



**MINUTES OF THE REGULAR TOWN BOARD MEETING  
APRIL 12, 2018**

1. **Call Meeting to Order, Pledge of Allegiance and Confirmation of Meeting Notice.** The meeting was called to order at 7:00 p.m. by Chairman Heidtke. The Pledge of Allegiance was led by Supervisor Kufahl. The meeting notice was read into the record by Clerk Oliver.
2. **Roll Call.** Chairman Ray Heidtke, Supervisors, Paul Huettl, Dan Kufahl, Robert Hartwig, and Marcy Bishop were present. Also present was Washington County Sheriff Deputy Andrew Meier and Town Clerk Julia Oliver.
3. **Approval of the Agenda.** Motion by Hartwig, seconded by Huettl to approve the agenda. Motion carried.
4. **Approval of the Minutes.** Motion by Bishop, seconded Huettl to approve the minutes of the March 8, 2018 Regular Town Board meeting and the March 28, 2018 Special Town Board meeting. Motion carried.
5. **Resident comment on any agenda item.** There were no comments.

6. **JAYBA Update: Field and Pavilion use, scoreboard landscaping, locks changed, parking in turn around area, handicapped parking, picnic tables, field maintenance, and weed control.** JAYBA Board members Aaron Wollman and Greg Winn appeared:

No Parking, drop-off and pickup only and handicapped signage – Heidtke confirmed two “No Parking, Pickup and Drop off only”, and two Handicapped Parking signs have been ordered and will be installed by the highway crew when they arrive. Heidtke asked JAYBA to provide a drawing or site identification of where they want the two handicapped parking spots located.

Lock replacement – JAYBA will provide purchasing information on the keyless entry for three doors to Clerk Oliver. Oliver will purchase the locks and have them installed. JAYBA will pay for the locks and the town will pay for the installation.

Scoreboard landscaping – JAYBA is still finalizing the plan but expect to construct a frame around the scoreboard base from landscaping timbers and fill the area with mulch. The project will be completed prior to the season start, around mid-May.

Field maintenance – JAYBA has hired an individual to perform field maintenance (prep, grooming, lining, garbage collection and a site contact for inclement weather field review); JAYBA will provide contact information for this individual, and certificates of insurance for liability and workers compensation in the next few days. JAYBA asked if the Town was aware that a players bench that had been dug out; Heidtke responded it was tilted and was would be reinstalled by the town hall maintenance crew.

Fertilizer and weed control – the Town Board reminded JAYBA that they must approve all chemicals applied to town grounds and that the application must be done by a licensed individual. JAYBA will research licensed companies and provide the information to the clerk.

Update on the JAYBA organization – there are 112 families participating, five teams in the J-Hawks group and sponsorship is up. The new board is trying to increase concession sales with member Krista Kuber overseeing the effort. Clerk Oliver noted the dishwasher has a broken valve that is leaking; JAYBA would like to use the dishwasher for clean-up. Motion by Huettl, seconded by Bishop authorizing the dishwasher repair. Motion carried without a negative vote. Oliver will ask the Town Board for further direction if it seems the cost of repair warrants considering replacement instead of repair. JAYBA has asked for the Town to repair the pavilion picnic tables.

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Heidtke noted he examined the tables and concluded the time has come to replace the tables. Heidtke provided price estimates for replacement with cedar boards and treated lumber boards. Motion by Huettl, seconded by Bishop to purchase materials for six new picnic tables with attached benches to be constructed out of metal (preferably coated steel) frames and treated lumber, assembly by the Town Hall maintenance crew. Motion carried without a negative vote.

Banner – JAYBA would like to post a banner during the season that welcomes people to the fields, and would additionally notify guest that they are in the correct location for JAYBA games. Motion by Huettl, seconded by Hartwig authorizing JAYBA to place a banner no larger than 3' tall by 8' long at ground level on the Town Hall grounds fields seasonally. Motion carried without a negative vote.

- 7. Confirmation of Chairman's appointments to commissions and committees.** Heidtke stated he has asked the following current members to continue:  
Park and Planning Commission – Randy Vogel, Arlyn Johnson  
Board of Appeals – Timothy Whitehouse, Mel Heckendorf  
Joint Village/Town Park and Recreation Group – Christa Weiss, Renee Kreiter  
Community Development Authority – Randy Vogel
- 8. Recycling contract with Advanced Disposal; the proposal from Waste Management.** Oliver reported that the one page contract she has in the file was dated 12/23/2008 and was signed by Louis Scheunemann. Oliver began requesting current contract information from Advanced Disposal in October 2017; no response was received nor information provided by Jason Johnson, Advanced Disposal account manager. Oliver emailed Advanced Disposal on March 26, 2018 to notify them the town would be discontinuing service and asked for Advanced to pick up their containers. In response Jason Johnson provided a second page to the contract and stated the town was under contract until December 2018. Johnson did offer an immediate discount of 15%. Oliver has notified Waste Management of the situation and has the file earmarked for September 1, 2018 to provide the cancellation notice. Oliver responded to Advanced Disposal that the Town would accept the 15% discount.
- 9. Road projects (continued), including LRIP project substitution.** Heidtke reported that he has a call into Brian Kober to discuss the draft agreement for cost sharing to reconstruct Cedar Creek Road from CTH P to the railroad tracks. Heidtke reported the submission of Jackson Drive as a substitution project for the 2016-2017 LRIP funds will be difficult because the road currently has a PASER rating of 7 and it must be below 7 to be an eligible project. Additionally, Heidtke is reluctant to do the amount of wedging recommended by Scott Construction on the road. The project substitution will be reconsidered after the road ratings this fall. Heidtke reported he spoke with A-1 Services regarding their work history and references. After discussion, motion by Kufahl, seconded by Huettl to award seal coat projects 1-7 to A-1 Services. Motion carried without a negative vote.
- 10. Town Hall Facility: remodeling project, north parking lot repair or replacement, and main parking lot sealing.** The Town Board reviewed the April 12<sup>th</sup> email and modified office layout drawing received from Kevin Dabrowski of Continuum Architects. Motion by Bishop, seconded by Hartwig authorizing Continuum to move forward with incorporating the changes to the construction documents. Motion carried without a negative vote.
- Discussion about the north parking lot repair/replacement and main parking lot sealing resulted in the agreement that the parking lot would not be sealed this year, and Heidtke will investigate and get a cost estimate to replace the north parking lot; it was agreed the north lot is beyond repair.
- 11. Transfer Station Placard Oversight.** Oliver said she has not received any transfer station incident reports to forward to Deputy Meier. Heidtke stated that Transfer Station supervisor Eickstedt has reported a problem with dumping during closed hours, particularly directly into the compactor. After discussion it was agreed Huettl will look into the cost of installing security cameras at the Transfer Station.

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- 12. Living Word Lutheran High School Service Project on April 23<sup>rd</sup>.** Living Word Lutheran High School contacted Heidtke to inquire if the Town would be interested in a group of 20 students volunteering on April 23<sup>rd</sup> as part of their Service Day. Projects being considered for the students are mulching, window washing, repair of pavilion picnic tables or sealing the patio picnic tables. After discussion it was agreed the town will request the students assist with the mulching and window washing on April 23<sup>rd</sup>. Clerk Oliver will confirm the details with Living Word. The Supervisors will drop off wheel barrows, rakes and shovels for the students to use.
- 13. Confirmation of Community Development Authority meeting timing and elected officer terms.** Heidtke read portions of the draft minutes from the February 27, 2018 Community Development Authority meeting. The CDA took action to suspend the rules and to hold a regular meeting every three years, and to elect the CDA Chairman and Vice-Chairman to three years terms. Motion by Bishop, seconded by Kufahl to confirm the actions taken by the Community Development Authority related to meeting timing and elected officer terms. Motion carried without a negative vote.
- 14. Resident request for broadband improvement.** Oliver shared emails from Angie and Brad Bartkus, 741 Cresthill Court. The Bartkuses request Town Board assistance securing reliable and fair priced internet service. After discussion the Town Board concurs that it would not be prudent for them to become involved in any utility service for residents; however should an opportunity arise the Town Board would support the addition of improved internet service for Town residents.
- 15. Washington County Sheriff's Department Report – Liaison Deputy Andrew Meier.** Meier provided written reports for February and March. Heidtke stated he has received calls about speeders; Meier replied that reporting the information to the Sheriff's department is the best method to keep a record of incidents.
- 16. Washington County Board Report.** Heidtke reported his last meeting as a County Supervisor will be April 17<sup>th</sup>. Heidtke congratulated Bishop on her successful election as a Washington County Supervisor and Hartwig on his re-election; nine of the twenty-six County Supervisor seats will have new representatives. Hartwig reported he attended the informational meeting at the County on April 11<sup>th</sup>.
- 17. Washington County Comprehensive Plan Advisory Committee.** Huettl had nothing new to report.
- 18. Treasurer's Report.** The written report provided by Treasurer Eilbes stated the March 2018 account balances are as follows: General Fund Checking \$22,840.41; General Fund Money Market \$1,356,842.67; Encumbered Funds-Highway Money Market \$154,880.91; Encumbered Funds-Building Money Market \$39,745.14; Property Tax Checking \$218.18; Property Tax Money Market \$0; Park and Planning Checking \$6,569.15; Park Fund Savings \$10,999.83; Cemetery Fund \$16,718.28.
- 19. Highway Department Report.** Heidtke summarized the highway department report provided by Eickstedt.
- 20. Transfer Station Report.** Huettl had nothing additional to report.
- 21. Buildings Report.** Kufahl had nothing additional to report.
- 22. Noxious Weeds Report.** Bishop had nothing additional to report.
- 23. Grounds Report.** Hartwig had nothing additional to report.
- 24. Chairman's Report.** Heidtke had nothing additional to report.
- 25. Clerk's Report.** Oliver congratulated Supervisor Hartwig on his re-election to the Town Board and Joe Kufahl on being elected to his first term. The final reminder for residents to renew their dog licenses will be mailed Friday; the next step after the final reminder is the requirement to turn the list of unlicensed dogs over to the Washington County

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District Attorney. Oliver reported a sewing group would like to meet at the town hall every Tuesday from 8:00 a.m. to 3:00 p.m.; Oliver recommends a fee of \$40 per meeting to cover the cost of the custodian and utilities. The Town Board concurred this was an acceptable amount to charge. Oliver passed around photos provided by the Jackson Explorers from their auction event on March 28<sup>th</sup>.

**26. Communications and Announcements.** The Annual Meeting will be held April 17, 2018 at 7:00 p.m. and a brief Special Town Board meeting will be held on April 25, 2018 at 7:00 p.m. for public hearings on two zoning changes.

**Chairman Heidtke called for a brief recess to converse with the two high school students attending the meeting.**

**27. Review of Bills and Authorization for Payment.** Motion by Huettl, seconded by Bishop to approve the vouchers as presented. Motion carried.

**28. Adjournment.** Motion by Huettl, seconded by Hartwig to adjourn, Motion carried, meeting adjourned.

Respectfully submitted,

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Julia Oliver, Town Clerk

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

Next Resolution Number: J-18-006 Next Ordinance Number: J-18-001
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