TOWN OF JEFFERSON
REGULAR MEETING OF THE TOWN BOARD
Thursday, September 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: Chair Michael Hollinger Supervisors Curtis Backlund, Tracie Stammer, Deb Kind; Clerk Tina Barnes, Treasurer Alice Fischer. Absent was Supervisor Steve Habeck.

OTHERS PRESENT: Ron Bennett -Northwest Services, Assessor John Pounder, Janet Sayre Hoeft-Resident, Jeffrey & Rebecca Weber-Zoning Request, Town Attorney Luke Martell, Deputy Olszewski- Jefferson County Sheriff's Department

1. **CALL TO ORDER**
   Chair Hollinger called the meeting to order at 6:01 pm.

2. **ROLL CALL/ ESTABLISH QUORUM**
   Chair Hollinger confirmed the Chair and 3 Supervisors 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 8-30-2024.

5. **APPROVE THE SEPTEMBER 5, 2024 TOWN BOARD MEETING AGENDA**
   Supervisor Backlund moved to approve the September 5, 2024 Town Board meeting agenda. Supervisor Kind seconded the motion; carried on voice vote.

6. **APPROVE THE AUGUST 5, 2024 REGULAR BOARD MEETING MINUTES**
   Supervisor Backlund moved to approve the Regular Board meeting minutes from August 5, 2024. Supervisor Stammer seconded the motion; carried on voice vote.

7. **PUBLIC COMMENT**
   Janet Sayre Hoeft, N3648 County Road K, Jefferson, questioned the assessment process. Assessor John Pounder explained the assessment process.

   Deputy Olszewski gave an update from the Jefferson County Sheriff's Department.

8. **COMMUNICATIONS**
   Chair Report- Chair Hollinger talked to Emily, Badger State Solar, they are working on land contract modifications. Emily said they are working on the CPCN, Certificate of Public Convenience & Necessity. They are asking for an extension to delay construction start until summer 2025. Emily said they are working hard to move things along faster to possibly start earlier.

   Chair Hollinger said he spoke to Matt Zangl, Jefferson Co. Zoning Dept., for an update on the Crawfish Solar project. He said the vegetation has been established on the east side of the project. They are working on post-construction drainage study.

   Supervisor Backlund County Board Updates- The County Board approved more money for the Bug Tussle fiber optics project. Supervisor Backlund said the Courthouse remodel should be completed in November.

Supervisor Stammer said she has received complaints about people running the stop sign at County Road D & Highway 18.

Clerk Report

- Met with Robin, CEO St Coletta, & Rebecca on 8-7 Administrative Secretary
- Election Aug. 13th
- Preparing for Nov. 5th Election 4 ballot styles many changes needed

Correspondences/Reminders:

- Please Check the Town's Website; any ideas are welcome
- Fall & Presidential Election 11-5-24

9. DISCUSS/ACTION TREASURER'S REPORT

Treasurer Fischer reported on the following items:

- Fire Calls

Treasurer Fischer said she received an accident report for an incident at Highway 89 and Kiesling Road. She billed both drivers as she always does. One driver called Treasurer Fischer asking if he needs to be billed since he wasn't at fault. He didn't claim the damages with his insurance company to avoid a $200.00 penalty. Treasurer Fischer said it is up to the insurance companies to work it out. The other driver doesn't have insurance coverage. Supervisor Stammer moved to continue to bill both parties involved in accidents. Motion was seconded by Supervisor Kind. Motion carried by roll call vote; 4 yes.

- Money Available for Road Work Report

Treasurer Fischer said she has tried to make the report easier to follow. Treasurer Fischer said she completed the LRIP application to help pay for Airport Road.

10. REVIEW AND APPROVE VOUCHERS

Treasurer Fischer read the vouchers totaling $48,022.86. Supervisor Stammer moved to approve the payment of the vouchers in the amount of $48,022.86. Motion was seconded by Supervisor Backlund. Motion carried by roll call vote; 4 yes.

11. DISCUSS/ACTION AMENDING THE 2024 BUDGET

Treasurer Fischer said the Town received $97,055.00 from the Solar Farm project for Ag Use Penalty. The Town also received more interest on the bank accounts than anticipated, $22,000.00. The Capital Funds Applied will be decreased by $91,299.00. For expenses General Government was increased by $5,000.00, Public Works increased by $82,726.00, Capital Outlay was decreased by $91,299.00. Treasurer Fischer said the fire truck that was ordered for the Jefferson Fire Department cost more than what was originally thought. The additional cost to the Town of Jefferson is $31,329.00. Total Revenue and Expense increases were $27,726.00. Supervisor Backlund moved to approve the amended 2024 budget of $1,766,638.00. Motion was seconded by Supervisor Stammer. Motion carried by roll call vote; 4 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 said while completing the summer mowing, a ped from Charter/Spectrum was hit because it was not marked well. Charter/Spectrum has sent a bill for a fine of $5,000.00 for the damage. Ron has sent pictures of the site. Ron would like some kind of policy set up for these situations. Supervisor Backlund will have the subject put on the County Highway Commission meeting agenda to discuss.

Ron Bennett said he would like to start fall mowing early this year. Ron would like to mow the whole Town himself so he can make notes before the Fall Road Inspection. Board Supervisors agreed to the early start to fall mowing.

Ron Bennett also said he has the equipment to crack fill roads. They would be able to provide these services if needed.

- Discuss/Action Replacing Signs Vogel Road/South Street

Tyson Barnes, Jefferson County Highway Sign Department Lead, provided a quote for replacing the road signs on Vogel Road/South Street. The road is under construction and it would be a good time to replace the signs. The quote was for $415.00. Supervisor Backlund moved to approve the quote of $415.00 from the Jefferson County Highway Sign Department to replace the Town of Jefferson's signs on Vogel Road/South Street. Motion was seconded by Supervisor Stammer. Motion carried by roll call vote; 4 yes.

- Update-Rip Rap Popp Rd.-cleaning out weeds etc.

Chair Hollinger talked to Matt Zangl, Jefferson County Zoning Department, about using a herbicide to kill the weeds etc. on Popp Road. Matt is unsure if that is permissible. Chair Hollinger did complete a Zoning and Land Use Permit Application with the Jefferson County Zoning Department for the work on Popp Road. Clerk Barnes received notice today that the application has been approved. Skalitzky Drainage will complete the brushing of the Rip Rap on Popp Road. Chair Hollinger will contact the two residents that own the land along the Rip Rap on Popp Road.

- Discuss/Action Will Road Work-ARIP Application 2025

Chair Hollinger said he has met with Ron Kutz, Chair Town of Hebron, Brian Udovich, Jefferson Co. Highway Dept., several times to discuss the best way to apply for the second round of ARIP. Chair Hollinger spoke to Tom Winker, WTA representative, who is on the committee to review the applications for the ARIP funds. Chair Hollinger asked if he could receive a copy of a winning application. Tom Winker did send Chair Hollinger a copy of a winning application. Chair Hollinger said the narrative is very detailed and would be very difficult to complete themselves. Brian Udovich spoke to Ben Wehmeier, County Administrator, and he agreed to have the County sponsor the Towns so only one application would need to be completed. Brian suggested contacting Ayres Assoc. to complete the application; they had 4 winning applications the first round. The cost to hire Ayres Assoc. to complete the application would be $5,700.00 which would be split between Town of Jefferson and Town of Hebron. Chair Hollinger said they will need to meet with all the agricultural residents on the road to gather as much economic information as possible. One requirement of the application is the road must be weight restricted. The Town of Jefferson's portion is weight restricted but the Town of Hebron's portion is not weight restricted. We will have to find out if this would eliminate are chances for the ARIP funds. Supervisor Backlund moved to give Chair Hollinger the authority to sign the contract with Ayres Assoc., at 1/2 the cost of $5,700.00, to complete the ARIP Application for Will Road, after the State confirms we are eligible. Motion was seconded by Supervisor Stammer. Motion carried by roll call vote; 4 yes.

- Clean Out Ditches/Culverts in Helenville

Supervisor Stammer did not meet with all the parties involved with the culvert/ditch clean out project.

13. PLAN COMMISSION REPORT:

- Discuss/Action Zoning Requests and other Plan Commission items:
  - Jeffrey & Rebecca Weber request for rezone .9 acres from A-1 to A-3 from parcel # 014-0615-0441-002 and add Lot 1 (CSM 6331) to create a 2.0 acre lot at N4614 Paradise Road, parcel # 014-0615-0441-000

Jeffrey and Rebecca Weber were present to answer questions. Supervisor Backlund moved to approve the request by Jeffrey & Rebecca Weber for rezone .9 acres from A-1 to A-3 from parcel # 014-0615-0441-002 and add Lot 1 (CSM 6331) to create a 2.0 acre lot at N4614 Paradise Road, parcel# 014-0615-0441-000. Supervisor Kind seconded the motion; carried on voice vote.

14. DISCUSS/ACTION *ORDINANCE 09-24 AMENDING ORDINANCE 4-13 CHARGES FOR FIRE PROTECTION AND EMERGENCY RESPONSES*

Clerk Barnes provided a copy of the changes suggested by the Town's Lawyer for *Ordinance 4-13 Charges For Fire Protection And Emergency Responses.* Supervisor Stammer moved to approve *Ordinance 09-24 Amending Ordinance 4-13 Charges For Fire Protection And Emergency Responses* and Amended *Ordinance 4-13 Charges For Fire Protection And Emergency Responses*. Motion was seconded by Supervisor Backlund. Motion carried by roll call vote; 4 yes.

15. DISCUSS/ACTION BOARD MEMBER ATTENDANCE WTA FALL WORKSHOPS SEPTEMBER 2024

Supervisor Backlund moved to approve Town Board Supervisors attending the WTA Fall Workshops held during September 2024. Motion was seconded by Supervisor Stammer. Motion carried by roll call vote; 4 yes.

16. DISCUSS/ACTION CEMENT WORK ST COLETTA CABIN EXIT DOOR SOUTH SIDE

Clerk Barnes had inquired about adding a cement slab at the second door on the south side of the Cabin. On Election day, the voters come in one door and go out the other door weather permitting. This flow helps keep people from running into each other at the same door. With the upcoming very busy November Election, having the second exit paved all the way to the parking lot would be a huge plus for the voters. Clerk Barnes and Chair Hollinger met with Robin, CEO of St Coletta, and Administrative Secretary Rebecca on August 7th. Robin had a quote for the cement work from CG Concrete, who had done work for them before and was going to be doing work at St Coletta again. The quote was $2,736.00. Robin indicated that St Coletta is not interested in paving a second walk way to the Cabin. They don't have the money to pay for it. Chair Hollinger checked with another company and the quote was higher. Supervisor Kind did not think the Town should pay for the cement since the Town doesn't own the building. Supervisor Backlund said sometimes renters pay for improvements if it benefits them or others. Supervisor Stammer moved to approve the quote by from CG Concrete of $2,736.00 to complete the cement work at the second exit door on the South side of the Cabin, from the building to the parking lot. Motion was seconded by Supervisor Backlund. Motion carried by roll call vote; 3 yes and 1 no, Supervisor Kind.

17. DISCUSS POTENTIAL AGENDA ITEMS FOR OCTOBER BOARD MEETING

1. Helenville Fire District Meeting Updates

18. ADJOURN

Supervisor Backlund moved to adjourn at 7:27 p.m. Supervisor Kind seconded the motion; carried on voice vote**.**

Respectfully submitted,

Tina Barnes Clerk,
Town of Jefferson

NEXT BOARD MEETINGS

October 10, 2024 at 6 pm
November 7, 2024 at 6 pm