



**MINUTES OF THE REGULAR TOWN BOARD MEETING
FEBRUARY 13, 2020**

- 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 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 Huettl, seconded Bishop to approve the minutes of the January 9, 2020 Regular Town Board meeting. Motion carried.
- 5. Resident comment on any agenda item.** There were no comments.
- 6. Consider Transfer Station applicant.** Heidtke shared the information from Peter Fulton's application. After discussion, motion by Kufahl, seconded by Bishop to offer a part time transfer station position at the same rate of pay as the current transfer station workers, to Peter Fulton. Motion carried without a negative vote.
- 7. Update on town hall remodeling projects.** Heidtke reported that the previously approved window replacement for the board room with SEMCO Windows will need to be reconsidered because the SEMCO Company has declared bankruptcy. Heidtke had Zuern rebid the project using Marvin Windows; additionally he had the windows in the two front rooms upstairs added to the bid. After review of the bid documents and discussion, motion by Huettl, seconded by Hartwig to approve the purchase of Marvin windows as proposed, not to exceed \$10,000. Motion carried without a negative vote. Heidtke explained it will take about a month for the windows to arrive and in the meantime he will get installation bids from Chuck Luedtke (Chuck installed the dining room windows,) and at least one other contractor by the March regular town board meeting.
- 8. BCPL loan application and resolution.** Oliver explained she requested the loan application packet from the Board of Commissioners of Public Lands. Oliver questioned the application terms and found that the BCPL no longer issues loans with a one year term. The BCPL contact stated that the loan could be prepaid without penalty, but that would require notification prior to the issuance of the loan annual invoice. Oliver contacted the Wisconsin Towns Association to confirm that the town could levy for a prepayment and she was referred to the Wisconsin Department of Revenue. Oliver spoke with Andrea Newman-Wilfong at the WI DOR and was told that the Wisconsin Statutes does not allow for a prepayment to be levied. Oliver reported she will be contacting local lending institutions about a one year loan.
- 9. 2020 Road Projects.** Heidtke stated he would like to bid out the final lift of asphalt for Cedar Creek Road from the railroad tracks west to CTH P. Heidtke stated getting the bid out early would allow for the town to evaluate what amount of money might be available for any remaining road work in 2020. Motion by Huettl, seconded by Bishop to bid out the final lift of asphalt for Cedar Creek Road from the railroad tracks to CTH P. Motion carried without a negative vote.

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- 10. Washington County Sheriff's Department report – Liaison Deputy Andrew Meier.** Meier provided written *Incident Summary Lists* for the period of 1/1/2020 – 1/31/2020. Meier noted there were three residents living at the house on CTH NN. Meier also provided the town board with a map of *Washington County Accident Severity 2014-2018 Jackson*, which displayed the accident count and accident severity in Jackson for the years 2014-2018.
- 11. Washington County Board report.** Supervisors Hartwig and Bishop reported on the recent meeting; capital improvement projects for 2020-2024 included CTH E, U, K and Q road projects, the approval to give 31.38 acres of the Lizard Mound Park to the State of Wisconsin Department of Natural Resources and to reduce the County Board size to twenty-one supervisors which would occur in 2022 after the Census and redistricting.
- 12. Treasurer's report – January 2019.** Heidtke referred to the written report provided by Treasurer Eilbes that was distributed. The January 2020 account balances are as follows: General Fund Checking \$101,610.60; General Fund Money Market \$1,206,078.29; Encumbered Funds-Highway Money Market \$396,411.40; Encumbered Funds-Building Money Market \$377,777.25; Property Tax Checking \$1,749,423.58; Park and Planning Checking \$9,201.15; Cemetery Fund \$16,733.698.
- 13. Highway Department report.** Chairman Heidtke reported there is 100 tons of salt left to take under the current contract commitment but we do have additional salt available in the reserve which we may use to fill the salt shed at the end of the season. All the town trucks are in pretty decent shape, and truck #18 and truck #14 just were in the shop for repairs. Kufahl asked if we need to send highway employees for training due to the new flagging standards.
- 14. Transfer Station report.** Supervisor Huettl had nothing additional to report.
- 15. Buildings report.** Supervisor Kufahl had nothing additional to report.
- 16. Chairman's report.** Chairman Heidtke reported the town received the annual notification from Riveredge Nature Center about their bike ride and summarized the brownfield program - Gehl site redevelopment. Heidtke called attention to the informational letter from the WTA about livestock siting, and the change of the annual Clean Sweep program to the new program for Washington County residents to utilize the Veolia Environmental Services disposal site in Menomonee Falls throughout the year. Also Heidtke noted the flyer on the 2019 Novel Coronavirus, the letter from Attorney Andringa related to the Lodwick non-compliance and the Grota Appraisals newsletter.
- 17. Clerk's report.** Oliver reported that the town has made a claim through the WI DOR Unclaimed Property program, the town fax phone line is out of service, an advisory letter from Attorney Riffle was forwarded to all town board supervisors, there is a squirrel causing damage to the building around the exterior office entrance door, and the Wisconsin Elections Commission just provided updated direction related to the "A" and "B" absentee ballots – the "A" ballots are only being mailed to military and overseas voters in order to meet the 47 day deadline.
- 18. Closed Session pursuant to Wis. Stats. §19.85(1)(c), considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.** Motion by Huettl, seconded by Kufahl to go into Closed

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Session. Roll call vote: Kufahl - aye, Huettl – aye, Heidtke – aye, Hartwig – aye, Bishop – aye, motion carried.

Motion by Hartwig, seconded by Huettl to return to Open Session. Roll call vote: Kufahl - aye, Huettl - aye, Heidtke - aye, Hartwig - aye, Bishop - aye, motion carried.

Action: motion by Bishop, seconded by Huettl to proceed with action per discussion and begin personnel expenditure reduction by having the town hall office open four days per week effective April 24, 2020.

19. Communications and announcements. Nothing additional.

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

21. Adjournment. Motion by Huettl, seconded by Hartwig to adjourn. Motion carried and the meeting was adjourned.

Respectfully submitted,

Julia Oliver, Town Clerk

Minutes Approved: _____

Next Resolution Number: J-20-001 Next Ordinance Number: J-20-001
