



**MINUTES OF THE REGULAR TOWN BOARD MEETING
AUGUST 14, 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 Dan Kufahl and Robert Hartwig. Also present was Town Engineer Matthew Clementi, Stantec Representative Rick Schmidt, Zoning Administrator /Building Inspector Gordon Hoffmann, Town Treasurer Paul Eilbes and Town Clerk Julia Oliver. Joint Parks and Recreation Director Kelly Valentino, Supervisor Paul Huettl and Supervisor Everett Russell were excused.
- C. Approval of the Agenda** – Motion by Hartwig, seconded by Kufahl to approve the agenda. Motion carried without a negative vote.
- D. Approval of the Minutes** – Motion by Kufahl, seconded by Hartwig to approve the minutes of the July 10, 2014 Regular Town Board meeting and the July 16, 2014 Town of Jackson Board and Village of Jackson Board meeting. Motion carried without a negative vote.
- II. Reports**
- A. Joint Parks and Recreation – Kelly Valentino, Director** – Valentino was excused. The Town Board was provided copies of the monthly financial “Stat Pack”, the August 2014 monthly calendar and the August 2014 Director’s Report. Chairman Heidtke summarized the Director’s Report noting recent and upcoming programs, events, and activities.
- B. Treasurer’s Report – Treasurer Eilbes** – Eilbes reported the July 31, 2014 account balances as follows: General Fund \$94,872.51; General Fund Money Market \$629,739.79; Encumbered Funds-Highway Money Market \$49764.35; Encumbered Funds-Building Money Market \$114,630.52; Property Tax \$.03; Property Tax Money Market \$0; Park and Planning \$968.32; Park Fund Savings \$5,387.49; Cemetery Fund \$16,687.62. Motion by Hartwig, seconded by Kufahl 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** – J. Smith commented on items E and F. M. Bishop commented on items E., F. and G.
- B. Discussion and Possible Action – 2014-2015 Alcohol and Tobacco Licensing** – Motion by Hartwig, seconded by Heidtke to approve a new Operator’s license for Jessica Veldre. Motion carried without a negative vote.
- C. Discussion and Possible Action – Certified Survey Map – Scott Luenberg and Richard Luenberg – 3322 AND 3314 Cty. Hwy. P** – Motion by Kufahl, seconded by Hartwig to approve the certified survey map for Scott Luenberg and Richard Luenberg, 3322 and 3314 County Highway P. Motion carried without a negative vote.

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- D. Discussion and Possible Action – Certified Survey Map – Living Word Lutheran High School – 2230 Living Word Lane** – Motion by Kufahl, seconded by Hartwig to approve the certified survey map for Living Word High School, 2230 Living Word Lane. 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 provided a map dated August 5, 2014 that illustrated the status of property connections. Clementi noted only one boring crew has been installing laterals; a second boring crew would be starting next week. Only one plumbing crew has been working on lateral connections; a second crew will be starting soon. It was anticipated that fifteen pressure boosters would be needed however three homeowners have said they don't need them; twelve are scheduled for installation. Research indicates the installed boosters will cost approximately \$5,000 each. Clementi noted the permanent self-flushing hydrants will be located at the far end of Crosswind Trail and the east side of Division Road, ¼ mile south of Western Avenue. These are temporary setups until the final flushers are installed. Clementi initiated conversation on the draft letter proposed by WSPL to owners of property where work has been completed. Clementi has edited the letter and would like to move forward with mailing to property owners as their lateral is installed and wells sealed (if requested/required) as a part of the project “wrap up”. The Town Board agreed and authorized Clementi to begin mailing the letter to the residents.
- F. Discussion and Possible Action – Roads Effected by the Water Extension Project** – To start the discussion Clementi distributed a map that by using color coding displayed the results of the initial discussions with the pipeline with regard to proposed road repairs, such as pulverize and pave, patch and seal, culvert replacement, etc. . . The Town Board expressed dissatisfaction with the plan, specifically the decision to one patch repair or pave one lane wide on roads that have been fully seal coated or replaced in recent years, at a significant investment by the Town. Clementi assured the Town Board that the road repairs were still being discussed and negotiated. Additionally it was noted the slope in the ditches needs to be checked by the Town inspector to ensure good drainage.
- G. Discussion and Possible Action – Town Hall Remodeling Project** – Town Building Inspector Gordon Hoffmann reported the State has given a Conditional Approval to the architect's plans. The Town will need to get the sanitary situation corrected; Heidtke explained he has contacted David Klug and asked for his assistance with the design of a new system. Hoffmann recommended putting the remodeling project out for bid to see if it is feasible, and also to gather the information from Klug to see if the new septic system is cost prohibitive. In the interim, Hoffmann stated that all plumbing fixtures that have been removed must be capped by a licensed plumber, the electrical that has been dismantled must be reviewed by a licensed electrician, and the wall deficiencies previously noted must be supported. Motion by Kufahl, seconded by Hartwig to send the town hall remodeling project out for bid. Motion carried without a negative vote.
- H. Discussion and Possible Action – Update, Discussion and Possible Action – DNR Road Aids Road Project – Dead End Church Road (South of Pleasant Valley Road)** – Clerk Oliver reported she received email notification from DNR Representative Julie Anakobe that the funds for the project do not lapse. Motion by Kufahl, seconded by Hartwig to extend the Town deadline for completing the dead end Church Road project with the DNR Road Aids to August 2015. Motion carried without a negative vote.
- I. Discussion and Possible Action – Amendment to the Village of Jackson and Town of Jackson Recreation Director Agreement of June 2001 and the Village of Jackson and Town of Jackson Community Center Development and Operations Agreement of February 2008** – Discussion included the need to have the document reviewed by the Town Attorney and to have all Town Board members in attendance to act on the amendment. Motion by Kufahl, seconded by Hartwig to table this

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agenda item until the next meeting, or until all Town Board members are present. Motion carried without a negative vote.

- J. Discussion and Possible Action – Transfer Station “Bins” for Mulch, Soil and Stone Storage –** Heidtke explained the purpose for the bins; loose material can be stored and can be moved with the skid loader or backhoe. Motion by Kufahl, seconded by Hartwig to approve the purchase of materials to construct the storage bins for an amount not to exceed \$3,000. Motion carried without a negative vote.
- K. Discussion and Possible Action – Town Board Laptops or Tablets –** Oliver asked for additional clarification from the Supervisors on what they would like the computers to achieve. Kufahl: would like to be able to retrieve information on the laptop instead of searching through papers, he does not want to take it home – only use it during meetings, he does not wish to use it for email, he would like a large screen – probably a laptop instead of a tablet, he would like to be able to type notes on it, he would like all the files set up for him and he would like it all as cheaply as possible. Heidtke: noted it will take training on use, he would like to take it home to prep for meetings. Oliver will pass the information along to Bill Prusow, Pros 4 Technology, for his recommendations.
- L. Update – Cemetery Surveying –** Oliver provided an update on the addition of corner and mid-section pins at the cemetery. The pins are needed because the monument companies are having a difficult time locating plot boundaries when they are installing headstones. Surveyor Eric Schmitz has been contacted.
- IV. Closed Session – The Town Board may go into Closed Session Pursuant to Wisconsin Statutes Sec. 19.85(1) (e) to “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 the Town of Jackson/Village of Jackson Revenue Sharing Agreement and Cooperative Boundary Plan.** Motion by Hartwig, seconded by Kufahl to move into Closed Session. Roll call vote: Hartwig – aye, Heidtke – aye, Kufahl – aye; motion carried.
- V. Reconvene into Open Session for the Purpose of Acting on Matters Discussed in Closed Session –** Motion by Hartwig, seconded by Kufahl to move into Open Session. Roll call vote: Kufahl – aye, Heidtke – aye, Hartwig – aye; motion carried. Action: motion by Kufahl, seconded by Hartwig directing Gordon Hoffmann to contact the attorney discussed in closed session. Motion carried without a negative vote.
- 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 –** Excused.
- C. Highway Department – Chairman Heidtke -** Heidtke summarized the highway department report.
- D. Weed Commissioner – Supervisor Russell –** Excused.
- E. Grounds - Supervisor Hartwig –** Nothing additional to report.
- F. Transfer Station – Supervisor Huettl –** Excused.

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- G. Chairman's Report and Correspondence – Chairman Heidtke** – Heidtke read a phone message from T. Dano related to road repairs in the Mockingbird/Hummingbird subdivision.
- H. Clerk's Report and Correspondence – Clerk Oliver** – Oliver reported the May and June WSPL reimbursements have finally been received. Oliver noted the Wisconsin Towns Association letter; a copy was provided for each Supervisor, and the weeds located on Highway 60 by the Weis property have been addressed. Oliver noted she is waiting for a response from Attorney Sargeant with regard to the Oldenburg court case, the proposed "wrap up" letter for the residents went their water installation is completed, and his opinion on whether or not Mike Grota should meet with the Habush attorney. A representative from GAF has been out to inspect the roof shingles over the high center section of the building. Resident J. Holter has requested a "No Outlet" sign be placed at the entrance to the Crosswinds subdivision. Oliver noted the small water heater that used to be in the center section bar could be used in the Pavilion (the pavilion water heater is not serviceable and there has not been hot water in the pavilion for the past two years), and the Washington County Humane Society sent a note of appreciation for the use of the large tables (from the barn) for their rummage sale which raised over \$33,500. Oliver noted the 4-H will be taking on the picnic table repair/painting and picnic table sealing project, and she has offered the archery berm project to the Boy Scouts. Oliver has prepared a budget verses actual analysis through June 2014; there are no issues at this time.

VII. Future Agenda Items – Nothing noted.

VIII. Announcements – Heidtke noted the upcoming meetings.

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

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

Respectfully submitted,

Julia Oliver
Town Clerk

Minutes approved: _____

Next Resolution Number: J-14-004

Next Ordinance Number: J-14-005