



**MINUTES OF THE REGULAR TOWN BOARD MEETING  
SEPTEMBER 12, 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 Engineer Matthew Clementi, Stantec Associate Rick Schmidt, Town Attorney Dan Sargeant, Town Treasurer Paul Eilbes and Clerk Julia Oliver.
- 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 August 8, 2013 Regular Town Board meeting and the August 21, 2013 Joint Town Board and Village Board meeting with the corrections noted by the Village Board. Motion carried without a negative vote.
- II. Public Hearing – 7:00 PM**
- A. To Create Section 3.03 (A)(20) of the Zoning Ordinance to read:**  
**Community living arrangements which have a capacity for eight (8) or fewer persons,  
Subject to the limitations set forth in Section 60.63 of the Wisconsin Statutes.**
- To Amend Section 4.06(C) of the Zoning Ordinance to read:**  
**Community living arrangements which have a capacity for nine (9) or more persons in the  
R-1 and R-2 Residential Districts and the A-1 Agricultural/Rural Residential Districts.**
- Chairman Heidtke announced the notice for the Public Hearing. Hoffmann summarized the changes to the zoning ordinance. There were no comments.
- B. Close the Public Hearing** – Heidtke closed the public hearing.
- III. Reports**
- A. Joint Parks and Recreation – Kelly Valentino, Director** – Valentino summarized the Director’s Report dated September 11, 2013 and highlighted several of the programming items. Valentino also provided the agenda for the September 17, 2013 Joint Parks and Recreation Committee meeting, the minutes of the April 16, 2013 Joint Parks and Recreation Committee meeting, the September Monthly Planner (scheduling for the Community Center), and the financial Stat Pack.
- B. Treasurer’s Report – Treasurer Eilbes** – Eilbes reported the August 31, 2013 account balances as follows: General Fund \$292,096.61; General Fund Money Market \$479,720.93; Encumbered Funds-Highway Money Market \$149,506.67; Encumbered Funds-Building Money Market \$114,525.67; Property Tax \$0; Property Tax Money Market \$0; Park and Planning \$968.32; Park Fund Savings \$5,385.02; Cemetery Fund \$15,029.94. Motion by Huettl, seconded by Hartwig to approve the Treasurer’s report as presented. Motion carried without a negative vote.

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- IV. Closed Session – The Town Board may go into Closed Session Pursuant to Wisconsin Statutes Sec. 19.85(1)(e) “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 Village of Jackson water agreement and related issues.** 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 without a negative vote. Chairman Heidtke asked Attorney Sargeant, Engineers Clementi and Schmidt, and Joint Planning Group members Gordon Hoffmann and Arlyn Johnson to stay in the room for the closed session.
- V. Reconvene into Open Session for the Purpose of Acting on Matters Discussed in Closed Session.** Motion by Hartwig, 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. No action. Heidtke announced there will be a Special Town Board meeting on September 26, 2013 at 7:00 PM at the Town Hall to discuss the 60% Design received from Arcadis.
- VI. Business**
- A. Any Town Citizen Comment on an Agenda Item –** R. Bishop commented on the Town and Village water agreement.
- B. Discussion and Possible Action – Town Hall Barn Remodeling Project – Dan Beyer, Continuum Architects + Planners –** Beyer presented the minor changes made to the drawings as directed by the Town Board, and he presented his proposal for moving forward and an Opinion of Probable Cost which totaled \$564,979.80 for the initial phase of the project. Motion by Kufahl, seconded by Hartwig directing Beyer to proceed with a preliminary plan review with the State Inspectors to ensure the architects have correctly interpreted the State Code and that a sprinkler system will not be required as part of this phase of construction. Motion carried without a negative vote.
- C. Discussion and Possible Action – Strawberry Glen: End of Warranty Period and Release of Letter of Credit –** Heidtke confirmed that Zoning Administrator/Building Inspector Hoffmann and Engineer Clementi did not have any open issues or concerns in the Strawberry Glen Phase 2 subdivision, and that neither of them had any objections to the release of the \$19,321 remaining Letter of Credit. Motion by Russell, seconded by Huettl authorizing the release of the letter of credit that remained for the warranty period of Strawberry Glen Phase 2. Motion carried without a negative vote.
- D. Discussion and Possible Action – Cemetery Plot Purchase – Randall Finco and John Finco –** Motion by Heidtke, seconded by Russell authorizing the purchase of Immanuel Cemetery plot 78 to John Finco and Immanuel Cemetery plots 79, 80, 81, 82 and 83 to Randall Finco. Motion carried without a negative vote.
- E. Discussion and Possible Action – Ad Hoc Committee: Community Center Operating Expenses –** Russell, Chairman of the Ad Hoc Committee reported he met with Valentino to review the salaries and operating hours of the Community Center; Valentino agreed to move 50% of the Recreation Supervisor salaries into the programming line item(s). Kufahl reiterated his feelings that the Town does not want to participate as a Joint Park and Recreation Department with the Village. The Board members reviewed the operating expense line items and initially agreed that in 2013 40% of the Director’s salary and benefits (\$37,457.66) was payable to the Village based upon the existing “Director agreement”. In addition 40% of the total of the following was payable to the Village based upon the existing “Community Center agreement”; Education/Travel/Dues + Computer Equipment + WE Energies + Office Supplies + Water/Sewer + Cell Phone/Pager + CC Phone Bill + Software Fees/Mtn/CC + Janitorial Supplies + Printing + Postage/Copier + Staff Uniforms + Rec. Vehicle Mtn. + Evening and Weekend Bldg. Staff + Contingency/Misc. (\$38,360.00), for a combined total payable of \$75,817.66. After further discussion the Board members edited the listing as follows: that in 2013 40% of the Director’s salary and benefits (\$37,457.66) was payable to the Village based upon the existing “Director agreement”. In addition 40% of the total of the following was payable to the

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Village based upon the existing “Community Center agreement”; Computer Equipment + WE Energies + Office Supplies + Water/Sewer + CC Phone Bill + Software Fees/Mtn/CC + Janitorial Supplies + Fire/Burglary Safety Monitoring + Evening and Weekend Bldg. Staff. (\$32,160.00), for a combined total payable of \$69,617.66. Russell will pass along Town Board comments at the next Ad Hoc Committee meeting.

**VII. Supervisors and Clerk Reports**

- A. Buildings and Building Committee – Supervisor Kufahl** – Nothing additional to report. Heidtke commented on the need to move forward on the center area of the Town Hall roof and the soffit.
- 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 there has been some boring in the potential water service area to establish rock depth. New employee Guhl recently was granted two days of funeral leave.
- D. Weed Commissioner – Supervisor Huettl** – Nothing additional to report.
- E. Grounds - Supervisor Hartwig** – Hartwig reported he has been in touch with Jim Blank of US Fistball regarding the new fields.
- F. Transfer Station – Supervisor Russell** – Russell commented that the year to date receipts for the sale of recyclables was down compared to 2012.
- G. Chairman’s Report and Correspondence – Chairman Heidtke** – Heidtke noted each Supervisor is going to receive a copy of the 60% Design correspondence from Arcadis to take home and read.
- H. Clerk’s Report and Correspondence – Clerk Oliver** – Oliver reported she continues to work on the office layout and provided the drawings to the Supervisors for comment. The Joint Parks and Recreation Committee has been asked to provide input on several issues that have been occurring at the Town Hall Park: 1. Unleashed dogs and owners not cleaning up after dogs, 2. Parking along the entry drive, 3. Establishing rules for the care of the facility by parties using or renting, 4. How to get monetary or in-kind donations from user groups to avoid charging them fees. County Clerk Jaszewski emailed that Washington County will be paying all but 20% of the cost of new election equipment in 2015. Village President Kannenberg emailed regarding the Ad Hoc Committee participating in a Boys and Girls Club Board meeting to request additional funding for the Community Center. Neil Palmer emailed requesting the Town Board send a mailer to residents encouraging their response regarding their intent to take the municipal water service. Oliver provided the Town Board a copy of her response to Pat Hodgins request for recreational needs at the Town Hall and Grota Appraisals has provided two contract options for Town Board consideration.

**VIII. Future Agenda Items** – Nothing additional mentioned.

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

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

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

Respectfully submitted,

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Julia Oliver, Town Clerk

Minutes approved: \_\_\_\_\_