TOWN OF JEFFERSON
REGULAR MEETING OF THE TOWN BOARD **AMENDED**
Monday, November 3, 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, Tracie Stammer; Clerk Tina Barnes and Treasurer Alice Fischer. Supervisor Kind was absent.

OTHERS PRESENT: Bob Fritz -Northwest Services, Joe Adler & Chris Sukow -Zoning Request, DuWayne Hunt-Helenville Fire Chief, Scott Gibbons & Bill Byler-DESRI, Rachel & Laura Backlund, Roger Vogel, Sue Marx, Ray Madison-Residents, other attendees

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

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 10-28-2025.

5. **APPROVE THE NOVEMBER 3, 2025 REGULAR TOWN BOARD MEETING AGENDA**
   Supervisor Stammer moved to approve the November 3, 2025 regular Town Board meeting agenda. Supervisor Backlund seconded the motion; carried on voice vote.

6. **APPROVE THE OCTOBER 6, 2025 REGULAR TOWN BOARD MEETING MINUTES**
   Supervisor Backlund moved to approve the Regular Town Board meeting minutes from October 6, 2025. Supervisor Habeck seconded the motion; carried on voice vote.

7. **PUBLIC COMMENT**
   Rachel Backlund was in attendance for the Ad-Hoc Committee-Town Hall meeting updates.

   Sue Marx said everyone should support the Helenville Fire Department. She has seen 2 fires this year and appreciates the fire department.

   Supervisor Stammer said the Helenville Christmas Parade is Friday, December 5, 2025 6 pm.

8. **BADGER STATE SOLAR UPDATES-SCOTT GIBBONS DESRI**
   Scott Gibbons, DESRI, gave an introduction to his company and Bill Byler, site manager, Badger State Solar. He said the project is moving along well. Scott said DESRI owns and operates the project. Dairyland Power will be buying the solar power. Scott said the substantial completion date for the project is predicted to be January 31, 2027.

9. **COMMUNICATIONS**
   Chair Updates- Chair Hollinger said the application for the St Coletta Crosswalk has been approved by the State. St Coletta is responsible for doing all the work for the project.

   Supervisor Backlund County Board Updates- County Board has approved the 2026 Budget. It includes borrowing $900,000.00 for improvements. There will be an Open House at the Courthouse on November

12, 2025 from 5:30-7:30 pm to view the completed renovation project. There will be staff members in every department to answer questions. Supervisor Backlund said there is more BEAD money available. There will be fiber optics installed on E Vogel Rd; a Town resident has been inquiring about this road.

Supervisor Kind Updates County Parks- Supervisor Kind-absent

Clerk Updates:

- Election Misc. Work
- Misc. Work
- Attended WTA Convention Oct. 13 & 14
- Town Hall Research Work
- Gathered Levy & Tax docs.
- Check Town's Website
- Supervisors 2 & 4 on April Ballot

10. DISCUSS/ACTION TREASURER'S REPORT

Treasurer Fischer reported on the following items:

- Fire Calls
- Money Available for Road Work Report

11. DISCUSS REVIEW AND APPROVE VOUCHERS

Treasurer Fischer read the vouchers totaling $48,316.35. Supervisor Backlund moved to approve the payment of the vouchers in the amount of $48,316.35. Motion was seconded by Supervisor Stammer. Motion carried by roll call vote; 4 yes.

12. DISCUSS/ACTION AMENDING 2025 BUDGET

Treasurer Fischer said the winter was mild last year and road projects came in low. The Clerk and Treasurer both needed new computers due to Windows 11. The Jefferson Fire Dept. needed to purchase a new ATV. All these factors effected the 2025 Budget.

Supervisor Backlund moved to amend the 2025 Budget:
Revenues-
Under Capital Funds Applied changing to $7,039.00 which is a decrease of $39,862.00
Total revenue decrease of $39,862.00
Which would change Total Revenues to $1,572,499.00

Expenses-
Under Public Works changing to $672,899.00 which is a decrease of $140,000.00
Under Capital Outlay changing to $7,039.00 which is a decrease of $39,862.00
Under Transfer to Capital Funds changing to $160,000.00 which is an increase of $140,000.00
Total expense deceases of $39,862.00
Which would change the Total Expenses to $1,572,499.00

Motion was seconded by Supervisor Stammer. Motion carried by roll call vote; 4 yes.

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

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

Bob Fritz, Northwest Services, was in attendance to answer questions. Bob said the culverts are done and the crack sealing is complete. Bob provided estimates for brushing and tree work. He also provided an estimate for shoulder work.

- Fall Road Inspection Report

Chair Hollinger said he asked NW Services to provide estimates for tree work/brushing from the Fall Road Inspection Report. The estimates given were: Markert Road area-$10,036.00, Bearhole Rd. area-$8,536.00 and Hoard Rd. area-$9,850.00. Chair Hollinger said there is money left in the budget for tree work. Supervisor Stammer moved to approve the tree work/brushing per the estimates given by NW Services not to exceed $28,422.00. Motion was seconded by Supervisor Backlund. Motion carried by roll call vote; 4 yes.

Chair Hollinger also asked for an estimate to shoulder W Vogel Rd. from County Road Y to the new pavement. The shoulder has continued to wash away and the pavement will continue to break away. The estimate given was $3,815.00. Supervisor Backlund moved to approve the shoulder work on W Vogel Rd. not to exceed $3,815.00. Motion was seconded by Supervisor Habeck. Motion carried by roll call vote; 4 yes.

- Discuss/Action *Ordinance 11-25 Ordinance Stop Sign S Helenville Rd.*

Chair Hollinger said a stop sign is needed at S Helenville Rd. and Geisler Ln. In order to install a new stop sign an Ordinance needs to be passed. Supervisor Backlund moved to approve *Ordinance 11-25 Ordinance Stop Sign S Helenville Rd.* Motion was seconded by Supervisor Stammer. Motion carried by roll call vote; 4 yes.

14. PLAN COMMISSION REPORT : ZONING REQUEST

Clerk Barnes said the Plan Commission approved all zoning requests.

- Request from Joe & Ashley Adler for a variance to allow for the placement of an attached two-car garage at a reduced road setback at N4026 County Road Y, Jefferson, parcel 014-0615-1822-000.

Joe Adler was in attendance to answer questions. Joe said the neighbor is good with the variance. There would still be 10 ft. to the lot line. Supervisor Backlund moved to approve the request from Joe & Ashley Adler for a variance to allow for the placement of an attached two-car garage at a reduced road setback at N4026 County Road Y, Jefferson, parcel 014-0615-1822-000. Supervisor Stammer seconded the motion; carried on voice vote.

- Request by Kemmeter's Properties LLC to rezone 1-acre from A-T to R-2 to create a total lot size of 2-acres at W5051 US Hwy 18, Jefferson, parcels 014-0614-1212-000 & 014-0614-1212-002.

Chris Sukow was in attendance to answer questions. Chris said this request is to fix the request in her mother's Trust for this property. Supervisor Backlund moved to approve the Request by Kemmeter's Properties LLC to rezone 1-acre from A-T to R-2 to create a total lot size of 2-acres at W5051 US Hwy 18, parcels 014-0614-1212-000 & 014-0614-1212-002. Supervisor Habeck seconded the motion; carried on voice vote.

- Request by Jefferson County Zoning Department Proposed Zoning Ordinance Amendment-Accessory Dwelling Units

Chair Hollinger said he is concerned about the possibility of someone renting out the Accessory Dwelling Units like an Air BNB. This would create another zoning issue. Supervisor Backlund will speak to Matt Zangl, Jefferson County Zoning Dept., and get clarification. Discussion will continue at the December Board meeting.

15. DISCUSS/ACTION ON THE 2026 CONTRACTS/AGREEMENTS/BUDGETS FOR:

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

Bob Fritz provided 2026 rates for NW Services. Supervisor Backlund moved to approve the 2026 rates for NW Servies. Motion was seconded by Supervisor Habeck. Motion carried by roll call vote; 4 yes.

b. Humane Society of Jefferson County- Approved in Oct.

c. Jefferson Fire & EMS

Treasurer Fischer provided the 2026 Budget numbers for Jefferson Fire & EMS from Chief Wegner. She said the annual budget meeting with all the Towns has not been scheduled. The meeting is supposed to be scheduled before Oct. 1st so the Towns have numbers to work with for figuring their budgets. The Board Supervisors have questions on the 2026 budget information that was provided. Further discussion will continue at the December Town Board meeting after the Town's meeting with Chief Wegner.

d. Helenville Fire District Budget

Chair Hollinger recapped the notes from the October Board meeting for the Helenville Fire District Budget. It was stated there are 7 new recruits, 6 are attending classes, 4 are high school students, turn out gear is needed, a new DOT inspector was hired at a higher rate. These factors account for the increased budget.

Supervisor Stammer moved to approve the 2026 Helenville Fire District Budget at $131,989.65, Town of Jefferson portion $84,341.39. Motion was seconded by Supervisor Backlund. Motion carried by roll call vote; 4 yes.

e. Johns Disposal 2025 Rates-Approved in Oct.

g. Jefferson County Sheriff's Department Joint Powers Agreement for 911 Services-No paperwork yet.

16. DISCUSS/ ACTION AD HOC COMMITTEE-TOWN HALL MEETING UPDATES

Supervisor Habeck said the committee met at the Helenville Firemen's Meeting Hall. The hall was possibly available for purchase.

Supervisor Habeck said Member Barnes provided a copy of a survey from the WEC (WI Elections Commission) used for changing polling locations. Many improvements would be needed. Parking is a big concern. Other issues are pathways, interior routes, accessibility etc. Supervisor Habeck said other concerns are: possible asbestos, possible lead paint, condition of well & septic etc.

Clerk Barnes provided a map to the Board Supervisors showing the lot size. Supervisor Backlund looked on-line for the size of the lot, a little over an acre. Clerk Barnes worked with Jefferson Co. Land Information and provided a copy of the extraterritorial boundaries map for the Town of Jefferson. She said the area to avoid when researching for a possible site for a Town Hall is State Road 89 between Fort Atkinson and Jefferson. This area is extraterritorial for both cities.

Supervisor Stammer said we need to meet with the Helenville Fire Auxiliary and Helenville Fire Dept. to discuss the building. We need to draw up an agreement to have the building inspected, assessed for updates and improvement costs.

Supervisor Habeck said the committee members came up with a list of benefits to owning a Town Hall:

- Security-controlling who uses the hall etc.
- All Town records in one spot
- Own all property including driveway
- Use anytime without checking for availability
- Possible income-rent out to residents

- Updated facility
- Current rent money would be used towards own building

Supervisor Habeck said most Town residents do not realize we are looking for land/building for a Town Hall.

Supervisor Habeck said the Committee decided not to set the next meeting date until the Town Board decides what the next steps should be.

17. DISCUSS 2026 PRELIMINARY BUDGET

Treasurer Fischer provided the preliminary 2026 Budget. She explained the 2026 Budget and answered questions.

18. DISCUSS 2026 PRELIMINARY FEE SCHEDULE

Clerk Barnes provided the Preliminary 2026 Fee Schedule. The Supervisors decided no changes are needed.

19. DISCUSS/ ACTION WILL ROAD-ARIP APPLICATION

Chair Hollinger said the new ARIP application is due mid-December. He said Sean and Derek, Jefferson Co. Highway Department, asked to review the previous ARIP application. They made minor changes and said it was ready to be submitted. The biggest change is the County will no longer be the sponsor. Chair Hollinger said Towns will need to be their own sponsor. The Town of Jefferson has the biggest part of Will Road so we would be the sponsor. Chair Hollinger said he consulted with Legal and the other 2 Towns, Town of Hebron and Town of Koshkonong, should pass a Resolution stating that the Town of Jefferson is the sponsor and they are working with us. Chair Hollinger said he would need help writing the grant. He reached out to Cedar Corp., Brian Udovich, and requested a quote for hiring them to help complete the grant application. The quote giving was $2,000.00-$3,000.00, which would be split with the Town of Hebron. Supervisor Stammer moved to approve proceeding with the ARIP application. Motion was seconded by Supervisor Backlund. Motion carried by roll call vote; 4 yes. Supervisor Stammer moved to approve hiring Cedar Corp. if needed to complete the ARIP grant application not to exceed $3,000.00, to be split equally with the Town of Hebron. Motion was seconded by Supervisor Backlund. Motion carried by roll call vote; 4 yes.

20. DISCUSS/ ACTION WI INSPECTION AGENCY 2026 RATES

Clerk Barnes provided a copy of the 2026 rates for WI Inspection Agency. Supervisor Stammer moved to approve the 2026 rates for WI Inspection Agency. Motion was seconded by Supervisor Backlund. Motion carried by roll call vote; 4 yes.

21. DISCUSS/ACTION BADGERLAND COMPUTER-IT SUPPORT

Clerk Barnes and Treasurer Fischer have been working with Badgerland Computer to confirm coverage and pricing. Treasurer Fischer said there would be a discount for paying for the year in one payment. Supervisor Backlund moved to approve the Badgerland Computer Contract for $2,599.45 as discounted for paying for the whole year. Motion was seconded by Supervisor Stammer. Motion carried by roll call vote; 4 yes.

22. DISCUSS/ACTION TOWN WEB 2026 RATES

Clerk Barnes spoke to one vendor at the WTA Convention, Munibit. They emailed information to Clerk Barnes. The services were not comparable to Town Web. Clerk Barnes also reached out to Badgerland Computer as was requested at last month's meeting. The answer she received was: "After doing some research Town Web is the leader in doing this, they have a very specialized product that is not wise for us to reinvent. As for email, we can do that, but the price is almost exactly the same, so I think there is not a lot of value in the Town changing that to us." Supervisor Backlund moved to approve the 2026 Town Web rates at $2,732.00. Motion was seconded by Supervisor Stammer. Motion carried by roll call vote; 4 yes.

23. SET DATE/ TIME FOR 2026 BUDGET HEARING IN DECEMBER

Board Members agreed to 5:45 pm Monday, December 1, 2025 for the Budget Hearing. Board meeting to follow.

24. DISCUSS POTENTIAL AGENDA ITEMS FOR OCTOBER BOARD MEETING

1. Fall Road Inspection Report
2. Zoning Request-ADU
3. Election Inspectors
4. ARIP-Will Rd
5. 2026 Budget & Fee Schedule

25. ADJOURN

Supervisor Stammer moved to adjourn at 8:29 p.m. Chair Hollinger seconded the motion; carried on voice vote.

Respectfully submitted,

Tina Barnes Clerk,
Town of Jefferson

NEXT BOARD MEETINGS

December 1, 2025 at 6 pm
January 5, 2026 at 6 pm