



**MINUTES OF THE REGULAR TOWN BOARD MEETING
JULY 11, 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 Town Treasurer Paul Eilbes and Clerk Julia Oliver. Joint Parks and Recreation Director Kelly Valentino was excused.
- C. Approval of the Agenda** - Motion by Hartwig, seconded by Huettl to approve the agenda. Motion carried without a negative vote.
- D. Approval of the Minutes** – Motion by Huettl, seconded by Hartwig to approve the minutes of the June 13, 2013 Regular Town Board meeting and the June 25, 2013 Special Town Board meeting. Motion carried without a negative vote.
- II. Reports**
- A. Joint Parks and Recreation – Kelly Valentino, Director** – Chairman Heidtke summarized Valentino’s Directors Report dated July 11, 2013.
- B. Treasurer’s Report – Treasurer Eilbes** – Eilbes reported the June 30, 2013 account balances as follows: General Fund \$41,641.99; General Fund Money Market \$921,384.34; Encumbered Funds-Highway Money Market \$149,481.27; Encumbered Funds-Building Money Market \$114,506.21; Property Tax \$0; Property Tax Money Market \$0; Park and Planning \$2,068.13; Park Fund Savings \$7,504.53; Cemetery Fund \$15,003.66. Motion by Hartwig, seconded by Huettl 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. Discussion and Possible Action – Disband Ad Hoc Building Committee** – Motion by Hartwig, seconded by Russell to disband the Ad Hoc Building Committee as the tasks assigned to the committee by the Town Board have been completed. Motion carried without a negative vote.
- C. Discussion and Possible Action – Town Hall Facility Apartment Kitchen Remodeling** – Members noted \$5,000 was approved at a previous meeting for this project. Motion by Russell, seconded by Huettl authorizing Chairman Heidtke to order the cabinets and proceed with the remodel project. Motion carried without a negative vote. Heidtke will install the cabinets; Huettl will get a price for the counters and will install them.
- D. Discussion and Possible Action – Town Hall Facility Master Plan Revision/Update** – No action. Members reviewed the current master plan and brain stormed potential space development and listed building and activity needs. The plans will need further review and prioritization.

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- E. Update, Discussion and Possible Action – Items Related to the Long Term Water Solution**
- 1. Response from Village of Jackson to Town’s Request for Service - 2013/2014 Operator Licensing** – No action. Neil Palmer, representing WSPL provided an update on the July 9, 2013 Village Board meeting.
- F. Update, Discussion and Possible Action – Town Hall Office Remodeling** – No action. Clerk Oliver reported the office staff has been reviewing the area slated for remodeling to ensure the space will serve the election needs. Also, she reported on the difficulty of including all the areas required in the space allotted. The Town Board would like Clerk Oliver to review possibilities for moving the offices upstairs and report on her findings at the next meeting.
- G. Discussion and Possible Action – Town Hall Barn Remodeling Project – Dan Beyer, Continuum Architects + Planners** – Motion by Huettl, seconded by Hartwig to eliminate the area labeled “office area” from the drawing and use the entire space for the “Town Hall Board Room”. Motion carried without a negative vote. Motion by Hartwig, seconded by Russell to run the breezeway (glass airlock) across the entire front walkway from the oak tree to the barn entrance. Motion carried without a negative vote. Clerk Oliver is directed to provide the two changes (motions) to Dan Beyer and ask him to revise his proposal. Also, Kufahl noted the Continuum proposal should not include any design work related to the office area.
- H. Discussion and Possible Action – Recommendation to the Town of Jackson and Village of Jackson Boards by the Ad Hoc Joint Parks and Recreation Budget Oversight Committee:**
- 1. The Formula Used for the Operation and Maintenance Cost Sharing** – Motion by Kufahl, seconded by Huettl to use the current population numbers as the cost sharing basis. Motion carried without a negative vote.
 - 2. The Expense Items the Cost Sharing Agreement will Cover** – Russell explained the expense items that the cost sharing agreement will cover. Kufahl and Huettl asked for further clarification relative to the administrative costs. It was noted the administrative costs encompass the entire staff and the costs to run the entire Parks and Recreation Department; this agreement is specific to the Community Center and should address only the portion of administrative costs relative to the Community Center. The Town Board also noted the monies paid by the Boys and Girls Club that will be set aside for long term maintenance should be above the increase that is currently being negotiated; a portion of the new contribution shouldn’t be held back for long-term maintenance.
- I. Discussion and Possible Action –Kirchhayn Parade – Washington County Parade Permit Subject to Town Acceptance of Responsibility** – Kufahl and Russell agreed to attend the parade and accept responsibility on behalf of the Town Board. Motion by Hartwig, seconded by Huettl for the Town of Jackson to accept local responsibility for the Kirchhayn Parade. Motion carried without a negative vote.
- J. Discussion and Possible Action – Confirmation – July 1, 2013 Renewal of Insurance Through The Horton Group** - Motion by Russell, seconded by Huettl to confirm the July 1, 2013 renewal of insurance through The Horton Group. Motion carried without a negative vote.
- K. Discussion and Possible Action – Special Event Alcohol Licensing – D&S Main Street, Sandra Hron, Owner** – Motion by Huettl, seconded by Hartwig to amend license TOJ-2013-CLRL-01, D&S Main Street, Sandra Hron, Owner, premise amended to include the tavern, basement, sidewalk and parking lot for one day - July 28, 2013. Motion carried without a negative vote; Kufahl abstained.
- IV. 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 consideration of applicants for Highway Department Patrolman/Mechanic Position. – Motion**

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by Hartwig, seconded by Russell to go into Closed Session. Roll call vote: Huettl – aye, Kufahl – aye, Heidtke – aye, Hartwig – aye, Russell – aye. Motion carried without a negative vote.

- V. Reconvene into Open Session for the Purpose of Acting on Matters Discussed in Closed Session** – Motion by Russell, seconded by Huettl to reconvene in Open Session. Roll call vote: Huettl – aye, Kufahl – aye, Heidtke – aye, Hartwig – aye, Russell – aye. Motion carried without a negative vote. Motion by Russell, seconded by Huettl to bring in candidates 1-3 for interviews during the next Regular Town Board meeting on August 8, 2013. Motion carried without a negative vote.

VI. 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** – Nothing additional to report.
- C. Highway Department – Chairman Heidtke** - Heidtke summarized the Highway Department report. Heidtke noted that the 2012 warranty work by Scott Construction including slag sealing Spring Valley Road - the ½ mile marker to Maple Road, Maple Road - Spring Valley Road to Western Avenue, and Center Road - Western to Sherman. Additionally Sherman Road - County M to Maple Road is being chip sealed.
- D. Weed Commissioner – Supervisor Huettl** – Three notices to destroy noxious weeds have been sent out; Huettl will be monitoring the sites to ensure the weeds are killed.
- E. Grounds - Supervisor Hartwig** – Hartwig commented he will be rolling the fist ball field on Sunday.
- F. Transfer Station – Supervisor Russell** – Nothing additional to report.
- G. Chairman’s Report and Correspondence – Chairman Heidtke** – Heidtke reported on the Spaeth family reunion at the land donated to Washington County and noted a rock was placed at the site (the land across from the Washington County Fair Park in the Town).
- H. Clerk’s Report and Correspondence – Clerk Oliver** – Oliver passed along a request from resident Peggy Murphy related to internet service, a note of appreciation from Dawn Boppre was shared, resident Dennis Jeske has been selected for the “Yellow Ribbon Honor Flight”, an update from Attorney Brantmeier was shared, and it was noted that Town Engineer Clementi is preparing instructions for filling the sink holes in the Strawberry Glen subdivision. Also, there has been a request and approval for the installation of a “free little library” on Lusan Drive, and the Town has accepted responsibility for the signage maintenance on Pleasant Valley Road east of the pedestrian signage at the roundabout at the County Hwy. P / Pleasant Valley Road intersection. Due to numerous calls Clerk Oliver has been researching inquires about burial on private property. Oliver noted the Statutes do not address this so that means someone can be legally buried in their own yard; however, a local ordinance can be established to regulate burial. The year to date highway department expenditures was reviewed with the Town Chairman. Supervisor Hartwig was reminded about the need for signage in the Town Cemetery.

- VII. Future Agenda Items** – Nothing additional mentioned.

- VIII. Announcements** - Heidtke noted upcoming meetings.

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

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

Respectfully submitted,

Julia Oliver, Town Clerk

Minutes approved: _____