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

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

3. **Approval of the agenda.** Motion by Bishop, 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 December 13, 2018 Regular Town Board meeting. Motion carried.

5. **Public Hearing – ordinance to amend Section 3.03 of the Zoning Ordinance relating to permitted animals and location in the A-1 Agricultural/Rural Residential District.** Chairman Heidtke opened the public hearing; there were no comments. Motion by Hartwig, seconded by Bishop to close the public hearing. Motion carried.

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

7. **Ordinance J-18-004, an Ordinance to Amend the Zoning Ordinance being Title X of the Municipal code.** Clerk Oliver noted the ordinance being considered has been numbered J-19-001 as the proposed ordinance was not considered in 2018. Supervisor Huettl stated that “zero roosters was not right”, and stated he has multiple roosters and his property is less than 10 acres. Supervisor Bishop stated she felt the amendment was appropriate for less than 10 acres. After discussion, motion by Bishop, seconded by Heidtke to adopt ordinance J-19-001. The vote was taken with Heidtke and Bishop voting yes, and Kufahl, Huettl and Hartwig voting no; the motion failed. At the end of the meeting Chairman Heidtke allowed agenda item number 7 to be further considered at the request of Supervisor Hartwig. Hartwig stated there should be additional acreage classifications so that consideration can be given to perhaps the 3 and 5 acre levels. The proposed ordinance should be sent back to the Park and Planning Commission with Town Board comments for additional review.

8. **Port-a-john facilities for election days.** Supervisor Kufahl stated there was a simple solution for keeping the bathrooms accessible to the public at the Town Hall. The Town Board briefly left the boardroom to assess the situation. Kufahl suggested a locking door be added in the entry to the coat rack area to secure the poll workers belongings on Election Day which would allow the bathrooms to be left open for public access. During regular business hours the upstairs area including the bathrooms will not be accessible to the public for safety concerns. Hartwig stated he felt the door from the kitchen into the coat room should be rehung to allow for additional security. Motion by Kufahl, seconded by Huettl to add a locking door at the entry to the upstairs coat rack and rehang the locking door from the kitchen to the coat rack. Motion carried without a negative vote. Heidtke stated he will donate the labor to install the doors.

9. **Draft ordinance for downed trees in right of way.** Heidtke reminded the board members he would like some type of ordinance in place so that the Town could charge a property owner for tree cleanup when dead
or diseased trees are not taken down by the resident when it is necessary, but then fall down during windy or stormy conditions and have to be cleaned up by town employees. Clerk Oliver reported that her contact with the Wisconsin Towns Association provided a summary of these type of conditions and that the statutes address the remedy.

10. **Village of Jackson Fire Department report, Chief Aaron Swaney.** Chief Swaney asked to be excused.

11. **Washington County Sheriff’s Department report – Liaison Deputy Andrew Meier.** Deputy Meier provided a written report for December 2018. Meier noted there were two weapons complaints and there are two sex offenders and one non sex offender living at the house on CTH NN.

12. **Washington County Board report.** Supervisors Hartwig and Bishop reported on the recent County Board meeting: the “911 Memorial Committee” made a presentation that included a request for Washington County to make an official designation, there was a lengthy discussion regarding the resolution on two roads – the realignment of CTH S/STH 175 intersection and the extension of CTH W to connect it to STH 83 (the resolution vote failed), reconsideration of having facilities workers as county employees rather than contract workers and the ability of committee members to call in (when not attending) for voting purposes.

13. **Washington County Comprehensive Plan Advisory Committee report.** Huettl reported the final drafts have been reviewed and the committee is moving forward with the public open house scheduled for January 23, 2019.

14. **Washington County Bicycle and Pedestrian Advisory Committee report.** Bishop reported there is nothing new to report; public open houses start soon.

15. **Treasurer’s report – December 2018.** The written report provided by Treasurer Eilbes stated the December 2018 account balances are as follows: General Fund Checking $83,777.18; General Fund Money Market $893,753.37; Encumbered Funds-Highway Money Market $215,021.33; Encumbered Funds-Building Money Market $99,791.63; Property Tax Checking $3,214,440.12; Property Tax Money Market $0; Park and Planning Checking $7,100.26; Park Fund Savings $0; Cemetery Fund $16,724.59. Chairman Heidtke read the report aloud.

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

17. **Transfer Station report.** Supervisor Huettl asked if any temp agencies have been contacted for Transfer Station workers; Clerk Oliver has not contacted any agencies.

18. **Buildings report.** Supervisor Kufahl stated he has been told the outlets along the dining room wall are not working; Clerk Oliver reported she is aware of the situation and has already contacted Gillitzer Electric for service. The parking lot and barn exterior lights are included in the service request.

19. **Noxious Weeds report.** Supervisor Bishop had nothing to report.

20. **Grounds report.** Supervisor Hartwig had nothing new to report.

21. **Chairman’s report.** Chairman Heidtke reported he received Riveredge Nature Center correspondence
regarding their annual bike ride. Heidtke also reported on the drainage concern that Mike Truntz is having on his land which he believes is caused because the culvert under Western Avenue is blocked (Washington County responsibility) and the ditches along Center Road are blocked due to overgrowth. Heidtke stated he and Highway Supervisor Eickstedt have looked at the situation and confirmed water in the ditches is flowing but the water Truntz is concerned about should flow into the pond on the property located at the Center Road and Western Avenue intersection.

22. Clerk’s report. Oliver reported the Eagle Scout bat house project installation has been started. Rex Melius of the Cemeterians Community Service group has expressed interest in assisting with the cleanup and stone repair in the Zion Cemetery. The receipts at the Transfer Station (for the disposal of miscellaneous items that require an additional fee) were down $1132 (24%) in 2018 as compared to 2017.

23. Communications and announcements. There were no additional communications or announcements.

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

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

Respectfully submitted,

___________________________
Julia Oliver, Town Clerk

Minutes Approved: ________________

___________________________
Next Resolution Number:   J-19-001
Next Ordinance Number:   J-19-001
1. **Call meeting to order, Pledge of Allegiance.** The meeting was called to order at 7:00 p.m. by Chairman Heidtke. The Pledge of Allegiance was recited.

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

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

4. **Approval of the minutes.** Motion by Huettl, seconded Bishop to approve the minutes of the January 10, 2019 Regular Town Board meeting as corrected. Motion carried.

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

6. **Certified Survey Map – Guy Maciejewski – 3252 Maple Road.** Heidtke summarized the reason for the sale of a piece of land from Mel Heckendorf to Guy Maciejewski; the sale would provide a parcel of five acres+ for Maciejewski and would allow for the land where the driveway is located to be owned by Maciejewski rather than having it run on an easement. Motion by Hartwig, seconded by Kufahl to approve the Certified Survey Map for Guy Maciejewski. Motion carried without a negative vote.

7. **Village of Jackson Fire Department report – Chief Aaron Swaney.** Chief Swaney was unable to attend.

8. **Washington County Sheriff’s Department report – Liaison Deputy Andrew Meier.** Deputy Meier reported there were 206 calls in January, a slight increase which was probably due to the snow event. Clerk Oliver gave Meier the 2019 Transfer Station listing.

9. **Long range planning for the Town Hall building.** Heidtke opened the discussion by noting there are many items that need reconsideration prior to moving forward with any Town Hall building remodeling, including any need for future offices if the building inspector or zoning administrator positions would be relocated to the Town Hall, and the loss of tax revenue and road aid when the Village of Jackson attachment of approximately 20% of the town occurs in 2021. Clerk Oliver provided an update on the encumbered accounts, noting that she is working toward a balance of $462,000 in the Encumbered Highway account (the current balance is $396,000), and a balance of $655,000 in the Encumbered Building account (the current balance is $377,395.82). Discussion considered the need for future space, current use and updating of existing spaces. Heidtke will ask Building Inspector Hoffmann what permitting will be required to make improvements such as windows, the possible addition of a small bathroom and interior updates. No action.

10. **Draft ordinance for downed trees in the right-of-way.** Clerk Oliver stated she has been in contact with the Towns Association to provide details on what the Town Board is trying to accomplish with the ordinance, and Oliver has received some additional WTA guidance. A draft document has been started. No action.
11. **Washington County Board report.** County Supervisor Hartwig and County Supervisor Bishop reported that the CTH W extension was brought back to the County Board for consideration; a super majority vote was required and the motion to move forward did not pass. The County Board is moving forward with leasing out a portion of Heritage Hill Park for mining; the purpose is to use the income from mined gravel sales to redo the park and establish a fund for future park updates. The deck expansion at the Washington County Family Park Golf Course was approved. The 4-H Key awards were presented and retired Sheriff Dale Schmidt was recognized for his 29 years of service to Washington County.

12. **Washington County Comprehensive Plan Advisory Committee report.** Supervisor Huettl reported the draft document is complete and a public hearing will be held on February 25, 2019.

13. **Washington County Bicycle and Pedestrian Advisory Committee report.** Supervisor Bishop reported the public open house was held on February 13th and the maps were presented. Bishop noted the town will be receiving a map for the Town Board to review.

14. **Treasurer’s report – January 2019.** The written report provided by Treasurer Eilbes stated the January 2019 account balances are as follows: General Fund Checking $128,021.56; General Fund Money Market $1,277,849.97; Encumbered Funds-Highway Money Market $215,039.59; Encumbered Funds-Building Money Market $99,800.11; Property Tax Checking $2,416,234.51; Property Tax Money Market $0; Park and Planning Checking $7,100.33; Park Fund Savings $0; Cemetery Fund $16,725.30. Chairman Heidtke highlighted portions of the report.

15. **Highway Department report.** Chairman Heidtke summarized the highway department report provided by Eickstedt and noted the recent amounts of salt used on the roads, as well as noting the repairs to the trucks.

16. **Transfer Station report.** Supervisor Huettl reported there was a back-up of waste at the Transfer Station because the weather delayed the Waste Management delivery of a new bin; the situation was handled well by the Transfer Station workers.

17. **Buildings report.** Supervisor Kufahl had nothing to report. Chairman Heidtke reported the furnace located near the boardroom failed during the cold weather and required service. Bintz Heating and Cooling noted the furnace will need to be replaced because it is rusting on the inside.

18. **Noxious Weeds report.** Supervisor Bishop had nothing to report.

19. **Grounds report.** Supervisor Hartwig reported the Town Hall maintenance crew has been doing a great job keeping up with the ice and snow on the walks at the Town Hall.

20. **Chairman’s report.** Chairman Heidtke reported he received a written request from the Town Advocacy Council (associated with the Wisconsin Towns Association) that membership/participation would be appreciated.

21. **Clerk’s report.** Clerk Oliver reported she has spoken with the Department of Workforce Development Unemployment Insurance Division regarding the unemployment billings for the part time Transfer Station employees who have filed for unemployment; disputing claims is more difficult because as a local government the town only pays as claims are awarded. Oliver reported she read the information received
from State Representative Robert Brooks related to the new broadband grant and loan program; the Town would not qualify because “at least 90 percent of the households in the proposed service area must not have sufficient access to broadband service”. Oliver reminded the board members of the WTA District meeting in Juneau on March 1st.

22. **Communications and announcements.** There were no additional communications or announcements.

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

Respectfully submitted, *and Happy Valentine’s Day,*

___________________________
Julia Oliver, Town Clerk

Minutes Approved: ________________

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<th>Next Resolution Number:</th>
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<td>Next Ordinance Number:</td>
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1. **Call meeting to order, Pledge of Allegiance.** The meeting was called to order at 7:04 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 (arrived at 7:06 p.m.) were present. Also present was Deputy Andrew Meier and Town Clerk Julia Oliver.

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

4. **Approval of the minutes.** Motion by Huettl, seconded Kufahl to approve the minutes of the February 14, 2019 Regular Town Board meeting. Motion carried.

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

6. **Washington County Sheriff's Department report – Liaison Deputy Andrew Meier.** Deputy Meier provided an “Incident Summary List” for February 2019. Meier stated that overall they were about as busy as January. Meier reported there are four residents living at the house on CTH NN. Meier summarized the ALICE training that was on the incident list as a school training program on how to respond to an active shooter situation.

7. **Ordinance J-19-001, Adoption of SPS316 – State of Wisconsin Electrical Code.** A draft of the ordinance and the email from the Wisconsin Department of Safety and Professional Services explaining the purpose of the ordinance was emailed to each of the Town Supervisors for review. Motion by Bishop, seconded by Kufahl to adopt Ordinance J-19-001, Adoption of SPS 316, State of Wisconsin Electrical Code. Motion carried without a negative vote.

8. **Resolution J-19-001, Ben Damai, Eagle Scout project – donation to Town of Jackson.** Damai asked to be excused because of a school commitment, no action.

9. **2019 road construction, repairs and maintenance.** Heidtke reminded the board members of the following projects that were used as a basis to construct the 2019 road budget: chip seal the Appellation Ridge subdivision, chip seal Hidden Creek Court, double chip seal Jackson Drive south of Western Avenue (use this as a substitute TRIP project), chip seal Western Avenue from CTH G to Crosswind Trails subdivision, and the town responsibility related to the Bielinski project(s) at the Jackson Drive/Cedar Creek Road intersection. After discussion it was agreed the Town Board would meet at 6:00 p.m. on April 11, 2019 for a driving road review; Ron Eickstedt was asked to attend.

10. **Long range planning for Town Hall building.** Heidtke asked if anyone had new thoughts relative to the remodeling of the town hall building. Kufahl stated he has thought about converting the center section of the building into storage units to generate income. Heidtke stated he has looked at the bar and other than the two posts, the overall square footage is the same as the board room. Heidtke added he would like to make a decision to move forward with the remodeling or not – he doesn’t want to keep postponing it. The board members recessed to tour the building and audience members were invited on the tour. The board
reconvened and shared their comment. It was decided Heidtke will gather pricing for the replacement windows and Clerk Oliver was asked to draft an office space floor plan which should include a bathroom and storage.

11. Washington County Board report. County Supervisor Hartwig and County Supervisor Bishop reported that the March 13th meeting was brief and the items of note included:
   - A donation was made to Interfaith Caregivers from the raffle proceeds at the annual County employee dinner.
   - An endowment fund will be established to provide for the perpetual decorating of veterans graves and memorials for those who served in recent conflicts.
   - Traffic safety analysis plan will be done for all County controlled intersections to track which have more accidents, as well as it will be updated every two years to follow up on the improvement results.
   - Transit services (ride share) will be shared between Ozaukee and Washington County to improve efficiencies.

12. Washington County Comprehensive Plan Advisory Committee report. Supervisor Huettl had nothing new to report. Supervisor Bishop reported a public hearing was held but no one attended, however the committee did receive three written comments which were shared at the hearing.

13. Washington County Bicycle and Pedestrian Advisory Committee report. Supervisor Bishop reported there was nothing new except the committee has heard concerns that there are not enough routes through Hartford.

14. Treasurer’s report – February 2019. The written report provided by Treasurer Eilbes stated the February 2019 account balances are as follows: General Fund Checking $122,895.08; General Fund Money Market $1,103,061.68; Encumbered Funds-Highway Money Market $396,045.67; Encumbered Funds-Building Money Market $377,428.69; Property Tax Checking $248.59; Park and Planning Checking $7,100.38; Cemetery Fund $16,725.94.

15. Highway Department report. Chairman Heidtke summarized the highway department report provided by Eickstedt. Heidtke noted the $11,430 repairs to truck #16.

16. Transfer Station report. Supervisor Huettl had nothing to report.

17. Buildings report. Supervisor Kufahl had nothing to report. Chairman Heidtke reported on the boardroom leak that seems to be coming from along the east foundation.


19. Grounds report. Supervisor Hartwig reported that several local businesses have offered flower donations to the Town for spring planting.

20. Chairman’s report. Chairman Heidtke reported he received a phone call from Tom Lacheik of Arcadis regarding the ground contamination that has occurred in Peshtigo.
21. Clerk’s report. Oliver stated that Lannon Stone has contacted her and would like to eliminate their $50,000 escrow account (related to the non-metallic mining CUP) with a letter of credit; Oliver responded this would need to go through the Park and Planning Commission for a recommendation to the Town Board. Oliver provided a written copy of the 2019 Household Hazardous Waste Collection that will be offered by Washington County. The Jackson Explorers 4-H group held an auction and donated $133.75 of the proceeds to the Town as a thank you for allowing them to meet in the building. The Supervisors were reminded of the opinion letter from Attorney Riffle, the WTA dark stores legislation request for support and the invitation to the April 10th Washington County Highway Department Roadway Transportation Discussion emails that were forwarded to them. Oliver noted that the Town of Farmington clerk has polled the Washington County town clerks about how their respective towns handle waste and recycling; the Farmington Town Board is considering curbside service for all residents.

22. Communications and announcements. April 16th is the Annual Town Meeting; Heidtke asked to be excused from the meeting. May 14th is the Board of Review meeting.

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

Respectfully submitted,

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Julia Oliver, Town Clerk

Minutes Approved: ________________

Next Resolution Number:  J-19-001
Next Ordinance Number:   J-19-002
MINUTES OF THE REGULAR TOWN BOARD MEETING
APRIL 11, 2019

1. Call meeting to order. Pledge of Allegiance. The meeting was called to order at 6:00 p.m. by Chairman Heidtke. The Pledge of Allegiance was recited.

2. Roll call. Chairman Ray Heidtke, Supervisors Joe Kufahl, Paul Huettl, Robert Hartwig and Marcy Bishop were present. Also present was Highway Supervisor Ron Eickstedt and Town Clerk Julia Oliver. Sheriff’s Deputy Andrew Meier and Jackson Fire Chief Aaron Swaney arrived for the business part of the meeting.

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 14, 2019 Regular Town Board meeting. Motion carried.

   Agenda item 8 was heard prior to agenda item 5 in consideration of the participant.

5. Recess for road review. The Town Board will travel by vehicle(s) throughout the town to access the road conditions. At 6:12 p.m. the Town Board and Highway Supervisor Eickstedt left the Town Hall for the road review.

6. Reconvene at the Town Hall in the board room to continue the meeting. The Town Board returned from the road review and reconvened the meeting at 7:04 p.m. Chairman Heidtke confirmed no action had been taken during the road review.

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

8. Resolution J-19-001, Ben Damai, Eagle Scout Project – donation to the Town Jackson. Ben provided a synopsis of his bat house idea development and project execution, noting that the reason for the bat house was as a Boy Scout he has worked on trail clean up at the Town Hall Park and experienced the overwhelming number of mosquitos that reside in the park. Ben explained the bat house has been stained and water proofed, and the post that it is mounted on is weather treated. Motion by Huettl, seconded by Hartwig to adopt Resolution J-19-001, recognizing Ben Damai for his effort and contribution to the Town of Jackson. Motion carried without a negative vote.

9. Part time hiring for Transfer Station. No action; the interested applicant has not returned his paperwork.

10. Certified Survey Map – Richard Deming, 838 Wildwood Lane. Deming appeared and explained he would like to divide his 7 ½ acres in order to sell his current home and then downsize by building a new home on one of the lots. Motion by Huettl, seconded by Hartwig to approve the Certified Survey Map for Richard Deming, 838 Wildwood Lane. Motion carried without a negative vote.

11. Ordinance J-19-002, Ordinance to amend Title X of the Municipal Code. The Town Board verified the updates to the ordinance that were recommended by the Park and Planning Commission addressed their concerns related to number of animals per acre and the addition of roosters to the animal list. Motion by Bishop, seconded by Kufahl to adopt Ordinance J-19-002, and amendment to Title X of the Municipal Code. Motion carried without a negative vote.
12. **Village of Jackson Fire Department – Chief Aaron Swaney.** Chief Swaney reported the fire department has twelve new members who have been completing their training, as well as current members who have attended officer’s school. The new ladder truck should arrive in May and the old ladder truck was sold to the community of Oxford Junction, Iowa. Swaney noted there will be revisions made to the Public Safety Building before moving forward since the Village Board has decided to move the remaining three offices from the current Village Hall into the new building. The old (current) Village Hall will be sold. Swaney also reported that there were almost 900 calls in 2018 which is an increase of about 50 calls compared with 2017.

13. **Washington County Sheriff’s Department report – Liaison Deputy Andrew Meier.** Meier provided an Incident Summary List for the period of 3/1/19 – 3/31/19 and noted there were 159 calls. Meier also stated there are currently four residents at the house on CTH NN.

14. **2019 road maintenance and construction.** After a discussion of the roads reviewed, including the consideration of the funds available for road maintenance and construction: 1. Motion by Bishop, seconded by Huettl to bid out Church Road from Sherman Road to Western Avenue for pulverizing and first course. Motion carried without a negative vote. It was noted this is a TRIP project. 2. Motion by Bishop, seconded by Huettl to bid out Whitetail Trail, Red Fox Lane, and all five streets in the Appellation Ridge subdivision for chip sealing. Motion carried without a negative vote. 3. Motion by Hartwig, seconded by Kufahl to spend $25,000 on crack filling in 2019. Motion carried without a negative vote. 4. Motion by Kufahl, seconded by Bishop to chip seal the Transfer Station parking lot. Motion carried without a negative vote.

15. **Dead end Cedar Creek Road bridge project.** Heidtke reported that Town Engineer Matt Clementi was contacted by the WI Department of Transportation for an update on the progress being made by the Town on the dead end Cedar Creek Road bridge project. Clementi drafted a Request for Qualifications and met with Heidtke and Clerk Oliver to discuss the steps and timeline for the project. The draft document was reviewed and discussed by the Town Board. Motion by Huettl, seconded by Hartwig to move forward with noticing the Request for Qualifications for Design Engineering Services for a bridge replacement project. Motion carried without a negative vote. Heidtke noted that he will be available to respond to requests from interested parties to discuss the project and Clementi will be available to answer technical questions.

16. **Town Hall remodeling project – including Heidtke window pricing.** Heidtke reported he had measured all the dining room, bar and board room windows, and then asked Zuehn Building Products to provide pricing for window replacement. Heidtke discussed the details of the replacements he is recommending and explained there would be no change to the exterior of the building. Motion by Kufahl, seconded by Bishop to replace the eighteen dining room windows for an amount not to exceed $5,000. Motion carried without a negative vote. Motion by Huettl, seconded by Bishop to bid out the labor needed to install the eighteen windows, including any necessary installation materials. Motion carried without a negative vote.

17. **Town Hall parking lot light fixtures.** Clerk Oliver reported only some of the town hall parking lot lights are working. Gillitzer Electric has worked on the fixtures and found that there is a short in two fixtures which will need repair. Tim Gillitzer recommended changing the fixtures to accommodate LED bulbs which would offer a significant operational cost savings. Motion by Huettl, seconded by Kufahl to have the parking lots repaired and add/retrofit the fixtures to accommodate LED bulbs. Motion carried without a negative vote.
18. Washington County Board report. County Supervisors Hartwig and Bishop reported the County Board passed their Comprehensive Plan 2050 (the update), Heritage Trails County Park has been approved for mining, and there was a discussion on changing the County Administrator position to a County Executive position. The County Highway Department held a transportation information meeting on April 3rd and Heidtke, Bishop and Hartwig attended.

19. Washington County Comprehensive Plan Advisory Committee report. Supervisor Huettl had nothing new to report; he feels the committee will be dissolved now that the Washington County Comprehensive Plan update has been approved.

20. Washington County Bicycle and Pedestrian Advisory Committee report. Supervisor Bishop reported there has been a meeting with the WI Department of Transportation and the committee should have a meeting soon to move to the next step.

21. Treasurer’s report – March 2019. The written report provided by Treasurer Eilbes stated the March 2019 account balances are as follows: General Fund Checking $25,713.40; General Fund Money Market $1,073,154.38; Encumbered Funds-Highway Money Market $396,079.31; Encumbered Funds-Building Money Market $377,460.75; Property Tax Checking $248.59; Park and Planning Checking $7,100.44; Cemetery Fund $16,726.65.

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

23. Transfer Station report. Supervisor Huettl had nothing to report.


26. Grounds report. Supervisor Hartwig reported that he noticed the driveway to the pavilion needs gravel added and the playground needs mulch. Hartwig and Oliver will be meeting to review the grounds and put together a project list for 2019; Hartwig would like to invite Heidtke and the town hall maintenance staff to attend the meeting.

27. Chairman’s report. Chairman Heidtke reported he has spoken with Lannon Stone and their banker regarding the request they made at the last Park and Planning Commission meeting to meet the requirement of financial security for reclamation of the quarry from the current cash account to a letter of credit. Heidtke reported he and Oliver met with Engineer Clementi about the bid procedure and timeline for the dead end Cedar Creek Road bridge replacement. Heidtke congratulated Bishop and Huettl on their election.

28. Clerk’s report. Oliver reported that the town had a 49.7% turnout on Election Day. Oliver has received the insurance renewal questionnaire from The Horton Group; the supervisors will need to decide if they want to get quotes from other insurance companies this year. Living Word Lutheran High School will be sending student volunteers to the Town Hall on April 25th to assist with projects.
29. Communications and announcements. April 16\textsuperscript{th} is the Annual Town Meeting; Heidtke asked to be excused from the meeting. May 14\textsuperscript{th} is the Board of Review meeting.

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

31. Adjournment. Motion by Huettl, seconded by Bishop to adjourn. Motion carried and the meeting was adjourned.

Respectfully submitted,

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Julia Oliver, Town Clerk

Minutes Approved: ________________

Next Resolution Number: J-19-002
Next Ordinance Number: J-19-003
1. **Call meeting to order, Pledge of Allegiance.** The meeting was called to order at 7:00 p.m. by Chairman Heidtke. The Pledge of Allegiance was recited.

2. **Roll call.** Chairman Ray Heidtke, Supervisors Joe Kufahl, Paul Huettl, Robert Hartwig and Marcy Bishop were present. Also present was Sheriff’s Deputy Andrew Meier, Zoning Administrator Gordon Hoffmann 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 Bishop to approve the minutes of the April 11, 2019 Regular Town Board meeting. Motion carried.

5. **Resident comment on any agenda item.** Mark Sandison commented on item 9.

6. **Certified Survey Map for Spotted T Farms and Michael Truntz.** Motion by Hartwig, seconded by Huettl to approve the Certified Survey Map for Spotted T Farms and Michael Truntz. Motion carried without a negative vote.

7. **Confirmation of appointments to committees and commissions.** Heidtke stated he would like to appoint David Klug as the Chairman of the Park and Planning Commission, Arlyn Johnson as Vice-Chairman of the Park and Planning Commission, Chad Johnson for the term of May 2019 to April 2022 and Richard Deming for the term of May 2019 to April 2022. Heidtke thanked Randy Vogel for his many years of service as the Park and Planning Commission Chairman, and Lester Steffen for his service as a Park and Planning Commission member. Heidtke stated he would like to appoint Randy Vogel as the Chairman of the Board of Appeals with the term of June 2019 to May 2022 and Nicholas Campbell for the term of June 2019 to May of 2020. Heidtke thanked Richard Roembke for his many years of service as the Board of Appeals Chairman. Heidtke stated he would like to reappoint as members of the Community Development Authority Domenic Foti for the term of February 2019 to January 2023 and Dennis Bell for the term of February 2019 to January 2023. Heidtke stated he would like to reappoint as members of the Joint Village/Town Park and Recreation Group Laurie McGraw for the term of May 2019 to April 2021 and John Bales for the term of May 2019 to April 2021. Motion by Huettl, seconded by Kufahl to approve Chairman Heidtke’s appointments as stated. Motion carried without a negative vote.

   *Agenda item 8 was heard following agenda item 26.*

8. **Legal action – Timothy Lodwick.** Attorney Andringa did not appear. Zoning Administrator Hoffmann stated a Notice of Noncompliance was sent to Timothy Lodwick on March 29, 2019 for the following items: 1. Failure to remove a semi-trailer by January 28, 2019, 2. Failure to raze the existing garage before February 28, 2019, 3. Failure to request an occupancy permit for the newly built garage, 4. An adjustment to the lot grade greater than two feet in height without approval by the Town Engineer, and 5. Not following the zoning in R-1 Single Family Residential District being a single family dwelling with a garage as a use
not as a business. Hoffmann provided photos of the recent grading work completed by Lodwick to correct item 4; Hoffmann thanked Lodwick for his corrective actions and the great job he did on the grading. The remaining items have not been completed. Attorney Andringa has requested authorization to proceed with legal action on behalf of the Town of Jackson. Motion by Bishop, seconded by Huettl authorizing Attorney Timothy Andringa to provide legal representation for the Town of Jackson relative to settling the Lodwick noncompliance, and authorizing associated legal expenses. Motion carried without a negative vote.

9. Road bids for crack filling. Heidtke announced the town received a bid from Fahrner Asphalt Sealers, LLC in the amount of $1.86 per pound. Motion by Hartwig, seconded by Huettl to accept the bid from Fahrner Asphalt Sealers, LLC for the 2019 crack filling. Motion carried without a negative vote.

10. Town Board support of request to detour traffic on CTH T for the annual Kirchhayn parade. Supervisor Kufahl agreed to be onsite for the event and to place the barriers up for the parade duration. Motion by Huettl, seconded by Hartwig to accept town oversite of the road closure for the Kirchhayn parade on July 28, 2019 from noon to 12:45 p.m. Motion carried without a negative vote.

11. In-kind donation project for JAYBA. Oliver reported the mulch project that JAYBA proposed as their in-kind donation for 2019 was completed by the volunteers from Living Word Lutheran High School; JAYBA is asking if the Town Board has any other thoughts for a project. After discussion it was suggested that JAYBA spread the donated stone over the existing walkways by the fields. The Town Board will bring additional suggestions to the next meeting.

12. Response to inquiry from Mike Soto. Heidtke explained Mike Soto has asked about putting the Town Hall remodeling project out for bid; Heidtke would like a formal action by the Town Board. Motion by Kufahl, seconded Huettl to stop renovations on the Town Hall facility per the Continuum Architects + Planners drawings. Motion carried without a negative vote.

13. Gravel drive to pavilion and gravel walkways. Hartwig reported he has spoken with Washington County Highway Commissioner Schmidt and they would be interested in the grading work on the driveway. The price per hour would be $200 if the large grader is used and less if the smaller grader is used; the expected time to complete the project is two hours maximum. Oliver reported Gierach Paving submitted a bid of $600 for the work. Motion by Hartwig, seconded by Bishop to have the Washington County Highway Department grade the driveway to the pavilion after the town highway workers haul in the stone. Motion carried without a negative vote.

14. Repair to Sherman Road Bridge. Heidtke reported he has received a quote in the amount of $2,892.24 from the Washington County Highway Department to repair the bridge. Motion by Bishop, seconded by Hartwig to have Washington County repair the bridge and have Clerk Oliver send a bill to the person responsible for the damage. Motion carried without a negative vote.

15. Town Hall window installation bid. Heidtke provided an estimate from Chuck Luedtke, Genesis Remodeling & Construction, for the installation of the 18 replacement windows for the Town Hall dining room. Motion by Huettl, seconded by Kufahl to hire Chuck Luedtke to install the Town Hall dining room windows per his estimate #288. Motion carried without a negative vote. Heidtke noted he will meet with Chuck to confirm all measurements and then the windows will be ordered from Zuern.
16. **Washington County Sheriff’s Department report – Liaison Deputy Andrew Meier.** Meier provided an *Incident Summary List* for the period of 4/1/19-4/30/19 and noted there were 192 calls. Meier reported a call related to a drone, and also that he was the responding Deputy to the accident on CTH NN in the Town of Jackson. Meier also stated there are currently four residents at the house on CTH NN, but only one resident is a registered sex offender.

17. **Washington County Board report.** County Supervisors Hartwig and Bishop reported the County Child Support Agency was recognized by the State for outstanding achievement. A concern was raised about the invasive species Starry Stonewort at Silver Lake. The property owners are investing $100,000 to remove the Starry Stonewort; the County agreed to spend the equivalent of $30,000 in staff time and equipment use to assist with the removal. County Administrator Josh Schoemann presented his *State of the County* report to the board. Hartwig and Bishop noted there will be an open forum on May 22, 2019 at 6:00 p.m. at the Washington County Fairgrounds to discuss the county administrator (appointed) verses county executive (elected) pros and cons.

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

19. **Washington County Bicycle and Pedestrian Advisory Committee report.** Supervisor Bishop reported the committee had their final meeting on May 6, 2019. Their findings have been passed along to the County Public Works committee for review, and then the findings will move to the County Board for consideration. The committee is now disbanded.

20. **Treasurer’s report – April 2019.** The written report provided by Treasurer Eilbes stated the April 2019 account balances are as follows: General Fund Checking $117,540.37; General Fund Money Market $983,238.89; Encumbered Funds-Highway Money Market $396,111.87; Encumbered Funds-Building Money Market $377,491.78; Property Tax Checking $248.59; Park and Planning Checking $7,100.50; Cemetery Fund $16,727.34.

21. **Highway Department report.** Chairman Heidtke summarized the highway department report provided by Eickstedt. Heidtke noted the salt shed will have room for the prefill amount and then will be full.

22. **Transfer Station report.** Supervisor Huettl had nothing to report but stated the Transfer Station is now open on Thursdays.

23. **Buildings report.** Supervisor Kufahl had nothing to report.

24. **Noxious Weeds report.** Supervisor Bishop had nothing to report.

25. **Grounds report.** Supervisor Hartwig reported that the students from Living Word Lutheran High School did an outstanding job during their April 25th service time at the Town Hall. Bruce and Tom oversaw their efforts and kept the 38 students and supervising adults on task; the group accomplished the mulching project and the facility looks very nice.

26. **Chairman’s report.** Chairman Heidtke reminded the board that the Board of Review meeting is scheduled for May 14th from 6:00 – 8:00 p.m. and a copy of the *2019 Guide for Board of Review Members* has been given to each board member for review prior to the meeting.
27. **Clerk’s report.** Oliver reported that she, Heidtke and Ron Eickstedt attended a Local Emergency Management Directors meeting on April 15, 2019. The implementation question related to the Comprehensive Plan update has been forwarded to Attorney Andringa as requested by Ben McKay of SEWRPC. An employment application for the Transfer Station was received on May 8th. The 2019 Noxious Weed notice has been posted.

28. **Communications and announcements.** Heidtke announced a Special Town Board meeting will be held on May 14, 2019 at 5:50 p.m. to address the employment application. Board of Review on May 9th is from 6:00 – 8:00 p.m. for the two hour requirement.

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

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

Respectfully submitted,

___________________________
Julia Oliver, Town Clerk

Minutes Approved: ________________

Next Resolution Number:   J-19-002
Next Ordinance Number:   J-19-003
MINUTES OF THE SPECIAL TOWN BOARD MEETING  
MAY 14, 2019

1. Call meeting to order, Pledge of Allegiance. The meeting was called to order at 5:50 p.m. by Chairman Heidtke. The Pledge of Allegiance was recited.

2. Roll call. Chairman Ray Heidtke, Supervisors Joe Kufahl, Paul Huettl and Marcy Bishop were present. Also present was Town Clerk Julia Oliver. Supervisor Robert Hartwig was excused.

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

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

5. Consider Transfer Station applicant for employment. Motion by Bishop, seconded by Huettl to hire Gavin Kannenberg as a Transfer Station employee at the standard new hire wage rate per hour. Motion carried without a negative vote.

6. Adjournment. Motion by Huettl, seconded by Bishop to adjourn. Motion carried and the meeting was adjourned.

Respectfully submitted,

Julia Oliver, Town Clerk

Minutes Approved: ____________________

Next Resolution Number: J-19-002
Next Ordinance Number: J-19-003
MINUTES OF THE REGULAR TOWN BOARD MEETING
JUNE 13, 2019

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

2. **Roll call.** Chairman Ray Heidtke, Supervisors Joe Kufahl, Paul Huettl, Robert Hartwig and Marcy Bishop were present. Also present was Sheriff’s Deputy Andrew Meier, Town Engineer Matthew Clementi, Town Highway Supervisor Ron Eickstedt and 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 Bishop, seconded Huettl to approve the minutes of the May 9, 2019 Regular Town Board meeting, the May 14, 2019 Special Town Board meeting and the May 14, 2019 Board of Review meeting. Motion carried.

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

6. **2019-2020 alcohol licensing.** New operator license applicant Benjamin Brekke appeared and introduced himself to the Town Board; the two other new operator licenses applicants did not appear. Motion by Hartwig, seconded by Huettl to approve the alcohol licensing per the presented list, with the exception of new applicants Jacob Jessel and Denise Sue Auler. Motion carried without a negative vote.

7. **Lannon Stone Letter of Credit.** Heidtke explained that Attorney Andringa has reviewed the draft letter of credit proposed by Lannon Stone, as well as the Conditional Use Permit; Andringa noted several concerns and has made recommended changes. After discussion, motion by Huettl, seconded by Kufahl to return the Conditional Use Permit and associated Letter of Credit to the Park and Planning Commission for their review and recommendation. Motion carried without a negative vote.

8. **Road bids for chip sealing.**
9. **Road bids for TRIP project – Church Road.**
10. **Bids for chip sealing the Town Garage parking lot.**

   *Items 8, 9 and 10:*

   Heidtke stated it would be most efficient to open all of the submitted bids in order to discuss the projects and the budgeted funds in total. Heidtke opened bids from Fahrner Asphalt Sealers, LLC who bid on the chip sealing, Scott Construction, Inc. who bid on the chip sealing, Stark Pavement Corporation who bid on the TRIP pulverize and binder course project and Payne & Dolan, Inc. who bid on the TRIP pulverize and binder course project. After discussion, motion by Huettl, seconded by Kufahl to award chip sealing project #1 Whitetail Trail and Red Fox Lane, and #2 Appellation Ridge subdivision (all roads) to Fahrner Asphalt Sealers, LLC at $1.78 per square yard for a total of $53,617.16. Motion carried without a negative vote. Motion by Huettl, seconded by Hartwig to award chip sealing project #3 Town Garage Parking Lot, including the driveway to the recycling center to Scott Construction, Inc. at $2.00 per square yard for a total of $13,000. Motion carried without a negative vote. Motion by Huettl, seconded by Bishop to award TRIP project, Pulverize and Binder Course #1 Church Road from Sherman Road to CTH T at $59.80 per ton for a total of $126,776 plus the additional cost for driveway access, Geiger Court entrance as well as the
acceleration/deceleration area. Motion carried without a negative vote. It was noted the cost of shouldering and striping for this project will be in addition to the pulverizing and binder course. Heidtke reminded the board members that there may be additional prorated town expenses related to the Village of Jackson projects in the area of Cedar Creek Road and Jackson Drive.

11. Dead end Cedar Creek Road Bridge – engineering firm selection. Town engineer Matt Clementi provided a memo to the Town Board which explained the process followed to make a recommendation to the Town Board for the bridge design consultant for the replacement bridge on dead end Cedar Creek Road. Clementi explained the review and evaluation process well as the criteria used on the rating sheet. Clementi recommended MSA as the bridge design consultant based on overall scoring and their experience with similar projects. Motion by Huettl, seconded by Hartwig that the town select MSA as the bridge design consultant for the Cedar Creek Road Bridge. Motion carried without a negative vote. Clementi will let the participants know who the Town Board selected, he will contact WisDOT regarding the MSA selection and he will contact County Highway Commissioner Scott Schmidt to see when the town should submit their request for County bridge aid as part of the project.

12. Establish committee to evaluate road and right of way charges. Heidtke explained that he would like to establish a committee to review the issues that occur in the town right of way such as private resident diseased or dead trees that fall into the right of way, and replacement of culverts in the right of way. Heidtke will lead the committee which will include Paul Huettl, Ron Eickstedt and Gordon Hoffmann.

13. Replacement news print recycling hauler for Champion. Huettl explained that newspaper for recycling has been placed in a trailer owned by Champion Insulation. Champion will pull their trailer out of the Transfer Station on June 30, 2019 because it is no longer cost effective. Huettl met with American Metal & Paper Recycling and they will place a container next to the metal bin at the Transfer Station for newspaper collection. American Metal & Paper will charge the town $300 every time the bin is exchanged. Motion by Huettl, seconded by Kufahl to proceed with American Metal & Paper Recycling for newsprint collection at a cost of $300 each time the collection bin is exchanged and no rental fee. Motion carried without a negative vote.

14. Resolution J-19-002, Update resolution for the Wisconsin Public Employers Group Health Insurance Program. Oliver explained that the Employee Trust Fund has asked all participants to update their resolutions because ETF updated their manual. Motion by Hartwig, seconded by Kufahl to adopt Resolution J-19-002. Motion carried without a negative vote.

15. Pets in Town Hall Park. Oliver reported that the park maintenance men have been experiencing a greater amount of dog waste being left in the park, and they are particularly concerned when it is found in the playground area. Additionally Oliver has received complaints about dogs not being on a leash at the playground or during ball games. Oliver showed the board samples of signage that Lange Enterprises provided which could be posted to remind users of the park the rules related to pets. Motion by Huettl, seconded by Bishop authorizing Oliver to purchase three green pet waste and leash reminder signs from Lange Enterprises for posting in the Town Hall Park. Motion carried without a negative vote.

16. In kind donation for JAYBA. Oliver reported that she told JAYBA that the Town Board suggested they complete the work on the gravel paths that JAYBA had previously stated needed to be graded, as an in-kind donation. JAYBA replied that they are not interested in doing that project. After discussion the Town Board decided to table further discussion about the in-kind donation until after the season.
17. Establish a committee to evaluate charging JAYBA for repairs to pavilion equipment during use, and user fee(s) for field and pavilion use. After discussion, Oliver is directed to have it put on the Parks and Planning Commission agenda for review and recommendation.

18. Approval to order replacement for vandalized playground slide. Oliver reported the replacement slide will cost $450 plus freight and $300 for installation. Motion by Bishop, seconded by Huettl to approve the purchase of the replacement slide. Motion carried without a negative vote.

19. Replacement posting boards. Oliver provided information on new posting boards for the three locations in the Town of Jackson. The condition of the posting boards has been deteriorating and they need to be replaced; the boards have previously been repaired and rebuilt. The replacement price for all three boards is currently be $2,397 because they are on sale. Oliver noted the situation isn’t critical but will need to be addressed. The consensus of the board is to report back where the funds for the replacements would come from since this isn’t a budgeted item.

20. Badger Books purchase for elections. Oliver reported that she would like the town board to consider the purchase of two or three Badger Books for use at the elections. Oliver will attend a training class on the product in August at the Clerk’s annual convention and she will report back with an update. Oliver noted the purchasing window is October 1 – 31, 2019 and the cost would be approximately $2,100 for each machine. Oliver noted that in Washington County the Town of Trenton, Village of Jackson and Village of Slinger are utilizing Badger Books.

21. Washington County Sheriff’s Department report – Liaison Deputy Andrew Meier. Meier provided an Incident Summary List for the period of 5/1/19 thru 5/31/19 and noted there were 161 calls. Meier reported there hasn’t been much going on but a theft of a child’s tricycle was reported on Center Road. Meier also stated there are currently three residents at the house on CTH NN, but only one resident is a registered sex offender.

22. Washington County Board report. County Supervisors Hartwig and Bishop reported on the lengthy discussion and vote (which failed) related to the change to a County Executive from a County Administrator. The ownership of the Old Washington County Court House has been passed to the Washington County Historical Society; currently an endowment fund is being established to provide for continued maintenance. The Bikeway and Trail network proposal passed. Bridge aid for the Town of Kewaskum passed. A solar panel pilot program on land near the County Highway Shop was discussed; the twelve acres will be rented by WE Energies and solar panels will be installed. A new special assessment is being proposed to cover the cost of inspecting the estimated 26,000 POWTS in the County; a public hearing will be announced soon.


24. Treasurer’s report – May 2019. The written report provided by Treasurer Eilbes stated the May 2019 account balances are as follows: General Fund Checking $76,797.62; General Fund Money Market $983,322.40; Encumbered Funds-Highway Money Market $396,145.51; Encumbered Funds-Building Money Market $377,523.84; Property Tax Checking $0; Park and Planning Checking $8,500.57; Cemetery Fund $16,728.05.
25. **Highway Department report.** Chairman Heidtke summarized the highway department report provided by Eickstedt.

26. **Transfer Station report.** Supervisor Huettl had nothing additional to report.

27. **Buildings report.** Supervisor Kufahl had nothing to report. Heidtke stated he is working on the drawings for the expansion of the offices and changes to the board room. Heidtke reported the dining room windows replacement project is on the installer’s schedule. Once Heidtke and the installer meet the windows will be ordered.

28. **Noxious Weeds report.** Supervisor Bishop reported she had a complaint about garlic mustard on a property and has a call into the mortgage company to get permission to cut it down. Bishop noted she attended the Washington County Heroin Task Force breakfast and explained steps being taken to keep younger people away from drugs and alcohol (specifically noted beer gardens), because the damage to a brain is more significant when the person is younger, and also there is a greater chance of addiction.

29. **Grounds report.** Supervisor Hartwig had nothing additional to report.

30. **Chairman’s report.** Chairman Heidtke reported he received a thank you note from the Wille family.

31. **Clerk’s report.** Oliver reported the insurance renewal information from The Horton Group was received and the 2019-2020 increase is only $123 for the year. Gillitzer Electric has been called to work on the dining room outlets because of issues experienced by the quilting groups; also he will be providing a firm proposal on the parking lot lights repair and fixture upgrade. Attorney Andringa will prepare a resolution to discontinue the Town involvement in the Joint Planning Group. The 2019 recycling grant was received in the amount of $7,648.15. Lannon Stone donated 104.15 tons of screenings for the pavilion driveway filling and grading. Mike Soto has notified the State that the town will not be proceeding with the Town Hall remodeling project. The apartment tenant asked permission to add an antenna so he can receive internet; I did give him the okay. The ash tree in front of the Town Hall is showing quite a bit of branch die-off so the maintenance guys will be doing some trimming and Wachtel Tree Science will be called. As an update, Ned Farley has not started the cemetery project yet because he is waiting for approval by the Office of the State Archaeologist.

32. **Communications and announcements.** Huettl asked if future consideration could be given to changing the Thursday evening Transfer Station hours to Wednesday evening. Also he would like the board to reopen withdrawing from the Community Center agreement. Bishop would like to move forward with the cameras for the Transfer Station; Huettl noted it will require professional installation.

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

34. **Adjournment.** Motion by Huettl, seconded by Kufahl to adjourn. Motion carried and the meeting was adjourned.
Respectfully submitted,

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Julia Oliver, Town Clerk

Minutes Approved: ______________

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MINUTES OF THE REGULAR TOWN BOARD MEETING
JULY 11, 2019

1. **Call meeting to order, Pledge of Allegiance.** The meeting was called to order at 7:00 p.m. by Supervisor Hartwig. The Pledge of Allegiance was recited.

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

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

4. **Approval of the minutes.** Motion by Huettl, seconded Kufahl to approve the minutes of the June 13, 2019 Regular Town Board meeting. Motion carried.

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

6. **2019-2020 alcohol licensing.** New operator license applicant Jacob Jessel appeared and introduced himself to the Town Board. Motion by Huettl, seconded by Kufahl to approve the operator license for Jacob Jessel; motion carried without a negative vote. New operator license applicant Denise Sue Auler appeared and introduced herself to the Town Board. Motion by Huettl, seconded by Bishop to approve the operator license for Denise Sue Auler; motion carried without a negative vote. New operator license applicant Mya Moyer did not appear therefore no action was taken.

7. **Washington County Sheriff’s Department report – Liaison Deputy Andrew Meier.** Meier provided an *Incident Summary List* for the period of 6/1/19 thru 6/30/19 and noted there were 132 calls. Meier reported the number of calls was similar to May because there were no school checks. There was one weapons complaint which was investigated. The Village of Jackson, City of West Bend and Sheriff’s Department made a joint application for a grant; one requirement is they must have contact every forty-five minutes. Supervisor Kufahl noted his family has been one of the contacts for a mere four miles over a speed limit. Deputy Meier will provide the remaining dates where the applicant agencies will be fulfilling the contact requirement. One sex offender resides at the CTH NN property.

8. **Washington County Board report.** Supervisor Bishop shared a brochure that explained the end of the sales tax for Miller Park that will occur in March of 2020. Bishop reported the Village of Richfield gave land to Washington County that will be attached to Glacier Park to provide an additional entrance. The resolution to change the County Administrator to a County Executive was brought back but immediately tabled and an ad-hoc committee was formed to further investigate the change; the resolution will be brought back in August. There are two ad-hoc committee meetings scheduled, one on July 22nd and one on August 12th and the public is welcome to attend. A dairy industry discussion was held to educate the County Human Services department on the current farming crisis, with the purpose of providing intervention and support to those who may be affected.
9. **Washington County Comprehensive Plan Advisory Committee report.** Supervisor Huettl had nothing new to report. Supervisor Bishop stated the committee has completed their work and has been dissolved; this item can be removed from the Town agenda.

10. **Treasurer’s report – June 2019.** The written report provided by Treasurer Eilbes stated the June 2019 account balances are as follows: General Fund Checking $69,682.24; General Fund Money Market $893,399.77; Encumbered Funds-Highway Money Market $396,178.07; Encumbered Funds-Building Money Market $377,554.87; Property Tax Checking $0; Park and Planning Checking $8,500.64; Cemetery Fund $16,728.74.

11. **Highway Department report.** Supervisor Hartwig read the highway department report prepared by Chairman Heidtke.

12. **Transfer Station report.** Supervisor Huettl reminded everyone that the new collector, American Metal & Paper Recycling will charge the town if shiny paper is found comingle with the newsprint. Supervisor Bishop asked Huettl to remind the workers to wear the safety vests when working.

13. **Buildings report.** Supervisor Kufahl had nothing to report. Clerk Oliver mentioned the toilets are being repaired to eliminate the recent issue that many of them have with continuous running due to mineral build up.

14. **Noxious Weeds report.** Supervisor Bishop reported she has had several calls. The first call was about weeds growing in the field on the northwest corner of STH 60 and Division Road; the resolution to the complaint was the town mowed down the weeds and will place the cost on the property tax bill as a special assessment. The second call was about Canadian Thistle growing on the mound on the property located on the southeast corner of STH 60 and Division Road; this property is a repeat offender. The property owner and the renter have been notified and Bishop will follow up next week. The third call was regarding a few thistles on a Church Road property; the property owner immediately began cutting down the thistles.

15. **Grounds report.** Supervisor Hartwig noted the maintenance workers are very busy cutting grass.

16. **Chairman’s report.** Chairman Heidtke provided a written report which Supervisor Hartwig read. Heidtke provided a health update and thanked everyone for their prayers. Heidtke asked the Town Board to plan for a special meeting on July 25th or August 1st, whichever worked best for everyone. The consensus was that July 25th would be the preferred date. It was noted that Heidtke may ask to be excused from the August 8th meeting and Kufahl will absent on August 8th.

17. **Clerk’s report.** Oliver reported the town received a public hearing notice from Washington County related to the special assessment to be placed on property tax bills for the tracking and maintenance of the POWTS servicing the property. The assessment is currently estimated to be $11 per year, per system. Oliver reminded the supervisors that the next Greater Jackson Business Alliance meeting will be held on July 17th and they should RSVP directly to Phil Dahlberg if they plan to attend.

18. **Communications and announcements.** Bishop thanked the board members for the sympathy card for her father’s passing.
19. Review of Bills and Authorization for Payment. Motion by Huettl, seconded by Bishop to approve the vouchers as presented. Motion carried.

20. Adjournment. Motion by Huettl, seconded by Kufahl to adjourn. Motion carried and the meeting was adjourned.

Respectfully submitted,

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Julia Oliver, Town Clerk

Minutes Approved: ________________

Next Resolution Number:   J-19-003
Next Ordinance Number:   J-19-003
MINUTES OF THE REGULAR TOWN BOARD MEETING
AUGUST 8, 2019

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

2. **Roll call.** Chairman Ray Heidtke, Supervisors Paul Huettl, Robert Hartwig and Marcy Bishop were present. Also present was Sheriff’s Deputy Andrew Meier, Town Engineer Matt Clementi and Town Clerk Julia Oliver. Supervisor Joe Kufahl was excused.

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 July 11, 2019 Regular Town Board meeting. Motion carried.

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

6. **2019-2020 alcohol licensing.** New operator license applicant Mya Moyer did not appear therefore no action was taken. Motion by Bishop, seconded by Hartwig to allow Moyer one more opportunity to appear. Motion carried without a negative vote. The clerk will remind Moyer she must appear at the September board meeting in order for the Town Board to consider her new operator’s license.

   Chairman Heidtke addressed agenda items in the following order: 9, 10, 7, 8.

7. **Lannon Stone Letter of Credit and associated reclamation plan.** Clerk Oliver explained that as part of Attorney Andringa’s review of the letter of credit he has asked for the engineer to verify the reclamation plan is up to date and the financial guarantee amount for reclamation is accurate. Clementi stated there is a need to update the reclamation cost estimate because it is currently based on the 2014 estimate. Clementi recommends that the reclamation plan be updated to include the drawing (map) as well as a procedure narrative, and the reclamation cost be updated to reflect the updated plan. Hans Dawson of Lannon Stone requested that weather consideration be given to the timeline in the reclamation plan; and he noted that other plans include an onsite visit every other year, a statement of how often the plan needs to be updated as well as a cost escalation factor to be applied periodically to increase the reclamation financial guarantee. Motion by Huettl, seconded by Hartwig directing Clementi to work with Lannon Stone and to review the plan update in a manner as timely as possible in order for the letter of credit to be approved. Motion carried without a negative vote. Oliver asked Hans Dawson when he would be willing to consider her requests for changes to the Conditional Use Permit language, which will need to be renewed at the end of 2019; Dawson stated he would like to work on any changes as soon as possible.

8. **Town portion of the Jackson Drive/Cedar Creek Road Bielinski-Village of Jackson road work.** Heidtke reported on his meeting with Parker Sovey of Payne and Dolan. Sovey stated he has the contract with Bielinski to complete the Village of Jackson portion of the work. Sovey provided an estimate of the square yards that will be needed to complete the Town of Jackson portion. Heidtke noted the town and village portions of the road work will need to be done concurrently to provide the best construction result. Motion by Bishop, seconded by Hartwig to bid out the Town’s portion of the Jackson Drive/Cedar Creek Road project. Motion carried without a negative vote.
9. **Comprehensive Plan 2050 update.** Ben McKay of SEWRPC attended to update the Town Board on the progress and to review the steps for adoption. McKay provided Clerk Oliver with maps that showed the current zoning and land use, as well as the proposed 2050 land use. McKay reviewed suggestions made by Oliver regarding the mapping and the following decisions were made by the town board:
   a. The areas on the map that are going to be attached to the Village of Jackson by 2050 will be colored gray like the rest of the village; and there will be text added to the plan document explaining the mapping of the attached areas.
   b. The Town Garage will remain shown as business rather than institutional.
   c. The Carity property on CTH P that is in the process of being annexed to the Village will have the mapping change occur when the annexation is complete.
   d. The zoning map and land use maps will reflect the change to the R-1 from A-1 for the individual parcels on the north side located immediately west of the CTH G and Western Avenue intersection, and the land north of Sherman Road located immediately west of the Hidden Glen Golf Course.
McKay explained he will appear at the August 28th Park and Planning meeting to present the map updates and the text changes within the document. If approved by then the process for adoption can start, which includes a thirty day notice of a public hearing to be held by the Park and Planning Commission. All oral or written questions heard at the public hearing must be responded to prior to the Park and Planning Commission adopting a resolution recommending Comprehensive Plan 2050 adoption, and the adoption by ordinance of the Comprehensive Plan 2050 by the Town Board. McKay also noted the “Public Participation Plan” resolution will need to be adopted at the September Town Board meeting.

10. **Resolution J-19-003, Resolution Terminating the Town of Jackson’s Participation in the Joint Village of Jackson/Town of Jackson Planning Group.** Motion by Huettl, seconded by Bishop to adopt resolution J-19-003, Resolution Terminating the Town of Jackson’s participation in the Joint Village of Jackson/Town of Jackson Planning Group. Motion carried without a negative vote.

11. **Washington County Sheriff’s Department report – Liaison Deputy Andrew Meier.** Meier provided an Incident Summary List for the period of 7/1/19 thru 7/31/19 and noted there were 177 calls. Meier also provided an Incident Summary List for the period of 7/1/19 thru 7/31/19 for all of Washington County; he noted the 177 Town of Jackson incidents accounted for 4.3% of the entire County. Meier reported on the recently released sex offender that was located at the house on CTH NN and the offender’s removal of the ankle tracking device and fleeing of the area. Heidtke made Meier aware of the calls he has received from residents concerned about the number of accidents occurring at the CTH G and Western Avenue intersection.

12. **Washington County Board report.** Supervisor Hartwig reported the County Board will take up the issue of changing the county form of government to a County Executive, as well as the tax roll fee charge for the county wide POWTS inspection record keeping at the upcoming County Board meeting. Supervisor Bishop reported in July the Town of Farmington assumed jurisdictional oversight for CTH DD and CTH HH.

13. **Treasurer’s report – June 2019.** Heidtke summarized the written report provided by Treasurer Eilbes which stated the July 2019 account balances are as follows: General Fund Checking $35,680.52; General Fund Money Market $893,475.65; Encumbered Funds-Highway Money Market $396,211.72; Encumbered Funds-Building Money Market $377,586.94; Property Tax Checking $0; Park and Planning Checking $8,500.71; Cemetery Fund $16,729.458.
14. **Highway Department report.** Chairman Heidtke summarized the highway department report prepared by Highway Supervisor Ron Eickstedt. Heidtke noted that Payne & Dolan will start the Church Road project in September.

15. **Transfer Station report.** Supervisor Huettl had nothing additional to report.

16. **Buildings report.** Supervisor Kufahl was excused. Heidtke reported the replacement windows for the Town Hall dining room have been ordered.

17. **Noxious Weeds report.** Supervisor Bishop reported she has received several calls. The highway department has knocked down noxious weeds in town right of way once they finished mowing. Bishop has visited one property that has a weed problem and left a note for a second property to contact her.

18. **Grounds report.** Supervisor Hartwig noted the maintenance workers are very busy cutting grass. Clerk Oliver reminded Hartwig she needs the estimate for the trimming and removal of the trees in the Town Hall Park; the trees were identified at a meeting with the park maintenance guys.

19. **Chairman’s report.** Chairman Heidtke reported he has responded to a resident complaint about ditch reseeding by explaining seeding will be done when the weather is cooler.

20. **Clerk’s report.** Oliver reported she has met with the 2020 Census coordinator, she will need registration forms completed for those who wish to attend the WTA fall meeting in Ripon, and/or the WTA annual conference in October at the Kalahari. Oliver will remind Clementi to submit the town request for bridge aid before the end of August.

21. **Communications and announcements.** Heidtke thanked everyone for their well wishes and prayers related to his surgery and recovery.

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

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

Respectfully submitted,

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Julia Oliver, Town Clerk

Minutes Approved: ________________

Next Resolution Number:  J-19-004
Next Ordinance Number:  J-19-003
MINUTES OF THE REGULAR TOWN BOARD MEETING
SEPTEMBER 12, 2019

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

2. **Roll call.** Chairman Ray Heidtke, Supervisors Robert Hartwig and Marcy Bishop were present. Also present was Sheriff’s Deputy Andrew Meier and Town Clerk Julia Oliver. Supervisor Paul Huettl was excused and Supervisor Joe Kufahl was absent.

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 Hartwig to approve the minutes of the August 8, 2019 Regular Town Board meeting. Motion carried.

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

6. **2019-2020 alcohol licensing – Mya Moyer.** Mya Moyer appeared and introduced herself to the Town Board. Motion by Hartwig, seconded by Bishop to approve the new operator’s license for Mya Moyer. Motion carried without a negative vote.

7. **Jackson Fire Department update – Chief Aaron Swaney.** Swaney reported on several items, including:
   - The current flex staffing will advance on October 1st and there will be a paramedic staffing the station most of the time; less paramedic support will be required from neighboring communities. Once the Fire Marshal retires there will be growth to three shifts with 24 hour paramedic coverage for all rescue calls.
   - The ladder truck and all the SEB’s (air packs that are carried on each fireman’s back) are in service.
   - The new building design has been worked out and now the focus is on the finishing details such as furniture, etc. The next step is to bring in the contractors for plumbing and electrical work. The timetable is to bid out the building in December 2019.
   - The new medical control doctor is Dr. Post who is from Ascension.
   - A local activity report was shared noting car accidents are increasing.
Heidtke asked how the fire department costs will be shared due to the multiuse of the new building and the Chief stated everything but the HVAC will have separate billings. The town will not pay for the new building costs, it is a Village owned building; and the contract for fire services should not see much change.

8. **Resolution to “Pursue a Joint Library” – Ashley Reichert, Washington County Clerk.** Ethan Hollenberger appeared for Reichert and explained the purpose of the Town Board passing the resolution. Act 420 was expanded in 2006 to include adjacent counties and the differences in the cost of circulation between counties has been a significant payout for Washington County. The “exploratory” resolution will ask for a study to be done to see if establishing a joint library (the Town of Jackson would be part of the West Bend Joint Library) would result in keeping the library dollars in Washington County. Motion by Bishop, seconded by Hartwig to adopt Resolution J-19-004, Resolution to Pursue a Joint Library. Motion carried without a negative vote.
9. Road bid opening, Town portion of the Jackson Drive/Cedar Creek Road work. Heidtke announced only one bid was received. Heidtke opened the bid from Payne & Dolan, Inc. and after discussion motion by Hartwig, seconded by Bishop to award the Jackson Drive/Cedar Creek Road project to Payne & Dolan in the amount of $56,250. Motion carried without a negative vote.

10. Lannon Stone Letter of Credit. Bobby Elmer from Lannon Stone appeared and informed the Town Board that the two changes (extending the letter of credit one year beyond the end date of the Conditional Use Permit and the amount was changed to $105,000) have been made. Motion by Hartwig, seconded by Bishop to approve the letter of credit that is referred to in the Conditional Use Permit for Lannon Stone Products. Motion carried without a negative vote.

11. Comprehensive Plan 2050 Update. Clerk Oliver reported that McKay and Brien, SEWRPC representatives, attended the August Park and Planning Commission meeting and provided a To-Do list/next steps list for the Comprehensive Plan 2050 update. Oliver noted she has mailed the draft comprehensive plan document to David Klug, Randy Vogel and Chad Johnson who have formed a subcommittee to review the draft in order to make it clearer. Oliver stated that McKay has provided a sample resolution to adopt a public participation plan for amending the comprehensive plan; in turn Oliver drafted Resolution J-19-007, Resolution to Adopt Public Participation Procedure for Amending the Comprehensive Plan for the Town of Jackson. Motion by Bishop, seconded by Hartwig to adopt Resolution J-19-007 as drafted. Motion carried without a negative vote.

12. Resolution to “Create a Central Count Committee for the 2020 Census”. Clerk Oliver reminded the board that she met with a census partnership specialist in August, and that the census is asking for local governments to set up Complete Count committees to get the word out on the local level. Oliver reminded the board that for the last census a complete count committee was formed out of the town board and clerk. Oliver recommended a similar complete count committee for the 2020 Census. Motion by Hartwig, seconded by Bishop to adopt Resolution J-19-005, Resolution Creating a Complete Count Committee for the 2020 Census. Motion carried without a negative vote.

13. Resolution to Petition Washington County Bridge/Culvert Repair Funding for the Cedar Creek Road bridge/box culvert replacement. Clerk Oliver reported that Washington County Highway Commissioner Scott Schmidt told her to request the funds even though the project would not start construction until 2022. Motion by Bishop, seconded by Hartwig to adopt Resolution J-19-006, Resolution to Petition Washington County Bridge/Culvert Repair Funding for the Cedar Creek Road Bridge/Box Culvert Replacement. Motion carried without a negative vote.

14. Purchase of a plot in Immanuel Cemetery by Constance Reilly. Clerk Oliver reported Mrs. Reilly would like to purchase a plot in the Immanuel Cemetery to bury the cremated remains of her husband and herself. Mrs. Reilly’s son and first husband are buried in the cemetery, and her second husband has passed away but donated his body to science so his remains may be returned anytime within the next three years. Motion by Hartwig, seconded by Bishop to approve the purchase of a cemetery plot in Immanuel Cemetery by Constance Reilly. Motion carried without a negative vote.

15. Washington County Sheriff’s Department report – Liaison Deputy Andrew Meier. Meier provided an Incident Summary List for the period of 8/1/19 thru 8/31/19 and noted there were 178 calls. Meier reported the house on CTH NN has two sex offenders and one non-sex offender living onsite; also sex offender Brandon King who was living at the house but who cut off his GPS ankle monitor still remains at large. In
response to questions from the board about the number of accidents occurring at the CTH T/Western Avenue and CTH G intersection, Meier reported there have been eleven accidents in the past six years and there doesn’t seem to be one specific reason for the accidents.

16. Washington County Board report. Supervisor Bishop reported the County Board did pass the change to the form of government and the County Administrator position will become a County Executive position; the County Executive election will occur in April of 2020. Fund raising efforts have succeeded in establishing the perpetual fund for flags on veterans graves in Washington County, and a memorial for more recent wartime veterans will be built in Kewaskum with some of the funds raised. There was lobbying in Madison to establish the Kewaskum 911 memorial as the official “state of Wisconsin 911 memorial”, and the Sheriff recognized canine Gunner and other department members.

17. Treasurer’s report – August 2019. Heidtke summarized the written report provided by Treasurer Eilbes which stated the August 2019 account balances are as follows: General Fund Checking $45,217.35; General Fund Money Market $1,001,171.18; Encumbered Funds-Highway Money Market $396,245.37; Encumbered Funds-Building Money Market $377,619.01; Property Tax Checking $0; Park and Planning Checking $8,500.78; Cemetery Fund $16,730.16.

18. Highway Department report. Chairman Heidtke summarized the highway department report prepared by Highway Supervisor Ron Eickstedt. Heidtke reported an additional funding announcement has been made by the WI DOT and the town may wish to apply with a small project.

19. Transfer Station report. Supervisor Huettl was excused.

20. Buildings report. Supervisor Kufahl was absent. Heidtke reported the replacement windows for the Town Hall dining room have arrived.

21. Noxious Weeds report. Supervisor Bishop reported two new complaint notification letters were mailed and the two complaints she reported on last month have been resolved by the property owner. Supervisor Bishop also provided a recap of the event held on September 7, 2019 by the Cedar Creek Community Connection.

22. Grounds report. Supervisor Hartwig reported he will take the dead trees down later in the year.

23. Chairman’s report. Chairman Heidtke reported he has responded to the residents who are complaining about the chip sealing done this year.

24. Clerk’s report. Oliver reported she has received an estimate from an electronic recycler including the pricing, however the total cost to run the event would be dependent on the number of items received, so it is difficult to know if the event would be too costly. Erich Schmidtk, WI DOA has approved the Charity annexation into the Village of Jackson.

25. Communications and announcements. Heidtke reminded the board about the WTA Fall meeting in Ripon on September 18th, and the WTA Annual Convention being held in October at the Kalahari.

26. Review of Bills and Authorization for Payment. Motion by Bishop, seconded by Hartwig to approve the vouchers as presented. Motion carried.
27. Adjourment. Motion by Hartwig, seconded by Bishop to adjourn. Motion carried and the meeting was adjourned.

Respectfully submitted,

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Julia Oliver, Town Clerk

Minutes Approved: ________________
1. **Call meeting to order, Pledge of Allegiance.** The meeting was called to order at 7:00 p.m. by Chairman Heidtke. The Pledge of Allegiance was recited.

2. **Roll call.** Chairman Ray Heidtke, Supervisors Joe Kufahl, Paul Huettl, Robert Hartwig and Marcy Bishop were present. Also present was Sheriff’s Deputy Andrew Meier and 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 Bishop, seconded Huettl to approve the minutes of the September 12, 2019 Regular Town Board meeting. Motion carried.

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

6. **2019-2020 alcohol licensing – Jenalee Hesselink.** Hesselink appeared and introduced herself to the Town Board. Motion by Huettl, seconded by Kufahl to approve the new operator’s license for Jenalee Hesselink. Motion carried without a negative vote.

7. **WisDOT Multimodal Local Supplement.** The grant program was summarized by Heidtke with Kufahl and Hartwig adding information they received at the recent WTA Washington County Unit meeting. Heidtke noted the amount of funds available to towns will be diluted because of the addition of airports, harbors and trains to the potential applicant pool. Motion by Huettl, seconded by Kufahl that the Town of Jackson make application for the Multimodal Local Supplement funds. After further discussion regarding road projects that would fit the aid parameters, motion by Bishop, seconded by Hartwig to submit an application for road aid for Pleasant Valley Road from CTH G east to Wausaukee Road. Motion carried without a negative vote. Also, motion by Hartwig, seconded by Huettl to submit an application for road aid for Jackson Drive from CTH NN to the Village of Jackson boundary (Cedar Creek Road). Motion carried without a negative vote.

8. **Town Hall office remodeling.** Heidtke moved this agenda item to follow agenda item 13. Heidtke asked if the board members would like to view the area of the building that he is proposing be remodeled for the town hall offices. Discussion followed and included what would need to be done before winter weather set in, as well as if the remodeling should be done at this time because there are repairs and updates needed in the upstairs area of the town hall. After discussion it was the consensus of the town board to put the remodeling/expansion on hold and pursue the update/remodel of the town hall upstairs. Heidtke will consult with a plumber about adding a bathroom near the office entry.

9. **Copier Lease.** Oliver shared the quotes she received from Xerox and Sharp. The Xerox copier lease would be more expense, but the performance of the Xerox equipment has known reliability. Oliver stated that Xerox is willing to assume the remaining three lease payments so that a new machine could be delivered and put into service prior to tax collecting. It was the consensus of the board to wait one more month so that the references can be contacted.

10. **Temporary alcohol license request from Kettle Moraine Lutheran High School for a special event.**
Oliver reported that Jody Hansen from Kettle Moraine Lutheran High School has submitted an application for a temporary alcohol license for a special event. Oliver reported she has contacted the Wisconsin Department of Revenue for assistance because a school is not eligible for a temporary license. Hansen has sent in the school constitution, and claims they are eligible as a church. Oliver could not find support for the claim in the document. After discussion, motion by Bishop, seconded by Hartwig to deny a temporary beer and temporary wine license for the special event being held by Kettle Moraine Lutheran High School, and encouraging KMLHS to reapply if it can meet the guidelines. Motion carried without a negative vote.

11. **2020 Fee Schedule.** After review, motion by Huettl, seconded by Bishop to adopt the 2020 Fee Schedule as presented. Motion carried without a negative vote.

12. **Budget Workshop.** Oliver provided drafts of the Transfer Station Permit application, the Dog License application and the tax instruction letter. Motion by Huettl, seconded by Kufahl to set May 1, 2020 to September 30, 2020 as the additional Thursday night hours for the transfer station. Motion carried without a negative vote. The Town Board discussed the brush, grass and tree trimming buildup at the transfer station and Kufahl suggested that a pile for these items be started and then once or twice a summer the pile be safely burned with the Fire Department notified. The consensus of the Town Board was this idea will be tried, direction will be given to Ron Eickstedt and let the notice be spread by the residents.

13. **Washington County Sheriff’s Department report – Liaison Deputy Andrew Meier.** Meier provided an Incident Summary List for the period of 9/1/19 thru 9/30/19 and noted there were 153 calls. Meier provided call data for the same September period for neighboring communities and the data supported the fact that the 41/45 highway corridor causes an increase in calls to the Sheriff’s Department. Meier reported a patrol deputy found five people living at the house on CTH NN; the Department of Corrections was contacted and they apologized for the error.

14. **Washington County Board report.** Supervisor Bishop reported the County Board approved the employee compensation plan which is merit based on a sliding scale, the POWTS fee for county residents with onsite private systems failed when the vote was taken, a presentation on the update to the aquatic invasive species plan was made, a need for foster families/homes was heard, recodification of the county code has been completed by General Code, and the grant application for adult drug court has been approved. Hartwig reported on County Resolution 39 which set the salary for the newly elected (in April 2020) County Executive.

15. **Treasurer’s report – September 2019.** Heidtke summarized the written report provided by Treasurer Eilbes which stated the September 2019 account balances are as follows: General Fund Checking $29,505.17; General Fund Money Market $911,248.79; Encumbered Funds-Highway Money Market $396,277.94; Encumbered Funds-Building Money Market $377,650.05; Property Tax Checking $0; Park and Planning Checking $8,500.85; Cemetery Fund $16,730.85.

16. **Highway Department report.** Chairman Heidtke summarized the highway department report prepared by Highway Supervisor Ron Eickstedt. Heidtke reported that a meeting was held at the Town Hall with the MSA engineer, Town Engineer Matt Clementi, Clerk Oliver and himself to review information related to the preparation of the construction/bid document for the dead end Cedar Creek Road bridge project.

17. **Transfer Station report.** Supervisor Huettl had nothing additional to report.
18. Buildings report. Supervisor Kufahl had nothing additional to report. Heidtke reported the replacement windows for the Town Hall dining room have been installed.


20. Grounds report. Supervisor Hartwig had nothing additional to report.

21. Chairman’s report. Chairman Heidtke reported he attended a meeting at the City of West Bend regarding the allocation of a portion of sales tax dollars at the county level to the local municipality level for road use.

22. Clerk’s report. Oliver reminded the board of the emails forwarded from Attorney Riffle related to telecommunications facilities, the email from Attorney Andringa related to the Lodwick zoning situation, the numerous complaints from the Appellation Ridge residents about the chip sealing in the subdivision, the appearance of resident Greg Winn at the park and Planning Commission meeting to notify them of his intent to grow hemp, the email forwarded from Fire Chief Swaney, and the continued work to draft a JAYBA multiyear use agreement.


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

25. Adjournment. Motion by Huettl, seconded by Kufahl to adjourn. Motion carried and the meeting was adjourned.

Respectfully submitted,

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Julia Oliver, Town Clerk

Minutes Approved: ________________

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Next Resolution Number:  J-19-008
Next Ordinance Number:  J-19-003
1. **Call meeting to order, Pledge of Allegiance.** The meeting was called to order at 7:00 p.m. by Chairman Heidtke. The Pledge of Allegiance was recited.

2. **Roll call.** Chairman Ray Heidtke, Supervisors Joe Kufahl, Paul Huettl, Robert Hartwig (arrived at 7:57 p.m.) and Marcy Bishop were present. Also present was Town Clerk Julia Oliver. Sheriff’s Deputy Andrew Meier was excused.

3. **Approval of the agenda.** Motion by Huettl, 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 October 10, 2019 Regular Town Board meeting. Motion carried.

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

6. **Certified Survey Map – Patricia Seidensticker.** Heidtke confirmed the certified survey map was reviewed by the Park and Planning Commission and they have recommended approval. Motion by Huettl, seconded by Kufahl to approve the Certified Survey Map for Patricia Seidensticker subject to the payment of applicable fees. Motion carried without a negative vote.

7. **Certified Survey Map – Robin Olson.** Olson appeared and briefly explained her request. Heidtke confirmed the certified survey map was reviewed by the Park and Planning Commission and they have recommended approval. Olson has received approval for the CSM from the Village of Jackson and all applicable fees have been paid. Motion by Huettl, seconded by Bishop to approve the Certified Survey Map for Robin Olson. Motion carried without a negative vote.

8. **Town of Jackson Treasurer reappointment.** Oliver stated the Treasurer term of office is due for reappointment. Heidtke and Huettl spoke positively of the efforts put forth by Treasurer Eilbes. Motion by Huettl, seconded by Bishop to reappoint Paul Eilbes as the Town Treasurer for the three year term of November 10, 2019 to November 9, 2022. Motion carried without a negative vote.

9. **Town Hall well repairs.** Heidtke explained the town hall well pump “went bad”. The entire facility was without water so Groth Water Wells and Gillitzer Electric were called to determine the problem. Heidtke authorized Groth to install a 1.5 horse power pump; though smaller than the existing 3 horse power pump Groth has stated it is sufficient for the facility. It was also determined the electric line from the building to the pump is bad. A temporary line was run above ground in order to restore water service. Gillitzer Electric is working on completing the electrical project. Motion by Kufahl, seconded by Huettl to approve the emergency action taken by Heidtke, and authorize the replacement of the well pump and electrical work as required. Motion carried without a negative vote.

10. **Town Hall furnace replacement.** Heidtke explained the town hall furnace ceased working. Heidtke called in Jackson Hardware to ascertain if the unit could be repaired or if replacement was the best option. It was decided that the furnace had served well over the life expectancy and so a new, slightly larger furnace was
installed by Jackson Hardware. Motion by Huettl, seconded by Bishop to approve the emergency action taken by Heidtke, and the installation of a new furnace in the board room. Motion carried without a negative vote.

11. Copier Lease. Oliver reported she requested references from the two vendors. Oliver contacted West Bend Parks and Planning Department who was listed as a reference by Sharp. Oliver relayed the conversation to the town board and also explained that Xerox would pay the cost of returning the current leased copier, as well as the balance of the town contract so the delivery of the new machine occurs before tax collecting time. After discussion, motion by Huettl, seconded by Bishop to enter into a new five year lease for copier rental with Xerox. Motion carried without a negative vote.

12. Budget Workshop. Clerk Oliver stepped the town board through her budget building process which begins with proposed wage rates, which are extended by budgeted hours to develop labor dollars. Oliver then builds the full town budget based upon information gathered and historical data. Oliver presented her proposed 2020 budget to the town board and highlighted differences from prior years that were significant or new. Fire Chief Swaney was in attendance and he provided information about the fire services contract expense. After discussion, motion by Kufahl, seconded by Bishop to approve the special assessment listing for placement on the 2019 tax roll. Motion carried without a negative vote. Motion by Huettl, seconded by Kufahl to notice the public hearing for the budget and special meeting of the electors to set the 2019 town levy for Wednesday, December 4, 2019 at 6:15 p.m. to be held at the town hall. Motion carried without a negative vote. Motion by Heidtke, seconded by Bishop to approve the 2020 Fire Contract with the Village of Jackson for a total amount of $247,762. Motion carried without a negative vote. Motion by Huettl, seconded by Hartwig to approve the wage rates for 2020 as proposed, including an increase of $1.00 per hour for plow drivers, $.50 per hour for transfer station employees, $.50 per hour for poll workers and 2.25% for all other workers. Motion carried without a negative vote.

13. Washington County Sheriff’s Department report – Liaison Deputy Andrew Meier. Meier was excused – no report. Fire Chief Swaney was in attendance so Heidtke asked if he had comments. Swaney reported the Jackson Fire Department has been approved by the state to run a paramedic service and has already logged four calls. Oliver asked Swaney if the fire department could assist the town by providing training on safety related to the hazardous waste materials the workers are exposed to at the transfer station; Swaney said yes. Also, Oliver asked if Swaney could assist the town with finding a grant or other source for funding to acquire a portable AED (defibrillator); Swaney said yes.

14. Washington County Board report. Supervisor Bishop reported at their recent meeting the County Board extended congratulations to a 42 year employee of the Samaritan Home on her retirement, the 2020 amended budget was passed, they received approval for an aquatic species control grant and approved a tax deed sale. Bishop announced the County Board meeting that was scheduled for the same night and time as all Annual Town Meetings in April of 2020 will be changed; the county meeting will be held at 7:30 a.m. instead of in the evening. Hartwig announced that Highway Commissioner Schmidt, and County Supervisors Bishop, Bulawa and he will attend winter road school January 13th thru 15th, 2020.

15. Treasurer’s report – October 2019. Heidtke noted the written report provided by Treasurer Eilbes was distributed and stated the October 2019 account balances are as follows: General Fund Checking $10,489.94; General Fund Money Market $911,326.19; Encumbered Funds-Highway Money Market $396,311.60; Encumbered Funds-Building Money Market $377,682.13; Property Tax Checking $0; Park and Planning Checking $8,500.92; Cemetery Fund $16,731.56.
16. **Highway Department report.** Chairman Heidtke summarized the highway department report prepared by Highway Supervisor Ron Eickstedt. Heidtke reported that he will attend a TRIP meeting for the 2020-2021 cycle and that the Town of Jackson will be able to apply for a share of funds equal to $16,222. Heidtke noted the binder course has been completed on Cedar Creek Road from the railroad tracks to Jackson Drive.

17. **Transfer Station report.** Supervisor Huettl had nothing additional to report.

18. **Buildings report.** Supervisor Kufahl had nothing additional to report.

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

20. **Grounds report.** Supervisor Hartwig had nothing additional to report.

21. **Chairman’s report.** Chairman Heidtke reported he has been invited to attend an emergency management *Cyber Security* meeting in January 2020.

22. **Clerk’s report.** Oliver reported that candidate packets were given to incumbents Hartwig and Kufahl but that they could not start getting signatures until December 1, 2019. Oliver reminded the supervisors of the emails she has forwarded to them related to the Kettle Moraine Lutheran High School temporary alcohol application and the county librarian memo. Oliver provided a copy of the *Final Case Closure with Continuing Obligations* document that was received from the DNR related to the well and ground monitoring at the Town Garage. Oliver shared an email from the county librarians asking for assistance by mailing out a survey with the town tax bill mailing; the town board consensus was for it to be allowed if the library provide the inset folded for envelope stuffing and paid any additional costs related to mailing.

23. **Communications and announcements.** Nothing additional.

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

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

Respectfully submitted,

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Julia Oliver, Town Clerk

Minutes Approved: _______________

Next Resolution Number:   J-19-008
Next Ordinance Number:   J-19-003
I. Special Town Board Meeting/Public Hearing:

A. Call Meeting to Order and Pledge of Allegiance. The meeting was called to order at 6:15 p.m. by Chairman Heidtke and the Pledge of Allegiance was recited.

B. Roll Call – Chairman Ray Heidtke, Supervisors Joe Kufahl, Robert Hartwig (arrived at 6:24 p.m.) and Marcy Bishop were present. Also present was Town Clerk Julia Oliver. Supervisor Paul Huettl was excused.

C. Confirm with Clerk that the meeting was noticed properly. Clerk Oliver read the meeting notice into the record and confirmed the required fifteen day notice was given by posting on the Town website and at the three posting locations in the Town of Jackson on November 19, 2019.

D. Public Hearing on the Proposed 2020 Town Budget. Chairman Heidtke presented an overview of the 2020 town budget. It was noted the 2019 mill rate will be $1.87 per thousand, unchanged from the 2018 mill rate of $1.87 per thousand, of assessed value.

E. Public Comments. There were no comments.

F. Adjournment. Motion by Bishop, seconded by Hartwig to adjourn the Special Town Board meeting/Public Hearing. Motion carried.

II. Special Town Meeting of the Electors:

A. Call to order the Special Town meeting of the Electors and read the meeting notice into the record. Town Chairman Heidtke called the meeting to order and read the meeting notice into the record; Notice is hereby given that on Wednesday, December 4, 2019 immediately following the completion of the Public Hearing on the Proposed 2020 Budget which begins at 6:15 p.m. at the Town Hall in the Town of Jackson, Washington County, a Special Town Meeting of the Electors, called pursuant to 60.12 (1) (c) of the Wisconsin Statutes will be held for the following purposes:

1. To approve the Total 2020 Highway Expenditures pursuant to 82.03(2) (a) of the Wisconsin Statutes in the amount of $584,153.

2. To adopt the 2019 Town Tax Levy to be paid in 2020 pursuant to 60.10(1) (a) of the Wisconsin Statutes in the amount of $926,831.

B. Approval of 2020 Highway Expenditures. Motion by Robert Hartwig, seconded by Joe Kufahl to approve the 2020 Highway Expenditures in the amount of $584,153. Motion carried without a negative vote.
C. **Adoption of the 2019 Town Tax Levy.** Motion by Marcy Bishop, seconded by Joe Kufahl to adopt the 2019 Town tax levy in the amount of $926,831. Motion carried without a negative vote.

D. **Adjournment.** Motion by Robert Hartwig, seconded by Marcy Bishop to adjourn. Motion carried.

Respectfully submitted,

_________________________________  Minutes approved: _________________________  
Julia Oliver, Town Clerk

Next Resolution Number:   J-19-008  
Next Ordinance Number:   J-19-003
MINUTES OF THE REGULAR TOWN BOARD MEETING
DECEMBER 12, 2019

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

2. **Roll call.** Chairman Ray Heidtke, Supervisors Joe Kufahl, Paul Huettl, Robert Hartwig and Marcy Bishop were present. Also present was Sheriff’s Deputy Andrew Meier and 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 Bishop, seconded Hartwig to approve the minutes of the November 14, 2019 Regular Town Board meeting and the December 4, 2019 Special Town Board meeting/Public Hearing and the Special Town Meeting of the Electors. Motion carried.

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

6. **Investigate boardroom windows replacement.** Heidtke stated he would like to keep the momentum going on the updates to the Town Hall, and the boardroom windows are next on the list. Heidtke recommends replacing the large span of windows on the west and east walls with two-wide double hung windows, a set of two on each side. Heidtke noted there isn’t any need for the large glass windows which are very expensive, and he estimates the new windows will be between $800-$1200 for each set, and about the same per each for installation. Motion by Huettl, seconded by Bishop to authorize the expenditure of an amount not to exceed $5,000 for the replacement of the boardroom windows with two-wide double hung windows, as well as the exterior siding to match existing. Motion carried without a negative vote.

7. **Insulate/seal south wall of boardroom.** Heidtke stated that he would like for the south wall of the boardroom to be better insulated for efficiency. Heidtke is recommending one inch foil insulation board which will provide a R6 value and will allow the joints to be taped. Heidtke stated if the town purchases the insulation board then his company will donate the labor. Motion by Bishop, seconded by Huettl authorizing the expenditure needed to purchase the foil board to insulate the south wall of the boardroom. Motion carried without a negative vote.

8. **Approval of 2020 budget.** Heidtke reminded all in attendance of the budget review that was held on December 4, 2019 at the public hearing, and also that the tax rate will remain the same as the 2018 rate of $1.87 per thousand of assessed value. Motion by Hartwig, seconded by Bishop to approve the 2020 budget. Motion carried without a negative vote.

9. **Appoint Poll Workers for the 2020-2021 term.** Heidtke read the list of poll worker names submitted by the Republican and Democratic parties. In addition, Oliver had one unaffiliated name, and six new people whose affiliation is unknown. Motion by Huettl, seconded by Hartwig to approve the following individuals as poll workers for the 2020-2021 term: Mary Krumbiegel, Louise Porth, Dorothy Wolff, Sharon Weis, Eunice Heckendorf, Russell Hanson, Diane Kowalske, Jackie Tews, Carol Butler, Carla Schmidt, Lyle Schmidt, John Bales, Rebecca Moselle, Robert Traska, Lois Traska, Evelyn Rike, Eunice Washburn, Mary Rofritz and Jean Herrian. Motion carried without a negative vote.
10. Washington County Sheriff's Department report – Liaison Deputy Andrew Meier. Meier provided written *Incident Summary Lists* for the period of 10/1/2019-10/31/2019 and 11/1/2019-11/30/2019. Meier noted there was only a nine incident difference between the two months, which unfortunately appears to be an increase in deer accidents. In response to a question from the board, Meier explained “Alice” training is the active shooter response training and noted the Sheriff’s department now has a full time officer dedicated to the issue.

11. Washington County Board report. Supervisors Hartwig and Bishop reported on the recent meeting: accommodations were awarded to ten officers and retirement recognition was given to Linda Doro, Chief Deputy Clerk. The County Board approved the Town of Jackson bridge aid request. The Village of Kewaskum is going to use the Washington County IT Department for computer support rather than an outside vendor and both are working on a *memorandum of understanding* to proceed. The County Board approved the upgrade of the Sheriff’s radio system and starting in 2023 the annual amount that has been provided to EDWC will be placed in a “radio fund”. The voting system in the County Boardroom has been upgraded. Hartwig announced that Highway Commissioner Schmidt, and County Supervisors Bishop, Bulawa and Hartwig will attend winter road school January 13 thru 15, 2020.

12. Treasurer’s report – November 2019. Heidtke noted the written report provided by Treasurer Eilbes was distributed and stated the November 2019 account balances are as follows: General Fund Checking $83,866.14; General Fund Money Market $802,593.35; Encumbered Funds-Highway Money Market $396,344.17; Encumbered Funds-Building Money Market $377,713.17; Property Tax Checking $0; Park and Planning Checking $8,500.99; Cemetery Fund $16,732.26.

13. Highway Department report. Chairman Heidtke reported the highway crew has been working on ditches and mowing down right of ways as farmers are able to get their crops off.

14. Transfer Station report. Supervisor Huettl had nothing additional to report. Heidtke reported he happened to be at the Transfer Station the Saturday before last when the cardboard baler broke. Heidtke ended up working at the Transfer Station for several hours to help out.


16. Chairman’s report. Chairman Heidtke reported the town received a thank you note from the Jackson Historical Society and from JAYBA. Heidtke summarized the letter from the WI DNR that was sent to West Shore Pipeline approving their revised sample reduction request and shut down plan. Heidtke reported he attended meetings at Washington County related to the next cycle of LRIP funding and the town will be submitting for Church Road from CTH T to Spring Valley Road.

17. Clerk’s report. Oliver reported that recent legislation makes it possible for a local government to adopt a biennial budget. Oliver commented on a phone call from Spectrum about assisting them secure a broadband grant for the Strawberry Glen subdivision area.


19. Review of Bills and Authorization for Payment. Motion by Bishop, seconded by Huettl to approve the vouchers as presented. Motion carried.
20. Adjournment. Motion by Huettl, seconded by Kufahl to adjourn. Motion carried and the meeting was adjourned.

Respectfully submitted,

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Julia Oliver, Town Clerk

Minutes Approved: ________________

Next Resolution Number: J-19-008
Next Ordinance Number: J-19-003