



**MINUTES OF THE REGULAR TOWN BOARD MEETING
FEBRUARY 11, 2016**

- I. Call Meeting to Order and Pledge of Allegiance** – The meeting was called to order at 6:30 p.m. by Chairman Heidtke. The Pledge of Allegiance was recited.
- A. Official Meeting Notification** - The official meeting notice was read into the record by Clerk Oliver.
- B. Roll Call** - Chairman Ray Heidtke, Supervisors Paul Huettl, Dan Kufahl, Robert Hartwig and Marcy Bishop were present. Also present was Town Attorney Tim Andringa and Town Clerk Julia Oliver. Town Treasurer Paul Eilbes was excused.
- C. Approval of the Agenda** – Motion by Hartwig, seconded by Bishop to approve the agenda. Motion carried.
- D. Approval of the Minutes** – Motion by Huettl, seconded by Hartwig to approve the minutes of the January 14, 2016 Regular Town Board meeting. Motion carried.
- II. Closed Session** – **The Town Board may go into Closed Session pursuant to Wisconsin Statutes 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 Bishop, seconded by Hartwig to move into Closed Session. Roll call vote; Huettl-aye, Kufahl-aye, Heidtke-aye, Hartwig-aye, Bishop-aye; motion carried.
- III. Reconvene into Open Session** - Motion by Huettl, seconded by Hartwig to reconvene into Open Session. Roll call vote; Huettl-aye, Kufahl-aye, Heidtke-aye, Hartwig-aye, Bishop-aye; motion carried.
- A. Discussion and Possible Action on Item(s) Discussed in Closed Session, if Required.** No action.
- IV. Reports**
- A. Treasurer’s Report – Treasurer Eilbes** – Clerk Oliver read the report from Treasurer Eilbes into the record. The January 31, 2016 account balances are as follows: General Fund Checking \$126,151.92; General Fund Money Market \$877,224.24; Encumbered Funds-Highway Money Market \$154,546.43; Encumbered Funds-Building Money Market \$39,702.20; Property Tax Checking \$1,978,332.96; Property Tax Money Market \$0; Park and Planning Checking \$4,468.32; Park Fund Savings \$5,391.63; Cemetery Fund \$16,700.21. Motion by Hartwig, seconded by Huettl to approve the Treasurer’s report as presented. Motion carried.
- V. Business**

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- A. Any Town Citizen Comment on an Agenda Item** – There were no comments.
- B. Discussion and Possible Action – Case No. 14-CV-897 and issues related to the Town Residents (“Jackson Town Residents Against Attachment”) Notice of Injury and Claim, and Village of Jackson Claim** - No action. Heidtke announced the trial dates have been set as May 24, 25 and 26, 2016, and the court ordered mediation must be completed by April 1, 2016.
- C. Discussion and Possible Action – Ordinance Codification – “Next Steps”, Marcia Clifford, General Code** – Marcia Clifford explained the two sections included in the codification portfolio; she noted the best way to proceed is to go item by item through the editorial analysis questions, reviewing the section associated with each question. Continue by writing responses and associated notes or questions on the editorial analysis pages. Each Supervisor and the Clerk should complete the task. Marcia stated she would be willing to return once the reviews are completed to facilitate a working meeting. The Town Board discussed how to proceed. No action.
- D. Discussion and Possible Action – Transfer Station, Safety Protocol and Related Equipment** – Kufahl stated he would like to see a protocol in place to address employee injury. After discussion, motion by Huettl, seconded by Kufahl to adopt Resolution J-16-002, Resolution to Implement Safety Protocols at the Transfer Station. Motion carried without a negative vote. Transfer Station Supervisor Brad Flitsch added he would like to see some type of barrier along the east side of the Transfer Station to prevent potential injury to the Transfer Station east wall and personnel while people are parking their vehicles in the drop off area. Clerk Oliver is directed to have the locks changed on the Transfer Station east door and the Garage south door.
- E. Update, Discussion and Possible Action – Red Fox House Trust** - An email update from Attorney Anderson was read aloud. Attorney Anderson would like to meet with the Town Board in Closed Session on March 11th to provide and update and discuss a strategy.
- F. Discussion and Possible Action – Additional Transfer Station Employees** – No action; word of mouth and local posting will continue as the means for finding applicants.
- G. Discussion and Possible Action – Controls at El Camino Drive and Fiesta Court** – Motion by Bishop, seconded by Hartwig to install appropriate cautionary signs at all three interior intersections in the El Camino subdivision. Motion carried without a negative vote.

VI. Supervisors and Clerk Reports

- A. Buildings – Supervisor Kufahl** – Nothing additional to report.
- B. Highway Department – Chairman Heidtke** - Heidtke summarized the highway department report. Heidtke reported on a bridge inspection completed by County Engineer Scott Schmidt. Heidtke noted the Crack Filling request for bids has been posted.
- C. Weed Commissioner** – Nothing additional to report.
- D. Grounds - Supervisor Hartwig** – Nothing additional to report.
- E. Transfer Station – Supervisor Huettl** – Nothing additional to report.
- F. Chairman’s Report and Correspondence – Chairman Heidtke** – Heidtke shared correspondence from the Washington County Sheriff requesting to be placed on the March agenda to provide

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information on the Town Liaison Program. Heidtke reported he attended a listening session hosted by Governor Walker at the Village Hall on February 11th that focused on “where should Wisconsin be in twenty years?”

G. Clerk’s Report and Correspondence – Clerk Oliver – Oliver noted she provided each Supervisor copies of Town Hall Park master plan information. Oliver has heard from JAYBA Chairman Pat Sullivan and he will be attending the Park and Planning Commission meeting to present the JAYBA requests. Oliver noted JAYBA submitted a request to use the Town Hall Park fields for most of the summer; if Oliver receives a request from another party she will contact Sullivan and they will work together to try and accommodate the new request. Oliver reported she received a February 17, 2016 agenda from Joint Park and Recreation Director Valentino and noted the Joint Parks and Recreation Committee will begin meeting on the 3rd Wednesday of each month. A February Directors Report and Stat Pack were not received from Valentino. Oliver forwarded a request to Valentino to add “sprucing up the front of the Highway Shop as a possible Eagle Scout project. Town Engineer Matthew Clementi contacted Oliver about a Maple Road mailbox that was not reset to the correct height after the road construction. Oliver reminded Clementi of the direction from WSPL Attorney Flanagan that provided residents direction on who to contact with open items. Oliver provided Town Board members with copies of an email from the Washington County Highway Department inviting them to an event on March 23, 2016. Oliver noted the Sheriff’s communication regarding burglaries in the Town of Jackson. Oliver reported that Piranha Paper is no longer offering document shredding events. Oliver has contacted a couple other communities and they have stopped holding the events due to the lack of available vendors. Legacy Recycling is still an option for electronic recycling. Oliver followed up on the WTA District meeting email she sent out to see who will attend; Heidtke, Huettl and Hartwig will attend the event in Juneau on March 4, 2016. Oliver reported the completion of the Fires Dues Self Certification, tax collections continued through February 5th and the January settlement for early collections was completed. A training was held on February 9th for the poll workers, the shelving in the upstairs file room is installed and the additional file cabinets have been ordered. In office absentee voting began February 1st and will continue through February 12th. The new WISVOTE system has experienced a rough start. Oliver completed an audit of the 2015 books and noted a “missing” donation from Lannon Stone for the 2nd quarter; Lannon Stone was contacted and they have reissued a check that must have been lost in the mail. We continue to box up the 2015 records and set filing for 2016. It has been noted the front walkway lights are having light bulb issues, the men’s urinal is leaking and the woman’s toilet is running. The board room exterior door was opened by the Boy Scouts during their event and was left open. The annual WRS reconciliation has been submitted. The W-2’s/ W-3, 1099’s/ 1096 have been distributed and submitted to SSA and the Wisconsin DOR.

VII. Future Agenda Items - Additional employees for the Transfer Station when required, “working session” on ordinance codification in April, Closed Session with Attorney Anderson in March and Sheriff presentation in March.

VIII. Announcements – Chairman Heidtke noted upcoming meetings.

IX. Approval of Vouchers – Motion by Huettl, seconded by Hartwig to approve the vouchers as presented. Motion carried.

X. Adjournment – Motion by Hartwig, seconded by Huettl to adjourn. Motion carried.

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Respectfully submitted,

Julia Oliver, Town Clerk

Minutes Approved: _____

Next Resolution Number: J-16-003
Next Ordinance Number: J-16-001