I. Call Meeting to Order and Pledge of Allegiance – The meeting was called to order at 6:30 p.m. 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 Marcy Bishop were present. Also present was Attorney Tim Andringa and Town Clerk Julia Oliver.

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

D. Approval of the Minutes – Motion by Bishop, seconded by Hartwig to approve the minutes of the October 19, 2016 Joint Town Board/Village Board meeting (corrected), the December 8, 2016 Special Town Meeting of the Electors and Special Town Board Meeting, and the December 8, 2016 Regular Town Board meeting. Motion carried.

II. Closed Session – The Town Board may go into Closed Session Pursuant to Wisconsin Statutes 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 Case No. 14-CV-897. Motion by Hartwig, seconded by Bishop to move into Closed Session. Roll call vote: Huettl – aye, Kufahl – aye, Heidtke – aye, Hartwig – aye, Bishop – aye. Motion carried.


Deputy Andrew Meier joined the meeting.

IV. Business

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

   Items F and G were moved by Chairman Heidtke to follow item A.

B. Discussion and Possible Action - Regarding Mediation Between the Town of Jackson, the Village of Jackson, and JTRAA (Jackson Town Residents Against Attachment) Consistent With Wis. Stat. 66.0307(4m) – Attorney Andringa reported that the three
attorneys are working on the language of the agreement and will be setting a date for all three parties and the mediator to meet in order to move forward; the meeting will likely be in February. The attorney and Town Board members concurred that they are looking forward to getting the issue resolved.

C. Discussion and Possible Action – Disposal/Sale of Old Mower Parts, Old Snow Blower and 1971 Oshkosh – The Town Board consensus was to keep the 1971 Oshkosh and the old snow blower. Kufahl reported he has a buyer for the mower, and that his research has indicated that a new motor for the mower would be difficult to find, and would cost more than $4,500. Resale value for a working mower is between $4,500 - $9,000; it would not be worthwhile to put a new motor in the machine. Kufahl surmised that selling the mower to a person who could rebuild the old motor is the best option for getting rid of the machine. Motion by Bishop, seconded by Huettl for the Town to sell the old mower to Dan’s buyer for $300. Motion carried without a negative vote.

D. Discussion and Possible Action – Hiring of Greg Dencker and Kevin Eickstedt as Part Time Snow Plow Drivers – Motion by Kufahl, seconded by Hartwig to hire Greg Dencker and Kevin Eickstedt as part time snow plow drivers at a rate of $17.86 per hour. Motion carried without a negative vote.

E. Discussion and Possible Action – Clarification of Pay Increase Time Frame for Al Guhl – Heidtke noted the action taken in January 2016 to increase Guhl’s pay rate in 2017 did not note when in 2017 the pay increase would occur. Motion by Hartwig, seconded by Bishop to increase Al Guhl’s rate of pay to $24.00 per hour effective January 1, 2017. Motion carried without a negative vote.

F. Discussion and Possible Action – Response to Village Administrator Walther’s Request for the Town Commitment to the Joint Parks and Recreation – Heidtke summarized the email correspondence received from Walther. Attorney Andringa confirmed notice was sent to the Village terminating the Director’s contract effective January 1, 2016. Motion by Bishop, seconded by Huettl to send notice to Village Administrator Walther that the Town will pay $40,565 in 2017 toward the operating expense of the Jackson Area Community Center, noting that the Town no longer is receiving benefits from the Director. Motion carried without a negative vote.

G. Discussion and Possible Action – Invoice From the Village of Jackson for Thermo Bonding – Heidtke summarize the situation: Fahrner did the thermo bonding work in Sherman Parc, according to Brian Kober, Village Director of Public Works utility structures that could be damaged during snow plowing, or that could damage snow plows are protected by thermos bonding. Heidtke noted we have never paid the Village for this type of invoice in the past but he doesn’t know if this type of work has been done by the Village in Town subdivisions in the past. After discussion, motion by Kufahl, seconded by Hartwig to pay the $90 thermo bonding invoice to the Village of Jackson.

H. Discussion and Possible Action – Hand Held Radio(s) for Highway Department – Motion by Kufahl, seconded by Bishop to purchase the hand held radio for the Highway
Department from General Communications per the quote dated December 20, 2016. Motion carried without a negative vote.

I. Item skipped on agenda

J. Discussion and Possible Action – Use of Consent Agenda – No action.

K. Discussion and Possible Action – Codification Project – Clerk Oliver updated the Town Board on the codification project; she still needs the Highway Supervisor and Zoning Administrator to finish their review of the materials. Attorney Anderson has provided an estimate of $7,500 to review the 38 chapters. Motion by Huettl, seconded by Bishop to table until next month.

L. Discussion and Possible Action – Adopt 2017 General Budget – Motion by Bishop, seconded by Huettl to adopt the 2017 Town Budget as presented on December 8, 2016. Motion carried without a negative vote.

M. Discussion and Possible Action – Adopt 2017 Wage Rates – Motion by Huettl, seconded by Bishop to adopt the 2017 Wage Rates as presented on November 16, 2016. Motion carried without a negative vote.

V. Reports


B. County Board Report – County Supervisor Heidtke – Heidtke reported the County gave $200 appreciation bonus awards to all County employees (not department heads or elected officials). The County Board passed a vote of censure related to the Washington County Treasurer and her role in the defrauding of County funds.

C. Buildings – Supervisor Kufahl – Nothing additional to report. Kufahl would like to get started on the building demolition/remodeling project as soon as possible.

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

E. Weed Commissioner – Nothing additional to report.

F. Grounds - Supervisor Hartwig – Nothing additional to report.

G. Transfer Station – Supervisor Huettl – Huettl reported that the Town was billed by Waste Management for having to “dig out” the waste container; road salt is being put into the container to try and eliminate the waste freezing to the container.
H. Treasurer’s Written Report – Heidtke read the written report provided by Treasurer Eilbes. The December 2016 account balances are as follows: General Fund Checking $12,379.34; General Fund Money Market $672,383.17; Encumbered Funds-Highway Money Market $154,687.96; Encumbered Funds-Building Money Market $39,720.37; Property Tax Checking $3,875,972.81; Property Tax Money Market $0; Park and Planning Checking $4,448.52; Park Fund Savings $5,394.10; Cemetery Fund $16,707.85.

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

J. Clerk’s Report and Correspondence – Clerk Oliver – Oliver provided an update on the two large record requests related to the November Election. Oliver provided copies of the email correspondence with Continuum architect Mike Soto.

VI. Future Agenda Items – Nothing additional noted.

VII. Announcements – Chairman Heidtke noted the Park and Planning Commission meeting on January 25, 2017.

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

IX. Adjournment – Motion by Bishop, seconded by Huettl to adjourn. Motion carried. Meeting adjourned.

Respectfully submitted,

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Julia Oliver, Town Clerk

Minutes Approved: ________________
MINUTES OF THE REGULAR TOWN BOARD MEETING
FEBRUARY 9, 2017

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

2. Roll Call: Chairman Ray Heidtke, Supervisors Paul Huettl, Robert Hartwig and Marcy Bishop were present. Also present was Deputy Andrew Meier and Town Clerk Julia Oliver. Supervisor Dan Kufahl was excused.

3. Approval of the Agenda: Motion by Huettl, seconded by Bishop to approve the agenda. Motion carried.

4. Approval of Minutes: Motion by Huettl, seconded by Hartwig to approve the minutes of the January 12, 2017 meeting. Motion carried.

5. Resident Comment: There were no comments.

6. Continuum Architects + Planners - Town Hall Remodeling Project: Clerk Oliver read an email from Mike Soto which stated the design team will begin to redraw the documents and he will advise if they are ready for next month’s agenda. The code changes that would affect the document will not take place until late spring 2017. No action.

7. Certified Survey Map, Junier M. Ehlke Revocable Trust, Gerald Ehlke, Trustee: Mr. Ehlke asked to be moved to next month’s agenda. No action.

8. Cemetery Shed Roof Replacement: Heidtke reported Gerry Prochner of the Jackson Historical Society said the Town shed in the Immanuel Cemetery needed the roof replaced. The Jackson Historical Society is willing to provide the labor if the Town will provide the materials. Motion by Huettl, seconded by Hartwig authorizing the Jackson Historical Society to roof the Town shed located in the Immanuel Cemetery (on Mill Road), and that the Town will pay for the material costs. Motion carried without a negative vote.

9. Codification Project: Heidtke reported he has spoken with Zoning Administrator/Building Inspector Gordon Hoffmann and Hoffmann will review the areas of the draft code of ordinances that are applicable to his responsibilities. As a side note, Hoffmann is also working on the Comprehensive Plan Update. Clerk Oliver provided a draft ordinance for the Town Supervisors and Deputy Andrew Meier to review that would authorize the Washington County Sheriff’s Department to enforce the Town of Jackson ordinances; the Town Constable position will be eliminated in April 2017 due to action taken by the Town electorate in 2015.

10. Treasurer’s Written Report: The written report provided by Treasurer Eilbes stated the January 2017 account balances are as follows: General Fund Checking $47,934.23; General Fund Money Market $1,167,853.90; Encumbered Funds-Highway Money Market $154,701.10; Encumbered Funds-Building Money Market $39,722.06; Property Tax Checking $1,745,413.02; Property Tax Money Market $0; Park and Planning Checking $4,428.56; Park Fund Savings $5,394.32; Cemetery Fund $16,708.56.
11. Washington County Sheriff’s Department Report – Liaison Deputy Andrew Meier: Deputy Meier provided an Incident Summary List report for the period 1/1/17 – 2/1/17.

12. Washington County Supervisor(s) Report: Heidtke noted the Highway 60 By-Pass/Reliever Route Issue in Hartford has been the hot topic at County meetings.

13. Highway Department Report: Heidtke summarized the written highway department report received from highway supervisor Eickstedt.


16. Chairman’s Report: Heidtke noted the letter from Kevin Dittmar to the Village of Jackson regarding his intent to move forward with Maplewood Farms (formerly Palorama Farms); copies of the letter were provided to Town Board members.

17. Clerk’s Report: Oliver reported that for the upcoming facility rentals on March 19th and April 29th both users plan to bring in their own food. Lee Recreation has completed the 2017 inspection of the playground equipment and the climber structure needed repair; the climber is under warranty and because it has been repaired twice Lee is going to replace it. Oliver reported that BMO continues to charge a service fee on various bank accounts; the issue was reviewed by Lisa Gillitzer and she has assured us that the monthly bank service charges will be waived. Oliver was subpoenaed by the Wisconsin Department of Revenue to provide information on Brian Buck and Bucks-Kinn Catering. Oliver responded in writing that the Town has not had any dealing with Mr. Buck since 2007 and was notified she did not need to attend the hearing. The change application for the WI DOT TRI funds has been submitted. Oliver provided a written update related to the dead end Cedar Creek Road bridge noting some type of interim posting should be placed on the bridge until a replacement strategy is approved. Oliver reminded the Board that the Wisconsin Towns Association District meeting is tomorrow, February 10th in Juneau. The old mower has been picked up by the buyer Dan Kufahl arranged and a $300 check was received.

18. Communications and Announcements: The next Park and Planning Commission meeting will be held March 1, 2017 instead of February 22, 2017.

19. Review of Bills and Authorization of Payment: Motion by Huettl, seconded by Bishop to approve the vouchers as presented. Motion carried.

20. Adjournment: Motion by Hartwig, seconded by Bishop to adjourn. Motion carried.

Respectfully submitted,

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Julia Oliver, Town Clerk

Minutes Approved: ________________

Next Resolution Number: J-17-001
Next Ordinance Number: J-17-001
1. **Call Meeting to Order and Pledge of Allegiance:** The meeting was called to order at 6:00 p.m. by Chairman Heidtke. The Pledge of Allegiance was recited.

2. **Roll Call:** Chairman Ray Heidtke, Supervisors Paul Huettl, Dan Kufahl, Robert Hartwig and Marcy Bishop were present. Also present was Attorney Tim Andringa, Zoning Administrator Gordon Hoffmann and Town Clerk Julia Oliver.

3. **Approval of the Agenda:** Motion by Hartwig, seconded by Huettl to approve the agenda. Motion carried.

4. **Approval of Minutes:** Motion by Bishop, seconded by Huettl to approve the minutes of the February 9, 2017 meeting. Motion carried.

5. **Closed Session:** Closed session pursuant to Wis. Stats. § 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 Case No. 14-CV-897 and Annexation Petition of Kevin Dittmar. Motion by Huettl, seconded by Hartwig to move into closed session. Roll call vote: Huettl-aye, Kufahl-aye, Heidtke-aye, Hartwig-aye, Bishop-aye; motion carried.

6. **Reconvene into Open Session.** Motion by Hartwig, seconded by Huettl to move into open session. Roll call vote: Huettl-aye, Kufahl-aye, Heidtke-aye, Hartwig-aye, Bishop-aye; motion carried.

   Deputy Andrew Meier joined the meeting.

7. **Town Board action on matters discussed in Closed Session, if necessary.** No action.

8. **Resident Comment.** There were no comments.

9. **Continuum Architects + Planners – Town Hall Building Remodeling Project.** Continuum representative Mike Soto did not attend. No action.

10. **Certified Survey Map, Junier M. Ehlke Revocable Trust, Gerald Ehlke, Trustee.** Motion by Hartwig, seconded by Bishop to approve the Certified Survey Map for Junier M. Ehlke Revocable Trust, Gerald Ehlke, Trustee. Motion carried without a negative vote.

11. **Certified Survey Map, Mary J. Pankratz Living Trust.** Motion by Huettl, seconded by Kufahl to approve the Certified Survey Map for Mary J. Pankratz Living Trust. Motion carried without a negative vote.

12. **Land Division – 2988 Church Road – John Clemens.** Motion by Kufahl, seconded by Huettl to approve the land division for John Clemens, 2988 Church Road upon the recommendation of the Park and Planning Commission and under the authority of 3.05 of the Land Division Ordinance. Motion carried without a negative vote.
13. **Accessory Structure – Hwy. 60 – Ronald and Kevin Eickstedt.** Motion by Huettl, seconded by Hartwig to approve the additional accessory structure on parcel T7 0585, Ron Eickstedt property owner due to the farming operation on the parcel and on adjacent parcel T7 0588. Motion carried without a negative vote.

14. **Comprehensive Plan Update.** The Town will work with Nancy Anderson at SEWRPC to update the Town Comprehensive Plan. Paul Huettl will be the Town representative on the Washington County Comprehensive Plan Advisory Committee.

15. **TRI Funds - Church Road.** Clerk Oliver provided the summary documentation of the steps required in order to qualify for the TRI Funds reimbursement from the WI DOT. Motion by Bishop, seconded by Hartwig to move forward with the Church Road project following the requirements outlined in the Town Road Improvement Program Application in order to receive $14,495.82 in aid. Motion carried without a negative vote.

16. **Bridge on dead-end Cedar Creek Road.** Heidtke reported on the recent meeting between Town representatives Heidtke, Eickstedt and Oliver, and County representatives Schmidt and Glass at the dead-end Cedar Creek Road Bridge. The bridge rating and condition were reviewed. It was noted the WI DOT is requiring the bridge receive a 20 ton limit posting. Schmidt also provided information on Federal bridge aid funding. Motion by Bishop, seconded by Huettl to post bridge P660904 located on dead-end Cedar Creek Road with a 20 ton weight limit and place barrels along the bridge to encourage travel in the center of the bridge. Motion carried without a negative vote. Motion by Huettl, seconded by Bishop to move forward with the 2017-2022 Local Bridge Program Application. Motion carried without a negative vote.

17. **Sheriff Enforcement of Town ordinances when the Constable position is eliminated.** Motion by Kufahl, seconded by Huettl to adopt Ordinance J-17-001, an Ordinance Authorizing the Washington County Sheriff’s Department to Enforce Town of Jackson Ordinances. Motion carried without a negative vote. Transfer Station Supervisor Brad Flitsch was asked how the permit placards will be enforced. Flitsch will continue to record license plates of users that are not displaying Transfer Station permit placards. The list will be forwarded to Deputy Meier for follow-up.

18. **Demolition of Town Hall center area.** Heidtke reported that Eickstedt has been working on breaking out the concrete floor and has located the main sewer line where it connects to the main building. It was the consensus of the Board that the continued demolition would provide a cost savings to the project and will prepare the area for construction. Motion by Kufahl, seconded by Hartwig authorizing Kevin Eickstedt to work with Ron Eickstedt on the demolition at a rate of $15 per hour. Motion carried without a negative vote.

19. **Cemetery Fencing.** Clerk Oliver reported she received a call from Russ Hanson regarding people driving into the cemetery while the ground is soft and causing ruts; Hanson put up temporary fencing. The Town Board had previously decide to install a fence to limit access to the cemetery, and a cemetery sign indicating the cemetery belonged to the Town of Jackson. Motion by Kufahl, seconded by Huettl to move forward with the cemetery fencing and signage. Motion carried without a negative vote.
20. **Upper parking lot – Town Hall.** Heidtke stated he placed the item on the agenda to open the discussion about what should be done to repair or replace the upper parking lot. He asked the Supervisors to view the lot and form an opinion for the discussion at the next Town Board meeting.

21. **Refund of Transfer Station Permit Application Fee.** Clerk Oliver reported that Tyler and Ann Constable, 3833 Strawberry Glen Drive applied for a Transfer Station permit but the payment was received after January 31, 2017 and the payment envelope was postmarked February 1, 2017. The Treasurer sent notice that the late fee must be paid before the Transfer Station permit can be issued. The Constables are refusing to pay the late fee and have requested a refund. Oliver asked the Town Board to provide guidance. After discussion the consensus of the Town Board authorized Clerk Oliver to issue a refund to the Constables, however the Town Board noted they are not setting a precedent and will handle issues related to refunds on a case by case basis.

22. **Spring clean-up of Town Hall Park.** Motion by Kufahl, seconded by Bishop authorizing Supervisor Hartwig to spend up to $3500 to purchase materials for the Spring “clean up”, (mulching, tree replacement, etc.) at the Town Hall. Motion carried without a negative vote. Clerk Oliver noted the Jackson Explorers 4-H club has offered to assist with the spreading of the mulch.

23. **Treasurer’s Written Report.** The written report provided by Treasurer Eilbes stated the February 2017 account balances are as follows: General Fund Checking $66,095.43; General Fund Money Market $1,296,859.37; Encumbered Funds-Highway Money Market $154,712.97; Encumbered Funds-Building Money Market $39,723.58; Property Tax Checking $222.36; Property Tax Money Market $0; Park and Planning Checking $4,448.59; Park Fund Savings $5,394.53; Cemetery Fund $16,709.20.

24. **Washington County Sheriff’s Department Report – Liaison Deputy Andrew Meier.** Deputy Meier provided an incident summary list for February 1, 2017- March 1, 2017, noting there were fewer calls in February than the previous month. Meier reported on the fuel theft in the Town and on the garage fire in the Stoney Creek subdivision. Meier noted there are currently two sex offenders residing at the Cty NN address.

25. **Washington County Board Report.** Heidtke reported the Hartford reliever route issue has ended; the County Board voted not to move forward.

26. **Highway Department Report.** Heidtke summarized the highway department report.

27. **Transfer Station Report.** Nothing additional to report.

28. **Buildings Report.** Nothing additional to report. Kufahl asked if the Town Board could start getting estimates for rough-ins. Heidtke will place the item on the next agenda.

    Supervisor Hartwig noted there were some shrubs around the back patio that needed to be replaced.

29. **Chairman’s Report.** Nothing additional to report.
30. **Clerk’s Report.** Oliver reported she has a copy of the Wisconsin Towns Association Handbook available for “check out” if any Town Board would like to borrow it; also the Town owns training videos if the Town Board would like to start watching them as a part of the Regular meeting. The American Legion Post donated three Wisconsin state flags and six United States of America flags on February 23, 2017. Each Supervisor was given a copy of an invitation to attend a WI DOT Local Roads Funding Symposium on April 4th. The Final 2016 Major Class Comparison Report was received from the WI DOR and it showed the Town of Jackson is compliant in all major classes of equalized values. Efficient light bulbs from Maintenance Engineering, LTD were tested at the Town Garage; the highway staff did not like the illumination provided. The Anderson family who has rented the Town Hall on July 16, 2017 will be bringing in their own food. One of the Clerk’s computer monitors has stopped working and is being replaced. The Town had a 9.5% turnout at the February election. Open Book will be held on April 26, 2017 and Board of Review will be held on May 16, 2017; Attorney Anderson has agreed to attend.

31. **Communications and Announcements.** Nothing additional to announce.

32. **Review of Bills and Authorization of Payment.** Motion by Bishop, seconded by Hartwig to approve the vouchers. Motion carried.

33. **Adjournment.** Motion by Hartwig, seconded by Huettl to adjourn. Motion carried, meeting adjourned at 8:12 p.m.

Respectfully submitted,

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Julia Oliver, Town Clerk

Minutes Approved: _____________

Next Resolution Number: J-17-001
Next Ordinance Number: J-17-002
1. **Call Meeting to Order and Pledge of Allegiance:** The meeting was called to order at 6:00 p.m. by Chairman Heidtke. The Pledge of Allegiance was recited.

2. **Roll Call:** Chairman Ray Heidtke, Supervisors Paul Huettl, Dan Kufahl, Robert Hartwig and Marcy Bishop were present. Also present was Attorney Tim Andringa and Town Clerk Julia Oliver.

3. **Approval of the Agenda:** Clerk Oliver noted Town Engineer Clementi requested agenda item 10 be moved to next month. Motion by Hartwig, seconded by Huettl to approve the amended agenda. Motion carried.

4. **Approval of Minutes:** Motion by Bishop, seconded by Huettl to approve the minutes of the March 9, 2017 meeting. Motion carried.

5. **Closed session pursuant to Wis. Stats. § 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 Case No. 14-CV-897 and Annexation Petition of Kevin Dittmar.** Motion by Huettl, seconded by Hartwig to move into closed session. Roll call vote: Huettl-aye, Kufahl-aye, Heidtke-aye, Hartwig-aye, Bishop-aye; motion carried. Heidtke invited JTRAA committee member Bob Seidel to join the closed session.

6. **Reconvene into Open Session.** Motion by Huettl, seconded by Bishop to move into open session. Roll call vote: Huettl-aye, Kufahl-aye, Heidtke-aye, Hartwig-aye, Bishop-aye; motion carried.

   Deputy Andrew Meier joined the meeting.

7. **Town Board action on matters discussed in Closed Session, if necessary.** No action. Heidtke noted the negotiations with the Village are continuing.

8. **Resident Comment.** There were no comments.

9. **Update on Paloroma Farms Annexation.** No update; the item was tabled by the Village Board.

10. **Dead end Cedar Creek Road bridge repair and funding.** Item taken off the agenda.

11. **Update on demolition of Town Hall center area.** Heidtke reported Ron and Kevin Eickstedt have removed a significant portion of the concrete in the area. The Continuum Architects engineer reviewed the space again; updated drawings will be provided at the May meeting.

12. **Estimates for rough-ins – Town Hall remodeling project.** Heidtke reported he will prioritize the construction steps based on the plan, and then the Town Board can make a decision on how they would like to begin and how far they will move forward based on current funds.
13. Upper parking lot – Town Hall. The Town Board discussed the current condition of the upper parking lot; it was the consensus that the lot will need to be pulverized and replaced, not repaired. The Town Board also considered if they should put a concrete floor in the pole barn. No action.

14. Treasurer’s Report. Heidtke noted each Supervisor has been provided a print copy of the report; all were advised to forward questions to the Clerk or Treasurer. The written report provided by Treasurer Eilbes stated the March 2017 account balances are as follows: General Fund Checking $41,313.22; General Fund Money Market $1,206,963.85; Encumbered Funds-Highway Money Market $154,726.11; Encumbered Funds-Building Money Market $39,725.27; Property Tax Checking $396.39; Property Tax Money Market $0; Park and Planning Checking $4,448.63; Park Fund Savings $8,194.80; Cemetery Fund $16,709.91.

15. Washington County Sheriff’s Department Report – Liaison Deputy Andrew Meier. Deputy Meier provided an incident summary list for March 1, 2017 – April 1, 2017. Meier noted the Department of Corrections website lists the names of the individuals residing at the Cty NN address.

16. Washington County Board Report. Heidtke reported the County Board recently participated in a seminar on priority based budgeting.

17. Highway Department Report. Heidtke summarized the highway department report. Heidtke noted each Town Board member was provided a copy of the quote from Crack Filling Service for work directly related to the roads in the fuel spill area. Heidtke, Bishop and Hartwig attended the Washington County Highway Department “Roadway Transportation Discussion” meeting on April 12, 2017; Heidtke summarized information that was relevant to the Town of Jackson.

18. Transfer Station Report. Huettl reported the Transfer Station needs additional part-time workers and he would like to run an advertisement in the local newspaper. The current workers are facing burnout and he would like to find and additional two or three employees.


20. Noxious Weeds Report. Bishop reported she has received the draft of the Noxious Weed notice that will be posted on the Town website the first of May. Additionally pictures of the weeds will be posted on the website.

21. Grounds Report. Hartwig reported he and Clerk Oliver have surveyed the Town property and developed a spring clean-up list; Hartwig anticipates the need for approximately 66 yards of mulch for the beds.

22. Washington County Comprehensive Advisory Committee Report. Huettl attended the meeting on March 23, 2017 and reported the meeting was an initial overview of the purpose for the committee.

23. Chairman’s Report. Heidtke reported that the Riveredge Nature Center “River Valley Bike Ride” will be held on June 25th and the route(s) travel thru a small portion of the Town.
24. Clerk’s Report. Oliver reminded the Town Board to notify her if they plan to attend meetings that all supervisors have been invited to attend; she will notice their attendance if warranted. Oliver will be issuing a temporary alcohol license to Trinity Lutheran School and Church for an event on May 5, 2017. Oliver shared information from the Wisconsin Towns Association and from the Board of Commissioners of Public Lands. Tornado and Severe Weather Awareness Week is April 17 – 21; the statewide tornado drill will be held on April 20th starting at 1:00 p.m. Oliver reported on past due property taxes: $20,083.86 is attributable to Red Fox House Trust, $194.30 Doman’s, $332.29 Jackson Pet Hospital, $.12 Make It Memorable.

25. Communications and Announcements. Nothing additional to announce.

26. Review of Bills and Authorization of Payment. Motion by Huettl, seconded by Hartwig to approve the vouchers. Motion carried.

27. Adjournment. Motion by Bishop, seconded by Huettl to adjourn. Motion carried, meeting adjourned at 8:06 p.m.

Respectfully submitted,

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Julia Oliver, Town Clerk

Minutes Approved: ________________

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<tr>
<th>Next Resolution Number:</th>
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<td>Next Ordinance Number:</td>
<td>J-17-002</td>
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1. **Call Meeting to Order, Pledge of Allegiance and Meeting Notice.** The meeting was called to order at 6:30 p.m. by Chairman Heidtke. The Pledge of Allegiance was recited. Clerk Oliver read the meeting notice into the record.

2. **Roll Call:** Chairman Ray Heidtke, Supervisors Paul Huettl, Dan Kufahl, Robert Hartwig (arrived at 6:34 p.m.) and Marcy Bishop were present. Also present was Attorney Tim Andringa, Town Engineer Matt Clementi and Town Clerk Julia Oliver.

3. **Approval of the Agenda:** Motion by Huettl, seconded by Bishop to approve the agenda. Motion carried.

4. **Approval of Minutes:** Motion by Bishop, seconded by Huettl to approve the minutes of the April 13, 2017 Town Board meeting and the April 28, 2017 Joint Town of Jackson and Village of Jackson Special Meeting. Motion carried.

5. **Closed session pursuant to Wis. Stats. § 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 Case No. 14-CV-897.** Motion by Bishop, seconded by Hartwig to move into closed session. Roll call vote: Huettl-aye, Kufahl-aye, Heidtke-aye, Hartwig-aye, Bishop-aye; motion carried. Heidtke invited Matt Clementi to join the closed session.

6. **Reconvene into Open Session.** Motion by Hartwig, seconded by Huettl to move into open session. Motion carried.

   Deputy Andrew Meier joined the meeting.

7. **Resident Comment.** Bill Saari, a member of JTRAA read a written statement related to agenda item 9; written copies were provided to each of the Town Board Supervisors.

8. **Attorney Tim Andringa; extension of time to resolve the boundary dispute/lawsuit with the Village of Jackson by an additional 90 days beyond the 270 days mentioned in the Statute.** Motion by Hartwig, seconded by Bishop to extend the time to mediate the boundary dispute/lawsuit with the Village of Jackson by an additional 90 days. Motion carried without a negative vote. Attorney Andringa noted the time will be extended 90 days from the original deadline of June 27, 2017.

9. **Resolution J-17-002 Approving Mediated Cooperative Plan Agreement Between the Village of Jackson and the Town of Jackson.** Motion by Bishop, seconded by Kufahl to adopt Resolution J-17-002, Approving the Mediated Cooperative Plan Agreement Between the Village of Jackson and the Town of Jackson, subject to finalizing the agreement exhibits. Motion carried with Heidtke, Kufahl, Hartwig and Bishop voting aye and Huettl voting nay. Attorney Andringa noted the Town Board is agreeing to the language in the agreement.
10. **Town Engineer Matt Clementi; Church Road engineering proposal.** Clementi presented a document outlining the tasks he could perform to fulfill the engineering certification requirement for the LRIP (TRIP) funding. Clementi told the Board he must certify the road work will have a minimum ten year life and he anticipates it would cost $2,000 - $2,500 for his work and an additional $2,500 for the required soil borings. During discussion a double chip seal was also considered; Clementi will look into this option.

11. **Town Engineer Matt Clementi; Dead end Cedar Creek Road bridge repair and funding.** Clementi reported he has reviewed the funding application, which provides 80% (federal)/state funding and 10% county funding (the remaining 10% is paid by the local municipality). A cost estimate must be stated on the application which will include making accommodations for resident access during the project. Stantec work to prepare for the application process is estimated to cost in the range of $5,000 - $30,000. Clementi will continue to research the process.

12. **Town Engineer Matt Clementi; PTS bond – warranty road repairs.** Clementi reported there are transverse cracks over 1” wide on Western Avenue. There is a significant longitudinal crack on Mill Road right over the trench area. Clementi stated that the Town has rights to the warranty that West Shore has with PTS. Clementi presented a draft of a letter he recommends sending to PTS informing them of the warranty issues and requesting a meeting. Motion by Bishop, seconded by Huettl directing Clementi to proceed with the request for and meeting with Steve Horn of PTS. Motion carried without a negative vote. Heidtke noted that Crack Filling Service has estimated the cost to crack fill the other road cracks at $36,000 and they recommend seal coating over the crack filling.

13. **Mike Soto, Continuum Architects + Planners; Town Hall remodeling project.** Soto presented the revised drawings to the Town Board which included the change in the center area ceiling. Kufahl noted that the board requested for the main doors to open out into a bumped out foyer. The Town Board will review the drawings and meet on May 18, 2017 at 6:00 PM with to further discuss the plans; Soto will join the meeting at 7:00 PM.

14. **Estimates for rough-ins – Town Hall remodeling project.** No action.

15. **Two parcel Certified Survey Map, Section 30, Quintin C. Schowalter and Ann Marie K. Schowalter Joint Revocable Living Trust dated January 8, 2003.** After review of the map, motion by Kufahl, seconded by Hartwig to approve the certified survey map for the Quintin C. Schowalter and Ann Marie K. Schowalter Joint Revocable Living Trust dated January 8, 2003. Motion carried without a negative vote.

16. **Three parcel Certified Survey Map, Section 22, Eugene Kannenberg.** After review of the map, motion by Hartwig, seconded by Huettl to approve the certified survey map for Eugene Kannenberg. Motion carried without a negative vote.

17. **Xerox copier lease for Zoning Administrator’s office.** Clerk Oliver reported the copier in the Zoning Administrator’s office has worn out. Motion by Kufahl, seconded by Hartwig to approve the five year lease of the Xerox B405DNM copier for the Zoning Administrator’s office. Motion carried without a negative vote.
18. **Transfer Station – applicants for part time positions.** After review of the applications, motion by Kufahl, seconded by Bishop to offer part time Transfer Station positions to Joseph Spaeth and Michael Schwengel at a starting rate of $10 per hour. Motion carried without a negative vote.

19. **Kirchhayn Country Club; Town Board support for parade, and one day permit to extend premise description for alcohol service and consumption.** Motion by Huettl, seconded by Hartwig to confirm Town Board support of the road closure for a parade on July 30, 2017, and to approve alcohol licensing with the expanded premise description on July 30, 2017. Motion carried without a negative vote. Supervisor Kufahl will be onsite for the parade/road closure.

20. **Crossbow signage for archery range.** Clerk Oliver showed the Town Board the temporary signage that she currently posts on the archery range indicating crossbows should not be used, and asked if she should have more permanent signage made. Motion by Huettl, seconded by Kufahl directing the Clerk to get pricing for the crossbow signage, sign size should be approximately 16” X 22” and should be mounted on existing poles; if the sign can be made for $200 or less then the sign should be ordered. Motion carried without a negative vote.

21. **Zion Cemetery; cleanup and request from Bob and Ann Rohloff.** Clerk Oliver explained that the Rohloff’s have located some relatives in the Zion Cemetery located on Church Road. The Rohloff’s noted the cemetery could use some cleanup, and that some of the stones have toppled over. Oliver noted that the neighbor to the north has been mowing the grass in the cemetery. The Rohloff’s would like permission from the Town to clean up the cemetery and do some stone repair. After discussion the Town Board noted they appreciated the offer from the Rohloffs but that at this time the cemetery does not belong to the Town so the Town Board is not authorized to give permission.

22. **Confirmation of Chairman Heidtke’s Committee and Commission appointments.** Motion by Huettl, seconded by Bishop to confirm Chairman Heidtke’s appointments: Dave Klug and John Bales to the Park and Planning Commission, Richard Roembke and Henry Rofritz to the Board of Appeals and Laurie McGraw to the Joint Parks and Recreation Committee. Motion carried without a negative vote. The appointments begin in June 2017. Heidtke noted he has not filled all positions and will continue to phone potential members. Additionally it was noted that supervisors Marcy Bishop and Bob Hartwig will sit on the Park and Planning Commission beginning in June 2017.

23. **Treasurer’s Report.** Heidtke noted each Supervisor has been provided a print copy of the report; all were advised to forward questions to the Clerk or Treasurer. The written report provided by Treasurer Eilbes stated the April 2017 account balances are as follows: General Fund Checking $102,969.97; General Fund Money Market $1,117,058.62; Encumbered Funds-Highway Money Market $154,738.83; Encumbered Funds-Building Money Market $39,726.90; Property Tax Checking 396.39; Property Tax Money Market $0; Park and Planning Checking $4,4468.67; Park Fund Savings $8,195.14; Cemetery Fund $16,710.60.

24. **Washington County Sheriff’s Department Report – Liaison Deputy Andrew Meier.** Deputy Meier provided an incident summary list for April 1, 2017 – May 1, 2017. Meier noted there are four offenders residing at the Cty NN address.

25. **Washington County Board Report.** Hartwig reported the Fair Committee was given their startup funds.


29. Noxious Weeds Report. Bishop reported the noxious weed notice, with photos of the weeds has been added to the Town website.

30. Grounds Report. Hartwig reported the mulch has been delivered; the park maintenance crew has over 60 yards to spread.


32. Chairman’s Report. Heidtke reported that he received an email from County Roads Commissioner Schmidt asking if the Town would like to have a street light installed at the intersection of Sherman Road and County P; Heidtke noted we do not have any other intersections with lighting.

33. Clerk’s Report. Oliver reminded the Town Board of the Board of Review meeting on May 16th. Oliver has completed the insurance renewal questionnaire.

34. Communications and Announcements. Nothing additional to announce.

35. Review of Bills and Authorization of Payment. Motion by Huettl, seconded by Bishop to approve the vouchers. Motion carried.

36. Adjournment. Motion by Bishop, seconded by Huettl to adjourn. Motion carried, meeting adjourned at 9:25 p.m.

Respectfully submitted,

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Julia Oliver, Town Clerk

Minutes Approved: __________________
1. Call Meeting to Order, Pledge of Allegiance and Meeting Notice. The meeting was called to order at 6:00 p.m. by Chairman Heidtke. The Pledge of Allegiance was recited and the meeting notice was read into the record.

2. Roll Call: Chairman Ray Heidtke, Supervisors Paul Huettl, Dan Kufahl (arrived at 6:11 p.m.), Robert Hartwig and Marcy Bishop were present. Also present was Town Clerk Julia Oliver.

3. Approval of the Agenda: Motion by Bishop, seconded by Hartwig to approve the agenda. Motion carried.

4. Resident Comment. There were no comments.

5. Review of architectural plans for the Town Hall remodeling project. The board members reviewed the plans and noted the areas that they would like to review further with architect Mike Soto.

6. Mike Soto, Continuum Architects + Planners; Town Hall remodeling project. This was a working session; Town Board members raised their questions and concerns, and expressed thoughts on possible improvements and changes. Soto noted the points made and will work on implementation of the agreed upon changes to the drawings with the intent of returning updated plans within a week.

7. Transfer Station – applicant for part time position. After review of the submitted application, motion by Huettl, seconded by Bishop to offer a part time Transfer Station position to Scott Spener at a starting rate of $10 per hour. Motion carried without a negative vote.

8. Convene into closed session pursuant to Wis. Stats. § 19.85(1)(e), Deliberating or negotiating the purchasing of public properties, investing of public funds, or conducting other specified business whenever competitive or bargaining reasons require a closed session; specifically exhibits related to the mediated cooperative plan agreement between the Town of Jackson and the Village of Jackson. Motion by Huettl, seconded by Hartwig to move into closed session, Roll call vote; Huettl – aye, Kufahl – aye, Heidtke – aye, Hartwig – aye, Bishop – aye. Motion carried.


10. Adjournment. Motion by Huettl, seconded by Hartwig to adjourn. Motion carried, meeting adjourned at 8:20 p.m.

Respectfully submitted,

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Julia Oliver, Town Clerk

Minutes Approved: ________________
1. **Call Meeting to Order, Pledge of Allegiance and Meeting Notice.** The meeting was called to order at 6:30 p.m. by Chairman Heidtke. The Pledge of Allegiance was recited. Chairman Heidtke confirmed the meeting was properly noticed.

2. **Roll Call:** Chairman Ray Heidtke, Supervisors Paul Huettl, Dan Kufahl, Robert Hartwig and Marcy Bishop were present. Also present was Attorney Tim Andringa and Town Clerk Julia Oliver.

3. **Approval of the Agenda:** Motion by Hartwig, seconded by Bishop to approve the agenda. Motion carried.

4. **Approval of Minutes:** Motion by Huettl, seconded by Bishop to approve the minutes of the May 11, 2017 Regular Town Board meeting, the May 16, 2017 Board of Review and the May 18, 2017 Special Town Board meeting. Motion carried.

5. **Closed Session:** Closed session pursuant to Wis. Stats. § 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 Case No. 14-CV-897. Motion by Hartwig, seconded by Huettl to move into closed session. Roll call vote: Huettl-aye, Kufahl-aye, Heidtke-aye, Hartwig-aye, Bishop-aye; motion carried.

6. **Reconvene into Open Session.** Motion by Hartwig, seconded by Bishop to move into open session. Roll call vote: Huettl-aye, Kufahl-aye, Heidtke-aye, Hartwig-aye, Bishop-aye; motion carried.

   Town Engineer Matthew Clementi and Deputy Andrew Meier joined the meeting.

7. **Resident Comment.** The following residents commented on agenda items 5 and 8: Toni Heller, Eric Lowder, Tim Wehlke, Don Ruh, Bob Seidel, Bill Saari, Jim Genthe, Jeff Case, Jennifer Boettcher, Donny Boerschig and Jeff Whisler.

8. **Action related to items discussed in Closed Session, specifically Mediated Cooperative Plan language and mapping.** No action. Attorney Andringa reported that the mediated cooperative plan language has been worked out and the mapping is very close; hopefully next Tuesday the plan will be finalized. Once finalized the steps will be: a joint village/town public hearing, changes to the plan can be made if needed, send plan to Department of Administration for review, and if needed a second public hearing.

9. **2017 road projects including update from Town Engineer Matt Clementi on TRI funding/Church Road projects and PTS warranty repairs.** Clementi reported that a double chip seal is allowed by the WI DOT for use in state funded projects if allowed by the County; Washington County does allow double chip seal. Certification of a minimum 10 year design life is required and this can be provided by Scott Construction. Clementi stated that double chip seal on Church Road is a feasible repair for pavement which does not show significant deterioration. Clementi feels 1/4 – 1/3 of
the road has deteriorated too far to be helped by a double chip seal. Clementi recommend working with contractors to decide on the best remedy for the various deterioration of the road sections.

Clementi reported he is working on setting up a meeting with PTS to review the warranty items. There are road cracks that are more severe than you would expect from a two year old road. Supervisor Bishop stated she recently saw a hole on the west end of Mill Road; Clementi will review.

10. **Town Engineer Matt Clementi; Dead end Cedar Creek Road bridge repair and related engineering proposal.** Clementi presented a proposal from Stantec which detailed the engineering services for the preliminary bridge planning and application assistance in the amount of $5,000. Motion by Kufahl, seconded by Hartwig to contract with Stantec per the scope of work on the proposal for the dead end Cedar Creek Road bridge in the amount of $5,000. Motion carried without a negative vote. Clerk Oliver reiterated the July 10, 2017 application deadline.

11. **2017 – 2018 Alcohol licensing.** Motion by Bishop, seconded by Huettl to approve 2017-2018 alcohol licenses for Bentdale Farms, El Doman LLC, Kirchhain Country Club, Midwest Hospitality and Pleasant Valley Tennis and Fitness Club, Inc.; and all associated operator licenses as listed. Motion carried without a negative vote.

12. **Town Hall remodeling project – information and drawings from Mike Soto.** Motion by Huettl, seconded by Bishop to approve the revised architectural drawings and details provided by Mike Soto, noting the three changes that Chairman Heidtke will clarify with Soto. Motion carried without a negative vote. Heidtke will contact Soto to remind him that the storage closet for election equipment needs a locking door, the east side bump out should have one window removed from each side and the window on the east wall of the dais should be removed.

13. **Certified Survey Map, Section 11, Bill Mikkelson.** Motion by Kufahl, second by Huettl to approve the Certified Survey Map for Bill Mikkelson. Motion carried without a negative vote.

14. **Signage proposals for the archery range and cemetery.** Motion by Huettl, seconded by Bishop to approve the “no cross bow signage” from Woodcraft Sign Shoppe in the amount of $225. Motion carried without a negative vote. Motion by Huettl, seconded by Hartwig to approve the Immanuel Cemetery signage from Woodcraft Sign Shoppe in the amount of $795. Motion carried without a negative vote.

15. **Transfer Station Supervisor position and update on newly hired part time transfer station employees.** Huettl stated Transfer Station Supervisor Flitsch has resigned his position effective July 1, 2017. Flitsch stated he has enjoyed the position but he does not wish to continue working every Saturday. Huettl has spoken with Flitsch and feels it is imperative that the Town attract additional part time workers through a higher hourly rate of pay and that Flitsch will continue in the Supervisor capacity, including worker scheduling as long as he doesn’t have to work every Saturday. Motion by Huettl, seconded by Kufahl directing the Clerk to increase all part time transfer station workers wage rate by $2 per hour, including the Transfer Station Supervisor, and to run another classified advertisement indicating the new starting rate of $12 per hour. Motion carried without a negative vote. Huettl asked the Clerk to look into advertising the position on the internet.
16. Town insurance renewal; liability, auto and workers compensation. Motion by Kufahl, seconded by Huettl to renew the town liability, auto and workers compensation insurance with The Horton Group in the amount of $31,886. Motion carried without a negative vote.

17. Confirmation of Chairman Heidtke’s Committee and Commission appointments. Motion by Kufahl, seconded by Huettl to confirm Chairman Heidtke’s appointments: Melvin Heckendorf to the Community Development Authority and Domenic Foti to the Board of Appeals. Motion carried without a negative vote. Heidtke noted he still needs to reach one person for the alternate position on Board of Appeals, and that there are two positions open on the Joint Parks and Recreation Committee.

18. Treasurer’s Report. Heidtke noted each Supervisor has been provided a print copy of the report; all were advised to forward questions to the Clerk or Treasurer. The written report provided by Treasurer Eilbes stated the May 2017 account balances are as follows: General Fund Checking $66,588.44; General Fund Money Market $1,117,153.50; Encumbered Funds-Highway Money Market $154,751.97; Encumbered Funds-Building Money Market $39,728.59; Property Tax Checking 396.39; Property Tax Money Market $0; Park and Planning Checking $4,468.71; Park Fund Savings $10,295.53; Cemetery Fund $16,711.31.

19. Washington County Sheriff’s Department Report – Liaison Deputy Andrew Meier. Deputy Meier provided an incident summary list for May 1, 2017 – May 31, 2017. Meier noted there was a decline in calls in May, there are four offenders residing at the Cty NN address and thirteen residing Town-wide.

20. Washington County Board Report. Heidtke reported that there is a lot going on in the Parks Department; County parks are being evaluated on overall value and how to make them self-sustaining.

21. Highway Department Report. Heidtke summarized the highway department report. Heidtke noted he will be meeting with the Washington County highway department on June 9th at 11:00 a.m. regarding the Cedar Creek Road and County P intersection. County P is scheduled for pulverize and repave in that area in 2018.


25. Grounds Report. Hartwig reported day lilies have been planted around the flag pole.

26. Washington County Comprehensive Advisory Committee Report. Huettl reported he attended a second meeting and the meeting continues to mostly be about the project logistics.

28. **Clerk’s Report.** Oliver reported the DNR recycling grant has been received in the amount of $7,637.73. JAYBA has completed their in-kind donation of mulching all the beds down by the pavilion. Also, JAYBA had a pig roast event on June 4th; there were no incidents or complaints. The Town Park staff has requested the installation of culverts in the extremely wet areas of the trails and also reported there are many dying Elm trees. Oliver has distributed the Comprehensive Plan Land Use chapter including the maps to all Park and Planning Commission members and Town Board members; it was decided the members would review the chapter and make necessary updates throughout the summer months. Clerk’s office assistant Mary Lou Desrosier has moved to an on-call basis and will continue to assist with office coverage during vacations and election times.

29. **Communications and Announcements.** Nothing additional to announce.

30. **Review of Bills and Authorization of Payment.** Motion by Huettl, seconded by Hartwig to approve the vouchers. Motion carried.

31. **Adjournment.** Motion by Huettl, seconded by Hartwig to adjourn. Motion carried, meeting adjourned at 9:07 p.m.

Respectfully submitted,

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Julia Oliver, Town Clerk

Minutes Approved: ________________

Next Resolution Number: J-17-003
Next Ordinance Number: J-17-002
MINUTES OF THE SPECIAL TOWN BOARD MEETING
JULY 6, 2017

1. **Call Meeting to Order and Pledge of Allegiance.** The meeting was called to order at 7:00 p.m. by Chairman Heidtke. The Pledge of Allegiance was recited.

2. **Meeting notice.** The meeting notice was read into the record by Clerk Oliver.

3. **Roll Call.** Chairman Ray Heidtke, Supervisors Paul Huettl, Dan Kufahl and Marcy Bishop were present. Also present was Town Clerk Julia Oliver. Supervisor Robert Hartwig was excused. Attorney Andringa was present via speaker phone.

4. **Approval of the Agenda.** Motion by Huettl, seconded by Bishop to approve the agenda. Motion carried.

5. **Convene into closed session pursuant to Wis. Stats. § 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 Case No. 14-CV-897.** Motion by Huettl, seconded by Bishop to move into closed session. Roll call vote; Huettl – aye, Kufahl – aye, Heidtke – aye, Bishop – aye. Motion carried.

6. **Reconvene into Open Session.** Motion by Huettl, seconded by Bishop to reconvene into Open Session. Motion carried.

7. **Resident Comment.** There were no comments.

8. **Action related to items discussed in Closed Session, specifically Mediated Cooperative Plan language and mapping.** Motion by Kufahl, seconded by Bishop to approve the Mediated Cooperative Plan Agreement subject to the Steitz property being attached no later than 2030, no earlier than 2021, or between 2021 and 2030 if the property transfers ownership, and the attorneys to finalize the language. Motion carried with Kufahl, Heidtke and Bishop voting yes and Huettl voting no.

9. **2017 Road Projects including: 1. TRI funding/Church Road project from Sherman Road to Western Avenue (CTY T), 2. Crack filling on Mill Road (related to the water extension) and other roads, 3. Seal coating on Church Road from Pleasant Valley Road to the ½ mile marker (continuation of 2016 seal coating) and Pleasant Valley Road from CTY G to Church Road; 4. Other 2017 road work.** After discussion multiple motion were made related to road projects. Motion by Bishop, seconded by Huettl to bid out Church Road from Sherman Road to Western Avenue (CTY T) as a TRI project – get bids for a cold roll/double chip seal and for a pulverize/binder course. Motion carried without a negative vote. Motion by Kufahl, seconded by Bishop to bid out the following road projects: Pleasant Valley Road from Church Road to CTY G – chip seal with pea gravel, Spring Valley Road from CTY G west to the ½ mile marker – chip seal with pea gravel, Monticello Drive/Margaret Court – chip seal with pea gravel, Geiger Court – chip seal with pea gravel, Church Road from Pleasant Valley Road north toward CTY NN to the ½ mile marker (where the work ended in 2016) – chip seal with pea gravel, Mary Lane/Highview Drive – chip seal with pea gravel and wedge on the south leg of Mary Lane. Motion carried without a negative vote. Motion by Huettl, seconded by Kufahl to bid out crack filling in the amount not to exceed $40,000. Motion carried without a negative vote. Motion by Kufahl, seconded by Huettl to submit the 2017-2022 Local Bridge Program Application to WisDOT as long as we can back out of accepting the funding if the Town Board changes priorities. Motion carried without a negative vote.

Engineer Clementi also reported he has been communicating with PTS to set up a meeting with PTS and Payne and Dolan regarding the water extension project road warranty.
10. Payment of deposit for signage work for archery range and cemetery. Motion by Bishop, seconded by Huettl to approve the $510 deposit payment to Woodcraft Sign Shoppe for the archery range and cemetery signage. Motion carried without a negative vote.

11. Transfer Station Supervisor position and applicants for part time transfer station employees. Huettl reported we are not getting a lot of applicants and will have to consider hiring individuals who are under 18 years of age. Motion by Huettl, seconded by Bishop to hire Daniel Kania and Jacob Bukovic as part time transfer station employees at a rate of $12/hour, noting any person hired under 18 years of age may not operate machinery. Motion carried without a negative vote.

12. Confirmation of Chairman Heidtke’s Committee and Commission appointments. Motion by Bishop, seconded by Huettl to approve Chairman Heidtke’s appointment of Mark Chapman to the Board of Appeals. Motion carried without a negative vote.

13. Communications and Announcements. Oliver will provide a list of Transfer Station employees to Supervisor Huettl.

14. Adjournment. Motion by Kufahl, seconded by Heidtke to adjourn. Motion carried, meeting adjourned.

Respectfully submitted,

______________________________________
Julia Oliver, Town Clerk

Minutes Approved: ________________

Next Resolution Number:  J-17-003
Next Ordinance Number:  J-17-002
1. Call Meeting to Order, Pledge of Allegiance and Meeting Notice. The meeting was called to order at 7:00 p.m. by Chairman Heidtke. The Pledge of Allegiance was recited. The meeting notice was confirmed.

2. Roll Call. Chairman Ray Heidtke, Supervisors Paul Huettl, Dan Kufahl, Robert Hartwig and Marcy Bishop were present. Also present was Washington County Sheriff Deputy Andrew Meier and Town Clerk Julia Oliver.

3. Approval of the Agenda. Motion by Hartwig, seconded by Bishop to approve the agenda. Motion carried.

4. Resident Comment. Winter Hess commented on agenda item 7.

5. Operator License – Natalie Salkowski. Motion by Hartwig, seconded by Huettl to approve the new operator license for Natalie Salkowski. Motion carried without a negative vote. Salkowski will be working at Kirchhayn Country Club.

6. Possible Action on Mediated Cooperative Plan language and mapping. Motion by Hartwig, seconded by Kufahl to accept the Village of Jackson wording change to Mediated Cooperative Plan language and mapping as it relates to the postponed attachment of the Steitz property. Motion carried with Kufhal, Heidtke, Hartwig and Bishop voting yes and Huettl voting no. The wording will now read “to postpone the Steitz attachment until 2030 unless the occurrence of any of the following: 1) the property is sold or transferred by probate or otherwise, 2) the death of Mr. and Mrs. Steitz, or 3) Mr. and Mrs. Steitz vacate the property. Upon any of these events the property would attach to the Village, but in no event before 2021.”

7. Chairman appointment of John Bales to the Joint Park and Recreation Committee. Motion by Bishop, seconded by Hartwig to approve Chairman Heidtke’s appointment of John Bales to the Joint Park and Recreation Committee. Motion carried without a negative vote.

8. Clerk Contract 2018 – 2020. Motion by Kufahl, seconded by Huettl to approve the 2018 – 2020 Town Clerk Contract and Appointment for Julia Oliver. Motion carried without a negative vote.

9. Treasurer’s Report. Heidtke noted each Supervisor has been provided a print copy of the report; all were advised to forward questions to the Clerk or Treasurer. The written report provided by Treasurer Eilbes stated the June 2017 account balances are as follows: General Fund Checking $63,401.81; General Fund Money Market $1,027,239.65; Encumbered Funds-Highway Money Market $154,764.69; Encumbered Funds-Building Money Market $39,730.22; Property Tax Checking $0; Property Tax Money Market $0; Park and Planning Checking $5,168.75; Park Fund Savings $10,295.95; Cemetery Fund $16,712.00.

10. Washington County Sheriff’s Department Report – Liaison Deputy Andrew Meier. Deputy Meier provided an incident summary list for June 1, 2017 – June 30, 2017. Meier noted the Sheriff’s department was very busy with the golf event at Erin Hills in June. Meier noted he viewed the Department of Corrections site and concluded it is not kept up to date. There are currently four released offenders at the house on CTY NN.

11. Washington County Board Report. Heidtke reported there was a vote on the County Supervisor per diem pay which was defeated.
12. **Highway Department Report.** Heidtke reported that the highway workers have completed the first grass cutting, the trucks have been cleaned and they are currently replacing a culvert near the Sherman Road/Center Road intersection. Heidtke also noted Ron Eickstedt has been working at the Transfer Station periodically due to the shortage of workers.

13. **Transfer Station Report.** Huettl noted three more employees have quit; two because they will be busy with their full time job and one who was only working to help Brad Flitsch out. Huettl feels he may have to take over the Transfer Station scheduling.

14. **Buildings Report.** Kufahl stated the revised plans were received from Continuum via email today; a copy has been provided to each Supervisor.

15. **Noxious Weeds Report.** Bishop reported a couple more letters have been sent out. The Stoney Creek Homeowners Association has responded to the letter sent to them; they will be meeting with their landscaper to address the weeds.

16. **Grounds Report.** Hartwig stated the day lilies are starting to fill in and look nice around the flag pole.

17. **Washington County Comprehensive Plan Advisory Committee.** Huettl reported they have not had a meeting since his last report. Heidtke noted the Town Park and Planning Commission members are currently reviewing the zoning and land use in the 2035 Comprehensive Plan to see if changes are necessary.

18. **Chairman’s Report.** Heidtke reported he will miss the August Regular Town Board meeting; it was decided the Town Board will have a special meeting on August 2, 2017 at 6:00 p.m. and at that time they will decide if a regular meeting will be needed on August 10th.

19. **Clerk’s Report.** Oliver reported she has provided Supervisor Huettl a list of the Transfer Station employees and their contact information. Jonathan Petzold, Weights and Measures Petroleum Inspector, WI Department of Agriculture, Trade and Consumer Protection issued an enforcement action against the Town because there was not NFPA 704 signage on the outside fuel tank enclosure. Additionally, Class 1 liquid tanks need to be labeled “Flammable – Keep Fire Away”. Signage has been ordered from Quality State. The town hall apartment tenant continues to have electrical issues (circuit breakers) due to air conditioners; Ray Heidtke and Tim Gillitzer are evaluating. Oliver noted that she still needs keys and records from retired Constable Milt Wille – they have not been returned. Mike Soto sent an email that stated the additional work that was required for the architectural plans would exceed the approved $10,000 amount. Soto provided an estimate and Oliver reported she gave him a verbal approval in order to keep the project moving toward completion. It was the consensus of the Town Board that this was acceptable.

20. **Communications and Announcements.** Nothing additional.

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

22. **Adjournment.** Motion by Hartwig, seconded by Bishop to adjourn, Motion carried, meeting adjourned.

Respectfully submitted,

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Julia Oliver, Town Clerk

Minutes Approved: ________________
1. **Call Meeting to Order, Pledge of Allegiance and Meeting Notice.** The meeting was called to order at 6:00 p.m. by Supervisor Bishop. The Pledge of Allegiance was recited. The meeting notice was confirmed.

2. **Roll Call.** Chairman Ray Heidtke (arrived at 6:06), Supervisors Paul Huettl, Dan Kufahl and Marcy Bishop were present. Also present was Town Clerk Julia Oliver. Supervisor Robert Hartwig was excused.

3. **Approval of the Agenda.** Motion by Huettl, seconded by Kufahl to approve the agenda. Motion carried.

4. **Approval of the Minutes.** Motion by Huettl, seconded by Kufahl to approve the minutes of the July 13, 2017 Regular Town Board meeting. Motion carried.

   Chairman Heidtke arrived and thanked Supervisor Bishop for starting the meeting.

5. **Resident Comment.** There were no comments.

6. **Town Hall building remodeling project – Mike Soto, Continuum Architects + Planners.** Soto provided copies of the updated plans to each Supervisor and noted the plans are for review and State permit submission but are not for construction. After review, motion by Kufahl, seconded by Huettl directing Mike Soto to submit the plans to the State of Wisconsin for review and permitting. Motion carried without a negative vote. Soto stated the state review process will take about four weeks.

7. **2017 Road projects – bid opening, review and possible project awards.** Chairman Heidtke opened the bids and they were read aloud. After discussion and review, which included input from Highway Supervisor Ron Eickstedt, Scott Construction representative Don Bade and Fahrner Asphalt Sealers representative Chris Blue the Town Board took action on several road bids. Motion by Kufahl, seconded by Bishop to award chip seal projects #1 thru 5 to Scott Construction in the amount of $64,668.64. Motion carried without a negative vote. Motion by Huettl, seconded by Kufahl to award the Church Road seal coat project funding in the amount of $38,269.26 to Scott Construction; as discussed the funding will be used for alternative projects including the wedging on the south leg of Mary Lane. Motion carried without a negative vote. Motion by Kufahl, seconded by Bishop authorizing Heidtke to allocate the remainder of road construction funds up to $150,000 at his discretion; projects noted were chip sealing on Church Road from State HWY 60 to Sherman Road, chip sealing on Sherman Road from CTH P to Jackson Drive south, and chip sealing on Western Avenue from CTH P to Crosswind Farms subdivision noting Western Avenue must be crack filled by Fahrner prior to the chip sealing. Motion carried without a negative vote. Motion by Huettl, seconded by Kufahl to award $40,000 of crack filling to Fahrner Asphalt Sealers. Motion carried without a negative vote. Motion by Kufahl, seconded by Huettl to award the Mill Road crack filling to Fahrner Asphalt Sealers in the amount of $3,250. Motion carried without a negative vote.

8. **JAYBA 2018 contract.** Clerk Oliver reported that JAYBA has contacted her about the 2018 season. Oliver stated there are a few items that she would like to add to/specify in the contract; Oliver asked if the Town Board had any comments, changes or additions. Oliver stated her office will request a direct contact for the trash and recycling collection, a direct contact for last minute scheduling changes and a separate contract for the J-Hawks. After discussion the Town Board reminded Oliver that scheduling for every date during the JAYBA season is unacceptable and they want JAYBA to be more specific in their request for field time. The Supervisors also want JAYBA to provide a direct contact for a person who will be responsible for the security of the facility during and at the close of JAYBA use each night; there have been instances where the bathrooms are left with the doors open and the lights on.
9. **Grotta Appraisals contract.** Motion by Kufahl, seconded by Bishop to approve the January 1, 2018 thru December 31, 2020 contract with Grotta Appraisals, in the amount of $13,650 annually. Motion carried without a negative vote.

10. **Transfer Station candidates/hiring.** Motion by Bishop, seconded by Huettl to hire Michael Ortiz and Jacob Cass as part time Transfer Station workers at a rate of $12 per hour. Motion carried without a negative vote. Supervisor Kufahl reported that James Bauer has inquired about returning to work at the Transfer Station. After discussion, Clerk Oliver will contact James Bauer to arrange for him to meet with Chairman Heidtke or Supervisor Huettl to discuss him working at the Transfer Station.

11. **Update on Red Fox House Trust past due taxes.** Each Supervisor received a copy of the July 27, 2017 email from Attorney Val Anderson regarding the Washington County Treasurer refusing to add the two years of delinquent taxes to the tax roll and as liens against the property. After review, the consensus of the Town Board is in agreement with Attorney Anderson, and all attempts to have the two years of delinquent taxes placed on the tax roll or as a lien against the property will cease.

12. **Treasurer’s Report.** No report.

13. **Washington County Sheriff’s Department Report – Liaison Deputy Andrew Meier.** Deputy Meier was not in attendance.

14. **Washington County Board Report.** Heidtke reported there was a vote on the County Supervisor per diem pay which was defeated.

15. **Highway Department Report.** Heidtke reported that the highway workers have been cutting grass and Ron Eickstedt has been assisting at the Transfer Station due to personnel shortages.

16. **Transfer Station Report.** Nothing additional to report.

17. **Buildings Report.** Nothing additional to report. Supervisor Bishop noted that one of the south barn basement glass block windows has a broken block.

18. **Noxious Weeds Report.** Bishop reported that the property east of the Witte farm on CTH NN needs to be notified about their noxious weeds.

19. **Grounds Report.** Hartwig was excused; no report.

20. **Chairman’s Report.** Heidtke reported he attended the Greater Jackson Area Business Alliance meeting on July 19th; State Senator Duey Strobel was the speaker. Heidtke attended the Washington County Unit meeting of the Wisconsin Towns Association and there was a presentation by Delmore Consulting about his programs that computerize road information, including conditions, signage, culverts, etc. Also Sheriff Schmidt briefly summarized the safety services provided for the USPGA golf tournament at Erin Hills.

21. **Clerk’s Report.** Oliver reported that Trinity Lutheran on Pleasant Valley Road is pursuing warning signage in front of the church and school. Oliver received information regarding her questions about what is left in the WSPL pipeline that runs thru the Town now the pipeline is shut down. In an email forwarded by Rob Schmid, Washington County Emergency Manager, the EPA stated that the pipeline was first purged with water and then purged with nitrogen; no product remains in the line in the Town.

22. **Communications and Announcements.** Nothing additional.

23. **Review of Bills and Authorization for Payment.** Motion by Huettl, seconded by Bishop to approve the vouchers as presented. Motion carried.
24. **Decision to meet on August 10, 2017 if needed.** Heidtke opened discussion on if the Town Board would like to hold the regular meeting on August 10th; Heidtke is unable to attend. The consensus of the Board is that no meeting is required. Oliver is directed to pay vouchers that are due prior to the next regular town board meeting.

25. **Adjournment.** Motion by Huettl, seconded by Bishop to adjourn. Motion carried, meeting adjourned.

Respectfully submitted,

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Julia Oliver, Town Clerk

Minutes Approved: ________________

Next Resolution Number:  J-17-003
Next Ordinance Number:  J-17-002
MINUTES OF THE REGULAR TOWN BOARD MEETING
SEPTEMBER 14, 2017

1. **Call Meeting to Order, Pledge of Allegiance and Meeting Notice.** The meeting was called to order at 7:00 p.m. by Chairman Heidtke. The Pledge of Allegiance was recited. The meeting notice was read into the record by Clerk Oliver.

2. **Roll Call.** Chairman Ray Heidtke, Supervisors, Dan Kufahl, Robert Hartwig and Marcy Bishop were present. Also present was Deputy Andrew Meier and Town Clerk Julia Oliver. Supervisor Paul Huettl was excused.

3. **Approval of the Agenda.** Motion by Hartwig, seconded by Bishop to approve the agenda. Motion carried.

4. **Approval of the Minutes.** Motion by Hartwig, seconded Bishop to approve the minutes of the August 2, 2017 Special Town Board meeting. Motion carried.

5. **Resident Comment.** S. Giernoth stated she would like to speak during agenda item 6.

6. **Work done in Town right of way; permitted and unpermitted.** Sandra Giernoth, 4692 Lime Ridge Road appeared to explain the purpose of the work (correction of drainage issues) she is having done in the town right of way along her property frontage. Heidtke noted there are three or four additional properties in the Stoney Creek subdivision that have done similar unpermitted work in the Town right of way. After discussion, motion by Hartwig, seconded by Kufahl directing Highway Supervisor Eickstedt to check the pitch and drainage in the right of way and if correct directing Clerk Oliver to issue the proper permit to Mrs. Giernoth with a waiver of the permit penalty; additionally the same action should be carried out for the other properties that have done similar work in the Stoney Creek subdivision right of way. Motion carried without a negative vote.

7. **Resolution “requesting annual equitable distribution of 25% of local sales tax to all municipalities”**. The Town Board discussion included the need for additional details related to all the aspects of the tax sharing plan. No action.

8. **Limitations on materials accepted at the Transfer Station.** Heidtke noted the Transfer Station is receiving large quantities of tree branches and the facility is not equipped to handle the amounts received. How would the Town Board like to proceed? Should the Town offer onsite chipping service for a fee? After discussion it was decided that language will be added to the Transfer Station permit application indicating the amounts accepted and also WI DNR information related to burning in the Town. A draft will be submitted to Huettl for review.

9. **Sell old folding tables in the barn to the Washington County Humane Society.** Clerk Oliver reported that each year the Washington County Humane Society borrows the old folding tables in the barn for use at their rummage sale fundraiser. Each year they ask about purchasing the tables and Oliver recommends the Town sell them because they are not being used. Motion by Bishop, seconded by Hartwig to sell the old folding tables to the Washington County Humane Society for $1.00 each. Motion carried without a negative vote.

10. **Crosswind Trails shoulder washout.** After discussion it was the consensus of the Town Board that Supervisor Hartwig will discuss the situation with Highway Supervisor Eickstedt to determine a solution.

11. **Carpet replacement (or cleaning) in Town Hall apartment.** Motion by Kufahl, seconded by Hartwig to replace the apartment carpet. Motion carried without a negative vote.

12. **Treasurer’s Report.** Heidtke noted each Supervisor has been provided a print copy of the July and August reports; all were advised to forward questions to the Clerk or Treasurer. The written report provided by Treasurer Eilbes stated...
the July 2017 account balances are as follows: General Fund Checking $28,706.17; General Fund Money Market $1,027,326.90; Encumbered Funds-Highway Money Market $154,777.83; Encumbered Funds-Building Money Market $39,731.91; Property Tax Checking $0; Property Tax Money Market $0; Park and Planning Checking $5,168.79; Park Fund Savings $10,296.39; Cemetery Fund $16,712.71. The written report provided by Treasurer Eilbes stated the August 2017 account balances are as follows: General Fund Checking $71,513.72; General Fund Money Market $1,126,763.42; Encumbered Funds-Highway Money Market $154,790.98; Encumbered Funds-Building Money Market $39,733.60; Property Tax Checking $0; Property Tax Money Market $0; Park and Planning Checking $5,168.83; Park Fund Savings $10,296.83; Cemetery Fund $16,713.421.

13. Washington County Sheriff’s Department Report – Liaison Deputy Andrew Meier. Deputy Meier provided an incident summary list for July 1, 2017 – July 31, 2017, and an incident summary list for August 1, 2017 – August 31, 2017. Meier noted the Sheriff’s department has been steady but that the Village of Germantown has experienced a significant increase in vehicle thefts. Meier noted he viewed the Department of Corrections site and concluded it continues to display incorrect information because it is not kept up to date. An onsite visit confirmed there are currently four released offenders at the house on CTY NN. Regarding the vandalism in the Town, Deputy Meier stated a vandalism log could be kept and he can complete incident reports from the log so that an individual report doesn’t have to be filed by Highway Supervisor Eickstedt or Clerk Oliver each time there is vandalism in the Town.

14. Washington County Board Report. Heidtke reported the County Administrator is currently appearing at Board meetings in Washington County to present his “State of the County” report.

15. Highway Department Report. Heidtke summarized the highway department report provided by Highway Supervisor Eickstedt.

16. Transfer Station Report. Heidtke reported that additional workers are still needed at the Transfer Station. It was noted the Transfer Station employees have not been wearing the safety vests, and that additional building keys are needed.

17. Buildings Report. Kufahl reported that Continuum has provided a project cost estimate and that he would like the project placed on next month’s agenda so that the Town Board can discuss on how to proceed. Oliver confirmed the review appointment is scheduled for October 3, 2017.

18. Noxious Weeds Report. Bishop reported that most of the individuals who received a letter regarding noxious weeds have responded and taken care of the problem. Bishop would like to get on the issue earlier next year to limit the number of plants that go to seed.

19. Grounds Report. Hartwig stated he would like to add day lilies to the existing landscape.

20. Washington County Comprehensive Plan Advisory Committee. Heidtke reported he attended on behalf of Supervisor Huettl.

21. Chairman’s Report. Heidtke reported he attended the CTH P improvements Public Information Meeting held today, September 14th. The intersection of Cedar Creek Road/CTH P will be reconstructed and Heidtke would like the Town Board to consider the potential opportunity to incorporate Cedar Creek Road (all or a portion) improvements into the County project; Heidtke specifically mentioned the drainage issues on the Cedar Creek Road areas near the intersection. Heidtke noted that CTH P will be closed from May thru September in 2018. Heidtke reported he and Supervisor Bishop attended a tour of the Johnson Nursery facilities on September 13th, included were information sessions, bus tours and lunch.

22. Clerk’s Report. Oliver reported that Fire Chief Swaney stopped by the Town Hall and mentioned it would be beneficial to have a defibrillator onsite. He toured the facility and mentioned he is available to review the remodeling plans. Oliver asked if the Supervisors would like to include a newsletter in with the tax bills this year; examples from
the Town of Erin and the Town of Polk were shown. Metco has sent a report to the WI DNR and for the first time they are recommending the State review the Highway Shop site for the possibility of closure. Oliver stated that Washington County will be using the facility for an upcoming event and a group of local farmers (the Cedar Creek farmers) will use the facility in October and plan to use Café Sourette as the caterer. The Town Hall Playground Inspection Report has been completed and the first inspection using the form was completed on September 11, 2017; the equipment will be inspected three times annually. Oliver provided each Supervisor with a copy of a letter that will be distributed to the Transfer Station employees with their paychecks, the letter provides some friendly reminders regarding Transfer Station attendant procedures.


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

25. Adjournment. Motion by Hartwig, seconded by Bishop to adjourn, Motion carried, meeting adjourned.

Respectfully submitted,

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Julia Oliver, Town Clerk

Minutes Approved: ______________

Next Resolution Number: J-17-003
Next Ordinance Number: J-17-002
TOWN MINUTES OF THE SPECIAL JOINT VILLAGE - TOWN PUBLIC HEARING ON THE
MEDIATED COOPERATIVE PLAN PURSUANT TO Wis. Stat. § 66.0307(4M)
OCTOBER 16, 2017

1. Call Meeting to Order, Pledge of Allegiance and Meeting Notice. The meeting was called to order at 7:00 p.m. by Town Chairman Ray Heidtke and Village President Mike Schwab. Roll Call. Town Chairman Heidtke stated all Town Supervisors were present. Also present was Town Attorney Tim Andringa and Town Clerk Julia Oliver. Village President Schwab stated all Village Trustees were present. Also present was Village Attorney John St. Peter, Village Administrator John Walther and Village Clerk Deanna Boldrey. The Notice of Joint Public Hearing Regarding a Mediated Cooperative Plan Between the Village of Jackson and the Town of Jackson Pursuant to Wis. Stat. § 66.0307(m) was read into the record by Village President Schwab.

2. Pledge of Allegiance. The Pledge of Allegiance was recited.

3. Introduction of Boards and Description of Hearing Procedures. Town Chairman Heidtke introduced Supervisors Dan Kufahl, Paul Huettl, Marcy Bishop and Robert Hartwig. Village President Schwab introduced Trustees Brian Emmrich, Debbie Kurtz, John Kruepke, Jack Lippold, Don Olson and Mike Kufahl. The hearing procedures were summarized by Village President Schwab including the requirement to sign in if you wish to speak.

4. Presentations by Village and Town. Attorney St. Peter provided a historical summary of the events that have prompted the need for the Mediated Cooperative Plan between the Village of Jackson and Town of Jackson, including the 1999 agreement, the 2005 amendment, the 2008 amendment and the attachment ordinance adopted by the Village of Jackson in 2014, and the challenge by Jackson Town Residents Against Attachment (JTRAA). Attorney St. Peter noted the Mediated Cooperative Plan will replace all current boundary agreements, eliminate the 2014 attachment ordinance and rescind all the letter/agreements that have been signed by new Town residents that have requested Village water and sewer municipal services.

Attorney Andringa referred to the current map and the map that was presented at the fall 2017 public hearing, noting the number of Town properties that are no longer being attached to the Village. Attorney Andringa also noted that the Town will experience a net financial gain of $120,000 with the current agreement because $30,000 will be paid to the Village instead of the $50,000 for three years that was noted previously. Attorney Andringa referred to the current map and noted that all properties being attached are receiving Village water and/or sewer service with the exception of the Town residents located within the Water Service Agreement between the Town and Village which was a result of the 2012 fuel spill.


Village President Schwab closed the Public Hearing.
6. **Concluding Remarks Regarding Next Steps.** Attorney St. Peter stated the twenty (20) day period for public comment starts tomorrow, and the Agreement can’t be submitted to the WI Department of Administration for forty-five (45) days. Following the twenty (20) days, but during the forty-five (45) days the Village Board and the Town Board will each meet to consider public comments and take action on the document. Attorney Andringa reported there was a telephonic court hearing between the three attorneys and the judge today, October 16th to provide the court with an update. The three issues that JTRAA has with the document due to its variance from the signed “Memorandum of Understanding” were discussed and Judge Martens stated he will issue a ruling on the three points by November 3, 2017.

Town Chairman Heidtke expressed his appreciation to all who attended and provided their input, to Living Word High School for the use of the gymnasium, and to the Washington County Sheriff’s Department.

7. **Adjournment.** Village President Schwab called for the Village Board motion to adjourn. Town Chairman called for the Town Board to adjourn; motion by Town Supervisor Huettl, seconded by Town Supervisor Hartwig to adjourn, Motion carried.

Respectfully submitted,

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Julia Oliver, Town Clerk

Minutes Approved: ________________

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Next Resolution Number:  J-17-003
Next Ordinance Number:  J-17-002
1. **Call Meeting to Order, Pledge of Allegiance and Meeting Notice.** The meeting was called to order at 6:00 p.m. by Chairman Heidtke. The Pledge of Allegiance was recited. Posting of the meeting notice was confirmed by Clerk Oliver.

2. **Roll Call.** Chairman Ray Heidtke, Supervisors, Paul Huettl, Dan Kufahl, Robert Hartwig (arrived at 6:05) and Marcy Bishop were present. Also present was Town Clerk Julia Oliver.

3. **Approval of the Agenda.** Motion by Huettl, seconded by Bishop to approve the agenda. Motion carried.

4. **Resident Comment.** There were no comments.

5. **Workshop – Town Hall remodeling project.** Supervisor Kufahl provided a draft “invitation to bid” document. The document was reviewed, the bid due date will be November 15, 2017 at 4:00 p.m. and the bids will be opened at a Special Town Board meeting on November 16, 2017 at 6:00 p.m.. Following review project awards may be made by the Town Board. Clerk Oliver will publish the class two notice as required. A list of local contractors was provided to Clerk Oliver and she is directed to send the invitation to bid notice to each of them.

   The architect plans and project manual were reviewed to see if there were any open items requiring discussion. Window manufacturers were discussed; it was decided that Anderson or similar quality windows will be used. Door and trim style as well as flooring options were discussed; flat (birch) doors and trim similar to what currently exists will be used. Heidtke and Kufahl will take the lead on the project.

6. **Adjournment.** Motion by Hartwig, seconded by Huettl to adjourn, Motion carried.

   Respectfully submitted,

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   Julia Oliver, Town Clerk

   Minutes Approved: ____________

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1. **Call Meeting to Order, Pledge of Allegiance and Confirmation of Meeting Notice.** The meeting was called to order at 6:30 p.m. by Chairman Heidtke. The Pledge of Allegiance was recited. The meeting notice was confirmed.

2. **Roll Call.** Chairman Ray Heidtke, Supervisors, Paul Huettl, Dan Kufahl, Robert Hartwig, and Marcy Bishop were present. Also present was Attorney Tim Andringa and Town Clerk Julia Oliver.

3. **Approval of the Agenda.** Motion by Hartwig, seconded by Huettl to approve the agenda. Motion carried.

4. **Approval of the Minutes.** Motion by Bishop, seconded by Hartwig to approve the minutes of the October 12, 2017 Regular Town Board meeting, the October 16, 2017 Special Joint Village – Town Public Hearing on the Mediated Cooperative Plan, and the October 25, 2017 Special Town Board meeting. Motion carried.

5. **Closed Session pursuant to Wis. Stats. §19.85(1)(g) conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is involved, specifically JTRAA vs. Jackson et al, Case No. 14-CV-897.** Motion by Bishop, seconded by Hartwig to move into closed session. Roll call vote; Huettl – aye, Kufahl – aye, Heidtke – aye, Hartwig – aye, Bishop – aye. Motion carried.

6. **Reconvene into Open Session.** Motion by Huettl, seconded by Bishop to reconvene into open session. Roll call vote; Huettl – aye, Kufahl – aye, Heidtke – aye, Hartwig – aye, Bishop – aye. Motion carried. Open session commenced at 7:09 p.m.

7. **Discussion of resident comments made during the October 16th public hearing or submitted during the twenty day public comment period respecting the Mediated Cooperative Plan between the Town of Jackson and Village of Jackson.** The Supervisors discussed the comments that they heard on October 16th and that have been received in the twenty day comment period, noting they have not heard any points presented that were new or that would cause them to make changes to the current agreement.

8. **Town of Jackson and Village of Jackson Mediated Cooperative Plan, and submission to Department of Administration along with public comments.** Motion by Kufahl, seconded by Bishop to send the Mediated Cooperative Plan along with the public comments, in conjunction with the Village of Jackson, to the Wisconsin Department of Administration. Motion carried without a negative vote.

9. **Resident Comment.** B. Seidel commented on item 7.

10. **Jeff Hartwick – CTH P, well issue.** Hartwick presented a map showing the location of his property relative to the neighboring properties and his proposed well solution. Hartwick explained he has an artisan well and that he has been told that it is important to keep the well head warm and to keep the water flowing. He estimates the well will vent 200 to 500 gallons per day. Hartwick asked Washington County if he could vent into the ditch along CTH P which runs along the front of his property and they have denied his request. Hartwick is negotiating with his neighbors to acquire an easement along the back of their properties so that he can bury a pipe and vent the well over to the ditch on Sherman Road, if the Town will authorize his proposal. Motion by Kufahl, seconded by Huettl to approve the venting of water from the Hartwick artisan well into the Sherman Road ditch adding that the issue may need to be revisited if any problems arise in the winter months. Motion carried without a negative vote.

11. **Certified Survey Map – Jodi Wank – Pioneer Road.** Motion by Hartwig, seconded by Bishop to approve the certified survey map for Jodi Wank subject to the approval by Richfield. Motion carried without a negative vote.
12. **Follow up – Crosswind Trails shoulder washout.** No action. Supervisor Hartwig will contact Ron Eickstedt to move forward on a solution.

13. **Transfer Station – additional employees.** Motion by Bishop, seconded by Huettl to hire Quenton St. George as a transfer station employee. Motion carried without a negative vote.

14. **Grave opening authorization on October 20, 2017 for Fredrick Goetz and change in plot ownership between family members.** Clerk Oliver reported she authorized a grave opening for the burial of Fredrick Goetz and noted that Mr. and Mrs. Goetz had previously purchased two plots in the Immanuel Cemetery but Mr. Goetz was buried in a different plot due to an exchange between family members. An updated cemetery plot map will be prepared.

15. **2018 Budget.** Clerk Oliver provided the Town Board with copies of the proposed wage rates which reflect a 2% increase and the proposed 2018 budget. Oliver reviewed the budget and highlighted a few items in each area. Motion by Kufahl, seconded by Hartwig to approve the 2018 wages as presented. Motion carried without a negative vote. Motion by Kufahl, seconded by Bishop directing Oliver to post the notice for the budget hearing and call the special meeting of the electors to set the levy. Motion carried without a negative vote.

16. **Approval to place special assessments on the tax roll.** Motion by Huettl, seconded by Bishop approving the placement of the special assessments presented on the 2017 tax roll. Motion carried without a negative vote.

17. **Treasurer’s Report.** The written report provided by Treasurer Eilbes stated the October 2017 account balances are as follows: General Fund Checking $143,599.10; General Fund Money Market $794,684.67; Encumbered Funds-Highway Money Market $154,816.85; Encumbered Funds-Building Money Market $39,736.92; Property Tax Checking $0; Property Tax Money Market $0; Park and Planning Checking $5,168.91; Park Fund Savings $10,297.69; Cemetery Fund $16,714.82.

18. **Washington County Sheriff’s Department Report – Liaison Deputy Andrew Meier.** Deputy Meier was excused.

19. **Washington County Board Report.** Heidtke reported the County Board passed the 2018 budget and after a lengthy discussion has decided to join the lawsuit brought by several Wisconsin Counties against the pharmaceutical companies related to the opioid crisis.

20. **Highway Department Report.** Heidtke summarized the highway department report provided by Highway Supervisor Eickstedt. Heidtke shared the pricing provided by Jackson Auto to replace the box on truck #14.

21. **Transfer Station Report.** Huettl reported that Ron Eickstedt has taken over the worker scheduling and things are going well.

22. **Buildings Report.** Kufahl reported the bid letter for the remodeling project has been sent out, posted and published.

23. **Noxious Weeds Report.** Bishop had nothing additional to report.

24. **Grounds Report.** Hartwig reported he did some exterior fall decorating and plans to do a bit more in the fireplace room of the Town Hall.

25. **Washington County Comprehensive Plan Advisory Committee.** Huettl stated he has nothing new to report.

26. **Chairman’s Report.** Heidtke noted he met with one contractor at the Town Hall regarding the remodeling project.
27. Clerk’s Report. Oliver reported she has received a request from the Village to pay for one-half of the engineering fees for the preparation of legal descriptions used in the mediated agreement. Matt Clementi shared there isn’t any news on the awarding of bridge aid.


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

30. Adjournment. Motion by Bishop, seconded by Hartwig to adjourn, Motion carried, meeting adjourned.

Respectfully submitted,

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Julia Oliver, Town Clerk

Minutes Approved: _____________

Next Resolution Number: J-17-003
Next Ordinance Number: J-17-002
1. **Call Meeting to Order, Pledge of Allegiance and Meeting Notice.** The meeting was called to order at 6:00 p.m. by Chairman Heidtke. The Pledge of Allegiance was recited. The meeting notice was confirmed.

2. **Roll Call.** Chairman Ray Heidtke, Supervisors, Paul Huettl, Dan Kufahl, Robert Hartwig and Marcy Bishop were present. Also present was Town Clerk Julia Oliver.

3. **Approval of the Agenda.** Motion by Hartwig, seconded by Huettl to approve the agenda. Motion carried.

4. **Open and review bids received for the Town Hall remodeling project.** Seven bids were received and were opened by Chairman Heidtke. It was noted there were not bids received by all trades. Motion by Huettl, seconded by Bishop to reject all bids. Motion carried without a negative vote. Discussion continued because it is impossible to put together a budget for financing and a project timeline without a response from all trades. Additionally, it was decided another meeting with architect Mike Soto would be helpful. Clerk Oliver will contact Soto to see if he can attend the December Town Board meeting.

5. **Discuss timeline for remodeling project.** No action.

6. **Adjournment.** Motion by Huettl, seconded by Hartwig to adjourn. Motion carried.

Respectfully submitted,

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Julia Oliver, Town Clerk

Minutes Approved: ____________

Next Resolution Number:  J-17-003
Next Ordinance Number:  J-17-002
MINUTES OF THE REGULAR TOWN BOARD MEETING
DECEMBER 14, 2017

1. Call Meeting to Order, Pledge of Allegiance and Confirmation of Meeting Notice. The meeting was called to order at 7:00 p.m. by Chairman Heidtke. The Pledge of Allegiance was recited. The meeting notice was confirmed.

2. Roll Call. Chairman Ray Heidtke, Supervisors, Paul Huettl, Dan Kufahl, Robert Hartwig, and Marcy Bishop were present. Also present was Deputy Andrew Meier and Town Clerk Julia Oliver.

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

4. Approval of the Minutes. Motion by Bishop, seconded by Hartwig to approve the minutes of the November 9, 2017 Regular Town Board meeting, the November 16, 2017 Special Town Board meeting and the November 29, 2017 Special Town Board/2018 Budget Hearing meeting and the November 29, 2017 Special Meeting of the Electors. Motion carried.

5. Resident comment on any agenda item. There were no comments.

6. Cedar Corporation and Fire Chief Aaron Swaney – Village of Jackson Public Safety Building. Cory Scheidler and Ron Dalton from Cedar Corp. provided the Town Board with packets that summarized the need for the new Public Safety building and explained the analysis used to develop the plan. Scheidler went through the packet and provided commentary and additional details.

7. 2018 Jackson Fire Department Service Agreement. Motion by Kufahl, seconded by Bishop to approve the 2018 Jackson Fire Department Service Agreement. Motion carried without a negative vote.

8. Town Hall Building Remodeling – Questions and Comments for Mike Soto, Continuum Architects + Planners. The Town Board discussed the questions they received from contractors that reviewed the plans as part of the first round of bidding. The following items were noted and should be passed along to Mike Soto for his review and comments:
   1. The plan calls for 6” of foam insulation between the rafters; would 4” be sufficient?
   2. The plan calls for computerized dampers on the HVAC system; isn’t it possible to achieve the same result with something simpler?
   3. The plan calls for wall mounted toilets; are those required? Wall mounted toilets require more work and expense.
   4. Does the electrical panel need to be moved or is there a less expensive alternative?
   5. What changes are significant enough that the plans will need to be resubmitted to the State for approval? Do we have some latitude?

   Heidtke commented he will work with Clerk Oliver to draft the letter to Mike Soto.

9. Follow up – Crosswind Trails shoulder washout. Hartwig reported he has discussed the situation with Highway Supervisor Eickstedt and they have decided that in the Spring Eickstedt will install a culvert to remedy the washout problem.

10. Appoint 2018 - 2019 Poll Workers for the Town of Jackson. Motion by Bishop, seconded by Huettl to appoint Mary Krumbiegel, Louise Porth, Dorothy Wolff, Sharon Weis, Eunice Heckendorf, Naomi Mahnke, Russell Hanson, Diane Kowalske, Jackie Tews, Lester Steffen, Carol Butler, Carla Schmidt, Lyle Schmidt, John Bales, Alvin Schachter, Rebecca Moselle and Mary Skowlund as poll workers for the 2018-2019 term. Motion carried without a negative vote.
11. Petition to Vacate Wausaukee Road. Heidtke read a letter from Attorney Donald Levy which stated Lannon Stone Products has filed a Lis Pen dens with Washington County and Ozaukee County to vacate a portion of Wausaukee Road. Motion by Huettl, seconded by Kufahl directing Clerk Oliver to ask Hans Dawson (Lannon Stone) if all Town costs, including legal costs, associated with this action will be paid for by Lannon Stone. Motion carried without a negative vote.

12. Amend 2017 Budget. Motion by Hartwig, seconded by Huettl to amend the 2017 as presented (see attached). Motion carried without a negative vote.

13. Approve 2018 Budget. Motion by Huettl, seconded by Bishop to approve the 2018 budget as published. Motion carried without a negative vote.

14. Treasurer’s Report. The written report provided by Treasurer Eilbes stated the November 2017 account balances are as follows: General Fund Checking $111,928.51; General Fund Money Market $794,749.99; Encumbered Funds-Highway Money Market $154,829.58; Encumbered Funds-Building Money Market $39,738.55; Property Tax Checking $0; Property Tax Money Market $0; Park and Planning Checking $5,868.96; Park Fund Savings $10,298.11; Cemetery Fund $16,715.51.

15. Washington County Sheriff’s Department Report – Liaison Deputy Andrew Meier. Deputy Meier provided the Town Board written reports for October and November and noted the two months were very consistent - nothing out of the ordinary. Deputy Meier added that the Town had signs vandalized in the past month.

16. Washington County Board Report. Hartwig reported the County Board had a lengthy closed session discussion at the last meeting.

17. Highway Department Report. Heidtke summarized the highway department report provided by Highway Supervisor Eickstedt.

18. Transfer Station Report. Huettl reported that the Transfer Station needs additional employees and that the Town should run a newspaper advertisement again. Kufahl reported that Farmers in Allenton will pick up used oil from the Transfer Station at no cost to the Town.


21. Grounds Report. Hartwig reported custodian Margaret did an excellent job decorating the Town Hall for the holidays.

22. Washington County Comprehensive Plan Advisory Committee. Huettl stated there has not been a meeting.

23. Chairman’s Report. Heidtke reported he received correspondence about the condition of Cedar Creek Road between Jackson Drive and CTH P. Heidtke also reported the Moonlighters snow mobile club has requested permission to install a temporary culvert at the Western Avenue/Jackson Drive intersection because the ditch is now steeper than it used to be. After discussion the consensus of the Town Board was to allow the culvert and authorizing the Town Clerk to issue a permit.

24. Clerk’s Report. Oliver reported Supervisor Kufahl has submitted his notification of noncandidacy. Oliver amended the 2018 Fee Schedule by removing the soda license fee due to a recent law change. Oliver stated there has not been any action on the local bridge application. Oliver reminded the Town Board that the WTA District meeting will be held on March 2, 2018 at the Juneau Community Center.
25. **Communications and Announcements.** Nothing additional.

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

27. **Adjournment.** Motion by Huettl, seconded by Hartwig to adjourn, Motion carried, meeting adjourned.

Respectfully submitted,

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Julia Oliver, Town Clerk

Minutes Approved: ____________

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<th>Next Resolution Number:</th>
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<tbody>
<tr>
<td>Next Ordinance Number:</td>
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