



**MINUTES OF THE REGULAR TOWN BOARD MEETING  
MAY 11, 2017**

1. **Call Meeting to Order, Pledge of Allegiance and Meeting Notice.** The meeting was called to order at 6:30 p.m. by Chairman Heidtke. The Pledge of Allegiance was recited. Clerk Oliver read the meeting notice into the record.
2. **Roll Call:** Chairman Ray Heidtke, Supervisors Paul Huettl, Dan Kufahl, Robert Hartwig (arrived at 6:34 p.m.) and Marcy Bishop were present. Also present was Attorney Tim Andringa, Town Engineer Matt Clementi and Town Clerk Julia Oliver.
3. **Approval of the Agenda:** Motion by Huettl, seconded by Bishop to approve the agenda. Motion carried.
4. **Approval of Minutes:** Motion by Bishop, seconded by Huettl to approve the minutes of the April 13, 2017 Town Board meeting and the April 28, 2017 Joint Town of Jackson and Village of Jackson Special Meeting. Motion carried.
5. **Closed session pursuant to Wis. Stats. § 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 Case No. 14-CV-897.** Motion by Bishop, seconded by Hartwig to move into closed session. Roll call vote: Huettl-aye, Kufahl-aye, Heidtke-aye, Hartwig-aye, Bishop-aye; motion carried. Heidtke invited Matt Clementi to join the closed session.
6. **Reconvene into Open Session.** Motion by Hartwig, seconded by Huettl to move into open session. Motion carried.  
  
Deputy Andrew Meier joined the meeting.
7. **Resident Comment.** Bill Saari, a member of JTRAA read a written statement related to agenda item 9; written copies were provided to each of the Town Board Supervisors.
8. **Attorney Tim Andringa; extension of time to resolve the boundary dispute/lawsuit with the Village of Jackson by an additional 90 days beyond the 270 days mentioned in the Statute.** Motion by Hartwig, seconded by Bishop to extend the time to mediate the boundary dispute/lawsuit with the Village of Jackson by an additional 90 days. Motion carried without a negative vote. Attorney Andringa noted the time will be extended 90 days from the original deadline of June 27, 2017.
9. **Resolution J-17-002 Approving Mediated Cooperative Plan Agreement Between the Village of Jackson and the Town of Jackson.** Motion by Bishop, seconded by Kufahl to adopt Resolution J-17-002, Approving the Mediated Cooperative Plan Agreement Between the Village of Jackson and the Town of Jackson, subject to finalizing the agreement exhibits. Motion carried with Heidtke, Kufahl, Hartwig and Bishop voting aye and Huettl voting nay. Attorney Andringa noted the Town Board is agreeing to the language in the agreement.

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- 10. Town Engineer Matt Clementi; Church Road engineering proposal.** Clementi presented a document outlining the tasks he could perform to fulfill the engineering certification requirement for the LRIP (TRIP) funding. Clementi told the Board he must certify the road work will have a minimum ten year life and he anticipates it would cost \$2,000 - \$2,500 for his work and an additional \$2500 for the required soil borings. During discussion a double chip seal was also considered; Clementi will look into this option.
- 11. Town Engineer Matt Clementi; Dead end Cedar Creek Road bridge repair and funding.** Clementi reported he has reviewed the funding application, which provides 80% (federal)/state funding and 10% county funding (the remaining 10% is paid by the local municipality). A cost estimate must be stated on the application which will include making accommodations for resident access during the project. Stantec work to prepare for the application process is estimated to cost in the range of \$5,000 - \$30,000. Clementi will continue to research the process.
- 12. Town Engineer Matt Clementi; PTS bond – warranty road repairs.** Clementi reported there are transverse cracks over 1” wide on Western Avenue. There is a significant longitudinal crack on Mill Road right over the trench area. Clementi stated that the Town has rights to the warranty that West Shore has with PTS. Clementi presented a draft of a letter he recommends sending to PTS informing them of the warranty issues and requesting a meeting. Motion by Bishop, seconded by Huettl directing Clementi to proceed with the request for and meeting with Steve Horn of PTS. Motion carried without a negative vote. Heidtke noted that Crack Filling Service has estimated the cost to crack fill the other road cracks at \$36,000 and they recommend seal coating over the crack filling.
- 13. Mike Soto, Continuum Architects + Planners; Town Hall remodeling project.** Soto presented the revised drawings to the Town Board which included the change in the center area ceiling. Kufahl noted that the board requested for the main doors to open out into a bumped out foyer. The Town Board will review the drawings and meet on May 18, 2017 at 6:00 PM with to further discuss the plans; Soto will join the meeting at 7:00 PM.
- 14. Estimates for rough-ins – Town Hall remodeling project.** No action.
- 15. Two parcel Certified Survey Map, Section 30, Quintin C. Schowalter and Ann Marie K. Schowalter Joint Revocable Living Trust dated January 8, 2003.** After review of the map, motion by Kufahl, seconded by Hartwig to approve the certified survey map for the Quintin C. Schowalter and Ann Marie K. Schowalter Joint Revocable Living Trust dated January 8, 2003. Motion carried without a negative vote.
- 16. Three parcel Certified Survey Map, Section 22, Eugene Kannenberg.** After review of the map, motion by Hartwig, seconded by Huettl to approve the certified survey map for Eugene Kannenberg. Motion carried without a negative vote.
- 17. Xerox copier lease for Zoning Administrator’s office.** Clerk Oliver reported the copier in the Zoning Administrator’s office has worn out. Motion by Kufahl, seconded by Hartwig to approve the five year lease of the Xerox B405DNM copier for the Zoning Administrator’s office. Motion carried without a negative vote.

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- 18. Transfer Station – applicants for part time positions.** After review of the applications, motion by Kufahl, seconded by Bishop to offer part time Transfer Station positions to Joseph Spaeth and Michael Schwengel at a starting rate of \$10 per hour. Motion carried without a negative vote.
- 19. Kirchhayn Country Club; Town Board support for parade, and one day permit to extend premise description for alcohol service and consumption.** Motion by Huettl, seconded by Hartwig to confirm Town Board support of the road closure for a parade on July 30, 2017, and to approve alcohol licensing with the expanded premise description on July 30, 2017. Motion carried without a negative vote. Supervisor Kufahl will be onsite for the parade/road closure.
- 20. Crossbow signage for archery range.** Clerk Oliver showed the Town Board the temporary signage that she currently posts on the archery range indicating crossbows should not be used, and asked if she should have more permanent signage made. Motion by Huettl, seconded by Kufahl directing the Clerk to get pricing for the crossbow signage, sign size should be approximately 16” X 22” and should be mounted on existing poles; if the sign can be made for \$200 or less then the sign should be ordered. Motion carried without a negative vote.
- 21. Zion Cemetery; cleanup and request from Bob and Ann Rohloff.** Clerk Oliver explained that the Rohloff’s have located some relatives in the Zion Cemetery located on Church Road. The Rohloff’s noted the cemetery could use some cleanup, and that some of the stones have toppled over. Oliver noted that the neighbor to the north has been mowing the grass in the cemetery. The Rohloff’s would like permission from the Town to clean up the cemetery and do some stone repair. After discussion the Town Board noted they appreciated the offer from the Rohloffs but that at this time the cemetery does not belong to the Town so the Town Board is not authorized to give permission.
- 22. Confirmation of Chairman Heidtke’s Committee and Commission appointments.** Motion by Huettl, seconded by Bishop to confirm Chairman Heidtke’s appointments: Dave Klug and John Bales to the Park and Planning Commission, Richard Roembke and Henry Rofritz to the Board of Appeals and Laurie McGraw to the Joint Parks and Recreation Committee. Motion carried without a negative vote. The appointments begin in June 2017. Heidtke noted he has not filled all positions and will continue to phone potential members. Additionally it was noted that supervisors Marcy Bishop and Bob Hartwig will sit on the Park and Planning Commission beginning in June 2017.
- 23. Treasurer’s Report.** Heidtke noted each Supervisor has been provided a print copy of the report; all were advised to forward questions to the Clerk or Treasurer. The written report provided by Treasurer Eilbes stated the April 2017 account balances are as follows: General Fund Checking \$102,969.97; General Fund Money Market \$1,117,058.62; Encumbered Funds-Highway Money Market \$154,738.83; Encumbered Funds-Building Money Market \$39,726.90; Property Tax Checking 396.39; Property Tax Money Market \$0; Park and Planning Checking \$4,4468.67; Park Fund Savings \$8,195.14; Cemetery Fund \$16,710.60.
- 24. Washington County Sheriff’s Department Report – Liaison Deputy Andrew Meier.** Deputy Meier provided an incident summary list for April 1, 2017 – May 1, 2017. Meier noted there are four offenders residing at the Cty NN address.
- 25. Washington County Board Report.** Hartwig reported the Fair Committee was given their startup funds.

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- 26. Highway Department Report.** Heidtke summarized the highway department report.
- 27. Transfer Station Report.** Nothing additional to report.
- 28. Buildings Report.** Nothing additional to report.
- 29. Noxious Weeds Report.** Bishop reported the noxious weed notice, with photos of the weeds has been added to the Town website.
- 30. Grounds Report.** Hartwig reported the mulch has been delivered; the park maintenance crew has over 60 yards to spread.
- 31. Washington County Comprehensive Advisory Committee Report.** Nothing additional to report.
- 32. Chairman's Report.** Heidtke reported that he received an email from County Roads Commissioner Schmidt asking if the Town would like to have a street light installed at the intersection of Sherman Road and County P; Heidtke noted we do not have any other intersections with lighting.
- 33. Clerk's Report.** Oliver reminded the Town Board of the Board of Review meeting on May 16<sup>th</sup>. Oliver has completed the insurance renewal questionnaire.
- 34. Communications and Announcements.** Nothing additional to announce.
- 35. Review of Bills and Authorization of Payment.** Motion by Huettl, seconded by Bishop to approve the vouchers. Motion carried.
- 36. Adjournment.** Motion by Bishop, seconded by Huettl to adjourn. Motion carried, meeting adjourned at 9:25 p.m.

Respectfully submitted,

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Julia Oliver, Town Clerk

Minutes Approved: \_\_\_\_\_

Next Resolution Number: J-17-003 Next Ordinance Number: J-17-002
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