

TOWN OF AZTALAN  
TOWN BOARD MEETING MINUTES  
MAY 8, 2024

1. Call Meeting to Order/Pledge of Allegiance: *Chair Chwala called the board meeting to order at 6:29pm. 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 May 4, 2024.*
3. Approval of Minutes - April 10, 2024  
*Chair Chwala moved, Supervisor Christianson seconded the motion to approve the April 10, 2024 minutes as written. Motion carried.*
4. Treasurer's Report -
  - a. April 2024 Financial Report - *Supervisor Christianson moved, Chair Chwala seconded the motion to approve the April 2024 Financial Report as written. Motion carried. {Supervisor Dunneisen abstained}*
  - b. Report on the General Fund balance - *Treasurer Keeser reported on the General Fund; including balance (as of may 31), remaining 2024 budget & ARPA funds to be expended, suggested amount to remain in account at all times, and an amount to possibly allot for non-budgeted future expenditures.*
5. Plan Commission Report - *no report*
6. Fire/EMS Reports - *JCFD has hired a new fire chief to start May 13, 2024 for 3 yrs, Chief Ben Patterson. Chief Russ (LMFD); confirmed that we had received his monthly report as well as the MOE required by the State of WI*
7. Jefferson County Report - *Supervisor Steve Nass updates: Fire/EMS staff shortage is a priority issue, jail/courthouse project to be hopefully completed at end of year, more explanation on the approved A-3 splits, explanation of county rd snow plowing*
8. Reports and Meeting Updates from Board Members - *All Board members gave 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 made by WE Energies for the installation of new electrical service at N5431 Harvey Rd. - *Chair Chwala moved, Supervisor Dunneisen seconded the motion to reschedule the Public Hearing for May 30, 2024 at 6:15pm. Motion carried.*
  - b. WE Energies work in the right of way permits
    - i. Project 4963612 - N5431 Harvey Rd, new service - *move to May 30 agenda*
    - ii. Project 4963915 - STH 26 & {Joe Turley Way}, cable replacement
    - iii. Project 4866553 - W5289 {Joe Turley Way}, cable replacement
    - iv. Project 4963919 - W5289 {Joe Turley Way}, cable replacement*Chair Chwala moved, Supervisor Christianson approved permits from WE Energies for Projects 4963915, 14866553, 4963919. Motion carried.*
  - c. Continue membership with the Wisconsin Towns Association (WTA); July 1, 2024-June 30, 2025 - *Supervisor Dunneisen moved, Supervisor Christianson to continue membership with the WTA. Motion carried.*
  - d. Aztalan Roads
    - i. Dewey Rd - in conjunction w/ the City of Jefferson according to bids received - *Supervisor Christianson moved, Supervisor Dunneisen seconded the motion to request {sealed} bids for Dewey Rd project; 1. Mill and resurface {same specifications as the City of Jefferson bid request}, 2. Wedge and resurface. Motion carried.*

*Chair Chwala, Supervisor Christianson seconded the motion to have the sealed bids returned to the Town by June 12, 2024, 7pm to be opened at scheduled Town Board meeting. Motion carried.*

- ii. *Culverts in need of replacement on Junction Rd - Supervisor Christianson moved, Supervisor Dunneisen to approve Gallitz Grading, Inc to replace the culvert on Junction Rd per the estimate received and with Jefferson County Highway Dept approval of installing plastic culverts. Motion carried.*

e. Town Buildings & Grounds

- i. *Received quotes for installation of ADA doors on Town Hall and Town Garage - Supervisor Christianson moved, Chair Chwala seconded the motion to approve proposal from Fort Atkinson Glass per {email} quote. Motion carried. {Note: The Town Garage replacement door on received proposal is not an ADA compliant door and was not requested to be ADA compliant.}*
- ii. *Received quotes for tuck pointing*
- iii. *Received quotes to install block windows in Town Garage  
Chair Chwala moved, Supervisor Christianson seconded the motion to approve for Merlin Lange to complete tuck pointing and block windows install {items ii. & iii above} according to the proposal received. Prior to call for vote: Supervisor Dunneisen moved, Chair Chwala seconded the motion to have Merlin Lange provide proof of insurance prior to start of work. Motion carried.  
Call for vote on initial motion. Motion carried.  
Chair Chwala moved, Supervisor Christianson seconded the motion to use ARPA funds to pay for tuck pointing and block window install. Motion carried.*
- iv. *Received quotes for parking lot paving - no action*
- v. *Received updated quote to repair/replace salt shed doors - Supervisor Christianson moved, Supervisor Dunneisen seconded the motion to use ARPA funds to have Lakeside Construction replace salt shed doors {according to estimate received}. Motion carried.*

f. Funding source for unbudgeted expenditures in regards to Jefferson Fire Dept equipment, future road projects

- i. *Possible ARPA funds expenditures (to be designated by Dec. 31, 2024 and completed by Dec. 31, 2026)*
- ii. *Possible General Fund designation*
- iii. *Possible borrowing from a financial institution - Chair Chwala moved, Supervisor Christianson seconded the motion to approve borrowing funds to pay for Aztalan portion of the Jefferson Fire Dept*

11. *Possible Future Agenda Items - used oil drop-off*

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

13. *Adjournment - Supervisor Christianson moved, Supervisor Dunneisen seconded the motion to adjourn the May 8, 2024 meeting at 9:07pm. Motion carried.*

Respectfully submitted,  
Kathleen Pitzner  
Clerk