Town of Polk Board Meeting Minutes

January 13, 7:00 pm Polk Town Hall

Call to Order

The Town Board meeting for January 13, 2026, was called to order, followed by the Pledge of Allegiance.

Official Meeting Notice

The Chair noted that the official meeting notice was sent to the West Bend Daily News, Milwaukee Journal Sentinel, WTKM radio station, posted on the town's website and on the bulletin board.

Roll Call

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

Moment of Silent Prayer

A moment of silent prayer was observed.

Public Comment

No public comments were received.

Jackson Fire Department Monthly Report

Chief Aaron Swaney presented the monthly report for December, noting:

- Total calls: 114 (97 EMS calls, 17 fire calls)
- Fire calls included 2 carbon monoxide incidents, 2 structure fires in Newburgh, 7 false alarms, 4 motor vehicle accidents, 1 canceled dispatch, and 1 smoke odor investigation
- Completed annual inspections with only 14 remaining in December
- Conducted inspections at a new daycare system at the BP gas station, MDM Business Center, and followed up on apartment building complaints
- Public relations activities included a career day at West Bend High School and fire extinguisher training for Wisconsin Pharmacal
- Training included tours of Froedtert West Bend Hospital, hypothermia/cold water drowning protocols, carbon monoxide poisoning, and mandatory training on bloodborne pathogens, HIPAA, anti-harassment, and hearing protection

Chief Swaney also provided a list of staff certifications for the year and noted upcoming training programs. He mentioned they've been working with County Executive Schoemann and other fire chiefs to explore EMS levy options to provide relief to towns, cities, and villages. The board also briefly discussed mutual aid arrangements, with Chief Swaney explaining that fire departments don't get reimbursed for mutual aid fire calls, though ambulance calls may result in payment.

Jackson Fire Department 2026 Contract

Chief Swaney presented the 2026 contract for fire services, noting a modest 4% increase with a total amount of $113,714.51, to be paid in four payments. No changes were made to the contract terms.

> Motion to approve the contract was made by Supervisor Roecker, seconded by Supervisor Zignego. The motion carried unanimously.

Washington County Sheriff's Department Monthly Active Report

Officer Miller reported 262 total calls for service in the Town of Polk during December 2025, including:

- 160 property checks
- 4 accidents (2 vehicles in ditches, 1 deer strike)
- 18 ambulance calls
- 11 abandoned/hang-up 911 calls

- 1 vehicle lockout assistance

Officer Miller noted that December was typically quieter due to the holiday season.

Slinger Fire Department Monthly Report

The Slinger Fire Department representatives were unable to attend due to their annual meeting occurring the same evening.

Chairman's Report

The Chairman reported that both projects previously presented to Washington County were approved and forwarded to the state. One project for $18,000 should receive response within a month, while the other project involving redoing Hillside Road from Highway C to Sleeping Dragon would receive a decision by late March or early April.

Approval of Minutes

December 16, 2025 - Town Board

Several minor corrections were noted, including a correction to the Slinger Fire Department report, a spelling correction for a name, and a note that Albert was not present for the meeting but had sent a letter in the tax bills.

> Motion to approve the minutes with the noted corrections was made by Supervisor Zignego, seconded by Supervisor Roecker. The motion carried unanimously.

Treasurer's Report: Review of Town bank account balances

Kelly presented the treasurer's report, noting that December was mostly normal except for some items appearing higher than usual because both November and December bills were paid in December. Annual fees for software, General Code, and Laserfiche were also processed during the month.

> Motion to approve the treasurer's report, including checks number 14280-14343, was made by Supervisor Roecker, seconded by Supervisor Zignego. The motion carried unanimously.

Certified Survey Map – Margaret Held

Kelly explained that this certified survey map was previously approved but needed to be returned to the board due to changes with "out lot 1." The change was necessary because of mortgage issues, requiring the removal of the lot from the CSM with a note that it cannot be sold or used as a separate parcel. The planning commission did not need to review the changes as they were technical in nature.

After some discussion clarifying that out lot 1 would technically be landlocked but could not be sold separately except to adjoining property owners, the board approved the revised CSM.

> Motion to approve the certified survey map was made by Supervisor Zignego, seconded by Supervisor Roecker. The motion carried unanimously.

Ordinance 01.2026 to amend the Town of Polk Comprehensive Plan

This item involved changing the Plan Designation for an approximately 19-acre parcel from Agricultural to Commercial, with Woodland designations remaining unchanged. The property is located on State Hwy 175, Tax Parcel T9-066500Z.

> Motion to amend the Town of Polk Comprehensive Plan Future Land Use Map for parcel T9-066500Z was made by Supervisor Zignego, seconded by Supervisor Roecker. The motion carried unanimously.

Ordinance 02.2026 to amend the Town of Polk Zoning Map

This ordinance changed the zoning for the same 19-acre parcel from A-1 General Agricultural Zoning District to M-1 Light Manufacturing District. The property is located on State Hwy 175, Tax Parcel T9-066500Z. The planning commission had recommended approval.

> Motion to approve Ordinance 02.2026 to amend the Town of Polk Zoning Map was made by Supervisor Roecker, seconded by Supervisor Zignego. The motion carried unanimously.

Ordinance 03.2026 to amend Article IX – Site Plan Review

Kelly explained that this amendment, recommended by the planning commission, would change the process for handling site plans for multi-unit developments. The changes would allow staff to first review and potentially approve uses at the staff level, escalating to the planning commission only when necessary. This would speed up the process for applicants who were sometimes confused between zoning and building requirements. The building inspector reviewed the changes and only had procedural comments.

> Motion to approve Ordinance 03.2026 to amend Article IX – Site Plan Review of the Town of Polk Zoning Ordinance was made by Supervisor Roecker, seconded by Supervisor Zignego. The motion carried unanimously.

2025 CT Report Contract with Lucida

Alison explained that Lucida handles the town's CT report, which is the financial report due to the state. The cost remained the same as the previous year at $2,750.

> Motion to approve the 2025 CT Report Contract with Lucida was made by Supervisor Zignego, seconded by Supervisor Roecker. The motion carried unanimously.

Adjourn

> Motion to adjourn was made by Supervisor Zignego, seconded by Supervisor Roecker. The motion carried unanimously at 7:30 pm.