



**MINUTES OF THE REGULAR TOWN BOARD MEETING
NOVEMBER 8, 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 and Marcy Bishop were present. Also present was Town Clerk Julia Oliver.
- 3. Approval of the agenda.** Motion by Huettl, seconded by Hartwig to approve the agenda. Motion carried.
- 4. Approval of the minutes.** Motion by Huettl, seconded Bishop to approve the minutes of the October 11, 2018 Regular Town Board meeting. Motion carried.
- 5. Resident comment on any agenda item.** There were no comments.
- 6. Recommendation from Park and Planning Commission to enter into agreement with SEWRPC for their assistance with the Comprehensive Plan update.** Motion by Bishop, seconded by Kufahl to enter into the agreement with SEWRPC for assistance with the Comprehensive Plan update with payment not to exceed \$2,500. Motion carried without a negative vote.
- 7. Transfer Station applicant.** After review of the application, motion by Huettl, seconded by Kufahl to hire James Ybarra as a part time transfer station employee with a starting rate of \$12 per hour. Motion carried without a negative vote.
- 8. Approval of Special Assessments to be placed on the 2018 tax roll.** Motion by Kufahl, seconded by Hartwig to approve the listing of special assessments for placement on the 2018 tax roll. Motion carried without a negative vote.
- 9. 2019 Budget, final Town Board review prior to November 28th elector meeting to set the levy.** Clerk Oliver went through the line item budget to explain the items that have been budgeted for in 2019. The notice for the public hearing on the 2019 budget and the special town meeting of the electors for the purpose of setting the levy and approving the highway expenditures was reviewed; Oliver will provide the required fifteen day notice of the meeting.
- 10. Washington County Sheriff's Department report – Liaison Deputy Andrew Meier.** Deputy Meier asked to be excused but provided written reports for September and October. Meier noted there are three residents living at the house on CTH NN.
- 11. Washington County Board report.** Supervisor Bishop reported that an appointment was made to fill the open County Supervisor seat for District 11. Washington County is undergoing "rebranding" which will include a logo change. The work on STH 60 and CTH P has been completed as well as the roundabout at Country Aire and Mequon Road. The utilities along STH 60 are being moved and the road construction should begin in spring of 2020.

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- 12. Washington County Comprehensive Plan Advisory Committee report.** Huettl reported the final draft was reviewed and there were minor changes.
- 13. Washington County Bicycle and Pedestrian Advisory Committee report.** Bishop stated cross county routes were discussed. Bishop noted the “meeting in a box” schedule has been announced and she provided the supervisors with a copy.
- 14. Treasurer’s report – October 2018.** The written report provided by Treasurer Eilbes stated the October 2018 account balances are as follows: General Fund Checking \$138,429.72; General Fund Money Market \$983,591.93; Encumbered Funds-Highway Money Market \$214,985.40; Encumbered Funds-Building Money Market \$99,774.95; Property Tax Checking \$31.93; Property Tax Money Market \$0; Park and Planning Checking \$7,100.15; Park Fund Savings \$0; Cemetery Fund \$16,723.19.
- 15. Highway Department report.** Chairman Heidtke summarized the highway department report provided by Eickstedt.
- 16. Transfer Station report.** Supervisor Huettl will contact Ybarra and have him complete his new hire paperwork so that he can begin working.
- 17. Buildings report.** Supervisor Kufahl had nothing additional to report. Chairman Heidtke stated he has been reviewing the request for proposal examples provided by Mike Soto. Heidtke would like to have the remodeling proposals out early in 2019 and start the remodeling in April/May.
- 18. Noxious Weeds report.** Supervisor Bishop had nothing additional to report.
- 19. Grounds report.** Supervisor Hartwig had nothing new to report but stated he will place a Cedarburg Creek Farm port- a-john in the Town Hall parking lot for use on Election Day.
- 20. Chairman’s report.** Chairman Heidtke stated he had a preliminary meeting with MCA regarding the Cedar Creek Road bridge project. Heidtke noted that different companies must be used for the project design and the project construction.
- 21. Clerk’s report.** Oliver reminded the board of the email she forwarded from Attorney Riffle that provided legal recommendations related to the public records law. Oliver stated she has repeatedly contacted Mr. Hilgart about replacement of the mound system control panel but is unsure if the work has been completed; no invoice has been received. Oliver contacted Joint Parks and Recreation Director Kelly Valentino regarding the Joint Parks and Open Space plan that is being completed by the Joint Parks and Recreation committee for the Village to inquire if the Town committee members will be completing the update for the Town. Valentino stated that the inquiry would need to be sent to Village Administrator Walther. Oliver asked Ben McKay (SEWRPC) if the update is required and he stated it is not. Oliver reminded the board that she forwarded the SEWRPC “Preliminary Draft, Transportation Improvement 2019-2022” email; Oliver has printed the sections applicable to the Town. The West Bend Post Office called to notify Oliver of new postal requirements related to mailboxes; they will forward a document for distribution with building permits. Oliver received a thank you note from Domenic Foti for her eleven years of service to the Town of Jackson. The Town had an eighty-six percent turnout for the November 6, 2018 General Election. Thanks to Bob Hartwig for the fall decorations and the port-a-john; Oliver reminded all the supervisors they should not be in the building once it has been set up for the election. Election Day highlights included a parking lot

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accident that required a tow truck and occasional wait times of twenty minutes. The election wait times caused Oliver to reconsider the new remodeled area and if it will really improve the waiting area for voters and if it will eliminate the cold air transfer from the door opening and closing; unsure the new area will offer substantial improvement for Election Day issues. Oliver noted she will be out of town November 9th thru 14th but will respond to cell phone calls/messages, texts and emails.

22. Communications and Announcements. Nothing additional.

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

24. Adjournment. Motion by Huettl, seconded by Hartwig to adjourn. Motion carried and the meeting was adjourned.

Respectfully submitted,

Julia Oliver, Town Clerk

Minutes Approved: _____

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