



**MINUTES OF THE REGULAR TOWN BOARD MEETING  
MARCH 9, 2017**

1. **Call Meeting to Order and Pledge of Allegiance:** The meeting was called to order at 6:00 p.m. by Chairman Heidtke. The Pledge of Allegiance was recited.
2. **Roll Call:** Chairman Ray Heidtke, Supervisors Paul Huettl, Dan Kufahl, Robert Hartwig and Marcy Bishop were present. Also present was Attorney Tim Andringa, Zoning Administrator Gordon Hoffmann and Town Clerk Julia Oliver.
3. **Approval of the Agenda:** Motion by Hartwig, seconded by Huettl to approve the agenda. Motion carried.
4. **Approval of Minutes:** Motion by Bishop, seconded by Huettl to approve the minutes of the February 9, 2017 meeting. Motion carried.
5. **Closed Session:** Closed session pursuant to Wis. Stats. § 19.85(1)(g), to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved, specifically Case No. 14-CV-897 and Annexation Petition of Kevin Dittmar. Motion by Huettl, seconded by Hartwig to move into closed session. Roll call vote: Huettl-aye, Kufahl-aye, Heidtke-aye, Hartwig-aye, Bishop-aye; motion carried.
6. **Reconvene into Open Session.** Motion by Hartwig, seconded by Huettl to move into open session. Roll call vote: Huettl-aye, Kufahl-aye, Heidtke-aye, Hartwig-aye, Bishop-aye; motion carried.  
  
Deputy Andrew Meier joined the meeting.
7. **Town Board action on matters discussed in Closed Session, if necessary.** No action.
8. **Resident Comment.** There were no comments.
9. **Continuum Architects + Planners – Town Hall Building Remodeling Project.** Continuum representative Mike Soto did not attend. No action.
10. **Certified Survey Map, Junier M. Ehlke Revocable Trust, Gerald Ehlke, Trustee.** Motion by Hartwig, seconded by Bishop to approve the Certified Survey Map for Junier M. Ehlke Revocable Trust, Gerald Ehlke, Trustee. Motion carried without a negative vote.
11. **Certified Survey Map, Mary J. Pankratz Living Trust.** Motion by Huettl, seconded by Kufahl to approve the Certified Survey Map for Mary J. Pankratz Living Trust. Motion carried without a negative vote.
12. **Land Division – 2988 Church Road – John Clemens.** Motion by Kufahl, seconded by Huettl to approve the land division for John Clemens, 2988 Church Road upon the recommendation of the Park and Planning Commission and under the authority of 3.05 of the Land Division Ordinance. Motion carried without a negative vote.

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- 13. Accessory Structure – Hwy. 60 – Ronald and Kevin Eickstedt.** Motion by Huettl, seconded by Hartwig to approve the additional accessory structure on parcel T7 0585, Ron Eickstedt property owner due to the farming operation on the parcel and on adjacent parcel T7 0588. Motion carried without a negative vote.
- 14. Comprehensive Plan Update.** The Town will work with Nancy Anderson at SEWRPC to update the Town Comprehensive Plan. Paul Huettl will be the Town representative on the Washington County Comprehensive Plan Advisory Committee.
- 15. TRI Funds - Church Road.** Clerk Oliver provided the summary documentation of the steps required in order to qualify for the TRI Funds reimbursement from the WI DOT. Motion by Bishop, seconded by Hartwig to move forward with the Church Road project following the requirements outlined in the Town Road Improvement Program Application in order to receive \$14,495.82 in aid. Motion carried without a negative vote.
- 16. Bridge on dead-end Cedar Creek Road.** Heidtke reported on the recent meeting between Town representatives Heidtke, Eickstedt and Oliver, and County representatives Schmidt and Glass at the dead-end Cedar Creek Road Bridge. The bridge rating and condition were reviewed. It was noted the WI DOT is requiring the bridge receive a 20 ton limit posting. Schmidt also provided information on Federal bridge aid funding. Motion by Bishop, seconded by Huettl to post bridge P660904 located on dead-end Cedar Creek Road with a 20 ton weight limit and place barrels along the bridge to encourage travel in the center of the bridge. Motion carried without a negative vote. Motion by Huettl, seconded by Bishop to move forward with the 2017-2022 Local Bridge Program Application. Motion carried without a negative vote.
- 17. Sheriff Enforcement of Town ordinances when the Constable position is eliminated.** Motion by Kufahl, seconded by Huettl to adopt Ordinance J-17-001, an Ordinance Authorizing the Washington County Sheriff's Department to Enforce Town of Jackson Ordinances. Motion carried without a negative vote. Transfer Station Supervisor Brad Flitsch was asked how the permit placards will be enforced. Flitsch will continue to record license plates of users that are not displaying Transfer Station permit placards. The list will be forwarded to Deputy Meier for follow-up.
- 18. Demolition of Town Hall center area.** Heidtke reported that Eickstedt has been working on breaking out the concrete floor and has located the main sewer line where it connects to the main building. It was the consensus of the Board that the continued demolition would provide a cost savings to the project and will prepare the area for construction. Motion by Kufahl, seconded by Hartwig authorizing Kevin Eickstedt to work with Ron Eickstedt on the demolition at a rate of \$15 per hour. Motion carried without a negative vote.
- 19. Cemetery Fencing.** Clerk Oliver reported she received a call from Russ Hanson regarding people driving into the cemetery while the ground is soft and causing ruts; Hanson put up temporary fencing. The Town Board had previously decide to install a fence to limit access to the cemetery, and a cemetery sign indicating the cemetery belonged to the Town of Jackson. Motion by Kufahl, seconded by Huettl to move forward with the cemetery fencing and signage. Motion carried without a negative vote.

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- 20. Upper parking lot – Town Hall.** Heidtke stated he placed the item on the agenda to open the discussion about what should be done to repair or replace the upper parking lot. He asked the Supervisors to view the lot and form an opinion for the discussion at the next Town Board meeting.
- 21. Refund of Transfer Station Permit Application Fee.** Clerk Oliver reported that Tyler and Ann Constable, 3833 Strawberry Glen Drive applied for a Transfer Station permit but the payment was received after January 31, 2017 and the payment envelope was postmarked February 1, 2017. The Treasurer sent notice that the late fee must be paid before the Transfer Station permit can be issued. The Constables are refusing to pay the late fee and have requested a refund. Oliver asked the Town Board to provide guidance. After discussion the consensus of the Town Board authorized Clerk Oliver to issue a refund to the Constables, however the Town Board noted they are not setting a precedent and will handle issues related to refunds on a case by case basis.
- 22. Spring clean-up of Town Hall Park.** Motion by Kufahl, seconded by Bishop authorizing Supervisor Hartwig to spend up to \$3500 to purchase materials for the Spring “clean up”, (mulching, tree replacement, etc.) at the Town Hall. Motion carried without a negative vote. Clerk Oliver noted the Jackson Explorers 4-H club has offered to assist with the spreading of the mulch.
- 23. Treasurer’s Written Report.** The written report provided by Treasurer Eilbes stated the February 2017 account balances are as follows: General Fund Checking \$66,095.43; General Fund Money Market \$1,296,859.37; Encumbered Funds-Highway Money Market \$154,712.97; Encumbered Funds-Building Money Market \$39,723.58; Property Tax Checking \$222.36; Property Tax Money Market \$0; Park and Planning Checking \$4,448.59; Park Fund Savings \$5,394.53; Cemetery Fund \$16,709.20.
- 24. Washington County Sheriff’s Department Report – Liaison Deputy Andrew Meier.** Deputy Meier provided an incident summary list for February 1, 2017- March 1, 2017, noting there were fewer calls in February than the previous month. Meier reported on the fuel theft in the Town and on the garage fire in the Stoney Creek subdivision. Meier noted there are currently two sex offenders residing at the Cty NN address.
- 25. Washington County Board Report.** Heidtke reported the Hartford reliever route issue has ended; the County Board voted not to move forward.
- 26. Highway Department Report.** Heidtke summarized the highway department report.
- 27. Transfer Station Report.** Nothing additional to report.
- 28. Buildings Report.** Nothing additional to report. Kufahl asked if the Town Board could start getting estimates for rough-ins. Heidtke will place the item on the next agenda.
- Supervisor Hartwig noted there were some shrubs around the back patio that needed to be replaced.
- 29. Chairman’s Report.** Nothing additional to report.

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- 30. Clerk's Report.** Oliver reported she has a copy of the Wisconsin Towns Association Handbook available for "check out" if any Town Board would like to borrow it; also the Town owns training videos if the Town Board would like to start watching them as a part of the Regular meeting. The American Legion Post donated three Wisconsin state flags and six United States of America flags on February 23, 2017. Each Supervisor was given a copy of an invitation to attend a WI DOT Local Roads Funding Symposium on April 4<sup>th</sup>. The Final 2016 Major Class Comparison Report was received from the WI DOR and it showed the Town of Jackson is compliant in all major classes of equalized values. Efficient light bulbs from Maintenance Engineering, LTD were tested at the Town Garage; the highway staff did not like the illumination provided. The Anderson family who has rented the Town Hall on July 16, 2017 will be bringing in their own food. One of the Clerk's computer monitors has stopped working and is being replaced. The Town had a 9.5% turnout at the February election. Open Book will be held on April 26, 2017 and Board of Review will be held on May 16, 2017; Attorney Anderson has agreed to attend.
- 31. Communications and Announcements.** Nothing additional to announce.
- 32. Review of Bills and Authorization of Payment.** Motion by Bishop, seconded by Hartwig to approve the vouchers. Motion carried.
- 33. Adjournment.** Motion by Hartwig, seconded by Huettl to adjourn. Motion carried, meeting adjourned at 8:12 p.m.

Respectfully submitted,

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Julia Oliver, Town Clerk

Minutes Approved: \_\_\_\_\_

Next Resolution Number: J-17-001 Next Ordinance Number: J-17-002
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