



**MINUTES OF THE REGULAR TOWN BOARD MEETING
NOVEMBER 14, 2013**

- 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 Joint Parks and Recreation Director Kelly Valentino, Town Attorney Dan Sargeant, Town Zoning Administrator Gordon Hoffmann and Clerk Julia Oliver.
 - C. Approval of the Agenda** - Motion by Kufahl, seconded by Hartwig to approve the agenda. Motion carried without a negative vote.
 - D. Approval of the Minutes** – Motion by Russell seconded by Huettl to approve the minutes of the October 10, 2013 Regular Town Board meeting. Motion carried without a negative vote.
- II. Closed Session - The Town Board may go into Closed Session Pursuant to Wisconsin Statutes Sec. 19.85 (1) (e) for “deliberating or negotiating the purchase of public property, investment of public funds, or conducting other specified public business when competitive or bargaining reasons require a closed session”, specifically pending negotiations with the Village of Jackson and West Shore Pipe Line regarding providing a long term water solution for residents affected by the July 17, 2012 fuel release, AND Pursuant to Wisconsin Statutes Sec. 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 matters relating to the Village of Jackson and Town of Jackson Revenue Sharing Agreement and Cooperative Boundary Plan.** Motion by Hartwig, seconded by Huettl to move into Closed Session. Roll call vote: Huettl – aye, Kufahl – aye, Heidtke – aye, Hartwig – aye, Russell – aye. Motion carried. Heidtke asked Attorney Sargeant and Zoning Administrator Hoffmann to remain in the room for the Closed Session.
- III. Reconvene into Open Session for the Purpose of Acting on Matters Discussed in Closed Session** - Motion by Huettl, seconded by Russell to move into Open Session. Roll call vote: Huettl – aye, Kufahl – aye, Heidtke – aye, Hartwig – aye, Russell – aye. Motion carried.
- Action:** Motion by Kufahl, seconded by Hartwig to adopt Resolution J-13-003, “Resolution Reaffirming Revenue Sharing Agreement and Cooperative Boundary Plan”. Motion carried without a negative vote.
- IV. Reports**
- A. Joint Parks and Recreation – Kelly Valentino, Director** – Valentino summarized the Director’s Report dated November 14, 2013 and highlighted several of the programming items. Valentino also provided the Town Board with the Joint Park and Recreation November 2013 Financial “Stat Pack”.
 - B. Treasurer’s Report – Treasurer Eilbes** – Clerk Oliver reported the October 31, 2013 account balances as follows: General Fund \$104,640.47; General Fund Money Market \$479,801.11; Encumbered Funds-Highway Money Market \$149,531.66; Encumbered Funds-Building Money Market \$114,544.81; Property Tax \$0; Property Tax Money Market \$0; Park and Planning \$968.32; Park Fund Savings \$5,385.47; Cemetery Fund

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\$16,681.36. Motion by Hartwig, seconded by Huettl to approve the Treasurer's report as presented. Motion carried without a negative vote.

V. Business

- A. Any Town Citizen Comment on an Agenda Item** – R. Dippmann, C. Swiecichowski, B. Arps, J. Goffin, C. Johnson and M. Braeger all commented on item C.
- B. Discussion and Possible Action – Alcohol Licensing, New Agent – Hidden Glen Golf Course** – Motion by Hartwig, seconded by Huettl to approve the Amended Alcohol License/Change of Agent for Hidden Glen Golf Course; new agent is Anthony Anderle. Motion carried without a negative vote.
- C. Discussion and Possible Action – Use of Rifles During Gun Hunting Season** – Heidtke opened the discussion by commenting on the varied actions that the Washington County municipalities have pursued; some have limited deer hunting to shotgun only, and some have allowed both shotgun and rifle use for deer hunting. He noted across the County that limitations were not to eliminate rifle use but actions were specific to the deer hunting season. All Town Board members have heard from residents on this issue. The Town Board concurred that due to the timing of the DNR announcement they are unable to take action for the 2013 deer gun hunting season. Motion by Hartwig, seconded by Huettl to pursue limiting gun use to shotgun only for future gun deer seasons. Motion carried without a negative vote. Clerk Oliver is directed to draft an ordinance for Town Board action to address the rifle use concerns during deer gun season.
- D. Discussion and Possible Action - JAYBA – Review of 2013 Season and Planning for Upcoming 2014 Season** – No action; JAYBA representative Josh Sandleback was unable to attend the meeting. Sandleback requested that the Town Board allow him to attend the February or March meeting for the review and planning discussion. Also Sandleback asked that the 2013 bill be mailed and for an estimate of the 2014 amount.
- E. Discussion and Possible Action – 60% Design Update – Rick Schmidt, Stantec Engineering** – Schmidt provided an update on the plan development activities. The 90% Design is supposed to be completed by November 22, 2013. Comments/questions specifically related to the Town that were raised at the October 15, 2013 meeting at the Village Hall attended by Schmidt were: 1. Location of the water mains, 2. Fire hydrant locations – should there be a meeting with the Chief and the Town Board, 3. How will fire protection be billed, 4. How to ensure that all town residents have water pressure of at least 60 psi, 5. Make sure well abandonments are shown on the plans and that the homeowners receive clear communication on how the issue is going to be handled, 6. How often will the wells continue to be tested, 7. Specifications related to blasting – Arcadis assumed they would “rip” not blast but Stantec does not think that will work, 8. Timeline/schedule following receipt of the 90% Design – final plans for State approval, etc. . . . , 9. How will service laterals be marked – the Town will need to advise, 10. There are minimal details on the 60% Design for the properties where the owners are in the lawsuit – the details for those properties must be included in the 90% Design, 11. Stantec has been documenting the road conditions (video) to have a record of road conditions prior to the start of any construction.
- Citizen comments were heard from R. Henke, M. Keidl and C. Johnson related to the update.
- F. Discussion and Possible Action – Two Parcel Certified Survey Map to Split Lot 13 and Attach to Lots 12 and 14 – Appellation Ridge Subdivision – Kerry Zimmerman** – Motion by Huettl, seconded by Hartwig to accept the certified survey map that splits lot 13 and attaches the split lot to lots 12 and 14 in the Appellation Ridge subdivision. Motion carried without a negative vote.

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- G. Discussion and Possible Action – Town Hall Roofing, Soffit and Fascia Projects** – Motion by Hartwig, seconded by Kufahl to award Item 1, Re-roofing Center Section, West Side Only to Lee Carter Construction LLC for an amount not to exceed \$2,494.00. Motion carried without a negative vote. Motion by Huettl, seconded by Russell to award Item 2, Cover soffit and fascia, four sides of Town Hall apartment to Lee Carter Construction LLC for an amount not to exceed \$2,196.00. Motion carried without a negative vote. Motion by Huettl, seconded by Hartwig to award Item 3, Barn Repair to Lee Carter Construction LLC for an amount not to exceed \$2,125.00. Motion carried without a negative vote.
- H. Discussion and Possible Action - Jackson Area Community Center/Recreation Department 2014 Budget and the Requested Contribution from the Town** – No action. Russell and Heidtke confirmed there will be a joint meeting of the Village Board and the Town Board on November 20, 2013 at the Town Hall.
- I. Discussion and Possible Action – Grota Appraisals – Contract for Assessment Services** – Motion by Huettl, seconded by Russell for the Town to contract with Grota Appraisals for 2014-2015 appraiser services as stated in the proposed contract in the amount of \$24,300.00. Motion carried without a negative vote.
- J. Discussion and Possible Action – 2013 Tax Roll Special Assessments and Charges** – Motion by Kufahl, seconded by Huettl directing the Clerk to forward the Special Assessments and Charges to the Washington County Treasurer for placement on the 2013 tax roll. Motion carried without a negative vote.
- K. Discussion and Possible Action – Town Hall and Park Use by Non-Profit and Community Groups – Contributions, In-Kind Donations or Fees** – No action. Valentino reported that the Joint Parks and Recreation Committee has begun evaluating the fee policies of the Village and the Town in order to develop a cohesive policy for use at all the Town and Village parks and facilities. There is a wide variety of users and the committee has directed Valentino to gather input and data from the various users so that they can develop a policy that meets many different needs.
- L. Discussion and Possible Action – Municipal Water Service to Town Hall, Pavilion and Cemetery** – Russ Hanson reported the Historical Society would like to work together to have a single lateral onto the properties; currently he feels cemetery users would like the ability to get water onsite, and in the future the Historical Society has plans to add a bathroom. The consensus of the Town Board is to move forward with a shared lateral onto the property (which property will need to be decided in the future). Also, it is the consensus of the Town Board is to have a lateral run into the Town Hall building but not to hook up the water service, and have a seasonal line run from the main building to the pavilion, but do not have it hooked up.
- M. Discussion and Possible Action - “Sandwich Board” or other type signage at the Town Garage Indicating Permit Required** – Motion by Kufahl, seconded by Huettl authorizing Supervisor Russell to have a sign made. Motion carried without a negative vote.
- N. Discussion and Possible Action - Resident Request – Consideration of Town Board Compensation** – Heidtke read a letter from resident Jeff Wenzel that requested the Town Board place the issue of Town Board compensation on the agenda for the upcoming meeting of the electorate to set the levy. Heidtke stated the electorate set the wage for the elected officials and therefore he would like to establish a committee of electorate to evaluate and make an informed recommendation to the electorate at the annual meeting. Motion by Huettl, seconded by Russell authorizing Heidtke to establish a committee for the purpose of analyzing and making a recommendation to the electorate at the annual meeting which will be held in April 2014. Motion carried without a negative vote.
- O. Discussion and Possible Action - Town Hall Remodeling Project Update** – The Town Board reviewed the letter from Dan Beyer, Continuum Architects + Planners, and the correspondence from Lawrence Stilen, Building Consultant, WI Department of Industry Services. After review, Clerk Oliver is directed to contact Beyer to request a quotation for the completion of plumbing, electrical, structural and mechanical plans, and a

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window/door schedule. The plans should only include the center area and fire walls; none of the barn work should be included and the partitions in the center area should be optional.

- VI. Closed Session – The Town Board may go into Closed Session Pursuant to Wisconsin Statutes Sec. 19.85(1)(c) “to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, “ specifically annual employee reviews -** Motion by Russell, seconded by Huettl to move into Closed Session. Roll call vote: Huettl – aye, Kufahl – aye, Heidtke – aye, Hartwig – aye, Russell – aye. Motion carried.
- VII. Reconvene into Open Session for the Purpose of Acting on Matters Discussed in Closed Session.** Motion by Huettl, seconded by Hartwig to move into Open Session. Roll call vote: Huettl – aye, Kufahl – aye, Heidtke – aye, Hartwig – aye, Russell – aye. Motion carried. No action.
- VIII. Budget Workshop –** Clerk Oliver commented that she is not recommending any changes to the budget presented to the Town Board at the last meeting. Oliver asked that they meet again on the budget in order to explain the impact the recent and future attachments by the Village would have on the Town budget as forecast for the next five years. The Twin Creeks and Sherman Parc loss in 2015 will have significant impact on the mill rate. The Town has a basic level of service that must be provided to the residents and given the fact that the Town operates frugally as a general course of action, there is not much that can be cut out of the operating budget; the affect will be an increase in the mill rate. The Board thanked Oliver for keeping them informed on the overall financial status of the Town.
- Motion by Russell, seconded by Hartwig directing Clerk Oliver to notice the Special Town Board meeting for the purpose of presenting the 2014 budget to the residents and the Meeting of the Electorate to adopt the levy in the amount of \$959,687 and approve the transportation aids in the amount of \$535,954 for December 3, 2013 at 7:00 PM. Motion carried without a negative vote.
- Motion by Russell, seconded by Huettl to approve the 2014 pay rates as discussed. Motion carried without a negative vote.
- IX. Supervisors and Clerk Reports**
- A. Buildings and Building Committee – Supervisor Kufahl –** Nothing additional to report.
- B. Joint Parks and Recreation Budget Oversight Ad-hoc Committee – Supervisor Russell –** Russell reminded the Town Board of the joint Village/Town Board meeting on November 20, 2013.
- C. Highway Department – Chairman Heidtke -** Heidtke summarized the Highway Department report.
- D. Weed Commissioner – Supervisor Huettl –** Nothing additional to report.
- E. Grounds - Supervisor Hartwig –** Hartwig reported that the Eagle Scout signage project is scheduled for completion on Saturday, November 16th.
- F. Transfer Station – Supervisor Russell –** Nothing additional to report.
- G. Chairman’s Report and Correspondence – Chairman Heidtke –** Nothing additional to report.

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H. Clerk's Report and Correspondence – Clerk Oliver – Oliver commented that each Town Board member has been given a copy of a recent correspondence from Attorney Riffle regarding solar energy regulation, also there was a request from resident Dana Biernat, 3653 Briarwood Drive related to the licensing of cats and the number of stray cats in her area; she would like the Town Board to take action on this issue, additionally Marcus and Amy Keidl called regarding the ability to hook up to municipal water. The Wisconsin Antique Power Reunion has donated \$150 toward the use of the Town Hall in 2014. Oliver referred to correspondence from West Shore Pipe Line regarding testing on October 25 – 27; additionally Oliver heard from Don Behm, Milwaukee Journal Sentinel that there was a failure in the test on Friday evening but when the retest was completed on Sunday after a repair, the pipeline passed; Oliver confirmed the information with Washington County Emergency Management. Washington County has established a Site Revitalization Committee for the purpose of securing grants related to brownfield revitalization. Oliver noted a recent article on the use of goats for landscape/mowing purposes. Each Supervisor was given a copy of the trail system map prepared by the Eagle Scout completing the signage project.

X. Future Agenda Items – Nothing additional mentioned.

XI. Announcements - Heidtke noted upcoming meetings.

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

XIII. Adjournment – Motion by Hartwig, seconded by Huettl to adjourn. Motion carried without a negative vote.

Respectfully submitted,

Julia Oliver, Town Clerk

Minutes approved: _____