TOWN OF JEFFERSON
REGULAR MEETING OF THE TOWN BOARD
Monday, November 6, 2023 at 6:00 p.m.
Town of Jefferson Meeting Hall, St. Coletta Cabin
434 County Road Y, Jefferson, WI 53549

Meeting Minutes

BOARD MEMBERS PRESENT: Chair Michael Hollinger, Supervisors Tracie Stammer, Deb Kind, Curtis Backlund; Clerk Tina Barnes and Treasurer Alice Fischer.

OTHERS PRESENT: Ron Bennett-Northwest Services, Town Resident- Steve Habeck, Helenville Fire Chief-Ray Madison, Zoning Request-Adriane Stuebs, Richard & Marlene Schroedl

1. **CALL TO ORDER**
   Chair Hollinger called the meeting to order at 6:00 pm.

2. **ROLL CALL/ ESTABLISH QUORUM**
   Chair Hollinger confirmed three Supervisors and Chair were present; quorum established.

3. **PLEDGE OF ALLEGIANCE**

4. **CERTIFICATION OF COMPLIANCE WITH THE OPEN MEETINGS LAW**
   Chair Hollinger confirmed that we are in compliance. The agenda was posted 10-31-2023.

5. **APPROVE THE NOVEMBER 6, 2023 TOWN BOARD MEETING AGENDA**
   Supervisor Backlund moved to approve the November 6, 2023 Town Board meeting agenda. Supervisor Stammer seconded the motion; carried on voice vote.

6. **APPROVE THE OCTOBER 2, 2023 REGULAR BOARD MEETING MINUTES**
   Supervisor Backlund moved to approve the Regular Board meeting minutes from October 2, 2023. Supervisor Kind seconded the motion; carried on voice vote.

7. **PUBLIC COMMENT**
   None

8. **COMMUNICATIONS**
   Supervisor Backlund gave an update on how the County is progressing on installing fiber optics. He said he has asked about the portions of the Town of Jefferson not having access to the new lines being installed. He was given no answers. Supervisor Backlund said the County has applied for 2 more Broadband grants.

   Chair Hollinger said he has submitted the WISLR information.

   Clerk Report
   - Misc Election items
   - Entitlement Worksheet Completed & Submitted 10-2-23
   - Storm Damage Info-Grant App.
   - 2023 Levy & Tax Info
   - 2024 Fee Schedule
   - Supervisors 2 & 4 are up for re-election in April

   Correspondences/Reminders:

   - Please check the Town's website; any ideas are welcome
   - Letter from Charter- No Install Information

- Attorney Larson Communications
- Town Web Emails-migrating emails to Google Nov. 15th

9. DISCUSS/ACTION VACANT SUPERVISOR 2 BOARD MEMBER POSITION

Chair Hollinger appointed Steve Habeck to complete the term for Town of Jefferson Board Supervisor 2.

10. DISCUSS TREASURER'S REPORT

Treasurer Fischer reported on the following items:

- The updated available money for Road Work Report
- Fire calls

Treasurer Fischer said she has a bill for a skydiving accident. The skydiver landed near a road and a passerby called 911. The skydiver claimed he waved that he was OK and didn't want any help. Treasurer Fischer has tried billing the skydiver and the Skydiving School for the cost of the emergency call. Both parties are refusing to pay since the skydiver is saying he didn't want any help. Supervisor Stammer moved to approve Treasurer Fischer sending the information to Attorney Larson for his review. Motion was seconded by Supervisor Backlund. Motion carried by roll call vote; 5 yes

11. REVIEW AND APPROVE VOUCHERS

Treasurer Fischer read the vouchers totaling $262,750.82 . Supervisor Backlund moved to approve the payment of the vouchers in the amount of $262,750.82. Motion was seconded by Supervisor Kind. Motion carried by roll call vote; 5 yes.

12. UPDATE ON TOWN ROAD MAINTENANCE, AND IMPROVEMENT PROJECT- DISCUSS/APPROVE ROAD WORK

- Updates and Possible Action on Road Work & Maintenance-Ron Bennett NW Services

Ron Bennett, NW Services, said they are working on the pot hole patching and brushing around signs and guardrails. Ron said they are working on logs and rocks that have rolled down hill on Paradise Rd. Ron said the patching and shouldering has been completed on Business 26.

- 2023 Road Projects- N & S Schopen Rd

Chair Hollinger said the work on N Schopen & S Schopen roads has been completed.

- 7-28-23 Storm Damage Cleanup Report-WI Disaster Grant

Clerk Barnes said she spent many hours completing the grant requirements. She is very thankful for NW Services and other Jefferson Co. Town Clerks willingness to work together to make sure the information was correct. Clerk Barnes thanked Casey, NW Services, for her help in matching pictures with invoices. Clerk Barnes also thanked Marissa, Town of Cold Spring Supervisor, for helping transfer information from Google to a file to be used for submitting information for the grant. Many hours were spent collecting and organizing information to be sent for the grant application. Clerk Barnes successfully completed the grant application requirements on 10-20-23. Clerk Barnes received an email on 10-25-23 from Kelsey Brown, WI DMA, saying all information has been received. There are currently no funds available to distribute for this disaster. Additional funding is being asked for by the DMA. There is no guarantee if or when the money will be made available.

- Will Road Work-TRID Application 2025

Chair Hollinger said he has completed the TRID Application for Will Road. We are working with the Town of Hebron and the Town of Koshkonong since Will Road is in all 3 Towns. Chair Hollinger said the TRID fund is a 50-50 match. We have a good chance with this application since we are working with other Towns.

- Helenville Drainage Ditches & Culverts by Fire Depart.-Resident Agreement, NW Services Estimate

Supervisor Backlund said he talked with someone at the Jefferson Co. Drainage District about the property. He was told the property can be put into the Co. Drainage District. It is up to the property owners, the Town and the Helenville Fire Department. Supervisor Stammer will talk with property owner Al Last about completing the cleanup work.

- Helenville Retaining Wall Updates- WI DOT Meeting

Clerk Barnes and Supervisor Stammer attended a Teams Meeting with the WI DOT on 10-18-23. The retaining wall in Helenville is failing and the WI DOT is planning on fixing the wall. The WI DOT will hold a public meeting on 11-14-23 at 5:30 pm to update the residents on the plan for fixing the retaining wall.

- Pot Hole/Culvert Failing Paradise Rd

Ron Bennett said they have completed the road work on Paradise Rd.

- Dead Tree W6330 Kiesling Rd

Clerk Barnes was contacted by the resident at W6330 Kiesling Rd about a large dead tree next to their driveway. She contacted Ron Bennett, NW Services, and asked him to take a look at the tree. Ron Bennett explained the tree is very tall and his workers cannot take care of it until the top part is taken down first. Ron said they work with a company that will top the tree first with a high lift and then they will finish cutting the tree down. He said the tree should be taken care of because it could fall on the house. Ron said they have had to clean up branches that have broken off in the past on this tree. Supervisor Backlund moved to approve NW Services removing the dead tree at W6330 Kiesling Rd, hiring a company with a high lift and then finish cutting down the tree themselves. Motion was seconded by Supervisor Kind. Motion carried by roll call vote; 5 yes.

- Discuss Replacing Road Signs 2024

Chair Hollinger said there are several road signs that need to be replaced. Supervisor Backlund had started a list of signs pre-COVID but hasn't had time to finish driving the Town roads to complete the list. The signs can be replaced gradually over the years starting in 2024.

13. PLAN COMMISSION REPORT/ZONING REQUEST:

- Discuss/Action Zoning Requests and other Plan Commission items

Chair Hollinger said there were two zoning requests at the Plan Commission meeting. The request for Chris Sukow was tabled until more information could be provided. The request for Richard & Marlene Schroedl was approved.

- Richard & Marlene Schroedl Trust for a rezoning from A-1 to A-3 to create a 4.522-acre farm consolidation lot at W6232 US Hwy 18 from parcel 014-0614-0443-000

Adriane Stuebs, Realtor, Richard & Marlene Schroedl were present to answer questions. Supervisor Stammer moved to approve the zoning request by Richard & Marlene Schroedl Trust for a rezoning from A-1 to A-3 to create a 4.522-acre farm consolidation lot at W6232 US Hwy 18 from parcel 014-0614-0443-000. Supervisor Backlund seconded the motion; carried on voice vote.

14. DISCUSS/ACTION ON THE 2024 CONTRACTS/AGREEMENTS/BUDGETS FOR:

a. Northwest Services Snow Plowing & Road Maintenance-Brushing, Mowing, Pot Hole Patching, Tree Trimming etc.

Ron Bennett, NW Services, said he doesn't have a contract ready yet. He will have a contract ready for the December Town Board meeting.

b. Humane Society of Jefferson County-Tom DeLadurantey Executive Director

Tom DeLadurantey introduced himself as the new Executive Director for the Humane Society of Jefferson County. He provided the 2024 contract rates. Supervisor Backlund moved to approve the 2024 contract rates for the Humane Society of Jefferson County; $2.62 per resident, total will be paid in January 2024 for a 1.5% discount, $5,280.82. Motion was seconded by Supervisor Kind. Motion carried by roll call vote; 5 yes.

c. Jefferson Fire & EMS

Clerk Barnes provided the 2024 Budget numbers provided by Chief Wegner, Jefferson Fire Department. Chair Hollinger said there has been no meeting with all the Towns scheduled yet. The Board Members agreed to wait until December to further discuss the 2024 Budget numbers anticipating a Towns meeting will be scheduled.

d. Helenville Fire District Budget

The total 2024 budget is $93,195.00. The Town of Jefferson's portion is 63.9%, $59,551.61. Supervisor Kind asked many questions since the 2024 Helenville Fire District Budget is more than the reported 2024 Jefferson Fire Department budget. Supervisor Backlund moved to approve the 2024 Helenville Fire District Budget of $93,195.00; Town of Jefferson's portion is $59,551.61. Motion was seconded by Supervisor Stammer. Motion carried by roll call vote; 4 yes and 1 no, Supervisor Kind.

e. Johns Disposal Letter-2024 Rates

Clerk Barnes provided a copy of the 2024 from Johns Disposal. Supervisor Backlund moved to approve the 2024 contract rates for Johns Disposal, $18.95; an increase of $0.65. Motion was seconded by Supervisor Kind. Motion carried by roll call vote; 5 yes.

f. Kerber Rose-2024 Rates Same as 2023

Clerk Barnes provided a copy of the 2023 rates from Kerber Rose. She received an email stating the rates would stay the same for 2024, $695.00. Supervisor Backlund moved to approve the 2024 rates for Kerber Rose, $695.00. Motion was seconded by Supervisor Stammer. Motion carried by roll call vote; 5 yes.

g. Jefferson County Sheriff's Department Joint Powers Agreement for 911 Services

Chair Hollinger received the Jefferson County Sheriff's Department Joint Powers Agreement for 911 Services in the mail today. Supervisor Stammer moved to approve the Jefferson County Sheriff's Department Joint Powers Agreement for 911 Services. Motion was seconded by Supervisor Backlund. Motion carried by roll call vote; 5 yes.

15. UPDATES ON MOVING EMAILS TO GOOGLE WORKSHPACE

Supervisor Backlund said the Town emails will be moved to Google Workshpace on November 15th.

16. DISCUSS/ACTION PRELIMINARY 2024 FEE SCHEDULE

Clerk Barnes provided a copy of the Preliminary 2024 Fee Schedule. The Board Members decided not to make any changes to the 2024 Fee Schedule.

17. DISCUSS/ACTION PRELIMINARY 2024 BUDGET

Treasurer Fischer provided a copy of the Preliminary 2024 Budget. She explained the 2024 Budget and answered questions.

18. SET DATE/ TIME FOR 2024 BUDGET HEARING IN DECEMBER

Supervisor Backlund moved to set the Public Hearing for the 2024 Budget for 5:45 pm December 4, 2023. Supervisor Kind seconded the motion; carried on voice vote.

19. CRAWFISH RIVER AND BADGER STATE SOLAR PROJECT UPDATES

Chair Hollinger said at the monthly meeting it was reported there is a lot of paperwork to be completed for the Crawfish River Solar Project. There are many test modes to complete. They still say the project will be completed by the end of the year.

Chair Hollinger said there are no updates for Badger State Solar project.

20. DISCUSS POTENTIAL AGENDA ITEMS FOR DECEMBER BOARD MEETING

1. 2024 Budget
2. 2024 Fee Schedule
3. 2024 Contracts

21. ADJOURN

Supervisor Backlund moved to adjourn at 8:56 p.m. Supervisor Kind seconded the motion; carried on voice vote**.**

Respectfully submitted

Tina Barnes Clerk,
Town of Jefferson

NEXT BOARD MEETINGS

December 4, 2023 at 6 pm
January 4, 2024 at 6 pm