



**MINUTES OF THE REGULAR TOWN BOARD MEETING  
MARCH 10, 2016**

- I. Call Meeting to Order and Pledge of Allegiance** – The meeting was called to order at 6:15 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.
- C. Approval of the Agenda** – Motion by Hartwig, seconded by Bishop to approve the agenda. Motion carried.
- D. Approval of the Minutes** – Motion by Bishop, seconded by Huettl to approve the minutes of the February 11, 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 Hartwig, seconded by Huettl 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 Hartwig, seconded by Huettl to reconvene into Open Session. Roll call vote; Huettl-aye, Kufahl-aye, Heidtke-aye, Hartwig-aye, Bishop-aye; motion carried and the Town Board reconvened into Open Session at 7:01 p.m.; Treasurer Paul Eilbes joined the meeting.
- A. Discussion and Possible Action on Item(s) Discussed in Closed Session, if Required.** No action.
- IV. Reports**
- A. Treasurer’s Report – Treasurer Eilbes** – Treasurer Eilbes read the report into the record. The February 29, 2016 account balances are as follows: General Fund Checking \$66,141.66; General Fund Money Market \$1,162,435.93; Encumbered Funds-Highway Money Market \$154,558.68; Encumbered Funds-Building Money Market \$39,703.77; Property Tax Checking \$134.09; Property Tax Money Market \$0; Park and Planning Checking \$4,468.32; Park Fund Savings \$5,391.84; Cemetery Fund \$16,700.87. Motion by Bishop, seconded by Hartwig to approve the Treasurer’s report as presented. Motion carried.

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**V. Business**

- 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 mediation date is April 4, 2016.
- C. Discussion and Possible Action – Introduction to Town Liaison Program, Washington County Sheriff’s Department** – Captain Schulteis, Lieutenant Kemps and Deputy Meier attended the meeting to discuss the Town Liaison Program. Captain Schulteis summarized the Sheriff’s Department operations and explained that Lieutenant Kemps and Deputy Meier would be “assigned” to the Town of Jackson. If the Town would like the Sheriff’s Department to enforce ordinances then the Town Board will need to take action giving the Sheriff authority to enforce. No action.

**VI. Closed Session – The Town Board may go into Closed Session Pursuant to Wisconsin 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 Red Fox House Trust.** Closed session not required; Attorney Anderson asked for the discussion to be delayed one month.

**VII. Reconvene into Open Session**

- A. Discussion and Possible Action on Item Discussed in Closed Session, if Required.** No action.

**VIII. Additional Business**

- A. Updates, Discussion and Possible Action – Transfer Station, Safety Protocol and Related Equipment** – Motion by Kufahl, seconded by Bishop authorizing Supervisor Huettl to purchase safety equipment for the Transfer Station, amount not to exceed \$2,000. Motion carried without a negative vote. Clerk Oliver reported that Brad Flitsch was not able to locate the Safety Manual and Injury Reporting Forms at the Transfer Station or Highway Shop. Oliver asked Supervisor Huettl to review the issue so the appropriate information and forms can be provided.
- B. Update and Discussion – Additional Transfer Station Employees** – Clerk Oliver reported she has not received any applications. No Action.
- C. Discussion and Possible Action – Safety Related to Apartment Access Across Roof** – After discussion, the consensus of the Town Board is that Supervisor Kufahl should contact Building Inspector Hoffmann to discuss what is required to meet safety code. Then based on the information Supervisor Kufahl will draft some recommendations for Town Board review and discussion at the next meeting.
- D. Discussion and Possible Action – 2016 Road Projects** – Chairman Heidtke reported he and Highway Supervisor Eickstedt reviewed the Town roads north of State Highway 60. The list of road projects for consideration includes: Seal coat – Magna Vista and Bittersweet, Canyon and Dry Gulch, and Lime Ridge. Heidtke noted they discussed pulverizing Cedar Creek Road from Jackson Drive to County Highway P but Heidtke stated since this is a shared road with the Village he does not see a cooperative

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effort on the project until after the lawsuit is settled. Motion by Huettl, seconded by Kufahl to bid out the seal coat projects. Motion carried without a negative vote.

**IX. Supervisors and Clerk Reports**

- A. Buildings – Supervisor Kufahl** – Kufahl reported a section of the roof shingles pulled up and he replaced them. On a following windy day another section of shingles pulled up; Lee Carter was called to make repairs.
- B. Highway Department – Chairman Heidtke** - Heidtke summarized the highway department report. Heidtke will attend the March 15<sup>th</sup> meeting at the County Highway Department related to future County and State road construction projects, Emergency Management Procedures and Traffic Safety Control.
- 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 noted he has been approached by a resident about changing the tennis courts into pickle ball courts.
- G. Clerk’s Report and Correspondence – Clerk Oliver** – Oliver reported she has received numerous calls about spring weight restrictions on Town roads. The County Health Department is requiring additional procedures for opening and closing the pavilion water system. The Boy Scouts replaced the American Flag while they were using the facility for their annual Klondike Derby; the Scouts stated the American Flag was in very poor condition and they are not allowed to hold their ceremony with a flag in that condition. On a related note Oliver reported the American Legion agreed to monitor and replace flags as needed (which is not being done), also she has received reports from the Town Hall custodian that the American Legion is not cleaning up after themselves following their monthly use. Oliver reported the Village held a retirement luncheon for Chief Skodinski and noted none of the Town Board members were invited. Oliver needs to rekey the pavilion and has asked to place the item on the next agenda so that consideration can be given to an electronic key system for the pavilion restrooms. Oliver reminded the Town Board the Comprehensive Plan must updated every ten years per Wisconsin Statutes. Oliver has contacted Trinity Lutheran Church and School to follow up on the signage situation; they have requested assistance with researching pricing.

**X. Future Agenda Items** – Discussion regarding curbside trash and recycling pick up, and rekeying pavilion doors with timed access to the restrooms.

**XI. Announcements** – Chairman Heidtke noted upcoming meetings.

**XII. Approval of Vouchers** – Motion by Kufahl, seconded by Huettl to approve the vouchers as presented. Motion carried.

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**XIII. Adjournment** – Motion by Huettl, seconded by Kufahl to adjourn. Motion carried. Meeting adjourned at 8:16 p.m.

Respectfully submitted,

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Julia Oliver, Town Clerk

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

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