

TOWN OF AZTALAN
TOWN BOARD MEETING MINUTES
NOVEMBER 13, 2024

1. Call to Order / Pledge of Allegiance - *Chair Chwala called the board meeting to order at 7:01 pm. Present: Chair Jeremy Chwala, Supervisor Larry Christianson, Supervisor Megan Dunneisen Also present: Treasurer Teresa Keeser and Clerk Kathleen Pitzner. This meeting was held at Aztalan Town Hall located at W6260 County Rd B, Jefferson WI 53549.*
2. Proof of Posting and Notice - *Clerk Pitzner stated that the notice for this meeting was posted to the Town website and the three posting boxes in Aztalan on November 9, 2024*
3. Approval of Minutes - October 9, 2024 - *Chair Chwala moved, Supervisor Christianson seconded the motion to approve the minutes as written. Motion carried.*
4. Treasurer's Report - October 2024 Financial Report - *Supervisor Christianson moved, Chair Chwala seconded the motion to approve the Treasurer's Report as submitted. Motion carried.*
5. Plan Commission Report - *none*
6. Fire Dept and EMS Reports/Updates - *none*
7. Jefferson County Sheriff's Dept and/or County Supervisor Report - *none*
8. Reports and Meeting Updates from Board - *Chair Jeremy Chwala reported JFD budget meeting is scheduled for 11/14/24, Dewey Rd project is complete and under budget; no other Board member reports*
9. Public Comment on agenda items only (limited to 3 minutes per person)
10. Business - **business items are matters of discussion and possible action**
 - a. Public Hearing: Application for Excavation and/or performance of work within the right-of-way submitted by WE Energies for gas line installation at W5340 Schiferl Lane, Johnson Creek 7:04pm Public Hearing opened. *Joyce Jaeger of N5600 Rockridge Ct asked for more information. 7:06pm Public Hearing closed.*
 - b. Approve the Application & Permit For Excavation and/or Performance of Work Within Public Right-Of-Way submitted by WE Energies for gas line installation at W5340 Schiferl Lane, Johnson Creek. - *Chair Chwala moved, Supervisor Christianson seconded the motion to approve the application & permit to work in the right of way submitted by WE Energies. Motion carried.*
 - c. Approve the request by the Grellton Conservation Club to hold the Hunter Safety Course at the Aztalan Town Hall - *Discussion with Matt Kooiman, Andrew Weihert, and Steve Menzia of the Grellton Conservation Club - no action taken; table to the next meeting*
 - d. Upon motion duly made, seconded and adopted by roll call vote, the Town Board will convene into closed session pursuant to Wisconsin Statutes Section 19.85(1) (c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, specifically to interview a candidate for the position of Town Assessor, namely Bowmar Appraisals, Inc. - *Chair Chwala moved, Supervisor Christianson seconded the motion to convene into closed session. Jeremy Chwala - yes, Megan Dunneisen - yes, Larry Christianson - yes Motion carried.*
 - e. Following the closed session, the Town Board will reconvene into open session and may further discuss and take action on matters discussed in closed session. - *Chair Chwala moved, Supervisor Christianson seconded the motion to accept the Market Update Contract submitted by Bowmar Appraisals, Inc, \$40800 for maintenance and revaluation for the period 2025-2027. Motion carried.*

- f. Review and approve the commercial insurance renewal policy submitted by Glatfelter Public Entities. (Michelle Struass with The Horton Group in attendance for discussion). - *Chair Chwala moved, Supervisor Dunneisen seconded the motion to accept the insurance package as provided with the \$100,000 cyber liability. Motion carried.*
Chair Chwala moved, Supervisor Dunneisen seconded the motion to amend the original motion to include, 'the amount of \$12,820'. Motion carried.
- g. Approve application for an Alcohol Beverage Operator's License submitted by Teralina Walters - *Supervisor Dunneisen moved, Supervisor Christianson seconded the motion to approve the Operator's License. Motion carried.*
- h. Approve 2024 Budget amendments - {amendments submitted to the Town Board} - *Chair Chwala moved, Supervisor Christianson seconded the motion to approve the 2024 Budget amendments without the Misc Revenue & Road Materials/Supplies expense for \$4900. Motion carried.*
- i. Approve the amended Temporary (revenue) borrowing Resolution - *Chair Chwala moved, Supervisor Christianson seconded the motion to approve the amended Temporary (revenue) Borrowing Resolution 2024-04, in the amount of \$120,735.80 + interest and fees from the Bank of Lake Mills. {By roll call vote per resolution}*
Jeremy Chwala - yes, Megan Dunneisen - no, Larry Christianson - yes Motion carried.
- j. Approve Tax Collector Bond for Aztalan Treasurer - *Chair Chwala moved, Supervisor Christianson seconded the motion to approve the tax collector bond up to \$200. Motion carried.*
- k. Install surveillance equipment at the Town buildings - *Chair Chwala moved, Supervisor Christianson seconded the motion to purchase two trail cameras to be installed at the Town Hall. Motion carried.*
- l. Parking lot maintenance -
 - i. Blacktop the lot east of Town Hall
 - ii. Blacktop lot in front of Town Hall & Garage*Supervisor Christianson was asked to bring quotes for both agenda items above for comparison to the next meeting*
- m. Town Road maintenance
 - i. Tree trimming on Mansfield Rd & Jefferson Rd - *Chair Chwala moved, Supervisor Dunneisen seconded the motion to have Two Guys Trimming remove the three trees on Jefferson Rd for \$2000. Motion carried.*
 - ii. Ditching on Ziebell Rd & Gomoll Rd - *Chair Chwala moved, Supervisor Christianson seconded the motion to approve ditching on Gomoll Rd and Ziebell Rd not to exceed \$3500. Motion carried. {work to be performed by Jefferson County Hwy Dept.}*
 - iii. Retrieve shoulders on Ziebell Rd, Harvey Rd, & Indianhead Dr. - *Chair Chwala moved, Supervisor Christianson seconded the motion to retrieve the shoulders on Harvey Rd providing the town puts gravel in bad spots prior to {the Jefferson County Hwy Dept} starting. Motion carried, 2-1.*

11. Possible Future Agenda Items - 2nd phase bridge/culvert inspection

12. Payment of Bills -*Chair Chwala moved, Supervisor Christianson seconded the motion to pay bills. Motion carried. {Supervisor Dunneisen abstained}*

13. Adjournment - *Chair Chwala moved, Supervisor Christianson seconded the motion to adjourn the November 11, 2024 meeting at 10:14pm. Motion carried.*

Respectfully submitted,
Kathleen Pitzner
Clerk