



**MINUTES OF THE REGULAR TOWN BOARD MEETING
SEPTEMBER 8, 2011**

- I. Call Meeting to Order and Pledge of Allegiance** – The meeting was called to order at 7:00 p.m. by Chairman Heidtke, and the Pledge of Allegiance was recited.
- A. Official Meeting Notification** - The official meeting notice was read into the public record by Clerk Oliver.
 - B. Roll Call** – Chairman Heidtke, Supervisors Hartwig, Huettl, Kufahl and Russell were present. Also present was Clerk 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.
 - D. Approval of Minutes** – Motion by Huettl, seconded by Kufahl to approve the minutes of the August 11, 2011 meeting with correction. Motion carried.
- II. Reports**
- A. Joint Parks and Recreation – Kelly Valentino, Director-** In her absence copies of the Director’s Report were distributed to the Town Board for review.
 - B. Treasurer** - Due to Treasurer Parnow’s June 30, 2011 resignation the Treasurer’s Report was prepared by Clerk Oliver. Clerk Oliver reported the August 31, 2011 account balances as follows: General Fund \$264,389.76; General Fund Money Market \$512,696.31; Encumbered Funds Money Market \$254,608.09; Property Tax \$0; Property Tax Money Market \$0; Park and Planning \$1,368.13; Park and Planning Money Market \$24,243.82; Cemetery \$8,469.19. Motion by Hartwig, seconded by Huettl to approve the Treasurer’s report as presented. Motion carried.
- III. Business**
- A. Any Town Citizen Comment on an Agenda Item** – There were no comments.
 - B. Discussion and Possible Action - Proposal Related to Blocking Parking on the South Side of the Pavilion Service Drive and New Walkway Between East Ball Fields and Playground Equipment – Kelly Valentino** – Revised RFP were sent to Lammscapes, E.L.S., Arborscape, PMF, LaRosa and Johnson’s Nursery. Proposals were received from LaRosa and Lammscapes. The difference between the quotes is \$653.74 with LaRosa being less expensive. Motion by Huettl, seconded by Kufahl to approve the LaRosa Landscape Company proposal for an amount not to exceed \$3,341.26. Motion carried.
 - C. Discussion and Possible Action –2011 Trick or Treat Hours** – Motion by Hartwig, seconded by Heidtke establishing October 30, 2011 from 5:30 to 7:30 PM as the 2011 Trick or Treat time for the Town of Jackson. Motion carried.
 - D. Discussion and Possible Action – Burial at Immanuel Lutheran Cemetery – Mr. Philip Geygan** – Motion by Huettl, seconded by Russell authorizing the burial of the cremated remains of Philip Geygan in the same plot as his son Bradley Geygan at the Immanuel Cemetery on Mill Road, Town of Jackson. Motion carried.

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- E. Discussion & Possible Action – Immanuel Cemetery Permit Forms and Fees** – Motion by Kufahl, seconded by Hartwig to approve the Cemetery Lot and Burial Cost, effective 9/1/2011 Fee Schedule and associated permit forms as presented. Motion carried. The fee schedule should be added to the annual fee schedule for review each year.
- F. Discussion and Possible Action – Building Committee Recommendations** – Supervisor Kufahl presented the recommendations made by the Building Committee at their August 17, 2011 meeting. Barn Roof: The Town Board has authorized Supervisor Kufahl to solicit bids. Patio: Motion by Huettl, seconded by Russell directing Supervisor Kufahl to solicit bids for the patio replacement with a center drain and hedge fence per discussion. Motion carried. Future Building Usage: The consensus of the Town Board is for the building committee to continue looking at long range plans for use and consider improvements that will be required (a wish list); also to develop survey questions for a resident survey of what the residents would like the Town Hall facilities to provide and what type of expenditures they would find acceptable. Chairman Heidtke will look into getting a structural engineer to study the barn. Also, if the American Legion is interested in renting the facility they would need to attend a meeting to present their thoughts and brain storm with the Town Board.
- G. Discussion and Possible Action – Barn Roof – Review of Bids and Project Award** – Motion by Huettl, seconded by Kufahl to awarding the Barn Roof contract to D&S Roofing and Gutters, LLC in the amount of \$18,840 for a white standing seam roof, and authorizing payment of 50% upon arrival and 50% upon completion. Motion carried.
- H. Discussion and Possible Action – “Un-vacating” Wausaukee Road** – Motion by Kufahl, seconded by Russell to adopt Resolution J-11-008, Rescinding Highway Order for Wausaukee Road. Motion carried. The Town Board agreed to discuss the shared road maintenance agreement they have with the Town of Cedarburg and confirmation on the length of the road at a future meeting.
- I. Discussion and Possible Action - Email for Town Elected Officials and Appointees** – No action; continue to have all email correspondence pass through the Town Clerk’s office for distribution to Town Board members.
- J. Discussion– Concealed Carry Law and Municipal Building Postings** – Clerk Oliver will look into pricing for four (4) 5x7 signs per the Wisconsin Towns Association example.
- K. Discussion - Transfer Station Update** – Supervisor Russell didn’t have anything new to report; the Washington County Sheriff Department continues to assist Constable Wille; Chairman Heidtke reported over thirty (30) permits have been issued since the enforcement actions have started.
- L. Discussion– Resolution to Adopt Employee Grievance Procedure** – A draft of the grievance procedure was reviewed. The Town of Trenton Chairman has been contacted to see if he would be interested in reciprocal agreement to fulfill the hearing officer requirement.
- M. Discussion – Attendance - Wisconsin Towns Association Annual Convention** – The Town Supervisors will review their schedules and let Clerk Oliver know if they plan to attend.
- N. Discussion and Possible Action – Valleywood Escrow Agreement** – Motion by Huettl, seconded by Russell to approve the Escrow Agreement Guaranteeing Public Improvements in the Valleywood Subdivision to the Town of Jackson. Motion carried. Motion by Huettl, seconded by Russell authorizing the establishment of the bank escrow account specified in the escrow agreement. Motion carried.

IV. Supervisors and Clerk Reports

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- A. Building Committee – Supervisors Hartwig and Kufahl** – Nothing additional to report.
- B. Highway Department – Chairman Heidtke** – Chairman Heidtke summarized the monthly highway department report.
- C. Weed Commissioner – Supervisor Huettl** – Supervisor Huettl reported the weeds at the Werni property on Pleasant Valley Road have not been clean up; the Clerk’s office should send a follow up letter. In response to a letter from Kevin Dittmar, Supervisor Huettl will meet with the developer of Twin Creeks if needed to identify areas with noxious weeds.
- D. Grounds - Supervisor Hartwig** – Supervisor Hartwig reported he will decorate for fall soon. Chairman Heidtke reported Wilmer Kannenberg will not continue to work on snow removal at the Town Hall facility; thru word of mouth a search for a replacement will begin.
- E. Buildings – Supervisor Kufahl** - Supervisor Kufahl had nothing additional to report.
- F. Transfer Station –Supervisor Russell** – Supervisor Russell had nothing additional to report.
- G. Chairman’s Report and Correspondence – Chairman Heidtke** – Chairman Heidtke summarized the drainage issues in El Camino subdivision; this will be a discussion item on a future agenda.
- H. Clerk’s Report and Correspondence – Clerk Oliver** – Clerk Oliver asked the Town board to review her note regarding recent attorney billings.

V. Future Agenda Items

VI. Announcements

- **Building Committee – September 14, 2011 7:00 PM**
- **Tentative - Special Town Board Meeting – September 22, 2011 7:00 PM**
- **Plan Commission – Note Date Change - September 21, 2011 7:00 PM;** the meeting date has been changed to September 29, 2011.
- **Other Announcements**

VII. Approval of Vouchers – Motion by Kufahl, seconded by Russell to approve the vouchers as presented. Motion carried.

VIII. Adjournment – Motion by Russell, seconded by Kufahl to adjourn. Motion carried.

Respectfully submitted,

Julia Oliver, Town Clerk

Minutes approved: _____