



**MINUTES OF THE REGULAR TOWN BOARD MEETING
OCTOBER 13, 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 Attorney Timothy Andringa and Town Clerk Julia Oliver. Deputy Andrew Meier joined the meeting following the Closed Session.
- 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 Kufahl to approve the minutes of the September 8, 2016 Regular Town Board meeting and the September 27, 2016 Special Town Board meeting – Public Hearing. 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 Kufahl, seconded by Huettl to move into Open Session. Roll call vote: Huettl – aye, Kufahl – aye, Heidtke – aye, Hartwig – aye, Bishop – aye; motion carried.
- IV. Business**
- A. Any Town Citizen Comment on an Agenda Item** – There were no comments.
- B. Discussion and Possible Action on Item(s) Discussed in Closed Session if Required, Case No. 14-CV-897, JTRAA (“Jackson Town Residents Against Attachment”) Notice of Injury and Claim, Arbitration, and Village of Jackson Claim** – No action. Attorney Andringa stated the next mediation meeting is scheduled for November 1, 2016. Also the Town Board has planned to meet on October 17, 2016 to discuss mediation strategy.

**MINUTES OF THE REGULAR TOWN BOARD MEETING
OCTOBER 13, 2016
PAGE 2**

- C. New Operator License – Mariah Breimon** – Motion by Kufahl, seconded by Hartwig to approve the new operator license for Mariah Breimon. Motion carried without a negative vote. Mariah will be working at Kirchhayn Country Club.
- D. Discussion and Possible Action - Scoreboard Modification and Construction of Equipment Storage Building – 3146 Division Road – Pat Sullivan – Jackson Area Youth Baseball Association (JAYBA)** – Pat Sullivan and Aaron Wollman presented two proposals to the Town Board for improvements to the Town Hall ball field complex. Motion by Huettl, seconded by Hartwig to approve JAYBA proposal #1 to move the battery powered scoreboards located on ball fields 2 and 3 to ball fields 1 and 4, and to place new electrified scoreboards on ball fields 2 and 3. Motion carried without a negative vote. Sullivan was reminded he will need to get a permit from Building Inspector Gordon Hoffman prior to starting the electrical work and must place the electric lines in conduit. Motion by Huettl, seconded by Hartwig to approve the construction of a 10 X 12 shed without a solid floor (base will be the ground) between fields 3 and 4 to replace the plastic storage unit that is currently being used, prior to construction a photo and/or plan of the storage building must be provided. Motion carried without a negative vote.
- E. Discussion and Possible Action – Certified Survey Map – Section 11 – Bill Mikkelson** – No action.
- F. Discussion and Possible Action – 2017 Fee Schedule** – Motion by Huettl, seconded by Kufahl to adopt the 2017 Fee Schedule as presented. Motion carried without a negative vote. Heidtke reminded everyone that Washington County has electronics recycling two times per year.
- G. Discussion and Possible Action – 2017 Wages and Benefits** – No action.
- H. Discussion and Possible Action – Road Review Prior to PTS Bond Expiration** – The letter and photos provided by Matt Clementi and Brian Gresky of Stantec dated October 6, 2016 were reviewed. Motion by Kufahl, seconded by Hartwig to proceed with the Stantec recommendations, with the change that the base material in the area located near 1891 Mill Road be removed and filled with slurry instead of re-compacting the base. Motion carried without a negative vote.
- I. Update Discussion and Possible Action – Town Hall Remodeling Project – Mike Soto, Continuum Architects + Planners** – Mike Soto, Principal at Continuum Architects will be the contact for the Town of Jackson now; Dan Beyer has left the organization. Soto provided a brief history of Continuum’s involvement with the Town Hall remodeling project, noting the plan was submitted to and given conditional approval by the State in 2014. The project was placed on hold by the Town and a permit extension request was filed and received in 2015. In 2016 the Town Clerk asked that a second extension request be filed and the State replied that a second extension would not be given. The Town Board needs to notify the architect, who will notify the State if the project is dead, or the Town must resubmit the project for approval. Soto recommended the Town resubmit if the project is going to be completed because there are significant code changes that will go into effect in late spring 2017. The changes are primarily energy driven which require increases in the U and R values; in his opinion the changes will make the project too expensive. After discussion, motion by Kufahl, seconded by Bishop directing Mike Soto of Continuum to review and then resubmit the drawings to the State for

**MINUTES OF THE REGULAR TOWN BOARD MEETING
OCTOBER 13, 2016
PAGE 3**

approval at a cost not to exceed \$10,000. Motion carried without a negative vote. Discussion continued on whether the project would proceed as originally planned, or if the scope will be reduced to occupiable “white box”. The consensus of the Town Board is that their intention is to complete the project as originally planned.

- J. Update, Discussion and Possible Action – Ordinance Codification Project** – No action. Clerk Oliver notified the Town Board that Deputy Meier has completed his review of the codification materials; Zoning Administrator/Building Inspector Hoffmann, Highway Supervisor Eickstedt and Treasurer Eilbes continue to work on the documents. Additionally, Oliver has not heard back from Attorney Anderson with an estimate for a review of the entire code prior to submitting it back to General Code as complete. Oliver noted that at this point, due to the elections, tax roll preparation and collections, and end of year duties it will be February 2017 before she will bring the project back to the Town Board.

V. Reports

- A. Sheriff Liaison Report – Deputy Meier** – Meier provided an incident summary for August 2016 and noted there were five burglaries in August, and the person has been caught.
- B. County Board Report – County Supervisor Heidtke** – Heidtke reported the County budget is in process. Also, \$36,000 of the \$80,000 scam loss has been recovered.
- C. Buildings – Supervisor Kufahl** – Kufahl reported he has spoken with Building Inspector Hoffmann and was advised all the wiring hanging must be marked and the sewer line openings capped; all of the work has been completed. Kufahl suggested the next steps for demolition would be to brace the center area so that the walls can be removed and the floor broken up. It was the consensus of the Town Board that they should add some time to the Special meeting on October 17th so that they can review the project with a walk thru of the area.
- D. Highway Department – Chairman Heidtke** - Heidtke summarized the Highway Department report. Heidtke also reported the binder course of new pavement in front of the salt shed has been done. Striping will be done by Washington County and he is having fog lines placed on Pioneer Road; the long-term plan is to have fog lines on Pioneer Road, Sherman Road and Pleasant Valley Road – the major east/west routes.
- E. Weed Commissioner** – Nothing additional to report.
- F. Grounds - Supervisor Hartwig** – Nothing additional to report.
- G. Transfer Station – Supervisor Huettl** – Huettl reported the Transfer Station will be open on Thursdays thru November 3rd.
- H. Treasurer’s Report** – Chairman Heidtke summarized the September Treasurer Report. September 30, 2016 account balances are as follows: General Fund Checking \$17,573.71; General Fund Money Market \$952,184.07; Encumbered Funds-Highway Money Market \$154,649.08; Encumbered Funds-Building Money Market \$39,715.38; Property Tax Checking

**MINUTES OF THE REGULAR TOWN BOARD MEETING
OCTOBER 13, 2016
PAGE 4**

\$146.05; Property Tax Money Market \$0; Park and Planning Checking \$4,448.40; Park Fund Savings \$5,393.42; Cemetery Fund \$16,705.75.

- I. Chairman’s Report and Correspondence – Chairman Heidtke** – Heidtke reported he and Supervisor Hartwig attended the Wisconsin Towns Association Annual Conference in Stevens Point on October 10th – 11th.
- J. Clerk’s Report and Correspondence – Clerk Oliver** – Oliver provided the Supervisors with copies of a memo from Washington County Highway Commissioner Scott Schmidt. Oliver reminded the Supervisors that the Ash tree in the front circle needs to be taken down due to disease; an estimate for replacement is approximately \$500. The Town Hall is booked on December 31, 2016 by Richard Gehweiler for a family holiday party and they will be bringing in their own food. Oliver reported the “Go Gtown Go Great” organization requested an opportunity to speak at the Town Board meeting; the request was denied. Transfer Station Supervisor Brad Flitsch emailed Clerk Oliver that he could use two additional workers. It was the consensus of the Town Board that Brad should post help wanted signage on the movable sign. Oliver reported she has corresponded with Brian Kober, Village of Jackson, related to the water billings; it appears they may have double billed for two quarters and overlooked two quarters. All Town support documentation was included with the correspondence.

VI. Future Agenda Items – Nothing additional noted.

VII. Announcements – Chairman Heidtke noted upcoming meetings.

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

IX. Adjournment – Motion by Huettl, seconded by Hartwig to adjourn. Motion carried. Meeting adjourned.

Respectfully submitted,

Julia Oliver, Town Clerk

Minutes Approved: _____