TOWN OF JEFFERSON
REGULAR MEETING OF THE TOWN BOARD
Monday, April 7, 2025 at 6:00 p.m.
Town of Jefferson Meeting Hall, St. Coletta Cabin
434 County Road Y, Jefferson, WI 53549

Meeting Minutes

BOARD SUPERVISORS PRESENT: Chair Michael Hollinger Supervisors Curtis Backlund, Steve Habeck, Deb Kind Tracie Stammer; Clerk Tina Barnes. Absent was Treasurer Alice Fischer.

OTHERS PRESENT: Ron Bennett, Derek Lundy -Northwest Services, Roger Vogel, Ray Madison, -Residents , Chief Peterson-Fort Atkinson Fire Department, Chief Wegner-Jefferson Fire Department, Gregg Harrom, Dave Lemke, Yvonne Duesterhoeft-Zoning Request

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

2. **ROLL CALL/ ESTABLISH QUORUM**
   Chair Hollinger confirmed the Chair and all 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 4-2-2025.

5. **APPROVE THE APRIL 7, 2025 TOWN BOARD MEETING AGENDA**
   Supervisor Backlund moved to approve the April 7, 2025 Town Board meeting agenda. Supervisor Kind seconded the motion; carried on voice vote.

6. **APPROVE THE MARCH 3, 2025 REGULAR BOARD MEETING MINUTES**
   Supervisor Habeck moved to approve the Regular Board meeting minutes from March 3, 2025. Supervisor Stammer seconded the motion; carried on voice vote.

7. **PUBLIC COMMENT**
   Chief Ron Wegner, Jefferson Fire Department, presented information on the need for a new UTV for the fire department. The current machine has died the last 3 calls it has responded to. Chief Wegner is asking all the Towns to pay $2,000.00 towards a new UTV to help fight rural fires and support EMS services responding to ATV/UTV and snowmobile accidents. Chair Hollinger said this will be put on the May Town Board meeting agenda.

   Chief Peterson, Fort Atkinson Fire Department, reminded the Board Members of Public Officials Day, Saturday, April 26, 2025 9 AM-12 PM.

8. **COMMUNICATIONS**
   Chair Updates- Chair Hollinger met with St Colleta staff and Brian Udovich, Jefferson County, about the crosswalk on Highway 18. St Colleta would like to update the flashing signs and repaint the crosswalk. Brian U provided an estimated cost to complete the work. The improvements would have to be run through the municipality, the Town of Jefferson, and St Colleta would have to reimburse the Town. St Colleta staff will take the information to the Finance Board.

   Chair Hollinger said Saturday, April 26th, is Public Officials Day at the Fort Atkinson Fire Department.

Supervisor Backlund County Board Updates- Supervisor Backlund said the Jefferson County Fair Park received some roof damage to a few buildings from the strong winds that have come through. Supervisor Backlund said the Courthouse remodeling project is almost completed.

Clerk Updates

- County Zoning Clerk Meeting 3-5-25
- Helped with Election training 3-18 & 3-20-25
- Signed & Submitted Confidentiality Agreement- Act 235 Judicial Privacy Act
- April 1 Election 960 votes 64% new April Election record
- Open Book April 2 9-3 2 residents 1 ? BOR

Correspondences/Reminders:

- Please Check the Town's Website; any ideas are welcome
- Fort Atkinson Fire Department Public Official's Day Saturday April 26, 9 am-12 pm
- Annual Town Meeting April 16, 7pm
- BOR April 30, 5-7 pm

9. DISCUSS/ACTION TREASURER'S REPORT

Clerk Barnes reported on the following items:

- Fire Calls-No updates
- Money Available for Road Work Report

10. REVIEW AND APPROVE VOUCHERS

Clerk Barnes read the vouchers totaling $33,474.54. Supervisor Backlund moved to approve the payment of the vouchers in the amount of $33,474.54. Motion was seconded by Supervisor Kind. Motion carried by roll call vote; 5 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, Northwest Services, provided an estimate for removing a tree on Kiesling Road and removal of rocks on Duck Creek Road. Supervisor Backlund moved to approve the removal of a tree at W6330 Kiesling Rd. at a cost of $2,300.00. Motion was seconded by Supervisor Habeck. Motion carried by roll call vote; 4 yes, 1 abstain- Supervisor Kind . Chair Hollinger made a chart breaking Duck Creek Rd down by sections; sections are same as used for WISLR report. Supervisor Stammer moved to approve the removal of rocks on Duck Creek Road starting on area 1 & 2, 2 days work, for a total of $5,540.00. Motion was seconded by Supervisor Habeck. Motion carried by roll call vote; 5 yes.

Ron Bennett said the asphalt plants will be opening soon. They will start pothole patching when the plants are open.

- Set Date & Time Spring Road Inspection

Spring Road Inspection is set for: East side May 7 @ 1:30 and West side May 6 @ 1:30.

12. PLAN COMMISSION REPORT:

- Discuss/Action Zoning Requests and other Plan Commission items:
  - Request by Gregg Harrom to rezone a total 1.9-acre lot from A-T to A-2 for .9 acres to allow for graphics and fabrication business and rezone 1.0-acre from A-T to A-3 for a residential lot at N4870 County Road D, parcel 014-0615-0212-000. Property is owned by Yvonne R Duesterhoeft Trust

Gregg Harrom, Dave Lemke, and Yvonne Duesterhoeft were present to answer questions. Supervisor Stammer moved to approve the request by Gregg Harrom to rezone a total 1.9-acre lot from A-T to A-2 for

.9 acres to allow for graphics and fabrication business and rezone 1.0-acre from A-T to A-3 for a residential lot at N4870 County Road D, parcel 014-0615-0212-000. Property is owned by Yvonne R Duesterhoeft Trust. Supervisor Kind seconded the motion; carried on voice vote.

- Request for Conditional Use by Gregg Harrom to allow for a graphic design and fabrication business on .9 acre lot at N4870 County Road D, parcel 014-0615-0212-000

Supervisor Kind moved to approve the request for Conditional Use by Gregg Harrom to allow for a graphic design and fabrication business on .9 acre lot at N4870 County Road D, parcel 014-0615-0212-000. Supervisor Backlund seconded the motion; carried on voice vote.

13. DISCUSS/ACTION AD HOC COMMITTEE TOWN HALL

Supervisor Habeck said on March 29th Supervisor Habeck, Chair Hollinger & Clerk Barnes met with Clerk Regina and Chair Kendall, Town of Union. Town of Union is the rural community that surrounds the city of Evansville. They own 30 acres of land with a compost site and dump. Town of Union built their Town hall & shop 6 years ago. They worked with Keller Assoc. and said they were wonderful to work with. Keller does all the work contract bidding, finding local companies to work with etc. Clerk Barnes provided a summary of the Town Hall & shop. This is a start on Town Hall comparisons and hopefully there will be more in the future. The main task for now is finding land for the Town Hall. Chair Hollinger said there is very little land for sale in the Town of Jefferson. Supervisor Habeck said we could work with local companies that can work as a General Contractor.

14. DISCUSS/ACTION AMENDING MOTION TOWN P.O. BOX-BIGGER SIZE

Clerk Barnes said the P.O. Box that was previously approved will be too small. She spoke with Kyle at the Jefferson Post Office one day when 21 Absentee Ballots were returned. He suggested the Town go with the next size bigger to accommodate larger mail days and the occasional manila envelope. Supervisor Backlund moved to amend the motion for a Town P.O. Box, change from size 1 box- at a cost of $102.00/yr., $10.00 for keys to annually size 2 box-cost this year of $154.00/yr and $10.00 for keys. Motion was seconded by Supervisor Stammer. Motion carried by roll call vote; 5 yes.

15. DISCUSS/ACTION NEW COMPUTER FOR CLERK-WINDOWS 11 AND PRINTER FOR CABIN OFFICE

Clerk Barnes presented information on purchasing a new computer. The Town computer has Windows 10. She had reached out to various providers and hasn't received all the information back yet. Discussion will continue next month.

16. DISCUSS/ACTION TOWN BOARD MEMBER ATTENDANCE AT WTA NEW & CONTINUING OFFICES WORKSHOPS

Chair Hollinger would like to attend the WTA New & Continuing Offices Workshops. Supervisor Stammer moved to approve Board Member attendance at the WTA New & Continuing Offices Workshops. Motion was seconded by Supervisor Kind. Motion carried by roll call vote; 5 yes.

17. DISCUSS POTENTIAL AGENDA ITEMS FOR MAY BOARD MEETING

1. Ad Hoc Committee Town Hall
2. Clerk Computer/Printer
3. Jefferson Fire Department UTV

18. ADJOURN

Supervisor Backlund moved to adjourn at 7:26 p.m. Supervisor Kind seconded the motion; carried on voice vote.

Respectfully submitted,

Tina Barnes Clerk,
Town of Jefferson

NEXT BOARD MEETINGS

May 5, 2025 at 6 pm
June 2 , 2025 at 6 pm