



**MINUTES OF THE REGULAR TOWN BOARD MEETING
NOVEMBER 10, 2011**

- I. Call Meeting to Order and Pledge of Allegiance** – The meeting was called to order immediately following the Special Town Meeting of the Electors by Chairman Heidtke.
- A. Official Meeting Notification** - The official meeting notice was read into the public record by Clerk Oliver.
- B. Roll Call** – Chairman Heidtke, Supervisors Hartwig, Huettl, Kufahl and Russell were present. Also present was Joint Parks and Recreation Director Kelly Valentino, Treasurer Kathy Welch and Clerk Julia Oliver.
- C. Approval of the Agenda** – Motion by Huettl, seconded by Russell to approve the agenda. Motion carried.
- D. Approval of Minutes** – Motion by Huettl, seconded by Russell to approve the minutes of the October 6, 2011 Special Town Board Meeting. Motion carried. Motion by Huettl, seconded by Hartwig to approve the minutes of the October 13, 2011 Regular Town Board Meeting. Motion carried. Motion by Huettl, seconded by Russell to approve the minutes of the October 20, 2011 Special Town Board Meeting. Motion carried.
- II. Reports**
- A. Joint Parks and Recreation – Kelly Valentino, Director-** Kelly provided photos and commented on the ball field service road project that was completed in October. The Director’s Report dated November 10, 2011 was distributed and Kelly commented on several of the items; specifically highlighted was the Wisconsin Parks and Recreation Association “Design Award of Excellence” given for the Jackson Area Community Center. Kelly also commented that she is continuing to gather information for the archery programming and she will present a proposal to the Town Board at a future meeting.
- B. Treasurer – Kathy Welch** – Treasurer Welch reported the October 31, 2011 account balances as follows: General Fund \$83,958.68; General Fund Money Market \$384,883.16; Encumbered Funds Money Market \$254,804.06; Property Tax \$55.00; Property Tax Money Market \$0; Park and Planning \$1,368.13; Park and Planning Money Market \$24,245.85; Cemetery \$8,469.89. Motion by Kufahl, seconded by Hartwig to approve the Treasurer’s report as presented. Motion carried.
- III. Business**
- A. Any Town Citizen Comment on an Agenda Item** – J. Rupnow commented on item F.
- B. Discussion and Possible Action - Strawberry Glen Subdivision Phase 1 – Return of Original Letter of Credit** – Motion by Hartwig, seconded Huettl authorizing the return of the Phase 1 original letter of credit. Motion carried.

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- C. Discussion and Possible Action – Accept Public Improvements in the Valleywood Subdivision –** Motion by Huettl, seconded by Kufahl to adopt Resolution J-11-008, Accepting the Public Improvements in the Valleywood Subdivision. Motion carried.
- D. Discussion & Possible Action – Park Bank Letter of Credit 08122004 – Valleywood Subdivision -** No action.
- E. Discussion and Possible Action – Appellation Ridge Subdivision – Return of Escrow Account Funds –** Motion by Kufahl, seconded by Huettl to table the return of the escrow account funds. Motion carried.
- F. Discussion and Possible Action – Notification to the City of Cedarburg of the Town’s Cooperative Interest (with the Village of Jackson) in Investigating a Joint Parks and Recreation Department –** No action.
- G. Discussion and Possible Action – Review Bids for Highway Department Vehicle(s) Purchase –** After discussion, Chairman Heidtke asked the Town Board members to review the information for further discussion at the next meeting.
- H. Discussion and Possible Action – Barn Roof – Addition to Approved Proposal –** Motion by Hartwig, seconded by Russell to approve the \$1,800 change order for D&S Roofing. Motion carried.
- I. Discussion and Possible Action –Building Committee – Update on Recent Repair and Maintenance Items, Special Meetings, Resident Survey and Visioning –** Supervisor Kufahl reported the new patio is complete but the landscaping around the patio will not take place until Spring. Also, a snow fence should be installed around the perimeter of the patio to prevent accidental falls off the patio and damage to the driveway edge of the patio. Supervisors Kufahl and Hartwig reported on the recent Building Committee meeting, specifically the direction that the committee will be recommending the Town Board pursue with regard to refurbishing the Town Hall facility. Supervisor Kufahl presented the resident survey the committee would like the Town Board to approve sending to the residents with the tax bills. After discussion, including recommendations from the Supervisors on additions/changes to the survey and the request that additional input be forwarded to Supervisor Kufahl before the next Building Committee meeting; the consensus of the Town Board is that the survey should not be sent out with the tax bills.
- J. Discussion and Possible Action – Bids for Ordinance Codification –** Motion by Kufahl, seconded by Huettl that the Town contract with General Code for the codification of the Town of Jackson ordinances. Motion carried.
- K. Discussion and Possible Action – Cemetery Plot Purchase –** No action.
- L. Discussion and Possible Action – 2012 Fee Schedule –** Motion by Kufahl, seconded by Hartwig to adopt the 2012 Fee Schedule as presented. Motion carried.
- M. Discussion and Possible Action – Special Assessments for the 2011 Tax Roll –** Motion by Huettl, seconded by Russell to approve the Special Assessments for the 2011 Tax Roll as presented. Motion carried.
- N. Discussion and Possible Action – Transfer Station and Recycling Agreements –** No action.

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- O. Discussion and Possible Action – Use of Snowmobiles at Town Hall Facility and Park by Boy Scouts for Transport and Emergencies During February Usage, if needed – No action.**

IV. Supervisors and Clerk Reports

- A. Building Committee – Supervisors Hartwig and Kufahl** – The next meeting will be November 16, 2011, work on the resident survey will continue.
- B. Highway Department – Chairman Heidtke** – Chairman Heidtke summarized the monthly highway department report. Chairman Heidtke commented he has been contacted by Tony Matuzcak; he would like to donate 20 ton of asphalt material to the Town. The Church Road repair has been completed by Gierach.
- C. Weed Commissioner – Supervisor Huettl** – Nothing additional to report.
- D. Grounds - Supervisor Hartwig** – Supervisor Hartwig reported the pumpkins will be removed and the Christmas decorating will begin.
- E. Buildings – Supervisor Kufahl** –Nothing additional to report.
- F. Transfer Station –Supervisor Russell** – Supervisor Russell reported he has met with Veolia and Industrial Recycling to get prices on the immediate clean up of the Transfer Station.
- G. Chairman’s Report and Correspondence – Chairman Heidtke** – Chairman Heidtke commented on the notification that Stantec Consulting Services recently purchased Bonestroo.
- H. Clerk’s Report and Correspondence – Clerk Oliver** – Clerk Oliver provided a copy of the draft agreement submitted by Arlyn Johnson for the joint Village and Town Cedar Creek Road reconstruction project; the Town Board will need to consider his draft at a future meeting. The “No Weapon” signs were made in house and have been posted at the two main entrances. The orange transfer station placards will cost approximately \$700 for 1500 placards.
- V. Future Agenda Items** – Consider the draft proposal submitted by Arlyn Johnson for the reconstruction of Cedar Creek Road from County Highway P to Jackson Drive.
- VI. Announcements** – Upcoming meeting were noted.
- VII. Approval of Vouchers** – Motion by Huettl, seconded by Hartwig to approve the vouchers as presented. Motion carried.
- VIII. Adjournment** – Motion by Kufahl, seconded by Russell to adjourn. Motion carried.

Respectfully submitted,

Julia Oliver, Town Clerk

Minutes approved: _____