



**MINUTES OF THE REGULAR TOWN BOARD MEETING
SEPTEMBER 9, 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 (arrived at 6:45 p.m.) were present. Also present was Town Attorney Tim Andringa and 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 Kufahl, seconded by Bishop to approve the agenda. Motion carried.
4. **Approval of the minutes.** Motion by Bishop, seconded Fischer to approve the minutes of the August 10, Special Town Board meeting, the August 12, 2021 Regular Town Board meeting and the August 19, 2021 Special Town Board meeting. Motion carried.
5. **Move into closed session pursuant to Wisconsin Statutes 19.85 (1)(c) 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 Treasurer and Office Assistant positions; and pursuant to 19.85 (1)(g) conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved, and 19.85 (1)(e) deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session – specifically the Community Center Agreement.** Motion by Bishop, seconded by Kufahl to move into Closed Session. Roll call vote: 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.** D. Kufahl, 1165 Sherman Road, J. Wenzel, 3145 Country Aire Drive and V. Schroeder, 2624 Oak Knoll Drive all commented on agenda item 20.

Agenda item 10 followed agenda item 7 during the meeting.

8. **Discussion and Possible Action – New Operator License.** Supervisor Fischer recused himself from this agenda item. Motion by Bishop, seconded by Behringer to approve the new Operator's License for Paige Walter. Motion carried without a negative vote.

Supervisor Fischer rejoined the town board.

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- 9. Discussion and possible action – Complaint regarding feral cats in the Town of Jackson.** Chairman Hartwig explained he received numerous complaints from a non-resident related to their picking up a cat from the side of the road while driving thru the Town of Jackson so that it wouldn't be hit by a car. The person complaining stated they were charged a surrender fee at the Washington County Humane Society because the Town of Jackson didn't participate in a cooperative agreement with the Humane Society where they would accept surrenders without charging the individual who brought the animal to the shelter. Kay Amland, Executive Director of the Washington County Humane Society appeared and shared information with the town board on the municipal contracts (animal control agreements) that they currently have with 10 municipalities in the county. Amland explained how the Humane Society generates its funding and that the county provides 10% of their total budget, but only for dogs – no funding is provided for cats. Cats surrendered to the Humane Society cost approximately \$76 for a basic five-day hold. The contract cost is only based on the surrender of “friendly” cats; with a contract the municipality would not incur costs for feral cats. Cary Jaeckel, 1401 Gatewood Drive, West Bend appeared and explained the incident that precipitated his complaint to Chairman Hartwig. The Town Board thanked Amland for attending and explaining the program available to the municipalities. No action.
- 10. Discussion and Possible Action – Town Treasurer and Office Assistant positions.** Motion by Kufahl, seconded by Bishop to offer Monica Diaz the position of Town Treasurer at a rate of \$20 per hour, not to exceed 1199 hours per year on a rolling basis, and further specifying that no benefits are included with this part time position. Motion carried without a negative vote. Monica Diaz verbally accepted the position and Clerk Oliver is directed to send Monica a formal offer letter. The Town Board decided to continue looking for an office assistant.
- 11. Update, discussion and possible action – Attorney Andringa, Timothy Lodwick lawsuit.** Attorney Andringa summarized the recent hearing and noted that Lodwick has objected to an inspection by the town. Andringa noted the judge will decide whether or not to authorize the inspection.
- 12. Discussion and possible action – Community Center Agreement.** Attorney Andringa relayed his recent discussions with the Village of Jackson attorney. After discussion, motion by Bishop, seconded by Kufahl authorizing Town Attorney Andringa and Chairman Hartwig to meet with a village representative and the Village Attorney to discuss the early termination of the Community Center Agreement. Motion carried without a negative vote.
- 13. Update, discussion and possible action – Town Engineer Clementi, American Rescue Plan Act (ARPA) funds.** Clementi provided the following information in response to the August discussion:
- Acceptable use – new water service line to the main located on Division Road; there may be a restriction for the size of line installed.
 - Not acceptable use – water repairs to the building.
 - Not acceptable use – culverts/road repairs.
 - Not acceptable use – new office space unless it specifically is to address the issue of six feet of separation between employees.
- Clementi reiterated the ability to use the funds for revenue losses in 2020 (and future years) due to COVID, losses by local town businesses for the same time frame, and high speed internet/broadband. Clementi noted he is ready to participate in the town committee to research funds uses when they start meeting.

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- 14. Discussion and possible action – Town Hall Park (Facility) Master Plan.** Kufahl reported he has gathered a group of residents to participate in the committee for the review of the facility master plan; Shawn Maney, Everett Russell, Dan Kufahl, Arlyn Johnson, Bob Hartwig, John Bales and Chad Johnson have volunteered to participate. Motion by Bishop, seconded by Behringer to approve the members who have volunteered to participate in the Town Hall Facility Master Plan Committee. Motion carried without a negative vote. Kufahl stated the initial meeting will be held on September 22, 2021 and he will forward the agenda to the clerk for posting and distribution.
- 15. Discussion and possible action – Supervisor Behringer, Town Hall water quality issue.** Behringer updated the board on the procedures performed by Groth Water Wells in order to eliminate some of the potential sources for the water quality issues and performed testing to get the results after each step was performed. Behringer stated one of the pressure tanks in the basement has been removed and one remains, however it is probably should be replaced with an eighty or one hundred twenty-gallon tank. Also, a plumber should be hired to come in and start reducing the ‘dead-ends’ located throughout the building to reduce to potential for water sitting in the lines. After discussion, motion by Kufahl, seconded by Bishop to have the well tested to confirm the water quality is good and then replace the pressure tank and make appropriate plumbing repairs for an amount not to exceed \$3,000. Motion carried without a negative vote. Building Inspector Micech noted instead of eliminating the “dead ends” the plumber may want to install valves, and make sure any galvanized piping replaced is done with copper, CPVC or PEX.
- 16. Discussion and possible action – Building Inspector Micech, Town Hall exterior lighting.** Micech summarized the findings of Gillitzer Electric related to the exterior barn and parking lot lights. After discussion, motion by Bishop, seconded by Fischer to have Gillitzer install a timer for the barn lights for an amount not to exceed the quote of \$319.08, and to get a quote for a motion sensor light outside the entrance door. Motion carried without a negative vote. Motion by Fischer, seconded by Bishop to replace the exit light in the upstairs entry room, and change out the unit in the board room to include an exit light for an amount not to exceed \$300. Motion carried without a negative vote.
- 17. Discussion and possible action – Supervisor Behringer, roofing over exterior stairs to basement.** Behringer explained his findings related to water in the basement; it was agreed Behringer will set up a schedule of items for the building maintenance person to check and report to Behringer on a regular basis.
- 18. Update, discussion and possible action – Supervisor Bishop, additional emergency stop button for compactor at the Transfer Station.** Supervisor Bishop reported she is still looking at options but is leaning toward the lanyard idea because that would allow the control box to be raised enough so it won’t be prone to damage, but the lanyard would allow for the stop to be activated from a distance. No action.
- 19. Discussion and possible action – Redistricting.** Clerk Oliver explained the three options the county is offering municipalities for assisting with the redistricting process. Hartwig explained a bit about the three redistricting maps that they had viewed as County Supervisors, and how Washington County plans to reduce the number of County Supervisors during the redistricting process. After discussion, motion by Fischer, seconded by Kufahl for the town to accept the offer of Option 1 from Washington County, where the county GIS department will complete the census blocking work for the town and provide a draft resolution for the town board to act on in order to meet the timeline as provided. Motion carried without a negative vote. Clerk Oliver will notify the Washington County Clerk of the town board decision.

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- 20. Update, discussion and possible action – Clerk Oliver, Audit/Financial Review of town records.** Clerk Oliver confirmed she is in agreement that an audit/financial review would be beneficial for the town, particularly at this time since the Town Clerk and Town Treasurer positions are being filled with new people after many years. Oliver reported she has not had the time to seek proposals for the audit work because she is currently operating as the clerk and treasurer for the town. New Clerk Bob Eichner stated he will provide the contact information for the auditor used by the Town of Fredonia, and Clerk Oliver will get two additional proposals by the next meeting. No action.
- 21. 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 8/1/2021 thru 8/31/2021 and noted it has been very busy but uneventful. Meier provided answers to questions about the report and noted there are five occupants listed at the CTH NN house, but he will confirm there are only four as per the ordinance.
- 22. Washington County Board report.** County Supervisor Bishop reported the county board received reports from Workforce Development, a report from Judge Marten on the Drug Treatment Court pilot program, the redistricting map option 1 was adopted and the number of county supervisors will be reduced from 26 to 21, a resolution was passed in support of the critical race theory to create more transparency for parents of school age children, and the update to the Washington County Master Plan was passed.
- 23. Building Inspection/Zoning Administration report – Jim Micech.** Micech reported the yard debris situation at the Schulenberg property continues, also the situation reported on Jackson Drive that included over 250 chickens, 25-30 goats, and a variety of other fowl is now in compliance and the Wisconsin Department of Agriculture has been in contact with the property owner in order to complete their registration.
- 24. Treasurer's report - August 2021.** No report. New Treasurer will start in September.
- 25. Ground's report – Kufahl.** Supervisor Kufahl had nothing additional to report.
- 26. Building's report – Behringer.** Supervisor Behringer discussed the repairs made to the flat roof over the bar area, the repair he is proposing to lift the damaged window in the demolished area, the addition of a new door sweep on the north town hall entrance door and that the patio drain was cleaned out.
- 27. Transfer Station report - Bishop.** Supervisor Bishop had nothing additionally to report.
- 28. Noxious Weeds report – Fischer.** Supervisor Fischer had nothing additional to report.
- 29. Highway/ Chairman's report – Hartwig.** Chairman Hartwig summarized the highway report provided by Eickstedt.
- 30. Clerk's report – Oliver.** Oliver reported the net new construction number that will be used for budgeting purposes and the population number that will be used for calculating the fire services agreement.
- 31. Communications and announcements.** Chairman Hartwig reported on the email from the Boettcher's about the condition of Jackson Drive south of Sherman Road.

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

33. Adjournment. Motion by Kufahl, seconded by Bishop to adjourn. Motion carried and the meeting was adjourned.

Respectfully submitted,

Julia Oliver, Town Clerk

Minutes Approved: _____

**Next Resolution Number: J-21-004
Next Ordinance Number: J-21-007
Next Conditional Use Permit Number J-21-003**