Call Meeting to Order and Pledge of Allegiance – The meeting was called to order at 7:00 PM by Chairman Heidtke. The Pledge of Allegiance was recited.

A. Official Meeting Notification - The official meeting notice was read into the public record by Clerk Oliver.

B. Roll Call – Chairman Heidtke, Supervisors Huettl, Kufahl and Russell were present. Also present was Joint Parks and Recreation Director Kelly Valentino, Treasurer Kathy Welch and Clerk Julia Oliver. Supervisor Hartwig was absent.

C. Approval of the Agenda – Motion by Kufahl, seconded by Huettl to approve the agenda. Motion carried.

D. Approval of Minutes – Motion by Russell, seconded by Kufahl to approve the minutes of the December 8, 2011 Regular Town Board Meeting. Motion carried.

II. Reports

A. Joint Parks and Recreation – Kelly Valentino, Director- The Director’s Report dated January 12, 2012 was distributed and Kelly commented on several of the items; specifically highlighted was the recent passing of Dan Bennett (Town appointee to the Joint Parks and Recreation Committee), February 4th Monte Carlo Night – volunteers are needed, Intern Billy Welacha will start on January 17th, and donation of gently used bookshelves for the adult lending library would be appreciated.

B. Treasurer – Kathy Welch – Treasurer Welch reported the December 31, 2011 account balances as follows: General Fund $34,777.49; General Fund Money Market $995,011.20; Encumbered Funds Money Market $254,973.99; Property Tax $1,951,726.76; Property Tax Money Market $600,013.15; Park and Planning $1,368.13; Park and Planning Money Market $7,485.81; Cemetery $8,470.60. Motion by Russell, seconded by Huettl to approve the Treasurer’s report as presented. Motion carried.

III. Business

A. Any Town Citizen Comment on an Agenda Item – There were no comments.

B. Discussion and Possible Action - Potential Collaboration with Washington County on Archery Range – Kelly distributed an informational packet on the archery range concept, and expanded on her contact with Norb and Barb Yogerst. After discussion, Chairman Heidtke asked Kelly to provide the Town Board with a few location options at the Town Hall Park and cost estimates for the project. Kelly also noted the Town should consider a new aerial map to assist with site planning because the current map is outdated.

C. Discussion and Possible Action - Escrow Agreement Amendment – Appellation Ridge – Motion by Huettl, seconded by Kufahl authorizing the reduction of the Appellation Ridge Escrow account from $20,000 to 5,000. Motion carried.

D. Discussion and Possible Action – Highway Department Vehicle Purchase – Motion by Huettl, seconded by Kufahl not to purchase a new one ton highway department vehicle. Motion carried.
E. Discussion and Possible Action – WTA District Meeting, February 11, 2012 – Chairman Heidtke, Supervisor Huettl and Clerk Oliver confirmed they will attend.

F. Discussion and Possible Action – Appointment of Special Election Day Registration Deputies for the 2012 Elections – Clerk Oliver reported on the GAB recommendation to appoint Special Election Day Registration Deputy(s) to accommodate individuals who would like to work at the polls on election days but are not affiliated with the Republican or Democratic parties. Motion by Kufahl, seconded by Huettl to appoint Diane Kowalske and Dennis Jeske as Special Election Day Deputies for the 2012 elections. Motion carried.

G. Discussion – Village and Town Reconstruction of Cedar Creek Road – Chairman Heidtke presented a review of the proposed agreement (draft 2) prepared by Arlyn Johnson, and discussed by the Joint Village/Town Planning Group for the reconstruction of the shared portion of Cedar Creek Road from Jackson Drive to County Highway P. The Supervisors are encouraged to contact Arlyn with questions and comments so that he may bring them forward for presentation to the Joint Group at the January 19, 2012 meeting.

H. Discussion and Possible Action – Appointment to the Joint Parks and Recreation Committee – Motion by Kufahl, seconded by Russell to appoint Laurie Lamm McGraw to the Joint Parks and Recreation Committee to replace Dan Bennett for the remainder of his term. Motion carried.

I. Discussion and Possible Action – Use of Snowmobiles at Town Hall Facility and Park by Boy Scouts for Transport and Emergencies During February Usage, if needed – No action; written request still has not been received from the Scouts.

J. Discussion and Possible Action – Correction – Resolution Numbering J-11-008 to J-11-009 - Motion by Huettl, seconded by Russell to correct the number of Resolution J-11-008, “A Resolution Accepting Public Improvements Specified in the Escrow Agreement for the Valleywood Subdivision” to Resolution number J-11-009. Motion carried.

IV. Supervisors and Clerk Reports

A. Building Committee – Supervisors Hartwig and Kufahl – Supervisor Kufahl reported he has received proposals from three architectural design companies to provide site studies, architectural plans and cost estimates. The proposals will be reviewed by the Building Committee at their February 15, 2012 meeting in order to provide recommendations to the Town Board.

B. Highway Department – Chairman Heidtke – Chairman Heidtke summarized the monthly highway department report. Chairman Heidtke also reported on a meeting with Tom Isaac of the DNR and the submission of three applications competing for approximately $900,000 in statewide DNR funding for repairs to roads that directly access DNR land. The Town submitted applications for dead end Church Road, dead end Maple Road, and the driveway and parking lot on Division Road.

C. Weed Commissioner – Supervisor Huettl – Nothing to report.

D. Grounds - Supervisor Hartwig – No report.


F. Transfer Station – Supervisor Russell – Supervisor Russell reported he has been unable to get vendors to provide the pricing information he is requesting for waste and recycling. The clean up at the
Transfer Station continues and Supervisor Russell has asked for Ron Eickstedt’s assistance when he is not busy with highway department work.

G. Chairman’s Report and Correspondence – Chairman Heidtke – Chairman Heidtke reported on information received from County Highway Commissioner Jon Edgren with regard to 2012, 2013 and 2014 major road projects.

H. Clerk’s Report and Correspondence – Clerk Oliver – Clerk Oliver reported that refunds for overpayment of taxes will now be processed on a weekly basis through the February 15th settlement, signs have been posted regarding no parking on town roads during snow and ice storms, and mill rate sheets were distributed to the Town Board with the notation the town 2011 mill rate decreased one cent per thousand from the 2010 mill rate.

V. Future Agenda Items – Nothing noted.

VI. Announcements – Upcoming meetings were noted. Chairman Heidtke mentioned State Representative Duey Strobel provided Blue Book copies – feel free to take a copy.

VII. Approval of Vouchers – Motion by Russell, seconded by Kufahl to approve the vouchers as presented. Motion carried.

VIII. Adjournment – Motion by Russell seconded by Heidtke to adjourn. Motion carried.

Respectfully submitted,

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Julia Oliver, Town Clerk

Minutes approved: ________________
MINUTES OF THE REGULAR TOWN BOARD MEETING  
FEBRUARY 9, 2012

I. Call Meeting to Order and Pledge of Allegiance – The meeting was called to order at 7:00 PM by Chairman Heidtke. The Pledge of Allegiance was recited.

A. Official Meeting Notification - The official meeting notice was read into the public record by Clerk Oliver.

B. Roll Call – Chairman Heidtke, Supervisors Huettl, Kufahl, Hartwig and Russell were present. Also present was Joint Parks and Recreation Director Kelly Valentino, Stantec Engineering Representative Brian Lennie, Zoning Administrator Gordon Hoffmann, Treasurer Kathy Welch and Clerk Julia Oliver.

C. Approval of the Agenda – Motion by Hartwig, seconded by Huettl to approve the agenda. Motion carried.

II. Public Hearing – 7:00 PM
A. To Consider Drainage Improvements Within the El Camino Subdivision – “The Notice of Public Hearing on Special Assessments for El Camino Subdivision Property Owners” was read into the record. Chairman Heidtke briefly introduced the purpose of the public hearing. Brian Lennie summarized the drainage situation, presented his findings and explained potential options for correcting the issues. Gordon Hoffmann summarized how the situation would be handled in a subdivision with a homeowners association, and further explained that in subdivisions without homeowners associations the Town corrects the problems and then special assesses the property owners. Chairman Heidtke opened the hearing for public comment. Comments were made and questions asked by the following residents: R. Anderson, J. Miller, B. Burkette, J. Pollpeter, L. Griffith, R. Malzewski, M. Dueno, T. Thorin, J. Myers, P. Steele, G. Welsh, D. Buyeske, D. Stoecker, K. Monroe and L. Vargo. Chairman Heidtke read correspondence he received from residents who were unable to attend the public hearing.

B. Close Public Hearing – At the conclusion of the comments and questions Chairman Heidtke closed the public hearing.

III. Reports

A. Joint Parks and Recreation – Kelly Valentino, Director - The Director’s Report dated February 9, 2012 was distributed and Kelly commented on several of the items; specifically highlighted was the success of the Monte Carlo night event held at the Community Center, the Escanaba Casino trip has almost filled, the “Walk with Ease” program will begin in April and candy donations would be appreciated for the 6,000+ eggs that will be filled for the Community Easter Egg Hunt on March 31st.

B. Treasurer – Kathy Welch – Treasurer Welch reported the January 31, 2012 account balances as follows: General Fund $84,205.46; General Fund Money Market $633,448.26; Encumbered Funds Money Market $340,181.86; Property Tax $541,624.36; Property Tax Money Market $1,900,343.15; Park and Planning $1,368.13; Park and Planning Money Market $7,501.13; Cemetery $9,971.02. Motion by Hartwig, seconded by Huettl to approve the Treasurer’s report as presented. Motion carried without a negative vote.
IV. Business

A. Any Town Citizen Comment on an Agenda Item – There were no comments.

B. Discussion and Possible Action - Possible Drainage Remedies in the Best Interest of the Property Owners of El Camino Subdivision – After discussion the Town Board agreed an onsite walk-thru and visual analysis would be the next best step. The next Town Board meeting will be held on February 27, 2012 at 4:00 PM; the meeting will begin at the Town Hall and then move to the El Camino subdivision for an onsite review. Clerk Oliver is directed to notify the homeowners who surround the drainage easement and ponds in El Camino subdivision of the meeting and to request access to the properties.

C. Approval of Minutes – Motion by Russell, seconded by Huettl to approve the minutes of the January 12, 2012 meeting. Motion carried without a negative vote.

D. Discussion and Possible – Resolution to Combine Wards for Election Purposes – Motion by Huettl, seconded by Russell to adopt Resolution J-12-001, “A Resolution to Combine Wards in the Town of Jackson for Election Purposes Whenever Possible”. Motion carried without a negative vote.

V. Supervisors and Clerk Reports

A. Building Committee – Supervisors Hartwig and Kufahl – Supervisors Hartwig and Kufahl reported the next meeting will be February 15, 2012 and will last 1 ½ hours to allow time for the committee to tour the barn again to review the comments from the structural engineer. Kufahl and Hartwig plan to meet prior to February 15th to discuss the proposals for site analysis, architectural plans and project cost estimates.

B. Highway Department – Chairman Heidtke – Chairman Heidtke summarized the monthly highway department report. Chairman Heidtke commented on the purchase of tires for the Tiger mower and the JCB backhoe.

C. Weed Commissioner – Supervisor Huettl – Nothing to report.

D. Grounds - Supervisor Hartwig – Supervisor Hartwig has started securing donations of annuals for spring planting at the Town Hall.


F. Transfer Station – Supervisor Russell – Supervisor Russell reported the south side of the Transfer Station building has been cleared. Transfer Station Supervisor Steve Spaeth has requested an employee meeting be scheduled; the consensus of the Town Board is to allow a paid (two hour minimum) meeting but require the employees to work on Transfer Station clean-up when the meeting is over.

G. Chairman’s Report and Correspondence – Chairman Heidtke – Chairman Heidtke reported on the Economic Development of Washington County annual dinner meeting he recently attended; the meeting was informational on EDWC goals and provided examples of recent successes.

H. Clerk’s Report and Correspondence – Clerk Oliver – Clerk Oliver reported that the office staff has been given a goal of June 1, 2012 to complete the clean-out of the furnace room and the organization of the upstairs file/storage room. Those who will be attending are reminded of the WTA District meeting on February 11, 2012.
VI. The Town Board may go to Closed Session Pursuant to Wisconsin Statutes Sec. 19.85(1) (c) to “Consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility”.

Motion by Hartwig, seconded by Kufahl to move into closed session. Roll call vote: Huettl-aye, Kufahl-aye, Heidtke-aye, Hartwig-aye, Russell-aye. Motion carried.

VII. Reconvene in Open Session for the Purpose of Acting on Matters Discussed in Closed Session. No action.

VIII. Future Agenda Items – Kufahl asked the Town Board to review the action previously taken regarding concealed carry in the Town Hall Buildings based upon new information he has received.

IX. Announcements – Upcoming meetings were noted.

X. Approval of Vouchers – Motion by Russell, seconded by Hartwig to approve the vouchers as presented. Motion carried.

XI. Adjournment – Motion by Huettl seconded by Russell to adjourn. Motion carried.

Respectfully submitted,

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Julia Oliver, Town Clerk

Minutes approved: __________________
MINUTES OF THE SPECIAL TOWN BOARD MEETING
FEBRUARY 27, 2012

I. Call Meeting to Order and Pledge of Allegiance – The meeting was called to order at 4:00 PM by Chairman Heidtke. The Pledge of Allegiance was recited.

A. Official Meeting Notification - The official meeting notice was read into the public record by Clerk Oliver.

B. Roll Call – Chairman Heidtke, Supervisors Huettl, Kufahl, Hartwig and Russell were present. Also present was Zoning Administrator Gordon Hoffmann and Clerk Julia Oliver.

C. Approval of the Agenda – Motion by Hartwig, seconded by Russell to approve the agenda. Motion carried.

II. Recess – The Meeting will Move to the El Camino Estates Subdivision – Prior to the recess Chairman Heidtke read a letter from Tom Daley, 1416 Ponderosa Drive into the record; Mr. Daley is denying access to his property during the walking inspection.

III. Reconvene Meeting – East Side of El Camino Drive Between Ponderosa Drive and Fiesta Court (map attached) – At 4:15 PM the meeting was reconvened. Town Engineer Matthew Clementi and Stantec Engineer Brian Lenie were on site to facilitate the walking inspection of the drainage issues and pond conditions.

A. Any Town Citizen Comment on an Agenda Item – There were no comments.

B. Discussion and Review- Physical Tour and Investigation of Drainage Issues and Pond(s) Conditions – Brian Lenie briefly reiterated the points discussed at the February 9, 2012 Public Hearing and Regular Town Board meeting. The walking tour and investigation of the drainage issues and pond conditions began. The residents of the area provided insight and comments regarding the history of the drainage and pond conditions. Following the tour the Town Board, Engineers and Citizens gathered for final comments. G. Welsh and J. Liedtke expressed concern about additional water flowing to the east. T. Thorn suggested the situation be reviewed again in April when there is typically a greater amount of water flowing. D. Stoeker commented on the silt from area farm fields. Engineer Lenie suggested the next step would be a topographical survey.

IV. Adjournment – Meeting will Adjourn at the Site – Motion by Kufahl, seconded by Russell to adjourn. Motion carried.

Respectfully submitted,

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Julia Oliver, Town Clerk

Minutes approved: ___________________
MINUTES OF THE REGULAR TOWN BOARD MEETING
MARCH 8, 2012

I. Call Meeting to Order and Pledge of Allegiance – The meeting was called to order at 7:00 PM by Chairman Heidtke. The Pledge of Allegiance was recited.

A. Official Meeting Notification - The official meeting notice was read into the public record by Clerk Oliver.

B. Roll Call – Chairman Heidtke, Supervisors Huettl, Hartwig and Russell were present. Supervisor Kufahl was excused. Also present was Joint Parks and Recreation Director Kelly Valentino, Town Engineer Matthew Clementi, Stantec Engineering Representative Brian Lennie and Clerk Julia Oliver.

C. Approval of the Agenda – Motion by Hartwig, seconded by Huettl to approve the agenda with Business item I being moved to follow item C. Motion carried without a negative vote.

D. Approval of the Minutes - Motion by Hartwig, seconded by Huettl to approve the minutes of the February 9, 2012 meeting. Motion carried without a negative vote.

II. Reports

A. Joint Parks and Recreation – Kelly Valentino, Director - The Director’s Report dated March 8, 2012 was distributed and Kelly commented on several of the items; specifically highlighted was the upcoming Easter Egg Hunt on March 31st and the need for candy donations, the upcoming St. Patty’s Party for the Seniors on March 15th, the arrival of the Summer Activity Guide, the ADA Compliance Audit of fields, shelters and playgrounds and the upcoming Jackson Area Business luncheon on April 18th. Additionally Kelly updated the Board on archery programming opportunities and a possible site for a future range on the north side of the Town Park entrance drive.

B. Treasurer – In the absence of a Town Treasurer Clerk Oliver reported the February 29, 2012 account balances as follows: General Fund $383,111.81; General Fund Money Market $459,897.92; Encumbered Funds Money Market $306,848.52; Property Tax $8,620.87; Property Tax Money Market $0; Park and Planning $1,368.13; Park and Planning Money Market $7,501.42; Cemetery $9,971.42. Motion by Huettl, seconded by Russell to approve the Treasurer’s report as presented. Motion carried without a negative vote.

III. Business

A. Any Town Citizen Comment on an Agenda Item – There were no comments.

B. Discussion and Possible Action – Report on January 27, 2012 Special Town Board Meeting/Fact Finding Tour of El Camino Subdivision – Town Engineer Matthew Clementi and Stantec Engineer Brian Lenie provided aerial maps of the drainage and pond(s) conditions from 1941 forward; illustrating the changes in the area from wetland to current conditions. Clementi and Lenie reviewed the five options (and remedies) for the area with estimated costs for each option. Lenie also commented on potential DNR grant funds and the application process. After discussion it was the consensus of the
Town Board to continue to educate the residents affected, have the necessary engineering studies done to prepare for grant application in 2013 and have an additional meeting specifically inviting the residents adjacent to the two ponds. No action.

C. Discussion and Possible Action – JAYBA (Little League) Usage and Financial or In-Kind Support -

1. Kelly Valentino – Information/Comparison on Rental and Usage Fees – Kelly provided a summary of information gathered comparing the rental terms and fees charged to youth sport’s associations for municipal facility use. Chairman Heidtke commented the JAYBA was billed for the utilities associated with use of the pavilion and fields for the 2011 season and additionally they were billed for a portion of the cost incurred by the Town for mowing. The JAYBA has refused to pay the mowing charges and were asked to appear before the Town Board. Pat Rego and Mike Wald commented on behalf of JAYBA regarding the many improvements made by JAYBA to the fields and park area since the association began using the Town fields. After discussion, motion by Huettl, seconded by Hartwig to write-off the JAYBA balance due for mowing and to negotiate payment and in-kind donations for the 2012 season. Motion carried without a negative vote.

I. Discussion – Facility Usage Ordinance – Kelly Valentino presented a proposed summer camp facility rental contract. Clerk Oliver asked the Town Board to review the ordinance regulating use of the Town Hall Facility and Property; previously use by religious organizations was discouraged. The consensus of the Town Board is the existing ordinance does not need to change for the proposed use.

D. Discussion and Possible Action – Use of Highway Department Workers to Begin Clean-Up Efforts in Carport and Barn – Motion by Huettl, seconded by Russell authorizing the use of highway department workers to complete the demolition work in the carport and barn areas. Motion carried without a negative vote.

E. Discussion and Possible Action – Outside Opinion – SEWRPC Road Ratings – Chairman Heidtke explained that SEWRPC will do road ratings at no cost to the community and he thinks it would be of benefit to have a the SEWRPC ratings as a comparison. Motion by Huettl, seconded by Hartwig to move forward with having SEWRPC complete road ratings for the Town as a second opinion of road conditions. Motion carried without a negative vote.

F. Discussion and Possible Action – Ordinance to Extend Town Officer Terms in Response to Election Law Changes – Motion by Huettl, seconded by Hartwig to adopt Ordinance J-12-001, an “Ordinance to Extend Town Officer Terms in Response to Election Law Changes”. Motion carried without a negative vote.

G. Discussion and Possible Action – Purchase of Spray Patch Machine – Motion by Huettl, seconded by Hartwig to consider the purchase of the spray patch machine; terms/purchase price will be deliberated in closed session as noticed. Motion carried without a negative vote.

H. Discussion – Annual Road Review – Chairman Heidtke asked if the Supervisors would like to complete the annual review as in the past, or if they would like him to review the roads with the highway department employees and report. Consensus is that all the Town Supervisors will continue to conduct the annual road review. The annual road review meeting will be on April 26, 2012; time to be determined at the next meeting.

IV. Supervisors and Clerk Reports
A. **Building Committee – Supervisors Hartwig and Kufahl** – Supervisor Hartwig reported the next meeting will be March 21st and the committee will review drawings made by the subcommittee.

B. **Highway Department – Chairman Heidtke** – Chairman Heidtke summarized the monthly highway department report. Chairman Heidtke reported on an issue in the El Camino subdivision regarding snow being pushed across the roadway and onto another neighbor’s property; the offender has been told to discontinue the practice.

C. **Weed Commissioner – Supervisor Huettl** – Nothing to report.

D. **Grounds - Supervisor Hartwig** – Supervisor Hartwig reported he is continuing to seek annuals donations.

E. **Buildings – Supervisor Kufahl** – absent.

F. **Transfer Station – Supervisor Russell** – Supervisor Russell announced there will be a two hour paid meeting on March 10th for all transfer station employees which will include time for discussion and facility clean-up.

G. **Chairman’s Report and Correspondence – Chairman Heidtke** – Chairman Heidtke reminded the Supervisors of the April 10th Annual Meeting.

H. **Clerk’s Report and Correspondence – Clerk Oliver** – Clerk Oliver commented on a large truck repair invoice that was received, the assessment issues for a property on Red Fox Lane and a recent minor snow plow collision.

V. **The Town Board may go to Closed Session Pursuant to Wisconsin Statutes Sec. 19.85(1) (c) to “Consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility”, and 19.85(1) (e) “To deliberate or negotiate the purchase of public property, investment of public funds or conducting other specified public business when competitive or bargaining reasons require a closed session”**. Motion by Hartwig, seconded by Huettl to move into closed session. Roll call vote: Huettl-aye, Heidtke-aye, Hartwig-aye, Russell-aye. Motion carried.

VI. **Reconvene in Open Session for the Purpose of Acting on Matters Discussed in Closed Session.** Motion by Russell, seconded by Huettl to move into open session. Roll call vote: Huettl-aye, Heidtke-aye, Hartwig-aye, Russell-aye. Motion carried. Motion by Huettl, seconded by Russell authorizing Chairman Heidtke to sign the contract with Town Clerk Julia Oliver for the period of June 30, 2012 through December 31, 2014. Motion carried without a negative vote. Motion by Russell, seconded by Hartwig to increase the hourly rate for Mary Lou Desrosier to $12.00 per hour. Motion carried without a negative vote.

VII. **Future Agenda Items** – Nothing added.

VIII. **Announcements** – Upcoming meetings were noted.

IX. **Approval of Vouchers** – Motion by Russell, seconded by Huettl to approve the vouchers as presented. Motion carried without a negative vote.
X. **Adjournment** – Motion by Russell seconded by Huettl to adjourn. Motion carried without a negative vote.

Respectfully submitted,

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Julia Oliver, Town Clerk

Minutes approved: ________________
MINUTES OF THE ANNUAL TOWN MEETING
APRIL 10, 2012

I. Call Meeting to Order – The meeting was called to order at 7:00 p.m. by Chairman Ray Heidtke, and the Pledge of Allegiance was recited.

A. Official Meeting Notification - The official meeting notice was read into the public record by Clerk Oliver; “This is a public meeting, notice was given to the public by posting at the appropriate places in the municipality and additional notice of this meeting was sent to the following news media who have filed requests for all public notices – the West Bend News, Journal Sentinel, WBKV Radio, and Express News”.

B. Approval of Agenda – Motion by Robert Hartwig, seconded by Elmer Kloehn to approve the agenda. Motion carried.

C. Introduction of Town Board Members and Staff - Chairman Heidtke introduced Supervisors Robert Hartwig, and Dan Kufahl. Supervisor Everett Russell was excused. Heidtke also introduced Joint Parks and Recreation Director Kelly Valentino and Clerk Julia Oliver. Supervisor Paul Huettl arrived at 7:15 PM and was introduced by Chairman Heidtke.

D. Approval of Minutes – April 12, 2011 – Motion by Elmer Kloehn, seconded by Russ Hanson to approve the minutes of the April 12, 2011 Annual Town meeting. Motion carried.

E. Resolution J-12-002 Service Recognition – Chairman Heidtke read Resolution J-12-002 Recognizing the Service of Wilmer Kannenberg to the Town of Jackson into the record. Motion by Domenic Foti, seconded by Russ Hanson to adopt Resolution J-12-002. Motion carried.

II. Reports


B. Grounds Report – Supervisor Robert Hartwig – Supervisor Hartwig reported the Town Hall patio has been replaced. Hartwig expressed his appreciation to Prange Greenhouses, Groth’s Country Gardens and Arborscape for their donations. Also, Supervisor Hartwig recognized the efforts of Wilmer Kannenberg for his many years of service keeping the Town Hall grounds looking nice and he welcomed Bruce Rolston who has been hired to replace Wilmer Kannenberg. Hartwig also thanked Al Lavernz for the great job on the grounds at the highway shop.

C. Building Report – Dan Kufahl – Supervisor Kufahl commented that in an effort to develop a plan for use of the Town Hall building(s) an Ad hoc Building Committee has been formed. The committee has been meeting monthly and the consensus of the members is that they would like to save the building(s). Once the committee has a plan finalized it will be presented to the citizens. Supervisor Kufahl thanked all the members who are serving on the committee and recognized members Domenic Foti, Thomas Peters, Gerry Groth and Jeff Wenzel who were in attendance.
D. **Transfer Station Report – Supervisor Everett Russell** - Chairman Heidtke reported on Supervisor Russell’s behalf. The use of placards rather than stickers for Transfer Station permitting has been very successful. Unfortunately there has been use of the Transfer Station by individuals without the purchase of a permit; the Town Board participated in enforcing the rules. The Transfer Station building has undergone a big clean up; many of the piles of recycling have been moved out.

E. **Joint Village/Town Parks and Recreation Report – Joint Parks and Recreation Director Kelly Valentino** – Valentino commented she has started her twelfth year working for the Village and Town and it has been a pleasure to work with everyone. Valentino commented on current Parks and Recreation programming and asked for input if there is a program that residents would like the department to pursue, and also for input on talents that residents might be willing to share. Valentino commented that the current Town members of the Joint Parks and Recreation Committee are Judy Rupnow, Dennis Jeske, Lisa Gillitzer and Laurie McGraw.

F. **Weed Commissioner Report – Supervisor Paul Huettl** – Supervisor Huettl reported that there were eight notices sent to residents in 2011 that required action on noxious weeds; most residents responded. Supervisor Huettl urged residents to destroy the weeds on their property before they go to seed.

G. **Roads Report – Chairman Raymond Heidtke** – Chairman Heidtke summarized the annual road report and highlighted the following: 19 miles of roads were striped, 5 culverts were replaced, 20,000 pounds of crack filling was used to fill road cracks, and 603 tons of salt was used during snow and ice. The sewer lateral in the Valleywood subdivision was repaired by the Village and the road was repaired with new asphalt.

Chairman Heidtke expanded upon the need for the Town Hall building remodeling and shared some of the options being explored. Heidtke mentioned that Treasurer Kathy Welch has resigned and the Town is looking for a replacement.

All in attendance were invited to join the Town Board members in refreshments in the upstairs dining room.

**III. Adjournment** – Motion by Elmer Kloehn, seconded by Russ Hanson to adjourn the Town Meeting until it is reconvened on April 16, 2013. Motion carried.

Respectfully submitted,

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Julia Oliver, Town Clerk

Minutes approved: ______________________
I. Call Meeting to Order and Pledge of Allegiance – The meeting was called to order at 7:00 PM by Chairman Heidtke. The Pledge of Allegiance was recited.

A. Official Meeting Notification - The official meeting notice was read into the public record by Clerk Oliver.

B. Roll Call – Chairman Heidtke, Supervisors Huettl, Kufahl and Hartwig were present. Supervisor Russell was excused. Also present was Joint Parks and Recreation Director Kelly Valentino, and Clerk Julia Oliver.

C. Approval of the Agenda – Motion by Hartwig, seconded by Kufahl to approve the agenda. Motion carried without a negative vote.

D. Approval of the Minutes - Motion by Huettl, seconded by Hartwig to approve the minutes of the February 27, 2012 meeting and the March 8, 2012 meeting. Motion carried without a negative vote.

II. Reports

A. Joint Parks and Recreation – Kelly Valentino, Director – Kelly reported the April Joint Parks and Recreation meeting will be held a the Town Hall on April 24th, the Summer Activity Guide is currently available online and will be mailed out in two weeks, and the Fish Derby will be held on May 5th. Kelly also mentioned the group who was considering renting the Town Hall building for a summer camp has decided they feel the facility is too expensive for the first year of the camp so they will not be renting this year.

B. Treasurer – In the absence of a Town Treasurer Clerk Oliver reported the March 31, 2012 account balances as follows: General Fund $104,743.49; General Fund Money Market $659,989.20; Encumbered Funds Money Market $306,919.98; Property Tax $4,446.02; Property Tax Money Market $0; Park and Planning $2,068.13; Park and Planning Money Market $7,501.74; Cemetery $9,971.42. Motion by Hartwig, seconded by Kufahl to approve the Treasurer’s report as presented. Motion carried without a negative vote.

III. Business

A. Any Town Citizen Comment on an Agenda Item – There were no comments.

B. Discussion and Possible Action – New Operator’s Licenses – Frank Grahek and Leah Weber – Motion by Hartwig, seconded by Huettl to approve an Operator’s License for Frank
Grahek. Motion carried without a negative vote. Motion by Huettl, seconded by Heidtke to deny an Operator’s License for Leah Weber based upon the results of the criminal history check which revealed multiple misdemeanor charges and three OWI convictions, the third charge in 2008. Motion carried with Supervisors Huettl, Heidtke and Hartwig voting in favor and Supervisor Kufahl voting against.

C. Discussion and Possible Action – Certified Survey Map – Section 27 – George Welsh – Motion by Kufahl, seconded by Huettl to approve the Certified Survey Map for George Welsh. Motion carried without a negative vote.

D. Update, Discussion and Possible Action – Archery Range at Town Hall – Kelly Valentino, Joint Parks and Recreation Director – Kelly distributed information on the Town Hall Park Archery Range Project and updated the Town Board on a recent meeting between Park and Recreation Intern Billy and Norm Yogerst. Chairman Heidtke reported on the proposed berms and the opportunity to get fill from the Highway 60/Division Road roundabout construction project. Supervisor Kufahl reported on recommendations and offers of assistance from the Buckskin Bowmen. Motion by Huettl, seconded by Kufahl directing Joint Parks and Recreation Director Kelly Valentino to move forward with the project by presenting the proposed archery range project and requesting a Conditional Use Permit for the Archery Range from the Plan Commission at their next meeting. Motion carried without a negative vote.

E. Discussion and Possible Action – United States Fistball League – Courts at Town Hall – Kelly Valentino – Joint Parks and Recreation Director – Kelly distributed information on the concept of a Fistball Complex and reported on the presentation made to the Joint Parks and Recreation Group by Jim Blank representing the United States Fistball League, including the Fistball League’s request to pursue installing courts at the Town Hall Park. Motion by Huettl, seconded by Hartwig directing Joint Parks and Recreation Director Kelly Valentino to move forward with the United States Fistball League proposal by presenting the concept and requesting a Conditional Use Permit for the installation of courts from the Plan Commission at their next meeting. Motion carried without a negative vote.

F. Discussion and Possible Action – JAYBA (Little League) – Contract, Financial and In-Kind Support – Future Use – The Town Board was brought up to date on the agreed upon terms for the 2012 use of the Town Hall Park fields and pavilion as follows: 1. Costs directly associated with JAYBA use from April through July will be billed, 2. $700 will be billed to JAYBA as a contribution to the mowing costs, 3. An in-kind donation of exterior painting of the pavilion will be completed by JAYBA members, 4. JAYBA members to attend the September 13, 2012 Town Board meeting to recap the 2012 agreement and discuss the 2013 agreement. No action.

G. Discussion and Possible Action – Joint Village/Town Little League Programming – Motion by Huettl, seconded by Kufahl to table the discussion until after the September meeting. Motion carried without a negative vote.
H. Discussion – Washington County Sheriff’s Office – 2011 Annual Report – Each Supervisor received a copy of the 2011 Washington County Sheriff’s Office Annual Report; Chairman Heidtke highlighted key points and commented on the Town of Jackson data.

I. Update and Discussion – Amendment to the Joint Village Town Comprehensive Plan – Washington County Spaeth Park Project – Clerk Oliver provided comments on the need for a Conditional Use Permit for the Archery Range at the Spaeth Park and also provided an update on the timing for amending the Joint Village/Town Comprehensive Plan.

J. Discussion and Action – Use of Parking Lot by Milwaukee Light Engineering Conference Attendees – Consensus of the Town Board that the parking lot use is acceptable.

K. Reconsideration and Discussion – No Concealed Carry in Town Buildings – Supervisor Kufahl – Motion by Huettl, seconded by Hartwig to table discussion until the next meeting. Motion carried without a negative vote.

L. Discussion and Possible Action – Town Hall Buildings and Park 2012 Projects:
   1. Add Gravel to Pavilion Service Road – Need to Correct Drainage? – Motion by Kufahl, seconded by Hartwig to have the Town Highway workers add gravel and correct drainage on the service road as needed. Motion carried without a negative vote.
   2. Blacktop Repair and Addition of Handicap Parking Adjacent to New Town Hall Patio – The Town Board discussed the need(s) for repaving the broken up section of the asphalt adjacent to the new patio and considered whether or not the reminder of the upper lot can be spray patched to extend the life of the surface; also noted the striping for handicap parking can be done when the rest of the Town Hall lot is striped. Motion by Kufahl, seconded by Huettl to have Supervisor Hartwig take the lead on the black top project. Motion carried without a negative vote.
   3. Soffit and Fascia Painting or Replacement – Town Hall Main Building – The consensus of the Town Board is the upper gable ends and gutter ends on the apartment section of the building need attention; Chairman Heidtke and Supervisor Kufahl will review and report back to the Town Board on the best solution and approximate costs at the next meeting. No action.
   4. Window Repair or Replacement – East Side of Town Hall Board Room – Hold off on repair until the remodeling project; window trim can be covered with aluminum. No action.
   5. Roof Repair or Replacement – Main Section of Town Hall Building – Chairman Heidtke will review the roof and report back to the Town Board at the next meeting. No action.
   6. Chimney and Brick Leak Repairs – Main Section of Town Hall Building – Supervisor Kufahl will review, apply another coat of seal coat and report back to the Town Board. No action.
   7. Stone Retaining Wall Repair, Fencing and Landscaping Around New Town Hall Patio – There will be a work weekend in two weeks lead by Supervisors Kufahl and Hartwig to install the fencing and landscaping. Chairman Heidtke commented the stone wall around the patio needs repair. Supervisor Kufahl is donating the fencing and Supervisor Hartwig is donating the landscaping materials. No action.
   8. Picnic Tables and Benches for New Town Hall Patio – Supervisor Huettl will look into plans and associated costs for picnic tables and benches and report to the Town Board. No action.
   9. Town Hall Main Entrance New Door With Handicapped Threshold – Motion by Hartwig, seconded by Huettl authorizing Chairman Heidtke to purchase a 40” door to replace
the current door. Motion carried without a negative vote. The Town will pay for the door and Heidtke Builders will install at no charge.

10. Dining Room Door – Repair/Replacement – Sticks, Handle Loose – Motion by Hartwig, seconded by Huettl authorizing Chairman Heidtke to appraise the dining room door situation and if the door cannot be repaired authorizing Chairman Heidtke to purchase a replacement. Motion carried without a negative vote. If needed, the Town will pay for the door and Heidtke Builders will install at no charge.

11. Town Hall Parking Lot Striping – Motion by Kufahl, seconded by Hartwig to table until the road review meeting. Motion carried without a negative vote.

M. Discussion and Possible Action – Town Participation in State Salt Contract – Motion by Kufahl, seconded by Huettl to participate in the State Salt contract. Motion carried without a negative vote.

N. Discussion and Possible Action – Noxious Weed Complaints and Compliance – Supervisor Huettl – Supervisor Huettl expressed the need for clarification on how to enforce noxious weed violations that are not corrected by the property owner in a timely manner; it was agreed the Town should be able to remove the weeds and bill the owner for the service. The Towns Association will be contacted for assistance. No action.

IV. Supervisors and Clerk Reports

A. Building Committee – Supervisors Hartwig and Kufahl – Supervisors Kufahl and Hartwig reported the next meeting will be April 18th and the committee will fine tune the content of the RFP for architect services for the building/barn remodeling project.

B. Highway Department – Chairman Heidtke – Chairman Heidtke summarized the monthly highway department report.

C. Weed Commissioner – Supervisor Huettl – Nothing to report.

D. Grounds - Supervisor Hartwig – Supervisor Hartwig reported the flower beds have been mulched.

E. Buildings – Supervisor Kufahl - Nothing additional to report.

F. Transfer Station – Supervisor Russell – absent

G. Chairman’s Report and Correspondence – Chairman Heidtke – Chairman Heidtke reported that he presented Wilmer Kannenberg a gift certificate to the Jail House Restaurant on behalf of the Town in recognition of his retirement and appreciation for his service.

H. Clerk’s Report and Correspondence – Clerk Oliver – Clerk Oliver reported she has received her Wisconsin Municipal Clerk Certification. Also, there has been a citizen complaint of standing water in the Strawberry Glen subdivision and Engineer Clementi has responded. SEWRPC has been contacted and is agreeable to completing a PASER rating of Town roads. The old Oshkosh that was sold has been running tolls in Texas; the State has been notified the
Town no longer owns the vehicle and the Washington County Sheriff department has been contacted. Supervisors Hartwig and Kufahl were reminded the cemetery fencing and signage are still open items. A road opening permit has been issued to Kons Excavating for the connection of the Heidel Restaurant property with the Village sewer lateral. The Town did purchase the spray patch machine through the Wisconsin Surplus online auction site. The Action in Jackson parade is June 17th – please plan to ride in the wagon with the Village Board members. At the request of a Joint Park and Recreation Group member Horton Insurance has been contacted to inquire if the group members would be covered under the Town’s liability policy if they were to serve as Board Members of the “Friends of the Joint Village and Town of Jackson Parks and Recreation”; coverage is not extended to members of that group under the Town’s policy. The DNR has contacted Clerk Oliver for a Nonmetallic Mining Performance Review Audit. There is a Recall Primary Election on May 8th and a Recall Election on June 5th.

V. Future Agenda Items - Nothing additional was mentioned.

VI. Announcements – Upcoming meetings were noted.

VII. Approval of Vouchers – Clerk Oliver asked for the Town Board to amend the model year of new International Truck purchase from Lakeside Truck; the original motion was for a 2011 and the Town received a 2013 model year truck. Motion by Huettl, seconded by Hartwig to amend the purchase of a 2011 International Truck to the purchase of a 2013 International Truck from Lakeside International; there is no change in the agreed to pricing. Motion carried without a negative vote. Motion by Hartwig, seconded by Huettl to approve the vouchers for payment as presented. Motion carried without a negative vote.

VIII. Adjournment – Motion by Kufahl, seconded by Huettl to adjourn. Motion carried without a negative vote.

Respectfully submitted,

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Julia Oliver, Town Clerk

Minutes approved: ___________________
I. Call Meeting to Order and Pledge of Allegiance – The meeting was called to order at 7:00 PM by Chairman Heidtke. The Pledge of Allegiance was recited.

A. Official Meeting Notification - The official meeting notice was read into the public record by Clerk Oliver.

B. Roll Call – Chairman Heidtke, Supervisors Huettl, Kufahl, Hartwig and Russell were present. Also present was Joint Parks and Recreation Director Kelly Valentino, and Clerk Julia Oliver.

C. Approval of the Agenda – Motion by Hartwig, seconded by Huettl to approve the agenda. Motion carried without a negative vote.

D. Approval of the Minutes - Motion by Kufahl, seconded by Huettl to approve the minutes of the April 12, 2012 meeting. Motion carried without a negative vote. Motion by Russell, seconded by Hartwig to approve the minutes of the April 26, 2012 meeting. Motion carried without a negative vote.

II. Reports

A. Joint Parks and Recreation – Kelly Valentino, Director – Kelly presented the May 10, 2012 Director’s Report. Kelly mentioned she will be presenting the Archery Range and the Fistball League courts to the Plan Commission on May 30th. Kelly also highlighted the presentation that Police Chief Jed Dolnick will offer on May 15th to make local citizens aware of recent scamming occurrences and the steps citizens can take to protect themselves.

B. Treasurer – In the absence of a Town Treasurer Clerk Oliver reported the April 30, 2012 account balances as follows: General Fund $105,135.79; General Fund Money Market $639,032.98; Encumbered Funds Money Market $250,055.65; Property Tax $4,446.02; Property Tax Money Market $0; Park and Planning $2,068.13; Park and Planning Money Market $7,502.05; Cemetery $9,972.25. Motion by Hartwig, seconded by Russell to approve the Treasurer’s report as presented. Motion carried without a negative vote.

III. Business

A. Any Town Citizen Comment on an Agenda Item – There were no comments.

B. Discussion and Possible Action - Appointments to Commissions and Committees – Chairman Heidtke announced he has asked all commission and committee members with expiring terms to continue and all have accepted. The Town Board members of the Plan Commission will switch; Robert Hartwig and Paul Huettl will step off, and Dan Kufahl and Everett Russell will step on beginning in June. Chairman Heidtke noted the Joint Planning
Group members do not have ending dates to their terms; an ordinance will be needed.

C. **Discussion and Possible Action – Reduction of 2011-2012 Alcohol Licensing Fee for El Doman, LLC** – Motion by Kufahl, seconded by Hartwig to reduce the Combined Beer and Intoxicating Alcohol Licensing fee(s) to $200 for the remainder of the 2011-2012 licensing period. Motion carried without a negative vote.

D. **Discussion and Possible Action – Alcohol Licensing – El Doman LLC, dba Doman’s, Matthew Doman, agent** – Motion by Russell, seconded by Hartwig to issue a new Combined Beer and Intoxicating Alcohol License to El Doman LLC, dba Doman’s, Matthew Doman, agent, subject to the real estate sale closing and Jean Heidel turning in her licenses for the property. Motion carried without a negative vote.

E. **Discussion and Possible Action – TRI and TRID Awards – 2012 Road Projects** – Heidtke read the award letters for the TRI and TRID projects. The Board reviewed the comments and notes from the annual road review meeting. Motion by Huettl, seconded by Kufahl to request bids for all projects included in item II.(B) from the minutes of the April 26, 2012 Special Town Board Meeting, and decide at the June meeting which road projects will be done in 2012. Motion carried without a negative vote.

F. **Reconsideration, Discussion and Possible Action – No Concealed Carry in Town Buildings – Supervisor Kufahl** – Kufahl asked for the reconsideration of the current policy of “no concealed carry in Town buildings” after participating in concealed classes and discussing the topic with others who participate in local government. After discussion, motion by Kufahl, seconded by Huettl to rescind the “No Concealed Carry in Town Buildings” action and to remove the no concealed carry postings from the Town Hall doors. Motion carried with Huettl, Kufahl, Heidtke and Hartwig voting aye and Russell voting no.

G. **Discussion and Possible Action – Picnic Tables and Benches for New Town Hall Patio** – Huettl summarized his research of the styles, materials and pricing options for the picnic tables and benches. Motion by Russell, seconded by Kufahl directing Huettl to purchase materials for eight (8) picnic table/bench sets for an amount not to exceed $1500. Motion carried without a negative vote.

**IV. Supervisors and Clerk Reports**

A. **Building Committee – Supervisors Hartwig and Kufahl** – Supervisors Kufahl and Hartwig reported there will not be meetings in May or June. Julia has received the information from Kufahl for the preparation of the request for proposals.

B. **Highway Department – Chairman Heidtke** – Chairman Heidtke summarized the monthly highway department report. The recently purchased spray patch machine is at the Town Garage.

C. **Weed Commissioner – Supervisor Huettl** – Nothing to report; awaiting assistance from the Clerk’s office with preparation of letters to residents with weed issues.
D. Grounds - Supervisor Hartwig – Supervisor Hartwig reported the annuals will be planted around Memorial Day. The patio fencing and landscaping installation was completed by Town Board members with assistance from the Hartwig family and Jeff Wenzel.

E. Buildings – Supervisor Kufahl – Kufahl reported he is assembling information in order to prepare a RFP for the roof over the center town hall section and the approximate three foot area in front of the apartment.

F. Transfer Station – Supervisor Russell – The addition of a fourth recycling bin is being considered.

G. Chairman’s Report and Correspondence – Chairman Heidtke – Nothing additional to report.

H. Clerk’s Report and Correspondence – Clerk Oliver – Clerk Oliver reported JAYBA would like specific direction on what needs painting at the pavilion. The conflict related to non-issuance of a new operator’s license to Leah Weber has been resolved. Maintenance worker Bruce Rolston has requested speed limit/speed control signage for the town driveways, specifically the service drive to the pavilion. The Town will need to enact some type of noxious weed or weed control ordinance to assist the Weed Commissioner with enforcement. Building Inspector Hoffmann has reported the rocks in the landscaping along the patio between the end of the fencing and the stair hand rails are too small to serve as barriers to prevent falls – some type of larger barrier must be installed. Additionally installation of a railing to prevent falls down the exterior basement stairs from the grass level must be installed. The turnout for the May 8, 2012 Recall Primary Election was 49%; Clerk Oliver expressed her appreciation for the dedication of the poll workers; they did an exceptional job.

V. The Town Board may go to Closed Session Pursuant to Wisconsin Statutes Sec. 19.85(1) (c) to “Consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility”. Motion by Hartwig, seconded by Huettl to move into Closed Session. Roll call vote: Huettl-aye, Kufahl-aye, Heidtke-aye, Hartwig-aye, Russell-aye. Motion carried without a negative vote.

VI. Reconvene in Open Session for the Purpose of Acting on Matters Discussed in Closed Session – Motion by Huettl, seconded by Kufahl to move into Open Session. Roll call vote: Huettl-aye, Kufahl-aye, Heidtke-aye, Hartwig-aye, Russell-aye. Motion carried without a negative vote, Action: Motion by Hartwig, seconded by Huettl to advertise for a Treasurer. Motion carried without a negative vote.

VII. Future Agenda Items - Nothing additional was mentioned.

VIII. Announcements – Upcoming meetings were noted.
IX. Approval of Vouchers – Motion by Hartwig, seconded by Huettl to approve the vouchers for payment as presented. Motion carried without a negative vote.

X. Adjournment – Motion by Russell, seconded by Huettl to adjourn. Motion carried without a negative vote.

Respectfully submitted,

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Julia Oliver, Town Clerk

Minutes approved: ___________________
MINUTES OF THE REGULAR TOWN BOARD MEETING
JUNE 14, 2012

I. Call Meeting to Order and Pledge of Allegiance – The meeting was called to order at 7:00 PM by Chairman Heidtke. The Pledge of Allegiance was recited.

A. Official Meeting Notification - The official meeting notice was read into the public record by Clerk Oliver.

B. Roll Call - Chairman Heidtke, Supervisors Huettl, Kufahl, Hartwig and Russell were present. Also present was Clerk Julia Oliver.

C. Approval of the Agenda - Motion by Hartwig, seconded by Huettl to approve the agenda. Motion carried without a negative vote.

D. Approval of the Minutes – Motion by Kufahl, seconded by Russell to approve the minutes of the May 10, 2012 meeting. Motion carried without a negative vote.

II. Reports

A. Joint Parks and Recreation – Kelly Valentino, Director – Joint Parks and Recreation Director Valentino was excused.

III. Business

A. Any Town Citizen Comment on an Agenda Item – T. Peters commented on item E.

B. Discussion and Possible Action – 2012-2013 Alcohol Licensing – Motion by Kufahl, seconded by Hartwig to approve the 2012-2013 Alcohol Licenses as presented, the licensees with open items must provide the required documentation to the Clerk prior to license issuance. Motion carried without a negative vote.

C. Discussion and Possible Action – 2012-2013 Operator Licensing – Motion by Hartwig, seconded by Huettl to approve the 2012-2013 Operator License Renewals as presented. Motion carried without a negative vote.

D. Discussion and Possible Action – 2012-2013 New Operator Licensing – Motion by Kufahl, seconded by Huettl to approve the 2012-2013 new Operator License for Lisa Haas. Motion carried without a negative vote. It was noted that Daniel Chapman, Katlyn Dedrick, Jennifer Mohney and Angela Wanta did not appear as required.

E. Discussion and Possible Action – Payne and Dolan Request for Extended Hours of Operation – Jeff Williams representing Payne and Dolan appeared to present the information related to the request. Motion by Huettl, seconded by Hartwig to approve the Payne and Dolan request to operate for ten (10) days from 8:00 PM to 6:00 AM after providing notification of the start date to the Town,
and providing one week of advance notice of the extended operating hours to the immediate neighbors. Motion carried without a negative vote.

F. Discussion and Presentation – Wisconsin State Representative Duey Stroebel – State Assembly Representative Stroebel provided a self introduction including business, civic and philanthropic pursuits. Representative Stroebel stressed he is a fiscal conservative. After questions from the Town Board, Chairman Heidtke thanked Representative Stroebel for attending the meeting.

G. Discussion and Possible Action – Farmland Preservation Plan – Recommendation from Park and Planning Commission to Opt Out – Gordon Hoffmann provided a brief explanation of the events that have occurred which prompted the Park and Planning Commission to recommend the Town “opt out” of the Farmland Preservation Plan. Motion by Huettl, seconded by Kufahl confirming the Park and Planning Commission’s recommendation that the Town of Jackson “opt out” of the Farmland Preservation Plan. Motion carried without a negative vote.

H. Discussion and Possible Action – Resolution - Community Development Authority Fixed Rate Revenue Bonds – Attorney Linda Templin provided a summary of the proposed addition of a Performing Arts Center at Kettle Moraine Lutheran High School. Attorney Templin stressed the Town of Jackson Community Development Authority and the Town of Jackson are conduit issuers; neither have liability but both provide benefit because the bonds are non-taxable and therefore Kettle Moraine Lutheran High School receives a lower interest rate on their borrowing. Motion by Hartwig, seconded by Huettl adopting Resolution J-12-003, “Resolution Approving Issuance of Community Development Authority of the Town of Jackson, Wisconsin Fixed Rate Redevelopment Revenue Bonds, Series 2012 (Kettle Moraine Lutheran High School Project)”. Roll call vote: Huettl-aye, Kufahl-aye, Heidtke-aye, Hartwig-aye, Russell-aye. Motion carried without a negative vote.

I. Discussion - Progress on Joint Planning Group’s Review of Joint Park and Recreation Director Employment Agreement and Community Center Operation Agreement – Gordon Hoffmann and Arlyn Johnson, Town members of the Joint Village/Town Planning Group provided a brief history of the two contracts/agreements currently in place which dictate the financial responsibility the Town has for the Joint Parks and Recreation Director and the Community Center. Also provided was a new operations agreement drafted by Village Administrator John Walther. The discussion considered the intent of the two original documents. The consensus of the Town Board is that they concur with Town Members of the Joint Village/Town Planning Group on what has occurred and the intent of both documents.

J. Discussion and Possible Action – Grave Opening June 24, 2012 – Philip T. Geygan – Motion by Kufahl, seconded by Huettl to approve the grave opening permit for Phillip Geygan. Motion carried without a negative vote.

K. Discussion and Possible Action – Pay Rate for Mary Krumbiegel, Assistant Chief Inspector- Clerk Oliver stated that Mary Krumbiegel has completed the required Chief Inspector training and has assumed the role of “Assistant Chief Inspector” for the 2012 elections to date. Clerk Oliver indicated that the Chief Inspector is paid more than the Poll Workers and she would like the Town Board to increase Mary Krumbiegel’s pay to $12.50 per hour to reflect her increased responsibility and duties. Motion by Kufahl, seconded by Hartwig to increase Mary Krumbiegel’s pay rate to $12.50 per hour. Motion carried without a negative vote.
L. Discussion and Possible Action – 2012 Road Projects:  
   1. Crack Filling - Crack Filling Service, LLC – Motion by Russell, seconded by Huettl to award the crack filling contract to Crack Filling Services in the amount of $24,500. Motion carried without a negative vote.

   2. Seal Town Hall Parking Lot – Gierach Grading and Paving – Motion by Kufahl, seconded by Hartwig to award the Seal Coat of the Town Hall Parking Lot contract to Gierach Grading and Paving in the amount of $6,050, area to include only the main lot, not the extra west lot, the north drive and lot, or the driveway into the facility. Motion carried without a negative vote.

IV. Supervisors and Clerk Reports  
A. Building Committee – Supervisors Hartwig and Kufahl – Nothing to report.

B. Highway Department – Chairman Heidtke – Chairman Heidtke summarized the Highway Department report.

C. Weed Commissioner – Supervisor Huettl – Supervisor Huettl commented on the weeds that he noticed on the land along Highway 60 by the Forest Hills subdivision; Clerk Oliver will contact Washington County about the problem.

D. Grounds - Supervisor Hartwig – Supervisor Hartwig commented he has completed planting annuals at the Town Hall. Supervisor Huettl commented positively on the addition of the fence and landscaping around the new patio.


F. Transfer Station – Supervisor Russell - Supervisor Russell reported the Town received approximately $7,000 for the 2012 Recycling Grant, he has purchased some tools for the Transfer Station employees to use and he met with a Sheriff Deputy and the Transfer Station employees regarding permit and dumping violations.

G. Treasurer’s Report – Clerk Oliver - In the absence of a Town Treasurer Clerk Oliver reported the May 31, 2012 account balances as follows: General Fund $87,090.50; General Fund Money Market $660,205.78; Encumbered Funds Money Market $218,592.80; Property Tax $4,446.02; Property Tax Money Market $0; Park and Planning Money Market $2,068.13; Park and Planning Money Market $7,502.37; Cemetery $9,972.67. Motion by Huettl, seconded by Hartwig to approve the Treasurer’s report as presented. Motion carried without a negative vote.

H. Chairman’s Report and Correspondence – Chairman Heidtke – Chairman Heidtke read the list of Jackson Fire Department members who received awards for their years of service; it was noted that Ron Eickstedt has thirty years of service. Chairman Heidtke also reminded the Town Board of the upcoming Public Informational Meeting on the Highway 60 Project (widening/reconstruction).

I. Clerk’s Report and Correspondence – Clerk Oliver – Clerk Oliver reported the Town had an 89.2% turnout for the June 5th recall election.
V. Future Agenda Items
   Supervisor Kufahl asked that the RFP for the architect be placed on the July agenda for consideration.
   Supervisor Russell requested that meetings be held on a night other than Thursday during the summer months. It was agreed that the July meeting will be held on Wednesday, July 11th.

VI. Announcements – Upcoming meetings were noted.

VII. Approval of Vouchers – Motion by Kufahl, seconded by Huettl to approve the vouchers as presented. Motion carried without a negative vote.

VIII. Adjournment – Motion by Hartwig, seconded by Russell to adjourn. Motion carried without a negative vote.

Respectfully submitted,

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Julia Oliver, Town Clerk

Minutes approved: ___________________
MINUTES OF THE SPECIAL TOWN BOARD MEETING
JUNE 28, 2012

I. Call Meeting to Order and Pledge of Allegiance – The meeting was called to order at 7:00 PM by Chairman Heidtke. The Pledge of Allegiance was recited.

A. Official Meeting Notification - The official meeting notice was read into the public record by Clerk Oliver.

B. Roll Call - Chairman Ray Heidtke, Supervisors Paul Huettl, Dan Kufahl, Robert Hartwig and Everett Russell were present. Also present was Joint Parks and Recreation Director Kelly Valentino, Highway Supervisor Ron Eickstedt and Clerk Julia Oliver.

C. Approval of the Agenda - Motion by Hartwig, seconded by Huettl to approve the agenda. Motion carried without a negative vote.

II. Reports
A. Joint Parks and Recreation – Kelly Valentino, Director - Joint Parks and Recreation Director Valentino provided the Town Board with copies of a Director’s Report dated June 28, 2012 and she briefly highlighted a few of the events. Kelly mentioned the Joint Park and Recreation Group doesn’t meet in June, July or August. The annual park inspection was completed and the report was provided to Clerk Oliver for filing.

III. Business
A. Any Town Citizen Comment on an Agenda Item – There were no comments.

B. Discussion and Possible Action – 2012 Road Projects – Bids Opened, Discussion, Projects Awarded – Chairman Heidtke noted bids were received from Scott Construction, Inc., Fahrner Asphalt Sealers, LLC, Stark Asphalt and Payne & Dolan, Inc. The road bids were opened and read aloud. After review and discussion motion by Kufahl, seconded by Russell to award projects 4 cold roll slag seal, 9 chip seal, 10 slag seal and 11 double chip seal to Scott Construction, Inc. Motion carried without a negative vote. Motion by Russell, seconded by Huettl to authorize the Washington County Highway Department to proceed with the bridge repairs; Maple Road south of Cty. Hwy. NN for $7,166.00 and Maple Road north of Pleasant Valley Road for $2,375.18. Motion carried without a negative vote.

C. Discussion and Possible Action – Archery Range at the Town Hall Park – Joint Parks and Recreation Director Kelly Valentino confirmed the Park and Planning Commission have approved the Conditional Use Permit for the Archery Range at the Town Hall Park. Kelly discussed the design and the site (including targets and signage) requirements. Motion by Huettl, seconded by Kufahl to approve the expenditure of $2,000 from the Park Fund account for the Archery Range. Motion carried without a negative vote.
D. Discussion and Possible Action – Fistball Courts at the Town Hall Park – No action. Kelly Valentino reported that she is working on a Conditional Use Application for the project in order to have it considered at the next Park and Planning Commission meeting.

E. Discussion and Possible Action – 2012 – 2013 Operator Licensing – Motion by Hartwig, seconded by Huettl to approve the renewal of an Operator License for Dawn DeGeorge. Motion carried without a negative vote.

F. Discussion and Possible Action – Special Event Alcohol Licensing – D & S Main Street, Sandra Hron, owner – Motion by Hartwig, seconded by Huettl to amend the 2012-2013 alcohol license for Sandra Hron to include the parking lot area in the premise description, for a special event on July 29, 2012. Motion carried without a negative vote.

G. Discussion and Possible Action – Renewal – Liability and Vehicle Insurance - Motion by Russell, seconded by Hartwig to renew the Town liability and vehicle insurance with the present carrier, The Horton Group. Motion carried without a negative vote.

IV. Reports

A. Chairman’s Report and Correspondence – Chairman Heidtke – Heidtke reported on email correspondence received from Washington County Highway Commissioner Jon Edgren with regard to the permit for the parade in Kirchhayn on July 29, 2012.

B. Clerk’s Report and Correspondence – Clerk Oliver – Clerk Oliver reported a number of qualified applicants have submitted their resume for the Town Treasurer position.

V. Future Agenda Items – Nothing added.

VI. Announcements – Upcoming meetings were noted.

VII. Adjournment – Motion by Russell, seconded by Huettl to adjourn. Motion carried without a negative vote.

Respectfully submitted,

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Julia Oliver, Town Clerk

Minutes approved: ___________________
I. Call Meeting to Order and Pledge of Allegiance – The meeting was called to order at 7:00 PM by Chairman Heidtke. The Pledge of Allegiance was recited.

A. Official Meeting Notification - The official meeting notice was read into the public record by Clerk Oliver.

B. Roll Call - Chairman Ray Heidtke, Supervisors Paul Huettl, Dan Kufahl and Robert Hartwig were present. Also present was Joint Parks and Recreation Director Kelly Valentino and Clerk Julia Oliver. Supervisor Everett Russell was excused.

C. Approval of the Agenda - Motion by Hartwig, seconded by Huettl to approve the agenda. Motion carried without a negative vote.

D. Approval of the Minutes – Motion by Kufahl, seconded by Huettl to approve the minutes of the June 14, 2012 meeting. Motion carried without a negative vote.

II. Reports

A. Joint Parks and Recreation – Kelly Valentino, Director – Joint Parks and Recreation Director Valentino provided the Town Board with a brief update to the Director’s Report dated June 28, 2012. Kelly mentioned the archery range has been staked and is ready for the berm construction. Kelly and Jim Blank are working on the Fistball courts project scope and budget for submission of the Conditional Use Permit to the Planning Commission. Kelly thanked everyone who worked on and participated in “Action in Jackson” – the event was a success.

B. Treasurer’s Report – Clerk Oliver – Heidtke commented there is not a Treasurer’s report.

III. Business

A. Any Town Citizen Comment on an Agenda Item – Chairman Heidtke asked for comments on any agenda item other than the Highway 60 Corridor project. There were no comments.

B. Discussion and Possible Action – Comments on the Highway 60 Corridor – Chairman Heidtke provided the Board members with a brief history of the Project Advisory Committee (PAC) meetings and also a summary of the June 20th Public Information Meeting. Chairman Heidtke would like the Town Board to formulate comments for submission to the Wisconsin DOT. Chairman Heidtke briefly explained the alternatives presented at the Public Information Meeting. Chairman Heidtke asked if there were any Town citizen comments on the Highway 60 Corridor project and the following citizens commented: T. Welke, J. Whisler, M. Heckendorf, C. Whisler, A. Karlsvik, L. Hanson, C. Losik, S. Kueper, J. Engelbrecht, D. Nikolay, J. Braeger, L. McGraw, J. Lamm Sr., H. Lamm, and S. Clay. After consideration of the public comments and discussion, motion by Kufahl,
seconded by Huettl directing the Clerk to draft a resolution stating the Town Board is not in favor of any/all of the Jackson Bypass Alternatives. Motion carried without a negative vote.

C. Discussion and Possible Action – Fire Ban – No action.

D. Discussion and Possible Action – Kirchhayn Parade – Kufahl reported the car club who sponsors the parade had an emergency meeting to establish participation rules for the parade and the car club has confirmed they will do their best to keep the rules enforced following the parade. Chairman Heidtke commented the Washington County Highway Department will not issue a parade permit to the car club unless the Town of Jackson agrees to accept the responsibility for the oversight of the parade. Motion by Huettl, seconded by Hartwig agreeing that the Town will be responsible for the oversight of the Kirchhayn parade and authorizing Supervisor Kufahl and Supervisor Russell to act on behalf of the Town of Jackson on July 29, 2012 to ensure the road barricades are installed and removed, and to act on behalf of the Town for the oversight of the event. Motion carried without a negative vote, Kufahl abstained.

E. Discussion and Possible Action – Requests for Proposal – Architect – Clerk Oliver provided a draft of the RFP – Architectural Services for the Town Board review and input. After review, motion by Huettl, seconded by Heidtke directing Clerk Oliver to mail copies of the RFP – Architectural Service to the architects that have previously submitted information on Town Hall projects, to post in the three locations in the Town of Jackson, and to publish a summary of the project in the West Bend News. Motion carried without a negative vote.

IV. Supervisors and Clerk Reports

A. Building and Building Committee – Supervisor Kufahl – Nothing additional to report. The next Building Committee meeting will be on August 22, 2012 to review the submitted proposals.

B. Highway Department – Chairman Heidtke – Heidtke summarized the Highway Department report.

C. Weed Commissioner – Supervisor Huettl – Nothing to report. Huettl commented there are six picnic tables assembled and two more to complete.

D. Grounds - Supervisor Hartwig – Hartwig commented that sufficient watering has been key to keeping the new plantings alive during the drought conditions.

E. Transfer Station – Supervisor Russell – No report.

F. Chairman’s Report and Correspondence – Chairman Heidtke – Nothing additional to report. Heidtke commented the new doors have arrived and will be installed shortly.

V. Future Agenda Items – The Spring Valley Road TRI-D project will need further consideration.
VI. **Announcements** – Upcoming meetings were noted.

VII. **Approval of Vouchers** – Motion by Hartwig, seconded by Kufahl to approve the vouchers as presented. Motion carried without a negative vote.

VIII. **Adjournment** – Motion by Hartwig, seconded by Huettl to adjourn. Motion carried without a negative vote.

Respectfully submitted,

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Julia Oliver, Town Clerk

Minutes approved: __________________
MINUTES OF THE SPECIAL TOWN BOARD MEETING
AUGUST 18, 2012

I. Call Meeting to Order and Pledge of Allegiance – The meeting was called to order at 9:00 AM by Chairman Heidtke.

A. Official Meeting Notification - The official meeting notice was read into the record by Clerk Oliver.

B. Roll Call – Chairman Heidtke, Supervisors Huettl and Hartwig were present. Supervisors Kufahl and Russell were excused. Also present was Clerk Julia Oliver.

C. Approval of the Agenda – Motion by Hartwig, seconded by Huettl to approve the agenda. Motion carried without a negative vote.

II. Business

A. Any Town Citizen Comment on an Agenda Item - There were no comments.

B. Discussion and Possible Action – Response to WI DNR Request for Comments and Support of WPDES Wastewater Discharge Permit for Contaminated Groundwater from Remedial Action Operations – Chairman Heidtke explained the process for treating the water from the remediation wells prior to discharge. The DNR has already issued a permit but they added a parameter that allows the Town to comment on and add requirements to the permit process. After discussion, motion by Huettl, seconded by Heidtke supporting the WI DNR WPDES Wastewater Discharge Permit for Contaminated Groundwater from Remedial Action Operations with the following conditions and comments: 1. Prior to discharging into the right of way on Mill Road there will be three separate checks to ensure the treatment system is working. 2. The culvert under Mill Road will be protected with an interior plastic sleeve to ensure there isn’t damage to the culvert from the water discharge, 3. There will be weekly communication from the DNR confirming compliance, 4. West Shore Pipeline will address any future erosion concerns if they arise. Motion carried without a negative vote.

III. Adjournment – Motion by Hartwig, seconded by Huettl to adjourn. Motion carried without a negative vote.

Respectfully submitted,

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Julia Oliver, Town Clerk       Minutes approved: ________________
I. **Call Meeting to Order and Pledge of Allegiance** – The meeting was called to order at 6:30 PM by Chairman Heidtke.

   A. **Official Meeting Notification** - The official meeting notice was read into the record by Clerk Oliver.

   B. **Roll Call** – Chairman Heidtke, Supervisors Huettl, Kufahl, Hartwig and Russell were present. Also present was Zoning Administrator Gordon Hoffmann, Town Engineer Matt Clementi, Town Engineer Stantec Associate Rick Schmidt and Clerk Julia Oliver.

   C. **Approval of the Agenda** – Motion by Huettl, seconded by Russell to approve the agenda. Motion carried without a negative vote.

II. **Business**

   A. **Any Town Citizen Comment on an Agenda Item** - There were no comments.

III. The Town Board may go to Closed Session Pursuant to Wisconsin Statutes Sec. 19.85(1) (e) for the purpose of “Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session”. Motion by Huettl, seconded by Kufahl to move into Closed Session. Roll call vote: Huettl-aye, Kufahl-aye, Heidtke-aye, Hartwig-aye, Russell-aye. Motion carried without a negative vote. Chairman Heidtke asked Eric Nitschke, WIDNR, and Ed Buc, Arcadis, to participate in the Closed Session discussion.

IV. **Reconvene in Open Session for the Purpose of Acting on Matters Discussed in Closed Session, as required.** Motion by Huettl, seconded by Hartwig to move into Open Session. Roll call vote: Huettl-aye, Kufahl-aye, Heidtke-aye, Hartwig-aye, Russell-aye. Motion carried without a negative vote. There was no action.

V. **Adjournment** – Motion by Huettl, seconded by Hartwig to adjourn. Motion carried without a negative vote.

Respectfully submitted,

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Julia Oliver, Town Clerk

Minutes approved: __________________
I. Call Meeting to Order and Pledge of Allegiance – The meeting was called to order at 7:00 PM by Chairman Heidtke. The Pledge of Allegiance was recited.

A. Official Meeting Notification - The official meeting notice was read into the public record by Clerk Oliver.

B. Roll Call - Chairman Ray Heidtke, Supervisors Paul Huettl, Dan Kufahl, Robert Hartwig and Everett Russell were present. Also present was Joint Parks and Recreation Director Kelly Valentino, Treasurer Paul Eilbes and Clerk Julia Oliver.

C. Approval of the Agenda - Motion by Hartwig, seconded by Huettl to approve the agenda as amended. Motion carried without a negative vote.

D. Approval of the Minutes – Motion by Huettl, seconded by Hartwig to approve the minutes of the August 8, 2012 meeting and the August 18, 2012 meeting. Motion carried without a negative vote.

II. Reports

A. Joint Parks and Recreation – Kelly Valentino, Director – Valentino presented the Director’s Report dated September 12, 2012, several upcoming events were highlighted and the need for volunteers was emphasized.

B. Treasurer’s Report – Treasurer Eilbes – Eilbes reported the August 31, 2012 account balances as follows: General Fund $251,650.28; General Fund Money Market $550,673.32; Encumbered Funds Money Market $186,262.13; Property Tax $6,940.02; Property Tax Money Market $0; Park and Planning $2,068.13; Park and Planning Money Market $7,503.32; Cemetery $10,008.94. Motion by Russell, seconded by Huettl to approve the Treasurer’s report as presented. Motion carried without a negative vote.

III. Business

A. Any Town Citizen Comment on an Agenda Item – There were no comments.

B. Discussion and Possible Action – Resolution to Accept Public Improvements in Strawberry Glen Phase II and Begin the Warranty Period – Motion by Hartwig, seconded by Huettl to adopt Resolution J-12-005, “A Resolution Accepting Public Improvements Within the Strawberry Glen Subdivision Phase II”, begin the one year warranty period and authorize a reduction in the letter of credit. Motion carried without a negative vote.

C. Discussion and Possible Action – Appellation Ridge Subdivision – End of Warranty Period and Release of Escrow - Motion by Kufahl, seconded by Hartwig to end the one year warranty period for the public improvements in the Appellation Ridge and authorizing Clerk Oliver to release the balance in the escrow account by returning the funds to MSA Professional Services, Inc. Motion carried without a negative vote.
D. Discussion and Possible Action – Conditional Use Permit – Signage, Costs – Town Hall Park Archery Range – Valentino presented the proposed signage, explained the steps needed to construct the stands and lanes and the hope to have a dedication ceremony prior to the October Town Board meeting. Motion by Russell, seconded by Huettl agreeing to the terms in Conditional Use Permit J-12-001 for the operation of public archery range at the Town Hall Park and increasing the original budget for the project which was $2,000 (to date $1,500 spent for the archery target bales and $325 estimated for the signage) by $1,800 (new budget for the project is $3,800 to include an additional $1,500 to Rahn for transporting the dirt/fill and $300 for seed). Motion carried without a negative vote.

E. Discussion and Possible Action – Conditional Use Permit and Costs – Town Hall Park Fistball Courts - Jim Blank, representing U.S. Fistball commented he would like to start the project as soon as possible in order to schedule the first tournament in June 2013. Blank also commented he has secured donations and in kind support in order to complete the project without requesting funds from the Town. Motion by Kufahl, seconded by Hartwig agreeing to the terms in Conditional Use Permit J-12-003 for the operation of a U.S. Fistball Complex at the Town Hall Park, and specifying that the U.S. Fistball use of the Town Hall Park be reviewed in the Spring of 2013 to discuss maintenance and storage issues. Motion carried without a negative vote.

F. Discussion and Possible Action – Service Project List for Boy Scouts, Girl Scouts and 4-H Groups Using the Facility without Charge – No action; the Town board will continue to evaluate projects for placement on the service project list.

G. Discussion and Possible Action – Changes to Road Chip/Slag Sealing – 2012 Road Projects – Motion by Kufahl, seconded by Huettl to change Project 10 awarded to Scott Construction, Inc. from slag seal to chip seal. Motion carried without a negative vote.

H. Discussion and Possible Action – TRI-D Spring Valley Road – No action; Heidtke will ask County Highway Commissioner Edgren to attend the next Town Board meeting.

IV. Supervisors and Clerk Reports

C. Building and Building Committee – Supervisor Kufahl – Kufahl reported the committee will meet on September 19th to review the bids and use the rating system the committee members developed to rank the bids; the committee will make a recommendation of 2-3 architects for Town Board consideration.

D. Highway Department – Chairman Heidtke – Heidtke summarized the Highway Department report. He also mentioned that the City of Cedarburg borrowed (for a partial day) a truck for road shouldering. Heidtke reported that he has authorized having tires recapped on the truck that needs new tires.

E. Weed Commissioner – Supervisor Huettl – Nothing to report. Huettl commented that he has completed construction of the final two picnic tables.

F. Grounds - Supervisor Hartwig – Hartwig commented that he will be planting mums at the Town Hall soon.
G. Transfer Station – Supervisor Russell – Russell commented that Veolia is making an additional pick up per week to keep up with the quantity of plastic bottles that are being collected at the recycling center.

H. Chairman’s Report and Correspondence – Chairman Heidtke – Heidtke reported that the fuel spill continues to keep things busy.

I. Clerk’s Report – Clerk Oliver – The DNR would like to have a technical meeting for long term solutions for clean water in the area affected by the fuel spill on September 18th at the Town Hall.

V. Future Agenda Items – Nothing noted.

VI. Announcements – The upcoming meetings were noted.

VII. Closed Session - The Town Board may go to Closed Session Pursuant to Wisconsin Statutes Sec. 19.85(1) (c) to “Consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility”. Motion by Kufahl, seconded by Russell to move into Closed Session. Roll call vote: Huettl – aye, Kufahl – aye, Heidtke – aye, Hartwig – aye. Motion carried without a negative vote.


IX. Approval of Vouchers – Motion by Huettl, seconded by Hartwig to approve the vouchers as presented. Motion carried without a negative vote.

X. Adjournment – Motion by Hartwig, seconded by Russell to adjourn. Motion carried without a negative vote.

Respectfully submitted,

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Julia Oliver, Town Clerk

Minutes approved: __________________
I. Call Meeting to Order and Pledge of Allegiance – The meeting was called to order at 7:00 PM at the Jackson Area Community Center by Chairman Heidtke.

A. Official Meeting Notification - The official meeting notice was read into the record by Clerk Oliver.

B. Roll Call – Chairman Heidtke, Supervisors Huettl, Kufahl, Hartwig and Russell were present. Also present was Zoning Administrator Gordon Hoffmann, Town Engineers Matt Clementi, Town Engineer - Stantec Associate Rick Schmidt, Town Attorney Daniel Sargeant and Clerk Julia Oliver.

C. Approval of the Agenda – Motion by Russell, seconded by Hartwig to approve the agenda. Motion carried without a negative vote.

II. Business

A. Discussion and Possible Action – Long-term Water Supply Alternatives for Residents Affected by the West Shore Pipeline Fuel Release on July 17, 2012 and Review of Community Survey – Chairman Heidtke introduced Eric Nietzsche - WDNR, Patrick Hodgens – West Shore Pipe Line, Jim Cooper – Arcadis and Ed Buc – Arcadis. Chairman Heidtke commented that 243 surveys were sent to residents that have been affected by the fuel release and 87 surveys have been returned. A summary of the responses to the Community Survey were provided for review. Arcadis presented a brief review of the long-term water supply alternatives that have been analyzed in the Phase I evaluation. Arcadis commented the goal is to narrow the list prior to the subsequent (Phase II) analysis. The alternatives reviewed included private wells with continued use of POET systems, Village of Jackson municipal water supply to Town residents as direct customers, Town of Jackson sanitary district - water supply could be from new Town municipal wells or the purchase of water from other local municipalities, drilling deeper private wells, a private owned public water system and a combined option utilizing any combination of the previously mentioned options. No action.

B. Any Town Citizen Comment on an Agenda Item – There were approximately three hundred and eighty residents in attendance. Over thirty residents commented on the possible long-term water supply alternatives.

C. Discussion and Possible Action – Appointment of Chairman Ray Heidtke to the Building Committee – Motion by Kufahl, seconded by Hartwig confirming the appointment of Town Chairman Heidtke as a member of the ad-hoc Building Committee. Motion carried without a negative vote.
D. Discussion and Possible Action – Appointment of New Poll Workers for 2012 – 2013, and Appointment of Tabulators for November Election – Motion by Hartwig, seconded by Huettl appointing Carol Butler, Barbara Hendrix and Naomi Mahnke as poll workers for 2012-2013; and adding the duties of election tabulators to the appointments of Diane Kowalske and Dennis Jeske. Motion carried without a negative vote.

Chairman Heidtke announced there are maps showing the revised (as of September 28, 2012) “Water Advisory Area” posted in several locations near the entrance to the meeting area, a letter from the Town Assessor and a “Request for Property Review” form is available and there are Community Survey forms available if residents would like to update or change their previous responses.

III. Adjournment – Motion Kufahl, seconded by Huettl to adjourn. Motion carried without a negative vote.

Respectfully submitted,

APPROVED

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Julia Oliver, Town Clerk

Minutes approved: 12/13/2012
MINUTES OF THE REGULAR TOWN BOARD MEETING
OCTOBER 11, 2012

I. Call Meeting to Order and Pledge of Allegiance – The meeting was called to order at 7:00 PM by Chairman Heidtke. The Pledge of Allegiance was recited.

A. Official Meeting Notification - The official meeting notice was read into the public record by Clerk Oliver.

B. Roll Call - Chairman Ray Heidtke, Supervisors Paul Huettl, Dan Kufahl, Robert Hartwig and Everett Russell were present. Also present was Joint Parks and Recreation Director Kelly Valentino, Town Engineer Matthew Clementi, Treasurer Paul Eilbes and Clerk Julia Oliver.

C. Approval of the Agenda - Motion by Huettl, seconded by Hartwig to approve the agenda as amended. Motion carried without a negative vote.

D. Approval of the Minutes – Motion by Russell, seconded by Huettl to approve the minutes of the September 10, 2012 meeting. Motion carried without a negative vote. Motion by Huettl, seconded by Hartwig to approve the minutes of the September 12, 2012 meeting. Motion carried without a negative vote.

II. Reports

A. Joint Parks and Recreation – Kelly Valentino, Director
   1. Presentation and Discussion - Joint Parks and Recreation 2013 Budget – Valentino provided commentary that asked the Town Board to consider an additional contribution in 2012 of $21,450. The 2013 proposed budget and commentary was presented and the Town of Jackson is asked to contribute $83,600.
   2. Discussion and Possible Action - Archery Range Dedication – Valentino commented that the berm work is complete and the range, shooting lanes and paths have been marked. The yard markers and stands are in process. Valentino would like to move forward with the archery range dedication; the consensus of the Town Board was to plan for an archery range dedication in the spring of 2013.
   3. Discussion and Possible Action – Signage – Town Hall Park Grounds – Valentino presented mock-ups of the approved archery range signage and possible additional signage for the Town Hall Facility and Park. Clerk Oliver will budget for additional signage in 2013.
   4. Discussion – Trails at the Town Hall Park – Valentino presented a draft of potential changes to be considered when proceeding with the updating of the Master Plan for the Town Hall Facility and Park. Valentino stressed that the planning document is continuing to evolve.

B. Treasurer’s Report – Treasurer Eilbes – Eilbes reported the September 30, 2012 account balances as follows: General Fund $124,809.08; General Fund Money Market $550,741.21; Encumbered Funds Money Market $186,285.10; Property Tax $4,446.02; Property Tax Money Market $0; Park and Planning $2,068.13; Park and Planning Money Market $7,503.59; Cemetery $10,009.35. Motion by Hartwig, seconded by Huettl to approve the Treasurer’s report as presented. Motion carried without a negative vote.
III. Business

A. Any Town Citizen Comment on an Agenda Item – K. Moore and J. Micech commented on item D.

B. Discussion and Possible Action – Cemetery Plot Purchase – Russell and Mary Hanson - Motion by Hartwig, seconded by Kufahl to approve the sale of Immanuel Lutheran Cemetery plot #56 to Russell and Mary Hanson with approval that the site may be used for the burial of two cremation urns on the single plot. Motion carried without a negative vote.

C. Discussion and Possible Action – JAYBA:
   1. 2012 Season Recap – Pat Rego representing JAYBA presented a 2012 season recap; the season went well with no rainouts however the total number of children participating was down a bit.
   2. Plans for 2013 Season – JAYBA plans to develop field #4 in 2012-2013. The terms specified for 2012 use were reviewed and JAYBA will paint the pavilion trim in the spring of 2013 due to lack of volunteers in 2012. The condition (poor) of the pavilion during/after the JAYBA use was discussed and improvements will be made by JAYBA in 2013. JAYBA understands they will be responsible for a $750 fee for mowing in addition to the costs directly associated to their seasonal use. The Town Board reminded JAYBA that they must provide the Town Clerk with a schedule for both practice use and playing use. The Town Board thanked JAYBA for their efforts.

D. Discussion and Possible Action - Long Term Drinking Water Solution:
   1. Results of Community Survey – No action. The survey summary was reviewed and the consensus of the Town Board is to have Town Engineer Matthew Clementi investigate and provide additional information on the options.
   2. Elimination of Impractical Options – Motion by Huettl, seconded by Kufahl to eliminate Slinger, Grafton, Cedarburg, Richfield, Germantown and West Bend as municipal sources of water due to impracticality. Motion carried without a negative vote.
   3. Timeline and Plan of Action Toward Resolution – No action.

E. Discussion and Possible Action – Spring Valley Road TRID Project – Washington County Highway Commissioner Jon Edgren attended the meeting to answer questions related to the scope of the TRID project as applied for and awarded. Edgren commented the project cannot be changed and Heidtke commented on the changes that have occurred at Spring Valley Products which have resulted in reduced traffic on Spring Valley Road. Motion by Huettl, seconded by Russell requesting that Washington County set up a traffic counter on Spring Valley Road. Motion carried without a negative vote.

F. Report and Discussion – Washington County Highway Commissioner Jon Edgren – Kirchhayn Parade – No action. Edgren provided a brief history of the parade and summarized the permitting process followed in 2012. Edgren commented there was one complaint related to “post parade” activities. Washington County Sheriff Dale Schmidt also provided his comments on the parade. The consensus of the Town Board is to continue the involvement of two Town Board Supervisors in an oversight capacity, and have the car club continue to set the rules, apply for the permits and oversee the event. Sheriff Schmidt commented that in 2013 there will be Sheriff Deputies in the area periodically to reinforce their presence.
G. Discussion and Possible Action – Service Project List for Boy Scouts, Girl Scouts and 4-H Groups Using the Facility Without Charge - Valentino provided a list of possible projects that benefit the Town Hall Park and Grounds to be used as service projects. The topic of a disc golf course was revisited as a possible Scout project; Valentino will prepare a layout of a potential course at the Town Hall Park for presentation at a future meeting.

H. Discussion and Possible Action – 2013 Budget – Fees, Transfer Station Permits, Capital Improvements or Purchases, Major Road Construction Projects – Clerk Oliver completed an analysis of Transfer Station income verses expenses and recommends the 2013 Transfer Station Permit Fee remain $60, with a $40 late fee if purchased after February 1st. Motion by Russell, seconded by Huettl to keep the Transfer Station Permit Fee at $60, with a $40 late fee. Motion carried without a negative vote. Clerk Oliver presented the proposed 2013 Fee Schedule. Motion by Hartwig, seconded by Russell to adopt the 2013 Fee Schedule as presented. Motion carried without a negative vote.

I. Discussion and Possible Action – Town Hall Building Project:
1. Purpose of Remodeling – Building Use – Heidtke asked the Town Board members if they felt the income generated from a remodeled building would pay for the cost of the remodeling project. Kufahl stressed the committee had unanimously recommended to turn the building into a rental/income generating property; uses considered were weddings, meetings, birthday parties, confirmation parties, anniversary parties, etc…a variety of uses. Heidtke commented he felt the use for the remodeled area would be as a larger meeting room and a voting facility; if the remodeled area would be a rental then the fees would have to cover the cleaning and utilities. The Town Board also considered where the money would come from for the project, if they should borrow for the project and how they could justify borrowing for the project. No action.
2. Building Committee Recommendation for Architectural Services – Kufahl summarized the process used to rank the bids. Motion by Russell, seconded by Huettl for the Town Board members to review the three bids for architectural services recommended by the Building Committee in preparation for further discussion and action (selection) at the October 24, 2012 meeting. Motion carried without a negative vote.

IV. Supervisors and Clerk Reports

A. Building and Building Committee – Supervisor Kufahl – Nothing additional to report.

B. Highway Department – Chairman Heidtke – Heidtke summarized the Highway Department report.

C. Weed Commissioner – Supervisor Huettl – Nothing to report.

D. Grounds - Supervisor Hartwig – Hartwig commented the archery range seeding project should be completed by October 12, 2012.

E. Transfer Station – Supervisor Russell – Nothing to report.

F. Chairman’s Report and Correspondence – Chairman Heidtke – Nothing additional to report.
G. Clerk’s Report – Clerk Oliver – Clerk Oliver reported she met with Melanie Burns, WI DNR for the Recycling Program Audit; the Town must update the ordinance and adopt a compliance plan by February 1, 2013. Correspondence was received from Washington County Attorney Nass with regard to a refund for taxes they paid on an exempt property located at the corner of Country Aire and Pioneer Road; an opinion has been requested from Town Attorney Sargeant and Assessor Grota. After discussion with the Washington County Clerk of Courts, Attorney Riffle will be proceeding with the citations against Donald Sigmund. Clerk Oliver attended the meeting held at the Community Center by the law firm of Habush, Habush and Rotier regarding a potential mass tort lawsuit against West Shore Pipe Line. METCO has completed the scope of work approved by the DNR; the DNR will review the report from METCO and will advise on how to proceed. A letter was received from Nancy Witte-Dycus commenting on the Highway 60 Corridor Study. Resident Kathy Febos complained about the early closure of the Transfer Station (according to her watch); Clerk Oliver and Mike Schmidt have attempted to reset the time clock without success so a new clock will have to be purchased. Training of three new poll workers will be held on October 12th and a meeting of all poll workers will be held on October 31st to prepare for the November 6th election. Each Town Board member has been given copies of recent correspondence from Attorney Riffle with regard to Land Sitting Uses, Wind Turbine Rules and Wireless Telecommunications Federal Law Changes.

V. Future Agenda Items – Nothing noted.

VI. Announcements – The upcoming meetings were noted.

VII. Approval of Vouchers – Motion by Hartwig, seconded by Russell to approve the vouchers as presented. Motion carried without a negative vote.

VIII. Adjournment – Motion by Kufahl, seconded by Huettl to adjourn. Motion carried without a negative vote.

Respectfully submitted,

APPROVED

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Julia Oliver, Town Clerk

Minutes approved: 12/13/2012
I. Call Meeting to Order and Pledge of Allegiance – The meeting was called to order at 7:00 PM by Chairman Heidtke. The Pledge of Allegiance was recited.

A. Official Meeting Notification - The official meeting notice was read into the public record by Clerk Oliver. It was noted that there was a connection issue with the fax machine and Clerk Oliver is uncertain if all the media received the fax.

B. Roll Call - Chairman Ray Heidtke, Supervisors Paul Huettl, Dan Kufahl, Robert Hartwig and Everett Russell were present. Also present was Town Engineer Matthew Clementi, Stantec Engineering Associate Rick Schmidt, Treasurer Paul Eilbes and Clerk Julia Oliver.

C. Approval of the Agenda - Motion by Hartwig, seconded by Huettl to approve the agenda. Motion carried without a negative vote.

D. Approval of the Minutes – No action.

II. Reports

A. Joint Parks and Recreation – Kelly Valentino, Director – Kelly Valentino asked to be excused; a written Director’s report dated November 6, 2012 was provided for distribution.

B. Treasurer’s Report – Treasurer Eilbes – Eilbes reported the October 31, 2012 account balances as follows: General Fund $75,815.94; General Fund Money Market $500,791.19; Encumbered Funds Money Market $186,302.93; Property Tax $4,446.05; Property Tax Money Market $0; Park and Planning $2,068.13; Park and Planning Money Market $7,503.64; Cemetery $10,009.77. Motion by Huettl, seconded by Hartwig to approve the Treasurer’s report as presented. Motion carried without a negative vote.

III. Business

A. Any Town Citizen Comment on an Agenda Item – J. Braeger commented on item B.

B. Discussion and Possible Action – Long Term Drinking Water Solution – Town Engineer Matthew Clementi and Stantec associate Rick Schmidt reviewed the written responses provided to the Town Board addressing questions about the well contamination issue. After discussion, motion by Huettl, seconded by Kufahl formally requesting the Wisconsin DNR to not require Town action on a long term drinking water solution until sufficient time has passed to evaluate seasonal effects on the underground plume,
And, continue the use of the POET systems during the evaluation time-frame,
And, requesting that West Shore Pipeline conduct feasibility studies on three options for a permanent drinking water solution:
1. Shared private wells – five (5) houses or less per well
2. Extension of the Village water distribution system
3. Town sanitary district
Motion carried without a negative vote. Clerk Oliver is directed to forward notice of the Town Board action to the WI DNR and to West Shore Pipe Line, and to prepare a release for posting and distribution to the news media.

C. Discussion and Possible Action – Spring Valley Road TRID Project – Town Engineer Matthew Clementi reviewed the results of the Spring Valley Road traffic count. After discussion, motion by Russell, seconded by Hartwig directing Clementi to have a Wednesday/Thursday traffic count done on Spring Valley Road. Motion carried without a negative vote.

D. Discussion and Possible Action – Town Hall Building Project:
   1. Purpose of Remodeling – Building Use - It was noted the Building Committee recommended the areas of the building being considered for remodeling be used to generate rental income. Heidtke asked the Town Board members to state their opinions for use and after discussion the consensus was to have an area for a larger, accessible space for town use and for rentable space. It was acknowledged that the desire was to create income and additional space for community use, but that the income will not offset the expense. Additional comments included the desire for year-round use, the upper area of the barn could not be used for the public but it could be used for storage, the cost of the remodel would determine if it would be appropriate to remodel or better to rip down the building and build something better suited for the desired use and that a permanent bar structure is not necessary because portable bars can serve the purpose during rental use. No action.
   2. Building Committee Recommendation for Architectural Services – Motion by Huettl, seconded by Kufahl to award the architectural services project to Continuum Architects for the Town Hall Building Project including the area south of the Town Hall Board room to the south end of the lower level of the barn for an amount not to exceed $16,200. Motion carried without a negative vote.

IV. Supervisors and Clerk Reports

A. Building and Building Committee – Supervisor Kufahl – Nothing to report.

B. Highway Department – Chairman Heidtke – Heidtke summarized the Highway Department report. Heidtke commented that Scott Construction has agreed to extend warranty work on Mockingbird/Hummingbird until next year. Also, Rich Oestreich will not be a seasonal plow driver any longer (except in an emergency situation).

C. Weed Commissioner – Supervisor Huettl – Nothing to report.

D. Grounds - Supervisor Hartwig – Hartwig commented the archery range berm is turning green and the Thanksgiving decorations were put up for the election.

E. Transfer Station – Supervisor Russell – Russell reported the Transfer Station clean up is going well and that Ron Eickstedt will assist with the cleaning. Russell also commented the Transfer
Station building roof will need some work in 2013 and that the overhead doors will need work or will need to be replaced.

F. Chairman’s Report and Correspondence – Chairman Heidtke – Heidtke reported on a DOT meeting that he attended; an update was provided on the two separate State Highway 60 projects – the reconstruction/resurfacing of Hwy. 60 from Eagle Drive to 181 and the Hwy. 60 Corridor Study.

G. Clerk’s Report – Clerk Oliver – Clerk Oliver provided each Town Board member with copies of recent correspondence from Attorney Riffle with regard to a seminar attended on Open Meeting and Public Records, and an opinion letter on Legal Nonconforming Uses, Structures and Lots – Statutory Changes. The Town of Jackson had a 92% turnout for the November 6, 2012 election. The Town Hall apartment tenant has provided a list of repair needs and one of the baseboard heaters in the large bar needs repair.

V. Budget Workshop – The Town Board reviewed the 2013 draft budget provided by Clerk Oliver. Motion by Kufahl, seconded by Hartwig directing Clerk Oliver to publish the budget hearing notice and the call for an elector meeting to set the levy and approve the highway expenditures. Motion carried without a negative vote.

VI. Future Agenda Items – Chairman Heidtke will contact Village President Kannenberg to request a joint meeting of the Town and Village Boards to discuss the annual Town contribution to the Parks and Recreation Director salary and the annual Town contribution to the Community Center.

VII. Announcements – The upcoming meetings were noted.

VIII. Approval of Vouchers – Motion by Huettl, seconded by Russell to approve the vouchers as presented. Motion carried without a negative vote.

IX. Adjournment – Motion by Russell, seconded by Huettl to adjourn. Motion carried without a negative vote.

Respectfully submitted,

APPROVED

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Julia Oliver, Town Clerk

Minutes approved: 12/13/2012
I. Call Meeting to Order and Pledge of Allegiance – The meeting was called to order at 5:30 p.m. by Chairman Heidtke, and the Pledge of Allegiance was recited.

A. Official Meeting Notification - The official meeting notice was read into the public record by Clerk Oliver.

B. Roll Call – Chairman Heidtke, Supervisors Hartwig, Huettl, Kufahl and Russell were present. Also present was Clerk Julia Oliver.

II. Public Hearing on the Proposed 2013 Town Budget

A. Introduction and Summary – Town Chairman Raymond Heidtke – Chairman Heidtke presented the 2013 Proposed Town Budget.

B. Public Comments
Russell commented that it may be time to reopen the discussion with Cedarburg for fire protection on the east side of the Town due to the increase in the contractual costs with the Jackson Fire Department.

C. Close Public Hearing – Chairman Heidtke closed the Public Hearing

III. Adjournment – Motion by Hartwig, seconded by Huettl to adjourn. Motion carried without a negative vote.

Respectfully submitted,

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Julia Oliver, Town Clerk

Minutes approved: ________________
MINUTES OF THE SPECIAL TOWN MEETING
NOVEMBER 28, 2012

I. Call Meeting to Order and Pledge of Allegiance – The meeting was called to order immediately following the Public Budget Hearing by Chairman Heidtke.

A. Official Meeting Notification - The Clerk confirmed the meeting was noticed as required.

II. Business

A. To Approve the Total 2013 Highway Expenditures Pursuant to Section 82.03(2) of the Wisconsin Statutes in the amount of $810,429 – Motion by Marcy Bishop, seconded by Dan Kufahl to approve the Total 2013 Highway Expenditures in the amount of $810,429. Motion carried without a negative vote.

B. To Adopt the 2012 Town Tax Levy to be Paid in 2013 Pursuant to Section 60.10(1) (A) of the Wisconsin Statutes in the amount of $968,303 – Motion by Gordon Hoffmann, seconded by Everett Russell to adopt the 2012 Town Tax Levy in the amount of $968,303. Motion carried without a negative vote.

III. Adjournment – Motion by Robert Hartwig, seconded by Paul Huettl to adjourn. Motion carried without a negative vote.

Respectfully submitted,

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Julia Oliver, Town Clerk

Minutes approved: _________________
1. Call Meeting to Order and Pledge of Allegiance.

Town Chairman Raymond Heidtke called the Town Board meeting to order. Village President Wendy Kannenberg called the Village Board meeting to order. Town Chairman Heidtke led the assembly in the Pledge of Allegiance.

A. Official Meeting Notification.

Village Clerk Susan Rank confirmed that this meeting was properly noticed by both the Town of Jackson and the Village of Jackson.

B. Roll Call.

Village Clerk Rank noted that Everett Russell, Robert Hartwig, Dan Kufahl, and Ray Heidtke were present representing the Town of Jackson. Brian Emmrich, Don Olson, Michael Schwab, Michael Kufahl, Peter Habel, Wendy Kannenberg, and Nancy Kraus were present representing the Village of Jackson.

C. Approval of the Agenda.

Supervisor Russell made a motion to approve the agenda. Supervisor Hartwig seconded the motion. Vote: 4 ayes, 0 nays. The motion passed.

Trustee Kufahl made a motion to approve the agenda. Trustee Habel seconded the motion. Vote: 7 ayes, 0 nays. The motion passed.

2. Business.

A. Any Town or Village Citizen Comment on an Agenda Item.

Ryan LaTour, a Village of Jackson resident spoke. He is the pastor of Kettlebrook Church, which rents the Community Center on Sundays for worship services, and members of the church volunteer time to help with projects and events. He spoke of the value of the Jackson Area Community Center and the Jt. Parks & Recreation Department.

Doug Alfke, a Village of Jackson resident spoke. He is a member of the Jt. Parks & Recreation Department, as well as the Jt. Planning Group. He spoke of the value of the Jt. Parks & Recreation Department and the Jackson Area Community Center, and what an asset they are to the communities.

Judy Rupnow, a Town of Jackson resident spoke. She is a member of the Jt. Parks & Recreation Department. She spoke of the benefits of the Jt. Parks & Recreation Department and Jackson Area Community Center as they pertained to the Town of Jackson residents, as well as the entire Jackson community.
B. Discussion and Possible Action – Shared Support of the J. Park & Recreation Director Salary and Benefits (per agreement dated June 18, 2001), the Jackson Area Community Center (per agreement dated February 14, 2008), and the Jt. Parks & Recreation Department.

Town Chairman Heidtke started by saying that this meeting became a wish of the Town Supervisors at their Budget meeting. They felt a joint meeting of the two (2) Boards was needed to clear up issues in the contracts. Supervisor Kufahl stated that the bottom line was that they all realize that contracts were signed, but they needed to go through the contracts and see if everyone can agree on definitions. Trustee Habel referred to item #5 in the Development and Operations Agreement. Supervisor Kufahl referred to item #4 in the Development and Operations Agreement. Trustee Kufahl said item #5 should refer to the Jackson Area Community Center building. Supervisor Kufahl said that was one of the items that needed to be worked out. Supervisor Russell stated that he agreed with Supervisor Kufahl, in that the contract definitions needed to be worked out. There were too many grey areas in the contracts. There needed to be more clarification. Further discussion ensued regarding the contracts dollars and definitions.

It was finally decided that a joint meeting with both Boards in attendance should happen once a year, to make sure there are no issues between the two (2) communities. A subcommittee will also be formed, consisting of two (2) members of the Town Board and two (2) members of the Village Board. These members will meet with Kelly Valentino before budget meetings are held, and with her help, determine what operational costs for the Jackson Area Community Center are. They will then go back to their respective Boards and give a report. Hopefully this will help both the Town and the Village determine what amounts should be contributed and what the money will be used for.

Trustee Kufahl thanked the Town for requesting this meeting. Chairman Heidtke said that the Town members for the subcommittee would be chosen at the next Town Board meeting. Village President Kannenberg asked any Village Trustee interested in being on the Committee to contact her. This item will be on the December 11, 2012 Village Board agenda. Thursday, March 7, 2013 at 7:00pm was set as a tentative date for the next joint meeting of the Village and the Town of Jackson Boards.

3. Announcements.

Chairman Heidtke mentioned that there will need to be a Joint Village/Town meeting regarding the Spaeth property. The Shared Boundary Agreement will need to be amended regarding the use of the property. A meeting will be held in February or March 2013 at a date to be agreed upon at a later date.

4. Adjournment.

Supervisor Hartwig made a motion to adjourn. Supervisor Kufahl seconded the motion. Vote: 4 ayes, 0 nays. The motion passed.

Trustee Habel made a motion to adjourn. Trustee Kraus seconded the motion. Vote: 7 ayes, 0 nays. The motion passed. The meeting was adjourned at 7:50pm.

NOTE** The Village Board approved these minutes at their 12-11-12 meeting.
The Town Board approved these minutes at their 12-13-12 meeting.

Respectfully submitted by: Susan Rank, Village of Jackson
I. Call Meeting to Order and Pledge of Allegiance – The meeting was called to order at 7:00 PM by Chairman Heidtke. The Pledge of Allegiance was recited.

A. Official Meeting Notification - The official meeting notice was read into the public record by Clerk Oliver.

B. Roll Call - Chairman Ray Heidtke, Supervisors Paul Huettl, Dan Kufahl, Robert Hartwig and Everett Russell were present. Also present was Treasurer Paul Eilbes and Clerk Julia Oliver.

C. Approval of the Agenda - Motion by Huettl, seconded by Hartwig to approve the agenda. Motion carried without a negative vote.

D. Approval of the Minutes – Motion by Kufahl, seconded by Russell to approve the minutes of the October 1, 2012 Special Town Board meeting, the October 11, 2012 Regular Town Board meeting, the November 8, 2012 Regular Town Board meeting and December 6, 2012 Joint Town/Village Board meeting. Motion carried without a negative vote.

II. Reports

A. Joint Parks and Recreation – Kelly Valentino, Director – Kelly Valentino asked to be excused; a written Director’s report dated December 13, 2012 was provided for distribution.

B. Treasurer’s Report – Treasurer Eilbes – Eilbes reported the November 30, 2012 account balances as follows: General Fund $137,753.51; General Fund Money Market $355,823.52; Encumbered Funds Money Market $186,318.20; Property Tax $.01; Property Tax Money Market $0; Park and Planning $2,068.13; Park and Planning Money Market $7,503.70; Cemetery $10,010.18. Motion by Russell, seconded by Hartwig to approve the Treasurer’s report as presented. Motion carried without a negative vote.

III. Business

A. Any Town Citizen Comment on an Agenda Item – Luke Mayefske representing the Dahlberg Przybala Law office commented on item B.

B. Discussion and Update – Long Term Drinking Water Solution – Nothing new to report.

C. Discussion and Possible Action – Continuum Architects + Planners, S.C. – Contract for Town Hall Remodeling Project – Daniel Beyer representing Continuum presented the revised proposal; revisions were made to the original proposal after the November 30, 2012 walk thru due to the additional efforts needed to address the mechanicals, electrical service, sprinkler system, additional enclosure for food prep and structural engineering requirements. After discussion, motion by Kufahl,
seconded by Hartwig to contract with Continuum Architects + Planners, S.C. for Task One of the revised proposal for an amount not to exceed $6,942. Motion carried without a negative vote.

D. Discussion and Possible Action – Resolution J-12-006, Recognition of Election Officials for Their Extraordinary Efforts in 2012 – Motion by Hartwig, seconded by Huettl to adopt Resolution J-12-006 “Recognition of the Election Officials for Their Extraordinary Efforts in 2012”. Motion carried without a negative vote.

E. Discussion and Possible Action – Adopt 2013 Town Budget – Motion by Russell, seconded by Huettl to adopt the 2013 Town Budget as presented. Motion carried without a negative vote.

F. Discussion and Possible Action – Approve Special Assessments for the 2012 Tax Bills – Motion by Kufahl, seconded by Hartwig to approve the Special Assessments that will be included on the 2012 tax bills. Motion carried without a negative vote.

G. Discussion and Possible Action – Relocation of Horseshoe Pit – Motion by Kufahl, seconded by Huettl to revisit the horseshoe pit decision in the spring of 2013 and also to ask Joint Parks and Recreation Director Kelly Valentino to make a recommendation with regard to the issue. Motion carried without a negative vote.

H. Discussion and Possible Action – Amendments to the 2012 Town Budget – Motion by Huettl, seconded by Russell to approve the amendments to the 2012 budget as presented. Motion carried without a negative vote.

I. Discussion and Possible Action – Appointment (2) to the Ad-Hoc Joint Parks and Recreation Budget Oversight Subcommittee – Motion by Kufahl, seconded by Hartwig to confirm the appointments of Ray Heidtke and Everett Russell to the Ad-Hoc Joint Parks and Recreation Budget Oversight Subcommittee. Motion carried without a negative vote.

IV. Supervisors and Clerk Reports

A. Building and Building Committee – Supervisor Kufahl – Nothing to report.

B. Highway Department – Chairman Heidtke – Heidtke summarized the Highway Department report.

C. Weed Commissioner – Supervisor Huettl – Nothing to report.

D. Grounds - Supervisor Hartwig – Hartwig commented the fistball range has been partially prepped and will be completed in the spring.

E. Transfer Station – Supervisor Russell – Russell reported the Transfer Station clean up is going well and that the 2013 placards will be green.

F. Chairman’s Report and Correspondence – Chairman Heidtke – Heidtke reported on correspondence received from resident Mark Koenke related to the long term water solution.
G. Clerk’s Report and Correspondence – Clerk Oliver – Clerk Oliver reported on the response she sent to Mr. Koenke, and also the payment received from JAYBA, the open balance to be received in February 2013. Each Town Board member received a copy of an opinion letter from Attorney Riffle related to the “Incidental Alcohol Sales in Unlicensed Businesses”. The EDWC Annual Meeting will be February 12, 2013. Attorney Anderson is moving forward with the legal action related to code noncompliance by Donald Sigmund. The WTA Urban Towns Association membership application has been received and the Board consensus was not to participate. The 2012 tax bills went in the mail today. The Washington County Health Department has provided notification that January is National Radon Action Month. Goodwill is no longer accepting electronics; the Town is now taking any they receive to Best Buy. Notice was received from Wendy Kannenberg, Village of Jackson President that Mike Kufahl and Don Olsen are the Village appointees to the Ad-Hoc Joint Parks and Recreation Budget Oversight Subcommittee. Clerk Oliver confirmed she “checked in” with Eric Nitschke, WI DNR, Pat Hodgens, West Shore Pipeline and Bob McNutt, Arcadis regarding updates or information to share with the Town Board. West Shore is requiring Arcadis to have a draft of their Phase 2 Analysis information available by December 21st.

V. Future Agenda Items – Nothing mentioned.

VI. Announcements – Heidtke commented on the Cty. Hwy. P reconstruction project postponement from 2013 to 2014. Scheduled meetings were announced.

VII. Approval of Vouchers – Motion by Huettl, seconded by Russell to approve the vouchers as presented. Motion carried without a negative vote.

VIII. Adjournment – Motion by Hartwig, seconded by Huettl to adjourn. Motion carried without a negative vote.

Respectfully submitted,

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Julia Oliver, Town Clerk

Minutes approved: ______________