



**MINUTES OF THE REGULAR TOWN BOARD MEETING
MARCH 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 Heidtke. The Pledge of Allegiance was recited. Clerk Oliver read the meeting notification.
- 2. Roll call.** Chairman Ray Heidtke, Supervisors Joe Kufahl, Paul Huettl, Robert Hartwig and Marcy Bishop were present. Also present was Deputy Andrew Meier, Building Inspector/Zoning Administrator Jim Micech and 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 Bishop, seconded Huettl to approve the minutes of the February 11, 2021 Regular Town Board meeting. Motion carried.
- 5. Resident comment on any agenda item.** There were no comments.
- 6. Alcohol Licensing, Bently Farms, dba Hidden Glen – Agent transfer and new operator licenses.** Motion by Hartwig, seconded by Bishop to issue the agent transfer to Bently Farms, dba Hidden Glen Golf Club, Robin Mastera agent. Motion carried without a negative vote. Motion by Huettl, seconded by Bishop to issue an Operator’s License to Angela Graczyk. Motion carried without a negative vote. Motion by Hartwig, seconded by Kufahl to issue an Operator’s License to Frank Kiewit. Motion carried without a negative vote.
- 7. Ordinance update to include snow in right of way – Supervisor Kufahl and Supervisor Bishop.** Kufahl presented a draft of *Section 5.04 Roadway* for the town board to review. After discussion which included where this section should be placed within the town code and if town right-of way is defined within the code, motion by Huettl, seconded by Bishop directing Clerk Oliver to forward the draft to Attorney Andringa for review. Motion carried without a negative vote.
- 8. Updating the town Employee Manual – Supervisor Hartwig and Chairman Heidtke.** Hartwig stated he recommended item 2.04 use the word “offered” instead of “required” related to break time. Hartwig would like 4.04 changed from 100 pounds to 75 pounds related to the amount of weight lifted. Hartwig suggested 2.07 should state comp time can be used from December 1st to the following November 30th. Hartwig recommended safety items detailed in 9.01, 9.02 and 9.03 be changed to Personal Protective Equipment (PPE), as a comprehensive description. After discussion, motion by Huettl, seconded by Hartwig to forward the Employee Manual changes to Attorney Andringa for review. Motion carried without a negative vote.
- 9. Updating road operational policies such as mailbox replacement and work in the right of way – Supervisor Huettl and Chairman Heidtke.** Huettl stated they recommend that trees which are located in the right of way should be maintained and removed if needed by the town. Huettl stated if a tree from outside of the right of way falls into the right of way, including the road surface, it should be moved by the town workers into the ditch for safety reasons, but removal and clean up must be done by the property

**MINUTES OF THE REGULAR TOWN BOARD MEETING
MARCH 11, 2021
PAGE 2**

owner. Huettl questioned if the town should remove the property owners' tree for a fee if requested; and if the property owner does not take care of a tree removal from the right of way in a timely manner, should the town complete the removal and bill the property owner? Huettl stated that mailboxes should not be permanent structures with masonry support due to safety. Also, culvert side walls should be marked with snow markers to ensure they are not hit by a snowplow. Heidtke stated he will organize the suggestions into a document for adding to the ordinances. Motion by Huettl, seconded by Bishop to send the document prepared by Heidtke to Attorney Andringa for review. Motion carried without a negative vote.

- 10. Additional Poll Worker appointments.** Oliver reported there are a number of poll workers who assisted with the 2020 large elections as contract employees, but they have expressed interest in continuing to work as appointed poll workers. After discussion, motion by Bishop, seconded by Hartwig to appoint Jordan Gallitz, Charlotte Gruszynski, Jean Johnson, Janis Sierra, Larry Schalla, Karen Wisth and Barbara Yogerst as poll workers for the remainder of the 2020-2021 term. Motion carried without a negative vote.
- 11. Ordinance J-21-002, Rezoning of Sarah King property, 2715 Pleasant Valley Road.** Action to adopt the ordinance is just a formality because the Town Board acted on February 24, 2021 to approve the rezoning of the property. Motion by Bishop, seconded by Huettl to adopt Ordinance J-21-002, Rezoning of the Sarah King property, 2715 Pleasant Valley Road. Motion carried without a negative vote.
- 12. Town Hall Facility remodeling and maintenance – interior and exterior, next steps and personnel.** Heidtke stated an application has been received from Curtis Hanaman for grounds assistance at the town hall facility. After discussion, motion by Kufahl, seconded by Hartwig authorizing Heidtke to speak with Hanaman about the job details and requirements noting snow maintenance and interior maintenance work is also required, and if agreeable offer him the position at \$15 per hour. Motion carried without a negative vote. Bishop stated we need to work on expanding the office area. Kufahl stated he feels the office area should be tabled until after the election. No further discussion or action.
- 13. Update on Dawson donation to town in honor of Gordon Hoffmann.** Heidtke stated Marlene Hoffmann is providing a photo to be used on the plaque.
- 14. Washington County Sheriff's Department report – Liaison Deputy Andrew Meier.** Deputy Meier provided the board members written incident summary data for the reporting periods of 1/1/2021 thru 1/31/2021 and 2/1/2021 thru 2/28/2021. Meier noted February was relatively quiet.
- 15. Washington County Board report.** County Supervisors Hartwig and Bishop reported at the Washington County board meeting the County Board passed advisory resolutions related to adoptive services being paid for by the State, juvenile court hearings during holidays, the CTH M relocation order and election reform. It was noted the two-sided message board has passed which will generate lease revenue for the county and five individuals were recognized for their service to Washington County. Also noted, County Executive Schoemann held three listening sessions for dairy farmers to voice their concerns and frustrations; it was noted 6% of the dairy farmers have quit this year to date.
- 16. Building Inspection/Zoning Administration report – Jim Micech.** Micech stated he received another light complaint about the Peters property on Country Aire and he will be meeting at the site to review the issue. Micech explained that the town is not a "delegated" municipality and therefore is unable to do small commercial property reviews or coordinate with the state inspectors for inspections. Micech further explained the benefits and noted that there is no additional cost to the town for this designation. It was the

**MINUTES OF THE REGULAR TOWN BOARD MEETING
MARCH 11, 2021
PAGE 3**

consensus of the town board that Micech should move forward with his application to become a designated municipality. Micech also explained the need to update the pool fence ordinance due to the limitations in the type of fencing identified, and the oversize detached garage ordinance due to the number of Board of Appeals hearings being generated.

- 17. Treasurer's reports, February 2021 – Eilbes.** Heidtke briefly summarized the written report prepared by Eilbes; individual copies were provided to each supervisor.
- 18. Chairman's report.** Chairman Heidtke had nothing additional.
- 19. Buildings report.** Supervisor Kufahl had nothing additional to report.
- 20. Transfer Station report.** Supervisor Huettl had nothing additional to report.
- 21. Highway Department report.** Chairman Heidtke summarized the highway activity for the period of February and March 2021. Heidtke noted he has responded to phone calls from residents related to a snowplow hitting a retaining wall, the excessive gravel that was pushed into the right of way ditches by the snowplows and the granite chips that were used in the El Camino subdivision.
- 22. Clerk's report.** Oliver reported she watched the recorded February 24th County Executive Meeting where County Clerk Ashley Reichert provided an explanation of the election process; Oliver felt the presentation was very well done and wanted to make the supervisors aware of the ability for them to access it on YouTube. Oliver stated she has ADT coming to work on the alarm system communication line which has been changed due to the new cell phone service. Oliver reported she was contacted by a resident about the town holding a town wide litter cleanup day. Oliver stated she is watching for additional updates and information on the "American Rescue Plan" which should provide local municipalities a share of the \$2.3 billion funding. Oliver briefly noted Attorney Andringa has provided insight on a recent Board of Review hearing and recommended some changes for the committee. Oliver passed along a thank you from Ben McKay of SEWRPC for the resolution recognizing his contribution to the town for assisting with the Comprehensive Plan 3050 update. Oliver reminded the board of a few open items: the cemetery fencing, the use of the Schmaal homestead bricks in a memorial and the sale of the ride-ons in the basement.
- 23. Communications and announcements.** Nothing additional noted.
- 24. 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 Hartwig to move into closed session. Roll call vote: Kufahl-aye, Huettl-aye, Heidtke-aye, Hartwig-aye, Bishop-aye, motion carried.

Motion by Huettl, seconded by Hartwig to return into open session. Roll call vote: Kufahl-aye, Huettl-aye, Heidtke-aye, Hartwig-aye, Bishop-aye, motion carried. There was no action.
- 25. Review of Bills and Authorization for Payment.** Motion by Bishop, seconded by Huettl to approve the vouchers as presented. Motion carried.

**MINUTES OF THE REGULAR TOWN BOARD MEETING
MARCH 11, 2021
PAGE 4**

26. Adjournment. Motion by Bishop, seconded by Hartwig to adjourn. Motion carried and the meeting was adjourned.

Respectfully submitted,

Julia Oliver, Town Clerk

Minutes Approved: _____

Next Resolution Number: J-21-003 Next Ordinance Number: J-21-003
