MINUTES OF THE REGULAR TOWN BOARD MEETING
JANUARY 11, 2018

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 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 Huettl to approve the minutes of the December 14, 2017 Regular Town Board meeting. Motion carried.

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

6. Jessica Gerek, Waste Management – current contract and potential cost savings. Gerek provided a brief service summary that illustrated the proposed rates for 2018. The new rates indicate a savings of 19% in 2018. Motion by Huettl, seconded by Bishop to accept the new five year contract with Waste Management as presented. Motion carried without a negative vote.

7. Town Hall Building Remodeling – Questions and Comments for Mike Soto, Continuum Architects + Planners. Soto had provided written responses to the questions and comments raised by the Town Board at the December meeting. Heidtke provided a brief history of the November/December 2017 bidding process, and concluded by noting all bids were refused. Soto stated he will further review the HVAC questions with the engineer to discuss possible changes to meet the concerns discussed. Additionally, the consensus of the Town Board is that for the next round of bidding, Mike Soto will review the notice for bid and bid form prior to publication, and that Mike Soto will be listed on the bid form as a contact for questions related to the project.

8. Extension of the deadline for the Wisconsin Department of Administration (DOA) to act on the Town and Village Joint Mediated Cooperative Plan Agreement submitted to the DOA on December 4, 2017. Motion by Kufahl, seconded by Bishop to adopt Resolution J-18-001, A Resolution Extending Department of Administration Determination Period For Mediated Cooperative Plan Agreement Between the Town of Jackson and the Village of Jackson. Motion carried without a negative vote. Heidtke reminded the Town Board that the Department of Administration Public Hearing is scheduled for Monday, February 26, 2018 and will be held at Living Word Lutheran High School.

9. 2018 Road Projects. Heidtke stated he and Highway Supervisor Eickstedt completed a road tour and recommend the following: 1. Crack Filling – all roads effected by the water installation have significant cracking. Motion by Huettl, seconded by Hartwig to bid out all roads effected by the water installation work done as a result of the WSPL spill (Western Avenue, Sherman Road, the Crosswind Farms subdivision, the Mockingbird Hill subdivision, Maple Road and Mill Road). Motion carried without a negative vote. 2. TRIP substitution project – motion by Huettl, seconded by Bishop to file a double chip seal of Jackson Drive south of Western Avenue (starting by the school house), to Pioneer Road as the substitution project for the 2017 TRIP funds awarded for the Cedar Creek Road project, and bid the project out. Motion carried without a negative vote. 3. Seal Coat – motion by Hartwig, seconded by Bishop to bid out the Transfer Station parking lot, the west Town Hall parking lot, Hidden Creek Court, Cedar Creek Road east of CTH M and the Twin Creeks subdivision for chip sealing. Motion carried without a negative vote. 4. Pulverize, Grading and Base Course – motion by Hartwig, seconded by Huettl to bid out Cedar Creek Road from CTH P east to the railroad tracks for pulverizing and base course. Motion carried without a negative vote. Heidtke noted he thinks the
most economical way to do the project would be to use the same company that Washington County is using for the 2018 CTH P road project. Heidtke and Kufahl concurred that it would be beneficial to establish an agreement with the Village of Jackson to address the maintenance of shared roads on a “road by road” basis rather than a “sections of road” basis.

10. Joint meeting with the Town of Cedarburg regarding the petition to vacate Wausaukee Road. Heidtke announced a joint meeting has been requested and Clerk Oliver is working with the Town of Cedarburg to arrange for a meeting to be held on Wednesday, February 21, 2018, at the Town of Cedarburg Town Hall. Motion by Huettl, seconded by Bishop to ask Attorney Andringa to represent the Town in the matter. Motion carried without a negative vote.

11. Resolution of Appreciation – Don Bade, Scott Construction. After discussion it was agreed that since Don Bade is not a Town employee a resolution is not the best method for expressing recognition for Bade’s retirement. Clerk Oliver is directed to have a card ready for the Town Board to sign at the next meeting.

12. Truck #14 – replacement of box. Prior to the meeting truck #14 was at the Town Hall for viewing by the Town Board, and several supervisors noted the deteriorated (rusted) condition of the box. The bids from Jackson Truck Body Inc. were reviewed which compared a stainless box to a steel box. Motion by Kufahl, seconded by Bishop to replace the box on truck #14 with a stainless steel box for $10,590 as quoted on November 8, 2017 by Jackson Truck Body. Motion carried without a negative vote.

13. Hexis Internet. Riley Flaherty from Hexis summarized the written proposal provided to each Supervisor. The grant that Hexis hopes to receive a portion of has a total of $14.5 million available over a two year term to expand broadband capability in rural communities. Hexis asks that the Town authorize the height extension of the current tower, provide a waiver for all hearing and permitting fees, and provide a letter of support as part of the Hexis grant application. After discussion the consensus of the Town Board was that Hexis needs to go through the Park and Planning review process as the first step. Flaherty will contact Gordon Hoffmann.

14. Washington County Sheriff’s Department Report – Liaison Deputy Andrew Meier. Deputy Meier was absent.

15. Washington County Board Report. Hartwig reported the County Board presented the 4-H Key award to three recipients.

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

17. Treasurer’s Report. The written report provided by Treasurer Eilbes stated the December 2017 account balances are as follows: General Fund Checking $93,864.33; General Fund Money Market $704,816.51; Encumbered Funds-Highway Money Market $154,842.73; Encumbered Funds-Building Money Market $39,740.24; Property Tax Checking $3,762,589.04; Property Tax Money Market $0; Park and Planning Checking $5,869.01; Park Fund Savings $10,298.55; Cemetery Fund $16,716.22.

18. Highway Department Report. Heidtke briefly mentioned some of the highway department work and Eickstedt noted that 160 tons of the 500 ton contract have been taken. Eickstedt stated the salt shed holds 250 tons.


23. **Chairman’s Report.** Heidtke has nothing additional to report.

24. **Clerk’s Report.** Oliver noted each Supervisor has a copy of an email from Joint Parks and Recreation Supervisor Valentino that includes a letter of interest from a Town resident who would like to be appointed to the Joint Parks and Recreation Committee. Ethoplex, also a broadband provider would like to make a presentation to the Town Board regarding the broadband grant. Oliver asked the Town Board to provide direction on how her office should handle facility rentals in 2018 in consideration of the upcoming remodeling project. Oliver noted the Greater Jackson Business Association meeting on January 17, 2018 and that the membership renewal has been received. Oliver asked if the portable PA system can be used by Town Hall facility users/renters; the consensus of the Town Board is that it may be used but must not leave the building. Oliver noted the Wisconsin Towns Association District meeting that is being held on March 2, 2018 in Juneau; there will be a Board of Review training session. Oliver received the annual building inspector reports from Gordon Hoffmann and noted there were nineteen new homes built in the Town of Jackson in 2017. Oliver stated Matt Clementi has reported there has not been any further information on when the Town will hear about the bridge grant.

25. **Communications and Announcements.** Nothing additional.

26. **Review of Bills and Authorization for Payment.** Motion by Kufahl, 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,

__________________________

Julia Oliver, Town Clerk

Minutes Approved: ____________________

Next Resolution Number:   J-18-002
Next Ordinance Number:   J-18-001
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 Attorney Tim Andringa, Washington County Sheriff 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 Huettl, seconded Hartwig to approve the minutes of the January 11, 2018 Regular Town Board meeting. Motion carried.

   Agenda item 7 followed item 4.

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 Jackson Town Residents Against Attachment et al vs. Village of Jackson, Case No. 14-CV-897, WI Dept. of Administration public hearing update and strategy. 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. Chairman Heidtke asked Deputy Meier and Supervisor candidate Joe Kufahl to stay for the closed 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. There was no action taken.

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

7. Certified Survey Map – John Clemens, 2988 Church Road. Surveyor Brad Johnson and John Clemens spoke to the agenda item. Clemens would like to split his current lot into two parcels. Heidtke noted the Park and Planning Commission has recommended approval. Motion by Kufahl, seconded by Huettl to approve the Certified Survey Map for John Clemens subject to the payment of town review and impact fees. Motion carried without a negative vote.

8. JAYBA Field and Pavilion use: scoreboard landscaping, locks changed, parking in turn around area, handicapped parking, field maintenance, and weed control. The Town Board considered the requests from JAYBA and provided the following responses:

   No Parking, drop-off and pickup only and handicapped signage – The Town Board approved the request with the following stipulations; the signage will be ordered and installed by town employees but JAYBA will be billed for the cost of the signage.

   Lock replacement – The Town Board approved the request but the work will be coordinated by the clerk and she will contract with Vrana to have the work completed. JAYBA will be billed for the work.

   Scoreboard landscaping – The Town Board indicated they want the landscaping to be easily maintained. Clerk Oliver noted the following has been discussed: removing the existing rocks, cutting in an edge, installing weed barrier and mulch. The Town Board stated they would like further information on how the scoreboards are anchored to the ground.
Field maintenance – The Town Board has no preference if JAYBA contracts with someone for maintenance or does the work themselves, with the following stipulations; the contractor must be approved by the Town Board prior to JAYBA contracting and the contractor must provide certificates of insurance and contact information to the town. If JAYBA decides to do the maintenance themselves then the town will need proof that JAYBA has insurance coverage for this type of work and workers comp coverage.

Fertilizer and weed control – The Town Board will require further information regarding the types of products that will be used, who will be applying the products and copies of the required licenses. Insurance certificates will also be required.

Clerk Oliver will continue to work with JAYBA on the projects.

9. Liberty Tire Recycling. Heidtke reported that Ron Eickstedt has compared the pricing from Liberty Tire with the amount we are currently paying to get rid of tires and he thinks we should continue with the current disposal company (Advanced Disposal at $.16 per pound/$320 per ton).

10. Conditional Use Authority – New preemptions, 2017 Wisconsin Act 67; cost share attorney fees with Town of Wayne. Heidtke reported that Zoning Administrator Hoffmann contacted him regarding the Conditional Use Authority changes contained in 2017 Wisconsin Act 67. Hoffmann stated the Town code will need to be reviewed and possibly updated to consider the newly adopted land use law related to conditional use authority. Hoffmann suggested the Town coordinate the efforts with the Town of Wayne by using Attorney Riffle and sharing the associated costs. Motion by Bishop, seconded by Kufahl to share attorney fees with the Town of Wayne for the review and update by Attorney Riffle’s office, and providing Heidtke with the authority to approve the legal work expense within reason. Motion carried without a negative vote.

11. Truck #14 – replacement of box. Motion by Bishop, seconded by Huettl to replace the box on truck #14 as described in the February 6, 2018 quote (estimate 57103-1) from Jackson Truck Body Inc. in the amount of $10,990. Motion carried without a negative vote.

12. Treasurer computer replacement. Motion by Huettl, seconded by Bishop to replace the Treasurer computer per the proposal provided by Pros 4 Technology on January 20, 2018. Motion carried without a negative vote.

13. Washington County Sheriff’s Department Report – Liaison Deputy Andrew Meier. Deputy Meier provided a written report for December 2017 and January 2018. Meier noted the increase in general patrolling in the winter because there is less of other types of service need. Meier provided an analysis of transfer station incidents between 2016 and 2017 and commented on the results.


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

16. Treasurer’s Report. The written report provided by Treasurer Eilbes stated the January 2018 account balances are as follows: General Fund Checking $130,239.57; General Fund Money Market $1,192,368.07; Encumbered Funds-Highway Money Market $154,855.88; Encumbered Funds-Building Money Market $39,741.93; Property Tax Checking $1,811,603.34; Property Tax Money Market $0; Park and Planning Checking $5,869.06; Park Fund Savings $10,298.99; Cemetery Fund $16,716.93.

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

18. Transfer Station Report. Huettl had nothing additional to report.
19. Buildings Report. Kufahl had nothing additional to report. Heidtke noted there have been contractors calling Mike Soto at Continuum Architects + Planners with questions about the drawings. Heidtke commented that we should get going on a revised request for bid document.


22. Chairman’s Report. Heidtke stated he has attended several meetings. On February 8th he attended a meeting at the Washington County Sheriff’s Department regarding a sexual offender (Eric Moffatt) who will be released into the property located on CTH NN in the Town of Jackson. WI Department of Corrections attendees noted there will be another release (Justin Rathke) to the property on March 13th. Sheriff’s deputies will hand deliver information about Eric Moffatt to residents who live near-by. Both individuals will wear a live tracking GPS unit. On February 1st Heidtke attended a meeting called by Wisconsin Attorney General Brad Schimel. Schimel is having meetings in communities to seek input on local issues. Heidtke shared correspondence related to the request from West Shore Pipeline to the WI Department of Natural Resources to decrease well sampling outside the special casing area. Heidtke reported that American Transmission has been using a helicopter and crew to replace the fiber optic line on the towers in the Town. Engineer Matt Clementi has revised the grant application for the replacement of the bridge over dead-end Cedar Creek Road per the new Department of Transportation guidelines. Heidtke noted there is a contractor who would like to build a home on the east/dead-end side of the bridge so Heidtke has provided them with the information to contact Michael Mertens at Jewell since he provided the bridge rating information. Heidtke received information from Washington County Highway Superintendent Schmidt that the weight limit on the Pleasant Valley Road bridge by Schreiber Foods can be removed.

23. Clerk’s Report. Oliver provided each Supervisor with a letter from Attorney Riffle about zoning board of appeals new statutory variance standards. Oliver received notice that the well needed a “checkup” from Schaefer Brothers; the Town Board stated it was not required. Oliver asked if the Town Board would like to continue receiving bound State Statutes books; the Town Board stated it was not necessary. Notice from Scott Construction was provided to each Supervisor regarding a replacement for Don Bade who is retiring. Oliver provided an email to each Supervisor from John Keefe regarding the broadband grant application that Ethoplex has submitted. Oliver reported the apartment tenant is concerned because he is having less and less hot water available for use; Supervisor Kufahl will look at the hot water heater and respond.

24. Communications and Announcements. Nothing additional. Huettl requested the recycling contract with Advance Disposal and the proposal from Waste Management be placed on the March agenda.

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

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

Respectfully submitted,

__________________________
Julia Oliver, Town Clerk

Minutes Approved: __________________

Next Resolution Number: J-18-002
Next Ordinance Number: J-18-001
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 Washington County Sheriff 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 Huettl to approve the minutes of the February 8, 2018 Regular Town Board meeting. Motion carried.

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

6. **Certified Survey Map – Western Avenue – Section 30 – Charles Schowalter.** Chairman Heidtke noted he will abstain from the vote. Motion by Hartwig, seconded by Huettl to approve the Certified Survey Map for Charles Schowalter. Motion carried without a negative vote, Heidtke abstained.

7. **JAYBA Field and Pavilion use: scoreboard landscaping, locks changed, parking in turn around area, handicapped parking, field maintenance, and weed control.** Clerk Oliver provided an update she has received from Greg Winn who is a JAYBA Board member:
   - **No Parking, drop-off and pickup only and handicapped signage** – JAYBA asked for the Town to proceed with the signage installation for the pavilion turnaround area that states: “No Parking, Pickup and Drop off only”, and Handicapped Parking signage. Heidtke will notify the highway department and JAYBA will be billed for the cost of the signage.
   - **Lock replacement** – JAYBA may not be prepared to have the locks changed, but at this time the lockbox on the exterior of the pavilion for access into the closet is not working. JAYBA will purchase a new lock box. Town Hall maintenance staff will cut off the old lock box and install the replacement.
   - **Scoreboard landscaping** – JAYBA is still working on this and will have a plan to present to the Town Board at the April meeting.
   - **Field maintenance** – JAYBA has found an individual they would like to hire who will do field maintenance, trash collection and recycling. They are still working to secure the appropriate insurance and will provide additional information in April.
   - **Fertilizer and weed control** – JAYBA is waiting to receive the information from Spring Valley Products.

   Clerk Oliver will continue to work with JAYBA.

8. **Appointment to Joint Parks and Recreation Committee, Christa Weiss.** Weiss introduced herself and provided a bit of personal history for the Town Board. Motion by Bishop, seconded by Hartwig to approve Chairman Heidtke’s appointment of Christa Weiss to the Joint Parks and Recreation Committee. Motion carried without a negative vote.

9. **Resolution J-18-002, Resolution to Adopt the Washington County All Hazard Mitigation Plan.** Following a brief explanation by Heidtke, motion by Huettl, seconded by Bishop to adopt Resolution J-18-002, Resolution to Adopt the Washington County All Hazard Mitigation Plan. Motion carried without a negative vote.
10. Recycling Contract with Advanced Disposal and the Proposal from Waste Management. Huettl provided a synopsis of the Waste Management proposal. After discussion, motion by Huettl, seconded by Bishop to accept the five year agreement from Waste Management for recycling service. Motion carried without a negative vote.

11. LRIP Project Substitution – Jackson Drive. Heidtke reported that Don Bade (Scott Construction) has reviewed the section of Jackson Drive that the Town Board approved as a substitution project for the LRIP funds that have been awarded for Church Road. Bade recommends wedging in areas prior to the double chip seal to restore road pitch. Heidtke noted since the award amount is 50% of the project cost up to a maximum of approximately $14,000, the wedge would be covered in the total amount of the project. Motion by Bishop, seconded by Hartwig to include the wedging changes to the LRIP substitution project application. Motion carried without a negative vote.

12. Washington County Sheriff’s Department Report – Liaison Deputy Andrew Meier. Meier reported there were 159 total calls in February, slightly down from the January amount. Deputies have spent eleven man hours providing personal notification to residents regarding the placement of the sex offenders at the CTH NN location. Heidtke expressed appreciation for Deputy Meier’s presence at the WI Department of Administration Public Hearing on February 26, 2018 that was held at Living Word High School.

13. Washington County Board Report. Hartwig reported that the County Board Chairman has moved on to fill Representative Gannon’s vacant seat so currently the Vice-Chairman has moved into the Chairman role.

14. Washington County Comprehensive Plan Advisory Committee. Huettl stated the committee is still reviewing the “booklet” that details what information exists and what information they will need to gather.

15. Treasurer’s Report. The written report provided by Treasurer Eilbes stated the February 2018 account balances are as follows: General Fund Checking $57,617.51; General Fund Money Market $1,446,657.76; Encumbered Funds-Highway Money Market $154,867.76; Encumbered Funds-Building Money Market $39,743.45; Property Tax Checking $218.07; Property Tax Money Market $0; Park and Planning Checking $5,869.10; Park Fund Savings $10,299.38; Cemetery Fund $16,717.57.

16. Highway Department Report. Heidtke summarized the highway department report provided by Eickstedt. Heidtke also reported he asked for a 25” wide alternate price be added to the bid document for Cedar Creek Road from CTH P to the railroad tracks. Heidtke reminded the Board there will be a special meeting on March 28th to open the road bids.

17. Transfer Station Report. Huettl had nothing additional to report.

18. Buildings Report. Kufahl reported that he and Heidtke met with Mike Soto and the engineer at Continuum. Kufahl and Heidtke explained the questions they had about the design of the HVAC system, reducing the amount of insulation and the overall need to make the design less extravagant. Continuum will check with the State to see if a review will be sufficient or if the changes will require going through the approval process again. Continuum would like to work with the Town on the bid documents.


20. Grounds Report. Hartwig had nothing additional to report but noted both Groth’s and Arborscape have offered flowers for the Town Hall grounds.

21. Chairman’s Report. Heidtke reported that Louis Scheunemann, who had served on the Town Board for over twenty-five years passed away. The Village Public Works Committee has voted not to extend water to the Jenny Driscoll (Ciha) property on Western Avenue; Heidtke is going to speak with Village President Schwab on her behalf. Heidtke extended a welcome to Slinger High School students who were observing the meeting.
22. Clerk’s Report. Oliver provided each Supervisor with a draft letter from the Village and Town attorney’s related to the WI Department of Administration public hearing held on February 26, 2018. Oliver read an email from Hans Dawson summarizing a blast complaint that was received from Natalie Schmidt. Board members are reminded that May 22, 2018 from 6:00 – 8:00 p.m. will be the Board of Review meeting. Oliver has filed a claim with Merchants Bonding to request an investigation of the road work completed by PTS as part of the water extension project.


Chairman Heidtke called for a brief recess.

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

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

Respectfully submitted,

______________________________

Julia Oliver, Town Clerk

Minutes Approved: ______________

Next Resolution Number:  J-18-003
Next Ordinance Number:  J-18-001
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 led by Supervisor Kufahl. The meeting notice was read into the record by Clerk Oliver.

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 Huettl to approve the agenda. Motion carried.

4. **Approval of the Minutes.** Motion by Bishop, seconded Huettl to approve the minutes of the March 8, 2018 Regular Town Board meeting and the March 28, 2018 Special Town Board meeting. Motion carried.

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

6. **JAYBA Update: Field and Pavilion use, scoreboard landscaping, locks changed, parking in turn around area, handicapped parking, picnic tables, field maintenance, and weed control.** JAYBA Board members Aaron Wollman and Greg Winn appeared:

   - **No Parking, drop-off and pickup only and handicapped signage** – Heidtke confirmed two “No Parking, Pickup and Drop off only”, and two Handicapped Parking signs have been ordered and will be installed by the highway crew when they arrive. Heidtke asked JAYBA to provide a drawing or site identification of where they want the two handicapped parking spots located.

   - **Lock replacement** – JAYBA will provide purchasing information on the keyless entry for three doors to Clerk Oliver. Oliver will purchase the locks and have them installed. JAYBA will pay for the locks and the town will pay for the installation.

   - **Scoreboard landscaping** – JAYBA is still finalizing the plan but expect to construct a frame around the scoreboard base from landscaping timbers and fill the area with mulch. The project will be completed prior to the season start, around mid-May.

   - **Field maintenance** – JAYBA has hired an individual to perform field maintenance (prep, grooming, lining, garbage collection and a site contact for inclement weather field review); JAYBA will provide contact information for this individual, and certificates of insurance for liability and workers compensation in the next few days. JAYBA asked if the Town was aware that a players bench that had been dug out; Heidtke responded it was tilted and was would be reinstalled by the town hall maintenance crew.

   - **Fertilizer and weed control** – the Town Board reminded JAYBA that they must approve all chemicals applied to town grounds and that the application must be done by a licensed individual. JAYBA will research licensed companies and provide the information to the clerk.

   - **Update on the JAYBA organization** – there are 112 families participating, five teams in the J-Hawks group and sponsorship is up. The new board is trying to increase concession sales with member Krista Kuber overseeing the effort. Clerk Oliver noted the dishwasher has a broken valve that is leaking; JAYBA would like to use the dishwasher for clean-up. Motion by Huettl, seconded by Bishop authorizing the dishwasher repair. Motion carried without a negative vote. Oliver will ask the Town Board for further direction if it seems the cost of repair warrants considering replacement instead of repair. JAYBA has asked for the Town to repair the pavilion picnic tables.
Heidtke noted he examined the tables and concluded the time has come to replace the tables. Heidtke provided price estimates for replacement with cedar boards and treated lumber boards. Motion by Huettl, seconded by Bishop to purchase materials for six new picnic tables with attached benches to be constructed out of metal (preferably coated steel) frames and treated lumber, assembly by the Town Hall maintenance crew. Motion carried without a negative vote.

Banner – JAYBA would like to post a banner during the season that welcomes people to the fields, and would additionally notify guest that they are in the correct location for JAYBA games. Motion by Huettl, seconded by Hartwig authorizing JAYBA to place a banner no larger than 3’ tall by 8’ long at ground level on the Town Hall grounds fields seasonally. Motion carried without a negative vote.

7. **Confirmation of Chairman’s appointments to commissions and committees.** Heidtke stated he has asked the following current members to continue:
   - Park and Planning Commission – Randy Vogel, Arlyn Johnson
   - Board of Appeals – Timothy Whitehouse, Mel Heckendorf
   - Joint Village/Town Park and Recreation Group – Christa Weiss, Renee Kreiter
   - Community Development Authority – Randy Vogel

8. **Recycling contract with Advanced Disposal; the proposal from Waste Management.** Oliver reported that the one page contract she has in the file was dated 12/23/2008 and was signed by Louis Scheunemann. Oliver began requesting current contract information from Advanced Disposal in October 2017; no response was received nor information provided by Jason Johnson, Advanced Disposal account manager. Oliver emailed Advanced Disposal on March 26, 2018 to notify them the town would be discontinuing service and asked for Advanced to pick up their containers. In response Jason Johnson provided a second page to the contract and stated the town was under contract until December 2018. Johnson did offer an immediate discount of 15%. Oliver has notified Waste Management of the situation and has the file earmarked for September 1, 2018 to provide the cancellation notice. Oliver responded to Advanced Disposal that the Town would accept the 15% discount.

9. **Road projects (continued), including LRIP project substitution.** Heidtke reported that he has a call into Brian Kober to discuss the draft agreement for cost sharing to reconstruct Cedar Creek Road from CTH P to the railroad tracks. Heidtke reported the submission of Jackson Drive as a substitution project for the 2016-2017 LRIP funds will be difficult because the road currently has a PASER rating of 7 and it must be below 7 to be an eligible project. Additionally, Heidtke is reluctant to do the amount of wedging recommended by Scott Construction on the road. The project substitution will be reconsidered after the road ratings this fall. Heidtke reported he spoke with A-1 Services regarding their work history and references. After discussion, motion by Kufahl, seconded by Hue ttl to award seal coat projects 1-7 to A-1 Services. Motion carried without a negative vote.

10. **Town Hall Facility: remodeling project, north parking lot repair or replacement, and main parking lot sealing.** The Town Board reviewed the April 12th email and modified office layout drawing received from Kevin Dabrowski of Continuum Architects. Motion by Bishop, seconded by Hartwig authorizing Continuum to move forward with incorporating the changes to the construction documents. Motion carried without a negative vote.

Discussion about the north parking lot repair/replacement and main parking lot sealing resulted in the agreement that the parking lot would not be sealed this year, and Heidtke will investigate and get a cost estimate to replace the north parking lot; it was agreed the north lot is beyond repair.

11. **Transfer Station Placard Oversight.** Oliver said she has not received any transfer station incident reports to forward to Deputy Meier. Heidtke stated that Transfer Station supervisor Eickstedt has reported a problem with dumping during closed hours, particularly directly into the compactor. After discussion it was agreed Huettl will look into the cost of installing security cameras at the Transfer Station.
12. **Living Word Lutheran High School Service Project on April 23rd.** Living Word Lutheran High School contacted Heidtke to inquire if the Town would be interested in a group of 20 students volunteering on April 23rd as part of their Service Day. Projects being considered for the students are mulching, window washing, repair of pavilion picnic tables or sealing the patio picnic tables. After discussion it was agreed the town will request the students assist with the mulching and window washing on April 23rd. Clerk Oliver will confirm the details with Living Word. The Supervisors will drop off wheel barrows, rakes and shovels for the students to use.

13. **Confirmation of Community Development Authority meeting timing and elected officer terms.** Heidtke read portions of the draft minutes from the February 27, 2018 Community Development Authority meeting. The CDA took action to suspend the rules and to hold a regular meeting every three years, and to elect the CDA Chairman and Vice-Chairman to three years terms. Motion by Bishop, seconded by Kufahl to confirm the actions taken by the Community Development Authority related to meeting timing and elected officer terms. Motion carried without a negative vote.

14. **Resident request for broadband improvement.** Oliver shared emails from Angie and Brad Bartkus, 741 Cresthill Court. The Bartkuses request Town Board assistance securing reliable and fair priced internet service. After discussion the Town Board concurs that it would not be prudent for them to become involved in any utility service for residents; however should an opportunity arise the Town Board would support the addition of improved internet service for Town residents.

15. **Washington County Sheriff’s Department Report – Liaison Deputy Andrew Meier.** Meier provided written reports for February and March. Heidtke stated he has received calls about speeders; Meier replied that reporting the information to the Sheriff’s department is the best method to keep a record of incidents.

16. **Washington County Board Report.** Heidtke reported his last meeting as a County Supervisor will be April 17th. Heidtke congratulated Bishop on her successful election as a Washington County Supervisor and Hartwig on his re-election; nine of the twenty-six County Supervisor seats will have new representatives. Hartwig reported he attended the informational meeting at the County on April 11th.

17. **Washington County Comprehensive Plan Advisory Committee.** Huettl had nothing new to report.

18. **Treasurer’s Report.** The written report provided by Treasurer Eilbes stated the March 2018 account balances are as follows: General Fund Checking $22,840.41; General Fund Money Market $1,356,842.67; Encumbered Funds-Highway Money Market $154,880.91; Encumbered Funds-Building Money Market $39,745.14; Property Tax Checking $218.18; Property Tax Money Market $0; Park and Planning Checking $6,569.15; Park Fund Savings $10,999.83; Cemetery Fund $16,718.28.

19. **Highway Department Report.** Heidtke summarized the highway department report provided by Eickstedt.

20. **Transfer Station Report.** Huettl had nothing additional to report.

21. **Buildings Report.** Kufahl had nothing additional to report.

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

23. **Grounds Report.** Hartwig had nothing additional to report.

24. **Chairman’s Report.** Heidtke had nothing additional to report.

25. **Clerk’s Report.** Oliver congratulated Supervisor Hartwig on his re-election to the Town Board and Joe Kufahl on being elected to his first term. The final reminder for residents to renew their dog licenses will be mailed Friday; the next step after the final reminder is the requirement to turn the list of unlicensed dogs over to the Washington County
District Attorney. Oliver reported a sewing group would like to meet at the town hall every Tuesday from 8:00 a.m. to 3:00 p.m.; Oliver recommends a fee of $40 per meeting to cover the cost of the custodian and utilities. The Town Board concurred this was an acceptable amount to charge. Oliver passed around photos provided by the Jackson Explorers from their auction event on March 28th.

26. Communications and Announcements. The Annual Meeting will be held April 17, 2018 at 7:00 p.m. and a brief Special Town Board meeting will be held on April 25, 2018 at 7:00 p.m. for public hearings on two zoning changes.

Chairman Heidtke called for a brief recess to converse with the two high school students attending the meeting.

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

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

Respectfully submitted,

______________________________
Julia Oliver, Town Clerk

Minutes Approved: ________________

Next Resolution Number: J-18-006
Next Ordinance Number: J-18-001
MINUTES OF THE SPECIAL TOWN BOARD MEETING
APRIL 25, 2018

1. Call meeting to order. The meeting was called to order at 5:45 p.m. by Chairman Heidtke.

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

3. Roll Call. Chairman Ray Heidtke, Supervisors Joe Kufahl, Robert Hartwig, and Marcy Bishop were present. Supervisor Paul Huettl was excused. Also present was Zoning Administrator Gordon Hoffmann and Town Clerk Julia Oliver.

4. Approval of the Agenda. Motion by Hartwig, seconded by Kufahl to approve the agenda. Motion carried.

5. Public Hearing – 7:00 P.M. Zoning Amendment. Rezoning from A-1 Agricultural/Rural Residential District to B-2 Highway Business District – 4720 CTH P, Town of Jackson – Peter D. West, owner and Dittmar Realty Inc., buyer. Carla from Dittmar Realty stated the request is to rezone the entire parcel as business; then the parcel will be split and the rear parcel will be used for the self-storage facility that has received Town approval and the front parcel will be sold off for commercial use.

Roger Dahm, 4676 CTH P commented on the soil that was previously dumped onto the parcel related to potential environmental issues, that a 150’ setback from the power lines is required and requested the pitch is maintained to keep water from running onto his land to the south.

Motion by Bishop, seconded by Kufahl to close the public hearing. Motion carried without a negative vote.

6. Public Hearing – 7:05 P.M. Zoning Amendment. Rezoning from A-1 Agricultural/Rural Residential District to R-1 Single Family Residential District – 4411 Pleasant Hollow Road, Town of Jackson – Stanley and Patricia Steinike, owners. Mr. Steinike stated he owns 6.7 acres on Pleasant Hollow Road and he would like to rezone the property so that he has the ability to sell off two to three acres in the future.

There were no comments. Motion by Hartwig, seconded by Bishop to close the public hearing. Motion carried without a negative vote.

7. Adjournment. Motion by Hartwig, seconded by Kufahl to adjourn. Motion carried.

Respectfully submitted,

___________________________
Julia Oliver, Town Clerk

Minutes Approved: ________________

Next Resolution Number:  J-18-006
Next Ordinance Number:  J-18-001
MINUTES OF THE REGULAR TOWN BOARD MEETING
MAY 10, 2018

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.

2. **Roll Call.** Chairman Ray Heidtke, Supervisors, Joe Kufahl, Paul Huettl, Robert Hartwig, and Marcy Bishop were present. Also present was Town Attorney Tim Andringa, Washington County Sheriff’s 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. **Approval of the Minutes.** Motion by Bishop, seconded Huettl to approve the minutes of the April 12, 2018 Regular Town Board meeting and the April 25, 2018 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, and Wis. Stats. §19.85(1)(e) deliberating or negotiating the purchase of public property, investment of public funds, or conducting other specified public business when competitive or bargaining reasons require a closed session, specifically WI Department of Administration comments on the submitted Boundary Agreement between the Village of Jackson and the Town of Jackson.** Motion by Huettl, seconded by Bishop to move into Closed Session. Roll call vote: Kufahl-aye, Huettl-aye, Heidtke-aye, Hartwig-aye, Bishop-aye; motion carried.

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

7. **Resident comment on any agenda item.** There were no comments.

8. **Action to adopt or deny by resolution the revised Boundary Agreement between the Village of Jackson and the Town of Jackson.** Motion by Bishop, seconded by Hartwig to adopt Resolution J-18-006, a Resolution Approving Revisions to Mediated Cooperative Plan and Directing Submittal to the Department of Administration comments on the submitted Boundary Agreement between the Village of Jackson and the Town of Jackson. Motion by Huettl, seconded by Bishop to move into Closed Session. Roll call vote: Kufahl-aye, Huettl-aye, Heidtke-aye, Hartwig-aye, Bishop-aye; motion carried.

9. **Rezone from A-1 Agricultural/Rural Residential District to B-2 Highway Business District, 4720 CTH P, Town of Jackson – Peter D. West, Owner and Dittmar Realty, Inc., Buyer.** Heidtke confirmed the public hearing was held on April 25, 2018 and that the Park and Planning Commission has recommended approval. Motion by Huettl, seconded by Kufahl to rezone 4720 CTH P, (parcel T7 011700B), from A-1 Agricultural/Rural Residential to B-2 Highway Business District. Motion carried without a negative vote.

10. **Rezone from A-1 Agricultural/Rural Residential District to R-1 Single Family Residential District, 4411 Pleasant Hollow Road, Town of Jackson, - Stanley and Patricia Steinike, Owners.** Heidtke confirmed the public hearing was held on April 25, 2018 and that the Park and Planning Commission has recommended approval. Motion by Bishop, seconded by Hartwig to rezone 4411 Pleasant Hollow Road, Town of Jackson from A-1 Agricultural/Rural Residential to R-1 Single Family Residential District. Motion carried without a negative vote.

11. **JAYBA Update: scoreboard landscaping, locks changed, picnic tables and weed control.** Clerk Oliver provided an update on the following: the locks have been ordered by JAYBA from Bonafide Security Solutions and the Town will be billed directly for the installation. A new dishwasher has been ordered for the pavilion.
JAYBA has contracted with a company (Terf Tech - Brad) for fertilizer application and Spring Valley provided the product including the chemical safety information. The picnic table frames will be approximately $200 each plus freight which includes a 12% discount and will be ordered from Lee Recreation. Hartwig asked that JAYBA be reminded that the fertilizer must be allowed to dry for 24 hours prior to children being on the fields that have been treated. No update on the scoreboards.

12. **Bonafide estimate to open Town Hall safe and Town Garage vault.** Heidtke reported that the garage vault has been opened. Oliver stated Gordon Hoffmann was able to open the vault at the garage today, but the safe at the Town Hall has not been opened. Additional attempts will be made on the safe now that the correct combination has been located.

13. **Request from Belinski to annex to the Village of Jackson.** Heidtke reported that Belinski Homes filed a request with the Department of Administration to annex land on the northwest corner of the Jackson Drive/Cedar Creek Road intersection which they plan to develop with condominiums. The Department of Administration denied the request until the Town and Village complete the Cooperative Boundary agreement.

14. **Confirmation of Chairman’s appointments to commissions and committees.** Heidtke noted he reported on his appointments at the last meeting but needs Town Board confirmation of his appointments. Motion by Huettl, seconded by Kufahl to confirm Chairman Heidtke’s appointments as follows:
   - Park and Planning Commission – Randy Vogel, Arlyn Johnson
   - Board of Appeals – Timothy Whitehouse, Mel Heckendorf
   - Joint Village/Town Park and Recreation Group – Christa Weiss, Renee Kreiter
   - Community Development Authority – Randy Vogel
Motion carried without a negative vote.

15. **Road projects, update/continued discussion.** Heidtke reported he met with Brian Kober and John Walther to discuss the proposed cost sharing of the Cedar Creek Road reconstruction. After discussion of the Village preference for a wider road with a 5’ shoulder and the cemetery implications that may arise during construction if the road is significantly widened, motion by Huettl, seconded by Kufahl to update the proposed cost sharing of the Cedar Creek Road reconstruction by the Town paying for all the shouldering in full and the Village paying for the additional costs to widen the road to 27’. Motion carried with four yes votes and one opposed (Heidtke). Further discussion emphasized the need to improve the road and how the timing couldn’t be any better because Payne and Dolan will be working in the area on the CTH P road reconstruction. Motion by Bishop, seconded by Hartwig to request a joint meeting of the Village Board and the Town Board to try and work out an agreement so that the Cedar Creek Road reconstruction can be completed promptly. Motion carried without a negative vote.

During the meeting item 17 of the agenda was moved to follow item 15.

16. **Town Hall Facility: remodeling project, north parking lot repair or replacement and parking lot sealing.** Heidtke read an email from Mike Soto that provided an update on the work Continuum is completing on the HVAC design. Heidtke provided a proposal from Advanced Asphalt Paving Inc. to repave the north parking lot of the Town Hall. Heidtke noted the asphalt will extend into the pole building between 2-3’ in order for the overhead door to close firmly, the four bollards will be re placed in front of the electric panel and an asphalt strip will extend approximately ten feet along the east and west sides of the pole barn. Motion by Bishop, seconded by Hartwig to accept the proposal from Advanced Asphalt Paving Inc. in the amount of $15,900. Motion carried without a negative vote. The Town highway crew will remove the existing asphalt and haul it away.

17. **Washington county Sheriff’s Department Report – Liaison Deputy Andrew Meier.** Meier reported that April was busy due to the snow storms. The Department of Corrections site states there are four registered sex offenders living at the house on CTH NN. He also noted the damage to the Town Hall pavilion during a recent
break-in attempt. Heidtke asked if the Sheriff’s Department is noticing more issues in the southern third of the County; Meier stated the southern third of Washington County is definitely the busiest.

18. Washington County Board Report. Hartwig reported the May 9, 2018 County meeting was held at 6:00 p.m. and it was noted there were no additional public in attendance even though the meeting was being held in the evening. Discussion included the sheriff’s department the body scanner, a new paint truck will be purchased in 2019 for the highway department, a bridge on CTH M is scheduled for work and a custodian who worked over twenty-eight years retired. Bishop added that the County Administrator provided the annual “State of the County” address.


20. Treasurer’s Report. The written report provided by Treasurer Eilbes stated the April 2018 account balances are as follows: General Fund Checking $38,604.26; General Fund Money Market $1,356,954.20; Encumbered Funds-Highway Money Market $154,893.64; Encumbered Funds-Building Money Market $39,746.77; Property Tax Checking $218.18; Property Tax Money Market $0; Park and Planning Checking $6,569.20; Park Fund Savings $11,000.28; Cemetery Fund $16,718.97.

21. Highway Department Report. Heidtke summarized the highway department report provided by Eickstedt. Heidtke noted the Town is storing 40 tons of salt for the Village which they were unable to take as part of their contract commitment.

22. Transfer Station Report. Huettl reported he has started to look into security cameras for the Transfer Station and he is weighing the benefits of a wireless and hard wired system, specifically for reliability.

23. Buildings Report. Kufahl reported the pavilion dishwasher was replaced rather than repaired due to the service cost and age of the machine.


25. Grounds Report. Hartwig has started looking at flowers to plant at the Town Hall. Kettle Moraine Lutheran High School students were at the Town Hall on April 23rd as part of their Volunteer Day. The students mulched the beds around the Town Hall building, washed the inside and outside of the windows and thoroughly vacuumed.

26. Chairman’s Report. Heidtke noted the Department of Administration has returned the Bielinski Development annexation review and stated they are unable to perform a review because the proposed territory to be annexed is located within the area that there is a pending cooperative boundary agreement under consideration. Heidtke also noted an alcohol workshop that he will attend on June 28th at the Town of Polk building. Heidtke read a thank you note from a Slinger High School student who attended the April Town Board meeting.

27. Clerk’s Report. Oliver reported she has received a request from Kirchhayn Country Club for Town Board assistance related to the brief closure of CTH T (Western Avenue) for the annual parade scheduled for July 29, 2018. Oliver reported on WI Act 326 which relaxes the rules on elected officials working at an election; Oliver noted she will be looking for assistance as tabulators when the polls close following the November 6th election. Oliver reported that American Metal and Paper will no longer pay for the mixed paper that is collected at the Transfer Station. A resident called to make sure the Town Board was aware that Western Avenue is significantly breaking apart from Maple Road east to the Feilbach property, including a hole in the middle of the road about the size of a football. Mill Road continues to have issues, and Church Road from CTH T north is in very bad shape. Oliver reminded everyone that Board of Review will be held on May 22nd from 6-8 p.m. at the Town Hall; each Supervisor (Board of Review member) received a “2018 Guide for Board of Review Members”. The WI DNR has requested that METCO prepare a site closure packet for the Town Garage site.
28. Communications and Announcements. Heidtke reiterated the alcohol workshop and Board of Review.

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

30. Adjournment. Motion by Kufahl, seconded by Huettl to adjourn, Motion carried, meeting adjourned.

Respectfully submitted,

____________________
Julia Oliver, Town Clerk

Minutes Approved: ________________

<table>
<thead>
<tr>
<th>Next Resolution Number:</th>
<th>J-18-007</th>
</tr>
</thead>
<tbody>
<tr>
<td>Next Ordinance Number:</td>
<td>J-18-002</td>
</tr>
</tbody>
</table>
I. **Call Meeting to Order.** Town Chairman Ray Heidtke called the meeting to order at 6:00 PM and confirmed the meeting was being tape recorded.

A. **Roll Call.** Clerk Oliver called the roll: Paul Huettl, Joe Kufahl, Ray Heidtke, Robert Hartwig, and Marcy Bishop were present. Also present was Town Assessor Michael Grota and Clerk Julia Oliver. Attorney Val Anderson arrived at 6:04 p.m.

B. **Publication verification and meeting notice.** Clerk Oliver stated a Class 1 notice was published in the West Bend News on May 2, 2018. Additionally on May 9, 2018 the notice was posted in the three designated locations in the Town of Jackson, on the Town of Jackson website, and the notice was posted on the door of the Town Hall.

C. **Election of Chairperson.** Motion by Hartwig, seconded by Huettl nominating Ray Heidtke as the Board of Review Chairman. Motion carried without a negative vote.

D. **Verification of Training.** Clerk Oliver stated, “Let the record show that Ray Heidtke, Marcy Bishop and Robert Hartwig attended training on March 2, 2018 so their training is valid until March 1, 2020”.

E. **Receive the Assessment Roll and sworn statements from the assessor.** Clerk Oliver stated the final assessment roll was picked up at the Washington County Real Property Lister’s office on May 9, 2018. The assessor signed the affidavit today, May 22, 2018 and the affidavit states the assessor mailed the change notices at least 15 days prior to this Board of Review meeting.

F. **Review of the Assessment Roll by Board of Review members.** Heidtke confirmed all members had a chance to review the assessment roll.

G. **Consideration of waivers of the required 48 hour notice of intent to file an objection when there is good cause, waivers of the Board of Review hearing allowing the property owner to appeal directly to circuit court, and policies regarding telephone or sworn written testimony.** Clerk Oliver noted there are no scheduled appointments (objections) however a resident could appear and request a waiver. Heidtke explained that the members need to establish procedures for: 1. Consideration/waiver of the required 48 hour notice of intent to file an objection when there is good cause, 2. waiver by the Board of Review allowing the property owner to appeal directly to circuit court, and 3. policies regarding telephone or sworn written testimony. Heidtke noted that there is no one present making any of the above requests and asked if action on agenda item G should be set aside and revisited if required. It was the consensus of the members that agenda item G will be revisited if required.

H. **Establish procedure for deliberation.** Heidtke explained that the members will need to establish a procedure for deliberation, however there are no cases scheduled. Heidtke asked if
action on agenda item H should be set aside and revisited if required. It was the consensus of the members that agenda item H will be revisited if required.

I. Oath of Office for Assessor. Clerk Oliver confirmed assessor Michael Grota has signed the oath of office.

J. Assessor Comments. Heidtke asked assessor Grota if he had any comments. Grota provided a “2018 Summary of Reasons for Change” spreadsheet which illustrates value increases and decreases by assessment class. Grota commented on the changes and gave examples of the shifts in the different categories. Grota also commented on two important law changes: 1. if a resident refuses entry by the assessor for property valuation the resident does not forfeit their ability to appear/object at the Board of Review – in the past the refusal of entry voided the resident’s allowance to object at Board of Review, 2. Schedule C of the personal property declaration has new exemptions.

K. Requests for Review or Adjustment – Clerk Oliver stated there are no requests for review or adjustment scheduled.

The Board of Review met for the mandatory two hours and no cases were heard. The tape recorder was turned back on at 7:59 p.m.

II. Adjournment – Motion by Huettl, seconded by Hartwig to adjourn. Motion carried, meeting adjourned at 8:00 PM.

Respectfully submitted,

______________________________
Julia Oliver, Town Clerk
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 by Clerk Oliver.

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

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

4. Approval of the Minutes. Motion by Bishop, seconded Kufahl to approve the minutes of the May 10, 2018 Regular Town Board meeting and the May 22, 2018 Board of Review meeting. Motion carried.

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

6. 2018-2019 Alcohol Licensing. New operator’s license applicants Jeffery Klumb and Danielle Piering appeared and introduced themselves to the Town Board. Motion by Hartwig, seconded by Bishop to approve the alcohol licensing for Bentdale Farms, dba Hidden Glen Golf Club, El Doman LLC, dba Doman’s Bar and Grill, Kirchhayn Country Club, Midwest Hospitality Group LLC, dba The Jail House Restaurant, and Pleasant Valley Tennis and Fitness Club, Inc., and all operator licenses as presented. Motion carried without a negative vote.

7. Road projects, update/continued discussion. Heidtke reported the crack filling by Fahrner has been completed and Highway Supervisor Eickstedt will cold patch any areas (holes) that were too large for crack filling. The Joint Village Town Board meeting for June 26th is confirmed – discussion will focus on the Cedar Creek Road reconstruction. Chip sealing has not started yet and Highway Supervisor Eickstedt would like to know the amount of funds available for spray patching and shouldering. Heidtke noted the email from Engineer Clementi and asked the Board how they would like to proceed. Clementi has requested authorization to spend up to $2,500 for his time required to fulfill the large document request from the bond company. Discussion included all supervisors expressing their disappointment in both the deteriorating condition of the roadwork completed by PTS Contractors as part of the water extension project, and the fact that the warranty is not being honored by PTS, as well as the consideration of legal action if necessary. Motion by Bishop, seconded by Huettl directing Clerk Oliver to contact the bond company and reiterate the Town position as a beneficiary of the warranty bond, and directing the bond company to send information requests to West Shore Pipeline. Motion carried without a negative vote. Heidtke reported on email correspondence from Robert Schmidt, WI DOT related to the dead end Cedar Creek Road bridge construction contract letting.

During the meeting agenda item 11 was moved to follow item 7.
8. **Town Hall remodeling project review of updated plans from Mike Soto, Continuum Architects + Planners, and “next steps”**. The supervisors reviewed the copies of the revised plans provided by Soto on June 6, 2018. Heidtke pointed out the minor changes which included the removal of the elevated dais, and the changes to the HVAC system. Heidtke reiterated that Soto would like to assist with the bid document preparation and hold a mandatory walk thru meeting as part of the bid process. Heidtke will be working with Soto and Clerk Oliver to prepare the requests for proposals.

9. **Transfer Station applicant**. Heidtke shared Andrew Wolff’s application information, noting he is recommended by Ron Eickstedt. Motion by Huettl, seconded by Hartwig to approve Andrew Wolff as a part time transfer station worker. Motion carried without a negative vote. Clerk Oliver noted the starting rate of pay is $12.00 per hour.

10. **Approval of Horton insurance coverage renewal for 2018-2019**. The premium summary was reviewed and compared with the 2017-2018 amounts. It was the consensus of the Town Board that while not advantageous at this time, the insurance coverage would be bid out in a couple of years in hope of reducing the premium. Motion by Huettl, seconded by Kufahl to approve the insurance coverage renewal for 2018-2019 from The Horton Group. Motion carried without a negative vote.

11. **Washington county Sheriff’s Department Report – Liaison Deputy Andrew Meier**. Meier provided April and May incident summary lists. Meier reported is has been busy which is typical in the summer. Heidtke asked if it would be possible to get the radar trailer (speed sign) placed on Western Avenue between Maple Road and Jackson Drive; Meier will check on the possibility.

12. **Washington County Board Report**. Hartwig reported the main discussions at the recent Washington County Board meeting were supporting the legislators on big box/dark store policy updates, and the per diems for County Supervisors. Bishop added the Wisconsin County Association was asking for the counties to support lobbying efforts to eliminate the tax levy freeze; Washington County Supervisors do not support eliminating the freeze.

13. **Washington County Comprehensive Plan Advisory Committee**. Huettl said there was nothing new to report but a meeting is scheduled for June 28, 2018.

14. **Treasurer’s Report**. The written report provided by Treasurer Eilbes stated the May 2018 account balances are as follows: General Fund Checking $68,304.01; General Fund Money Market $1,267,064.03; Encumbered Funds-Highway Money Market $154,906.80; Encumbered Funds-Building Money Market $39,748.46; Property Tax Checking $0; Property Tax Money Market $0; Park and Planning Checking $6,569.26; Park Fund Savings $11,000.75; Cemetery Fund $16,719.68.

15. **Highway Department Report**. Heidtke summarized the highway department report provided by Eickstedt. Heidtke expanded on the slip line culvert that is being considered for Sherman Road (by the Hidden Glen Golf Course); the Washington County highway department will provide a price for the work.

16. **Transfer Station Report**. Huettl had nothing additional to report. Heidtke noted the Town received the 2018 DNR Recycling Grant.

17. **Buildings Report**. Kufahl had nothing additional to report.
18. **Noxious Weeds Report.** Bishop had nothing additional to report.

19. **Grounds Report.** Hartwig had nothing additional to report.

20. **Chairman’s Report.** Heidtke stated he received a letter from a youth who was disgruntled about the poor condition of Jackson Drive north of Pleasant Valley Road, which is a route that the youth drives daily to school.

21. **Clerk’s Report.** Oliver reminded the board of the email from Attorney Andringa outlining the final steps related to the Town and Village cooperative plan. Oliver reminded the board of the June 28\(^{th}\) Prevention Network information meeting related to alcohol licensing. Oliver requested to meet with Supervisor Hartwig at the cemetery to finalize the plan for the fence/entry marker for Immanuel Cemetery. Oliver reported on the letter from Treasurer Eilbes that was included with the recent Transfer Station employee paychecks reminding them of the information that needs to be included on the transfer station payment receipts; also the letter to Transfer Station supervisor Eickstedt notifying him that there have not been any Transfer Station Incident Reports submitted for Deputy Meier. Oliver noted that phone calls and emails have been received related to the dead end Cedar Creek Road bridge DOT project. Oliver mentioned an email from the USDA that provided notice of funds available to purchase or repair a home. Oliver stated Atlas Bar-B-Que has submitted the required paperwork and insurance information to be approved as a caterer at the Town Hall. Oliver extended her appreciation to Brian Braithwaite at the Washington County Real Property Listers office for assistance with legal descriptions requested by METCO as part of the site closure request being submitted to the WI DNR. Oliver noted Tuesday was eventful because she received notification in the morning from JAYBA that the pavilion holding tank was over full and the alarm was not working. Thankfully Quality Removal and Gillitzer Electric provided immediate assistance. Upcoming work on the grounds at the Town Hall include rebuilding the corner of the patio wall surround and installing culverts on the trails so that the water will drain away from the trails in three very wet spots.

22. **Communications and Announcements.** Heidtke reiterated the alcohol workshop on June 28\(^{th}\) and the Joint Village Town meeting on June 26\(^{th}\).

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

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

Respectfully submitted,

__________________________

Julia Oliver, Town Clerk

Minutes Approved: _________________

Next Resolution Number:   J-18-007
Next Ordinance Number:   J-18-003
1. Call Meeting to Order, Pledge of Allegiance, Confirm Meeting Notice and Roll Call. The meeting was called to order at 8:00 p.m. by Town Chairman Ray Heidtke and Village President Mike Schwab. Chairman Heidtke confirmed the meeting notice. Roll Call: Chairman Heidtke, Supervisors Hartwig, Huettl, Bishop and Kufahl were present. Also present was Town Highway Supervisor Ron Eickstedt and Town Clerk Julia Oliver. Village President Mike Schwab, Trustees Gary Malcolm, Debra Kurtz, and Jack Lippold were present. Also present was Village Administrator John Walther, Village Director Public Works Brian Kober and Village Clerk - Treasurer Jilline Dobratz. Trustees Brian Emmrich, John Kruepke and Donald Olson were excused.

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

3. Comments from any Village of Town resident. There were no comments.

4. Discussion of road projects related to jointly owned roads or connecting roads. Heidtke opened the discussion by referring to the draft document he has previously discussed with Brian Kober and John Walther. Every board member received a copy of the document which in summary would have divided the reconstruction of Cedar Creek Road from CTH P to the railroad tracks between the Town and Village; the Town would pay two-thirds, $72,061 and the Village would pay one-third, $36,031. Heidtke noted the Village Board has previously rejected the proposal and in response the Town asked for a joint board meeting. Heidtke stressed the need for the road to be fixed and the cost savings that could be utilized by doing the project at this time because of the CTH P road project which brings Payne and Dolan into the area. Lippold stressed the importance of public safety and questioned a wider shoulder verses a separate walk/bike path. Kober noted the previous plans done with SEWRPC and the Joint Park and Open Space Plan called for five foot wide paths, which would be uniform with the paths on CTH P. The discussion continued as a compromise was attempted. It was noted if the path is separated from the roadway a “switch back” would need to be constructed by the railroad tracks; Kober stated a separate crossing requires railroad approval. As the discussion escalated Huettl made a motion to adjourn which died because there was not a second. Schwab asked why the Town would not honor the agreements made in the SEWRPC and Parks and Open Space Plan documents. Bishop replied those are planning documents, basic outlines. After further discussion, Town motion by Huettl, seconded by Bishop that the Town of Jackson will complete the reconstruction of Cedar Creek Road from CTH P to the railroad tracks to town standards, at a width of twenty-three feet, completed with the necessary ditching, shouldering and striping in the amount of $88,057, and the second lift will be added within three years of completing the base course; and the Village will take responsibility for the walk/bike path project. Motion carried without a negative vote. Village motion by Malcolm, seconded by Kurtz accepting the Town proposal as detailed in the Town motion. Motion carried without a negative vote.

Heidtke stated he would like to open a discussion about shared roads, particularly addressing how the road reconstruction and maintenance will be shared. Heidtke noted that sharing the road work based on “half a road” doesn’t work; Heidtke referred to the Town of Jackson/Village of Germantown road sharing on
Pioneer Road where each community is responsible for one mile (half) of the two miles of shared road. It was agreed that regular joint planning meetings should be a goal for the two communities.

Kober reported on the upcoming expansion of the Laurel Springs subdivision as well as the Creekside Villas project which will occur on opposite sides of the Cedar Creek Road and Jackson Drive intersections.

5. **Exchange of information related to each municipalities current, ongoing and future projects.** Walther noted that the Belinski annexation request has been filed with the Department of Administration and is being streamlined because of previous DOA delays. The Creekside Villas project will run concurrently with the Laurel Springs addition.

6. **Discussion of future Joint meetings.** Heidtke noted the value of the joint board meetings and asked if the Village Board agreed, and if they would like to have the meeting as needed, or on a schedule such as quarterly or biannually; Heidtke’s preference would be as needed. Schwab agreed that as needed would be a good option. Schwab stated he would like each board to individually discuss restarting the Joint Planning Group meetings in order for all board members voice their opinions. It was noted the bylaws of the Joint Planning Group may need to be updated, and adding an elected official from each community might be beneficial.

Bishop, Hartwig, Malcolm and Kurtz expressed appreciation for the opportunity to meet jointly and to work out a compromise.

7. **Adjournment.** Village President Schwab called for the Village Board motion to adjourn; motion by Kurtz, seconded by Lippold to adjourn, motion carried. Town Chairman Heidtke called for the Town Board to adjourn; motion by Hartwig, seconded by Kufahl to adjourn, motion carried.

Respectfully submitted,

___________________________

Julia Oliver, Town Clerk

Minutes Approved: ________________

---

Next Resolution Number:  J-18-007

Next Ordinance Number:  J-18-003
MINUTES OF THE REGULAR TOWN BOARD MEETING  
JULY 12, 2018

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. Clerk Oliver read the meeting notice into the record.

2. **Roll Call.** Chairman Ray Heidtke, Supervisors, Joe Kufahl, Paul Huettl, Robert Hartwig, and Marcy Bishop were present. Also present was Washington County Sheriff’s 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 Huettl, seconded Bishop to approve the minutes of the June 14, 2018 Regular Town Board meeting and the minutes of the June 26, 2018 Special Joint Meeting of the Town Board of the Town of Jackson and the Village Board of the Village of Jackson. Motion carried.

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

   During the meeting item 10 was moved to follow item 5.

6. **Cooperative Plan Agreement: update, recording of signed document.** Heidtke stated he did not receive an update from Andringa following the meeting with the court.

7. **Road projects, update.** Heidtke stated he is pleased a solution for the reconstruction of Cedar Creek Road from CTH P to the railroad tracks was agreed to at the Joint meeting held on June 26th. Heidtke shared the information he received related to working in the railroad right of way. After discussion, motion by Kufahl, seconded by Bishop to approve the 23’ wide reconstruction of Cedar Creek Road from CTH P to the railroad tracks using Town of Jackson specifications. Motion carried without a negative vote.

8. **2019 thru 2021 budget discussion.** Heidtke stated he has asked Clerk Oliver to prepare information on what the 2021 budget will look like, to assist with future decisions and planning. Heidtke asked the Clerk to consider “what the tax base will look like,” “how much road aid will be lost,” “how much will the fire contract be reduced,” “what town machinery and equipment purchases need to be considered such as trucks, the JCB and skid steer, etc.,” “how will the contribution to the Community Center be reduced,” “will a new Village Fire Station impact the Town;” Heidtke would like an overview as to what the Towns financial picture will look like in 2021. Oliver asked specifically if she should assume a building loan (for the Town Hall remodeling) and approximately how much. Heidtke said to assume a building loan of $500,000. Oliver will begin working on the projection.

9. **Washington County Bicycle and Pedestrian Advisory Committee.** Motion by Huettl, seconded by Hartwig to approve Chairman Heidtke’s appointment of Marcy Bishop to the Washington County Bicycle and Pedestrian Advisory Committee. Motion carried without a negative vote.
10. **Washington County Sheriff’s Department Report** – Liaison Deputy Andrew Meier. Meier provided the June incident summary list. Meier reported the radar trailer (speed sign) has been placed on Western Avenue and there are two registered sex offenders living at the house on CTH NN.

11. **Washington County Board Report.** Hartwig reported that at the recent meeting appointments to the County Ethics Committee were made and there was a presentation by Christian Tscheschlok of Economic Development Washington County. Hartwig also noted he was told by Washington County Highway Superintendent Scott Schmidt that the STH 60 work from Jackson east has been pushed out to 2020. Bishop expanded on the economic development actions approved.

12. **Washington County Comprehensive Plan Advisory Committee.** Huettl a meeting was held and Washington County Supervisor Marcy Bishop was elected vice-chairman of the committee. Work continues on updating the chapters.

13. **Treasurer’s Report.** Treasurer Eilbes is on vacation and the June report will be provided in August with the July report.

14. **Highway Department Report.** Heidtke summarized the highway department report provided by Eickstedt. Heidtke stated the highway crew has removed the existing asphalt pavement from the Town Hall north parking area and has confirmed there is not a buried fuel tank. Heidtke plans to meet with Gierach to finalize the pavement installation.

15. **Transfer Station Report.** Huettl had nothing additional to report but stated it would be helpful to hire an additional one or two people to ease the worker scheduling.

16. **Buildings Report.** Kufahl had nothing additional to report.

17. **Noxious Weeds Report.** Bishop had nothing additional to report. Heidtke noted there were weed issues at the (previously owned) Quentin Schowalter property

18. **Grounds Report.** Hartwig reported on the incident with the willow tree falling on Sherman Road across from the Hidden Glen golf course and the need to evaluate if additional trees need to be cut down because they are leaning.

19. **Chairman’s Report.** Heidtke reported on the email of thanks from Patrick Hoppe.

20. **Clerk’s Report.** Oliver asked the Town Board to review and approve or comment on the work done around the base of the scoreboards by JAYBA. Oliver received an approval letter from the WI Department of Administration for the Bielinski Investments Annexation. Oliver reminded Supervisor Hartwig they need to meet to decide on the fencing for Immanuel Cemetery. Relative to the storm damage on Sherman Road on July 1, 2018, Oliver has sent thank you letters to the Sheriff’s office and the two neighbors on Sherman who assisted Supervisors Huettl and Hartwig with the cleanup. Oliver provided printed zoning maps for each Supervisor. Oliver reminded Supervisor Kufahl of his commitment during the Kirchhayn Parade.

21. **Communications and Announcements.** Heidtke seconded the Kirchhayn Parade reminder.
22. Review of Bills and Authorization for Payment. Motion by Huettl, seconded by Hartwig to approve the vouchers as presented. Motion carried.

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

Respectfully submitted,

______________________________
Julia Oliver, Town Clerk

Minutes Approved: ______________

Next Resolution Number:  J-18-007
Next Ordinance Number:  J-18-003
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, Joe Kufahl, Paul Huettl, Robert Hartwig, and Marcy Bishop were present. Also present was Town Clerk Julia Oliver.

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

4. **Approval of the Minutes.** Motion by Bishop, seconded Hartwig to approve the minutes of the July 12, 2018 Regular Town Board meeting. Motion carried.

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

6. **Ben Damai, Eagle Scout project.** Ben described his proposed Eagle Scout project, a bat house that is approximately 2’ X 2.5’ in size, constructed of cedar and placed on a 16’ pole. Ben proposed three locations for the bat house and after discussion the consensus of the Town Board is to place the pole with the bat house in the prairie near the mound system. Once Ben decides on an exact location he will confirm with the Clerk that the placement will not be detrimental to the mound system and laterals. Ben anticipates the project completion in September. Motion by Kufahl, seconded by Hartwig to approve the Eagle Scout project for Ben Damai. Motion carried without a negative vote.

7. **New operators licenses – Kenzie Jeske and Brady Curtis.** No action; Jeske and Curtis were unable to appear and have asked to be rescheduled for the September Regular Town Board meeting.

8. **Road projects, update.** Heidtke reported the town highway crew have been spray patching Hidden Creek Court today; where necessary the roads scheduled for chip sealing this year will be spray patched prior to the chip seal work. Heidtke has spoken with Mike Strobel from Payne & Dolan and the paving of Cedar Creek Road from CTH P to the railroad tracks will occur near the end of September. Heidtke reported he signed detour paperwork for an ATT project in the Village of Jackson, but the detours will be directed north and south of STH 60 on Jackson Drive and continue thru the Town. Heidtke reported that CTH P is completely closed for the road project and the work is scheduled to be completed in October.

9. **Ordinance changes within Section 4.0 of the Zoning Ordinance recommended by the Park and Planning Commission.** Heidtke read the “Notice of Public Hearing” aloud and explained to the Town Board that they will hold a public hearing on September 13, 2018. The changes to the ordinances are in response to WI Act 67, specifically conditional uses. Heidtke noted the cost of the legal work for the changes was shared with the Town of Wayne.

10. **JAYBA scoreboard landscaping.** Clerk Oliver provided a copy of recent email correspondence with Greg Winn from JAYBA. JAYBA has asserted that the Town Board has expanded on what was agreed to relative
to the landscaping around the base of the scoreboards. The Town Board agreed with Winn’s comments that many improvements have been made this year and the facility is looking very nice. It was noted that both JAYBA and the Town have made significant contributions to the improvements that were made. The supervisors discussed what occurred at the April Town Board meeting when Aaron Wollman and Greg Winn appeared and feel confident that they are only asking for the landscaping that was agreed to at that meeting. Oliver is directed to contact JAYBA and ask them to reconsider their position; in light of all the improvements, the scoreboards remain an eyesore. The JAYBA Board should ask themselves if they would want the scoreboards in the current condition in their own yards. Oliver noted there is an implied tone that JAYBA may feel they are being overcharged for use of the facility; perhaps a charge per participant would be acceptable to JAYBA.

11. Washington County Sheriff’s Department Report – Liaison Deputy Andrew Meier. Meier asked to be excused but he did provide a written report for July 2018 and noted there is one person living at 1725 CTH NN.

12. Washington County Board report. Supervisors Hartwig and Bishop reported that at the recent County Board meeting two candidates were considered for the open District 11 seat; and during the meeting Supervisor Blanchard was appointed. County Administrator Schoemann would like to add an additional administrative position, (public affairs coordinator); the position will provide a guaranteed $400,000 of cost savings through consolidation of services, donations, etc.; the position was discussed and was approved. Additional discussion occurred related to borrowing $10 million for road projects.


14. Washington County Bicycle and Pedestrian Advisory Committee. Supervisor Bishop reported there will be a meeting on August 15th, and a Public Workshop on August 16th at the Washington County PAC.

15. Treasurer’s report – June 2018 and July 2018. Written Treasurer’s reports were provided by Treasurer Eilbes for the months of June and July, 2018.

16. Highway Department Report. Chairman Heidtke summarized the highway department report provided by Eickstedt. Heidtke stated the highway crew has been spray patching and Scott Larson and Andrew Wolff have been assisting with equipment and flagging. Heidtke noted all grass in right of way has been cut once.

17. Transfer Station Report. Supervisor Huettl had nothing additional to report but stated it would be helpful to hire additional workers. Oliver commented that at the request of Chairman Heidtke she has provided larger “help wanted” signage and flyers for distribution at the Transfer Station to supervisor Ron Eichstedt.

18. Buildings Report. Supervisor Kufahl reported the women’s bathroom sink drain was clogged and was repaired, and the glass block window on the south side of the bar was repaired by Bruce Rolston with Plexiglas and caulk. Additionally Kufahl reported the Kirchhayn parade went smoothly.

19. Noxious Weeds Report. Supervisor Bishop had nothing additional to report but stated there is a lot of wild parsnip.
20. Grounds Report. Supervisor Hartwig had nothing new to report. Heidtke noted the north parking lot has been graded and the asphalt should be put down in the near future; also the asphalt will extend approximately two feet into the pole barn. Heidtke noted a PVC pipe was buried from the Town Hall to the pole barn if in the future there is a desire to have electric in the pole barn. All the old air conditioning units were pulled out and a new cap can be poured on the cement block that is supporting the stairway to make it look better.

20. Chairman’s Report. Heidtke reported that the Wisconsin Towns Association Annual Conference information and registration form is in the August WTA newsletter; call the clerk if you plan to attend.

21. Clerk’s Report. Oliver reported the $150,000 bond refund was picked up from the Washington County Clerk of Courts today. Oliver read a letter from Neumann Developments related to proposed development on land adjacent to the Town. Oliver reported that two residents have not responded to the Town Board demand for permit applications and fee for unauthorized work done in the right of way in the Stoney Creek subdivision; Oliver asked the Town Board to provide direction on how they would like her to proceed. Oliver read an email from American Metal and Paper that stated the charge for Freon units will increase from $15 to $20. Oliver reminded the board of the information she forwarded related to the night time operations at Payne & Dolan and also the information that will be provided to nighttime haulers. Oliver explained a recent request for a balloon landing at the Town Hall facility; the requestor will be notified the Town Hall is not a good landing site. Oliver reported the Ash tree in the circle drive was treated for Emerald Ash Borer and also noted many of the plantings are being decimated by Japanese Beetles. Oliver stated a sample was taken to analyze the 2012 assessment roll verses the 2018 assessment roll in the fuel spill area to confirm the statement by Assessor Grota that the property values have returned to the pre fuel spill assessed value. The Wisconsin Election Commission has predicted a 15% turnout for the Partisan Primary and the Town of Jackson will definitely exceed the expectations. Oliver reminded the board about the suggestion by Supervisor Bishop that the Cooperative Plan be recorded so that all affected properties would have the future attachment to the Village made part of their record. Attorney Andringa has said that it would be very difficult to accomplish. Oliver would like the Board to provide direction on the issue at a future meeting.

22. Communications and Announcements. There was nothing additional to announce.

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

24. Adjournment. Motion by Huettl, seconded by Hartwig to adjourn, Motion carried.

Respectfully submitted,

______________________________
Julia Oliver, Town Clerk

Minutes Approved: ________________
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, Joe Kufahl, Paul Huettl, Robert Hartwig, and Marcy Bishop were present. Also present was Zoning Administrator Gordon Hoffmann, Park and Planning Commission member Arlyn Johnson, Sheriff Deputy Andy Meier 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 the minutes.** Motion by Huettl, seconded by Bishop to approve the minutes of the August 9, 2018 Regular Town Board meeting. Motion carried.

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

6. **New Operator licenses – Kenzie Jeske, Brady Curtis and Cory Betz.** Motion by Huettl, seconded by Hartwig to approve operator licenses for Kenzie Jeske, Brady Curtis and Cory Betz. Motion carried without a negative vote.

7. **Public Hearing 7:05 p.m. – amendments to Section 4.0 of the Zoning Ordinance.** Heidtke opened the public hearing and Arlyn Johnson provided a brief summary of what conditional uses are and how WI Act 67 has limited the local government ability to control conditional use permits. Shawn Maney asked about the effect the amendments would have on current CUP’s, the annual fees associated with renewal of a CUP, what caused the need to change the current code – did Act 67 cause drastic changes, and why some of the uses specified in the amendments have specifics noted but other amendments do not. Mary Jo Witte asked if the purpose of the amendments was to tighten up the code due to past experiences and to keep the local town control as it currently stands. James Jens asked if public hearings would still be required.

8. **Close Public Hearing.** Motion by Huettl, seconded by Hartwig to close the public hearing. Motion carried without a negative vote.

9. **Ordinance changes and amendments to Section 4.0 of the Zoning Ordinance concerning Conditional Uses in light of 2017 WI Act 67.** Motion by Kufahl, seconded by Huettl to refer the proposed changes and amendments to Section 4.0 of the Zoning Ordinance back to the Park and Planning Commission to add language clarifying the Conditional Use Permit renewal and review process, including renewal notifications and fees. Motion carried without a negative vote.

10. **Jessica Gerek, Waste Management.** Gerek presented the proposal for recycling services for the Town of Jackson and stated the terms of the contract are similar to the contract for waste service. Motion by Huettl, seconded by Kufahl to contract with Waste Management for recycling service effective December 23, 2018. Motion carried without a negative vote. Clerk Oliver is directed to provide cancelation notice to Advanced Disposal.
11. Certified Survey Map – Stanley and Patricia Steinike. Motion by Bishop, seconded by Huettl to approve the certified survey map for Stanley and Patricia Steinike. Motion carried without a negative vote.

12. Road projects, update. Heidtke reported he met with Mike Strobel from Payne & Dolan and the pulverizing/base course work on Cedar Creek Road from CTH P to the railroad tracks will begin next week. The Village has hired Payne & Dolan to place the 5’ wide bike/walking path adjacent to the new road surface. The Village work on Cedar Creek Road from the railroad tracks to and including a portion of Jackson Drive has been postponed because the Bielinski subdivision project is not finalized; as a result the town highway crew will spray patch Cedar Creek Road from the railroad tracks to Jackson Drive. Heidtke stated the bridge on dead end Cedar Creek has been reinforced with the steel plates as required for the building project.

Heidtke would like to have a discussion at the next meeting about a new ordinance that would address town employees completing work in the town right of way that has occurred due to homeowner negligence, and if the town should bill the homeowner for the work. The discussion is precipitated because of the large number of dead or dying ash trees that are falling into the right of way during storms. Oliver will create a rough draft of the ordinance for the discussion.


14. JAYBA scoreboard landscaping, update. Oliver forwarded a design for the base of the scoreboards to Greg Winn (JAYBA) after it was emailed to the Town Board for comments. Oliver read the response email she received from Greg Winn which included a note of thanks for the drawing and also a list of items that JAYBA would like the town to work with them on improving. After discussion Oliver was directed to notify JAYBA that they should start meeting with the Park and Planning Commission regarding improvements.

15. Appoint tabulators for the November General Election. Oliver noted that a strong turnout for the election is expected and it would be very helpful to have tabulators at the end of the night to assist with physically counting the ballots. Motion by Hartwig, seconded by Kufahl to appoint Mark Tews, Marcy Bishop and Paul Huettl as tabulators for the November 6, 2018 General Election. Motion carried without a negative vote.

16. 2019 Budget, preliminary discussion. Oliver provided the proposed changes to the 2019 fee schedule for review. Motion by Huettl, seconded by Bishop to approve the 2019 fee schedule and change in transfer station hours. Motion carried without a negative vote. Oliver provided information on the employment cost index summary. After discussion Oliver was directed to provide a draft of the wage rates considering a 2.3% increase across the board except for transfer station and recycling which should be raised $2.00 per hour and part time snow plow drivers should be raised $3.00 per hour.

17. Scout facility use September 28 – 30, 2018. Oliver reported that a local Boy Scout troop has requested to use the Town Hall facility and grounds for a camp out; they had reserved a space at Long Lake but recent storm damage has temporarily closed the facility. After discussion and a Town Board request that the Scouts consider using the pavilion rather than the main building, motion by Huettl, seconded by Bishop to allow the Scouts to use the facility on September 28 – 30, 2018 for a campout. Motion carried without a negative vote.
18. **Washington County Sheriff’s Department report – Liaison Deputy Andrew Meier.** Meier provided an incident summary list for August 2018. Meier noted there is only one sex offender currently living at the house on CTH NN, and there will be a new sex offender relocating into the Town of Jackson from the State of Florida on September 14, 2018 to reside with his parents. Once the Florida offender has registered with the WI Department of Corrections, door to door notification will be made to the neighbors by deputies.

19. **Washington County Board Report.** Hartwig and Bishop reported that at the September meeting two recent retirees were recognized, the WOW (Waukesha, Ozaukee and Washington Counties) affiliation was approved, there was a lengthy closed session on the purchase of a Freiss Lake property in order to expand Glacier Hills and there was a discussion on vision and values as Washington County undertakes the rebranding process.

20. **Washington County Comprehensive Plan Advisory Committee report.** Huettl stated the committee has not had a meeting since he last reported.

21. **Washington County Bicycle and Pedestrian Advisory Committee.** Bishop reported they had a public workshop and additional input was received through the WIKI maps program. A summary of the findings indicated a preference for wider roads to accommodate bicycles and pedestrians rather than separate paths.

22. **Treasurer’s report – August 2018.** The written report provided by Treasurer Eilbes stated the August 2018 account balances are as follows: General Fund Checking $100,933.65; General Fund Money Market $1,255,169.25; Encumbered Funds-Highway Money Market $214,949.47; Encumbered Funds-Building Money Market $99,758.28; Property Tax Checking $0; Property Tax Money Market $0; Park and Planning Checking $5,000.05; Park Fund Savings $0; Cemetery Fund $16,721.79.

23. **Highway Department Report.** Chairman Heidtke summarized the highway department report provided by Eickstedt. Heidtke stated the highway crew has been spray patching, a significant amount of time was spent chipping brush and repairing washed out shoulders following the recent storms and Scott Construction has completed the chip sealing projects.

24. **Transfer Station Report.** Supervisor Huettl reported additional workers are needed; help wanted advertising is needed; additionally the wage rate must be increased to attract workers. Huettl will be working on the video camera installation in order to monitor Transfer Station activity.

25. **Buildings Report.** Supervisor Kufahl reported he spoke with a resident who is unhappy about the Town Hall restrooms being closed to the public on Election Day and during tax collection. Oliver reported she has consulted with the State building inspection office on the issue and has also placed the question on the clerk network to see how others with old buildings handle the issue. The situation will need further discussion.

26. **Noxious Weeds Report.** Supervisor Bishop had nothing additional to report.

27. **Grounds Report.** Supervisor Hartwig had nothing new to report but noted the grass is growing fast and there are still wet areas and many mosquitos.

28. **Chairman’s Report.** Chairman Heidtke had nothing additional to report.
28. **Clerk’s Report.** Oliver reminded those registered of the WTA Workshop in Ripon on September 18th in Ripon and that departure from the Town Hall would be between 6:15 and 6:30 a.m. The Eagle Scout bat house project has been postponed until November. A follow-up letter was sent asking the Matuszczak’s to submit the required permit application for the work they completed in the town right-of-way. Spring Valley donated $500 to the Town Hall parking lot paving project. Chairman Heidtke returned the State bridge contract and now the scheduling will proceed. Oliver noted the Wisconsin Elections Commission is requiring all clerks to complete six sessions of election security training prior to the November election.

29. **Communications and Announcements.** Heidtke shared a thank you note from Milt Wille’s family and noted Milt had served as Town Constable for fifty-two years. Huettl would like the next agenda to have “the addition of Transfer Station employees” as an item.

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

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

Respectfully submitted,

______________________________

Julia Oliver, Town Clerk

Minutes Approved: ________________

<table>
<thead>
<tr>
<th>Next Resolution Number:</th>
<th>J-18-007</th>
</tr>
</thead>
<tbody>
<tr>
<td>Next Ordinance Number:</td>
<td>J-18-003</td>
</tr>
</tbody>
</table>
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.

Roll call. Chairman Ray Heidtke, Supervisors, Joe Kufahl, Paul Huettl, Robert Hartwig (arrived at 7:06 p.m.), and Marcy Bishop were present. Also present was Park and Planning Commission member Arlyn Johnson and Town Clerk Julia Oliver.

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

Approval of the minutes. Motion by Bishop, seconded Kufahl to approve the minutes of the September 13, 2018 Regular Town Board meeting. Motion carried.

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

New Operator license – Lisa Fechter. Motion by Huettl, seconded by Bishop to approve the operator license for Lisa Fechter. Motion carried without a negative vote.

Certified Survey Map – Section 27 – Delwyn A. Groth Living Trust, Gerald A. Groth Living Trust. Surveyor Donald Thoma appeared and summarized the land division as presented. Motion by Huettl, seconded by Bishop to approve the Certified Survey Map for Delwyn A. Groth Living Trust and Gerald A. Groth Living Trust. Motion carried without a negative vote.

Ned Farley, request to use ground penetrating radar at Immanuel Lutheran Cemetery as a part of classroom instruction – recommended by Russ Hanson, Jackson Historical Society. Farley, Assistant Professor of Anthropology at Wisconsin Lutheran College appeared and provided a handout detailing his proposal to use ground penetrating radar to locate and measure buried surfaces in the Immanuel Cemetery. Farley plans to conduct the survey in early March. Farley and his students set time aside while onsite to interact with interested residents by providing explanations of the process and answering questions. A final report will be provided to the Town approximately one month after the site visit. Motion by Kufahl, seconded by Huettl to approve the request from Ned Farley to use ground penetrating radar to survey the Immanuel Cemetery. Motion carried without a negative vote.

Ben McKay, SEWRPC – review of the Land Use Map changes. McKay provided an overview of the Comprehensive Plan update options that have been discussed with the Park and Planning Commission, the course of action that is being taken and an explanation of changes that were made to the current Land Use map during a Park and Planning Commission meeting. McKay noted that SEWRPC will be assisting the Town of Jackson with updating their plan and map, and facilitating the separation of the Joint Village of Jackson / Town of Jackson Comprehensive Plan 2035 into two separate plans as part of the update process. McKay will provide a letter of engagement to the Park and Planning Commission for their review and recommendation at the October 31, 2018 meeting. The updated Land Use map was reviewed with the Town Board in a workshop style discussion.
10. Ordinance changes and amendments to Section 4.0 of the Zoning Ordinance concerning Conditional Uses in light of 2017 WI Act 67. Arlyn Johnson summarized the questions/concerns raised at the September 13th Public Hearing regarding adoption of the changes. Each item was reviewed at the September 26, 2018 Park and Planning Commission meeting and after discussion no changes to Ordinance J-18-003, “An Ordinance to Repeal and Re-Create Subsections within Section 4.0 of the Town of Jackson Municipal Code concerning Conditional Uses” were recommended by the Park and Planning Commission members. Johnson provided clarification to the Town Board related to the CUP renewal process and fees that would be applicable. Motion by Huettl, seconded by Kufahl to adopt Ordinance J-18-003, “An Ordinance to Repeal and Re-Create Subsections within Section 4.0 of the Town of Jackson Municipal Code concerning Conditional Uses”. Motion carried without a negative vote.

11. Town Hall building remodeling, update and next steps. Heidtke reported he had a telephone conference with Mike Soto, Continuum Architects + Planners on October 8th to discuss how to proceed with the bid document preparation; Soto has provided a few examples for the Town. Heidtke and Clerk Oliver will work on the draft document and will forward it to Mike Soto for his review and recommendations. Heidtke stated the Town Board is at the “point of no return”, and he expects it will be around $500,000 to complete the project. A commitment by all Town Board members must be made to either move ahead with the project or to stop and reconsider the direction the Board wants to take. After discussion the consensus of the Board is to move forward with the remodeling project.

12. Gravel driveway to pavilion. Oliver reported that JAYBA, Highway Supervisor Eickstedt and the town hall maintenance guys have all mentioned the drive is washed out pretty badly and has numerous pot holes; all are requesting that gravel be added to re-establish pitch and fill in the potholes. Clerk Oliver is directed to get some pricing from Gierach Paving and the Washington County Highway Department for grading; Oliver noted Lannon Stone has already agreed to donate the stone if the Town will haul it.

13. Road projects, update. Heidtke reported that Cedar Creek Road from CTH P to the railroad tracks has been paved, and the Village extended the paved shoulder on the south side. The road has been striped and working together with the Village the shouldering has been completed.

14. Advertising/search for Transfer Station employees. Huettl stated there is a great need to add transfer station workers and he would like to run additional advertising and check with a temp agency. Heidtke suggested bigger signs at the Transfer Station, flyers at local colleges and high schools and placing the help wanted ad on the movable road sign. Kufahl suggested flyers be placed at local businesses with detachable contact number slips.

15. Draft of ordinance addressing right of way work completed by town employees that has occurred due to property owner negligence. Heidtke reiterated why he feels the ordinance is needed. Oliver stated she has been collecting information from other municipalities and has spoken with Attorney Andringa but does not have a draft prepared yet. No action.

16. 2019 Budget – workshop. Oliver provided the Supervisors with the proposed wage rates worksheet and the 2019 estimated labor dollars based on the rates and projected hours/meetings. The 2019 Budget Hearing will be held on November 28, 2018 at 6:00 p.m. at the Town Hall.

17. Washington County Sheriff’s Department report – Liaison Deputy Andrew Meier. Deputy Meier was absent.
18. **Washington County Board Report.** Hartwig and Bishop reported that at the October meeting the County Supervisors voted in support of regional tax assessments and that three properties were sold for tax deed.

19. **Washington County Comprehensive Plan Advisory Committee report.** Huettl stated there is nothing new to report.

20. **Washington County Bicycle and Pedestrian Advisory Committee report.** Bishop stated there is nothing new to report but they will have a meeting to begin developing a logo in the near future.

21. **Treasurer’s report – September 2018.** The written report provided by Treasurer Eilbes stated the September 2018 account balances are as follows: General Fund Checking $43,995.65; General Fund Money Market $1,165,267.98; Encumbered Funds-Highway Money Market $214,967.14; Encumbered Funds-Building Money Market $99,766.48; Property Tax Checking $0; Property Tax Money Market $0; Park and Planning Checking $5,700.09; Park Fund Savings $0; Cemetery Fund $16,722.48.

22. **Highway Department report.** Chairman Heidtke summarized the highway department report provided by Eickstedt. Heidtke reported that he sent notice to West Shore Pipe Line that the culvert on the east drive is blocked and should be removed because it causes water to run across the road surface. West Shore will pay the Town $800 to remove the culvert.

23. **Transfer Station report.** Supervisor Huettl reported he found a video monitoring system at Best Buy that includes four cameras and a recording device. He will confirm the cameras can withstand the outdoor temperatures. Oliver showed the supervisors the mockup of 2019 blue transfer station placard and provided a draft of the application form.

24. **Buildings report.** Supervisor Kufahl had nothing additional to report. Chairman Heidtke summarized the issues that have occurred the past two days involving the town hall mound system and tanks; the control panel was damaged by an electrical surge and will be replaced.

25. **Noxious Weeds report.** Supervisor Bishop had nothing additional to report.

26. **Grounds report.** Supervisor Hartwig had nothing new to report but commented on how wet it has been.

27. **Chairman’s report.** Chairman Heidtke stated he will attend the Wisconsin Towns Association annual conference in Stevens Point on Monday and Tuesday.

28. **Clerk’s report.** Oliver reported the Kowalske’s were in the Daily News recently for recognition as a Century Farm. The Washington County highway department phoned to report the street sign at CTH P and Woodland Drive is crooked.

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

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

31. **Adjournment.** Motion by Huettl, seconded by Hartwig to adjourn. Motion carried and the meeting was adjourned at 9:43 p.m.
Respectfully submitted,

____________________

Julia Oliver, Town Clerk

Minutes Approved: ________________

Next Resolution Number: J-18-007
Next Ordinance Number: J-18-004
MINUTES OF THE REGULAR TOWN BOARD MEETING
NOVEMBER 8, 2018

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, Joe Kufahl, Paul Huettl, Robert Hartwig and Marcy Bishop were present. Also present was Town Clerk Julia Oliver.

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

4. Approval of the minutes. Motion by Huettl, seconded Bishop to approve the minutes of the October 11, 2018 Regular Town Board meeting. Motion carried.

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

6. Recommendation from Park and Planning Commission to enter into agreement with SEWRPC for their assistance with the Comprehensive Plan update. Motion by Bishop, seconded by Kufahl to enter into the agreement with SEWRPC for assistance with the Comprehensive Plan update with payment not to exceed $2,500. Motion carried without a negative vote.

7. Transfer Station applicant. After review of the application, motion by Huettl, seconded by Kufahl to hire James Ybarra as a part time transfer station employee with a starting rate of $12 per hour. Motion carried without a negative vote.

8. Approval of Special Assessments to be placed on the 2018 tax roll. Motion by Kufahl, seconded by Hartwig to approve the listing of special assessments for placement on the 2018 tax roll. Motion carried without a negative vote.

9. 2019 Budget, final Town Board review prior to November 28th elector meeting to set the levy. Clerk Oliver went through the line item budget to explain the items that have been budgeted for in 2019. The notice for the public hearing on the 2019 budget and the special town meeting of the electors for the purpose of setting the levy and approving the highway expenditures was reviewed; Oliver will provide the required fifteen day notice of the meeting.

10. Washington County Sheriff’s Department report – Liaison Deputy Andrew Meier. Deputy Meier asked to be excused but provided written reports for September and October. Meier noted there are three residents living at the house on CTH NN.

11. Washington County Board report. Supervisor Bishop reported that an appointment was made to fill the open County Supervisor seat for District 11. Washington County is undergoing “rebranding” which will include a logo change. The work on STH 60 and CTH P has been completed as well as the roundabout at Country Aire and Mequon Road. The utilities along STH 60 are being moved and the road construction should begin in spring of 2020.
12. Washington County Comprehensive Plan Advisory Committee report. Huettl reported the final draft was reviewed and there were minor changes.

13. Washington County Bicycle and Pedestrian Advisory Committee report. Bishop stated cross county routes were discussed. Bishop noted the “meeting in a box” schedule has been announced and she provided the supervisors with a copy.

14. Treasurer’s report – October 2018. The written report provided by Treasurer Eilbes stated the October 2018 account balances are as follows: General Fund Checking $138,429.72; General Fund Money Market $983,591.93; Encumbered Funds-Highway Money Market $214,985.40; Encumbered Funds-Building Money Market $99,774.95; Property Tax Checking $31.93; Property Tax Money Market $0; Park and Planning Checking $7,100.15; Park Fund Savings $0; Cemetery Fund $16,723.19.

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

16. Transfer Station report. Supervisor Huettl will contact Ybarra and have him complete his new hire paperwork so that he can begin working.

17. Buildings report. Supervisor Kufahl had nothing additional to report. Chairman Heidtke stated he has been reviewing the request for proposal examples provided by Mike Soto. Heidtke would like to have the remodeling proposals out early in 2019 and start the remodeling in April/May.


19. Grounds report. Supervisor Hartwig had nothing new to report but stated he will place a Cedarburg Creek Farm port-a-john in the Town Hall parking lot for use on Election Day.

20. Chairman’s report. Chairman Heidtke stated he had a preliminary meeting with MCA regarding the Cedar Creek Road bridge project. Heidtke noted that different companies must be used for the project design and the project construction.

21. Clerk’s report. Oliver reminded the board of the email she forwarded from Attorney Riffle that provided legal recommendations related to the public records law. Oliver stated she has repeatedly contacted Mr. Hilgart about replacement of the mound system control panel but is unsure if the work has been completed; no invoice has been received. Oliver contacted Joint Parks and Recreation Director Kelly Valentino regarding the Joint Parks and Open Space plan that is being completed by the Joint Parks and Recreation committee for the Village to inquire if the Town committee members will be completing the update for the Town. Valentino stated that the inquiry would need to be sent to Village Administrator Walther. Oliver asked Ben McKay (SEWRPC) if the update is required and he stated it is not. Oliver reminded the board that she forwarded the SEWRPC “Preliminary Draft, Transportation Improvement 2019-2022” email; Oliver has printed the sections applicable to the Town. The West Bend Post Office called to notify Oliver of new postal requirements related to mailboxes; they will forward a document for distribution with building permits. Oliver received a thank you note from Domenic Foti for her eleven years of service to the Town of Jackson. The Town had an eighty-six percent turnout for the November 6, 2018 General Election. Thanks to Bob Hartwig for the fall decorations and the port-a-john; Oliver reminded all the supervisors they should not be in the building once it has been set up for the election. Election Day highlights included a parking lot
accident that required a tow truck and occasional wait times of twenty minutes. The election wait times caused Oliver to reconsider the new remodeled area and if it will really improve the waiting area for voters and if it will eliminate the cold air transfer from the door opening and closing; unsure the new area will offer substantial improvement for Election Day issues. Oliver noted she will be out of town November 9th thru 14th but will respond to cell phone calls/messages, texts and emails.

22. Communications and Announcements. Nothing additional.

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

24. Adjournment. Motion by Huettl, seconded by Hartwig to adjourn. Motion carried and the meeting was adjourned.

Respectfully submitted,

______________________________  Minutes Approved: ________________

Julia Oliver, Town Clerk

Next Resolution Number: J-18-007
Next Ordinance Number: J-18-004
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, Joe 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 Bishop, seconded Kufahl to approve the minutes of the November 8, 2018 Regular Town Board meeting and the corrected minutes of the November 28, 2018 Special Town Board Meeting/Public Hearing and Special Town Meeting of the Electors. Motion carried.

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

6. **New Operator license – Mike McGuire, Pleasant Valley Tennis Club.** Motion by Hartwig, seconded by Bishop to approve the new operator license for Mike McGuire. Motion carried without a negative vote.

7. **Approval of James Ybarra for snow plowing.** Heidtke explained that (new) part time transfer station employee James Ybarra has a CDL license and he would like to place him on the list of part time snow plow drivers. Motion by Hartwig, seconded by Kufahl authorizing James Ybarra to work as a part time snow plow driver. Motion carried without a negative vote.

8. **Approval of 2019 wage rates.** Oliver reminded the Town Board that the proposed wages rates for 2019 include a $3.00 per hour increase for snow plow drivers, a $2.00 per hour increase for transfer station workers and 2.3% rate increase for the remaining employees; COLA rate is 2.8%. Motion by Bishop, seconded by Hartwig to approve the 2019 wage rates. Motion carried without a negative vote.

9. **Approval of 2019 budget.** Heidtke stated the 2018 mill rate is $1.87 per thousand of assessed value. Motion by Bishop, seconded by Hartwig to approve the 2019 budget. Motion carried without a negative vote. Oliver mentioned the 2018 aggregate ratio had dropped to .88 and she will provide additional information from Assessor Mike Grota with regard to reassessment at the next meeting.

10. **Washington County Sheriff’s Department report – Liaison Deputy Andrew Meier.** Deputy Meier provided a written report for November. Meier noted November had less calls than usual, and he also noted there are two residents living at the house on CTH NN.

11. **Washington County Board report.** Supervisors Hartwig and Bishop reported that the Highway Commissioner provided an update on road projects, the County Board voted not to have the County golf course appraised which would have been in response to a letter of interest (purchase) received, a new appointment was made to the Library Board, and Bass Pro (the new owners of Cabela’s Inc.) will be using a
letter of credit as collateral for the Washington County Economic Development loan it will assume. They also noted that the State would be moving forward with median guardrails on the STH 41 corridor in 2020.

12. Washington County Comprehensive Plan Advisory Committee report. Bishop reported the group did not have a quorum at the December meeting; the last chapters will be finalized in January and a public input meeting will be held on January 23, 2019.

13. Washington County Bicycle and Pedestrian Advisory Committee report. Bishop reported there will be a public meeting held on February 13, 2019.

14. Treasurer’s report – November 2018. The written report provided by Treasurer Eilbes stated the November 2018 account balances are as follows: General Fund Checking $125,096.10; General Fund Money Market $983,672.78; Encumbered Funds-Highway Money Market $215,003.07; Encumbered Funds-Building Money Market $99,783.15; Property Tax Checking $0; Property Tax Money Market $0; Park and Planning Checking $7,100.21; Park Fund Savings $0; Cemetery Fund $16,723.88.

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

16. Transfer Station report. Supervisor Huettl was excused. Heidtke noted the new transfer station employee has started working.

17. Buildings report. Supervisor Kufahl had nothing additional to report. Kufahl asked that the outside port-a-johns for elections be placed on the agenda next month.


19. Grounds report. Supervisor Hartwig had nothing new to report but stated the town hall custodian did a beautiful job decorating for the holidays.

20. Chairman’s report. Chairman Heidtke had nothing additional to report.

21. Clerk’s report. Oliver provided the Supervisors with the updated copy of the town hall facility use agreement, information sheets and price sheet; the changes were highlighted. Oliver noted the Jackson Historical Society has changed the date of their April meeting at the Town Hall to April 4, 2019. Oliver stated she has had some questions about the Zion Cemetery recently, including a question on how to purchase plots. Oliver reported she has requested to “borrow” the Badger Book, (the computerized check in and voter numbering system) for the April election to see if it would be worthwhile for the Town. The fire service agreement has been returned to the Jackson Fire Department and as Chief Swaney will attend the January 2019 Town Board meeting. Oliver provided each Supervisor with the WTA instruction sheet on using the member section of the WTA website, and also the registration notice for the 2019 spring district meetings. Oliver passed along holiday greeting from Attorney Andringa and Engineer Clementi. Oliver noted the Chairman Heidtke has been inducted into the Wisconsin 4-H Hall of Fame, and provided each Supervisor with a copy of the newspaper article; Chairman Heidtke was congratulated by all in attendance.
22. Communications and announcements. Heidtke read a thank you note from the Jackson Historical Society for the donation sent from the Town recognizing the volunteer efforts of the Historical Society members and their care of the Immanuel Cemetery.

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

24. Adjournment. Motion by Hartwig, seconded by Kufahl to adjourn. Motion carried and the meeting was adjourned.

Respectfully submitted,

_________________________  Minutes Approved: ______________________

Julia Oliver, Town Clerk

Next Resolution Number: J-18-007
Next Ordinance Number: J-18-004