



**MINUTES OF THE REGULAR TOWN BOARD MEETING  
JUNE 8, 2017**

1. **Call Meeting to Order, Pledge of Allegiance and Meeting Notice.** The meeting was called to order at 6:30 p.m. by Chairman Heidtke. The Pledge of Allegiance was recited. Chairman Heidtke confirmed the meeting was properly noticed.
2. **Roll Call:** Chairman Ray Heidtke, Supervisors Paul Huettl, Dan Kufahl, Robert Hartwig and Marcy Bishop were present. Also present was Attorney Tim Andringa and Town Clerk Julia Oliver.
3. **Approval of the Agenda:** Motion by Hartwig, seconded by Bishop to approve the agenda. Motion carried.
4. **Approval of Minutes:** Motion by Huettl, seconded by Bishop to approve the minutes of the May 11, 2017 Regular Town Board meeting, the May 16, 2017 Board of Review and the May 18, 2017 Special Town Board 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.** Motion by Hartwig, seconded by Huettl 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 Bishop to move into open session. Roll call vote: Huettl-aye, Kufahl-aye, Heidtke-aye, Hartwig-aye, Bishop-aye; motion carried.

Town Engineer Matthew Clementi and Deputy Andrew Meier joined the meeting.

7. **Resident Comment.** The following residents commented on agenda items 5 and 8: Toni Heller, Eric Lowder, Tim Wehlke, Don Ruh, Bob Seidel, Bill Saari, Jim Genthe, Jeff Case, Jennifer Boettcher, Donny Boerschig and Jeff Whisler.
8. **Action related to items discussed in Closed Session, specifically Mediated Cooperative Plan language and mapping.** No action. Attorney Andringa reported that the mediated cooperative plan language has been worked out and the mapping is very close; hopefully next Tuesday the plan will be finalized. Once finalized the steps will be: a joint village/town public hearing, changes to the plan can be made if needed, send plan to Department of Administration for review, and if needed a second public hearing.
9. **2017 road projects including update from Town Engineer Matt Clementi on TRI funding/Church Road projects and PTS warranty repairs.** Clementi reported that a double chip seal is allowed by the WI DOT for use in state funded projects if allowed by the County; Washington County does allow double chip seal. Certification of a minimum 10 year design life is required and this can be provided by Scott Construction. Clementi stated that double chip seal on Church Road is a feasible repair for pavement which does not show significant deterioration. Clementi feels 1/4 – 1/3 of

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the road has deteriorated too far to be helped by a double chip seal. Clementi recommend working with contractors to decide on the best remedy for the various deterioration of the road sections

Clementi reported he is working on setting up a meeting with PTS to review the warranty items. There are road cracks that are more severe than you would expect from a two year old road. Supervisor Bishop stated she recently saw a hole on the west end of Mill Road; Clementi will review.

- 10. Town Engineer Matt Clementi; Dead end Cedar Creek Road bridge repair and related engineering proposal.** Clementi presented a proposal from Stantec which detailed the engineering services for the preliminary bridge planning and application assistance in the amount of \$5,000. Motion by Kufahl, seconded by Hartwig to contract with Stantec per the scope of work on the proposal for the dead end Cedar Creek Road bridge in the amount of \$5,000. Motion carried without a negative vote. Clerk Oliver reiterated the July 10, 2017 application deadline.
- 11. 2017 – 2018 Alcohol licensing.** Motion by Bishop, seconded by Huettl to approve 2017-2018 alcohol licenses for Bently Farms, El Doman LLC, Kirchhayn Country Club, Midwest Hospitality and Pleasant Valley Tennis and Fitness Club, Inc.; and all associated operator licenses as listed. Motion carried without a negative vote.
- 12. Town Hall remodeling project – information and drawings from Mike Soto.** Motion by Huettl, seconded by Bishop to approve the revised architectural drawings and details provided by Mike Soto, noting the three changes that Chairman Heidtke will clarify with Soto. Motion carried without a negative vote. Heidtke will contact Soto to remind him that the storage closet for election equipment needs a locking door, the east side bump out should have one window removed from each side and the window on the east wall of the dais should be removed.
- 13. Certified Survey Map, Section 11, Bill Mikkelson.** Motion by Kufahl, second by Huettl to approve the Certified Survey Map for Bill Mikkelson. Motion carried without a negative vote.
- 14. Signage proposals for the archery range and cemetery.** Motion by Huettl, seconded by Bishop to approve the “no cross bow signage” from Woodcraft Sign Shoppe in the amount of \$225. Motion carried without a negative vote. Motion by Huettl, seconded by Hartwig to approve the Immanuel Cemetery signage from Woodcraft Sign Shoppe in the amount of \$795. Motion carried without a negative vote.
- 15. Transfer Station Supervisor position and update on newly hired part time transfer station employees.** Huettl stated Transfer Station Supervisor Flitsch has resigned his position effective July 1, 2017. Flitsch stated he has enjoyed the position but he does not wish to continue working every Saturday. Huettl has spoken with Flitsch and feels it is imperative that the Town attract additional part time workers through a higher hourly rate of pay and that Flitsch will continue in the Supervisor capacity, including worker scheduling as long as he doesn't have to work every Saturday. Motion by Huettl, seconded by Kufahl directing the Clerk to increase all part time transfer station workers wage rate by \$2 per hour, including the Transfer Station Supervisor, and to run another classified advertisement indicating the new starting rate of \$12 per hour. Motion carried without a negative vote. Huettl asked the Clerk to look into advertising the position on the internet.

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- 16. Town insurance renewal; liability, auto and workers compensation.** Motion by Kufahl, seconded by Huettl to renew the town liability, auto and workers compensation insurance with The Horton Group in the amount of \$31,886. Motion carried without a negative vote.
- 17. Confirmation of Chairman Heidtke's Committee and Commission appointments.** Motion by Kufahl, seconded by Huettl to confirm Chairman Heidtke's appointments: Melvin Heckendorf to the Community Development Authority and Domenic Foti to the Board of Appeals. Motion carried without a negative vote. Heidtke noted he still needs to reach one person for the alternate position on Board of Appeals, and that there are two positions open on the Joint Parks and Recreation Committee.
- 18. Treasurer's Report.** Heidtke noted each Supervisor has been provided a print copy of the report; all were advised to forward questions to the Clerk or Treasurer. The written report provided by Treasurer Eilbes stated the May 2017 account balances are as follows: General Fund Checking \$66,588.44; General Fund Money Market \$1,117,153.50; Encumbered Funds-Highway Money Market \$154,751.97; Encumbered Funds-Building Money Market \$39,728.59; Property Tax Checking 396.39; Property Tax Money Market \$0; Park and Planning Checking \$4,468.71; Park Fund Savings \$10,295.53; Cemetery Fund \$16,711.31.
- 19. Washington County Sheriff's Department Report – Liaison Deputy Andrew Meier.** Deputy Meier provided an incident summary list for May 1, 2017 – May 31, 2017. Meier noted there was a decline in calls in May, there are four offenders residing at the Cty NN address and thirteen residing Town-wide.
- 20. Washington County Board Report.** Heidtke reported that there is a lot going on in the Parks Department; County parks are being evaluated on overall value and how to make them self-sustaining.
- 21. Highway Department Report.** Heidtke summarized the highway department report. Heidtke noted he will be meeting with the Washington County highway department on June 9<sup>th</sup> at 11:00 a.m. regarding the Cedar Creek Road and County P intersection. County P is scheduled for pulverize and repave in that area in 2018.
- 22. Transfer Station Report.** Nothing additional to report.
- 23. Buildings Report.** Nothing additional to report.
- 24. Noxious Weeds Report.** Nothing additional to report. Heidtke stated during a recent road review he noticed an uncut area with thistles in the Stoney Creek subdivision.
- 25. Grounds Report.** Hartwig reported day lilies have been planted around the flag pole.
- 26. Washington County Comprehensive Advisory Committee Report.** Huettl reported he attended a second meeting and the meeting continues to mostly be about the project logistics.
- 27. Chairman's Report.** Nothing additional to report.

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- 28. Clerk's Report.** Oliver reported the DNR recycling grant has been received in the amount of \$7,637.73. JAYBA has completed their in-kind donation of mulching all the beds down by the pavilion. Also, JAYBA had a pig roast event on June 4<sup>th</sup>; there were no incidents or complaints. The Town Park staff has requested the installation of culverts in the extremely wet areas of the trails and also reported there are many dying Elm trees. Oliver has distributed the Comprehensive Plan Land Use chapter including the maps to all Park and Planning Commission members and Town Board members; it was decided the members would review the chapter and make necessary updates throughout the summer months. Clerk's office assistant Mary Lou Desrosier has moved to an on-call basis and will continue to assist with office coverage during vacations and election times.
- 29. Communications and Announcements.** Nothing additional to announce.
- 30. Review of Bills and Authorization of Payment.** Motion by Huettl, seconded by Hartwig to approve the vouchers. Motion carried.
- 31. Adjournment.** Motion by Huettl, seconded by Hartwig to adjourn. Motion carried, meeting adjourned at 9:07 p.m.

Respectfully submitted,

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Julia Oliver, Town Clerk

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

Next Resolution Number: J-17-003 Next Ordinance Number: J-17-002
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