

**TOWN OF JEFFERSON**  
**REGULAR MEETING OF THE TOWN BOARD**  
**Monday, May 2, 2022 at 6:00 p.m.**  
**Town of Jefferson Meeting Hall, St. Coletta Cabin**  
**434 County Road Y, Jefferson, WI 53549**

**BOARD MEMBERS PRESENT:** Chair Gregg Hill, Supervisors Curtis Backlund, Tracie Stammer, Jim Mode, Deb Kind; Clerk Tina Barnes, and Treasurer Alice Fischer.

**OTHERS PRESENT:** Ron Bennett-Northwest Services, Sue Renin Jefferson EMS, Ray Madison-Helenville Fire Chief, Resident Nancy Emons, Others present-John Drake President Jefferson ½ Mile ATV Club,

**1. CALL TO ORDER**

Chair Hill called the meeting to order at 6:00 pm.

**2. ROLL CALL/ ESTABLISH QUORUM**

Chair Hill confirmed all Supervisors were present; quorum established.

**3. PLEDGE OF ALLEGIANCE**

**4. CERTIFICATION OF COMPLIANCE WITH THE OPEN MEETINGS LAW**

Chair Hill confirmed that we are in compliance. The agenda was posted 4-26-2022.

**5. APPROVE THE MAY 2, 2022 TOWN BOARD MEETING AGENDA**

Supervisor Backlund moved to approve the May 2, 2022 Town Board meeting agenda. Supervisor Stammer seconded the motion; carried on voice vote.

**6. APPROVE THE APRIL 7, 2022 REGULAR BOARD MEETING MINUTES**

Supervisor Mode moved to approve the Regular Board Meeting Minutes from April 7, 2022. Supervisor Kind seconded the motion; carried on voice vote.

**7. PUBLIC COMMENT**

Town resident Nancy Emons questioned why the Town was discussing a Town Hall. Chair Hill said this will be covered later in the meeting.

**8. COMMUNICATIONS**

Supervisor Backlund said the remodeling project at the Courthouse is moving along. The new Broadband project is also moving forward.

Clerk Report

- Mailed Liquor Licenses packets & mailed Quarterly Reports 4-12-22
- Meeting with Attorney Larson 4-19-22
- Recycling Grant filed 4-20-22
- Annual Town Meeting 4-20-22
- Submitted Tax Exempt paperwork to DOR 4-22-22
- WTA District Meeting Saturday April 23, Whitewater, BOR training
- Open Book April 26, 2 residents

Correspondences/Reminders:

- BOR May 26, 5-7 pm

**9. 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 they will start pothole patching this week. Chair Hill asked that the big blowout hole on Fairview be the first one to be patched. Ron said they will look at the shoulders marked on the Spring Road Inspection Report when they are patching potholes. They will determine how much work will be needed. Ron said they will also look at brushing needs when they are working on the roads.

- Discuss/Action Spring Road Inspection-Report

Chair Hill presented the Spring Road Inspection Report. Chair Hill emailed the list of signs needing to be fixed/replaced to Tyson Barnes, Jefferson County Highway Sign Department. Chair Hill said he has many items to discuss with Brian Udovich and Greg Koepfel, Jefferson County Highway Department. The Board discussed the many roads needing attention on the Spring Road Inspection Report. Supervisor Backlund moved to approve shouldering on Banker Road, Old Banker Road, Hoard Road and Radloff Lane. Motion was seconded by Supervisor Mode. Motion carried by roll call vote; 5 yes.

- Discuss/Action No Jake Brake Signs County Road G

Chair Hill will talk to Brian Udovich, Jefferson County Highway Department, about the No Jake Brake signs.

- Popp Road Growth on River Bank

Supervisor Stammer was contacted by Cindy Pitzner about the growth of weeds etc. on the river bank on Popp Road. The Board discussed this problem last year. Ron Bennett said he will look into what can be done to control the weeds etc. along the river bank.

- Sweeping Streets in Helenville

Clerk Barnes was contacted by Helenville resident Richard Pfeifer about the dirt and leaves in the gutters and catch basin on Helenville streets. Richard said the Town hired a sweeper in the past to clean the streets in the Spring. He said they were having a cleanup day. Richard will contact Clerk Barnes afterwards to see if the sweeper would be needed. Richard called and said they were able to clean the gutters and catch basin themselves. Ron Bennett said he has street sweeper. He will look at the gutters and catch basin to see if they should be cleaned further. He would sweep them for no charge since the Town kept his drivers busy this winter with tree trimming.

**10. PLAN COMMISSION REPORT/ZONING REQUEST:**

Chair Hill said there were no zoning requests this month.

- Updates Comprehensive Land Use Plan-Next Steps: Resolution & Ordinance

Mitchell Brouse, SRF, gave a summary of changes made to the CLUP from the survey results received. The Plan Commission Members will be provided with the full revised CLUP by May 11<sup>th</sup> to review. The Members will need to review the full revised CLUP before the May 23<sup>rd</sup> meeting. At the May 23<sup>rd</sup> Plan Commission meeting the Members should present a recommendation through a Resolution if they are ready to approve the updates. A Public Hearing will be held before the June 6<sup>th</sup> Town Board meeting. The Town Board will have to accept the Resolution with an Ordinance. Clerk Barnes provided draft copies of the Resolution and Ordinance. She will send both of them to the Town Attorney for approval.

- Discuss Steps Needed to Plan for Finding/Building a Town Hall; Form a Committee

Clerk Barnes said security is the big issue with St Coletta Cabin. The Cabin is rented out and keys are given out to the building. Clerk Barnes said security is a big concern with Elections. Supervisor Stammer agrees that a committee should be formed to start conversations. Supervisor Mode agreed to be on the

committee. Supervisor Stammer moved to form a committee consisting of Tom Beane, Jim Mode, and Tracie Stammer to explore options for a Town Hall starting with talking to Ted Behncke, President St Coletta. Supervisor Backlund seconded the motion; carried on voice vote.

**11. DISCUSS/ACTION TOWN WEB DESIGN CONTRACT**

Supervisor Kind did not have time to research other website providers. Clerk Barnes said she is very happy with Town Web Design. They are very helpful and easy to work with. She has not had any problems with them. Town Web Design employees are always available to answer questions and help with postings. Supervisor Backlund said the website serves its purpose of communications. It doesn't need to be redesigned. Supervisor Stammer moved to approve the 3-year contract for \$615.00/year with Town Web Design. Motion was seconded by Supervisor Backlund. Motion carried by roll call vote; 5 yes.

**12. CRAWFISH RIVER SOLAR PROJECT UPDATES**

Emily Straka, Ranger Power, sent all Board Members a letter with Crawfish River Solar project updates. A timeline was provided with hours of operation. The project is expected to be completed by October 2022.

**13. BADGER STATE SOLAR PROJECT UPDATES**

Emily Straka, Ranger Power, sent all Board Members a letter with Badge State Solar project updates. The project is expected to start the fourth quarter of 2022 and be completed by the fourth quarter of 2023.

**14. DISCUSS ORDINANCE 04-22 ALL-TERRAIN VEHICLE (ATV) AND UTILITY- TERRAIN VEHICLE (UTV) ROUTE ORDINANCE FOR TOWN OF JEFFERSON ROADS**

Attorney Larson said the Ordinance should be checked to make sure it isn't more restrictive than the State regulations on ATV/UTVs. Supervisor Stammer moved to approve *Ordinance 04-22 All-Terrain Vehicle (ATV) And Utility- Terrain Vehicle (UTV) Route Ordinance For Town Of Jefferson Roads* with the removal of the 35 mph speed maximum as discussed at the April Board meeting. Motion was seconded by Supervisor Backlund. Motion carried by roll call vote; 5 yes.

**15. DISCUSS FIRE & EMS AREA MAPS**

Sue Renin, Jefferson EMS, said they will need a letter from Chair Hill stating the Town is requesting sections 18, 20 and 21 for EMS and Fire sections to mirror each other. Supervisor Backlund moved to update the fire maps sections 18, 20 and 21 with the EMS maps to mirror each other. Motion was seconded by Supervisor Kind. Motion carried by roll call vote; 5 yes.

**16. DISCUSS/ACTION ON SUNSET VIEW SUBDIVISION SUBDIVIDER AGREEMENT & DECLARATION OF RESTRICTIONS AND COVENANTS-ROAD COMPLETION, TREE PLANTING ETC.**

Chair Hill's draft letter was reviewed by Attorney Larson. Chair Hill will send the letter to Jaqueline Bauer. Clerk Barnes found a signed road contract in the file. Chair Hill will ask for a quote from the Jefferson County Highway Department to pave Bauer Lane. Chair Hill will continue to work with Jaqueline.

**17. DISCUSS ARPA FUNDS**

Treasurer Fischer and Clerk Barnes filed for the standard deduction of \$10 million on the ARPA form April 21, 2022. After discussion with Attorney Larson on 4-19-22, they were confident this was the right way to go. Wisconsin Towns Association had been encouraging all Towns to take the standard deduction of \$10 million also. The Town of Jefferson will receive \$235,713.59 in ARPA funds. Clerk Barnes said at the WTA District meeting on 4-23-22, ARPA funds were discussed in a presentation. The WTA did a very good job of explaining the process. The Board's next step is to decide what to use the ARPA money for. There are strict guidelines to follow. The DOR should be consulted before making the final decision.

**18. DISCUSS/ACTION LETTER RECEIVED-POSSIBLE HOUSE CONDEMNED HELENVILLE**

Clerk Barnes provided a draft letter for the home owner to Attorney Larson. The letter was discussed on the conference call with Attorney Larson 4-19-22. He said a letter is the best place to start. Chair Hill will amend the letter and send it to the home owner.

**19. TREASURER’S REPORT**

Treasurer Fischer reported on the following items:

- The updated available money for Road Work Report
- Updated Fire Charges Report
- ARPA
- Bridge Aid Forms

**20. REVIEW AND APPROVE VOUCHERS**

Treasurer Fischer read the vouchers totaling \$33,335.07. Supervisor Stammer moved to approve the payment of the vouchers in the amount of \$33,335.07. Motion was seconded by Supervisor Mode. Motion carried by roll call vote; 5 yes.

**21. DISCUSS POTENTIAL AGENDA ITEMS FOR JUNE BOARD MEETING**

1. Possible House Condemnation
2. ARPA Funds
3. Subdivision trees, road
4. Fire/EMS Area Maps
5. Helenville Fire District Agreement
6. Popp Road, F & J Road

**22. ADJOURN**

Supervisor Backlund moved to adjourn at 7:25 p.m. Supervisor Kind seconded the motion; carried on voice vote.

Respectfully submitted

Tina Barnes, Clerk  
Town of Jefferson

**NEXT BOARD MEETINGS**

June 6, 2022 at 6 p.m.

July 7, 2022 at 6 p.m.