



**MINUTES OF THE REGULAR TOWN BOARD MEETING
NOVEMBER 11, 2021**

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 Hartwig. The Pledge of Allegiance was recited. Clerk Eichner confirmed the meeting notification.
2. **Roll call.** Town Chairman Robert Hartwig, Supervisors Steve Fischer, Marcy Bishop, and David Behringer, and Joe Kufahl were present. Also present was Attorney Tim Andringa, Sheriff's Deputy Andrew Meier, Building Inspector/Zoning Administrator Jim Micech, Treasurer Monica Diaz, and Clerk Bob Eichner.
3. **Approval of the agenda.** Motion by Kufahl, seconded by Bishop to approve the agenda. Motion carried
4. **Approval of the minutes.** Motion by Fischer, seconded by Behringer to approve the minutes of the October 14, 2021 Town Board meeting and 2, October 27, 2021 Special Town Board Meeting, Motion carried.
5. **Resident comment on any agenda item.** Highway supervisor Ron Eickstedt spoke on Item 9, the proposed Country Aire CSM. He would prefer that proposed roads should be constructed completely, even in phased subdivisions such as this. 'Temporary' cul-de-sacs tend to be a problem if they are not built to standards.
6. **Discussion and possible action – Operators License:** After discussion with the applicant, a motion made by Kufahl, seconded by Bishop, to issue an Operator's License to Brea Christine Nowsacek. Motion carried, 4-0, Fischer recused.
7. **Discussion and possible action - Theresa Miller – T7-0073-00Z - CSM to add acreage to T7-0073-00A (A-1 Zoning) –approval of the CSM.** Motion by Bishop, second by Kufahl to approve the CSM. Motion carried
8. **Discussion and possible action - Sara King / Quam Engineering – T7-0138-00E –CSM to Split Lot 1 into Three (3) residential lots (R-1 Zoning) –approval of the CSM.** Motion by Bishop, second by Behringer to approve the CSM. Motion carried.
9. **Discussion and possible action - Carl Scholz and Jeff Scheunemann, Country Aire Project, LLC. – Certified Survey Map of Parcel T7-0730-00Z –approval of the CSM.** Motion by Bishop, second by Behringer to approve the CSM. Motion carried.
10. **Update, Discussion, and possible action, Town Hall water quality issue.** Supr. Behringer reported the synopsis of a meeting with the Health Department, the DNR and the Town regarding the water quality issue. The problem may indeed have been contamination from neighboring fields; however, Town Hall is in a special casing area established after our existing well was dug. The SCA requires casing to 225 feet and the existing well casing is only 180 feet. Behringer also proposed replacing the existing pressure tank as it has surpassed the recommended life.

Motion by Kufahl, second by Bishop to spent up to \$3,000 to replace the pressure tank if the next test is good, and if the tests continue to be negative, the Town should get estimates for a new well and go with the best estimate within the 2022 budget. Motion carried.

11. **Discussion and possible action – 2022 Attorney’s Fees.** Motion by Kufahl, second by Fischer to accept an increase in the hourly rate for Town Attorney Fees from \$175/hour to \$195/hour. Motion carried.
12. **2022 Annual Fee Schedule.** Motion by Fischer, second by Kufahl to approve the 2022 Fee Schedule. Motion carried.
13. **Discussion and possible action – 2022 Budget, Public Hearing, and Special Elector’s Meeting date.** Motion by Fischer, second by Behringer to approve the 2022 Budget and proposed Levy of \$941,935. Motion carried. Motion by Fischer, second by Kufahl, to set the date for the Budget Public Hearing and Special Elector’s Meeting for November 30, 2021 at 7:00pm. Motion carried.
14. **Update, discussion, and possible action – Clerk Eichner, Audit/Financial Review of town records.** Clerk Eichner presented the 3 types of audits and asked for clarification on which type the Town Board prefers. The Board directed Clerk Eichner to seek quotes on a full Audit.
15. **Update, discussion, and possible action – Switch Accounting software from Quickbooks to Town Hall software.** Clerk Eichner reported that staff will be switching over to Town Hall Software for payroll and financial reporting beginning in December. The goal is to switch over from Quickbooks at the beginning of the year.
16. **Discussion and possible action – Town Hall Facility and Park Master Planning Committee.** Supr. Kufahl reported that over half of the committee has resigned due to time conflicts. Motion by Fischer, second by Bishop, to disband the Town Hall Facility and Parks Master Planning Committee. Motion carried
17. **Discussion and possible action Town Hall Staff office remodeling.** After a brief presentation of a proposed new office layout by Supr. Kufahl, motion by Bishop, second by Kufahl, for Chairman Hartwig and Supr. Kufahl to begin working with office staff to begin final plans for new offices.
18. **Discussion and possible action – Update to Employment Procedures and Regulations for 2011.** Clerk Eichner presented the Employment Procedures Manual dated 2011 to the Board for discussion on updating the manual. The board directed Clerk Eichner to check on the status of revisions that were done in 2021. No further action was taken
19. **Washington County Sheriff’s Department report – Liaison Deputy Andrew Meier.** Deputy Meier provided the board members written incident summary data for the reporting period of 10/1/2021 thru 10/31/2021 and noted that call volume has about the same as recent past months. The Town did have two fires in October: a shed fire and a propane flash fire. Meier provided answers to questions about the report
20. **Washington County Board report.** County Supervisor Bishop reported that the County Board approved the 2022 County Budget, the 2021 redistricting plan, and a 13-million-dollar bond issue for the new radio system. The bonds will be paid for through the County Sales Tax. The new system will be used by all police, fire & rescue, and public works entities in Washington County. The Washington County Golf Course has established a Permanent Open Space Fund. Interest from the fund is to be used toward larger projects in all County Parks.

- 21. Building Inspection/Zoning Administration report.** Administer Micech is following up on a complaint about a hobby farm on Mill Road that has vastly exceeded the animal capacity. The Schulenberg property clean-up is slowly progressing. Micech will meet with Mr. Schulenberg on Tuesday and Mr. Schulenberg has stated that a dumpster will be arriving soon. Micech is also working on the End of Year report
- 22. Treasurer's report.** Treasurer Diaz presented the report for October. She also Reported that the ARPA funds received in June, 2021 have been moved from the General fund checking account to the General Fund Money Market Account and earmarked. November and December will be filled with Tax Collection pet Licensing prep and Transfer Station permit prep.
- 23. Ground's report.** No Report
- 24. Building's report.** Supr. Behringer reported Mark Mytton will be blowing out leaves from gutters at Town Hall and the water has been blown out and shut off at the pavilion. The de-humidifier in the basement of Town hall has finally stopped running constantly, and the sump pump crocks need covers.
- 25. Transfer Station report. Supr.** Bishop reported quotes are being sought for security cameras at the Transfer Station. The idea of fencing in the station is cost prohibitive. There has been some volunteer assistance in checking permit tags.
- 26. Noxious Weeds report.** No report
- 27. Highway/Chairman's report.** Washington County painted 12 miles of centerlines in the Town. The Town crews have done cold patching at culvert cuts and bridge approaches, removed downed trees, mowed town roadsides including backs of ditches. Fahrner Asphalt will be crack-filling next week on Maple Road, Western Road, Mill Road, Jackson Town Hall Parking Lot, Mockingbird and Hummingbird Drives. Recyclables have been hauled, and repairs made to the compactor. The fuel lines were replaced and a new started installed on Truck 18. Garbage was collected on Pleasant Valley Road. Shoulders were repaired with recycled material in several locations and general shouldering work was also done. Several car-deer kills were cleaned up. One tire tube on the Tiger Mower was repaired.
- 28. Clerk's report.** No report
- 29. Communications and announcements.** Crackfilling should take place in the next few weeks.
- 30. Review of bills and authorization of payment.** Motion by Bishop, seconded by Fischer to approve the vouchers as presented. Motion carried.
- 31. Adjournment.** Motion by Kufahl, seconded by Bishop, to adjourn at 9:19pm. Motion carried.

Respectfully Submitted,

Robert M. Eichner, Clerk

Robert Hartwig, Chairman