TOWN OF JEFFERSON
REGULAR MEETING OF THE TOWN BOARD
Monday, February 5, 2024 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: Supervisors Tracie Stammer, Steve Habeck, Deb Kind, Curtis Backlund; Clerk Tina Barnes and Treasurer Alice Fischer. Absent was Chair Michael Hollinger.

OTHERS PRESENT: Ron Bennett -Northwest Services, Mike Sindorf & Jared Thiede-Municipal Inspectors, LLC, Joel & Jason Lenz-Zoning Request, Tyson Barnes & Roger Vogel-Residents

1. CALL TO ORDER

Supervisor Curtis Backlund called the meeting to order at 6:00 pm.

Chair Hollinger was absent. Supervisor Stammer moved to nominate Supervisor Backlund as meeting Chair. Supervisor Kind seconded the motion. Asked three times for any other nominations. None heard; motion passed with voice vote.

2. ROLL CALL/ ESTABLISH QUORUM

Meeting Chair Backlund confirmed four Supervisors were present; quorum established.

3. PLEDGE OF ALLEGIANCE

4. CERTIFICATION OF COMPLIANCE WITH THE OPEN MEETINGS LAW

Meeting Chair Backlund confirmed that we are in compliance. The agenda was posted 1-31-2024.

5. APPROVE THE FEBRUARY 5, 2024 TOWN BOARD MEETING AGENDA

Supervisor Kind moved to approve the February 5, 2024 Town Board meeting agenda. Supervisor Stammer seconded the motion; carried on voice vote.

6. APPROVE THE JANUARY 4, 2024 REGULAR BOARD MEETING MINUTES

Supervisor Stammer moved to approve the Regular Board meeting minutes from January 4, 2024. Supervisor Habeck seconded the motion; carried on voice vote.

7. PUBLIC COMMENT

None

8. COMMUNICATIONS

Meeting Chair Backlund said the Fair Advisory Board is going well.

Supervisor Stammer said the snowmobile clubs are cutting and cleaning up brush along the Drumlin Trail. They have trucks etc. on the trail for working on the brush.

Clerk Report

- Misc Election Items
- DHS Synar Tobacco Report Submitted 1-16-24
- Gather Building Inspector Info-Search for New Building Inspector
- Gather Info for Rural Ins. W/C Audit
- Read Memos on WI Act 73 Changes to Regulating Alcoholic Beverages

Correspondences/Reminders:

- Please Check the Town's Website; any ideas are welcome

- Notice Jeff Co Zoning Pub Hearing Comp Plan & Farmland Preserv. Plan Feb 13 7 pm
- State Funding Now Available from WDF for Storm Damage July 2023-6-8 weeks may receive info
- Change Election Take Down to Day After
- Annual Town Meeting April 17, 2024 6 pm

9. DISCUSS/ACTION TREASURER'S REPORT - SKYDIVING ACCIDENT UPDATE

Treasurer Fischer reported on the following items:

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

Treasurer Fischer said she and Clerk Barnes have received letters from the sky diving accident person. Treasurer Fischer explained the Town has an Ordinance that allows the Town to bill non-residents for Fire & EMS calls. She has sent this person 2 letters concerning the skydiving accident. He has returned letters saying he's not responsible for paying the bill because he never asked for assistance or medical help. A passer-by saw the skydiver land in a field not at the skydiving landing area and called 911. Treasurer Fischer said the next step would be to send the bill to the State TRIP program to collect the money owed to the Town. Supervisor Kind moved to have Treasurer Fischer send the bill for the skydiving accident person to the State TRIP program. Motion was seconded by Supervisor Stammer. Motion carried by roll call vote; 4 yes.

10. REVIEW AND APPROVE VOUCHERS

Treasurer Fischer read the vouchers totaling $1,162,184.41. Supervisor Stammer moved to approve the payment of the vouchers in the amount of $1,162,184.41. Motion was seconded by Supervisor Kind. Motion carried by roll call vote; 4 yes.

11. 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 Servies, said they were very busy with last snow storm.

- Discuss/Action Snow Plowing

Meeting Chair Backlund and Chair Hollinger met with Town of Koshkonong about developing a MOA for plowing Kutz and Hoard Roads. Also suggested was making sure a MOA is in place for other shared roads with Town of Aztalan, Town of Farmington, City of Jefferson and City of Fort Atkinson.

-Winter Road Maintenance Policy Changes/Updating

Clerk Barnes provided a copy of the Winter Road Maintenance Policy. Board Supervisors will review further and discuss more at the March meeting.

- Resident Phone Calls

Ron Bennett, NW Servies, said the Jefferson Co. Sheriff's Department called him and said they are short staffed. They will not be able to respond to resident phone calls about snowy and drifting roads. NW Services will need to respond and check out the road conditions. Board Supervisors discussed several options for surveying road conditions; trying to keep costs down. Further discussion will be continued at the March meeting.

- Damaged Culvert Regelein Ln

Clerk Barnes and NW Services were contacted about a damaged culvert on Regelein Ln. Ron Bennett, NW Servies, said there were piles of snow and the ground is not frozen. The plow driver didn't see the culvert markers and caught the edge of the culvert with the plow. Ron said this has never happened before in all his years of plowing. Ron will work with the resident.

- Discuss/Action Culvert Markers

Clerk Barnes provided a copy of an email from Lange Co. about black and white markers.

- Discuss/Action Detour County Road K Construction

Clerk Barnes said the Jefferson County Highway Dept. will be working on County Road K this Spring. They would like to run the detour route using Rita Lane and Business 26 in the Town of Jefferson. Supervisor Stammer moved to approve the Jefferson County Highway Dept. running the detour route using Rita Lane and Business 26 in the Town of Jefferson while road work is being done on County Road K. Supervisor Kind seconded the motion; carried on voice vote.

- Will Road Work-TRID Application 2025

Chair Hollinger reported to Clerk Barnes no updates.

- 2024 Road Projects

Chair Hollinger forwarded an email to Clerk Barnes from Brian Udovich, Jefferson Co. Highway Dept., with quotes for Vogel Rd./South Street and Airport Rd. Airport Rd. was quoted at $132,000.00 and Vogel Rd./South St. was quoted at $143,000.00 from County Road N to East Dr.; ½ billed to the Town and ½ billed to City of Jefferson. Chair Hollinger is working with the City of Jefferson on an IGA for the road work.

- Discuss/Action WI DOT Culvert Program

Clerk Barnes and Chair Hollinger attended the WTA District Meeting on Saturday, February 3, 2024. The WTA is working with WisDOT on a new program, Small Bridge/ Culvert. Chair Hollinger also viewed a webinar on the new program. There are 3 steps to be taken by each municipality for the program. Each step has a deadline. The first deadline is April 15, 2024, listing who will be completing the inventory of the culverts that qualify for the program. The WTA is sending emails with updates and information on the program. Three of the Board Supervisors will be attending a WTA District Meeting at a later date and learn about the Culvert Program.

12. PLAN COMMISSION REPORT:

- Discuss/Action Zoning Requests and other Plan Commission items:

Clerk Barnes said the Plan Commission Members approved both zoning requests.

- Joel Lenz to rezone from A-1 to A-3 to create 2, 1-acre residential lots along Couty Road G from parcel 014-0614-0622-000 and owned by Joel K & Robin K Lenz Trust

Joel and Jason Lenz were present to answer questions. Supervisor Stammer moved to approve the zoning request for Joel Lenz to rezone from A-1 to A-3 to create 2, 1-acre residential lots along Couty Road G from parcel 014-0614-0622-000 and owned by Joel K & Robin K Lenz Trust. Supervisor Kind seconded the motion; carried on voice vote.

- Joel Lenz to rezone from A-1 to A-3 to create a 4-acre lot around the home and farm buildings as a farm consolidation along County Road G from parcels 014-0614-0622-000 (owned by Joel K & Robin K Lenz) and 014-0614-0622-001 (owned by Jason Lenz)

Supervisor Stammer moved to approve the zoning request for Joel Lenz to rezone from A-1 to A-3 to create a 4-acre lot around the home and farm buildings as a farm consolidation along County Road G from parcels 014-0614-0622-000 (owned by Joel K& Robin K Lenz) and 014-0614-0622-001 (owned by Jason Lenz). Supervisor Kind seconded the motion; carried on voice vote.

13. DISCUSS/ACTION HIRING BUILDING INSPECTOR-MUNICIPAL INSPECTORS LLC & GENERAL ENGINEERING CO.

Clerk Barnes included information from Municipal Inspectors LLC & General Engineering Co. in the Board Supervisor's meeting packets. Mike Sindorf and Jared Thiede, Municipal Inspectors LLC, were in attendance. They gave background information and a general overview of their company. General Engineering was unable to send someone to attend the meeting due to previous commitments.

14. DISCUSS/ACTION POSSIBLE MARCH MEETING DATE CHANGE

No need to change the March meeting date.

15. DISCUSS/ACTION AMENDING *ATV/UTV ORDINANCE 04-22*-OPENING PARTS OF US HWY 18

Clerk Barnes provided a draft copy of the Ordinance in the Board Supervisor's meeting packets. The Supervisors discussed the Ordinance.

16. HELENVILLE FIRE DISTRICT MEETING UPDATES

Supervisor Stammer provided a copy of the 2023 Fire & Rescue Annual Call Report. The majority of the calls were EMS calls. It appears that there was only 1 fire call in 2023. Supervisor Stammer reported that Chief Ray Madison has retired. The new Fire Chief is DuWayne Hunt. Supervisors discussed the amount of money given to the Helenville Fire District compared to the other 2 Fire Departments.

17. DISCUSS/ACTION CLERK .GOV EMAIL

Clerk Barnes is working with Premium Computer Services Inc. to apply for a wi.gov email address. She applied for a $600.00 WEC grant to help with the cost of applying for the .gov email.

18. CRAWFISH RIVER AND BADGER STATE SOLAR PROJECT UPDATES

Chair Hollinger told Clerk Barnes there are no updates for Crawfish River or Badger State Solar projects. Clerk Barnes said she received a newsletter for the Crawfish River Solar Project. The letter stated the project was operational in December of 2023. The letter stated the solar panels were producing energy. There was also an article in the Daily Jefferson Union stating the same facts.

19. DISCUSS POTENTIAL AGENDA ITEMS FOR MARCH BOARD MEETING

1. Building Inspector
2. Marking Culverts
3. Winter Road Maintenance Policy
4. WI DOT Culvert Program

20. ADJOURN

Supervisor Stammer moved to adjourn at 8:00 p.m. Supervisor Kind seconded the motion; carried on voice vote**.**

Respectfully submitted,

Tina Barnes Clerk,
Town of Jefferson

NEXT BOARD MEETINGS

March 4, 2024 at 6 pm
April 4, 2024 at 6 pm