



**MINUTES OF THE REGULAR TOWN BOARD MEETING
MAY 13, 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 Supervisor Bishop. The Pledge of Allegiance was recited. Clerk Oliver read the meeting notification.
- 2. Roll call.** Supervisors Marcy Bishop, Joe Kufahl and David Behringer. Also present was Deputy Andrew Meier, Building Inspector/Zoning Administrator Jim Micech and Clerk Julia Oliver. Chairman Robert Hartwig was excused. One supervisor seat is vacant.
- 3. Approval of the agenda.** Motion by Kufahl, seconded by Behringer to approve the amended agenda. Motion carried.
- 4. Public Hearing 7:00 PM – an amendment to the Zoning Ordinance changing the height and size of Accessory Structures and respecting Pool Fences.** The Notice of Public Hearing was read into the record by Supervisor Bishop. Zoning Administrator Micech read the proposed ordinance for those in attendance. Nick Campbell – 2429 Magna Vista Drive and Ray Heidtke – 2250 Western Avenue both spoke in support of the amendment.
- 5. Close the Public Hearing.** Following the comments Supervisor Bishop closed the public hearing.
- 6. Approval of the minutes.** Motion by Behringer, seconded Kufahl to approve the minutes of the February 24, 2021 Special Town Board meeting and the corrected minutes of the April 8, 2021 Regular Town Board meeting. Motion carried.
- 7. Resident comment on any agenda item.** Ray Heidtke – 2250 Western Avenue commented on agenda item 16.
- 8. Operator Licenses.** A new operator’s license was requested by Zac Welter and he appeared to introduce himself to the Town Board. Welter plans to work at Kirchhayn Country Club. Motion by Kufahl, seconded by Behringer to approve the Operator’s License for Zac Welter for the 2020-2021 operating period. Motion carried without a negative vote. Justin Olson applied for an Operator’s License for the Jail House Restaurant stating he has previously worked as a bartender at the Jail House. Motion by Kufahl, seconded by Behringer to approve the Operator’s License for Justin Olson for the 2021-2021 operating period. Motion carried without a negative vote.
- 9. Discussion and possible action – road bids – change to pulverize/binder course description.** Highway Supervisor Eickstedt briefly explained that regarding the Maple Road project, the Town of Jackson owns the entire road because the Village only has ownership to the edge of the right of way; therefore, the Village will not be participating in the cost sharing of the road project, the Village portion was expected to be approximately \$16,000. After discussion, motion by Behringer, seconded by Kufahl to proceed with the project as awarded to Payne and Dolan in the amount of \$128,683.50, noting the Village of Jackson will not be contributing to the cost of the project. Motion carried without a negative vote.

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- 10. Discussion and possible action – 2021 crack filling.** Eickstedt stated the crack filling need this year can be accomplished for \$20,000 at the most, including the town hall parking lot crack filling. After discussion, motion by Kufahl, seconded by Behringer to award the 2021 crack filling to Fahrner Asphalt in the amount of \$20,000 and directing the clerk to post the required notice. Motion carried without a negative vote.
- 11. Discussion and possible action – town hall parking lot repairs.** Eickstedt stated the west lot is crumbling and needs to be chip sealed. The town hall driveway can be cold rolled, and a gravel shoulder added to widen the drive. Eickstedt stated the main parking lot should be chip sealed in 2022 following the 2021 crack filling. No action.
- 12. 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.** Supervisor Behringer stated he attended the recent Board of Appeals training session provided by Attorney Andringa. Behringer stated the training emphasized that if the ordinances are strictly followed there would be no variances granted by the Board of Appeals. Behringer agreed with earlier comments that the ordinances probably need to be reviewed every year. Motion by Kufahl, seconded by Behringer to approve Ordinance J-21-03, an *Ordinance to Amend the Town of Jackson Zoning Ordinance Section 14, Accessory Structure(s) Size and Height Restrictions, and Pool Fencing types*. Motion carried without a negative vote.
- 13. Discussion and possible action – ordinance update to include snow in right of way – Supervisor Kufahl and Supervisor Bishop.** The proposed ordinance was read by Supervisor Bishop for those in attendance. Motion by Bishop, seconded by Behringer to approve Ordinance J-21-04, *An Ordinance to Protect Roadways in the Town of Jackson*. Motion carried without a negative vote.
- 14. Discussion and possible action – updating road operational policies such as mailbox replacement and work in right of way – Supervisor Huettl and Chairman Heidtke.** The two proposed ordinances were read by Supervisor Bishop for those in attendance. Motion by Kufahl, seconded by Behringer to approve Ordinance J-21-05, *An Ordinance to Amend and Add Requirements Relating to Mailboxes and Driveway Culverts in the Town of Jackson*. Motion carried without a negative vote. Motion by Behringer, seconded by Kufahl to approve Ordinance J-21-06, *An Ordinance to Amend and Add Requirements Relating to Trees, Shrubs, Bushes and Other Growth in the Town of Jackson*. Motion carried without a negative vote.
- 15. Discussion and possible action – confirmation of Chairman Hartwig’s committee appointments.** Supervisor Bishop read the list of appointees that Chairman Hartwig has appointed: Park and Planning Commission – Arlyn Johnson and Randy Vogel, Board of Appeals – Timothy Whitehouse and Henry Rofritz. Motion by Behringer, seconded by Kufahl to confirm Chairman Hartwig’s committee appointments. Motion carried without a negative vote. Supervisor Bishop noted the members on the Joint Village/Town Parks and Recreation Committee will remain as is until a future date. Supervisor Bishop reported that Chairman Hartwig has assigned Supervisor Bishop to the Transfer Station, Supervisor Kufahl to Grounds, Supervisor Behringer to Buildings and as Chairman, Hartwig will handle the Roads. Chairman Hartwig also will remain on the Community Development Authority, and Supervisor Kufahl will fill the seat vacated by Supervisor Huettl.
- 16. Discussion and possible action – filling town board vacant seat.** Supervisor Bishop reported Chairman Hartwig would like the board to proceed with filling the vacant supervisor seat. Bishop cited Wisconsin Statute §17.25 for filling vacancies in town offices. It was the consensus of the board and the Town Clerk to

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proceed with the nomination process. Motion by Behringer, seconded by Kufahl to nominate Steven Fischer to fill the vacant seat on the Town Board, for the term of May 2021 through April 2022. Motion carried without a negative vote. Fischer was attendance and accepted the appointment.

- 17. 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 4/1/2021 thru 4/30/2021. Meier provided answers to questions about the report and noted there are four occupants at the CTH NN house.
- 18. Washington County Board report.** County Supervisor Bishop reported on the lively County Board meeting where the CTH W extension and the CTH S/175 roads were discussed. A county sheriff deputy was recognized for his retirement after 27 years of service, and there was a bit of ordinance "housekeeping" completed now that there is a County Executive.
- 19. Building Inspection/Zoning Administration report – Jim Micech.** Micech stated he is currently working on multiple debris complaints, a house without siding complaint, a petting zoo complaint, a carport in the front yard complaint and a noise complaint involving chainsaw sculpting. Micech noted he is following up on three inspection issues where work was started without a permit and he has issued 129 building permits year to date.
- 20. Treasurer's reports, April 2021 – Paul Eilbes.** Eilbes provided individual copies to each supervisor. The April 2021 account balances are as follows: General Fund Checking \$217,800.25; General Fund Money Market \$1,697,256.60; Encumbered Funds-Highway Money Market \$396,862.46; Encumbered Funds-Building Money Market \$378,207.10; Property Tax Checking \$207.05; Park and Planning Checking \$14,107.13; Cemetery Fund \$16,768.53.
- 21. Chairman's report – Hartwig.** Hartwig is excused; Bishop noted Hartwig will provide a full report at the next town board meeting.
- 22. Building's report.** Supervisor Kufahl had nothing additional to report. Bishop mentioned the light fixture that fell on election day still needs to be repaired; Supervisor Behringer will take care of the repair.
- 23. Transfer Station report.** Supervisor Bishop had nothing additional to report. Supervisor Kufahl stated he was recently at the transfer station and in the brief time he was there disposing of his own household waste and recycling, 17 vehicles came in and only 1 had a placard; it was the consensus of all the supervisors that something must be done to improve the placard checking.
- 24. Highway Department report.** Supervisor Bishop summarized the highway activity report.
- 25. Clerk's report.** Oliver stated she has been forwarding all the American Rescue Plan Act information to the supervisors when received; Oliver noted Town Engineer Matt Clementi emailed he is available to assist when needed. The Hoffmann memorial plaque is ready, and Lannon Stone has been notified; Hans Dawson would like to make the presentation at an upcoming meeting. Oliver reported Attorney Andringa held a Board of Appeals training on Tuesday, May 11th and the Board of Appeals members adopted the Town of Jackson Board of Appeals Rules and Regulations at their May 12th meeting as recommended. Oliver stated she is going to have to replace the posting boards because the Highway Shop board and the board on

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Pleasant Valley Road are crumbling. Oliver confirmed the town board members would like the Wisconsin Towns Association mailings to be sent to their homes.

- 26. Communications and announcements.** There were no additional communications or announcements.
- 27. Review of Bills and Authorization for Payment.** Motion by Behringer, seconded by Kufahl to approve the vouchers as presented. Motion carried.
- 28. Adjournment.** Motion by Behringer, seconded by Kufahl 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-21-007**