



**MINUTES OF THE REGULAR TOWN BOARD MEETING
AUGUST 12, 2021**

1. **Call meeting to order, Pledge of Allegiance and announcement of meeting notice.** The meeting was called to order at 6:00 p.m. by Chairman Hartwig. The Pledge of Allegiance was recited. Clerk Oliver confirmed the meeting notification.
2. **Roll call.** Town Chairman Robert Hartwig, Supervisors Steve Fischer, Marcy Bishop, Joe Kufahl and David Behringer were present. Also present was Clerk Julia Oliver. Joining at 7:00 p.m. were Sheriff's Deputy Andrew Meier, Town Engineer Matt Clementi and Building Inspector/Zoning Administrator Jim Micech.
3. **Approval of the agenda.** Motion by Bishop, seconded by Fischer to approve the agenda. Motion carried.
4. **Approval of the minutes.** Motion by Fischer, seconded Bishop to approve the minutes of the June 30, 2021 Special Joint Meeting of the Park and Planning Commission and the Town Board, the July 8, 2021 Regular Town Board meeting and the July 21, 2021 Special Town board meeting. Motion carried.
5. **Move into Closed Session to consider employment, promotion, compensation or performance evaluation data of an employee over which the governmental body has jurisdiction or exercises responsibility; specifically interviewing candidates for the Town Clerk position.** Motion by Kufahl, seconded by Behringer to move into Closed Session. Roll call vote: Behringer – aye, Kufahl – aye, Hartwig – aye, Bishop – aye, Fischer – aye; motion carried.
6. **Convene into Open Session.** Motion by Kufahl, seconded by Bishop to reconvene into Open Session. Roll call vote: Behringer – aye, Kufahl – aye, Hartwig – aye, Bishop – aye, Fischer – aye; motion carried.

The Regular Meeting continued at 7:00 p.m.

7. **Resident comment on any agenda item.** A. Johnson, 4401 Mourning Dove Dr. commented on item 10.
8. **Discussion and Possible Action – Town Clerk, Custodian and Office Assistant positions.** Motion by Kufahl, seconded by Bishop to offer the part time custodian position to Monica Johnson at a rate of \$15 per hour. Motion carried without a negative vote.
9. **Discussion and Possible Action – CSM for Weyker, parcel T7 0854 00Z and for Kaschner, parcel T7 0854 00D.** Motion by Bishop, seconded by Behringer to approve the combined CSM for Weyker and Kaschner. Motion carried without a negative vote.
10. **Discussion and Possible Action – American Rescue Plan Act (ARPA) funds.** Clementi provided overview guidance on the areas that the ARPA funds can be used for: 1. Revenue lost in 2020 as compared to 2019 using the formula provided, 2. Expenditures because of COVID – can be town or local business expenditures, 3. Premium pay for town workers or local workers who continued to work during COVID, 4. Investments in sewer, water and broadband. Clementi noted the town board may wish to set up a committee for surveying and prioritizing the best ways to use the money. It was the consensus of the town board that a committee should be established to explore and prioritize the use of the funds.

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Clementi stated he will participate in the committee if requested. Clementi will attend the September Regular Board meeting. No action.

- 11. Discussion and possible action – Town Hall Park (Facility) Master Plan.** After discussion the consensus of the town board is to move forward with establishing a committee to update the Town Hall Park and Facility master plan. It was noted Arlyn Johnson and John Bales have been selected by the Park and Planning Commission as representatives to the committee, and the Town Board has selected Joe Kufahl and Robert Hartwig. The consensus of the town board is to select three resident members as participants and the town supervisors will put the word out that they are looking for volunteers. No action.
- 12. Discussion and possible action – Confirmation of Chairman’s committee appointment.** Hartwig stated he would like to appoint Shawn Maney as the Board of Appeals Alternate to replace Mel Heckendorf. Motion by Bishop, seconded by Behringer confirming Chairman Hartwig’s appointment. Motion carried without a negative vote.
- 13. Discussion and possible action – ATVs (all-terrain vehicles) on town roads.** After discussion which included marking roads where ATVs are not allowed, licensing/certification by the DNR, minimum age requirements to drive an ATV, and consideration that about half of the towns in Washington County allow for ATVs on town roads and half do not; no action.
- 14. Discussion and possible action – Exterior lighting at the Town Hall Facility.** Zoning Administrator Micech reported he received a complaint about the parking lot lights from the neighbor to the north, and Supervisor Bishop commented the barn lights are directed out instead of down. Discussion included the need for security at the town hall facility while being considerate of how bright and what direction the lights should face. Micech will get pricing to add timers to the barn lights as well as shields to direct the lighting downward.
- 15. Discussion and possible action – Community Center Agreement.** No action, Attorney Andringa will provide an update at the next meeting.
- 16. Discussion and possible action – Additional emergency stop button for the compactor at the Transfer Station.** Supervisor Bishop explained that a worker has raised a concern about the need for an additional emergency stop button for the compactor, to be located on the west side of the security fence and low enough that it could be reached by someone who might be located inside the compactor. After discussion which included the type of button and protective covering, as well as the purpose for the button; Supervisor Bishop will research the options and costs and report back at the next meeting.
- 17. Discussion and possible action – Town Hall plumbing repair for the water quality issue.** Supervisor Behringer reported he has spoken with multiple plumbers and has found there could potentially be three issues related to the water quality situation at the town hall. Behringer will continue to research the problem and is now focused on the potential for stagnant water in the lines due to lack or minimal use, the two pressure tanks that are currently being used being reduced to one and confirming the pressure tanks are working properly, working with Groth Water Wells to ensure the well and well casing are in good working condition and meet the required specifications. Behringer noted that Boehlke Plumbing recommended a constant pressure system. Behringer also reported he will have specific bacteria counts tomorrow because the Washington County Health Department tested the water today and is going to provide that information to him when it is available. Motion by Kufahl, seconded by Fischer to have the well tested (and shocked if

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needed) and to test the water pressure tanks to see if they are both in working condition as well as not harboring the bacteria. Motion carried without a negative vote.

- 18. Discussion and possible action – Sale of cemetery plots.** Motion by Bishop, seconded by Behringer to approve the sale of cemetery plots to James Diehl, Susan Diehl and Jenna Jahnz (2). Motion carried without a negative vote.
- 19. Discussion and possible action – Audit/Financial Review of town records.** It was noted the town has not had an audit for over fifteen years, and the last time the books were reviewed by an accounting firm was right after Clerk Oliver started and that was done by Kieckhafer Dietzler Hauser LLP. After discussion, motion by Bishop, seconded by Behringer directing Clerk Oliver to get three quotes for both audits and financial reviews. Motion carried without a negative vote.
- 20. 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 7/1/2021 thru 7/31/2021 and noted it has been very busy. Meier provided answers to questions about the report and noted there are four occupants at the CTH NN house.
- 21. Washington County Board report.** County Supervisor Bishop reported the county board received the annual update from SEWRPC and noted that SEWRPC offers PASER rating assistance every other year at no cost for local municipalities, the Sheriff’s department announced some promotions, the radio project is moving forward and will improve coverage for emergency services throughout the county, the Capital Improvement Plan thru 2027 has been approved and the County Attorney received accommodations.
- 22. Building Inspection/Zoning Administration report – Jim Micech.** Micech reported the yard debris situation at the property located at Sherman and Division is making progress, but Micech has requested the effort be “stepped up”. The situation reported on Jackson Drive that included over 250 chickens, 25-30 goats, and a variety of other fowl is now in compliance. Micech is working with the property owner regarding the four structures used for storage and the multiple cars that are under tarps. Micech is finalizing the recently approved Conditional Use Permits but noted Lannon Stone has requested to return to the Park and Planning Commission to address one open item.
- 23. Treasurer’s report - July 2021.** No report.
- 24. Ground’s report – Kufahl.** Supervisor Kufahl had nothing additional to report.
- 25. Building’s report – Behringer.** Supervisor Behringer provided photos of current issues he is addressing at the town hall, primarily water related issues, and discussed the benefits of covers for the sump pump crocks and the purchase of an industrial sized dehumidifier or multiple dehumidifiers for the basement moisture issues. Behringer asked for an agenda item to discuss purchases for the building to be placed on the next agenda. Building Inspector Micech recommended Behringer speak with a water damage contractor about the conditions.
- 26. Transfer Station report - Bishop.** Supervisor Bishop noted she is looking to update signage at the Transfer Station.
- 27. Noxious Weeds report – Fischer.** Supervisor Fischer had nothing additional to report.

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- 28. Highway/Chairman's report.** Chairman Hartwig summarized the highway report provided by Eickstedt.
- 29. Clerk's report.** Clerk Oliver had nothing additional to report.
- 30. Communications and announcements.** It was requested that approval to replace the pressure tank at the town hall be placed on next month's agenda.
- 31. Review of Bills and Authorization for Payment.** Motion by Bishop, seconded by Kufahl to approve the vouchers as presented. Motion carried.
- 32. Adjournment.** Motion by Kufahl, seconded by Fischer to adjourn. Motion carried and the meeting was adjourned.

Respectfully submitted,

Julia Oliver, Town Clerk

Minutes Approved: _____

<p>Next Resolution Number: J-21-004 Next Ordinance Number: J-21-007 Next Conditional Use Permit Number J-21-003</p>
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