

TOWN OF AZTALAN
TOWN BOARD MEETING MINUTES
DECEMBER 11, 2024

1. Call to Order / Pledge of Allegiance - *Chair Chwala called the board meeting to order at 7:00pm. 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 Dec. 8, 2024 and an amended notice on Dec. 10, 2024*
3. Approval of Minutes - November 13, 2024 - *Chair Chwala moved, Supervisor Dunneisen seconded the motion to approve the November 13, 2024 minutes as written. Motion carried.*
4. Treasurer's Report - November 2024 Financial Report - *Supervisor Christianson moved, Chair Chwala seconded the motion to approve the Treasurer's Report as submitted. Motion carried. Supervisor Dunneisen abstained.*
5. Plan Commission Report - *Clerk Pitzner reported on the Dec. 2, 2024 Plan Commission meeting; agenda items a. - d. were recommended for approval; the Plan Commissions suggestions for 'Per Diem' compensation are listed below under agenda item k.*
6. Fire Dept and EMS Reports/Updates - *Chief Russ, LMF, gave a report*
7. Jefferson County Sheriff's Dept and/or County Supervisor Report - *none*
8. Reports and Meeting Updates from Board - *none*
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. Approve the request by Godfrey Enterprises LLC to rezone from R-2 to B north of W6630 County Road B, to make parking lot and septic part of existing commercial lot, parcel # 002-0714-1713-007 - *Chair Chwala moved, Supervisor Christianson seconded the motion to approve rezone request from R-2 to B. Motion carried.*
 - b. Approve the request by Godfrey Enterprises LLC to update the conditional use for the rezoned parking lot and septic for the existing eating and drinking business at W6630 County Road B, parcel # 002-0714-1713-007 - *Chair Chwala moved, Supervisor Christianson seconded the motion to approve the update to the conditional use request. Motion carried.*
 - c. Approve the request by Godfrey Enterprises LLC to allow for a duplex on Lot 1 (35,555 sq. ft.) on an R-2 zoned lot located at N6330 County Road Q parcel # 002-0714-1713-006
 - d. Approve the request by Godfrey Enterprises LLC to allow for a duplex on Lot 2 (30,000 sq. ft.) on an R-2 zoned lot located at N6330 County Road Q parcel # 002-0714-1713-006
Agenda items c. & d. - Chair Chwala moved, Supervisor Christianson seconded the motion to approve the request to allow for a duplex on Lot 1 and Lot 2 by Godfrey Enterprises. Motion carried. Supervisor Dunneisen abstained.
 - e. Allow the Grelton Conservation Club to hold the Hunter Safety Courses at the Aztalan Town Hall - *moved to future meeting; Chair and Clerk to draft a facilities use policy*
 - f. Request by Aztalan Cycle Club officers for a 'No Dumping' sign on Gomoll Rd - *Chair Chwala moved, Supervisor Christianson seconded the motion to purchase two 'No Dumping' signs to post at the end of Gomoll Rd. Motion carried.*
 - g. Approve the Application for Recreational Land Use License submitted by Aztalan Cycle Club, LLC to operate a recreational facility located at N6441 Gomoll Rd, Lake Mills, WI 53551 for the period of Jan 1 - Dec. 31, 2025; details are stated on the application - *Chair Chwala moved,*

Supervisor Dunneisen seconded the motion to approve the Recreational Land Use License for Aztalan Cycle Club, LLC. Motion carried.

- h. Approve the Application for Blasting and Nonmetallic Mining submitted by Hausz Bros. Inc. located at W5904 Hwy N for the period of Jan 1 - Dec. 31, 2025; details are stated on the application - *Chair Chwala moved, Supervisor Dunneisen seconded the motion to approve the Blasting and Non-Metallic Mining Permit for Hausz Bros, Inc. Motion carried.*
- i. Approve the Application for License of a Mobile Home Park submitted by Sherry Stelse for the period of Jan 1 - Dec. 31, 2025; details are stated on the application - *Chair Chwala moved, Supervisor Dunneisen seconded the motion to approve the application for the Mobile Home Park License. Motion carried.*
- j. Approve the Jefferson Humane Society Contract for Jan. 1 - Dec. 31, 2025; details are stated in the contract - *Supervisor Christianson moved, Supervisor Dunneisen seconded the motion to approve the Jefferson Humane Society Contract. Motion carried.*
- k. Approve the Plan Commission's recommendations for eligible per diems as listed: PC meetings; site visits; training relevant to PC duties (+ mileage); all phone calls, collectively in excess of 30 minutes, in respect to a current CUP request. - *Chair Chwala moved, Supervisor Dunneisen seconded the motion to approve the provided list with the exception of phone calls. Motion carried.*
- l. Approve parking lot and sidewalk maintenance - *Chair Chwala moved, Supervisor Christianson seconded the motion to accept the Jefferson County Highway Dept bid for parking lot project of \$51,725.75 using ARPA funds and authorize the Town Chair & Town Clerk to execute the contract. Motion carried.*
- m. *Approve tree trimming and/or removal along Mansfield Rd and Riess Rd - *Chair Chwala moved, Supervisor Dunneisen seconded the motion to approve Two Guys Trimming to remove the three trees on Riess Rd for \$1500. Motion carried. Chair Chwala motioned, Supervisor Christianson seconded the motion to accept Northwest Services bid for removing trees on Mansfield Rd. Motion carried.*
- n. *Review and accept a proposal for the Town Shop roof repair - *move to future meeting*
- o. *Discuss and approve a bridge inspector for the 2nd phase of the culvert rating - *Supervisor Christianson informed us that the State of Wisconsin has actually awarded bridge inspection contracts, so we don't have anything more to do.*
- p. Hire for part time employment - *Chair Chwala moved, Supervisor Christianson seconded the motion to publish employment advertisement in Daily Jefferson County Union (1/wk for 4 wks) & Watertown Daily Times (1 time), ending Jan. 6, 2025; application deadline Jan. 8 at 3pm. Motion carried. {also posted in posting boxes and on website by Clerk}*
- q. Treasurer to set Town of Aztalan tax collection dates - *Dec. 30, 2024 from 3-7pm & Jan. 25, 2025 from 8am - 12pm*

11. Possible Future Agenda Items - *2024 budget amendments, Facilities Use Policy draft*

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

13. Adjournment - *Supervisor Dunneisen moved, Supervisor Christianson seconded the motion to adjourn the December 11, 2024 meeting at 9:22pm. Motion carried.*

Respectfully submitted,
Kathleen Pitzner
Clerk