



**MINUTES OF THE REGULAR TOWN BOARD MEETING  
SEPTEMBER 13, 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 recited. The meeting notice was confirmed.
- 2. Roll call.** Chairman Ray Heidtke, Supervisors, Joe Kufahl, Paul Huettl, Robert Hartwig, and Marcy Bishop were present. Also present was Zoning Administrator Gordon Hoffmann, Park and Planning Commission member Arlyn Johnson, Sheriff Deputy Andy Meier and Town Clerk Julia Oliver.
- 3. Approval of the agenda.** Motion by Hartwig, seconded by Bishop to approve the agenda. Motion carried.
- 4. Approval of the minutes.** Motion by Huettl, seconded Bishop to approve the minutes of the August 9, 2018 Regular Town Board meeting. Motion carried.
- 5. Resident comment on any agenda item.** There were no comments.
- 6. New Operator licenses – Kenzie Jeske, Brady Curtis and Cory Betz.** Motion by Huettl, seconded by Hartwig to approve operator licenses for Kenzie Jeske, Brady Curtis and Cory Betz. Motion carried without a negative vote.
- 7. Public Hearing 7:05 p.m. – amendments to Section 4.0 of the Zoning Ordinance.** Heidtke opened the public hearing and Arlyn Johnson provided a brief summary of what conditional uses are and how WI Act 67 has limited the local government ability to control conditional use permits. Shawn Maney asked about the effect the amendments would have on current CUP's, the annual fees associated with renewal of a CUP, what caused the need to change the current code – did Act 67 cause drastic changes, and why some of the uses specified in the amendments have specifics noted but other amendments do not. Mary Jo Witte asked if the purpose of the amendments was to tighten up the code due to past experiences and to keep the local town control as it currently stands. James Jens asked if public hearings would still be required.
- 8. Close Public Hearing.** Motion by Huettl, seconded by Hartwig to close the public hearing. Motion carried without a negative vote.
- 9. Ordinance changes and amendments to Section 4.0 of the Zoning Ordinance concerning Conditional Uses in light of 2017 WI Act 67.** Motion by Kufahl, seconded by Huettl to refer the proposed changes and amendments to Section 4.0 of the Zoning Ordinance back to the Park and Planning Commission to add language clarifying the Conditional Use Permit renewal and review process, including renewal notifications and fees. Motion carried without a negative vote.
- 10. Jessica Gerek, Waste Management.** Gerek presented the proposal for recycling services for the Town of Jackson and stated the terms of the contract are similar to the contract for waste service. Motion by Huettl, seconded by Kufahl to contract with Waste Management for recycling service effective December 23, 2018. Motion carried without a negative vote. Clerk Oliver is directed to provide cancelation notice to Advanced Disposal.

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- 11. Certified Survey Map – Stanley and Patricia Steinike.** Motion by Bishop, seconded by Huettl to approve the certified survey map for Stanley and Patricia Steinike. Motion carried without a negative vote.
- 12. Road projects, update.** Heidtke reported he met with Mike Strobel from Payne & Dolan and the pulverizing/base course work on Cedar Creek Road from CTH P to the railroad tracks will begin next week. The Village has hired Payne & Dolan to place the 5' wide bike/walking path adjacent to the new road surface. The Village work on Cedar Creek Road from the railroad tracks to and including a portion of Jackson Drive has been postponed because the Bielinski subdivision project is not finalized; as a result the town highway crew will spray patch Cedar Creek Road from the railroad tracks to Jackson Drive. Heidtke stated the bridge on dead end Cedar Creek has been reinforced with the steel plates as required for the building project.
- Heidtke would like to have a discussion at the next meeting about a new ordinance that would address town employees completing work in the town right of way that has occurred due to homeowner negligence, and if the town should bill the homeowner for the work. The discussion is precipitated because of the large number of dead or dying ash trees that are falling into the right of way during storms. Oliver will create a rough draft of the ordinance for the discussion.
- 13. Joint Village/Town Planning Group.** No action.
- 14. JAYBA scoreboard landscaping, update.** Oliver forwarded a design for the base of the scoreboards to Greg Winn (JAYBA) after it was emailed to the Town Board for comments. Oliver read the response email she received from Greg Winn which included a note of thanks for the drawing and also a list of items that JAYBA would like the town to work with them on improving. After discussion Oliver was directed to notify JAYBA that they should start meeting with the Park and Planning Commission regarding improvements.
- 15. Appoint tabulators for the November General Election.** Oliver noted that a strong turnout for the election is expected and it would be very helpful to have tabulators at the end of the night to assist with physically counting the ballots. Motion by Hartwig, seconded by Kufahl to appoint Mark Tews, Marcy Bishop and Paul Huettl as tabulators for the November 6, 2018 General Election. Motion carried without a negative vote.
- 16. 2019 Budget, preliminary discussion.** Oliver provided the proposed changes to the 2019 fee schedule for review. Motion by Huettl, seconded by Bishop to approve the 2019 fee schedule and change in transfer station hours. Motion carried without a negative vote. Oliver provided information on the employment cost index summary. After discussion Oliver was directed to provide a draft of the wage rates considering a 2.3% increase across the board except for transfer station and recycling which should be raised \$2.00 per hour and part time snow plow drivers should be raised \$3.00 per hour.
- 17. Scout facility use September 28 – 30, 2018.** Oliver reported that a local Boy Scout troop has requested to use the Town Hall facility and grounds for a camp out; they had reserved a space at Long Lake but recent storm damage has temporarily closed the facility. After discussion and a Town Board request that the Scouts consider using the pavilion rather than the main building, motion by Huettl, seconded by Bishop to allow the Scouts to use the facility on September 28 – 30, 2018 for a campout. Motion carried without a negative vote.

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- 18. Washington County Sheriff's Department report – Liaison Deputy Andrew Meier.** Meier provided an incident summary list for August 2018. Meier noted there is only one sex offender currently living at the house on CTH NN, and there will be a new sex offender relocating into the Town of Jackson from the State of Florida on September 14, 2018 to reside with his parents. Once the Florida offender has registered with the WI Department of Corrections, door to door notification will be made to the neighbors by deputies.
- 19. Washington County Board Report.** Hartwig and Bishop reported that at the September meeting two recent retirees were recognized, the WOW (Waukesha, Ozaukee and Washington Counties) affiliation was approved, there was a lengthy closed session on the purchase of a Freiss Lake property in order to expand Glacier Hills and there was a discussion on vision and values as Washington County undertakes the rebranding process.
- 20. Washington County Comprehensive Plan Advisory Committee report.** Huettl stated the committee has not had a meeting since he last reported.
- 21. Washington County Bicycle and Pedestrian Advisory Committee.** Bishop reported they had a public workshop and additional input was received through the WIKI maps program. A summary of the findings indicated a preference for wider roads to accommodate bicycles and pedestrians rather than separate paths.
- 22. Treasurer's report – August 2018.** The written report provided by Treasurer Eilbes stated the August 2018 account balances are as follows: General Fund Checking \$100,933.65; General Fund Money Market \$1,255,169.25; Encumbered Funds-Highway Money Market \$214,949.47; Encumbered Funds-Building Money Market \$99,758.28; Property Tax Checking \$0; Property Tax Money Market \$0; Park and Planning Checking \$5,000.05; Park Fund Savings \$0; Cemetery Fund \$16,721.79.
- 23. Highway Department Report.** Chairman Heidtke summarized the highway department report provided by Eickstedt. Heidtke stated the highway crew has been spray patching, a significant amount of time was spent chipping brush and repairing washed out shoulders following the recent storms and Scott Construction has completed the chip sealing projects.
- 24. Transfer Station Report.** Supervisor Huettl reported additional workers are need; help wanted advertising is needed; additionally the wage rate must be increased to attract workers. Huettl will be working on the video camera installation in order to monitor Transfer Station activity.
- 25. Buildings Report.** Supervisor Kufahl reported he spoke with a resident who is unhappy about the Town Hall restrooms being closed to the public on Election Day and during tax collection. Oliver reported she has consulted with the State building inspection office on the issue and has also placed the question on the clerk network to see how others with old buildings handle the issue. The situation will need further discussion.
- 26. Noxious Weeds Report.** Supervisor Bishop had nothing additional to report.
- 20. Grounds Report.** Supervisor Hartwig had nothing new to report but noted the grass is growing fast and there are still wet areas and many mosquitos.
- 27. Chairman's Report.** Chairman Heidtke had nothing additional to report.

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- 28. Clerk's Report.** Oliver reminded those registered of the WTA Workshop in Ripon on September 18<sup>th</sup> in Ripon and that departure from the Town Hall would be between 6:15 and 6:30 a.m. The Eagle Scout bat house project has been postponed until November. A follow-up letter was sent asking the Matuszczak's to submit the required permit application for the work they completed in the town right-of-way. Spring Valley donated \$500 to the Town Hall parking lot paving project. Chairman Heidtke returned the State bridge contract and now the scheduling will proceed. Oliver noted the Wisconsin Elections Commission is requiring all clerks to complete six sessions of election security training prior to the November election.
- 29. Communications and Announcements.** Heidtke shared a thank you note from Milt Wille's family and noted Milt had served as Town Constable for fifty-two years. Huettl would like the next agenda to have "the addition of Transfer Station employees" as an item.
- 30. Review of Bills and Authorization for Payment.** Motion by Huettl, seconded by Hartwig to approve the vouchers as presented. Motion carried.
- 31. Adjournment.** Motion by Huettl, seconded by Hartwig to adjourn, Motion carried and the meeting was adjourned at 9:07 p.m.

Respectfully submitted,

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Julia Oliver, Town Clerk

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

Next Resolution Number: J-18-007  
Next Ordinance Number: J-18-003