



**MINUTES OF THE REGULAR TOWN BOARD MEETING  
APRIL 12, 2012**

- I. Call Meeting to Order and Pledge of Allegiance** – The meeting was called to order at 7:00 PM by Chairman Heidtke. The Pledge of Allegiance was recited.
- A. Official Meeting Notification** - The official meeting notice was read into the public record by Clerk Oliver.
- B. Roll Call** – Chairman Heidtke, Supervisors Huettl, Kufahl and Hartwig were present. Supervisor Russell was excused. Also present was Joint Parks and Recreation Director Kelly Valentino, and Clerk Julia Oliver.
- C. Approval of the Agenda** – Motion by Hartwig, seconded by Kufahl to approve the agenda. Motion carried without a negative vote.
- D. Approval of the Minutes** - Motion by Huettl, seconded by Hartwig to approve the minutes of the February 27, 2012 meeting and the March 8, 2012 meeting. Motion carried without a negative vote.
- II. Reports**
- A. Joint Parks and Recreation – Kelly Valentino, Director** – Kelly reported the April Joint Parks and Recreation meeting will be held at the Town Hall on April 24<sup>th</sup>, the Summer Activity Guide is currently available online and will be mailed out in two weeks, and the Fish Derby will be held on May 5<sup>th</sup>. Kelly also mentioned the group who was considering renting the Town Hall building for a summer camp has decided they feel the facility is too expensive for the first year of the camp so they will not be renting this year.
- B. Treasurer** – In the absence of a Town Treasurer Clerk Oliver reported the March 31, 2012 account balances as follows: General Fund \$104,743.49; General Fund Money Market \$659,989.20; Encumbered Funds Money Market \$306,919.98; Property Tax \$4,446.02; Property Tax Money Market \$0; Park and Planning \$2,068.13; Park and Planning Money Market \$7,501.74; Cemetery \$9,971.42. Motion by Hartwig, seconded by Kufahl to approve the Treasurer’s report as presented. Motion carried without a negative vote.
- III. Business**
- A. Any Town Citizen Comment on an Agenda Item** – There were no comments.
- B. Discussion and Possible Action – New Operator’s Licenses – Frank Grahek and Leah Weber** – Motion by Hartwig, seconded by Huettl to approve an Operator’s License for Frank

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Grahek. Motion carried without a negative vote. Motion by Huettl, seconded by Heidtke to deny an Operator's License for Leah Weber based upon the results of the criminal history check which revealed multiple misdemeanor charges and three OWI convictions, the third charge in 2008. Motion carried with Supervisors Huettl, Heidtke and Hartwig voting in favor and Supervisor Kufahl voting against.

- C. Discussion and Possible Action – Certified Survey Map – Section 27 – George Welsh –** Motion by Kufahl, seconded by Huettl to approve the Certified Survey Map for George Welsh. Motion carried without a negative vote.
- D. Update, Discussion and Possible Action – Archery Range at Town Hall – Kelly Valentino, Joint Parks and Recreation Director –** Kelly distributed information on the Town Hall Park Archery Range Project and updated the Town Board on a recent meeting between Park and Recreation Intern Billy and Norm Yogerst. Chairman Heidtke reported on the proposed berms and the opportunity to get fill from the Highway 60/Division Road roundabout construction project. Supervisor Kufahl reported on recommendations and offers of assistance from the Buckskin Bowmen. Motion by Huettl, seconded by Kufahl directing Joint Parks and Recreation Director Kelly Valentino to move forward with the project by presenting the proposed archery range project and requesting a Conditional Use Permit for the Archery Range from the Plan Commission at their next meeting. Motion carried without a negative vote.
- E. Discussion and Possible Action – United States Fistball League – Courts at Town Hall – Kelly Valentino – Joint Parks and Recreation Director –** Kelly distributed information on the concept of a Fistball Complex and reported on the presentation made to the Joint Parks and Recreation Group by Jim Blank representing the United States Fistball League, including the Fistball League's request to pursue installing courts at the Town Hall Park. Motion by Huettl, seconded by Hartwig directing Joint Parks and Recreation Director Kelly Valentino to move forward with the United States Fistball League proposal by presenting the concept and requesting a Conditional Use Permit for the installation of courts from the Plan Commission at their next meeting. Motion carried without a negative vote.
- F. Discussion and Possible Action – JAYBA (Little League) – Contract, Financial and In-Kind Support – Future Use –** The Town Board was brought up to date on the agreed upon terms for the 2012 use of the Town Hall Park fields and pavilion as follows: 1. Costs directly associated with JAYBA use from April through July will be billed, 2. \$700 will be billed to JAYBA as a contribution to the mowing costs, 3. An in-kind donation of exterior painting of the pavilion will be completed by JAYBA members, 4. JAYBA members to attend the September 13, 2012 Town Board meeting to recap the 2012 agreement and discuss the 2013 agreement. No action.
- G. Discussion and Possible Action – Joint Village/Town Little League Programming –** Motion by Huettl, seconded by Kufahl to table the discussion until after the September meeting. Motion carried without a negative vote.

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- H. Discussion – Washington County Sheriff’s Office – 2011 Annual Report** – Each Supervisor received a copy of the 2011 Washington County Sherriff’s Office Annual Report; Chairman Heidtke highlighted key points and commented on the Town of Jackson data.
- I. Update and Discussion – Amendment to the Joint Village Town Comprehensive Plan – Washington County Spaeth Park Project** – Clerk Oliver provided comments on the need for a Conditional Use Permit for the Archery Range at the Spaeth Park and also provided an update on the timing for amending the Joint Village/Town Comprehensive Plan.
- J. Discussion and Action – Use of Parking Lot by Milwaukee Light Engineering Conference Attendees** – Consensus of the Town Board that the parking lot use is acceptable.
- K. Reconsideration and Discussion – No Concealed Carry in Town Buildings – Supervisor Kufahl** – Motion by Huettl, seconded by Hartwig to table discussion until the next meeting. Motion carried without a negative vote.
- L. Discussion and Possible Action – Town Hall Buildings and Park 2012 Projects:**
- 1. Add Gravel to Pavilion Service Road – Need to Correct Drainage?** – Motion by Kufahl, seconded by Hartwig to have the Town Highway workers add gravel and correct drainage on the service road as needed. Motion carried without a negative vote.
  - 2. Blacktop Repair and Addition of Handicap Parking Adjacent to New Town Hall Patio** – The Town Board discussed the need(s) for repaving the broken up section of the asphalt adjacent to the new patio and considered whether or not the remainder of the upper lot can be spray patched to extend the life of the surface; also noted the striping for handicap parking can be done when the rest of the Town Hall lot is striped. Motion by Kufahl, seconded by Huettl to have Supervisor Hartwig take the lead on the black top project. Motion carried without a negative vote.
  - 3. Soffit and Fascia Painting or Replacement – Town Hall Main Building** – The consensus of the Town Board is the upper gable ends and gutter ends on the apartment section of the building need attention; Chairman Heidtke and Supervisor Kufahl will review and report to the Town Board on the best solution and approximate costs at the next meeting. No action.
  - 4. Window Repair or Replacement – East Side of Town Hall Board Room** – Hold off on repair until the remodeling project; window trim can be covered with aluminum. No action.
  - 5. Roof Repair or Replacement – Main Section of Town Hall Building** – Chairman Heidtke will review the roof and report back to the Town Board at the next meeting. No action.
  - 6. Chimney and Brick Leak Repairs – Main Section of Town Hall Building** – Supervisor Kufahl will review, apply another coat of seal coat and report back to the Town Board. No action.
  - 7. Stone Retaining Wall Repair, Fencing and Landscaping Around New Town Hall Patio** – There will be a work weekend in two weeks lead by Supervisors Kufahl and Hartwig to install the fencing and landscaping. Chairman Heidtke commented the stone wall around the patio needs repair. Supervisor Kufahl is donating the fencing and Supervisor Hartwig is donating the landscaping materials. No action.
  - 8. Picnic Tables and Benches for New Town Hall Patio** – Supervisor Huettl will look into plans and associated costs for picnic tables and benches and report to the Town Board. No action.
  - 9. Town Hall Main Entrance New Door With Handicapped Threshold** – Motion by Hartwig, seconded by Huettl authorizing Chairman Heidtke to purchase a 40” door to replace

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the current door. Motion carried without a negative vote. The Town will pay for the door and Heidtke Builders will install at no charge.

**10. Dining Room Door – Repair/Replacement – Sticks, Handle Loose** – Motion by Hartwig, seconded by Huettl authorizing Chairman Heidtke to appraise the dining room door situation and if the door cannot be repaired authorizing Chairman Heidtke to purchase a replacement. Motion carried without a negative vote. If needed, the Town will pay for the door and Heidtke Builders will install at no charge.

**11. Town Hall Parking Lot Striping** – Motion by Kufahl, seconded by Hartwig to table until the road review meeting. Motion carried without a negative vote.

**M. Discussion and Possible Action – Town Participation in State Salt Contract** – Motion by Kufahl, seconded by Huettl to participate in the State Salt contract. Motion carried without a negative vote.

**N. Discussion and Possible Action – Noxious Weed Complaints and Compliance – Supervisor Huettl** – Supervisor Huettl expressed the need for clarification on how to enforce noxious weed violations that are not corrected by the property owner in a timely manner; it was agreed the Town should be able to remove the weeds and bill the owner for the service. The Towns Association will be contacted for assistance. No action.

#### **IV. Supervisors and Clerk Reports**

- A. Building Committee – Supervisors Hartwig and Kufahl** – Supervisors Kufahl and Hartwig reported the next meeting will be April 18<sup>th</sup> and the committee will fine tune the content of the RFP for architect services for the building/barn remodeling project.
- B. Highway Department – Chairman Heidtke** – Chairman Heidtke summarized the monthly highway department report.
- C. Weed Commissioner – Supervisor Huettl** – Nothing to report.
- D. Grounds - Supervisor Hartwig** – Supervisor Hartwig reported the flower beds have been mulched.
- E. Buildings – Supervisor Kufahl** - Nothing additional to report.
- F. Transfer Station – Supervisor Russell** – absent
- G. Chairman’s Report and Correspondence – Chairman Heidtke** – Chairman Heidtke reported that he presented Wilmer Kannenberg a gift certificate to the Jail House Restaurant on behalf of the Town in recognition of his retirement and appreciation for his service.
- H. Clerk’s Report and Correspondence – Clerk Oliver** – Clerk Oliver reported she has received her Wisconsin Municipal Clerk Certification. Also, there has been a citizen complaint of standing water in the Strawberry Glen subdivision and Engineer Clementi has responded. SEWRPC has been contacted and is agreeable to completing a PASER rating of Town roads. The old Oshkosh that was sold has been running tolls in Texas; the State has been notified the

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Town no longer owns the vehicle and the Washington County Sheriff department has been contacted. Supervisors Hartwig and Kufahl were reminded the cemetery fencing and signage are still open items. A road opening permit has been issued to Kons Excavating for the connection of the Heidel Restaurant property with the Village sewer lateral. The Town did purchase the spray patch machine through the Wisconsin Surplus online auction site. The Action in Jackson parade is June 17<sup>th</sup> – please plan to ride in the wagon with the Village Board members. At the request of a Joint Park and Recreation Group member Horton Insurance has been contacted to inquire if the group members would be covered under the Town’s liability policy if they were to serve as Board Members of the “Friends of the Joint Village and Town of Jackson Parks and Recreation”; coverage is not extended to members of that group under the Town’s policy. The DNR has contacted Clerk Oliver for a Nonmetallic Mining Performance Review Audit. There is a Recall Primary Election on May 8<sup>th</sup> and a Recall Election on June 5<sup>th</sup>.

**V. Future Agenda Items** - Nothing additional was mentioned.

**VI. Announcements** – Upcoming meetings were noted.

**VII. Approval of Vouchers** – Clerk Oliver asked for the Town Board to amend the model year of new International Truck purchase from Lakeside Truck; the original motion was for a 2011 and the Town received a 2013 model year truck. Motion by Huettl, seconded by Hartwig to amend the purchase of a 2011 International Truck to the purchase of a 2013 International Truck from Lakeside International; there is no change in the agreed to pricing. Motion carried without a negative vote. Motion by Hartwig, seconded by Huettl to approve the vouchers for payment as presented. Motion carried without a negative vote.

**VIII. Adjournment** – Motion by Kufahl, seconded by Huettl to adjourn. Motion carried without a negative vote.

Respectfully submitted,

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Julia Oliver, Town Clerk

Minutes approved: \_\_\_\_\_