



**MINUTES OF THE REGULAR TOWN BOARD MEETING  
OCTOBER 11, 2018**

- 1. Call meeting to order, Pledge of Allegiance and confirmation of meeting notice.** The meeting was called to order at 7:00 p.m. by Chairman Heidtke. The Pledge of Allegiance was recited. The meeting notice was confirmed.
- 2. Roll call.** Chairman Ray Heidtke, Supervisors, Joe Kufahl, Paul Huettl, Robert Hartwig (arrived at 7:06 p.m.), and Marcy Bishop were present. Also present was Park and Planning Commission member Arlyn Johnson and Town Clerk Julia Oliver.
- 3. Approval of the agenda.** Motion by Huettl, seconded by Kufahl to approve the agenda. Motion carried.
- 4. Approval of the minutes.** Motion by Bishop, seconded Kufahl to approve the minutes of the September 13, 2018 Regular Town Board meeting. Motion carried.
- 5. Resident comment on any agenda item.** There were no comments.
- 6. New Operator license – Lisa Fechter.** Motion by Huettl, seconded by Bishop to approve the operator license for Lisa Fechter. Motion carried without a negative vote.
- 7. Certified Survey Map – Section 27 – Delwyn A. Groth Living Trust, Gerald A. Groth Living Trust.** Surveyor Donald Thoma appeared and summarized the land division as presented. Motion by Huettl, seconded by Bishop to approve the Certified Survey Map for Delwyn A. Groth Living Trust and Gerald A. Groth Living Trust. Motion carried without a negative vote.
- 8. Ned Farley, request to use ground penetrating radar at Immanuel Lutheran Cemetery as a part of classroom instruction – recommended by Russ Hanson, Jackson Historical Society.** Farley, Assistant Professor of Anthropology at Wisconsin Lutheran College appeared and provided a handout detailing his proposal to use ground penetrating radar to locate and measure buried surfaces in the Immanuel Cemetery. Farley plans to conduct the survey in early March. Farley and his students set time aside while onsite to interact with interested residents by providing explanations of the process and answering questions. A final report will be provided to the Town approximately one month after the site visit. Motion by Kufahl, seconded by Huettl to approve the request from Ned Farley to use ground penetrating radar to survey the Immanuel Cemetery. Motion carried without a negative vote.
- 9. Ben McKay, SEWRPC – review of the Land Use Map changes.** McKay provided an overview of the Comprehensive Plan update options that have been discussed with the Park and Planning Commission, the course of action that is being taken and an explanation of changes that were made to the current Land Use map during a Park and Planning Commission meeting. McKay noted that SEWRPC will be assisting the Town of Jackson with updating their plan and map, and facilitating the separation of the Joint Village of Jackson / Town of Jackson Comprehensive Plan 2035 into two separate plans as part of the update process. McKay will provide a letter of engagement to the Park and Planning Commission for their review and recommendation at the October 31, 2018 meeting. The updated Land Use map was reviewed with the Town Board in a workshop style discussion.

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- 10. Ordinance changes and amendments to Section 4.0 of the Zoning Ordinance concerning Conditional Uses in light of 2017 WI Act 67.** Arlyn Johnson summarized the questions/concerns raised at the September 13<sup>th</sup> Public Hearing regarding adoption of the changes. Each item was reviewed at the September 26, 2018 Park and Planning Commission meeting and after discussion no changes to Ordinance J-18-003, “An Ordinance to Repeal and Re-Create Subsections within Section 4.0 of the Town of Jackson Municipal Code concerning Conditional Uses” were recommended by the Park and Planning Commission members. Johnson provided clarification to the Town Board related to the CUP renewal process and fees that would be applicable. Motion by Huettl, seconded by Kufahl to adopt Ordinance J-18-003, “An Ordinance to Repeal and Re-Create Subsections within Section 4.0 of the Town of Jackson Municipal Code concerning Conditional Uses”. Motion carried without a negative vote.
- 11. Town Hall building remodeling, update and next steps.** Heidtke reported he had a telephone conference with Mike Soto, Continuum Architects + Planners on October 8<sup>th</sup> to discuss how to proceed with the bid document preparation; Soto has provided a few examples for the Town. Heidtke and Clerk Oliver will work on the draft document and will forward it to Mike Soto for his review and recommendations. Heidtke stated the Town Board is at the “point of no return”, and he expects it will be around \$500,000 to complete the project. A commitment by all Town Board members must be made to either move ahead with the project or to stop and reconsider the direction the Board wants to take. After discussion the consensus of the Board is to move forward with the remodeling project.
- 12. Gravel driveway to pavilion.** Oliver reported that JAYBA, Highway Supervisor Eickstedt and the town hall maintenance guys have all mentioned the drive is washed out pretty badly and has numerous pot holes; all are requesting that gravel be added to re-establish pitch and fill in the potholes. Clerk Oliver is directed to get some pricing from Gierach Paving and the Washington County Highway Department for grading; Oliver noted Lannon Stone has already agreed to donate the stone if the Town will haul it.
- 13. Road projects, update.** Heidtke reported that Cedar Creek Road from CTH P to the railroad tracks has been paved, and the Village extended the paved shoulder on the south side. The road has been striped and working together with the Village the shouldering has been completed.
- 14. Advertising/search for Transfer Station employees.** Huettl stated there is a great need to add transfer station workers and he would like to run additional advertising and check with a temp agency. Heidtke suggested bigger signs at the Transfer Station, flyers at local colleges and high schools and placing the help wanted ad on the movable road sign. Kufahl suggested flyers be placed at local businesses with detachable contact number slips.
- 15. Draft of ordinance addressing right of way work completed by town employees that has occurred due to property owner negligence.** Heidtke reiterated why he feels the ordinance is needed. Oliver stated she has been collecting information from other municipalities and has spoken with Attorney Andringa but does not have a draft prepared yet. No action.
- 16. 2019 Budget – workshop.** Oliver provided the Supervisors with the proposed wage rates worksheet and the 2019 estimated labor dollars based on the rates and projected hours/meetings. The 2019 Budget Hearing will be held on November 28, 2018 at 6:00 p.m. at the Town Hall.
- 17. Washington County Sheriff’s Department report – Liaison Deputy Andrew Meier.** Deputy Meier was absent.

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- 18. Washington County Board Report.** Hartwig and Bishop reported that at the October meeting the County Supervisors voted in support of regional tax assessments and that three properties were sold for tax deed.
- 19. Washington County Comprehensive Plan Advisory Committee report.** Huettl stated there is nothing new to report.
- 20. Washington County Bicycle and Pedestrian Advisory Committee report.** Bishop stated there is nothing new to report but they will have a meeting to begin developing a logo in the near future.
- 21. Treasurer's report – September 2018.** The written report provided by Treasurer Eilbes stated the September 2018 account balances are as follows: General Fund Checking \$43,995.65; General Fund Money Market \$1,165,267.98; Encumbered Funds-Highway Money Market \$214,967.14; Encumbered Funds-Building Money Market \$99,766.48; Property Tax Checking \$0; Property Tax Money Market \$0; Park and Planning Checking \$5,700.09; Park Fund Savings \$0; Cemetery Fund \$16,722.48.
- 22. Highway Department report.** Chairman Heidtke summarized the highway department report provided by Eickstedt. Heidtke reported that he sent notice to West Shore Pipe Line that the culvert on the east drive is blocked and should be removed because it causes water to run across the road surface. West Shore will pay the Town \$800 to remove the culvert.
- 23. Transfer Station report.** Supervisor Huettl reported he found a video monitoring system at Best Buy that includes four cameras and a recording device. He will confirm the cameras can withstand the outdoor temperatures. Oliver showed the supervisors the mockup of 2019 blue transfer station placard and provided a draft of the application form.
- 24. Buildings report.** Supervisor Kufahl had nothing additional to report. Chairman Heidtke summarized the issues that have occurred the past two days involving the town hall mound system and tanks; the control panel was damaged by an electrical surge and will be replaced.
- 25. Noxious Weeds report.** Supervisor Bishop had nothing additional to report.
- 26. Grounds report.** Supervisor Hartwig had nothing new to report but commented on how wet it has been.
- 27. Chairman's report.** Chairman Heidtke stated he will attend the Wisconsin Towns Association annual conference in Stevens Point on Monday and Tuesday.
- 28. Clerk's report.** Oliver reported the Kowalske's were in the Daily News recently for recognition as a Century Farm. The Washington County highway department phoned to report the street sign at CTH P and Woodland Drive is crooked.
- 29. Communications and Announcements.** Nothing additional.
- 30. Review of Bills and Authorization for Payment.** Motion by Huettl, seconded by Hartwig to approve the vouchers as presented. Motion carried.
- 31. Adjournment.** Motion by Huettl, seconded by Hartwig to adjourn. Motion carried and the meeting was adjourned at 9:43 p.m.

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Respectfully submitted,

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Julia Oliver, Town Clerk

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

Next Resolution Number: J-18-007 Next Ordinance Number: J-18-004
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