



**MINUTES OF THE REGULAR TOWN BOARD MEETING
NOVEMBER 13, 2014**

- 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 record by Clerk Oliver.
- B. Roll Call** - Chairman Ray Heidtke, Supervisors Paul Huettl, Dan Kufahl, Robert Hartwig and Everett Russell were present. Also present was Attorney Timothy Andringa, Town Engineer Matthew Clementi, Joint Parks and Recreation Director Kelly Valentino and Town Clerk Julia Oliver. Town Treasurer Paul Eilbes was excused.
- C. Approval of the Agenda** – Motion by Hartwig, seconded by Russell to approve the agenda. Motion carried without a negative vote.
- D. Approval of the Minutes** – Motion by Huettl, seconded by Russell to approve the minutes of the October 9, 2014 Regular Town Board meeting. Motion carried without a negative vote. Motion by Hartwig, seconded by Russell to approve the minutes of the October 30, 2014 Special Town Board meeting. Motion carried without a negative vote.
- II. Reports**
- A. Joint Parks and Recreation – Kelly Valentino, Director** – Valentino provided the Town Board with copies of the monthly financial “Stat Pack”, the November 2014 monthly calendar and the November 2014 Director’s Report. Valentino summarized the Director’s Report noting recent and upcoming programs, events and activities.
- B. Treasurer’s Report – Treasurer Eilbes** – Clerk Oliver reported the October 31, 2014 account balances as follows: General Fund \$79,911.97; General Fund Money Market \$595,815.39; Encumbered Funds-Highway Money Market \$115,206.31; Encumbered Funds-Building Money Market \$114,659.42; Property Tax \$.03; Property Tax Money Market \$0; Park and Planning \$968.32; Park Fund Savings \$5,388.16; Cemetery Fund \$16,689.73. Motion by Huettl, seconded by Russell 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. Update, Discussion and Possible Action – Town of Jackson/Village of Jackson Cooperative Boundary and Revenue Sharing Agreement** – Attorney Andringa reported the Village Administrator and Village Clerk/Treasurer were served the Notice of Claim on November 7th and the Village President was served on November 9th. The Village has one-hundred, twenty (120) days to act. Village Attorney St. Peter has asked for a courtesy copy of the document. Nothing additional to report.
- C. Discussion and Possible Action – Director’s Agreement, Joint Parks and Recreation, Town of Jackson/Village of Jackson** – Attorney Andringa commented he has reviewed the agreement and previously offered the Town Board his written opinion. Attorney Andringa reiterated a one year notice of intent to terminate is required. After discussion, motion by Huettl, seconded by Kufahl to give notice of termination with regard to the Director’s Agreement and Kelly Valentino, Director as of January 1, 2015. Motion carried with Huettl, Kufahl, Russell and Hartwig voting aye and Heidtke voting no.

**MINUTES OF THE REGULAR TOWN BOARD MEETING
NOVEMBER 13, 2014
PAGE 2**

- D. Discussion and Possible Action – Town of Jackson/Village of Jackson Community Center Agreement** – Attorney Andringa noted a previous opinion letter was sent to the Town Board. Andringa summarized by stating there are two items to consider: 1. Notification if the Town would like to discontinue the agreement, 2. Demand for repayment of initial \$416,000 contribution. Motion by Huettl, seconded by Hartwig to place on the next agenda for discussion and action. Motion carried without a negative vote.
- E. Update, Discussion and Possible Action – Water Distribution System Extension – Matthew Clementi Town Engineer and Rick Schmidt, Stantec** – Clementi reported the water extension project is wrapping up; 121 of the 122 properties have been completed – only 1880 Western Avenue is left to complete. Also, ninety percent of the laterals have been connected to the home plumbing systems. Well abandonment will continue through the end of December. Paving continues and has faced weather delays; only the binder course will go in this year. The flushing station at the Western Avenue/Division Road intersection still has to be completed. There was a water main break on October 31st and the Village lost a significant amount of water. Clementi noted approximately 25 wells were kept and 4-5 booster pumps have been installed. The two year warranty on the roads will begin once PTS reaches “substantial completion” (WSPL discretion).
- F. Update, Discussion and Possible Action – Village Base Meter Charge** – Clementi explained that a meter installation charge of \$30 was included in all of the initial water bills sent to residents. Stantec has requested that Dan Sargeant, Schloemer Law Firm contact WSPL – this charge should have been paid as part of the water installation costs.
- G. Update, Discussion and Possible Action – Roads Effected by the Water Extension Project** – Nothing additional to report.
- H. Discussion and Possible Action – Partial Refund of Rental Fee for Usage October 4, 2014** – Clerk Oliver requested a \$50 refund for the October 4, 2014 facility renter because the custodian was out of town, therefore the facility was not cleaned prior to the use. Motion by Huettl, seconded by Russell authorizing the \$50 refund. Motion carried without a negative vote, Kufahl abstained.
- I. Discussion and Possible Action – Transfer Station – Review of Application, Collection of Extraordinary Items and Related Fees** – Clerk Oliver distributed the draft 2015 Transfer Station Permit application form for Town Board review. Oliver is recommending the permit fee be increased to \$65 in 2015. Motion by Kufahl, seconded by Huettl to approve the application form as presented. Motion carried without a negative vote.
- J. Discussion and Possible Action – Town Hall Copier Lease** – Clerk Oliver reported the Xerox copier lease is ending at the end of November 2014. Two options have been recommended by the Xerox Representative based on usage and desired machine functions. Oliver distributed information on the two options, and also information on the functions of the expiring equipment. Motion by Huettl, seconded by Russell authorizing the five year lease agreement for a Xerox 7830 (copier) Work Center. Motion carried without a negative vote.
- K. Update, Discussion and Possible Action – Election Equipment Purchase in 2015** – Chairman Heidtke provided the Town Board with an update on the plan for all of Washington County to purchase new election equipment in 2015, and the Town financial commitment. Clerk Oliver noted four town clerks (including Jackson) had discussed sharing the cost of one additional machine to be shared as a back-up. Oliver noted the other three Town Boards were not interested in sharing the cost of the machine. No action.

- IV. Budget Workshop** – Clerk Oliver presented the 2015 budget.

**MINUTES OF THE REGULAR TOWN BOARD MEETING
NOVEMBER 13, 2014
PAGE 3**

V. Additional Business

- A. Discussion and Possible Action – Special Assessments, 2014 Tax Roll** – Motion by Kufahl, seconded by Hartwig to approve the Special Assessments presented for placement on the 2014 Tax Roll. Motion carried without a negative vote.
- B. Discussion and Possible Action – 2015 Fee Schedule** – Motion by Huettl, seconded by Russell to approve the 2015 Fee Schedule as presented. Motion carried without a negative vote.
- C. Discussion and Possible Action – Set Date for Budget Hearing and Meeting to Set the Levy** – After discussion the Town Board directed Clerk Oliver to notice a meeting of the electors to set the levy, and to notice a Special Town Board meeting to hold a public hearing on the proposed 2015 budget, both meetings to be held on December 2, 2014, commencing at 6:00 PM.

VI. Supervisors and Clerk Reports

- A. Buildings – Supervisor Kufahl** – Nothing additional to report.
- B. Joint Parks and Recreation Budget Oversight Ad-hoc Committee – Supervisor Russell** – Nothing additional to report.
- C. Highway Department – Chairman Heidtke** - Heidtke summarized the highway department report.
- D. Weed Commissioner – Supervisor Russell** – Nothing additional to report.
- E. Grounds - Supervisor Hartwig** – Nothing new to report.
- F. Transfer Station – Supervisor Huettl** – Huettl reported the work on the block bins for the wood chips has been postponed to 2015 because the concrete blocks are unavailable due to a concrete mix shortage.
- G. Chairman’s Report and Correspondence – Chairman Heidtke** – Nothing additional to report.
- H. Clerk’s Report and Correspondence – Clerk Oliver** – Oliver reported the Town had an 83% turnout for the November 4, 2014 General Election. The Town had 540 absentee ballots returned. Clerk Oliver said she is getting use requests for 2015 and will need to know as soon as possible if she should be limiting any dates due to construction on the remodeling project. The Washington County Sheriff’s Department will be using the facility on April 21, 2014 for a wrap up luncheon. The Sheriff’s Department is organizing an event for County youth called “Every 15 Minutes”; “a national program designed to dramatically instill among teenagers the dangerous consequences of drinking alcohol and driving”.

VII. Future Agenda Items – Nothing noted.

VIII. Announcements – Heidtke noted the upcoming meetings.

IX. Approval of Vouchers – Motion by Kufahl, seconded by Russell to approve the vouchers as presented. Motion carried without a negative vote.

X. Adjournment – Motion by Russell, seconded by Hartwig to adjourn. Motion carried without a negative vote.

**MINUTES OF THE REGULAR TOWN BOARD MEETING
NOVEMBER 13, 2014
PAGE 4**

Respectfully submitted,

Julia Oliver
Town Clerk

Minutes approved: _____

Next Resolution Number: J-14-004
Next Ordinance Number: J-14-005