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 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, Stantec Associate Rick Schmidt, Treasurer Paul Eilbes 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.

D. Approval of the Minutes – Motion by Huettl, seconded by Russell to approve the minutes of the November 27, 2012 Special Town Board meeting, the November 28, 2012 Special Town Meeting, the November 28, 2012 Special Town Board meeting and the December 13, 2012 Regular Town Board meeting. Motion carried without a negative vote.

II. Reports

A. Joint Parks and Recreation – Kelly Valentino, Director – Valentino distributed the January 10, 2013 Director’s Report and highlighted several of the events, building/park projects and goals.

B. Treasurer’s Report – Treasurer Eilbes – Eilbes reported the December 31, 2012 account balances as follows: General Fund $35,523.28; General Fund Money Market $355,853.66; Encumbered Funds Money Market $184,385.50; Property Tax $3,228,431.07; Property Tax Money Market $0; Park and Planning $2,068.13; Park and Planning Money Market $7,503.76; Cemetery $10,410.62. 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 – There were no comments.

B. Discussion and Update – Long Term Drinking Water Solution – Chairman Heidtke briefly went through the Arcadis report that was received by the Town on January 4, 2013; he highlighted key points and stated the report clearly follows the guidelines previously stated by West Shore that they will replace what was lost but not address improvements. Also Heidtke noted the final recommendation by Arcadis as the most economical and expedient remedy is to connect to the
Village water supply. Heidtke asked for comments from the citizens: M. Bishop, G. Haas, L. Herro, F. Wanty, P. Dahlberg, J. Braeger and J. Micech commented. Through discussion, issues and questions considered were: the Town loss of assessed value, submission by the Town to West Shore for reimbursement for the additional costs in the Clerk’s office and for Town meetings, the limitations of the current design related to the future sales of farmland for development – how to protect future development, the need for clarity of who would be forced to hook up to the Village water and whether or not wells located in the advisory but that have not had detects would be capped (closed), why cluster wells were disqualified, the lack of cost information in the Arcadis Phase II analysis, if the Town should have an independent analysis completed, the quality of the work, information collection and data completed to date, the opinion that the report is skewed to favor a solution that is best for West Shore, the potential for a Town Sanitary District with the Town purchasing the water from the Village and then distributing the water, the potential for a property that is annexed in the future by the Village being required to hook up to the Village water if the main runs by the property but the property has a functioning well, how long will West Shore be responsible for the damage that they created in the Town, can the Town require West Shore to move the pipeline out of the Town, and how will the Town Board be able to make a decision on what is being proposed if they don’t know short term and long term costs to the Town or Town residents. Clerk Oliver asked if the Town engineers could review and critique the Arcadis report, evaluating the criteria used and noting if there were any criteria that should have been considered that was overlooked; also what would the estimated cost be for the evaluation? Town Engineer Clementi indicated that he (and Stantec) have the ability to complete a review for the Town.

IV. Supervisors and Clerk Reports

A. Building and Building Committee – Supervisor Kufahl – Continuum Architects will attend the February meeting to present their findings. Highway Department employees have been working on demolishing the inside of the carport area when they don’t have highway department work. Heidtke mentioned he is putting together a layout and cost estimate for remodeling the Town Hall apartment kitchen area.

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

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

D. Grounds - Supervisor Hartwig – Hartwig thanked the Town Hall custodial and maintenance staff for their work decorating the Town Hall for the holidays.

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

F. Chairman’s Report and Correspondence – Chairman Heidtke – Heidtke reported the EDWC annual meeting will be held on February 12, 2013, Washington County has postponed the Cty. Hwy. P road construction work one year (to 2014), and there will be a new round-about at the Cty. Hwy. NN and Cty. Hwy. P intersection in 2014.

G. Clerk’s Report and Correspondence – Clerk Oliver – Clerk Oliver commented that each Supervisor has received correspondence from Town Assessor Grota regarding an update on the contaminated properties assessment, there will be a DOT Workshop on the Highway 60 Corridor
Study at the Town Hall on January 31, 2013, the newly formed Greater Jackson Business Alliance is having a lunch meeting on January 16, 2013, the Town Board received a thank you note from the Jackson Historical Society for the 2012 $250 donation, and there have been many complaints about a fire that has been ongoing at the ELS property on the corner of Sherman Road and Country Aire Drive – the Constable, the Sheriff and the Fire Department have all responded to the complaints. Additionally, as of December 31, 2012 the Clerk’s office has collected over 50% of the taxes due, 632 Transfer station permits have been issued, and only incumbents have filed candidacy papers for the Spring 2013 election. Also, notification has been received that Donald Sigmund has retained Levy and Levy to represent him related to his noncompliance on Church Road and the Clerk was served notice that the owners of Hidden Glen are claiming excessive assessment related to their 2012 assessment and related taxes.

V. Future Agenda Items – Nothing mentioned.

VI. Announcements – Heidtke noted upcoming meetings.

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 Russell, 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 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, Stantec Associate Rick Schmidt, Town Attorney Dan Sargeant, 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 – Motion by Kufahl, seconded by Huettl to approve the minutes of the January 10, 2013 Regular Town Board meeting. Motion carried without a negative vote.

II. Reports

A. Joint Parks and Recreation – Kelly Valentino, Director – Valentino distributed the February 14, 2013 Director’s Report and highlighted several of the events, projects and goals.

B. Treasurer’s Report – Treasurer Eilbes – Eilbes reported the January 31, 2013 account balances as follows: General Fund $131,331.68; General Fund Money Market $621,101.50; Encumbered Funds Money Market $263,869.53; Property Tax $2,024,712.24; Property Tax Money Market $0; Park and Planning $2,068.13; Park and Planning Money Market $7,503.82; Cemetery $15,000.56. 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 Other Than Business Item C – There were no comments.

B. Discussion and Possible Action – Joint Parks and Recreation Items:
   1. Permission to Line Lacrosse Field at the Town Hall Park – Kelly Valentino and Jim Meyers – Valentino introduced Jim Meyers, representative for West Bend Youth Lacrosse. Meyers provided the Town Board with a written proposal and also a detailed explanation of the request to establish a Lacrosse field at the Town Hall park facility. Valentino and Meyer will contact the Zoning Administrator to secure a Conditional Use Permit for West Bend Lacrosse to establish a playing field and have competitions at the Town Hall Park Facility.

   2. Joint Parks and Open Space Plan – Master Plan Revision – Valentino noted that the Joint Parks and Recreation Committee has started process of revising the Parks and Open Space Plan. Valentino commented it would be beneficial to review the Town Hall Park Master Plan at the same time. The Town Board concurred noting that the revision would need to be reviewed by the Parks and Planning Commission with the final review by the Town Board.
3. Creation of Field and Park Facilities User Fees – Valentino and the Joint Parks and Recreation Committee will begin the process of developing field and park user fees and follow up with a recommendation to the Town Board.

C. Discussion and Update - Long Term Drinking Water Solution
   1. Town Engineer’s Technical Review of Phase 2 Evaluation of Long-Term Water Supply Alternatives by Arcadis for West Shore Pipeline – Matthew Clementi, Town Engineer and Rick Schmidt, Stantec – Clementi stated the Arcadis Phase 2 report was reviewed for technical accuracy; additional information has been requested from Arcadis, the WI DNR and the Village of Jackson. Schmidt concurred and stated the report was a good analysis. Clementi commented their analysis added a review of priorities by those affected; and the results are shown within the report tables. Eric Nitschke, WI DNR reiterated the two requirements established by the DNR: 1. a long-term drinking water solution, 2. the release site must be cleaned up. Nitschke advised the town to make the most “technically sound” decision based upon the priorities that the Town Board establishes. Nitschke stated the March deadline stands – for “forward movement”. Clementi advised the Town Board to use the Stantec report for making assumptions and establishing a first and second choice in order to proceed to the next phase of analysis. Nitschke stated the WI DNR will “weigh in” on the four alternatives soon. Chairman Heidtke thanked Stantec for their efforts.


D. Discussion and Possible Action – State Trust Fund Loan Application for Road Projects and Building Projects in 2013 – Motion by Hartwig, seconded by Kufahl directing Clerk Oliver to proceed with the State Trust Fund Loan Application process for the 2013 road projects in the amount of $300,000; $100,000 for the final lift in the El Camino subdivision, $135,000 for phase one of the Bridge Road reconstruction, including any required engineering, pulverizing, culverts, base course, SHOULDERING and striping, and $65,000 for phase one of the Spring Valley Road reconstruction including any required engineering, pulverizing, culverts, base course, SHOULDERING and striping. Motion carried without a negative vote.

E. Discussion – Draft Ordinance for Noxious Weeds – No action. Ordinance reviewed by the Town Board; place on next agenda for adoption.

F. Discussion and Possible Action – Draft of Recycling Compliance Assurance Plan and Request to Delay Recycling Ordinance Update Until Ordinance Codification Complete – Motion by Russell, seconded by Huettl to approve the Town of Jackson (responsible unit) Compliance Assurance Plan, and directing Clerk Oliver to submit the CAP to the WI DNR and to submit a request to delay updating the recycling ordinance until the Town ordinance codification process is completed. Motion carried without a negative vote.

G. Discussion and Possible Action – Claim for Excessive Assessment – L-B Holding Company, LLC - No action.

IV. Closed Session – The Town Board may go into 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, “specifically Steven Bublitz. Motion by Huettl, seconded by Hartwig to move into closed session. Roll call vote: Huettl-aye, Kufahl – aye, Heidtke – aye, Hartwig – aye, Russell – aye. Motion carried without a negative vote.

Motion by Hartwig, seconded by Huettl to move into open session. Roll call vote: Huettl-aye, Kufahl – aye, Heidtke – aye, Hartwig – aye, Russell – aye. Motion carried without a negative vote. No action.
V. Supervisors and Clerk Reports

A. Buildings and Building Committee – Supervisor Kufahl – Kufahl reminded the members of the Special Town Board meeting that will be held on March 6, 2013; Dan Beyer of Continuum Architects will make a presentation on the building remodeling project.

B. Joint Parks and Recreation Budget Oversight Ad-hoc Committee – Supervisor Russell – Russell reported the initial committee meeting went well. The Village members seem open to the discussion of the responsibilities/contributions for each community. Russell also stated that all committee members concurred that the $10,000 annual contribution from the Boys and Girls Clun is unacceptable. The next meeting will be held on February 28, 2013 at the Community Center.

C. Highway Department – Chairman Heidtke - Heidtke summarized the Highway Department report.

D. Weed Commissioner – Supervisor Huettl – Nothing additional to report.

E. Grounds - Supervisor Hartwig – Hartwig commented he is contacting local businesses regarding spring flower donations.

F. Transfer Station – Supervisor Russell – Russell reported he attended a home remodeling show and picked up information from Waste Management about debris bags that are filled and then picked up by Waste Management. Russell has directed the Transfer Station employees to remove the aluminum pile; if the work is not completed as directed then he is going to order a dumpster for metal collection.

G. Chairman’s Report and Correspondence – Chairman Heidtke – Heidtke commented that Washington County has already exceeded their budgeted salt usage.

H. Clerk’s Report and Correspondence – Clerk Oliver – Oliver noted she received a flyer on mattress recycling, the 2013 Clean Sweep information was received in the mail, the US Fistball Association is having a fish fry on February 15th at the Town Hall, and the Town Board is reminded of the WI DNR Public Information meeting scheduled for February 18, 2013 at Kettle Moraine Lutheran High School.

VI. Future Agenda Items – Nothing additional mentioned.

VII. Announcements - Heidtke noted upcoming meetings.

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

IX. 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  
MARCH 6, 2013

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 record by Clerk Oliver.

B. Roll Call - Chairman Ray Heidtke, Supervisors Paul Huettl, Dan Kufahl, Robert Hartwig and Everett Russell were present. Also present were Building Committee members Domenic Foti, Shawn Maney, Thomas Peters, Jeff Wenezl, Gerald Groth, and Pam Kruse. Clerk Julia Oliver was present.

C. Approval of the Agenda - Motion by Hartwig, 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.

B. Discussion and Possible Action – Town Hall Remodeling Project – Dan Beyer, Continuum Architects + Planners – No action. Dan Beyer summarized the work completed to date: the spaces were measured, he completed a preliminary code review and he developed some different options for the use of space. Beyer then presented two options and highlighted the positives and challenges of each option. The lower level of the barn remodeling presents the biggest challenge both for meeting code and cost of remodel. The “very rough” cost estimates are $300,000 - $400,000 if option 2A or 2B are selected; these options do not include any remodeling to the barn but they both include mechanical upgrades, upgrades to meet current code for an assembly occupancy and fire separation as required. The “rough” cost estimates are $500,000 - $650,000 for option 1A and 2A; included is the remodeling of the lower level of the barn in addition to the options in 2A and 2B. It was noted that the food prep area in both plans only includes outlets and work surface.

Chairman Heidtke reiterated that the remodeling project must address the long-range plan for the facility; the primary purpose can’t be to create space for rent, but must meet the business and service needs for the Town, specifically a larger space for elections and addressing the fact the offices are undersized. Kufahl wanted to ensure there was an interior walkway from the current Board room to the remodeled area. Others stated that something needs to be done to make use of the barn.

The potential uses for the barn are directly affected by whether or not the building is structural sound. Kufahl reminded the members that the barn upper level floor is designed for dispersed weight, not concentrated weight. The Town Board concurred that there is a need to have a structural engineer evaluate the building. Beyer will have a structural engineer inspect the barn and complete a report (the estimated cost is $2,000). Additionally he will closely review the codes related to fire separation and sprinkler system requirements, and provide some cost estimates required to meet the code.

III. Adjournment – Motion by Huettl, 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 6:30 PM by Chairman Heidtke. The Pledge of Allegiance was recited.

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

B. Roll Call - Chairman Ray Heidtke, Supervisors Paul Huettl, Robert Hartwig and Everett Russell were present. Also present was Town Engineer Matthew Clementi, Stantec Associate Rick Schmidt, Town Attorney Dan Sargeant, Attorney Bennett Brantmeier and Clerk Julia Oliver. Supervisor Dan Kufahl was excused.

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 Hartwig, seconded by Russell to approve the minutes of the February 14, 2013 Regular Town Board meeting and the minutes of the March 6, 2013 Special Town Board meeting. Motion carried without a negative vote.

II. Closed Session – The Town Board may go into Closed Session Pursuant to Wisconsin Statutes Sec. 19.85(1)(g) to confer with legal counsel about strategy regarding current or likely litigation, specifically L-B Holding Company, LLC; and Pursuant to Wisconsin Statutes Sec. 19.85 (1)(h) consideration of request for confidential written advice, specifically related to 19.59 (5) Wis. Stats. Ethics code. Motion by Huettl, seconded by Hartwig to go into closed session. Roll call vote: Huettl – aye, Heidtke – aye, Hartwig – aye, Russell – aye. Motion carried without a negative vote.

III. Reconvene in Open Session. Discussion and Possible Action – L-B Holding Company, LLC’s Claim – Motion by Huettl, seconded by Hartwig to reconvene in open session. Roll call vote: Huettl – aye, Heidtke – aye, Hartwig – aye, Russell – aye. Motion carried without a negative vote. Motion by Huettl, seconded by Hartwig to disallow claim of excessive assessment made by L-B Holding Company, LLC. Motion carried without a negative vote.

At this time due to the unanticipated number of public attending, the meeting was moved to the upstairs dining room. Notice was posted on the door to the board room and the main entrance.

IV. Reports

A. Joint Parks and Recreation – Kelly Valentino, Director – Valentino was excused; the March 13, 2013 Director’s Report was distributed.

B. Treasurer’s Report – Treasurer Eilbes – Eilbes was excused. The Treasurer’s written reported stated the February 28, 2013 account balances as follows: General Fund $224,123.25; General Fund Money Market $621,149.15; Encumbered Funds Money Market $263,889.77; Property Tax ($70.44); Property Tax Money Market $0; Park and Planning $2,068.13; Park and Planning Money Market $7,503.88; Cemetery $15,001.14. Motion by Russell, seconded by Huettl to approve the Treasurer’s report as presented. Motion carried without a negative vote.
V. Business

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

B. Discussion and Possible Action - Long Term Drinking Water Solution
   1. Town Engineer Update: Long-Term Water Supply Alternatives – Matthew Clementi, Town Engineer and Rick Schmidt, Stantec - Clementi briefly summarized his rough calculations on the expected cost of water per quarter for each residential unit for each of the three alternatives. Clementi reviewed the information that he sent to the Town Board in his letter dated March 8, 2013. The letter analyzed the pros and cons of each of the replacement water system options.

   2. Any Citizen Comment – Comments were heard from K. Dittmar, F. Wanty, M. Heckendorf, G. Holcomb, T. Dano, M. Koenke, J. Carr, R. Bishop, N. Kons, G. Petrick, C. Pella, and P. Sierra. Additionally, comments were heard from Eric Nitschke, Southeast Regional Director for the Wisconsin DNR. Nitschke stated that the DNR will require all private wells of the residents who are connected to the replacement system to be capped and sealed. Also the DNR is finalizing the details for the implementation of a special casing area related to the fuel release.

   Heidtke commented that he would like the residents to feel free to contact any of the Supervisors with comments. Motion by Huettl, seconded by Hartwig that the Town Board hold a Special Town Board meeting on April 4, 2013 at 7:00 PM at the Town Hall to make the decision on their preference for a long term drinking water solution. Motion carried without a negative vote.

C. Discussion and Possible Action – Sound System for Town Board Meeting Room – The Town Board reviewed project proposals from Pros 4 Technology and Sound Designs. No action; additional information will be gathered.

D. Discussion and Update - Ordinance for Noxious Weeds – Motion by Russell, seconded by Huettl to adopt Ordinance J-13-001 “An Ordinance to Provide for Noxious Weed Control in the Town of Jackson”. Motion carried without a negative vote.

E. Discussion and Possible Action – 2013 Road Projects
   1. Bid Road Projects Related to Trust Fund Loan – El Camino Subdivision, Bridge Road, Spring Valley Road – Motion by Huettl, seconded by Hartwig to bid out the 2013 road projects that are related to the State Trust Fund Loan. Motion carried without a negative vote.

   2. Annual Road Review – Heidtke asked if the Supervisors wanted to complete the annual road review as has been done in the past, or if they would prefer for the Highway Supervisor and Chairman to review the roads and make a recommendation to the Town Board. Huettl and Hartwig responded they want to continue the annual road review as it has been done in the past. Russell wants to continue the annual road review as it has been done in the past but asked that the review be modified to reduce travel time and the number of roads reviewed; view one road per “type” of repair needed.

VI. Supervisors and Clerk Reports

A. Buildings and Building Committee – Supervisor Kufahl – No report.

B. Joint Parks and Recreation Budget Oversight Ad-hoc Committee – Supervisor Russell – Russell reported the committee was reviewing the two agreements (the Director’s contract and the Community Center Operations Agreement) and each committee member is developing recommended verbiage on a formula for cost sharing. All members agree the Boys and Girls Club is not contributing enough based on their use.
The next meeting is tentatively scheduled for April 4, 2013.

C. Highway Department – Chairman Heidtke - Heidtke summarized the Highway Department report.

D. Weed Commissioner – Supervisor Huettl – Nothing additional to report.

E. Grounds - Supervisor Hartwig – Hartwig commented that Arborscapes is willing to deliver mulch at no charge in the spring, and pass along the cost of the mulch without a markup.

F. Transfer Station – Supervisor Russell – Russell reported that all the aluminum has been moved out of the building and also that he and Steve Spaeth attended Hazardous Material Awareness training.

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

H. Clerk’s Report and Correspondence – Clerk Oliver – Oliver reported that she was copied on a letter from the Wisconsin Department of Revenue that the Town may not permit or license Eric Seatz (ELS Landscaping) because he no longer holds a valid sellers permit. Notice was received from Attorney Anderson regarding an update in the Sigmund lawsuit. A West Bend Daily News article was referenced with regard to the Village’s position on Joint Parks and Recreation agreements. Dan Beyer has relayed the structural engineer’s qualifications to Oliver; the barn review will be scheduled for next week. The road opening permit for Antea Group is currently being reviewed.

VII. Future Agenda Items – Nothing additional mentioned.

VIII. Announcements - Heidtke noted upcoming meetings.

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

X. 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 7:00 PM by Chairman Heidtke. The Pledge of Allegiance was recited.

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

B. Roll Call - Chairman Ray Heidtke, Supervisors Paul Huettl, Dan Kufahl, Robert Hartwig and Everett Russell were present. Also present were Town Engineer Matthew Clementi, Stantec Associate Rick Schmidt, Town Attorney Dan Sargeant 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.

II. Business


B. Discussion and Possible Action – Long Term Water Solution – Town Engineer Clementi provided responses to the questions from the last meeting, specifically how long water services will be addressed, if the preliminary calculations correctly accounted for agricultural users, fire protection costs, is the Village of Jackson capacity adequate to serve this portion of town and will Maple Road north of Mill Road be included. Also Clementi briefly reviewed the pros/cons analysis provided at the last meeting. Chairman Heidtke stated his preferred decision making method would be to eliminate the least favorable solution first. For the purpose of the decision making: Option 1 is the residents receiving water as direct customers of the Village water utility, Option 2 is establishing a Town water district with the purchase of bulk water from the Village and then distribution to the Town residents by the Town, and Option 3 is establishing a Town water district with water coming from new Town owned wells. After discussion motion by Kufahl, seconded by Russell to eliminate Option #1 (Arcadis/Stantec alternative 2), connect to the Village of Jackson public water system with Town residents becoming direct customers of the Village water district. Motion carried without a negative vote; Heidtke abstained. Heidtke asked Eric Nitschke if the Town could have additional time to evaluate the two remaining options. Nitschke responded that both options have challenges and will require further evaluation but the Town must keep moving forward. Nitschke explained that once the Town Board selects their preferred long term water solution then the WI DNR will have to respond by stating their opinion on the decision. Also the Public Service Commission will need to “weigh in” on the decision. Nitschke stressed the DNR prefers to seek a collaborative decision however if the forward progress stalls the DNR does have statutory authority to give direction on the long term water solution. After further discussion, motion by Huettl, seconded by Kufahl to select...
Option #3 (Arcadis/Stantec alternative 3g), set up Town of Jackson Sanitary District using new Town Public Wells, and the use of Option #2 (Arcadis/ Stantec alternative 3a) set up Town of Jackson Sanitary District using Village of Jackson Public Water for the short term until the Town wells are up and running, and continuing to use the Village of Jackson Public Water as the secondary (backup) system as the long term water solution for residents affected by the West Shore Pipe Line fuel release. Motion carried without a negative vote. Heidtke abstained.

III. Adjournment – Motion by Kufahl, 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 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 Treasurer Paul Eilbes and Clerk Julia Oliver.

C. Approval of the Agenda - Motion by Hartwig, seconded by Russell 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 March 14, 2013 Regular Town Board meeting and the minutes of the April 4, 2013 Special Town Board meeting. Motion carried without a negative vote.

II. Reports

A. Joint Parks and Recreation – Kelly Valentino, Director – Valentino distributed the April 11, 2013 Director’s Report and highlighted several of the programs and events. Valentino also noted the timeline for the revision/update of the Joint Parks, Recreation and Open Space Plan.

B. Treasurer’s Report – Treasurer Eilbes – Treasurer Eilbes reported the March 31, 2013 account balances as follows: General Fund $145,185.86; General Fund Money Market $621,201.91; Encumbered Funds Money Market $263,912.18; Property Tax $.01; Property Tax Money Market $0; Park and Planning $2,068.13; Park and Planning Money Market $7,503.94; Cemetery Fund $15,001.78. 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 – Archery Range Eagle Scout Project – Cade Allcox – Cade provided the Town Board Supervisors with an information packet and discussed his landscaping, seating and trash receptacle plans for the archery range area. After discussion, motion by Russell, seconded by Hartwig to approve the archery range Eagle Scout project as presented. Motion carried without a negative vote.

C. Discussion and Possible Action – Town Hall Barn Remodeling Project – Dan Beyer, Continuum Architects + Planners – Beyer introduced Robert Latta, the structural engineer he retained to assist with the review of the current condition of the barn. Beyer distributed the report from Latta and a memo summarizing the findings relative to the two objectives previously defined. Objective One detailed the work that would be required to use the lower level of the barn as an assembly space and the upper level of the barn as storage space. Objective Two detailed the work that would need to be done to use both the upper and lower levels of the barn as assembly space. After discussion the consensus of the Town Board was not to proceed with Objective Two. Beyer will proceed with development of a objectives 1a and 1b and he will incorporate comments from the March 6, 2013 and April 11, 2103 meetings, noting the inclusion of a dedicated food prep
area and locating the bathrooms at the south end of the main building. Beyer will attend the May 9, 2013 Regular Town Board meeting to present his recommendations.

D. **Discussion and Possible Action – Town Hall Facility Signage** – No action; Valentino will present an updated proposal at the May meeting.

E. **Update, Discussion and Possible Action – Long Term Drinking Water Solution** – No action.

F. **Discussion and Possible Action – Sound System for Town Board Meeting Room** – No action. Revisit when architect has completed plans for the remodeling project.

G. **Discussion and Possible Action – Town Hall Roofing and Soffit Repairs/Replacement** – Motion by Huettl, seconded by Russell directing Supervisor Kufahl to get bids for a new roof on the center section of main Town Hall building and for soffit and fascia on upper areas. Motion carried without a negative vote.

H. **Discussion and Possible Action – Spraying Town Hall for Box Elder Insects** – Motion by Kufahl, seconded by Huettl authorizing Clerk Oliver to have the Town Hall sprayed for insects as specified in the bid by Advanced Wildlife Control, Inc. Motion carried without a negative vote.

I. **Discussion and Possible Action – Resolution Specified by the State Trust Fund Loan Application Process Approving and Authorizing an Application to the State of Wisconsin Board of Commissioners of Public Lands for a Five (5) Year, $300,000 Loan to be Used for 2013 Road Projects; and Resolving to Levy a Direct Annual Tax Upon all the Taxable Property in the Town Sufficient to Pay the Annual Installments as They Fall Due** – Road bids for the work specified in the loan application were received from Daniel Haas, Stark Asphalt and Todd Hughes, Payne and Dolan. Clerk Oliver noted the Stark Asphalt bid was received after the April 10, 2013 deadline. Motion by Huettl, seconded by Kufahl to disallow the late bid from Stark Asphalt. Motion carried without a negative vote. Motion by Hartwig, seconded by Kufahl to accept the bids from Payne and Dolan for projects 1, 2 and 3. The motion failed. Motion by Russell, seconded by Hartwig to accept the bids from Payne and Dolan as follows: Project 1 as bid excluding the wedge course, Project 2 and Project 3 as bid but only use 8-10” of recycled asphalt instead of 12” as listed on the bid. Motion carried without a negative vote. The preamble and resolutions required by the Board of Commissioners of Public Lands resolving to borrow $300,000 for the purpose of financing 2013 road projects, payable in five years at a rate of 2.5 percent per annum, and resolving to levy all taxable property within the Town of Jackson a direct annual tax for the purpose of paying interest and principal on the loan as it becomes due, and resolving the purpose of the loan is for financing the 2013 road projects as bid and accepted above, and resolving to authorize the Town Chairman and Town Clerk to execute the certificate of indebtedness, was read into the record by Chairman Heidtke. Motion by Kufahl, seconded by Huettl to adopt the preamble and resolutions as read. Roll call vote: Huettl – aye, Kufahl – aye, Heidtke – aye, Hartwig – aye, Russell – aye. Motion carried without a negative vote.

J. **Discussion and Possible Action – Bidding for Liability, Vehicle and Workers Compensation Insurance** – Motion by Russell, seconded by Huettl not to bid out liability, vehicle and workers compensation insurance in 2013, to continue with the current carriers for 2013, and to place this item on the agenda next year for consideration. Motion carried without a negative vote.

IV. **Supervisors and Clerk Reports**

A. **Buildings and Building Committee – Supervisor Kufahl** – Nothing additional related to the Building Committee. Kufahl noted the soffit on the southwest end of the barn is falling off and the gutter is dropping down; Kufahl will put it back up when the weather permits.

B. **Joint Parks and Recreation Budget Oversight Ad-hoc Committee – Supervisor Russell** – Russell reported the committee will meet on April 17th.
C. Highway Department – Chairman Heidtke - Heidtke summarized the Highway Department report.

D. Weed Commissioner – Supervisor Huettl – Nothing additional to report.

E. Grounds - Supervisor Hartwig – Hartwig commented he is monitoring the archery berm seeding and will add seed if needed. The north side of the berm needs rocks picked up; could this be a service project?

F. Transfer Station – Supervisor Russell – Russell reported that the Transfer Station workers are requesting additional tools which he will pick up; the total cost will be less than $500.

G. Chairman’s Report and Correspondence – Chairman Heidtke – Heidtke read a letter from Cy and Shirley Swiecichowski thanking the Board for their efforts during the fuel spill and resident well contamination.

H. Clerk’s Report and Correspondence – Clerk Oliver – Oliver reported L-B Holding Company has filed a lawsuit against the Town; Attorney Brantmeier will respond. Oliver distributed the Washington County Sheriff’s 2012 Annual Report for review. On May 2nd the Kirchhayn Trotters will be washing the Town Hall windows as an in-kind donation for the use of the Town Hall for their meetings. Oliver reported contacting Washington County Emergency Management to review the need for warning sirens; Rob Schmidt stated the sirens are considered “old technology” and that the Town should pursue purchasing weather radios. The Town will receive $7,673.15 for the 2013 recycling grant. Oliver congratulated Heidtke, Russell, Huettl and Constable Wille on their recent reeactions; the Town had a 28% turnout for the April 2nd election.

V. Future Agenda Items – Nothing additional mentioned.

VI. Announcements - Heidtke noted upcoming meetings.

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

VIII. 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 SPECIAL TOWN BOARD MEETING  
APRIL 25, 2013

I. Call Meeting to Order and Pledge of Allegiance – The meeting was called to order at 5:00 PM by Chairman Heidtke. The Pledge of Allegiance was recited.

A. Official Meeting Notification - The official meeting notice was read into the 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 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. Business

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

B. Review, Discussion and Possible Action – Town Roads (Note: This will be a tour of the town roads and the Town Board will be traveling by vehicle during the process.) Following the Road Review the Town Board will meet at the Town Hall to discuss their findings and they may take action on the 2013 road repair and maintenance projects- The Town Board decided they did not need to tour the roads. Eickstedt provided an update on the Scott Construction 2012 warranty work. Motion by Kufahl, seconded by Hartwig to bid a 2” final lift for Spring Valley Road: Division Road to the ½ mile marker. Motion carried without a negative vote. Motion by Huettl, seconded by Russell to bid the following:
   Cold Roll/Chip or Slag Seal - Cresthill Court
   Park Manor Court
   Chip or Slag Seal -
   Jackson Drive: Cedar Creek Rd. to Pleasant Valley Rd.
   Pleasant Valley Road: Maple Rd. to RR Tracks
   Church Road: Pleasant Valley Rd. to County NN
   Mourning Dove/Kingbird
   Stoney Creek Subdivision
   Motion carried without a negative vote.

C. Discussion – Action in Jackson Parade Participation - The Town Board consensus is they will participate in the Action in Jackson parade; Kufahl and Russell will provide transportation in classic cars.

III. 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
MAY 9, 2013

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 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, Stantec Representative (Town Engineer) Rick Schmidt, Town Attorney Daniel Sargeant, Town Treasurer Paul Eilbes 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 Russell, seconded by Hartwig to approve the minutes of the April 11, 2013 Regular Town Board meeting and the minutes of the April 25, 2013 Special Town Board meeting. Motion carried without a negative vote.

II. Reports

A. Joint Parks and Recreation – Kelly Valentino, Director – Valentino distributed the May 9, 2013 Director’s Report and highlighted several of the programs and events. Valentino presented the final archery range landscape design by Cade Allcox which implemented the changes requested by the Town Board at the previous meeting. The Board affirmed their authorization for Cade to move forward on the project as presented.

B. Treasurer’s Report – Treasurer Eilbes – Treasurer Eilbes reported the April 30, 2013 account balances as follows: General Fund $134,911.17; General Fund Money Market $621,252.97; Encumbered Funds Money Market $263,933.87; Property Tax $60.01; Property Tax Money Market $0; Park and Planning $2,068.13; Park and Planning Money Market $7,504.00; Cemetery Fund $15,002.40. Motion by Kufahl, 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 – There were no comments.

B. Discussion and Possible Action – Long Term Water Solution – Eric Nitschke, WI DNR summarized the letter that was sent to the Town Board in response to the board action taken where a long term water solution was selected. Nitschke stated the DNR will not tell the town what action must be taken, the DNR feels progress is being made and that the alternatives are being “whittled down”. Additionally Nitschke noted the “fact sheets” attached to the DNR response letter which will offer the Town Board guidelines on how to proceed. The Town Board concurred the next step would be to meet with the Public Service Commission; a tentative meeting is scheduled for May 22, 2013 at 7:00 PM to be held at the Town Hall.

C. Discussion and Possible Action – Town Hall Barn Remodeling Project – Dan Beyer, Continuum Architects + Planners – Beyer summarized the previous findings and reviewed the four options previously presented. Beyer reminded the Town Board of their preference for Option 3 with the inclusion of an
additional multi-fold wall. It was noted a vestibule area for entry into the large meeting room should be considered. Town Board consensus is for Beyer to move forward with Option 3 and provide the Board with drawings and his opinion of “probable costs” at the next meeting. Clerk Oliver is directed to design an office layout in the space discussed and present it to the Town Board.

D. Discussion and Possible Action – Town Hall Facility Signage – Motion by Kufahl, seconded by Huettl directing Kelly Valentino to move forward with the signage for the Town Hall Facility and Park. Motion carried without a negative vote.

E. Discussion and Possible Action – Acceptance of Conditional Use Permit J-13-004 – Town of Jackson, Owner- West Bend Youth Lacrosse, Playing Field Use – Motion by Kufahl, seconded by Russell to approve Conditional Use Permit J-13-004. Motion carried without a negative vote.

F. Discussion and Possible Action – Town of Jackson and Village of Jackson Ad-Hoc Parks and Recreation Budget Oversight Committee – Request for Clarification of Duties. – Motion by Huettl, seconded by Kufahl supporting the Ad-Hoc Committee April 17, 2013 agenda and the course of action set by committee chairman Everett Russell. Motion carried without a negative vote.

G. Discussion and Possible Action – Town Hall Apartment Remodeling – Motion by Russell, seconded by Huettl authorizing Chairman Heidtke to coordinate the remodeling of the apartment kitchen for an amount not to exceed $5,000. Motion carried without a negative vote. Volunteer installers will be utilized when possible.

IV. Supervisors and Clerk Reports

A. Buildings and Building Committee – Supervisor Kufahl – Nothing additional to report. Kufahl noted he has done additional caulking on the exterior of the chimney and the apartment windows.

B. Joint Parks and Recreation Budget Oversight Ad-hoc Committee – Supervisor Russell – Nothing additional to report.

C. Highway Department – Chairman Heidtke - Heidtke summarized the Highway Department report.

D. Weed Commissioner – Supervisor Huettl – Nothing additional to report.

E. Grounds - Supervisor Hartwig – Hartwig commented he is working the ground for the fistball courts. Also he will pick up donated annuals from Groths’ and Pranges’ after the Memorial Day weekend.

F. Transfer Station – Supervisor Russell – Nothing additional to report.

G. Chairman’s Report and Correspondence – Chairman Heidtke – Heidtke read a letter from Michael Schmidt announcing his retirement on July 31, 2013.

H. Clerk’s Report and Correspondence – Clerk Oliver – Oliver reported that she has distributed a WTA membership card to each Supervisor, and an informational copy of the Action in Jackson Parade registration form. Engineer Clementi is working with the Village of Jackson Public Works to view 200’ of concrete storm sewer in Strawberry Glen – a report will follow. Attorney Brantmeier has filed a response on behalf of the town to the lawsuit filed by L-B Holdings, LLC. JAYBA has notified the Clerk that they are unable to secure volunteers to complete the 2012 pavilion painting project; Kufahl is assisting with a bid for the project.

V. Future Agenda Items – Nothing additional mentioned.
VI. **Announcements** - Heidtke noted upcoming meetings. Valentino requested the Joint Park and Recreation Committee meetings be added to the announcements listing on the agendas.

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

VIII. **Adjournment** – Motion by Russell, 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 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 Town Engineer Matthew Clementi, Stantec Representative Rick Schmidt, Town Attorney Daniel Sargeant, and Clerk Julia Oliver. Joint Parks and Recreation Director Kelly Valentino and Treasurer Paul Eilbes were 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 Russell to approve the minutes of the May 9, 2013 Regular Town Board meeting. Motion carried without a negative vote.

II. Reports


B. Treasurer’s Report – Treasurer Eilbes – Clerk Oliver reported the May 31, 2013 account balances as follows: General Fund $127,757.10; General Fund Money Market $621,305.74; Encumbered Funds-Highway Money Market $149,463.25; Encumbered Funds-Building Money Market $114,496.49; Property Tax $60.01; Property Tax Money Market $0; Park and Planning $2,068.13; Park and Planning Money Market $0; Park Fund Savings $7,504.23; Cemetery Fund $15,003.04. 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 – C. Swiecichowski commented on item E.

B. Discussion and Possible Action – 2013 /2014 Alcohol – Motion by Hartwig, seconded by Russell to approve license TOJ-2013-CLRL-01 for D&S on Main Street, Sandra Hron, Owner. Motion carried without a negative vote, Kufahl abstained. Motion by Kufahl, seconded by Russell to approve license TOJ-2013-CLRL-02 for El Doman LLC, DBA Doman’s, Matthew Doman, Agent. Motion carried without a negative vote. Motion by Hartwig, seconded by Huettl to approve license TOJ-2013-CLRL-03 for Bentdale Farms, DBA Hidden Glen Golf Club, Steven Klegon, Agent. Motion carried without a negative vote. Motion by Hartwig, seconded by Huettl to approve license TOJ-2013-CLRL-04 for Midwest Hospitality Group, DBA Jail House Restaurant, Betony Buzdum, Agent. Motion carried without a negative vote. Motion by Russell, seconded by Kufahl to approve license TOJ-2013-CLRL-05 for Pleasant Valley Tennis and Fitness Club, Inc., John Gambucci, Agent. Motion carried without a negative vote.

C. Discussion and Possible Action – 2013/2014 Operator Licensing – Motion by Hartwig, seconded by Russell to approve the 2013/2014 Operators Licenses as presented. Motion carried without a negative vote.
D. Discussion and Possible Action – Resolution J-13-002, Eagle Scout Service Project – Dominic Boppre -
Motion by Kufahl, seconded by Huettl to adopt Resolution J-13-002, Eagle Scout Project – Domenic Boppre. Motion carried without a negative vote.

E. Update, Review, Discussion and Possible Action – Items Related to the Long Term Water Solution

1. Town Engineer Review/Response to 30% Design – Engineer Matthew Clementi briefly reviewed the components included in the Arcadis 30% Design and discussed the Stantec comments on the design. Clementi added that the comments have been forwarded to Arcadis and he assumes the comments will be incorporated into the 60% design. Motion by Huettl, seconded by Russell to approve the Arcadis 30% Design Plans for the replacement water system. Motion carried without a negative vote.

2. Town Engineer Summary of Meeting with Public Service Commission – Rick Schmidt briefly summarized the May 24, 2013 meeting that was held at the Public Service Commission office in Madison; Heidtke, Huettl and Schmidt attended the meeting on behalf of the Town. Schmidt commented on the valuable information provided by the PSC relative to the application process, the role of the PSC in establishing a utility district and short term and long term costs associated with running a small utility district.

3. DNR Special Casing Area – Eric Nitschke, WI DNR commented that Special Casing Area boundary was set based on data currently available and can be changed if required. The Special Casing Area establishes the detailed parameters that must be followed to dig a well within the boundary lines. Nitschke also added that the DNR does not have the authority to require a property owner to seal a well that has not tested positive for benzene. Additionally, if a property owner has tested positive for benzene and chooses to drill a new well that meets the Special Casing Area requirements rather than hook up to a municipal water source then the DNR does not have the authority to require the homeowner to hook up to the municipal water source. Nitschke commented the well casing area requirements are stringent and expensive ( +/- $100,000). He also stated the local municipal authority does have the ability to require property owners in the Special Casing Area to hook up to a municipal water source.

Heidtke read an email from Patrick Hodgins, West Shore Pipe Line which stated that WSPL does not support and is not willing to implement the “hybrid option” proposed by the Town at the April 4, 2013 meeting. WSPL requested the Town reconsider the option of permitting residents to receive water as direct customers of the Village via an extension of the Village’s existing water system. After a review of the information provided and discussion the Town Board concurred that the option of establishing a Town water utility district and drilling a Town well as the primary source for water was not a viable option as a long term water solution. Motion by Huettl, seconded by Kufahl to eliminate the “hybrid” option previously endorsed by the Town Board at the April 4, 2013 Special Town Board meeting as a long term water solution. Motion carried without a negative vote. The Town Board concurred that the two remaining options are: 1. Establish a Town water utility district to distribute water that has been purchased in bulk from the Village of Jackson, 2.Village water and residents would become direct customers of the Village of Jackson. As both options will require the source of water to be the Village of Jackson, motion by Huettl, seconded by Hartwig directing the Clerk to send a letter to the Village of Jackson expressing the Town’s request for the Village to supply water to residents in the Town of Jackson that have been adversely affected by the fuel release. Motion carried without a negative vote. The Town Board reiterated the need to hear from the residents who would be directly affected by the decision. To accomplish this goal a Special Meeting will be held on June 25, 2013. Motion by Hartwig, seconded by Kufahl that hand delivered notices of the meeting, specifically requesting every resident within the Special Casing Area attend the meeting to provide their preference to the Town Board with regard to the remaining two options. Motion carried without a negative vote.

F. Discussion and Possible Action – Town Hall Barn Remodeling Project – Dan Beyer, Continuum Architects + Planners – The Town Board directed Clerk Oliver to contact Continuum with the changes made
to the Option 2 (the Town Board prefers Option 2) drawings. Continuum should redraw the plans with the changes and submit pricing for preparation of working plans and a document for contractor bidding.

1. **Clerk Report on Office Design** – Clerk Oliver commented on the progress completed by staff on the office design.

G. **Reading, Discussion and Possible Action – 2013 Road Project Bids** – Chairman Heidtke opened and read the bids received from Crack Filling Service, Scott Construction, Fahrner Asphalt Sealers, Struck Paving and Payne and Dolan. Heidtke commented that Scott Construction will complete the warranty work from 2012 by putting down an emulsion product on Maple/Spring Valley Roads and Sherman Road. The Struck bid was for a “slurry seal” which mixes a fine aggregate with asphalt; the bid was not considered because slurry seal was not requested in the advertised road project bid package. Motion by Kufahl seconded by Russell to award project #1 Spring Valley Road to Payne and Dolan in the amount of $36,862.50. Motion carried without a negative vote. Motion by Kufahl, seconded by Hartwig to award project #5 Pleasant Valley Road: Maple Road to the RR Tracks – chip seal to Scott Construction in the amount of $22,369.60; the project award is subject to satisfactory completion of the 2012 warranty work. Motion carried without a negative vote. Motion by Kufahl, seconded by Russell to award the 2013 crack filling work to Crack Filling Services, Corp. for 19,920 lbs at $1.25 per pound – total project $24,900. Motion carried without a negative vote. Motion by Kufahl, seconded by Hartwig directing the Clerk to post requests for bids for slurry seal for project #4 Jackson Drive, Cedar Creek Road to Pleasant Valley Road and project #7 Mourning Dove/Kingbird. Motion carried without a negative vote.

H. **Discussion and Possible Action – Eagle Scout Recognition Plaque for Service to the Town of Jackson (Request Made by Dawn Boppre)** – Motion by Hartwig, seconded by Huettl authorizing the display of an Eagle Scout Recognition Plaque inside the Town Hall building. Motion carried without a negative vote.

I. **Discussion – Response from the Town Board and the Village Board related to the Town of Jackson and Village of Jackson Ad-Hoc Joint Parks and Recreation Budget Oversight Committee Request for Clarification of Duties** – Russell reported the Village Trustees have authorized the Committee to review the contracts and proceed based on the items defined in past committee agendas.

J. **Discussion and Possible Action – Confirmation of Town Chairman Committee and Commission Appointments** – Motion by Huettl, seconded by Hartwig to confirm Chairman Heidtke’s appointments as stated. Motion carried without a negative vote.

K. **Discussion and Possible Action – Renewal of Insurance Through The Horton Group** – No action.

L. **Discussion and Possible Action – Request by Kevin Schmitt, dba SA Catering LLC for Approval as a Caterer at the Town Hall Facility** – Motion by Hartwig, seconded by Huettl to approve SA Catering LLC as a caterer at the Town Hall facility. Motion carried without a negative vote.

M. **Discussion and Possible Action – Evaluate Personnel Needs Relative to Highway Department Requirements and Establish Job Description(s) for Potential Job Opening(s)** – Amended motion by Russell, seconded by Huettl to post an advertisement to fill the opening created by Michael Schmidt’s retirement, using the information supplied by Michael with applications due by July 9, 2013. Motion carried without a negative vote.

IV. **Supervisors and Clerk Reports**

A. **Buildings and Building Committee – Supervisor Kufahl** – Nothing additional to report. A future agenda item will be needed to disband the ad hoc Building Committee and recognize the committee for their service.
B. Joint Parks and Recreation Budget Oversight Ad-hoc Committee – Supervisor Russell – Nothing additional to report.

C. Highway Department – Chairman Heidtke - Heidtke summarized the Highway Department report.

D. Weed Commissioner – Supervisor Huettl – Nothing additional to report.

E. Grounds - Supervisor Hartwig – Hartwig commented annuals have been planted. Hartwig also reported the Boy Scouts participated in a service project by spending Saturday morning working with Bruce to mulch the archery range and the service road rock barrier.

F. Transfer Station – Supervisor Russell – Nothing additional to report. Russell requested Clerk Oliver contact Veolia again for an update on when the fourth 8 yard container will be delivered.

G. Chairman’s Report and Correspondence – Chairman Heidtke – Heidtke reported on notification received from UW-Madison School of Public Health stating that the Survey of the Health of Wisconsin research project will be randomly selecting Town residents for participation this summer.

H. Clerk’s Report and Correspondence – Clerk Oliver – Oliver reported that LaRosa will be installing the archery range rock barrier by the end of July, Attorney Brantmeier copied the Town on an appraisal engagement letter with The Nicholson Group LLC, a donation of $150 has been received from the Wisconsin Antique Power Reunion Tractor Club, and Oliver is very close to being able to permit the work in the Town right of way on Mill Road requested by WSPL for the discharge of the treated water.

V. Future Agenda Items – Nothing additional mentioned.

VI. Announcements - Heidtke noted upcoming meetings.

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

VIII. Adjournment – Motion by Hartwig, seconded by Kufahl 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 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 Town Attorney Daniel Sargeant, Town Engineer Matthew Clementi, Stantec Engineer Rick Schmidt 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.

II. Business

A. Comments from any Town Resident Who Will Not Be Directly Affected by the Long Term Water Solution - There were no comments.

B. Discussion and Possible Action – Long Term Water Solution

1. Comments on the Special Casing Area – Eric Nitschke, WI DNR – Nitschke stated that all residents within the Special Casing Area were sent notification from the WI DNR. Nitschke reiterated that the Special Well Casing Area does not establish where a municipal system must be but that there is a correlation between the two. Nitschke also reiterated the Special Well Casing Area may be modified in the future.

2. Comments on Agricultural Users With Regard to Water Solution – Eric Nitschke, WI DNR – Nitschke introduced Steve Ales, WI DNR. Ales reiterated that if a well is contaminated then the DNR does not want it used in the future. Ales stated all wells above a “standard” will be sealed however some wells may be left open for use as monitoring wells.

3. Comments on 30% Design – West Shore Pipe Line / Arcadis – Ed Buc, Arcadis presented an overview of the design process and briefly explained why the process is divided into percentages and what part of the total project is completed in each phase. Buc stated Arcadis is moving toward the 60% design and they will be seeking input from landowners throughout the process.

4. Comments on Town Engineer (Stantec) Review of 30% Design – Matthew Clementi, Town Engineer, Rick Schmidt, Stantec – Clementi briefly summarized the Stantec comments relative to the 30% Arcadis Design. Clementi provided a map that illustrated the DNR Special Casing Area, the proposed water mains and the proposed water service area. Clementi also commented on fire hydrants and water main locations. Clementi stated the next design phase will provide more detailed information relative to the design.

5. Comments on Town Officials Recent Meeting with the WI Public Service Commission – Rick Schmidt briefly commented on the May 24, 2013 meeting at the Public Service Commission office in Madison that was attended by Ray Heidtke, Paul Huettl and Rick Schmidt. Schmidt reiterated the PSC purpose which is to review the process and potential rates in order to arrive at a solution that will best serve a community. Schmidt shared
information provided by the PSC that showed utility districts with 100 or less customers pay on average 2.5 times more for water that those serving a larger customer base. Schmidt noted the initial rate structure could be competitive because the initial costs will be borne by West Shore Pipe Line but down the road the operation and maintenance costs will cause the rates to climb.

6. **Comments on Water Supply Agreement Relative to the Town/Village Boundary Agreement and Annexation – Dan Sargeant, Town Attorney** - Sargeant stated that the Boundary Agreement will stand as it is; the fuel spill is a “special event” and will require the creation of a special agreement in order for the Village to supply the affected residents with municipal water service.

7. **Comments from Any Town Resident Who Will Be Directly Affected by the Long Term Water Solution Decision** – The Town Board Supervisors read written comments received from M. Uutala, D. and K. Moore, A. and B. Lukes, T. and K. Mutz, G. Koenen, R. Perszyk, J. Perszyk, L. Kleyheeg, P. and R. Wood, C. and W. Beeler and K. Behm. The following residents commented: J. Grasso, B. Liebl, E. Nickodem, P. Schreck, M. Heckendorf, M. Ciha, J. Steimke, P. McKeen, J. Heidtke, J. Smith, J. Fenton, R. Bishop and K. Dittmar. Following the comments Chairman Heidtke asked for a show of hands by the residents who will be directly affected by the long term water solution that would prefer to become direct customers of the Village of Jackson, and then he asked for a show of hands by those who would prefer to have the Town establish a water utility with bulk water purchased from the Village. The residents unequivocally chose to become direct customers of the Village for municipal water service. Motion by Kufahl, seconded by Russell that the Town request water from the Village of Jackson with the intent that the residents will become direct customers. Motion carried without a negative vote.

C. **Discussion and Possible Action – 2013 Road Project – Slurry Seal Coat** – Clerk Oliver commented that an email was received from Struck & Irwin Paving and they asked that their previously submitted bid be considered without change. The only bid received was from Struck & Irwin Paving. Motion by Kufahl, seconded by Huettl to award Project #4 Jackson Drive, Cedar Creek Road to Pleasant Valley Road in the amount of $22,289.00 to Struck & Irwin Paving, Inc. Motion carried without a negative vote.

**III. 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 on: __________________
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 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 Town Treasurer Paul Eilbes and Clerk Julia Oliver. Joint Parks and Recreation Director Kelly Valentino 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 Huettl, seconded by Hartwig to approve the minutes of the June 13, 2013 Regular Town Board meeting and the June 25, 2013 Special Town Board meeting. Motion carried without a negative vote.

II. Reports


B. Treasurer’s Report – Treasurer Eilbes – Eilbes reported the June 30, 2013 account balances as follows: General Fund $41,641.99; General Fund Money Market $921,384.34; Encumbered Funds-Highway Money Market $149,481.27; Encumbered Funds-Building Money Market $114,506.21; Property Tax S0; Property Tax Money Market $0; Park and Planning $2,068.13; Park Fund Savings $7,504.53; Cemetery Fund $15,003.66. 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 – There were no comments.

B. Discussion and Possible Action – Disband Ad Hoc Building Committee – Motion by Hartwig, seconded by Russell to disband the Ad Hoc Building Committee as the tasks assigned to the committee by the Town Board have been completed. Motion carried without a negative vote.

C. Discussion and Possible Action – Town Hall Facility Apartment Kitchen Remodeling – Members noted $5,000 was approved at a previous meeting for this project. Motion by Russell, seconded by Huettl authorizing Chairman Heidtke to order the cabinets and proceed with the remodel project. Motion carried without a negative vote. Heidtke will install the cabinets; Huettl will get a price for the counters and will install them.

D. Discussion and Possible Action – Town Hall Facility Master Plan Revision/Update – No action. Members reviewed the current master plan and brainstormed potential space development and listed building and activity needs. The plans will need further review and prioritization.
E. Update, Discussion and Possible Action – Items Related to the Long Term Water Solution

F. Update, Discussion and Possible Action – Town Hall Office Remodeling – No action. Clerk Oliver reported the office staff has been reviewing the area slated for remodeling to ensure the space will serve the election needs. Also, she reported on the difficulty of including all the areas required in the space allotted. The Town Board would like Clerk Oliver to review possibilities for moving the offices upstairs and report on her findings at the next meeting.

G. Discussion and Possible Action – Town Hall Barn Remodeling Project – Dan Beyer, Continuum Architects + Planners – Motion by Huettl, seconded by Hartwig to eliminate the area labeled “office area” from the drawing and use the entire space for the “Town Hall Board Room”. Motion carried without a negative vote. Motion by Hartwig, seconded by Russell to run the breezeway (glass airlock) across the entire front walkway from the oak tree to the barn entrance. Motion carried without a negative vote. Clerk Oliver is directed to provide the two changes (motions) to Dan Beyer and ask him to revise his proposal. Also, Kufahl noted the Continuum proposal should not include any design work related to the office area.

H. Discussion and Possible Action – Recommendation to the Town of Jackson and Village of Jackson Boards by the Ad Hoc Joint Parks and Recreation Budget Oversight Committee:
   1. The Formula Used for the Operation and Maintenance Cost Sharing – Motion by Kufahl, seconded by Huettl to use the current population numbers as the cost sharing basis. Motion carried without a negative vote.
   2. The Expense Items the Cost Sharing Agreement will Cover – Russell explained the expense items that the cost sharing agreement will cover. Kufahl and Huettl asked for further clarification relative to the administrative costs. It was noted the administrative costs encompass the entire staff and the costs to run the entire Parks and Recreation Department; this agreement is specific to the Community Center and should address only the portion of administrative costs relative to the Community Center. The Town Board also noted the monies paid by the Boys and Girls Club that will be set aside for long term maintenance should be above the increase that is currently being negotiated; a portion of the new contribution shouldn’t be held back for long-term maintenance.

I. Discussion and Possible Action – Kirchhayn Parade – Washington County Parade Permit Subject to Town Acceptance of Responsibility – Kufahl and Russell agreed to attend the parade and accept responsibility on behalf of the Town Board. Motion by Hartwig, seconded by Huettl for the Town of Jackson to accept local responsibility for the Kirchhayn Parade. Motion carried without a negative vote.

J. Discussion and Possible Action – Confirmation – July 1, 2013 Renewal of Insurance Through The Horton Group - Motion by Russell, seconded by Huettl to confirm the July 1, 2013 renewal of insurance through The Horton Group. Motion carried without a negative vote.

K. Discussion and Possible Action – Special Event Alcohol Licensing – D&S Main Street, Sandra Hron, Owner – Motion by Huettl, seconded by Hartwig to amend license TOJ-2013-CLRL-01, D&S Main Street, Sandra Hron, Owner, premise amended to include the tavern, basement, sidewalk and parking lot for one day - July 28, 2013. Motion carried without a negative vote; Kufahl abstained.

IV. Closed Session – The Town Board may go into 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, “ specifically consideration of applicants for Highway Department Patrolman/Mechanic Position. – Motion

V. **Reconvene into Open Session for the Purpose of Acting on Matters Discussed in Closed Session** – Motion by Russell, seconded by Huettl to reconvene in Open Session. Roll call vote: Huettl – aye, Kufahl – aye, Heidtke – aye, Hartwig – aye, Russell – aye. Motion carried without a negative vote. Motion by Russell, seconded by Huettl to bring in candidates 1-3 for interviews during the next Regular Town Board meeting on August 8, 2013. Motion carried without a negative vote.

VI. **Supervisors and Clerk Reports**

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

B. **Joint Parks and Recreation Budget Oversight Ad-hoc Committee** – **Supervisor Russell** – Nothing additional to report.

C. **Highway Department** – **Chairman Heidtke** - Heidtke summarized the Highway Department report. Heidtke noted that the 2012 warranty work by Scott Construction including slag sealing Spring Valley Road - the ½ mile marker to Maple Road, Maple Road - Spring Valley Road to Western Avenue, and Center Road - Western to Sherman. Additionally Sherman Road - County M to Maple Road is being chip sealed.

D. **Weed Commissioner** – **Supervisor Huettl** – Three notices to destroy noxious weeds have been sent out; Huettl will be monitoring the sites to ensure the weeds are killed.

E. **Grounds** - **Supervisor Hartwig** – Hartwig commented he will be rolling the fist ball field on Sunday.

F. **Transfer Station** – **Supervisor Russell** – Nothing additional to report.

G. **Chairman’s Report and Correspondence** – **Chairman Heidtke** – Heidtke reported on the Spaeth family reunion at the land donated to Washington County and noted a rock was placed at the site (the land across from the Washington County Fair Park in the Town).

H. **Clerk’s Report and Correspondence** – **Clerk Oliver** – Oliver passed along a request from resident Peggy Murphy related to internet service, a note of appreciation from Dawn Boppre was shared, resident Dennis Jeske has been selected for the “Yellow Ribbon Honor Flight”, an update from Attorney Brantmeier was shared, and it was noted that Town Engineer Clementi is preparing instructions for filling the sink holes in the Strawberry Glen subdivision. Also, there has been a request and approval for the installation of a “free little library” on Lusan Drive, and the Town has accepted responsibility for the signage maintenance on Pleasant Valley Road east of the pedestrian signage at the roundabout at the County Hwy. P / Pleasant Valley Road intersection. Due to numerous calls Clerk Oliver has been researching inquires about burial on private property. Oliver noted the Statutes do not address this so that means someone can be legally buried in their own yard; however, a local ordinance can be established to regulate burial. The year to date highway department expenditures was reviewed with the Town Chairman. Supervisor Hartwig was reminded about the need for signage in the Town Cemetery.

VII. **Future Agenda Items** – Nothing additional mentioned.

VIII. **Announcements** - Heidtke noted upcoming meetings.
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 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 REGULAR TOWN BOARD MEETING
AUGUST 8, 2013

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 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 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 – Motion by Russell, seconded by Hartwig to approve the minutes of the July 11, 2013 Regular Town Board meeting. Motion carried without a negative vote.

II. Reports

A. Joint Parks and Recreation – Kelly Valentino, Director – Valentino presented the draft invitation for the Archery Range Dedication that is scheduled for September 12, 2013 prior to the Town Board meeting. Valentino also presented the flyer and briefly described the Kite Fest, Trail Walk and Movie in the Park that is scheduled for August 17, 2013 at the Town Hall. The August 8, 2013 Director’s Report was summarized and upcoming programming was highlighted.

B. Treasurer's Report – Treasurer Eilbes – Eilbes reported the July 31, 2013 account balances as follows: General Fund $30,508.82; General Fund Money Market $758,842.88 Encumbered Funds-Highway Money Market $149,493.97; Encumbered Funds-Building Money Market $114,515.94; Property Tax $0; Property Tax Money Market $0; Park and Planning $2,068.13; Park Fund Savings $5,384.79; Cemetery Fund $15,004.30. 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 – G. Groth commented on a culvert issue on Spring Valley Road.

B. Discussion and Possible Action – New Operator’s License – Dustin Syrjanen, Associated with D&S Main Street – Motion by Hartwig, seconded by Russell to approve a new operator’s license for Dustin Syrjanen. Motion carried without a negative vote; Kufahl abstained.

C. Update, Discussion and Possible Action – Items Related to the Long Term Water Solution – Heidtke commented that the Town has received a draft intergovernmental agreement from the Village of Jackson and it has been forwarded to the Town Attorney and Town Engineer for their review. Heidtke also noted the DNR has moved the water advisory area to the west and twenty more POETS have been installed.

IV. Closed Session – The Town Board may go into 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, “ specifically consideration of applicants for Highway Department Patrolman/Mechanic Position, AND
19.85 (1) (e) “Deliberating or negotiating the purchase of public property, investment of public funds, or conducting other specified public business when competitive or bargaining reasons require a closed session”, specifically Village of Jackson water agreement issues. Motion by Kufahl, 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.

V. Reconvene into Open Session for the Purpose of Acting on Matters Discussed in Closed Session – Motion by Huettl, seconded by Russell to reconvene in Open Session. Roll call vote: Huettl – aye, Kufahl – aye, Heidtke – aye, Hartwig – aye, Russell – aye. Motion carried without a negative vote. Motion by Kufahl, seconded Hartwig to hire Alan Guhl for the Patrolman I / Mechanic position at a rate of $19.00 per hour with a performance review to occur in ninety days. Motion carried with Kufahl, Huettl, Heidtke and Hartwig voting aye and Russell voting no. There was no action related to the Village Water Agreement issues.

VI. Additional Business

A. Discussion and Possible Action – Municipal Water Service at the Town Hall, Pavilion and Town Cemetery – No action. Clerk Oliver relayed the information discussed at the recent meeting she had with Arcadis relative to municipal water for the Town Hall, Pavilion and Cemetery on Mill Road.

B. Discussion and Possible Action – Town Hall Barn Remodeling Project (including consideration of the office areas) – Motion by Kufahl, seconded by Hartwig directing Continuum to incorporate a wall into the drawing that is 12 feet south of the current north wall of the Town Board room and include an air lock area where the “bump outs” currently exist on both sides of the double doors for the center room; then proceed to update the drawings and prepare the quote for the next phase. Motion carried without a negative vote.

C. Discussion and Update – Town of Jackson and Village of Jackson Ad Hoc Joint Parks and Recreation Budget Oversight Committee – Russell reported the Ad Hoc Committee has requested the Town Board and Village Board have a joint meeting in August to provide clarification on specific items: 1. The Village wants a joint park and recreation department but there will be exemptions – how will those be defined, 2. Details on how joint decision making (voting) will occur since there are five Town Board members and seven Village Board members, 3. What percentage of Kelly’s efforts benefits the Town; currently there is a voice, and financial support, but no control. Russell noted the committee members have agreed that a split of operating costs based upon population would be the most equitable option.

D. Discussion and Possible Action – Cemetery: Reopen Discussion on Number of Graves and Plotting Diagram – Clerk Oliver reported that trees that are on the current drawings have been removed (?). The option exists to increase the size of many of the smaller “cremation only” plots to full size plots. Also, Wally Miller has requested the Town Board consider reducing the width of each plot to four feet rather than the current five feet; in fact Miller has measured and contends the current width is actually on four feet rather than the five feet indicated on the survey. The Town Board directed Clerk Oliver to update the map, verify the plot widths and report at the next meeting.

E. Discussion and Possible Action – Cemetery: Ability to Bury Multiple (three) Cremated Remains per Single Plot – Clerk Oliver explained the request by a potential purchaser for the Town Board to indicate if they would look favorably on the burial of three remains between two plots; it was noted the burial would be a child between the parents. The Town Board confirmed they would look favorably on the request.

F. Discussion and Possible Action – Endorsement of SEWRPC Planning Report No. 54, A Regional Housing Plan for Southeastern Wisconsin 2035 – Heidtke reported the Park and Planning Commission made no recommendation. Motion by Huettl, seconded by Hartwig to take no action on the SEWRPC Report No. 54. Motion carried without a negative vote.
G. **Discussion and Possible Action – Additional Road Work – Struck & Irwin Paving, Inc.** – Heidtke presented the bid and explained the request being made by Struck to complete some spray patching work prior to the work previously awarded. Motion by Kufahl, seconded by Hartwig to authorize the expenditure of $2104.20 for spray patching work prior to the contracted slurry seal. Motion carried without a negative vote.

VII. **Supervisors and Clerk Reports**

A. **Buildings and Building Committee – Supervisor Kufahl** – Nothing additional to report. Heidtke commented the cabinets for the apartment kitchen remodel have been ordered; the counter tops have not been ordered.

B. **Joint Parks and Recreation Budget Oversight Ad-hoc Committee – Supervisor Russell** – Nothing additional to report.

C. **Highway Department – Chairman Heidtke** - Heidtke summarized the Highway Department report. Heidtke summarized his recent conversation and agreement with Scott Construction with regard to 2012 warranty work. Heidtke explained the Truntz field access issue related to the Spring Valley Road construction; the situation will be resolved with culvert extensions or a new longer culvert.

D. **Weed Commissioner – Supervisor Huettl** – Notices to destroy noxious weeds continue to be sent out; Huettl will be monitoring the sites to ensure the weeds are killed.

E. **Grounds - Supervisor Hartwig** – Nothing additional to report.

F. **Transfer Station – Supervisor Russell** – Russell commented a brief transfer station employee meeting was held approximately two weeks ago. Nothing additional to report.

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

H. **Clerk’s Report and Correspondence – Clerk Oliver** – Oliver reported on issues that pertain to the Town Hall Park usage. A year to date review of the Town We Energies expenses was mentioned. Oliver reported on a record request from Foley and Lardner related to the Town Garage water testing and related law suits.

VIII. **Future Agenda Items** – Nothing additional mentioned.

IX. **Announcements** - Heidtke noted upcoming meetings.

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

XI. **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: ___________________
** These minutes were approved at the September 10, 2013 Village Board meeting.

**APPROVED Minutes**

Special Meeting of the Town of Jackson & the Village of Jackson Boards
Wednesday, August 21, 23013 at 7:00pm
Jackson Area Community Center
N165W20330 Hickory Lane
Jackson, WI 53037

1. Call Meeting to Order and Pledge of Allegiance.

Village President Wendy Kannenberg called the Village Board meeting to order.
Town Chairman Raymond Heidtke called the Town Board meeting to order.
The Pledge of Allegiance was recited.

A. Official Meeting Notification.

Town Chairman Raymond Heidtke read the official meeting notification.

B. Roll Call.

Village Clerk Rank noted that Everett Russell, Robert Hartwig, Dan Kufahl, Paul Huettl and Raymond Heidtke were present representing the Town of Jackson. Brian Emmrich, Peter Habel, Jack Lippold, Nancy Kraus, Michael Kufahl, and Wendy Kannenberg were present representing the Village of Jackson.
Staff members Kelly Valentino, John Walther, Renee Fisher, Jessica Loomans, Brian Kober and Susan Rank were also present.

C. Approval of the Agenda.

Trustee Kufahl made a motion to approve the agenda. Trustee Habel seconded the motion. Vote: 6 ayes, 0 nays. The motion passed.
Supervisor Russell made a motion to approve the agenda. Supervisor Hartwig seconded the motion. Vote: 5 ayes, 0 nays. The motion passed.

2. Business.

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

No one spoke.

B. Discussion and Possible Action – Shared Support of the Jackson Area Community Center and the Joint Parks and Recreation Department.

Trustee and member of the Ad-Hoc Committee Olson was unable to be at the meeting tonight. He had sent information to the Village Administrator John Walther, and had asked him to hand out Trustee Olson's comments to the Village Board and a draft agreement to the Ad-Hoc Committee. Administrator Walther did as requested.
Supervisor Russell started by saying that to date the members of the Ad-Hoc Committee have been reporting back to their Boards regarding the points discussed at their meetings.
They have been trying to work out what the shared agreement should look like. They have run into a couple of stumbling blocks, one being the amount of operational wages for the employees. They do agree regarding the percentage split being based on population. Unfortunately, he feels that is all they have been able to agree on. Chairman Heidtke explained that the percentage is based on the census numbers that the municipalities get.

(Note from Clerk Rank: The preliminary estimate comes sometime in August. The final estimate comes in October.)

The estimate is for the current year, but it is the number that will be used to figure the percentage to be used for the next year’s budget. The Town’s biggest concern is that in 2015 when the Village may attach part of the Town, those numbers will all change because Sherman Parc and Twin Creeks would become part of the Village, so the population would change. The 2015 percentage would be based on the 2014 population. Trustee Kufahl, who is also a member of the Ad-Hoc Committee, said that he felt that was the reason the Ad-Hoc Committee had requested the joint Village/Town meeting, so that any concerns and questions could be addressed. Trustee Emmrich asked if operating costs had been defined by the Committee. Trustee Kufahl responded that they had decided which items would be removed from the agreement. Discussion continued on the clarification of costs, the cost of building operations, staff, and deficits. A conclusion was made that the split based on population was equitable. After discussion regarding item C, discussion regarding this item began again. Supervisor Russell stated that he would pull copies of the budget and break it down the way Kelly had presented it to the Ad-Hoc Committee, and present it to the Town Board at the next Town Board meeting. He will then present the information from the Town at the next Ad-Hoc Committee meeting. It was also decided that for the sake of clarification, the agreement and the budget should be referred to as the Jt. Recreation Department, not the Jt. PARKS & Recreation Department. It was also decided that the name of the Ad-Hoc Committee would eliminate the word PARKS from its title. The meetings of the Ad-Hoc Committee are the 3rd Wednesday of every month, and in September that will be September 18, 2013. Clerk Rank informed the Committee that she will not be available for that meeting. It was decided that the meeting will be at the Town Hall at 7:00pm.

C. Discussion and Possible Action - Set Date for Next Joint Town Board and Village Board Meeting to Discuss Comprehensive Plan Amendment Due to Town Zoning Change for the Spaeth Property (Washington County Parkland).

Chairman Heidtke informed both the Boards that he is a member of the Washington County Board, and has been getting pressure from Washington County to move ahead with this item. The zoning needs to be changed to park. Because it is in the Comprehensive Plan, both the Village & the Town have to agree to it. The Village & Town Plan Commissions, and the Village & Town Boards should all get together on one night to handle this. Clerk Rank explained that there were some things that needed to be done before everyone got together to vote on this item. She remembered that there were maps that needed to be displayed and that there needed to be a public hearing. Chairman Heidtke said that there needed to be fee schedules changed, also. This is something new to the County, so no one is quite sure what the procedure or time line is. It was decided that Clerk Rank will coordinate with the Town Clerk to find out the timeline. After that, both Clerks can give their respective Boards an approximate time that they should start looking for a date to get everyone together. Since there is no objection to the modification of the Village and Town of Jackson Comprehensive Plan 2035, then this can go forward. Chairman Heidtke also mentioned that the County would be putting a shelter on the property. At this point the discussion went back to item B.
3. **Adjournment.**

Supervisor Russell made a motion to adjourn. Supervisor Huettl seconded the motion. Vote: 5 ayes, 0 nays. The motion passed.
Trustee Habel made a motion to adjourn. Trustee Emmrich seconded the motion. Vote: 6 ayes, 0 nays. The motion passed. The meeting was adjourned at 8:10pm.

Respectfully submitted by: Susan Rank, Village of Jackson
MINUTES OF THE SPECIAL TOWN BOARD MEETING
SEPTEMBER 4, 2013

I. Call Meeting to Order and Pledge of Allegiance – The meeting was called to order at 6:30 PM by Chairman Heidtke. The Pledge of Allegiance was recited.

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

   B. Roll Call - Chairman Ray Heidtke, Supervisors Paul Huettl, Dan Kufahl and Robert Hartwig were present. Also present were Zoning Administrator Gordon Hoffmann, Town Attorney Val Anderson 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.

II. Business

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

III. Closed Session – The Town Board may go into Closed Session Pursuant to Wisconsin Statutes Sec. 19.85(1) (g) to “confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved”, specifically Town of Jackson v. Donald Sigmund. Motion by Hartwig, seconded by Huettl to go into Closed Session. Roll call vote: Huettl – aye, Kufahl – aye, Heidtke – aye, Hartwig – aye. Motion carried without a negative vote. Motion by Hartwig, seconded by Kufahl to included Gordon Hoffmann and Val Anderson in the Closed Session. Motion carried without a negative vote.

IV. Reconvene into Open Session for the Purpose of Acting on Matters Discussed in Closed Session. Motion by Huettl, seconded by Hartwig to move into Open Session. Roll call vote: Huettl – aye, Kufahl – aye, Heidtke – aye, Hartwig – aye. Motion carried without a negative vote. Motion by Hartwig, seconded by Kufahl to approve the mediation settlement as presented by Attorney Anderson. Motion carried without a negative vote.

V. Future Agenda Items – No items were noted.

VI. Announcements – Heidtke noted upcoming meetings.

VII. 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 REGULAR TOWN BOARD MEETING  
SEPTEMBER 12, 2013

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 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, Stantec Associate Rick Schmidt, Town Attorney Dan Sargeant, Town Treasurer Paul Eilbes and Clerk Julia Oliver.

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

D. Approval of the Minutes – Motion by Huettl, seconded by Russell to approve the minutes of the August 8, 2013 Regular Town Board meeting and the August 21, 2013 Joint Town Board and Village Board meeting with the corrections noted by the Village Board. Motion carried without a negative vote.

II. Public Hearing – 7:00 PM
A. To Create Section 3.03 (A)(20) of the Zoning Ordinance to read:
   Community living arrangements which have a capacity for eight (8) or fewer persons, Subject to the limitations set forth in Section 60.63 of the Wisconsin Statutes.

   To Amend Section 4.06(C) of the Zoning Ordinance to read:
   Community living arrangements which have a capacity for nine (9) or more persons in the R-1 and R-2 Residential Districts and the A-1 Agricultural/Rural Residential Districts.

Chairman Heidtke announced the notice for the Public Hearing. Hoffmann summarized the changes to the zoning ordinance. There were no comments.

B. Close the Public Hearing – Heidtke closed the public hearing.

III. Reports

A. Joint Parks and Recreation – Kelly Valentino, Director – Valentino summarized the Director’s Report dated September 11, 2013 and highlighted several of the programming items. Valentino also provided the agenda for the September 17, 2013 Joint Parks and Recreation Committee meeting, the minutes of the April 16, 2013 Joint Parks and Recreation Committee meeting, the September Monthly Planner (scheduling for the Community Center), and the financial Stat Pack.

B. Treasurer’s Report – Treasurer Eilbes – Eilbes reported the August 31, 2013 account balances as follows: General Fund $292,096.61; General Fund Money Market $479,720.93; Encumbered Funds-Highway Money Market $149,506.67; Encumbered Funds-Building Money Market $114,525.67; Property Tax $0; Property Tax Money Market $0; Park and Planning $968.32; Park Fund Savings $5,385.02; Cemetery Fund $15,029.94. Motion by Huettl, seconded by Hartwig to approve the Treasurer’s report as presented. Motion carried without a negative vote.
IV. Closed Session – The Town Board may go into Closed Session Pursuant to Wisconsin Statutes Sec. 19.85(1)(e) “Deliberating or negotiating the purchase of public property, investment of public funds, or conducting other specified public business when competitive or bargaining reasons require a closed session”, specifically Village of Jackson water agreement and related issues. Motion by Russell, 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. Chairman Heidtke asked Attorney Sargeant, Engineers Clementi and Schmidt, and Joint Planning Group members Gordon Hoffmann and Arlyn Johnson to stay in the room for the closed session.

V. Reconvene into Open Session for the Purpose of Acting on Matters Discussed in Closed Session. Motion by Hartwig, seconded by Huettl to reconvene in open session. Roll call vote: Huettl – aye, Kufahl – aye, Heidtke – aye, Hartwig – aye, Russell – aye; motion carried without a negative vote. No action. Heidtke announced there will be a Special Town Board meeting on September 26, 2013 at 7:00 PM at the Town Hall to discuss the 60% Design received from Arcadis.

VI. Business

A. Any Town Citizen Comment on an Agenda Item – R. Bishop commented on the Town and Village water agreement.

B. Discussion and Possible Action – Town Hall Barn Remodeling Project – Dan Beyer, Continuum Architects + Planners – Beyer presented the minor changes made to the drawings as directed by the Town Board, and he presented his proposal for moving forward and an Opinion of Probable Cost which totaled $564,979.80 for the initial phase of the project. Motion by Kufahl, seconded by Hartwig directing Beyer to proceed with a preliminary plan review with the State Inspectors to ensure the architects have correctly interpreted the State Code and that a sprinkler system will not be required as part of this phase of construction. Motion carried without a negative vote.

C. Discussion and Possible Action – Strawberry Glen: End of Warranty Period and Release of Letter of Credit – Heidtke confirmed that Zoning Administrator/Building Inspector Hoffmann and Engineer Clementi did not have any open issues or concerns in the Strawberry Glen Phase 2 subdivision, and that neither of them had any objections to the release of the $19,321 remaining Letter of Credit. Motion by Russell, seconded by Huettl authorizing the release of the letter of credit that remained for the warranty period of Strawberry Glen Phase 2. Motion carried without a negative vote.

D. Discussion and Possible Action – Cemetery Plot Purchase – Randall Finco and John Finco – Motion by Heidtke, seconded by Russell authorizing the purchase of Immanuel Cemetery plot 78 to John Finco and Immanuel Cemetery plots 79, 80, 81, 82 and 83 to Randall Finco. Motion carried without a negative vote.

E. Discussion and Possible Action – Ad Hoc Committee: Community Center Operating Expenses – Russell, Chairman of the Ad Hoc Committee reported he met with Valentino to review the salaries and operating hours of the Community Center; Valentino agreed to move 50% of the Recreation Supervisor salaries into the programming line item(s). Kufahl reiterated his feelings that the Town does not want to participate as a Joint Park and Recreation Department with the Village. The Board members reviewed the operating expense line items and initially agreed that in 2013 40% of the Director’s salary and benefits ($37,457.66) was payable to the Village based upon the existing “Director agreement”. In addition 40% of the total of the following was payable to the Village based upon the existing “Community Center agreement”: Education/Travel/Dues + Computer Equipment + WE Energies + Office Supplies + Water/Sewer + Cell Phone/Pager + CC Phone Bill + Software Fees/MCC + Janitorial Supplies + Printing + Postage/Copier + Staff Uniforms + Rec. Vehicle Mtn. + Evening and Weekend Bldg. Staff + Contingency/Misc. ($38,360.00), for a combined total payable of $75,817.66. After further discussion the Board members edited the listing as follows: that in 2013 40% of the Director’s salary and benefits ($37,457.66) was payable to the Village based upon the existing “Director agreement”. In addition 40% of the total of the following was payable to the
Village based upon the existing “Community Center agreement”; Computer Equipment + WE Energies + Office Supplies + Water/Sewer + CC Phone Bill + Software Fees/Mtn/CC + Janitorial Supplies + Fire/Burglary Safety Monitoring + Evening and Weekend Bldg. Staff. ($32,160.00), for a combined total payable of $69,617.66. Russell will pass along Town Board comments at the next Ad Hoc Committee meeting.

VII. Supervisors and Clerk Reports

A. Buildings and Building Committee – Supervisor Kufahl – Nothing additional to report. Heidtke commented on the need to move forward on the center area of the Town Hall roof and the soffit.

B. Joint Parks and Recreation Budget Oversight Ad-hoc Committee – Supervisor Russell – Nothing additional to report.

C. Highway Department – Chairman Heidtke - Heidtke summarized the Highway Department report. Heidtke noted that there has been some boring in the potential water service area to establish rock depth. New employee Guhl recently was granted two days of funeral leave.

D. Weed Commissioner – Supervisor Huettl – Nothing additional to report.

E. Grounds - Supervisor Hartwig – Hartwig reported he has been in touch with Jim Blank of US Fistball regarding the new fields.

F. Transfer Station – Supervisor Russell – Russell commented that the year to date receipts for the sale of recyclables was down compared to 2012.

G. Chairman’s Report and Correspondence – Chairman Heidtke – Heidtke noted each Supervisor is going to receive a copy of the 60% Design correspondence from Arcadis to take home and read.

H. Clerk’s Report and Correspondence – Clerk Oliver – Oliver reported she continues to work on the office layout and provided the drawings to the Supervisors for comment. The Joint Parks and Recreation Committee has been asked to provide input on several issues that have been occurring at the Town Hall Park: 1. Unleashed dogs and owners not cleaning up after dogs, 2. Parking along the entry drive, 3. Establishing rules for the care of the facility by parties using or renting, 4. How to get monetary or in-kind donations from user groups to avoid charging them fees. County Clerk Jaszewski emailed that Washington County will be paying all but 20% of the cost of new election equipment in 2015. Village President Kannenberg emailed regarding the Ad Hoc Committee participating in a Boys and Girls Club Board meeting to request additional funding for the Community Center. Neil Palmer emailed requesting the Town Board send a mailer to residents encouraging their response regarding their intent to take the municipal water service. Oliver provided the Town Board a copy of her response to Pat Hodgins request for recreational needs at the Town Hall and Grota Appraisals has provided two contract options for Town Board consideration.

VIII. Future Agenda Items – Nothing additional mentioned.

IX. Announcements - Heidtke noted upcoming meetings.

X. Approval of Vouchers – Motion by Russell seconded by Huettl to approve the vouchers as presented. Motion carried without a negative vote.
XI. 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  
SEPTEMBER 26, 2013

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 record by Clerk Oliver.

B. Roll Call - Chairman Ray Heidtke, Supervisors Paul Huettl, Dan Kufahl, Robert Hartwig and Everett Russell were present. Also present were Town Engineer Matthew Clementi, Stantec Associate Rick Schmidt, Joint Village/Town Planning Group member Arlyn Johnson, Town Attorney Daniel Sargeant and Clerk Julia Oliver.

C. Approval of the Agenda – Heidtke noted that WSPL had called to request item C be removed from the agenda. Motion by Hartwig, seconded by Russell to approve the amended agenda. Motion carried without a negative vote.

II. Business

A. Any Town Citizen Comment on an Agenda Item – G. Groth and C. Swiecichowski commented.

B. Discussion and Possible Action – Arcadis 60 % Design – Clementi commented that the design has been reviewed by himself, Schmidt and a Stantec associate with knowledge of the Village water system. Clementi summarized the questions and comments related to the design that they will be discussing with Arcadis. All present discussed the following: limiting the work done in/below new road surfaces, specifically Western Avenue, the need for specifics related to road pavement repairs, how the rock in the work areas will be removed, construction warranty, wetland identification and erosion control, culvert replacement specifications, service to vacant lots – the decision on who will receive laterals, specifications that identify responsibilities, approval processes, and manuals to identify these items. Also considered were inspection fees, the possible need for a permitting committee, how the wells will be sealed, documenting current road conditions, fire hydrant locations including the area surrounding the hydrant, drain tile locations, service line dimensions particularly if a higher service rate is needed and assurances that the appropriate bonding and insurance are in place. Following discussion, motion by Huettl, seconded by Kufahl to approve the Arcadis 60% Design noting the questions and comments discussed at this meeting should be addressed as part of the 90% Design. Motion carried without a negative vote. The Supervisors directed the Town Engineer(s) to meet with Arcadis and the Town Attorney to meet with the Village Attorney to proceed as discussed.

III. Discussion and Possible Action – WSPL Request for the Town Board to Send a Letter to Town Residents Who Are Being Offered Water Service, Encouraging Them to Notify Arcadis if They Intend (or Do Not Intend) to Connect To the Water Supply System from the Village - No discussion or action.
IV. Adjournment – Motion by Huettl, 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 by Chairman Heidtke. The Pledge of Allegiance was recited.

   A. Official Meeting Notification - The official meeting notice was read into the 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 Attorney Dan Sargeant, Town 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 – Motion by Kufahl seconded by Russell to approve the minutes of the September 4, 2013 Special Town Board meeting and the September 12, 2013 Regular Town Board meeting. Motion carried without a negative vote.

II. Reports

   A. Joint Parks and Recreation – Kelly Valentino, Director – Valentino summarized the Director’s Report dated October 10, 2013 and highlighted several of the programming items. Valentino also provided the agenda for the October 15, 2013 Joint Parks and Recreation Committee meeting, the draft minutes of the September 15, 2013 Joint Parks and Recreation Committee meeting, the October Monthly Planner (scheduling for the Community Center), and the financial Stat Pack. Additionally Valentino provided correspondence indicating the Joint Parks and Recreation Committee recommends the Town Board allocate the $18,600 that was requested for 2013 but that the Town Board placed in reserve.

   B. Treasurer’s Report – Treasurer Eilbes – Eilbes reported the September 30, 2013 account balances as follows: General Fund $109,581.31; General Fund Money Market $479,760.36; Encumbered Funds-Highway Money Market $149,518.96; Encumbered Funds-Building Money Market $114,535.08; Property Tax $0; Property Tax Money Market $0; Park and Planning $968.32; Park Fund Savings $5,385.24; Cemetery Fund $17,430.62. 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 – There were no comments.

   B. Discussion and Possible Action – Jackson Area Community Center/Recreation Department 2014 Budget and the Requested Contribution from the Town – Kelly Valentino, Joint Parks and Recreation Director – Valentino presented her 2014 Joint Recreation Budget which included preliminary 2013 year end estimates, the 2014 budget, the shared service split based on population information, a program analysis spreadsheet, the capital projects listing and a participation overview. No action.

   C. Discussion and Possible Action – Eagle Scout Project – Tyler Schommer – Trail Signage – Tyler stated he is a member of Troop 765; he would like to place twenty numbered trail markers on the walking trails at
the Town Hall Park and construct a trail map box for the trail head and supply informational trail maps indicating the trails as well as approximate distances between markers. Motion by Hartwig, seconded by Huettl authorizing the Eagle Scout trail marker project by Tyler Schommer at the Town Hall Park. Motion carried without a negative vote. It was noted Tyler must have a finalized trail map and trail map box design approved by the Town Chairman prior to the start of his project.

D. Discussion and Possible Action – Archery Range – Picnic Table Donation – Motion by Hartwig, seconded by Russell accepting the donation of a picnic table from the 4-H in honor of Jacob Eickstedt, to be placed in the archery range area of the Town Hall Park. Motion carried without a negative vote.

E. Discussion and Possible Action – Amendments to the Zoning Ordinance: To Create Section 3.03 (A)(20) of the Zoning Ordinance to read: Community living arrangements which have a capacity for eight (8) or fewer persons, subject to the limitations set forth in Section 60.63 of the Wisconsin Statutes. And, to Amend Section 4.06(C) of the Zoning Ordinance to read: Community living arrangements which have a capacity for nine (9) or more persons in the R-1 and R-2 Residential Districts and the A-1 Agricultural/Rural Residential Districts. – Motion by Hartwig, seconded by Huettl to adopt amendments to the zoning ordinance as follows:

- To Create Section 3.03 (A)(20) of the Zoning Ordinance to read: Community living arrangements which have a capacity for eight (8) or fewer persons, subject to the limitations set forth in Section 60.63 of the Wisconsin Statutes.
- To Amend Section 4.06(C) of the Zoning Ordinance to read: Community living arrangements which have a capacity for nine (9) or more persons in the R-1 and R-2 Residential Districts and the A-1 Agricultural/Rural Residential Districts.

Motion carried without a negative vote.

F. Discussion and Possible Action – Request for Second Speed Limit Sign on Beechwood Drive – A letter from resident Dennis Bell with regard to speeding on Beechwood Drive was read by Chairman Heidtke. Motion by Hartwig, seconded by Huettl authorizing a second speed limit sign on Beechwood Drive. Motion carried without a negative vote.

G. Discussion and Possible Action – Town Hall Roofing, Soffit and Fascia Projects – No action. Consensus of the Town Board is the bids were inconsistent. Supervisor Kufahl is directed to have the bidders to provide clarification on their bids.

H. Discussion and Possible Action – Grota Appraisals – Contract for Assessment Services – No action. Clerk Oliver is directed to ask the Assessor to provide a two year contract option and an option that allows for the market update to be done after the remedy for the fuel release is in place.

I. Discussion and Possible Action – 2014 Fee Schedule – Motion by Kufahl, seconded by Russell to adopt the 2014 Fee Schedule. Motion carried without a negative vote.

J. Discussion – Employee Reviews – Chairman Heidtke opened the discussion by asking the Supervisors how they would like to handle employee reviews. After discussion the consensus of the Town Board is that the department reviews will be handled by the department supervisors and the three full time employees will be reviewed by all Town Supervisors.

K. Discussion and Possible Action – 2014 Proposed Fire Department Budget – Motion by Kufahl, seconded by Huettl to accept the 2014 proposed Fire Department budget. Motion carried without a negative vote.

L. Discussion and Possible Action – Municipal Water Service to Town Hall, Pavilion and Cemetery – No action.
IV. Closed Session – The Town Board may go into Closed Session Pursuant to Wisconsin Statutes Sec. 19.85(1)(e) “Deliberating or negotiating the purchase of public property, investment of public funds, or conducting other specified public business when competitive or bargaining reasons require a closed session”, specifically Village of Jackson water agreement and related issues. Motion by Kufahl, seconded by Hartwig to move into Closed Session. Roll call vote: Huettl – aye, Kufahl – aye, Heidtke – aye, Hartwig – aye, Russell – aye. Motion carried.

V. Reconvene into Open Session for the Purpose of Acting on Matters Discussed in Closed Session. Motion by Huettl, seconded by Russell to move into Open Session. Roll call vote: Huettl – aye, Kufahl – aye, Heidtke – aye, Hartwig – aye, Russell – aye. Motion carried. No action; the Town will continue to meet with the Village until the issue is resolved.

VI. Budget Workshop – Clerk Oliver presented the proposed budget and the items were discussed. Motion by Russell, seconded by Kufahl to notice the Special Meeting of the Electorate for November 14, 2013 at 6:30 PM to adopt the levy in the amount of $959,687 and approve the transportation aids in the amount of $535,954. Motion carried without a negative vote.

VII. Supervisors and Clerk Reports

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

B. Joint Parks and Recreation Budget Oversight Ad-hoc Committee – Supervisor Russell – The Ad Hoc Committee will meet on October 16, 2013 at the Village.

C. Highway Department – Chairman Heidtke - Heidtke summarized the Highway Department report.

D. Weed Commissioner – Supervisor Huettl – Nothing additional to report.

E. Grounds - Supervisor Hartwig – Hartwig reported he has been in touch with Jim Blank of US Fistball regarding the new fields.

F. Transfer Station – Supervisor Russell – Nothing additional to report.

G. Chairman’s Report and Correspondence – Chairman Heidtke – Heidtke mentioned he has received some phone calls from residents requesting the topic of Town Supervisor pay be placed on the agenda for the electorate meeting. Heidtke reported on the Sigmund property arbitration and Mr. Sigmund’s failure to meet the terms of the agreement.

H. Clerk’s Report and Correspondence – Clerk Oliver – Oliver mentioned the Milwaukee Journal Sentinel article on the gas spill affecting the Village well #6 and the conversation with Eric Nitschke related to the news article. Copies of the recent letter from Attorney Riffle relating to shoreland zoning were distributed to each Supervisor. Oliver is meeting with Tim Job of Allied Resource Recovery. Notice has been received from engineer Clementi regarding a meeting with Arcadis and Brian Kober on October 15, 2013. An update from Attorney Brantmeier was noted relative to the L-B Holding Company claim. An email from Dan Beyer stated that he will meet with the State for a plan review of the Town Hall remodeling project on October 17, 2013.

VIII. Future Agenda Items – Nothing additional mentioned.
IX. **Announcements** - Heidtke noted upcoming meetings.

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

XI. **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  
NOVEMBER 14, 2013

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 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 Attorney Dan Sargeant, Town Zoning Administrator Gordon Hoffmann and Clerk Julia Oliver.

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

D. Approval of the Minutes – Motion by Russell seconded by Huettl to approve the minutes of the October 10, 2013 Regular Town Board meeting. Motion carried without a negative vote.

II. Closed Session - The Town Board may go into Closed Session Pursuant to Wisconsin Statutes Sec. 19.85 (1) (e) for “deliberating or negotiating the purchase of public property, investment of public funds, or conducting other specified public business when competitive or bargaining reasons require a closed session”, specifically pending negotiations with the Village of Jackson and West Shore Pipe Line regarding providing a long term water solution for residents affected by the July 17, 2012 fuel release, AND Pursuant to Wisconsin Statutes Sec. 19.85 (1) (g) to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved – specifically matters relating to the Village of Jackson and Town of Jackson Revenue Sharing Agreement and Cooperative Boundary Plan. 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. Heidtke asked Attorney Sargeant and Zoning Administrator Hoffmann to remain in the room for the Closed Session.


Action: Motion by Kufahl, seconded by Hartwig to adopt Resolution J-13-003, “Resolution Reaffirming Revenue Sharing Agreement and Cooperative Boundary Plan”. Motion carried without a negative vote.

IV. Reports

A. Joint Parks and Recreation – Kelly Valentino, Director – Valentino summarized the Director’s Report dated November 14, 2013 and highlighted several of the programming items. Valentino also provided the Town Board with the Joint Park and Recreation November 2013 Financial “Stat Pack”.

B. Treasurer’s Report – Treasurer Eilbes – Clerk Oliver reported the October 31, 2013 account balances as follows: General Fund $104,640.47; General Fund Money Market $479,801.11; Encumbered Funds-Highway Money Market $149,531.66; Encumbered Funds-Building Money Market $114,544.81; Property Tax $0; Property Tax Money Market $0; Park and Planning $968.32; Park Fund Savings $5,385.47; Cemetery Fund
$16,681.36. Motion by Hartwig, seconded by Huettl to approve the Treasurer’s report as presented. Motion carried without a negative vote.

V. Business

A. Any Town Citizen Comment on an Agenda Item – R. Dippmann, C. Swiecichowski, B. Arps, J. Goffin, C. Johnson and M. Braeger all commented on item C.

B. Discussion and Possible Action – Alcohol Licensing, New Agent – Hidden Glen Golf Course – Motion by Hartwig, seconded by Huettl to approve the Amended Alcohol License/Change of Agent for Hidden Glen Golf Course; new agent is Anthony Anderle. Motion carried without a negative vote.

C. Discussion and Possible Action – Use of Rifles During Gun Hunting Season – Heidtke opened the discussion by commenting on the varied actions that the Washington County municipalities have pursued; some have limited deer hunting to shotgun only, and some have allowed both shotgun and rifle use for deer hunting. He noted across the County that limitations were not to eliminate rifle use but actions were specific to the deer hunting season. All Town Board members have heard from residents on this issue. The Town Board concurred that due to the timing of the DNR announcement they are unable to take action for the 2013 deer gun hunting season. Motion by Hartwig, seconded by Huettl to pursue limiting gun use to shotgun only for future gun deer seasons. Motion carried without a negative vote. Clerk Oliver is directed to draft an ordinance for Town Board action to address the rifle use concerns during deer gun season.

D. Discussion and Possible Action - JAYBA – Review of 2013 Season and Planning for Upcoming 2014 Season – No action; JAYBA representative Josh Sandleback was unable to attend the meeting. Sandleback requested that the Town Board allow him to attend the February or March meeting for the review and planning discussion. Also Sandleback asked that the 2013 bill be mailed and for an estimate of the 2014 amount.

E. Discussion and Possible Action – 60% Design Update – Rick Schmidt, Stantec Engineering – Schmidt provided an update on the plan development activities. The 90% Design is supposed to be completed by November 22, 2013. Comments/questions specifically related to the Town that were raised at the October 15, 2013 meeting at the Village Hall attended by Schmidt were: 1. Location of the water mains, 2. Fire hydrant locations – should there be a meeting with the Chief and the Town Board, 3. How will fire protection be billed, 4. How to ensure that all town residents have water pressure of at least 60 psi, 5. Make sure well abandonments are shown on the plans and that the homeowners receive clear communication on how the issue is going to be handled, 6. How often will the wells continue to be tested, 7. Specifications related to blasting – Arcadis assumed they would “rip” not blast but Stantec does not think that will work, 8. Timeline/schedule following receipt of the 90% Design – final plans for State approval, etc…, 9. How will service laterals be marked – the Town will need to advise, 10. There are minimal details on the 60% Design for the properties where the owners are in the lawsuit – the details for those properties must be included in the 90% Design, 11. Stantec has been documenting the road conditions (video) to have a record of road conditions prior to the start of any construction.

Citizen comments were heard from R. Henke, M. Keidl and C. Johnson related to the update.

F. Discussion and Possible Action – Two Parcel Certified Survey Map to Split Lot 13 and Attach to Lots 12 and 14 – Appellation Ridge Subdivision – Kerry Zimmerman – Motion by Huettl, seconded by Hartwig to accept the certified survey map that splits lot 13 and attaches the split lot to lots 12 and 14 in the Appellation Ridge subdivision. Motion carried without a negative vote.
G. Discussion and Possible Action – Town Hall Roofing, Soffit and Fascia Projects – Motion by Hartwig, seconded by Kufahl to award Item 1, Re-roofing Center Section, West Side Only to Lee Carter Construction LLC for an amount not to exceed $2,494.00. Motion carried without a negative vote. Motion by Huettl, seconded by Russell to award Item 2, Cover soffit and fascia, four sides of Town Hall apartment to Lee Carter Construction LLC for an amount not to exceed $2,196.00. Motion carried without a negative vote. Motion by Huettl, seconded by Hartwig to award Item 3, Barn Repair to Lee Carter Construction LLC for an amount not to exceed $2,125.00. Motion carried without a negative vote.

H. Discussion and Possible Action - Jackson Area Community Center/Recreation Department 2014 Budget and the Requested Contribution from the Town – No action. Russell and Heidtke confirmed there will be a joint meeting of the Village Board and the Town Board on November 20, 2013 at the Town Hall.

I. Discussion and Possible Action – Grota Appraisals – Contract for Assessment Services – Motion by Huettl, seconded by Russell for the Town to contract with Grota Appraisals for 2014-2015 appraiser services as stated in the proposed contract in the amount of $24,300.00. Motion carried without a negative vote.

J. Discussion and Possible Action – 2013 Tax Roll Special Assessments and Charges – Motion by Kufahl, seconded by Huettl directing the Clerk to forward the Special Assessments and Charges to the Washington County Treasurer for placement on the 2013 tax roll. Motion carried without a negative vote.

K. Discussion and Possible Action – Town Hall and Park Use by Non-Profit and Community Groups – Contributions, In-Kind Donations or Fees – No action. Valentino reported that the Joint Parks and Recreation Committee has begun evaluating the fee policies of the Village and the Town in order to develop a cohesive policy for use at all the Town and Village parks and facilities. There is a wide variety of users and the committee has directed Valentino to gather input and data from the various users so that they can develop a policy that meets many different needs.

L. Discussion and Possible Action – Municipal Water Service to Town Hall, Pavilion and Cemetery – Russ Hanson reported the Historical Society would like to work together to have a single lateral onto the properties; currently he feels cemetery users would like the ability to get water onsite, and in the future the Historical Society has plans to add a bathroom. The consensus of the Town Board is to move forward with a shared lateral onto the property (which property will need to be decided in the future). Also, it is the consensus of the Town Board is to have a lateral run into the Town Hall building but not to hook up the water service, and have a seasonal line run from the main building to the pavilion, but do not have it hooked up.

M. Discussion and Possible Action - “Sandwich Board” or other type signage at the Town Garage Indicating Permit Required – Motion by Kufahl, seconded by Huettl authorizing Supervisor Russell to have a sign made. Motion carried without a negative vote.

N. Discussion and Possible Action - Resident Request – Consideration of Town Board Compensation – Heidtke read a letter from resident Jeff Wenzel that requested the Town Board place the issue of Town Board compensation on the agenda for the upcoming meeting of the electorate to set the levy. Heidtke stated the electorate set the wage for the elected officials and therefore he would like to establish a committee of electorate to evaluate and make an informed recommendation to the electorate at the annual meeting. Motion by Huettl, seconded by Russell authorizing Heidtke to establish a committee for the purpose of analyzing and making a recommendation to the electorate at the annual meeting which will be held in April 2014. Motion carried without a negative vote.

O. Discussion and Possible Action - Town Hall Remodeling Project Update – The Town Board reviewed the letter from Dan Beyer, Continuum Architects + Planners, and the correspondence from Lawrence Stilen, Building Consultant, WI Department of Industry Services. After review, Clerk Oliver is directed to contact Beyer to request a quotation for the completion of plumbing, electrical, structural and mechanical plans, and a
window/door schedule. The plans should only include the center area and fire walls; none of the barn work should be included and the partitions in the center area should be optional.

VI. Closed Session – The Town Board may go into 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, “ specifically annual employee reviews - Motion by Russell, seconded by Huettl to move into Closed Session. Roll call vote: Huettl – aye, Kufahl – aye, Heidtke – aye, Hartwig – aye, Russell – aye. Motion carried.


VIII. Budget Workshop – Clerk Oliver commented that she is not recommending any changes to the budget presented to the Town Board at the last meeting. Oliver asked that they meet again on the budget in order to explain the impact the recent and future attachments by the Village would have on the Town budget as forecast for the next five years. The Twin Creeks and Sherman Parc loss in 2015 will have significant impact on the mill rate. The Town has a basic level of service that must be provided to the residents and given the fact that the Town operates frugally as a general course of action, there is not much that can be cut out of the operating budget; the affect will be an increase in the mill rate. The Board thanked Oliver for keeping them informed on the overall financial status of the Town.

Motion by Russell, seconded by Hartwig directing Clerk Oliver to notice the Special Town Board meeting for the purpose of presenting the 2014 budget to the residents and the Meeting of the Electorate to adopt the levy in the amount of $959,687 and approve the transportation aids in the amount of $535,954 for December 3, 2013 at 7:00 PM. Motion carried without a negative vote.

Motion by Russell, seconded by Huettl to approve the 2014 pay rates as discussed. Motion carried without a negative vote.

IX. Supervisors and Clerk Reports

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

B. Joint Parks and Recreation Budget Oversight Ad-hoc Committee – Supervisor Russell – Russell reminded the Town Board of the joint Village/Town Board meeting on November 20, 2013.

C. Highway Department – Chairman Heidtke - Heidtke summarized the Highway Department report.

D. Weed Commissioner – Supervisor Huettl – Nothing additional to report.

E. Grounds - Supervisor Hartwig – Hartwig reported that the Eagle Scout signage project is scheduled for completion on Saturday, November 16th.

F. Transfer Station – Supervisor Russell – Nothing additional to report.

G. Chairman’s Report and Correspondence – Chairman Heidtke – Nothing additional to report.
H. **Clerk’s Report and Correspondence – Clerk Oliver** – Oliver commented that each Town Board member has been given a copy of a recent correspondence from Attorney Riffle regarding solar energy regulation, also there was a request from resident Dana Biernat, 3653 Briarwood Drive related to the licensing of cats and the number of stray cats in her area; she would like the Town Board to take action on this issue, additionally Marcus and Amy Keidl called regarding the ability to hook up to municipal water. The Wisconsin Antique Power Reunion has donated $150 toward the use of the Town Hall in 2014. Oliver referred to correspondence from West Shore Pipe Line regarding testing on October 25 – 27; additionally Oliver heard from Don Behm, Milwaukee Journal Sentinel that there was a failure in the test on Friday evening but when the retest was completed on Sunday after a repair, the pipeline passed; Oliver confirmed the information with Washington County Emergency Management. Washington County has established a Site Revitalization Committee for the purpose of securing grants related to brownfield revitalization. Oliver noted a recent article on the use of goats for landscape/mowing purposes. Each Supervisor was given a copy of the trail system map prepared by the Eagle Scout completing the signage project.

X. **Future Agenda Items** – Nothing additional mentioned.

XI. **Announcements** - Heidtke noted upcoming meetings.

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

XIII. **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 JOINT MEETING OF THE TOWN OF JACKSON TOWN BOARD
AND THE VILLAGE OF JACKSON VILLAGE BOARD
NOVEMBER 20, 2013

I. Call Meeting to Order and Pledge of Allegiance – 7:00 PM at the Town Hall, 3146 Division Road, Jackson, Wisconsin 53037 - The meeting was called to order at 7:00 PM by Town Chairman Heidtke and Village President Kannenberg. The Pledge of Allegiance was recited.

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

   B. Roll Call – Town Chairman Ray Heidtke, Supervisors Paul Huettl, Dan Kufahl, Robert Hartwig and Everett Russell were present. Village President Wendy Kannenberg, Trustees Peter Habel, Michael Kufahl, Brian Emmrich, Donald Olson, Jack Lippold and Nancy Kraus were present. Also present was Town Clerk Oliver.

   C. Approval of the Agenda – Motion by Huettl, seconded by Russell to approve the agenda on behalf of the Town Board. Motion carried without a negative vote. Motion by M. Kufahl, seconded by Habel to approve the agenda on behalf of the Village Board. Motion carried without a negative vote.

II. Business

   A. Comments from any Town Resident or Village Resident on an Agenda Item – D. Jeske spoke on item B. A. Johnson spoke on item B.

   B. Discussion and Possible Action – Cost Sharing Agreement – Operating Expenses – the Jackson Area Community Center – Opening remarks were made by Heidtke and Kannenberg; Kannenberg specifically provided an update on the comments made at the October 2013 Boys and Girls Club Board meeting that she attended. No action taken. It was the consensus of both Boards that Don Olson and Everett Russell should work together to create a document based on this evening’s discussion, that will stipulate the operating costs that will be shared, establish population percentage as the basis for the sharing operating costs and establish a maximum annual percentage increase. Each Board will need to approve the document.

   C. Update and Discussion – Revenue Sharing Agreement and Cooperative Boundary Plan – Heidtke noted he has nothing to present but wanted to place the item on the agenda to “open the door” in the event something needed discussion.

III. Adjournment - Motion by Russell, seconded by Huettl to adjourn on behalf of the Town Board. Motion carried without a negative vote. Motion by Habel, seconded by Lippold to adjourn on behalf of the Village Board. Motion carried without a negative vote.

Respectfully submitted,

Julia Oliver
Town Clerk

Date minutes approved: TB ____________ VB ____________
I. Call Meeting to Order and Pledge of Allegiance – The Special Town Board meeting was called to order at 7:00 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 Robert Hartwig, Paul Huettl and Dan Kufahl were present. Supervisor Everett Russell was excused. Also present was Clerk Julia Oliver.

II. Public Hearing on the Proposed 2014 Town Budget

A. Introduction and Summary – Town Chairman Raymond Heidtke – Chairman Heidtke read the notice of Public Hearing into the record. Heidtke presented the 2014 Proposed Town Budget and then opened the hearing for discussion.

B. Public Comments

There were no comments from the Public. The Town Board discussed the budget.

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

III. Adjourn – Motion by Hartwig, seconded by Huettl to adjourn the Special Town Board Meeting. Motion carried without a negative vote.

IV. Special Town Meeting of the Electors called pursuant to 60.12 (1) (c) of the Wisconsin Statutes held for the purpose of approving the 2014 Highway Expenditures and to adopt the 2013 Town Tax Levy.

The meeting of the electors was called to order by Town Chairman Ray Heidtke and the meeting notice was read into the record.

A. To approve the Total 2014 Highway Expenditures pursuant to 82.03 (2) (a) of the Wisconsin Statutes in the amount of $535,954. Motion by Dan Kufahl, seconded by Robert Hartwig to approve the Total 2014 Highway Expenditures in the amount of $535,954. There were four (4) Yes votes and zero (0) No votes; motion carried.

B. To adopt the 2013 Town Tax Levy to be paid in 2014 pursuant to 60.10 (1) (a) of the Wisconsin Statutes in the amount of $959,687. Motion by Dan Kufahl, seconded by Paul Huettl to adopt the 2013 Town Tax Levy in the amount of $959,687. There were four (4) Yes votes and zero (0) No votes; motion carried.
V. **Adjournment** – Motion by Huettl, seconded by Hartwig to adjourn the Special Town Meeting of the Electors. 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
DECEMBER 12, 2013

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 record by Clerk Oliver.

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

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 Kufahl, seconded by Hartwig to approve the minutes of the November 14, 2013 meeting. Motion carried without a negative vote.

II. Reports
A. Joint Parks and Recreation – Kelly Valentino, Director – Valentino was excused. Chairman Heidtke summarized the monthly Director’s Report and “Stat Pack”.

B. Treasurer’s Report – Treasurer Eilbes – Eilbes reported the November 30, 2013 account balances as follows: General Fund $104,917.15; General Fund Money Market $379,835.89; Encumbered Funds-Highway Money Market $149,543.95; Encumbered Funds-Building Money Market $114,554.23; Property Tax $0; Property Tax Money Market $0; Park and Planning $968.32; Park Fund Savings $5,385.69; Cemetery Fund $16,682.05. 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 – M. Bishop commented on item IV.

B. Update, Discussion and Possible Action – Town Hall and Park Use by Non-Profit and Community Groups – Contributions, In-Kind Donations or Fees – No action. Valentino will present the findings of the Joint Parks and Recreation Committee in January 2014.

C. Discussion and Possible Action – Jackson Area Community Center/Recreation Department 2014 Budget and the Requested Contribution from the Town – Amended motion by Kufahl, seconded by Hartwig that the Town will contribute $75,959.43 in 2014: $36,420.43 for 38% (based on population) toward the existing Director’s Salary agreement and $39,539 for 38% (based on population) toward the agreed upon Community Center operating expenses (reduced by the Rec Vehicle Mtn. line item), and directing Supervisor Russell to work with Village Trustee Olson to draft amendments to the existing Director’s Salary Agreement and Community Center Operating Agreement. Motion carried without a negative vote.

D. Discussion and Possible Action – 90% Design Update – Town Engineer Matt Clementi – Clementi reported on the 90% Design and provided the Supervisors with oral and written comments. Clementi stated that WSPL plans to release the construction contract in January 2014. It was the consensus of the Town Board that Stantec should submit their comments, combined with the Town Board input from this meeting to Arcadis; meeting to discuss and review the comments is acceptable if needed.
E. Discussion and Possible Action – Appointment of Election Officials (poll workers) for the 2014 – 2015 Term – Motion by Russell, seconded by Kufahl to appoint Lester Steffen, Mary Krumbiegel, Carol Butler, Roberta Else, Russell Hanson, Eunice Heckendorf, Ray Heckendorf, Lois Helm, Dennis Jeske, Diane Kowalske, Naomi Mahnke, Louise Porth, Carla Schmidt, Lyle Schmidt, Olivia Underwood, Sharon Weis and Dorothy Wolff as election officials for the 2014-2015 term. Motion carried without a negative vote.

F. Update, Discussion and Possible Action – Town Hall Remodeling Project – Continuum Architects + Planners – Motion by Hartwig, seconded by Russell to approve the expenditure of $25,242 for Continuum Architects + Planners to proceed with the Architectural, MEP and Structural plans for the remodeling project; with the change to the north wall by the entry door/partition as discussed. Motion carried without a negative vote. Heidtke will speak with Dan Beyer at Continuum to discuss the change to the wall and doorway.

G. Update, Discussion and Possible Action – Town Hall Roofing, Soffit and Fascia Projects - Motion by Russell, seconded by Hartwig to approve an additional $257 for the board replacement work required for the roof, soffit and fascia projects. Motion carried without a negative vote.

H. Discussion and Possible Action – Municipal Water Service to Town Hall, Pavilion and Cemetery - Motion by Kufahl, seconded by Hartwig to approve the plan as shown on page 117 of the 90% design which will run a 3” municipal water line into the Town Hall building but not actually connect to municipal water at this time. Motion carried without a negative vote. Motion by Hartwig, seconded by Russell to run 1 ½” municipal water line from the Town Hall building to the pavilion without hook up to municipal water at this time. Motion carried without a negative vote. No action on the cemetery hook up; the Village will not allow a buried valve box per their code.

I. Update, Discussion and Possible Action – “Sandwich Board” or Other Type Signage at the Town Garage Indicating Permit Required – No action.

J. Discussion and Possible Action – Amendments to 2013 Town Budget – Motion by Hartwig, seconded by Russell to approve the budget amendments as presented. Motion carried without a negative vote.

IV. Closed Session – The Town Board may go into 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, “ specifically an employee review, AND 19.85 (1) (e) “deliberating or negotiating the purchase of public property, investment of public funds, or conducting other specified public business when competitive or bargaining reasons require a closed session”, specifically pending negotiations with the Village of Jackson and West Shore Pipe Line regarding providing a long term water solution for residents affected by the July 17, 2012 fuel release, AND 19.85 (1) (g) to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved – specifically the Sigmund arbitration agreement. Motion by Kufahl, seconded by Hartwig to move into Closed Session; roll call vote: Kufahl – aye, Heidtke – aye, Hartwig – aye, Russell – aye. Motion carried. Clerk Oliver announced that Attorney Sargeant does not have anything new to report related to the pending negotiations with the Village of Jackson and West Shore Pipe Line so there will not be any discussion or action taken related to that subject.
V. Reconvene into Open Session for the Purpose of Acting on Matters Discussed in Closed Session –

Motion by Russell, seconded by Kufahl to move into Open Session; roll call vote: Kufahl – aye, Heidtke – aye, Hartwig – aye, Russell – aye. Motion carried. Motion by Kufahl, seconded by Russell to proceed with the terms of the Sigmund mediation agreement and have the arbitrator proceed with his task. Motion carried without a negative vote. Motion by Russell, seconded by Kufahl to increase Alan Guhl’s wage rate to $20.50 per hour effective January 1, 2014, to be reviewed again at the June 2014 meeting. Motion carried without a negative vote.

VI. Supervisors and Clerk Reports

A. Buildings – Supervisor Kufahl – Nothing additional to report. Heidtke noted the new cabinets for the kitchen apartment have arrived. Oliver commented that the apartment storm door needs repair.

B. Joint Parks and Recreation Budget Oversight Ad-hoc Committee – Supervisor Russell – Nothing additional to report.

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

D. Weed Commissioner – Supervisor Huettl – No report.

E. Grounds - Supervisor Hartwig - Nothing additional to report.

F. Transfer Station – Supervisor Russell – Russell noted dumpster(s) are needed for leaves which can then be transported to local farm land.

G. Chairman’s Report and Correspondence – Chairman Heidtke reported on the recent neighbor issues related to snow removal in the El Camino Subdivision.

H. Clerk’s Report and Correspondence – Clerk Oliver – Oliver reported that Eagle Scout Tyler Schommer was almost finished with the trail signage/map project, Stantec has met with Lannon Stone and will be updating the reclamation plan as preparation for the DNR nonmetallic mining program audit, Arcadis has been notified that per the WI DWD the municipal water project is subject to prevailing wage rates, a copy of the Village Resolution reaffirming the Revenue Sharing and Cooperative Boundary Plan agreements has been received, Xerox has indicated they can provide an early contract renewal with an equipment upgrade at a reduced cost if the Town is interested, and the Pecher land on State Hwy. 60 has been sold and there portions of two parcels that have created non accessible land.

VII. Future Agenda Items – Kufahl requested the deer gun season rifle ordinance be placed on the next meeting’s agenda for further discussion. Oliver reminded the Town Board of the Special Meeting on January 29, 2014.

VIII. Announcements - Heidtke noted upcoming meetings.

IX. Approval of Vouchers – Motion by Kufahl, seconded by Russell 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,

Julia Oliver
Town Clerk

Minutes approved: _________________________________