

# **Town of Polk Board Meeting Minutes**

## **December 16, 2025, 7:00 pm Polk Town Hall**

### **Call to Order**

The Town Board meeting for November 11, 2025, was called to order by Supervisor Jenny Zignego.

### **Pledge of Allegiance**

The Pledge of Allegiance was recited by those present.

### **Official Meeting Notice**

It was noted that the meeting notice was properly posted at the town hall and at other appropriate locations, as well as on the website.

### **Roll Call**

Present: Supervisor Jenny Zignego, Supervisor Bob Roecker, and Clerk Alison Pecha  
Excused Absences: Chairman Albert Schulteis and Treasure Kelly Eschenfelder. Also Present: Deputy Miller, Washington County Sheriff.

### **Moment of Silent Prayer**

A moment of silent prayer was observed.

### **Public Comment**

No members of the public came forward to make comments during the designated public comment period.

### **Washington County Sheriff's Department Monthly Active Report**

Deputy Miller reported that for November, the Sheriff's Office responded to 251 calls for service in the township. He noted there were only 3 traffic accidents (one hit and run, one property damage, and one injury accident), which was a surprisingly low number. The department conducted 156 property checks, during which deputies found an open door at a business that had forgotten to lock up.

Deputy Miller also mentioned that the department provided contracted security services for the We Energies cookie book event at the Fair Park, noting that in previous years they had assisted with traffic but this year We Energies formally contracted with the Sheriff's Office for security services.

### **Slinger Fire Department Monthly Report**

No report was presented from the Slinger Fire Department

### **Jackson Fire Department Monthly Report**

Chief Aaron Swaney from Jackson Fire Department reported 110 total calls for November, consisting of 86 EMS calls and 24 fire calls. Within the Town of Polk, there were two vehicle fires - one involving a box truck just outside village limits and another involving a semi-truck.

The department conducted 101 fire inspections, including at Kathy Hospice which installed a new fire alarm system. Other activities included:

- Hosting a CPR class for Germantown and Jackson Explorers
- Conducting a tour for 25 homeschool children
- Providing fire safety prevention talks to Girl Scouts
- Completing live fire training in their burn tower
- Training on fire alarm systems and sprinkler systems
- Conducting ambulance driving training and patient assessments

The representative noted that 11 members were finishing up schooling for the semester with all expected to pass, and 10 others were enrolled for the spring semester at the technical college.

Additional department activities included fit testing for air packs and N95 masks, attending a billing conference in Green Bay to improve revenue collection to offset costs, and having masks professionally cleaned by Restoration. The department is also involved in discussions about the county EMS levy limit.

It was noted that the contract with Jackson for 2026 would be on the agenda for the January meeting.

## **Chairmans Report**

The Chairman's letter was inserted in the tax bills had been sent out.

## **Approval of Minutes**

Motion to approve the minutes of November 11, 2025 and November 25, 2025 Town Board meetings as written.

Motion by: Supervisor Roecker Second by: Supervisor Zignego Vote: Approved unanimously

## **Treasurer's Report: Review of Town bank account balances**

Alison presented the treasurer's report in Kelly's absence. She noted that significant expenditures included property and liability insurance, the second payment to Slinger Fire Department, and the fourth quarter payment to Jackson Fire Department.

She reported that property tax collection had begun and was busy.

Motion to approve the Treasurer's Report including checks #14251 to #14279.

Motion by: Supervisor Roecker Second by: Supervisor Zignego Vote: Approved unanimously

## **Petition from the Town of Polk Plan Commission to Amend Section 336-52 of the Zoning Ordinance**

The board considered a recommendation from the Planning Commission to amend the zoning ordinance to allow landscaping businesses and fitness clubs as conditional uses in the M-1 light manufacturing district.

Motion to approve the Ordinance 11.2025 amending as recommended by the Planning Commission.

Motion by: Supervisor Roecker Second by: Supervisor Zignego Vote: Approved unanimously

## **Resolution 09.2025 Election Inspector Appointments for 2026-2027**

Alison presented an updated list of election inspectors for 2026-2027, noting that additional people had signed up recently. The list contained 24 individuals, including some Republican appointees, one Democrat appointee, and the remainder unaffiliated.

Motion to approve Resolution 09.2025 appointing election inspectors for 2026-2027.

Motion by: Supervisor Roecker Second by: Supervisor Zignego Vote: Approved unanimously

## **Heater Replacement for Town Shop**

The board reviewed two quotes for a heater replacement at the town shop. KS Mechanical submitted a quote for \$4,540 while Horsch and Miller submitted a quote for \$5,969. Both quotes were for the same furnace.

Motion to approve the quote from KS Mechanical for \$4,540.

Motion by: Supervisor Roecker Second by: Supervisor Zignego Vote: Approved unanimously

## **Mid-Moraine Municipal Court Agreement**

Alison explained that although the Town has withdrawn from the Mid-Moraine Municipal Court, they still need to formally approve the agreement. The agreement includes an exhibit noting the Town's withdrawn status. It was clarified that the Town would remain technically affiliated until a new judge is appointed, with the current judge's term ending in 2027.

Motion to approve the Mid-Moraine Municipal Court Agreement.

Motion by: Supervisor Roecker Second by: Supervisor Zignego Vote: Approved unanimously

## **Adjourn**

Motion to adjourn at 7:16 pm

Motion by: Supervisor Roecker Second by: Supervisor Zignego Vote: Approved unanimously