



**MINUTES OF THE REGULAR TOWN BOARD MEETING
APRIL 8, 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 Bishop to approve the agenda. Motion carried.
- 4. Approval of the minutes.** Motion by Huettl, seconded Hartwig to approve the minutes of the March 11, 2021 Regular Town Board meeting. Motion carried.
- 5. Resident comment on any agenda item.** There were no comments.
- 6. Discussion and possible action – road bids.** Heidtke opened the bids and read them aloud. After discussion, motion by Huettl, seconded by Bishop to award the pulverizing and binder course Project # 1 Maple Road, STH 60 to Sherman Road to Payne & Dolan in the amount of \$128,683.50 subject to the Village paying for their portion of the project. Motion carried without a negative vote. Heidtke noted that if the Village will not pay their portion, then the project will have to be rebid. Heidtke reported that the 2nd lift of the Cedar Creek Road project from CTH P to the railroad tracks will be completed this year. The 2nd lift was supposed to be completed in 2020 but Payne and Dolan asked for the project to be set aside, and they agreed to hold the price, so that they could complete the project which involves a railroad permit and flagger oversight to occur at the same time as the remaining 20 feet on the east side of the tracks. The Cedar Creek Road project from the railroad track to Jackson Drive was completed and fully paid for in 2020, except a 20-foot section by the railroad tracks. The funds for the 2nd lift of Cedar Creek Road from CTH P to the railroad tracks, in addition to the 20' section on the east side of the railroad tracks was accrued in 2020 for payment in 2021; therefore, the amount will not need to be included in the 2021 budget allotment. Heidtke noted that chip sealing always creates excess stone and that a second sweep of the roads that are chip sealed during the repair season right before the winter plowing season could eliminate the excess stone being pushed into the ditches once snow plowing begins. Motion by Huettl, seconded by Bishop to award the seal coating Project #1 the Strawberry Glen subdivision to Scott Construction using black granite chips and with Scott doing a second sweep right before winter/plowing season. Motion carried without a negative vote.
- 7. Discussion and possible action – 2021 road crack filling.** Motion by Huettl, seconded by Bishop to post notification the town will be spending up to \$20,000 for crack filling town roads in 2021. Motion carried without a negative vote.
- 8. Discussion and possible action – town hall parking lot repairs.** Motion by Hartwig, seconded by Huettl to request crack filling bids for the town hall parking lot. Motion carried without a negative vote.

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- 9. Discussion and possible action – Ordinance to amend the Town of Jackson Zoning Ordinance Section 14, accessory structure(s) size and height restrictions and pool fencing types.** Motion by Bishop, seconded by Huettl directing the clerk to publish a *Notice of Public Hearing* for the ordinance amendment. Motion carried without a negative vote.
- 10. Discussion and possible action – ordinance update to include snow in right of way – Supervisor Kufahl and Supervisor Bishop.** No action.
- 11. Discussion and possible action – updating the Town Employee Manual – Supervisor Hartwig and Chairman Heidtke.** Motion by Hartwig, seconded by Bishop directing the clerk to send the revised manual to Attorney Andringa for review. Motion carried without a negative vote.
- 12. Discussion and possible action – updating road operational policies such as mailbox replacement and work in right of way – Supervisor Huettl and Chairman Heidtke.** After discussion which included replacing the word “highway” to “town roadway or town right of way” for consistency, motion by Huettl, seconded by Hartwig directing the clerk to publish a *Notice of Public Hearing* for the ordinance changes. Motion carried without a negative vote.
- 13. Discussion and possible action – adoption of updated 2021 Fee Schedule to include building and zoning.** Motion by Kufahl, seconded by Huettl to adopt the amended 2021 Fee Schedule to include the building and zoning fees. Motion carried without a negative vote.
- 14. Update on Dawson donation to town in honor of Gordon Hoffmann.** Heidtke presented the sample for the 16” X 16” walnut plaque with the photo of Gordon Hoffmann. Motion by Hartwig, seconded by Kufahl to approve the memorial plaque as presented, and approve the purchase in the amount of \$225. Motion carried without a negative vote.
- 15. 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 3/1/2021 thru 3/31/2021. Meier noted the activity was slow.
- 16. Washington County Board report.** County Supervisors Hartwig and Bishop reported that the County M reconstruction will begin in Spring of 2022 and will encompass 2.5 miles. It was noted that at the next County Board meeting there will be discussion on what to do with the Samaritan Home.
- 17. Building Inspection/Zoning Administration report – Jim Micech.** Micech stated a Board of Appeals hearing is scheduled for April 12th and he knows of two more coming up. Doug Weas plans to make presentation at the May Park and Planning meeting on the water and sewer service for the proposed development on the land located at Pleasant Valley Road and CTH P. Micech has received two complaints recently, one for yard debris and one for no siding on a house.
- 18. Treasurer’s reports, March 2021 – Paul Eilbes.** Heidtke briefly summarized the written report prepared by Eilbes; individual copies were provided to each supervisor. The March 2021 account balances are as follows: General Fund Checking \$176,278.00; General Fund Money Market \$1,697,186.85; Encumbered Funds-Highway Money Market \$396,846.15; Encumbered Funds-Building Money Market \$378,191.56; Property Tax Checking \$207.05; Park and Planning Checking \$14,106.42; Cemetery Fund \$16,767.69.

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19. Chairman's report – Heidtke. Heidtke met with Hans Dawson from Lannon Stone Products to view the proposed JAYBA path project that requires gravel, and to discuss the Hoffmann memorial plaque. The bridge on Pleasant Valley Road west of CTH G was hit and the County has installed temporary concrete abutments and will be making the necessary repairs to the guardrails. Heidtke met with Doug Weas and if all goes well they hope to start on the Senior/Assisted Living project in Spring of 2022. Heidtke summarized a letter from the Diehls on Mill Road regarding the sale of the land on Sherman Road by the developer of the Prairie Meadows subdivision, which appears to include the land dedicated for subdivision green space.

Heidtke reported he followed up with the park grounds applicant Kurt Hanaman and he was not interested in the position if the pay was only \$15 per hour.

20. Buildings report. Supervisor Kufahl had nothing additional to report.

21. Transfer Station report. Supervisor Huettl had nothing additional to report.

22. Highway Department report. Chairman Heidtke summarized the highway activity report. Heidtke noted that Washington County will purchase the outstanding 63-ton balance of salt from the current contract.

23. Clerk's report. Oliver reported a cover on one of the dining room light fixtures fell down on Election Day, narrowly missing a poll worker. Living Word Lutheran has committed to sending student volunteers on May 13th as a service day; they will assist with spreading mulch from 7:40 AM to 11:30 AM. Oliver stated she will have Wachtel Tree Science treat the trees and shrubs for Japanese beetles this year. A resident has requested that the town invest in a sound system for meetings, preferably one with individual microphones. The town hall failed the last water test done by Washington County so the well will be chlorinated again. Every email received that references the American Rescue Plan has been forwarded to all supervisors; at this time only preparation work is being done to ensure all the correct pieces are in place to receive the payment; it is time to think about how the town would like to use the funds. Currently the town has two parcels with past due personal property taxes.

24. Communications and announcements. Congratulations were shared with Bob Hartwig as the newly elected Town Chairman, and David Behringer as a newly elected Town Supervisor. Chairman Ray Heidtke was also congratulated on his "retirement" from town board service; and thanked by all for his years of service and leadership. Supervisor Huettl was thanked for his service to the town as a Supervisor. Oliver noted Open Book will be held via phone or email only on April 15th, and Board of Review will be held on May 6th from 6:00 – 8:00 PM at the Town Hall. The Annual Town Meeting will be held on April 20th at 7:00 PM in the town hall dining room.

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

26. 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-21-003

Next Ordinance Number: J-21-003