



**MINUTES OF THE REGULAR TOWN BOARD MEETING
JUNE 13, 2019**

1. **Call meeting to order, Pledge of Allegiance.** The meeting was called to order at 7:00 p.m. by Chairman Heidtke. The Pledge of Allegiance was recited.
2. **Roll call.** Chairman Ray Heidtke, Supervisors Joe Kufahl, Paul Huettl, Robert Hartwig and Marcy Bishop were present. Also present was Sheriff's Deputy Andrew Meier, Town Engineer Matthew Clementi, Town Highway Supervisor Ron Eickstedt and Town Clerk Julia Oliver.
3. **Approval of the agenda.** Motion by Huettl, seconded by Hartwig to approve the agenda. Motion carried.
4. **Approval of the minutes.** Motion by Bishop, seconded Huettl to approve the minutes of the May 9, 2019 Regular Town Board meeting, the May 14, 2019 Special Town Board meeting and the May 14, 2019 Board of Review meeting. Motion carried.
5. **Resident comment on any agenda item.** There were no comments.
6. **2019-2020 alcohol licensing.** New operator license applicant Benjamin Brekke appeared and introduced himself to the Town Board; the two other new operator licenses applicants did not appear. Motion by Hartwig, seconded by Huettl to approve the alcohol licensing per the presented list, with the exception of new applicants Jacob Jessel and Denise Sue Auler. Motion carried without a negative vote.
7. **Lannon Stone Letter of Credit.** Heidtke explained that Attorney Andringa has reviewed the draft letter of credit proposed by Lannon Stone, as well as the Conditional Use Permit; Andringa noted several concerns and has made recommended changes. After discussion, motion by Huettl, seconded by Kufahl to return the Conditional Use Permit and associated Letter of Credit to the Park and Planning Commission for their review and recommendation. Motion carried without a negative vote.
8. **Road bids for chip sealing.**
9. **Road bids for TRIP project – Church Road.**
10. **Bids for chip sealing the Town Garage parking lot.**

Items 8, 9 and 10 :

Heidtke stated it would be most efficient to open all of the submitted bids in order to discuss the projects and the budgeted funds in total. Heidtke opened bids from Fahrner Asphalt Sealers, LLC who bid on the chip sealing, Scott Construction, Inc. who bid on the chip sealing, Stark Pavement Corporation who bid on the TRIP pulverize and binder course project and Payne & Dolan, Inc. who bid on the TRIP pulverize and binder course project. After discussion, motion by Huettl, seconded by Kufahl to award chip sealing project #1 Whitetail Trail and Red Fox Lane, and # 2 Appellation Ridge subdivision (all roads) to Fahrner Asphalt Sealers, LLC at \$1.78 per square yard for a total of \$53, 617.16. Motion carried without a negative vote. Motion by Huettl, seconded by Hartwig to award chip sealing project #3 Town Garage Parking Lot, including the driveway to the recycling center to Scott Construction, Inc. at \$2.00 per square yard for a total of \$13,000. Motion carried without a negative vote. Motion by Huettl, seconded by Bishop to award TRIP project, Pulverize and Binder Course #1 Church Road from Sherman Road to CTH T at \$59.80 per ton for a total of \$126,776 plus the additional cost for driveway access, Geiger Court entrance as well as the

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acceleration/deceleration area. Motion carried without a negative vote. It was noted the cost of shouldering and striping for this project will be in addition to the pulverizing and binder course. Heidtke reminded the board members that there may be additional prorated town expenses related to the Village of Jackson projects in the area of Cedar Creek Road and Jackson Drive.

- 11. Dead end Cedar Creek Road Bridge – engineering firm selection.** Town engineer Matt Clementi provided a memo to the Town Board which explained the process followed to make a recommendation to the Town Board for the bridge design consultant for the replacement bridge on dead end Cedar Creek Road. Clementi explained the review and evaluation process well as the criteria used on the rating sheet. Clementi recommended MSA as the bridge design consultant based on overall scoring and their experience with similar projects. Motion by Huettl, seconded by Hartwig that the town select MSA as the bridge design consultant for the Cedar Creek Road Bridge. Motion carried without a negative vote. Clementi will let the participants know who the Town Board selected, he will contact WisDOT regarding the MSA selection and he will contact County Highway Commissioner Scott Schmidt to see when the town should submit their request for County bridge aid as part of the project.
- 12. Establish committee to evaluate road and right of way charges.** Heidtke explained that he would like to establish a committee to review the issues that occur in the town right of way such as private resident diseased or dead trees that fall into the right of way, and replacement of culverts in the right of way. Heidtke will lead the committee which will include Paul Huettl, Ron Eickstedt and Gordon Hoffmann.
- 13. Replacement news print recycling hauler for Champion.** Huettl explained that newspaper for recycling has been placed in a trailer owned by Champion Insulation. Champion will pull their trailer out of the Transfer Station on June 30, 2019 because it is no longer cost effective. Huettl met with American Metal & Paper Recycling and they will place a container next to the metal bin at the Transfer Station for newspaper collection. American Metal & Paper will charge the town \$300 every time the bin is exchanged. Motion by Huettl, seconded by Kufahl to proceed with American Metal & Paper Recycling for newsprint collection at a cost of \$300 each time the collection bin is exchanged and no rental fee. Motion carried without a negative vote.
- 14. Resolution J-19-002, *Update resolution for the Wisconsin Public Employers Group Health Insurance Program.*** Oliver explained that the Employee Trust Fund has asked all participants to update their resolutions because ETF updated their manual. Motion by Hartwig, seconded by Kufahl to adopt Resolution J-19-002. Motion carried without a negative vote.
- 15. Pets in Town Hall Park.** Oliver reported that the park maintenance men have been experiencing a greater amount of dog waste being left in the park, and they are particularly concerned when it is found in the playground area. Additionally Oliver has received complaints about dogs not being on a leash at the playground or during ball games. Oliver showed the board samples of signage that Lange Enterprises provided which could be posted to remind users of the park the rules related to pets. Motion by Huettl, seconded by Bishop authorizing Oliver to purchase three green pet waste and leash reminder signs from Lange Enterprises for posting in the Town Hall Park. Motion carried without a negative vote.
- 16. In kind donation for JAYBA.** Oliver reported that she told JAYBA that the Town Board suggested they complete the work on the gravel paths that JAYBA had previously stated needed to be graded, as an in-kind donation. JAYBA replied that they are not interested in doing that project. After discussion the Town Board decided to table further discussion about the in-kind donation until after the season.

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- 17. Establish a committee to evaluate charging JAYBA for repairs to pavilion equipment during use, and user fee(s) for field and pavilion use.** After discussion, Oliver is directed to have it put on the Parks and Planning Commission agenda for review and recommendation.
- 18. Approval to order replacement for vandalized playground slide.** Oliver reported the replacement slide will cost \$450 plus freight and \$300 for installation. Motion by Bishop, seconded by Huettl to approve the purchase of the replacement slide. Motion carried without a negative vote.
- 19. Replacement posting boards.** Oliver provided information on new posting boards for the three locations in the Town of Jackson. The condition of the posting boards has been deteriorating and they need to be replaced; the boards have previously been repaired and rebuilt. The replacement price for all three boards is currently be \$2,397 because they are on sale. Oliver noted the situation isn't critical but will need to be addressed. The consensus of the board is to report back where the funds for the replacements would come from since this isn't a budgeted item.
- 20. Badger Books purchase for elections.** Oliver reported that she would like the town board to consider the purchase of two or three Badger Books for use at the elections. Oliver will attend a training class on the product in August at the Clerk's annual convention and she will report back with an update. Oliver noted the purchasing window is October 1 – 31, 2019 and the cost would be approximately \$2,100 for each machine. Oliver noted that in Washington County the Town of Trenton, Village of Jackson and Village of Slinger are utilizing Badger Books.
- 21. Washington County Sheriff's Department report – Liaison Deputy Andrew Meier.** Meier provided an *Incident Summary List* for the period of 5/1/19 thru 5/31/19 and noted there were 161 calls. Meier reported there hasn't been much going on but a theft of a child's tricycle was reported on Center Road. Meier also stated there are currently three residents at the house on CTH NN, but only one resident is a registered sex offender.
- 22. Washington County Board report.** County Supervisors Hartwig and Bishop reported on the lengthy discussion and vote (which failed) related to the change to a County Executive from a County Administrator. The ownership of the Old Washington County Court House has been passed to the Washington County Historical Society; currently an endowment fund is being established to provide for continued maintenance. The Bikeway and Trail network proposal passed. Bridge aid for the Town of Kewaskum passed. A solar panel pilot program on land near the County Highway Shop was discussed; the twelve acres will be rented by WE Energies and solar panels will be installed. A new special assessment is being proposed to cover the cost of inspecting the estimated 26,000 POWTS in the County; a public hearing will be announced soon.
- 23. Washington County Comprehensive Plan Advisory Committee report.** Supervisor Huettl had nothing new to report.
- 24. Treasurer's report – May 2019.** The written report provided by Treasurer Eilbes stated the May 2019 account balances are as follows: General Fund Checking \$76,797.62; General Fund Money Market \$983,322.40; Encumbered Funds-Highway Money Market \$396,145.51; Encumbered Funds-Building Money Market \$377,523.84; Property Tax Checking \$0; Park and Planning Checking \$8,500.57; Cemetery Fund \$16,728.05.

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- 25. Highway Department report.** Chairman Heidtke summarized the highway department report provided by Eickstedt.
- 26. Transfer Station report.** Supervisor Huettl had nothing additional to report.
- 27. Buildings report.** Supervisor Kufahl had nothing to report. Heidtke stated he is working on the drawings for the expansion of the offices and changes to the board room. Heidtke reported the dining room windows replacement project is on the installer's schedule. Once Heidtke and the installer meet the windows will be ordered.
- 28. Noxious Weeds report.** Supervisor Bishop reported she had a complaint about garlic mustard on a property and has a call into the mortgage company to get permission to cut it down. Bishop noted she attended the Washington County Heroin Task Force breakfast and explained steps being taken to keep younger people away from drugs and alcohol (specifically noted beer gardens), because the damage to a brain is more significant when the person is younger, and also there is a greater chance of addiction.
- 29. Grounds report.** Supervisor Hartwig had nothing additional to report.
- 30. Chairman's report.** Chairman Heidtke reported he received a thank you note from the Wille family.
- 31. Clerk's report.** Oliver reported the insurance renewal information from The Horton Group was received and the 2019-2020 increase is only \$123 for the year. Gillitzer Electric has been called to work on the dining room outlets because of issues experienced by the quilting groups; also he will be providing a firm proposal on the parking lot lights repair and fixture upgrade. Attorney Andringa will prepare a resolution to discontinue the Town involvement in the Joint Planning Group. The 2019 recycling grant was received in the amount of \$7,648.15. Lannon Stone donated 104.15 tons of screenings for the pavilion driveway filling and grading. Mike Soto has notified the State that the town will not be proceeding with the Town Hall remodeling project. The apartment tenant asked permission to add an antenna so he can receive internet; I did give him the okay. The ash tree in front of the Town Hall is showing quite a bit of branch die-off so the maintenance guys will be doing some trimming and Wachtel Tree Science will be called. As an update, Ned Farley has not started the cemetery project yet because he is waiting for approval by the Office of the State Archaeologist.
- 32. Communications and announcements.** Huettl asked if future consideration could be given to changing the Thursday evening Transfer Station hours to Wednesday evening, Also he would like the board to reopen withdrawing from the Community Center agreement, Bishop would like to move forward with the cameras for the Transfer Station; Huettl noted it will require professional installation.
- 33. Review of Bills and Authorization for Payment.** Motion by Huettl, seconded by Hartwig to approve the vouchers as presented. Motion carried.
- 34. Adjournment.** Motion by Huettl, seconded by Kufahl to adjourn. Motion carried and the meeting was adjourned.

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Respectfully submitted,

Julia Oliver, Town Clerk

Minutes Approved: _____

Next Resolution Number: J-19-003 Next Ordinance Number: J-19-003
