the four broken fixtures on the patio. Motion carried 5-0.

**Discussion and possible action – 2025 – 2029 5-yr Plan for Road Construction and Maintenance.** The revised 5-year plan was presented for consideration. Motion by Kufahl, second by Bishop to approve the 2025 construction and maintenance projects, including chip sealing the Town Hall parking lot, and obtain Budgetary proposals. Motion carried 5-0

**Discussion, and possible action – Town Hall Barroom remodel update, rental fee, and liquor license holder.** – We have not received a proposal from Jeff's Spirits on Main to run the bar. Motion by Kufahl, second by Behringer to place an ad for and operating manager for the bar.

**Update, discussion, and possible action – Update on the new plow/dump truck #24.** The Town has received the new truck chassis and it is at Burke waiting for the plow/patrol package to be installed.

**Update, discussion, and possible action – Consideration of Tractor Backhoe.** Alex Egelhoff of FaberCat presented a proposal for a tractor backhoe. There will be a 74 horsepower unit within 3 months, FaberCat will honor the quoted price which includes an 84 month bumper to bumper warranty and attachments. All service is performed locally. At the request of Spvr. Fischer, who still wants to assess the condition of the Town's Tiger Tractor Mower, this item is tabled until the June 13, 2024 meeting.

**Washington County Board Report.** The County Board recognized Paul Sebo for 36 years of service in the Land & Water Conservation Department and Nancy Paulo for 15 years in Human Resources. Arlyn Dahl presented a County Economic Development report. County Clerk Ashley Reichert discussed funding opportunities for the upcoming elections.

**Treasurer's report.** The Treasurer's report and facility rental report were presented. Diaz is working with attorneys to finalize the MSB Credit contract. Westbury Bank required in house staff to complete cyber security training. Diaz working on a Corporate Account Takeover Incident Response Plan as part of the Audit for Westbury Bank.

**Ground's report.** Living Word's annual Community Service Day was cancelled due to inclement weather.

**Noxious Weeds report.** None.

**Building's report.** It appears that the leak in the roof above the upper restrooms has finally been fixed. Behringer is still seeking quotes on the Transfer station roof.

**Transfer Station report.** There are a lot of people trying to use the TS/RC that don't have tags, including 10 from the Village. It might be better to have 3 people at the station so they can be more diligent with checking tags.

**Equipment Manager report –** Fischer has been looking for a newer GMC 1-ton to replace the small patrol truck; a 2017/2018 model with lower miles.

**Highway/Chairman's report.** The brush pile was burned 4 times, we hauled recyclables, working in the transfer station breaking down aluminum; replaced plow scrapes, and removed downed trees; picked up road garbage; removed the plows and wings from #12 and #16; delivered new truck 24 to Burke along with #12 for salter and wing repair. The water pump and starter were replaced on Truck #14, and it may need new injectors. Equipment was washed and we took delivery on the remainder of our 2023-24 salt contract. Replaced a broken Stop Sign post at Maple & Western and dug a grave for an urn at Immanuel Cemetery.

**Zoning Administrators Report.** No report.

**Clerk's report.** Public Information Meeting with We Energies regarding installation of a new natural gas pipeline from Hartford to Jackson along Pleasant Valley Road on May 15<sup>th</sup> from 2-7pm at the WC Fairgrounds Pavilion. The voting equipment is at the County for maintenance. Part of the Elections grant is to cover costs if the Town wants to do our own post-election audit in November. CT form is almost complete. The CDA will be meeting on June 6 to consider the final resolution for the Kettle Moraine Lutheran High School bond issuance. The final issuance will also be considered by the Board on June 13, 2024. KLMHS is not including the driveway in the bond issue.

**Communications and announcements.** The County Executive is holding a series of Town Hall meetings.

**Review of bills and authorization of payment.** Motion by Kufahl, seconded by Bishop to approve the vouchers as presented. Motion carried 5-0.

**Adjournment.** Motion by Kufahl, seconded by Behringer, to adjourn at 9:42 pm. Motion carried 5-0.

Respectfully Submitted,

Robert M Eichner  
Robert M. Eichner, Clerk  
Approved: June 13, 2024

Robert H Hartwig  
Robert Hartwig, Chairman



**MINUTES OF THE TOWN BOARD MEETING**  
**June 13, 2024**

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

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

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

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

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

Spvr. Fischer rejoined the board at the dais.

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

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

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

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

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

## **14. 2025 Road Construction and Maintenance Program**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Respectfully Submitted,

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

*Robert H Hartwig*  
Robert Hartwig, Chairman



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Washington County  
3146 Division Road  
Jackson, WI 53037

## MINUTES OF SPECIAL MEETING OF THE JACKSON TOWN BOARD JUNE 20, 2024

1. Chairman Hartwig called the meeting to order at 6:00pm. The Pledge of Allegiance was recited, and Clerk Eichner confirmed proper noticing of the meeting.
2. **Roll call** – Those present at the meeting were Chairman Bob Hartwig and Supervisors Joe Kufahl, Marcy Bishop, and Steve Fischer. Supervisor Dave Behringer arrived at 6:10pm. Also present was Clerk Bob Eichner and Highway Superintendent Ron Eickstedt arrived at 6:05pm.
3. **Approval of the meeting agenda** – Motion by Kufahl, second by Bishop to approve the meeting Agenda. Motion carried 4-0.
4. **Resident comment on any agenda item.** – There were no comments from the public.
5. **Discussion and possible action** – Consideration of re-hiring Elizabeth Rodriguez, for part-time building and grounds and parks maintenance – Motion by Bishop, second by Fischer, to rehire Elizabeth Rodriguez as a part-time building, grounds, and parks maintenance assistant to Mark Mytton at a rate of \$15.91/hour, on the condition that her work schedule be approved in advance by Chairman Hartwig. Motion carried 4-0.
6. **Discussion and possible action** – Consideration of replacement of Truck #14, a one-ton patrol/plow truck – Discussion began on a replacement vehicle presented by Fischer, including a winter maintenance package. Eickstedt did not see the value of the plow and salter and stated that they only needed a one-ton dump truck. Contact was made with the Dealer listing the truck for sale to answer several questions about the truck. Direct contact was not made, and a voicemail was left.  
  
Motion by Kufahl, second by Fischer, to discuss and possibly act on Item 7 while the Board awaited a call-back. Motion carried 5-0.
7. **Discussion and possible action** - Consideration of replacement of the Tractor Loader/Backhoe – Motion by Fischer, second by Kufahl, to purchase a Caterpillar 416 Backhoe Loader from Fabick-Cat for cost of \$113,000.00 (including trade-in of the JCB 214 Backhoe with 1 bucket). Motion carried 5-0.  
  
Motion by Fischer, second by Kufahl, to return to the discussion on Item 6. Motion carried 5-0.  
  
**Item 6. (continued)** – After discussion with the Dealer, and comments that the Board may want to search locally for a new one-ton dump truck without a winter package, the consensus was to table this item until the July 11, 2024 Town Board. No further action was taken.
8. **Adjournment** – Motion by Behringer, second by Fischer to adjourn at 7:14pm. Motion carried 5-0.

Respectfully Submitted,

*Robert M Eichner*  
Town Clerk

*Robert H Hartwig*  
Town Chairman

Approved: July 11, 2024



## MINUTES OF THE TOWN BOARD MEETING July 11, 2024

1. **Call meeting to order, Pledge of Allegiance, and announcement of meeting notice.** The meeting was called to order at 7:00 p.m. by Chairman Hartwig. The Pledge of Allegiance was recited. Clerk Eichner confirmed the meeting notification.
2. **Roll call.** Town Chairman Robert Hartwig, Supervisors Dave Behringer, Marcy Bishop, and Joe Kufahl were present. Supervisor Steve Fischer was excused. Also, present was Deputy Kyle Wright, Attorney Paul Alexy and Clerk Bob Eichner.
3. **Approval of the agenda.** Motion by Kufahl, seconded by Bishop, to approve the agenda. Motion carried 4-0.
4. **Approval of the minutes.** Motion by Bishop, seconded by Behringer, to approve the minutes for June 13, 2024 Town Board meeting, and the June 20, 2024 Special Town Board Meeting. Motion carried 4-0.
5. **Resident comment on any agenda item.** No Public Comments
6. **Washington County Sheriff Liaison report** – Deputy Wright presented the June, 2024 Sheriff's report.
7. **Jackson Fire Department Report** – There were 78 medical calls and 24 fire calls in June. 3 fire inspections in June. Second round of inspections begin July 1, 2024. Fire Dept worked with the Building Inspector on the Schreiber Foods remodel the Boehlke Bottled Gas expansion, Kettle Moraine Lutheran High School expansion, and the Cedar Jack's remodel.
8. **Consideration of Temporary Picnic License for Trinity Evangelical Lutheran Church, 1268 Pleasant Valley Road, for their Annual Summer Picnic.** Motion by Kufahl, second by Bishop, to approve the Picnic license for Trinity Church. Motion carried 4-0
9. **Consideration of a Petition to discontinue the Public Way known as Louis Lane, Moraine Development LLC, Petitioner.** Motion by Bishop, second by Hartwig to refer this item to Parks & Planning Commission for review and hold a Public Hearing on August 8, 2024. Motion carried 4-0.
10. **Consideration of Draft Resolution TOJ-2024-009, A Resolution to exceed the State-imposed Levy Limit and placement of the Levy Limit Increase Referendum Question on the November 5, 2024 General Election Ballot.** Motion by Kufahl, second by Bishop to consider final draft of Resolution TOJ-2024-009 supporting a \$316,000 increase in the 2024 Levy Limit placing a referendum question on the November 5, 2024 General Election ballot. Motion carried 4-0.
11. **Consideration of proposals for the replacement of the Transfer Station Roof and Additional Repairs.** Motion by Kufahl, second by Bishop to accept the proposal from Red Door Builders for \$14,888.00. Motion carried 4-0.
12. **Consideration of Request for Proposals to Lease, Operate and Staff, the bar and lounge at the Town Hall Campus.** Clerk Eichner reported that Rick's Spirits on Main was not interested in leasing the bar. Eichner send the proposal to the American Legion Post, but no response was received. The board suggested sending the ad to the Tavern League and the Jackson Business Alliance. No other action taken.
13. **Preliminary Consideration of the Renewal of the Town Assessor Contract with Catalis.** Eichner reported that we will be receiving a contract renewal proposal from Catalis soon.
14. **Consideration of selling Truck #18.** Motion by Bishop, second by Kufahl, to place Truck 18 on the Wisconsin On-line Auction website for sale. Motion carried 4-0.

15. **Consideration of proposals to replace the one-ton patrol/dump truck.** After discussion, this item was tabled to the August Board meeting so that Spvr. Fischer could present his proposals.
16. **Consideration of purchase of a used forklift.** The consensus of the Board is that the Town should not buy a used forklift in lieu of the skid-loader as the forklift would not allow for dumping of materials into trucks.
17. **Discussion and possible action – Consideration of increasing the staff during operating hours at the Transfer Station and Recycling Center and use of part-time staff for processing recyclables.** Motion by Bishop, second by Behringer, to increase part-time staff at the Recycling Center to 3 on Thursdays, maintain a minimum of 3 on Saturdays, and utilize part-time staff to process recyclables during the week. Motion carried 4-0.
18. **Presentation of the Town of Jackson Election Emergency Contingency Plan.** Eichner presented a draft of the Election Emergency Contingency Plan. A final draft will be considered at the August Board meeting.
19. **Washington County Board Report.** Hartwig attended the Railroad Consortium meeting in Juneau. The discussion included State and Federal grants available to railroads. At the County meeting, the county chairman gave a report on the upcoming election policies and procedures. Two retiring county employees were honored. Samaritan home is officially under private ownership.
20. **Treasurer's report.** The Treasurer's report and facility rental report were presented. We are getting a lot of repeat business with rentals. We received our second Transportation Aid payment.
21. **Ground's report.** Mark repaired a hose bib and bought new hoses. He is continuing to trim along the trails. One tire was changed on the lawnmower. Mark & Elizabeth cut up three fallen trees. Mark also mowed lawns and took care of the garbage for JAYBA. He sprayed weeds and cleaned gutters.
22. **Noxious Weeds report.** Addressed a thistle complaint at 2669 Sherman Road. Owner rents field to a farmer who he will ask to help take care of the problem. Others present who have seen the field stated that the Thistles have been mowed down.
23. **Building's report.** Behringer spoke to a sewer contractor, A-Team Services, about the drain problem at Town Hall. The contractor suggested a couple of solutions. One option is to try to descale the old pipe. Another option is to replace the portion of old pipe outside the building and descale and line the portion under the building. The contractor is willing to come out and film the line and give us a quote for what he believes is the best option.
24. **Transfer Station report.** No report
25. **Equipment Manager report –** Hartwig shared pictures of Truck #24. No other report
26. **Highway/Chairman's report.** Hartwig received a call from a neighbor of Lannon Quarry complaining that the blasting was nearing the top seismic allowance and that she was concerned about damage to her home. Hartwig spoke to Hans Dawson at Lannon, and he reported that they will try to keep the levels under 5. **Highway Report –** hauled recyclables, burned brush 3 times, cut the brush at Zion Cemetery, removed wood from the trees taken down by Asplundh for We Energies, Roadside mowing, cleared brush at intersection vision corners, did cold patching, picked up roadside garbage, and removed road-kills. Washington County did Crackfilling on Cedar Creek Road and on Mourning Dove Drive.
27. **Zoning Administrators Report.** The Boehlke Bottled Gas expansion is going well. Micech is working with the fire department regarding special training in the new bottling plant. KMLHS has received their Building Permit. The Zoning Board of Appeals approved a variance for a new pole ban on Spring Valley Road. Micech has been involved with a neighbor dispute on Cedar Creek Road involving dogs and flooding. Also investigating a flooding issue at the end of Summer Dr.
28. **Clerk's report.** Ballot boxes are now allowable for elections. The Partisan Primary is August 13, 2024. Absentee ballots have been issued. In person voting begins July 30<sup>th</sup>.
29. **Communications and announcements.** None

**30. Review of bills and authorization of payment.** Motion by Bishop, seconded by Kufahl to approve the vouchers as presented. Motion carried 4-0.

**31. Adjournment.** Motion by Kufahl, seconded by Behringer, to adjourn at 8:55 pm. Motion carried 4-0.

Respectfully Submitted,

*Robert M Eichner*

Robert M. Eichner, Clerk  
Approved: August 8, 2024

*Robert H Hartwig*

Robert Hartwig, Chairman



Phone: 262-677-4048  
Email: [clerk@townofjacksonwi.gov](mailto:clerk@townofjacksonwi.gov)  
Website: [townofjacksonwi.gov](http://townofjacksonwi.gov)

Washington County  
3146 Division Road  
Jackson, WI 53037

## MINUTES OF SPECIAL MEETING OF THE JACKSON TOWN BOARD JULY 17, 2024

1. **Call meeting of the Town to order, Pledge of Allegiance, and announcement of meeting notice.** The meeting was called to order by Chairman Hartwig at 6:00pm with the Pledge of Allegiance.
2. **Roll call.** Present were Chairman Bob Hartwig, Supervisors Dave Behringer, Joe Kufahl (6:03), Marcy Bishop, and Steve Fischer. Also present was Clerk Bob Eichner
3. **Approval of the meeting agenda.** Motion by Fischer, second by Behringer, to approve the agenda. Motion carried 4-0.
4. **Motion to convene in closed session, pursuant to Wis. Stat. § 19.85(1)(c), for the purposes of considering employment, promotion, compensation, or performance evaluation. Items for discussion Highway Department Supervisor.** Motion by Bishop, second by Kufahl to convene into closed session. Motion carried 5-0
5. **Motion to reconvene into open session.** Motion by Fischer, second by Behringer, to reconvene into open session. Motion carried 5-0.
6. **Discussion and possible action may be taken by the Town Board respecting the matter(s) discussed in closed session.** No discussion or action.
7. **Adjournment.** Motion by Bishop, second by Behringer, to adjourn at 8:08pm. Motion carried 5-0.

Respectfully Submitted,

*Robert M Eichner*

Robert M. Eichner, Clerk

Approved: August 8, 2024

*Robert H. Hartwig*

Robert H Hartwig, Chairman

Persons with disabilities requiring special accommodations for the 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 a 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 sent to the new media who have requested all public notices and posted on the Town of Jackson website at [www.townofjacksonwi.gov](http://www.townofjacksonwi.gov) and at the Town Hall, 3146 Division Road, Town Garage, 3685 Division Road, Trinity Lutheran Church, 1286 Pleasant Valley Road, Bob Eichner, Clerk July 16, 2024



## MINUTES OF THE REGULAR MEETING OF THE JACKSON TOWN BOARD AUGUST 8, 2024

1. **Call to order, Pledge of Allegiance, and announcement of meeting notice** – Chairman Hartwig called the meeting to order at 7:00pm with the Pledge of Allegiance. Clerk Eichner confirmed proper noticing of the agenda.
2. **Roll call** – Present: Chairman Bob Hartwig, Supervisors Joe Kufahl, Marcy Bishop, and Steve Fischer, Attorney Paul Alexy, Treasurer Monica Diaz, and Clerk Bob Eichner. Excused: Supervisor Dave Behringer.
3. **Approval of the meeting agenda** – Motion by Kufahl, second by Fischer, to approve the agenda as presented. Motion carried 4-0.
4. **Approval of the minutes** – Motion by Bishop, second by Kufahl, to approve the minutes for the July 11, 2024, Town Board meeting and the July 17, 2024 Special Town Board Meeting. Motion carried 4-0.
5. **Resident comment on any agenda item** – There were no public comments.
6. **Washington County Sheriff's Department Report** – No report.
7. **Jackson Fire Department Report** – Clerk Eichner presented the monthly Fire Department report. There were 15 fire calls and 86 medical calls total in July. The department's 2025 budget will include hiring one full-time employee.

### Public Hearing

8. **Moraine Development, LLC. – Nathan Swinton – Petition to Discontinue the Public Way known as Louis Lane (Country Aire Estates).**
  - a. **Motion to open the Public Hearing** – Motion by Kufahl, second by Bishop, to open the Public Hearing. Motion carried 4-0.
  - b. **Comments** – Nate Swinton of Moraine Development presented the request for the discontinuation of Louis Lane, which is necessary so that a new CSM consolidating numerous lots into a single lot. There were no other comments.
  - c. **Motion to close the Public Hearing** – Motion by Kufahl, second by Fischer to close the Public Hearing. Motion carried 4-0.

### Discussion and Possible Action

9. **Consideration of Resolution TOJ-2024-010, a resolution to discontinue the Public Way known as Louis Lane, Moraine Development LLC, Petitioner** – Motion by Bishop, second by Kufahl, to adopt Resolution TOJ-2024-010, thereby discontinuing the public way known as Louis Lane. Motion carried 4-0.
10. **Consideration of a Certified Survey Map to create a five (5) acre parcel / land division from Tax Key T7-0036, 1170 Pleasant Valley Road, zoned A-1, Dale Schreiber Family Trust – Tracy Senkbeil petitioner** – The CSM was recommended for approval by the Park and Planning Commission on July 31, 2024. Motion by Bishop, second by Fischer, to approve the Certify Survey Map as presented. Motion carried 4-0.
11. **Consideration of Resolution TOJ-2024-009, A Resolution to exceed the State-imposed Levy Limit and placement of the Levy Limit Increase Referendum Question on the November 5, 2024 General Election Ballot and discussion on the Open House scheduled for August 15, 2024 -**



Motion by Bishop, second by Kufahl, to adopt Resolution TOJ-2024-009 to support exceeding the allowable Levy Limit and to place a referendum question on the November 5, 2024, General Election Ballot. Motion carried 4-0.

12. **Consideration of proposals to replace the one-ton patrol/dump truck** – After discussion, this item was tabled until additional proposals can be secured. No further action was taken.
13. **Consideration of the Town Treasurer's Retirement** – Treasurer Diaz announced her retirement, effective October 31, 2024. The Board directed Clerk Eichner to place an ad as soon as possible. The Board will hold a special meeting at 6:00pm on September 5 to interview applicants. No further action was taken.

#### Discussion Only

14. **Consideration of New Alcohol Licensing Ordinance** – Eichner presented a draft model ordinance prepared by the Town attorney. A final Ordinance will be considered at the September Board meeting.
15. **Consideration of Agricultural Road Improvement Program second grant issuance** – Eichner noted that a second grant cycle is underway for the Agricultural Road Improvement Program. The Board directed Eichner to apply for grants for both Center Road from Sherman Rd to STH 60 and Maple Road from Sherman Rd to STH 60, if they qualify for the program.
16. **Consideration of contracting for Mobile Fleet Mechanic Services** – Kufahl contact information and pricing for a mobile mechanic to service most equipment the Town has. No other action taken.

#### Presentations and Reports

17. **Washington County Board report.** – No report. The County meeting is next Wednesday.
18. **Treasurer's report.** – The monthly Treasurer's report and Facility rental report were presented. Rentals are still highly active. We are moving forward with MSB for credit card processing. They are also working on a link with Transcendent Technologies to pay taxes with the push of a button for credit cards. The machine can be used for building permit, pet licenses, transfer station permits and rentals. August settlement for Taxes is August 20<sup>th</sup>. And our recycling sales are up almost 85% over last year.
19. **Grounds report** – Cut grass and did maintenance on the mower, took care of the garbage for JAYBA. trimmed on trails, sprayed for weeds, cut up some downed trees, trimmed bushes around Town Hall, cleaned windows around office building, and hung a bulletin board in the TH vestibule.
20. **Weed Commissioner's Report** – handled a thistle complaint on Sherman Road.
21. **Buildings report** – Mark plans to paint the east side of the remodeled area toward the end of the month when it cools down.
22. **Transfer Station report** – Started purging recyclables, a mixed metal dumpster is about 1/3 full. We need to have maintenance on the overhead door springs. The doors are difficult to open.
23. **Equipment Manager's Report** – New backhoe should be here very soon. The new truck is in. Fischer would like the Board to consider a used forklift for the Recycling Center. With the new process of gaylords on a semi-trailer, a forklift is the best method for loading. Truck 18 needs repairs to the plow blade and be cleaned up to get ready to sell.
24. **Highway Superintendent Report** – The cleanup of the Recycling Center is continuing. American Paper & Metal recycling will take freon units at \$25/unit and mattresses at \$15/unit.
25. **Highway/Chairman's report** – Burned brush, hauled recyclables, cleaned, and sorted aluminum scrap. Worked Thursdays at Recycling center, for Bruce. Changed oil on #14, maintenance on Tiger mower. Scott Construction has chip sealed. Mowed roadside. Installed the 45 mph signs on Center



Road and the stop sign on El Camino Dr. Hwy Spvr. Eickstedt believes that the warning signs need to be relocated and the road striping needs to be updated.

26. **Zoning Administrators report** – Micech will soon be inspecting twice a day at KMLHS for their addition work. Cedar Jacks remodel is continuing. Boehlke Bottled Gas addition is almost complete.
27. **Clerk's report** – Next Tuesday is the August Partisan Primary. We have about 300 absentee ballots out with about 250 returned. This election historically has about a 40% turnout. Still waiting to hear from KMLHS about being an emergency location for polling. Clerk and Chief Inspectors attended three days of training. Clerk is asking the Town to consider purchasing a backup generator for elections.
28. **Communications and announcements** - None
29. **Review of bills and authorization of payment** - Motion by Bishop, second by Fischer to approve the payment vouchers. Motion carried 4-0.
30. **Adjournment** – Motion by Kufahl, second by Bishop, to adjourn at 9:25pm. Motion carried 4-0.

Respectfully Submitted,

Robert M. Eichner

Town Clerk

Robert H Hartwig

Town Chairman



**MINUTES OF SPECIAL MEETING OF THE JACKSON TOWN BOARD  
SEPTEMBER 5, 2024**

1. **Call meeting of the Town to order, Pledge of Allegiance, and announcement of meeting notice** – Meeting called to order at 6:00pm by Chairman Hartwig with the Pledge of Allegiance. Clerk Eichner confirmed proper noticing of the meeting.
2. **Roll call** – Present: Chairman Bob Hartwig, Supervisors Dave Behringer (by phone until 6:25, then in person), Joe Kufahl, Marcy Bishop, Steve Fischer, Clerk Bob Eichner
3. **Approval of the meeting agenda** – Motion by Kufahl, second by Bishop to approve the Agenda. Motion carried 5-0.
4. **Motion to convene in closed session, pursuant to Wis. Stat. § 19.85(1)(c), considering employment, promotion, compensation, or performance criteria and data, specifically, interviewing candidates and possible selection of the Town Treasurer** – Motion by Kufahl, second by Fischer to convene to closed session. Motion carried 5-0.
5. **Motion to reconvene into open session** – Motion by Bishop, second by Fischer to reconvene into open session. Motion carried 5-0.
6. **Discussion and possible action may be taken by the Town Board respecting the matter(s) discussed in closed session** - No action taken. Board will meet September 12, 2024 at 6:30pm before the regular Board meeting to consider making an offer.
7. **Adjournment** – Motion by Kufahl, second by Behringer, to adjourn at 9:00pm. Motion carried 5-0

Respectfully submitted,

Robert M Eichner  
Town Clerk

Robert H Hartwig  
Town Chairman



**MINUTES OF THE MEETING OF THE JACKSON TOWN BOARD  
SEPTEMBER 12, 2024**

1. **Call to order** – Chairman Hartwig called the meeting to order at 7:00pm with the Pledge of Allegiance. Clerk Eichner confirmed the meeting notification and posting meets the open meeting requirements.
2. **Roll call** – Present: Chairman Bob Hartwig, Supervisors Dave Behringer, Joe Kufahl, Marcy Bishop, and Steve Fischer, Zoning Administrator Jim Micech, Treasurer Monica Diaz, Deputy Kyle Wright, and Clerk Bob Eichner.
3. **Approval of the meeting agenda** – Motion by Kufahl, second by Bishop, to approve the meeting agenda. Motion carried 5-0.
4. **Approval of the minutes by the Town Board:** Motion by Bishop, second by Behringer to approve the minutes for the August 8, 2024 Town Board meeting. Motion carried 5-0.
5. **Resident comment on any agenda item.** No comments.
6. **Washington County Sheriff's Department Report** – The sheriffs monthly dispatch report was presented by Deputy Wright. The department has been making additional checks at the 1725 CTH NN, a half-way house, at the request of the Dept. of Corrections.
7. **Jackson Fire Department Report** – The monthly report was presented by Eichner.

**Presentations & discussion only**

8. **Washington County Draft Farmland Preservation Area Presentation** - Adam Christiansen, Washington County Community Planner presented the Draft Washington County Farmland Preservation Area Plan. The Town Board may decide to include the FPAP on the 2050 Comprehensive Land Use Plan and/or create a separate zoning district for FPA. That decision will be made at a future Board Meeting.
9. **Final Review of Construction Access, Road Usage and Timeline for the ANR Pipeline Replacement Project** - Tristan Brock, TC Energy, presented the project timeline and route layout for the pipeline replacement. Beginning in the Fall of 2024, the work will consist of preparation of the job work yard in the Town of Polk and clearing trees and brush along the proposed route. Actual construction will be from March to October 2025 with all restoration completed by October 2026.
10. **Washington County Hazard Mitigation Plan Resolution Request** The County Hazard mitigation plan has been revised. The county is asking the Town to pass a resolution accepting and supporting the revised plan. This will be considered at a future Board meeting.

**Discussion and Possible Action**

11. **Consideration of Final CSM Review to combine nine (9) existing parcels into one parcel (83.061 acres) - Tax Key T7-0309, -0310-00Z, -0315-00D, - 0315-00E, -0315-00F, -0315-00G, -0316-00C, -0317-00Z & -0319 – Zoned A1, 4320 Country Aire Drive** – Motion by Kufahl, second by Bishop, to approve the final CSM. Motion carried 5-0.



12. **Consideration of Election Day Emergency Response Plan** – Eichner presented the Plan. After discussion this item was tabled.
13. **Consideration of Resolution TOJ-2024-011, An Amended Resolution to Exceed the State-imposed Levy Limit and Amendment of the Levy Limit Increase Referendum Question on the November 5, 2024 General Election Ballot** – Motion by Bishop, second by Behringer, to approve the revised resolution and question. Motion carried 5-0
14. **Consideration of the Three-year Contract of Assessment Services with Catalis** – Motion Bishop, second by Kufahl, to approve the contract with Catalis. Motion carried 5-0.
15. **Consideration of fee for Town Hall Fields by Local 4-H Club** – Motion Kufahl, second by Fischer to rent the Town Hall Fields to the Local 4-H club at a rate of \$50. Motion carried 5-0.
16. **Consideration of proposals to replace the one-ton patrol/dump truck** – This item was tabled indefinitely.
17. **Consideration of purchase of used forklift for the Recycling Center/Transfer Station** – Motion by Bishop, second by Kufahl, to allow Supervisor Fischer to purchase a used 3-stake forklift, with side shift and brake for a cost not to exceed \$15,000. Motion carried 5-0.

#### **Reports**

18. **Washington County Board report.** – Scott Schmidt presented an intersection safety plan. There was also a closed session about Cyber Security.
19. **Treasurer's report.** – Treasurer report and facility rental report were presented. Getting started on property taxes mailings. Pre-tax meeting with the County set for October 7<sup>th</sup>.
20. **Grounds report** – Tightened nuts and bolts on the playground equipment. Cleared some of the trails and mowed grass. Cut up windfall trees along the trails. Sandra continues to pull weeds and Elizabeth is watering on a regular basis, as well as cleaning the outside of windows around town hall.
21. **Weed Commissioner's Report** – no complaints.
22. **Buildings report** – purchased replacement blinds for those that that were damaged in the dining room. We discovered that the blinds were all cut to fit by Menards originally. Menards has said they will cut the new ones as well. Mark also repaired and reattached a gutter that had broken loose. The Transfer station roof replacement should be done within the next week.
23. **Transfer Station report** – The new system is working well for recycling. The first loads earned \$4000 in revenue. Fischer is proposing a fence and gate at the entrance to the yard. This work reduce/eliminate after hours dumping. The garage doors have been adjusted. Highway guys no longer working Saturday. Need to hire one more worker for rotation.
24. **Equipment Manager's Report** – Truck 18 and Simplicity mower will be placed on the Auction site.
25. **Highway Superintendent Report** – Fischer.
26. **Highway/Chairman's report** – A copy of the Highway Supervisors report was presented to each Supervisor. Ron Eickstedt has given notice that he will be retiring December 31, 2024.



- 27. Zoning Administrators report** – KMLHS inspecting twice daily. Footings basement and foundation walls complete. Bittersweet hoarding complaint. Most of the exterior has been cleanup. Working on a complaint with an owner on Beechwood Ct. concerning structures and fill in the right-of-way, shipping containers, and improvements to the house.
- 28. Clerk's report** – Absentee ballots go out next week. We are already at the total sent out in August. The Clerks anniversary is 9-13. We may need to post no ATV's or other vehicles on Park trails or other areas. Budget Workshop Schedule, 9-26 and 10-2 at 6:30pm and 10-10 after regular Board meeting. The elector's meeting is tentatively scheduled for November 26, 2024. Other dates to be determined after 10-10. Clerk attending virtual WTA Fall Workshops.
- 29. Communications and announcements.**
- 30. Review of bills and authorization of payment** – Motion by Bishop, second by Fischer, to approve the monthly bills, and authorize payment. Motion carried 5-0.
- 31. Adjournment** – Motion by Behringer, second by Kufahl, to adjourn at 10:05pm. Motion carried 5-0.

Respectfully Submitted,

Robert M Eichner  
Robert M Eichner, Clerk

Robert H Hartwig  
Robert Hartwig, Chairman



**MINUTES OF SPECIAL MEETING OF THE JACKSON TOWN BOARD  
SEPTEMBER 12, 2024**

1. **Call to order** – Chairman Hartwig called the meeting to order at 6:30 with the Pledge of Allegiance. Clerk Eichner confirmed proper noticing of the meeting.
2. **Roll call** – Present; Chairman Bob Hartwig, Supervisors Dave Behringer, Joe Kufahl, Marcy Bishop, Steve Fischer, and Clerk Bob Eichner.
3. **Approval of the meeting agenda** – Motion by Bishop, second by Fischer, to approve the meeting agenda as presented. Motion carried 5-0.
4. **Motion to convene in closed session, pursuant to Wis. Stat. § 19.85(1)(c), considering employment, promotion, compensation, or performance criteria and data, specifically, Interviewing candidates and possible selection of the Town Treasurer** – Motion by Kufahl, second by Behringer to move to closed session. Motion carried 5-0.
5. **Motion to reconvene into open session** – Motion by Kufahl, second by Bishop, to reconvene into open session. Motion carried 5-0.
6. **Discussion and possible action may be taken by the Town Board respecting the matter(s) discussed in closed session** – Motion by Bishop, second by Fischer to offer the Town Treasurer position to Nicole Cozzuli-Meer. Motion carried 5-0
7. **Adjournment** – Motion by Kufahl, second by Bishop to adjourn at 6:54pm.

Respectfully submitted,

Robert M Eichner  
Town Clerk

Robert H Hartwig  
Town Chairman



**MINUTES OF SPECIAL MEETING OF THE JACKSON TOWN BOARD  
SEPTEMBER 19, 2024**

1. **Call to order** – Chairman Hartwig called the meeting to order at 6:00pm with the Pledge of Allegiance. Clerk Eichner confirmed proper noticing of the meeting.
2. **Roll call** – Present; Chairman Bob Hartwig, Supervisors Dave Behringer, Joe Kufahl, Marcy Bishop, Steve Fischer, and Clerk Bob Eichner.
3. **Approval of the meeting agenda** – Motion by Fischer, second by Bishop, to approve the meeting agenda as presented. Motion carried 5-0.
4. **Motion to convene in closed session, pursuant to Wis. Stat. § 19.85(1)(c), considering employment, promotion, compensation, or performance criteria and data, specifically, Interviewing candidates and possible selection of the Town Treasurer** – Motion by Kufahl, second by Bishop to move to closed session. Motion carried 5-0.
5. **Motion to reconvene into open session** – Motion by Bishop, second by Behringer, to reconvene into open session. Motion carried 5-0.
6. **Discussion and possible action may be taken by the Town Board respecting the matter(s) discussed in closed session** – Motion by Bishop, second by Fischer to offer the Town Treasurer position to Mike Miller at a rate of \$22 to start with a review and possible increase after 6 months. Motion carried 5-0
7. **Adjournment** – Motion by Behringer, second by Kufahl to adjourn at 6:22pm.

Respectfully submitted,

Robert M Eichner  
Town Clerk

Robert H Hartwig  
Town Chairman



**MINUTES OF SPECIAL MEETING OF THE JACKSON TOWN BOARD  
October 2, 2024**

1. **Call to order** – Chairman Hartwig called the meeting to order at 6:00pm with the Pledge of Allegiance. Clerk Eichner confirmed proper noticing of the meeting.
2. **Roll call** – Present; Chairman Bob Hartwig, Supervisors Dave Behringer, Joe Kufahl, Marcy Bishop (6:15), Steve Fischer, and Clerk Bob Eichner.
3. **Approval of the meeting agenda** – Clerk Eichner noted that Item 7 should be stricken from the agenda. Motion by Fischer, second by Kufahl, to approve the meeting agenda as amended. Motion carried 4-0.
4. **Motion to convene in closed session, pursuant to Wis. Stat. § 19.85(1)(c), considering employment, promotion, compensation, or performance criteria and data, specifically, Interviewing candidates and possible selection of the Town Treasurer** – Motion by Kufahl, second by Fischer to move to closed session. Motion carried 4-0.
5. **Motion to reconvene into open session** – Motion by Bishop, second by Fischer, to reconvene into open session. Motion carried 5-0.
6. **Discussion and possible action may be taken by the Town Board respecting the matter(s) discussed in closed session** – Motion by Bishop, second by Behringer to offer the Town Treasurer position to Jean Wills at a rate of \$23 to start with a review and possible increase after 6 months. Motion carried 5-0. Jean Wills was present and accepted the offer. Clerk Eichner will follow up with a letter. Tentative start date is October 7, 2024.
7. **Update, discussion and possible action – Update of hiring Town Treasurer.** Item stricken from agenda. No action.
8. **Discussion only.** Budget Workshop.
9. **Adjournment** – Motion by Kufahl, second by Behringer to adjourn at 8:20pm.

Respectfully submitted,

Robert M Eichner  
Town Clerk

Robert H Hartwig  
Town Chairman



## MINUTES OF THE MEETING OF THE JACKSON TOWN BOARD OCTOBER 10, 2024

- 1. Call to order** – The meeting was called to order by Chairman Hartwig at 7:00pm with the Pledge of Allegiance. Clerk Eichner. Confirmed that the meeting was properly noticed.
- 2. Roll call** – Present: Chairman Bob Hartwig, Supervisors Dave Behringer, Joe Kufahl, Marcy Bishop, and Steve Fischer, Zoning Administrator Jim Micech, Retiring Treasurer Monica Diaz, Incoming Treasurer Jean Wills, Deputy Clerk Connie Diaz, and Clerk Bob Eichner
- 3. Approval of the meeting agenda** – Motion by Bishop, second by Behringer, to approve the meeting agenda as presented. Motion carried 5-0.
- 4. Approval of the minutes** – Motion by Bishop, second by Fischer, to approve of the minutes for the September 5, 19, and October 2, Special town Board meetings and the September 12, 2024 Town Board meeting. Motion carried 5-0.
- 5. Resident comment on any agenda item.** There were no comments.
- 6. Washington County Sheriff's Department Report.** There was no report from the Sheriff's office, however Clerk Eichner did present the Jackson Fire department report.
- 7. Discussion and possible action – Consideration of Resolution J-2024-012, Service Recognition for Treasurer Monica Diaz** – Motion by Bishop, second by Fischer, to approve Resolution J-2024-012. Motion carried 5-0.
- 8. Administer Oath of Office to new Town Treasurer** – Clerk Eichner administered the Oath of Office to incoming Treasurer Jean Wills
- 9. Discussion and possible action – Consideration of an application for a two-year Operators License for Kelly Wiley, Cedar Jacks** – Motion by Bishop, second by Kufahl, to approve the Operator's License for Kelly Wiley. Motion carried 5-0.
- 10. Presentation and discussion only – Archeological Investigation of Zion Lutheran Cemetery** – Dr. Ned Farber, Wisconsin Lutheran College, presented the findings of the archeological investigation of Zion Lutheran Cemetery. After review, Dr. Farber indicated two ten foot by ten-foot areas in the cemetery that could hold several cremation burials only. A full report will be sent to the Town in the coming months.
- 11. Discussion and Possible Action – Consideration of Resolution J-2024-013 A Resolution of Intent to Incorporate Farmland Preservation Areas into the Comprehensive Land Use Plan for the Town of Jackson: 2050** – Motion by Kufahl, second by Bishop to adopt Resolution J-2024-013. Motion carried 5-0.
- 12. Discussion and possible action – Consideration of Resolution J-2024-014, A Resolution to Adopt the Amended Washington County All Hazard Mitigation Plan** – Motion by Fischer, second by Bishop, to adopt Resolution J-2024-014. Motion carried 5-0.
- 13. Discussion and possible action – Bid results for the Sale of Truck 18** – Truck 18 was sold at auction for \$10,900.
- 14. Discussion and possible action – Emergency Repairs to Bridge on Pleasant Valley Road at Lakeside Foods.** – After discussion, Eichner was instructed to contact firms to work on the engineering for the required repairs.
- 15. Discussion and possible action – Consideration of Security Fencing and Security Camera Changes at the Transfer Station/Recycling Center** – Motion by Kufahl, second by Bishop, to authorize



the solicitation of proposals for the installation of security fencing and gate for a total cost not to exceed \$25,000. Motion carried 5-0. Bishop is recommending using a new security firm for the camera system. A possible second vendor, Riley Fitzgerald has been contacted.

- 16. Discussion and possible action – Consideration of a proposal for new office copier/printer from Novatech** – Motion by Kufahl, second by Behringer, to approve the contract for a new office copier/printer. Motion carried 5-0.
- 17. Discussion and possible action – Consideration of hours for 2024 Trick-or-treat** – Motion by Bishop, second by Behringer to set the day and hours for Trick-or-Treat to be the same as those set by the Village of Jackson. Motion carried 5-0.
- 18. Reports**
- 19. Washington County Board report.** – Hartwig presented a written copy of the Washington County Board report.
- 20. Treasurer’s report.** – The Treasurer’s report and the Facility rental report were presented. Diaz has been working with Wills on all aspects of the job. Tax prep is in process. Still waiting for our credit card machine.
- 21. Buildings report** – Blinds have been repaired, the exterior painting is completed, replaced furnace filters, and cleaned out the pavilion garage and repaired a lock on the pavilion. Re-staining the picnic tables on the patio.
- 22. Grounds report** – They have been cutting trees along the south tree line and along the trails. Still doing some mowing, blew out the gutters on Town Hall and installed no-ATV signs on trails. Kufahl suggested that we investigate installing gutter guards. Asked that we order the guards and have them delivered to Town Hall.
- 23. Weed Commissioner’s Report** – Complaint about weeds, an HOA on Stoney Creek.
- 24. Transfer Station report** – Nothing additional to report.
- 25. Highway Superintendent/Equipment Manager Report** – The forklift was delivered today, south side of the transfer station has been cleaned up, put more boards along the south wall to protect the walls from damage moving gaylords around. Neighbor to the south is concerned with tree on Town property that is dying and asked if it could be taken down. Brakes need to be fixed on Truck #16. Signage put on Truck #24 and the new backhoe.
- 26. Highway/Chairman’s report** – Burned brush, responded to the bridge accident on Pleasant Valley Road, working on shouldering, finished roadside mowing, picked up several dead animals.
- 27. Zoning Administrator’s report** – Micech still working on a couple of yard complaints.
- 28. Clerk’s report** – Election is almost overwhelming, Connie has been doing an amazing job with absentee ballots, a lot of wasted postage. The postcards for the second round of information are going out on Monday. The open house is set for October 24<sup>th</sup>. There may be grants available for cameras on drop boxes. We have received 5 applications for the Assistant Supervisor/patrolman position including 3 from this Spring.
- 29. Communications and announcements.** None
- 30. Review of bills and authorization of payment.** Motion by Bishop, second by Fischer, to approve bills and payments.
- 31. Budget Workshop** – The draft budget was reviewed and adjusted, and a review meeting is set for November 7, to review final changes if the referendum does not pass.



**32. Adjournment** Motion by Bishop, second by Behringer to adjourn at 11:16pm. Motion carried 5-0.

**Respectfully Submitted,**

*Robert M Eichner*  
Clerk

*Robert H Hartwig*  
Chairman



**MINUTES OF SPECIAL MEETING OF THE JACKSON TOWN BOARD  
November 11, 2024**

1. **Call to order** – Chairman Hartwig called the meeting to order at 7:00pm with the Pledge of Allegiance. Clerk Eichner confirmed proper noticing of the meeting.
2. **Roll call** – Present; Chairman Bob Hartwig, Supervisors Dave Behringer, Marcy Bishop, Steve Fischer, and Clerk Bob Eichner. Supervisor Joe Kufahl was excused.
3. **Approval of the meeting agenda** – Motion by Bishop, second by Behringer, to approve the meeting agenda. Motion carried 4-0.
4. **Final Budget Workshop** – Because the referendum question failed, final adjustments and amendments were made to the 2025 Budget and the Levy Limit was set to be approved at the November 14, 2024 regular Town Board meeting. No formal action taken.
5. **Adjournment** – Motion by Bishop, second by Fischer to adjourn at 8:15pm. Motion carried 4-0

Respectfully submitted,

Robert M Eichner  
Town Clerk

Robert H Hartwig  
Town Chairman



**MINUTES OF SPECIAL MEETING OF THE JACKSON TOWN BOARD  
November 12, 2024**

1. **Call to order** – Chairman Hartwig called the meeting to order at 6:00pm with the Pledge of Allegiance. Clerk Eichner confirmed proper noticing of the meeting.
2. **Roll call** – Present; Chairman Bob Hartwig, Supervisors Dave Behringer, Joe Kufahl, Marcy Bishop, Steve Fischer, and Clerk Bob Eichner.
3. **Approval of the meeting agenda** – Motion by Kufahl, second by Bishop, to approve the meeting agenda. Motion carried 5-0.
4. **Motion to convene in closed session, pursuant to Wis. Stat. § 19.85(1)(c), considering employment, promotion, compensation, or performance criteria and data, specifically, interviewing candidates and possible selection of the Assistant Highway Department Supervisor/Patrolman 1** – Motion by Kufahl, second by Bishop to move to closed session. Motion carried 5-0.
5. **Motion to reconvene into open session** – Motion by Kufahl, second by Behringer, to reconvene into open session. Motion carried 5-0.
6. **Action taken by the Town Board respecting the matter(s) discussed in closed session** – Motion by Bishop, second by Behringer to offer the Assistant Highway Department Supervisor/Patrolman 1 to Kevin Helm at a rate of \$30 per hour and a start date of January 1, 2025. Motion carried 5-0.
7. **Adjournment** – Motion by Fischer, second by Behringer to adjourn at 8:17pm.

Respectfully submitted,

Robert M Eichner  
Town Clerk

Robert H Hartwig  
Town Chairman



## MINUTES FOR THE MEETING OF THE JACKSON TOWN BOARD NOVEMBER 14, 2024

1. **Call to order** – Chairman Hartwig called the meeting to order at 7:00pm with the Pledge of Allegiance. Clerk Eichner confirmed that the meeting was properly noticed.
2. **Roll call** – Present Chairman Bob Hartwig, Supervisors Dave Behringer (7:03pm), Joe Kufahl, Marcy Bishop, and Steve Fischer, Town Attorney Paul Alexy, Zoning Administrator Jim Micech, Treasurer Jean Wills, and Clerk Eichner.
3. **Approval of the meeting agenda** – Motion by Fischer, second by Kufahl to approve the meeting agenda as presented. Motion carried 4-0, Behringer not present yet.
4. **Approval of the minutes** – Motion by Bishop, second by Fischer to approve the minutes of the October 10, 2024 Town Board meeting. Motion carried 5-0.
5. **Resident comment on any agenda item** – The following residents spoke to Item 12, consideration of amending Ordinance TOJ-10-75 Discharge of Firearms in the Town of Jackson, urging that no changes be made to the Ordinance:  

Randy Block, 1035 Western Ave, stated there is no need to change the ordinance to be less restrictive with respect to discharge near a residence. Any reduction in distance is dangerous and a proposed 100' distance is extremely dangerous. He also feels the fine for violation should be considerably higher than the current \$25. He stated that there needs to safety for all, or there is safety for none.

Dan Filter, 2958 Crosswind Tr, is also uncomfortable with a lesser distance to residences.

Tracy Anderson 2840 Church Road walks dogs on their 2-plus acres with woods and would feel very unsafe with a reduction of the distance.

Jeff Bikowski 1348 Sandy Lane is an avid hunter and would not feel safe with shooters so close to residences.
6. **Washington County Sheriff's Department Report** – Deputy Wright was not present but did provide a report for review.
7. **Jackson Fire Department Report** – Members of the Fire department were present to answer questions on the new contract. They also reported that the open house at the Fire Department in October drew about 1000 guests. There was no monthly report available.
8. **Discussion and possible action – Consideration of the 2025 Emergency Services Contract with Jackson Fire Department** – Motion by Fischer, second by Bishop to approve the 2025 Emergency Services Contract with the Jackson Fire Department. Motion carried 5-0.
9. **Discussion and possible action – Consideration of an application for a two-year Operators License for Justin Olson, The Jailhouse** – Motion by Behringer, second by Bishop to approve the Operator's License for Justin Olson. Motion carried 5-0.
10. **Discussion and Possible Action – Consideration of Resolution J-2024-015 A Resolution Setting the 2024 Levy Limit for Approval by the Town Electors** – Motion by Bishop, second by Behringer to approve Resolution J-2024-015. Motion carried 5-0.
11. **Discussion and possible action – Proposed amendment to Ordinance No. 21-03 which amended Title X of the Municipal Code for Accessory Building Heights and Area in R1, R2, R3 and A1 Zoning Districts** – Micech presented draft ordinance TOJ-24-002 for final consideration at the December 12, 2024 Board Meeting, following a public hearing. The final draft will be presented to the Parks & Plan Commission for recommendation at the December 4 meeting.



- 12. Discussion only – Consideration of Possible Amendment to Ordinance TOJ-10-75-76 Discharge of Firearms in the Town of Jackson** – DNR Warden Steve Swirtz introduced himself and was present to answer questions anyone had regarding this item. The consensus of the Board is to revisit this ordinance to see if there are some minor amendments that can be made as the original ordinance is 50 years old. Clerk Eichner will post the current ordinance on the Town Website.
- 13. Discussion and possible action – Consideration of Proposals for Gutter Installation at Transfer Station** – Motion by Bishop, second by Fischer to award the installation of the Transfer Station gutters to Oostburg Seamless Gutters for \$960. Motion carried 5-0.
- 14. Discussion and possible action – Consideration of End-of-Year performance reviews** – The Board will hold performance reviews Eichner, Micech, Fischer, and Deputy Clerk Diaz at 6:00pm before the December 12, 2024 Town Board Meeting. They will hold reviews with the Highway Patrolman Brei, Town Hall maintenance and parks employees, the Recycling Center/Transfer Station employees, and the seasonal plow truck operators, at the Town Garage on Saturday December 14<sup>th</sup>, and Saturday December 21<sup>st</sup> if necessary.
- 15. Washington County Board report.** – The County Exec, Josh Schoemann presented the County Budget, two employees from Samaritan and one from the Sheriff's Department were recognized.
- 16. Treasurer's report.** – The Treasurer's Report and facility rental report was presented. Wills is happy with her first month and she likes the accounting software. We are set for Tax collection except for the credit card machine. We are still trying to get it operational. We have raised almost \$14,000 in facility rentals.
- 17. Buildings report** – Behringer did not formally present the costs for gutter guard installation because they are extremely high. The consensus of the Board is to purchase the materials and have staff install. Maintenance in the last month includes winterizing the hoses and bibs on the outside of Town Hall, hung pictures in offices, helped setup and take down booths for early voting and the election, took down the flag and light at the Pavilion, winterized the Pavilion, hung a clock in the south conference room, and replaced batteries in several thermostats.
- 18. Grounds report** – Rehung the trail map box, final mowing, cut trees down in the south tree line, and blew leaves into the tree lines.
- 19. Weed Commissioner's Report** – No report.
- 20. Transfer Station report** – Lenny will be coming on 11/18 to remove his equipment. We will use another vendor to reinstall cameras after the security fence is installed.
- 21. Highway Superintendent/Equipment Manager Report** – The contractor is trying to get in before the end of the year to install the security fence and gate, probably in December. The lot is cleaned up and the transfer station interior is working well and staying clean. Concentrating on prepping equipment for winter maintenance.
- 22. Highway/Chairman's report** – Burned brush 3 times, shouldered Sherman Road, and Spring Valley Road, picked up the Pleasant Valley Road bridge railing from the county, removed concrete and stones from the east side of the salt shed. Installed radios in truck 24 and the tractor backhoe, put up road signs, cleaned up downed tree limbs, the County striped Sherman and Spring Valley Roads, and cleared downed trees after the high winds.
- 23. Zoning Administrator's report** – Cedar Jacks is opening November 21<sup>st</sup>. Micech sent letters to 2702-2706 CTH P for yard clean-up. Owner has been allowing junk to be stored there. The hoarding situation at Sherman & Division Roads is improving. Tony Matuszczak is hoping to resubmit his Preliminary Plat for Windmill Trace in January or February. KMLHS remodel is progressing with block walls going up and some plumbing being done.



**24. Clerk's report** – Election results – County wide 95.67% turnout, Town of Germantown had 93.2% and Town of Jackson had 92.6% turnout, with 117 election day registrations and Germantown had 6. Jackson is at 95.8% of all eligible voters registered. The referendum did fail. There were 1676 absentee/early voters in Jackson and 63 in Germantown.

**25. Communications and announcements** - None

**26. Review of bills and authorization of payment** – Motion by Bishop, second by Fischer to except the Vouchers and approve the bills. Motion carried 5-0.

**27. Adjournment** – Motion by Kufahl, second by Bishop to adjourn at 9:17pm. Motion carried 5-0.

Respectfully Submitted,

*Robert M. Eichner*  
Clerk

*Robert H. Hartwig*  
Chairman

Approved: December 12, 2024



**MUNIUTE OF THE MEETING OF THE JACKSON TOWN BOARD  
DECEMBER 12, 2024**

1. **Call to order** – Chairman Bob Hartwig called the meeting to order at 7:00pm with the Pledge of Allegiance. Clerk Eichner confirmed the meeting was properly posted.
2. **Roll call** – Present: Chairman Bob Hartwig, Supervisors Dave Behringer, Joe Kufahl, Marcy Bishop and Steve Fischer, Fire Chief Aaron Swaney, Zoning Administrator Jim Micech, Treasurer Jean Wills, and Clerk Bob Eichner.
3. **Approval of the meeting agenda** – Motion by Fischer, seconded by Bishop, to approve the meeting agenda as presented. Motion carried 5-0.
4. **Approval of the minutes** – Motion by Bishop, seconded by Fischer to approve the November 14, 2024 minutes as presented. Motion carried 5-0.
5. **Resident comment on any agenda item** – No comments.
6. **Washington County Sheriff's Department Report** - Deputy Wright was not present but the report for October was presented.
7. **Jackson Fire Department Report** – Chief Swaney presented the Fire Department report October and November. The Chief also reported that the fire department responded to 1150 emergency call including 44 fire calls in 2024, and the department did 1038 fire inspections. The department gained 8 new members in 2024 and will be hiring one full-time paramedic in 2025.
8. **Consideration of Resolution TOJ-2024-016, A Resolution Honoring Years of Service for Ron Eickstedt** – Motion by Bishop, seconded by Behringer to approve Resolution TOJ-2024-016. Motion carried 5-0.
9. **Consideration of applications for two-year Operator's Licenses for Dane Hoffnagle, Adam Bristow, & Lisa Peshek, Cedar Jacks** – Motion by Bishop, seconded by Fischer, to approve the licenses to expire June 30, 2026. Motion carried 5-0.
10. **Consideration of Final CSM of a land division of T7-0155-00C, William & Laura Bougie, owners, Tony Gromacki, agent** – Motion by Bishop, seconded by Behringer, to approve the CSM as presented. Motion carried 5-0.
11. **Public Hearing**
  - A. **Open Public Hearing on proposed Ordinance No. TOJ- 24-002 which amends Title X of the Municipal Code for Accessory Building Heights and Area in R1, R2, R3, I1 and A1 Zoning Districts** – Motion by Behringer, seconded by Fischer to open the public hearing. Motion carried 5-0. Micech explained that this amendment is to clarify that the accessory structure size is cumulative in the zoning classes identified. There were no comments from those in attendance.
  - B. **Close Public Hearing** – Motion by Kufahl, seconded by Bishop, to close the public hearing.
12. **Consideration of Ordinance No. TOJ- 24-002 amending Title X of the Municipal Code for Accessory Building Heights and Building Area in R1, R2, R3, I1 and A1 Zoning Districts** – Motion by Bishop, seconded by Kufahl. To approve Ordinance TOJ-24-002 as presented. Motion carried 4-1 (Fischer Nay)
13. **Consideration of 2025 Fiscal Year Budget for Approval** - Motion by Fischer, seconded by Bishop to approve the 2025 Fiscal Year Budget as presented. Motion carried 5-0.



- 14. Consideration of Zoning Administrator Contract Extension** – Motion by Kufahl, seconded by Behringer, to approve the Zoning Administrator contract extension. Motion carried 5-0.
- 15. Consideration of purchase of used Scissor Lift** – Kufahl presented a used scissor lift for sale by a company looking to reduce/replace their current equipment inventory. Kufahl then recused himself, citing conflict of interest and left the dais. Motion by Bishop, seconded by Behringer, to purchase the used scissor lift, perform an annual inspection on the lift and paint the lift. Motion carried 4-0.
- 16. Consideration of Employee Performance Reviews** – Reviews for Transfer Station/Recycling staff, Highway Department staff, and Town Hall and Park maintenance staff will take place at the Town Garage on December 14 and December 21, 2024. No further action was taken.
- 17. Discussion only – Consideration of Draft Ordinance J-25-001, An ordinance amending Ordinance J-02-002 regarding street openings** – Eichner presented the draft ordinance for consideration. The main amendment is to include directional boring as a construction tool for which the permit fee will be applied. Eichner will review the ordinance with the Town Attorney for final consideration at a future Board meeting. No other action was taken.
- 18. Discussion only – Consideration of December 7, 2024 Transfer Station accident.** – Bishop gave a report on the accident with injuries to Attendant Mike Ortiz, on December 7, 2023. Ortiz suffered injuries to his ribs and will be off work for several months. Town Resident Scott Bublitz has applied as substitute to work for Ortiz.
- 19. Discussion and possible action – Consideration of application for Recycling Center/Transfer Station Attendant.** – Motion by Bishop, seconded by Fischer to hire Scott Bublitz as a Transfer station/recycling attendant starting at \$15.00/hr. Motion carried 5-0.
- 20. Discussion of Pleasant Valley Road Bridge Railing Repair** – Eichner reported that engineers from Lunda Construction are working with the driver's insurance carrier to reach an agreement on the portion of the needed repairs will be covered by the insurance.
- 21. Washington County Board report.** – Pamela Frank was recognized for 21 years of service. Tim Pfeiffer has retired after 31 years as Highway foreman. Chad Hartmann has been promoted to Foreman. Former Town Employee Mike Schmidt's wife passed away. She is also Washington County Chief Public Works Officer Scott Schmidt's mother. The town gave flowers for the funeral. New Assistant County attorney/Executive Kayla Kniess was introduced. Tracy Holland of the County Fair Board reported that attendance at County Fair was down, but revenue was up.
- 22. Treasurer's report.** – The Treasurer's report and facility rental report were presented. Tax bills are out. We formally start collecting on December 16<sup>th</sup>.
- 23. Buildings report** – The gutter work on the Transfer Station will be done after January 1<sup>st</sup>. Town hall is decorated for the Holidays.
- 24. Grounds report** – Stacked picnic tables for the winter, Bought salt for walks and drives at Town Hall. Cleared walks and drives for a couple of snowfalls. Blew leaves along the south property tree line.
- 25. Weed Commissioner's report** – No report!
- 26. Transfer Station report** – Riley Fitzgerald will be meeting with Marcy on January 9<sup>th</sup> about the new camera system.
- 27. Highway Superintendent/Equipment Manager report** – The security fence is installed, and the gate will be installed around December 16<sup>th</sup>. The attendant kiosk is built. The county recalibrated the salters on trucks 12 & 24.



- 28. Highway/Chairman's report** – Burned the brush pile twice, removed high ground on the northside of the shop. Placed cold patch in two areas of the lot. Converted trucks over to winter operations, removed downed tree limbs, did some cold patching, installed plastic road markers, the county helped ditching on Center Road at El Camino Drive, plowed and salted twice used 30 tons of salt.
- 29. Zoning Administrator's report** – Lannon will be meeting with the Town regarding fill site on CTH M. Micech responded to 4, yard debris/hoarding complaints. 2 have been resolved. Tony Matuszczak will be resubmitting a preliminary plat for Windmill Trace early in 2025. Two upcoming Board of Appeals 12/16 Bublitz CSM, and 1/6/25 Roger's accessory building exceeding the square footage and height allowances.
- 30. Clerk's report** – Next election cycle has begun April 1, 2025 Spring election, Feb 18<sup>th</sup> Primary if needed. Town of Jackson Town Chairman, Supervisors Behringer and Bishop. Candidate packets due by 5:00pm on January 7, 2025. Clerk will be having outpatient heart surgery in the next two weeks.
- 31. Communications and announcements.** League of Women Voters sent Thank You card.
- 32. Review of bills and authorization of payment.** Motion by Bishop, seconded by Fischer to approve bill as presented. Motion carried 5-0.
- 33. Adjournment** – Motion by Behringer, seconded by Fischer, to adjourn at 9:13pm. Motion carried 5-0.

Respectfully Submitted,

*Robert M Eichner*  
Town Clerk

*Robert H Hartwig*  
Town Chairman

Approved: January 9, 2024