



**MINUTES OF THE REGULAR TOWN BOARD MEETING
JUNE 11, 2020**

- 1. Call meeting to order, Pledge of Allegiance and announcement of meeting notice.** The meeting was called to order at 7:00 p.m. by Chairman Heidtke. The Pledge of Allegiance was recited. Clerk Oliver confirmed the meeting notification.
- 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 Clerk Julia Oliver.
- 3. Approval of the agenda.** Motion by Huettl, seconded by Bishop to approve the agenda. Motion carried.
- 4. Approval of the minutes.** Motion by Huettl, seconded Kufahl to approve the minutes of the May 14, 2020 Regular Town Board meeting. Motion carried.
- 5. Resident comment on any agenda item.** There were no comments.
- 6. 2020 Road Projects; open seal coating road bids and award road work if applicable.** Heidtke opened bids received from Fahrner Asphalt Sealers and Scott Construction. For the El Camino subdivision Scott Construction bid pea stone @ \$1.99 for a total price of \$33,766.32, fractured stone @ \$1.90 for a total price of \$32,239.20, coated pea stone @ \$2.45 for a total price of \$41,571.60 and granite chips @ \$1.94 for a total price of \$32,917.92. Fahrner Asphalt Sealers bid pea stone @ \$1.76 for a total price of \$30,900.32, fractured granite stone @ \$1.88 for a total price of \$33,007.16 and coated pea stone @ \$2.40 for a total price of \$42,136.80. After discussion, motion by Kufahl, seconded by Hartwig to award the El Camino subdivision chip seal project to Scott Construction for \$32,917.92, specifying black granite chips, and that a letter will be sent by Scott Construction to the homeowners in the subdivision prior to the start of work explaining the upcoming project. Motion carried without a negative vote.
- 7. 2020-2021 Liability, Property, Auto and Workers Compensation insurance.** Insurance proposals were received from the current provider The Horton Group and from Rural Mutual. The Horton Group proposal included coverage and premiums as follows: Property \$4,515, Inland Marine \$737, Crime \$88, General Liability \$3,187, Law Enforcement Activity Liability \$0 - included, Public Officials and Management Liability \$4,658, Cyber Liability and Privacy Crisis Management Expense \$0 – included, Commercial Auto \$4,061, Excess Liability \$2,094, and Workers Compensation \$8,611, for a total premium of \$27,951. Horton agent Michelle Strauss provided the board with some points to consider when comparing proposals. The Rural Mutual proposal included coverage and premiums as follows: Commercial Property \$4,597, Comprehensive Business Liability \$3,505, Commercial Umbrella \$1,184, Workers Compensation \$8,235, (and a Farm Bureau membership of \$55), for a total premium of \$17,576. After discussion, motion by Huettl, seconded by Kufahl to accept the Rural Mutual Insurance proposal for the town insurance coverage for 2020-2021 in the amount of \$17,576. Motion carried without a negative vote.
- 8. 2020-2021 Alcohol Licensing.** Clerk Oliver reported there are no new applicants for Agent or Operator Licenses, all have been licensed in the Town of Jackson previously. Clerk Oliver confirmed that there were no concerns noted during the criminal history checks. Motion by Hartwig, seconded by Bishop to approve the alcohol licenses for the applicants as presented (see listing). Motion carried without a negative vote.

**MINUTES OF THE REGULAR TOWN BOARD MEETING
JUNE 11, 2020
PAGE 2**

- 9. Firearm business – Stefan Finster, 3628 Summer Drive.** Finster appeared and provided the documentation requested by the Park and Planning Commission which notified his neighbors of his intent to operate a firearms business from his home and specified his inventory will not exceed 50 guns at any given time and all inventory will be under lock and key. Additionally, the notification stated visitor traffic will be kept at a minimum and will not exceed an average day or weeks' worth of traffic or parking; none of the neighbors opposed his business. Motion by Huettl, seconded by Kufahl to approve the firearm business for Stefan Finster to be located in his home at 3628 Summer Drive, Town of Jackson. Motion carried without a negative vote.
- 10. Certified Survey Map – Donald and Harriet Uhlig Trust.** Don Stauss appeared to represent the Uhlig Trust and he summarized the request to divide the property. Heidtke summarized the consensus of the Park and Planning Commission members and stated Stauss has appeared twice at Park and Planning Commission meetings and has fulfilled the changes requested by the commission. Motion by Hartwig, seconded by Huettl to approve the Certified Survey Map for the Donald and Harriet Uhlig Trust. Motion carried without a negative vote.
- 11. Transfer Station overhead door repairs or replacements.** Heidtke reported that no additional quotes were received for the overhead door repairs and/or replacements. Heidtke reminded the board of the damage to the existing doors, and the pricing received from Michael's Overhead Door Service - \$1,915 to repair only the three damaged bottom panels, and \$11,155 to replace all three overhead doors. It was the consensus of the supervisors that the existing doors were shot and needed to be replaced. Motion by Huettl, seconded by Bishop to have Michael's Overhead Door Service replace the three doors for a price of \$11,155. Motion carried without a negative vote.
- 12. Assessor Contract.** Heidtke reminded everyone of the discussion with Assessor Grota that was held during the 2020 Board of Review meeting related to the need for an assessment revaluation and the options available. After discussion, motion by Bishop, seconded by Hartwig to approve the proposal for years 2022, 2023 and 2024 from Grota Appraisals related to the "walk around" revaluation and assessor services, billable in three installments during the service years. Motion carried without a negative vote.
- 13. State Trust Fund loan application.** Clerk Oliver provided the board members with the loan and rate information received from the Bureau of Public Lands (State Trust Fund). Oliver reminded the board that a one-year loan option is not available, but that per Supervisor Huettl's suggestion she had sent the inquiry based upon a two-year loan. The loan amount requested included the 2020 actual cost of the Village of Jackson fire services contract plus the contribution to the Village of Jackson Community Center which equals \$290,460, and an estimate of the 2021 fire services and community center cost of \$200,000, for a total loan request of \$490,260. The plan would be to draw \$290,460 in the June/July 2020 and the balance in December 2020. Oliver explained the first loan payment would be due in March 2021 and then the balance would be due in March 2022. Moving forward the town could continue to borrow for the cost of the fire service contract and community center contribution each year. Unfortunately, it appears that borrowing will be the best way to continue to meet basic levels of service as the towns assessed value is reduce due to the Village of Jackson attachments in 2021 and 2030. Chairman Heidtke read the loan application "*Form of Record*" (resolution as prescribed in the loan document). After discussion, motion by Bishop, seconded by Huettl to submit the loan application to the Bureau of Public Lands/State Trust Fund in the amount of \$490,260 per the resolution read by Heidtke. Motion carried with Huettl, Heidtke, Hartwig and Bishop voting aye and Kufahl voting no.

**MINUTES OF THE REGULAR TOWN BOARD MEETING
JUNE 11, 2020
PAGE 3**

- 14. Use of transfer station employees to assist with road work and associated rate of pay.** Heidtke explained that occasionally the highway crew needs manpower to safely conduct work. Highway Supervisor Eickstedt has requested to be able to use transfer station employees as a pool of workers to draw from, and Heidtke recommends the current rate of pay be used. Motion by Huettl, seconded by Kufahl to authorize the Highway Supervisor to use transfer station workers for occasional road work, subject to the Chairman's approval, as long as they don't exceed the maximum hours set by the state that requires them to enroll them in the Wisconsin Retirement System. Motion carried without a negative vote.
- 15. Cemetery plot purchase, David and Polly Johnson.** After review of the application, motion by Hartwig, seconded by Huettl to approve the purchase of cemetery plot #37 by David and Polly Johnson. Motion carried without a negative vote.
- 16. Town Hall remodeling update/progress, next steps and review of proposals for painting and flooring.** Heidtke discussed the next steps for the remodeling of the board room (minor changes) and the remodeling/update of the upstairs at the town hall. Heidtke discussed the minimal dry wall repairs that need to be made and also he presented the proposal from Golden Brush, Inc. for the painting of the new window trim, the walls and paneling, and the sanding, stain touch up as needed and varnishing of the fireplace room walls and doors. Heidtke stated the doorway into the dining room is going to be opened to improve traffic flow, and the half stone wall at the entry to the fireplace room will be removed; Heidtke thought this might be work that town employees could complete. The supervisors took a brief recess to go upstairs to consider the hard surface and carpet flooring options and view the remodeling work progress. When the supervisors returned to the board room it was noted the hard surface color preference is called "nutty brown" and the carpet preferences are "grand slam" and "time out". It was also noted they preferred for the window trim to be painted a slightly darker shade than the wall color. After further discussion, motion by Huettl, seconded by Bishop to accept the proposal from Golden Brush, Inc. in the amount of \$6,150 with slight modifications (increases allowed) for the addition of painting the paneling in the painted room, and the change of color for the window trim. Motion carried without a negative vote.
- 17. Approval of JAYBA maintenance agreement schedule in order to open the pavilion.** The maintenance schedule for the cleaning of the bathrooms by JAYBA volunteers was reviewed by the town board. Motion by Kufahl, seconded by Huettl authorizing the opening of the pavilion bathrooms for use by JAYBA per their agreement that they will be maintained per the schedule provided to the town. Motion carried without a negative vote. It was noted that if the bathrooms are not kept clean then the town board will order the bathrooms closed and they will be unavailable for JAYBA use. Chairman Heidtke confirmed the concessions will not be used this year and the kitchen will remain closed; Heidtke specifically cited the document that JAYBA provided related to how they will enforce the health department guidelines in order to begin playing ball.
- 18. Community Center Agreement.** The town board reviewed the draft letter dated 5/4/20 addressed to Village of Jackson Administrator John Walther from Town Attorney Tim Andringa. After discussion, motion by Huettl, seconded by Kufahl directing Attorney Andringa to send the letter to John Walther, Motion carried without a negative vote. Also, motion by Huettl, seconded by Kufahl directing Attorney Andringa to begin the termination process related to the Community Center agreement. Motion carried without a negative vote.

**MINUTES OF THE REGULAR TOWN BOARD MEETING
JUNE 11, 2020
PAGE 4**

- 19. Washington County Sheriff's Department report – Liaison Deputy Andrew Meier.** Deputy Meier distributed written reports for the months of March, April and May 2020. Meier noted that there has been an increase in calls due to the summer months arriving and the lengthy time that COVID has been affecting normal activity. Meier stated he does not have an update on the CTH NN house. Meier provided a brief follow-up on the two weapons related calls.
- 20. Washington County Board report.** County Supervisors Bishop and Hartwig reported that the county board has taken action to move the Planning and Parks department out from Public Works oversight and into Land Use and Planning. The Washington County Medical Examiner was recognized for his efforts related to the arrangement for the recognition of service and burial of a veteran who passed away at Samaritan Home and did not have a family to claim his remains.
- 21. Treasurer's report – May 2020.** Chairman Heidtke summarized the written report for May 2020 that was prepared by Treasurer Eilbes. The May 2020 account balances are as follows: General Fund Checking \$69,559.65; General Fund Money Market \$1,104,959.96; Encumbered Funds-Highway Money Market \$396,542.48; Encumbered Funds-Building Money Market \$377,902.16; Property Tax Checking \$208.77; Park and Planning Checking \$12,001.90; Cemetery Fund \$16,736.46.
- 22. Chairman's report.** Chairman Heidtke reported that he continues to participate in the Wednesday telephone conference related to the STH 60 project. Heidtke noted the bridge by Maple Road is scheduled to be completed by July 14, 2020.
- 23. Buildings report.** Supervisor Kufahl had nothing additional to report.
- 24. Grounds report.** Supervisor Hartwig had nothing additional to report.
- 25. Transfer Station report.** Supervisor Huettl had nothing additional to report.
- 26. Highway Department report.** Chairman Heidtke summarized the highway department report submitted by Highway Supervisor Eickstedt. Heidtke noted that the highway workers are burning once a week due to the quantity of brush and lumber being brought into the transfer station. Heidtke reported the highway department has been asked to mow the DNR lots that are located in the town, and the town will complete the mowing as time allows and bill the DNR for time and equipment.
- 27. Noxious Weeds.** Supervisor Bishop had nothing additional to report.
- 28. Clerk's report.** Oliver reported she received the 2020 recycling grant in the amount of \$7,647.04. The Jackson Moonlighters would like to hold their monthly meetings at the town hall; Chairman Heidtke has spoken with one of the members and they will be making an annual donation instead of paying a rental fee. Oliver received a voided receipt from the transfer station and apparently there was a resident who refused to pay the fee to dispose of a dehumidifier. Oliver asked if the transfer station will be open or closed on July 4th; the consensus of the board is that they will close the transfer station on Saturday, July 4, 2020. Oliver reported a town resident, Cliff DeTemple is running for Representative James Sensenbrenner's congressional seat.

**MINUTES OF THE REGULAR TOWN BOARD MEETING
JUNE 11, 2020
PAGE 5**

- 29. Communications and announcements.** Heidtke reported he has asked Fahrner Asphalt Sealers to look at the Appellation Ridge subdivision to see if there is anything that can be done to improve the results of the chip sealing work done in 2019.
- 30. Review of Bills and Authorization for Payment.** Motion by Huettl, seconded by Kufahl 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.

Respectfully submitted,

Julia Oliver, Town Clerk

Minutes Approved: _____

Next Resolution Number: J-20-001 Next Ordinance Number: J-20-002
