

# TOWN OF AZTALAN TOWN BOARD MEETING MINUTES

FEBRUARY 9, 2022

1. Call Meeting to Order: *Chairperson Chwala called the board meeting to order at {time}.*  
*Present: Chairperson Jeremy Chwala, Supervisor Larry Christianson, Supervisor John Drake*  
*Also present: Treasurer Karen Mundt, and Clerk Kathleen Pitzner.*  
*This meeting was held at Aztalan Town Hall located at W6260 CTH B, Jefferson WI 53549.*
2. Pledge of Allegiance
3. Proof of Posting and Notice:  
*On February 7, 2022 this agenda was posted to the Town of Aztalan website and the three posting boxes located at the Aztalan Town Hall; Ann Street, Lake Mill;, and River Hill Dr, Johnson Creek.*
4. Approval of Minutes - January 12, 2022  
*Supervisor Drake moved, Supervisor Christianson seconded to approve the January 12, 2022 minutes as presented. Motion carried.*
5. Treasurer's Report  
*Supervisor Drake moved, Supervisor Christianson seconded to approve the January 2022 Financial Report as presented. Motion carried.*
6. Planning Commission Report: *none*
7. Jefferson County Report: *none*
8. EMS Report: *none*
9. Reports and Meeting Updates from Board Members: Supervisor Christianson reported on his research of ARPA fund use, tree trimming bids, air compressor bids, Aztalan Cemetery meetings possibly being held at the Town Hall; Chair Chwala reported that Jefferson County has informed an Aztalan property owner that there is a report of illegal camping on their property and DNR has not issued permits.
10. Public Comment on agenda items only (limited to 3 minutes per person)
11. Business
  - a. Discussion on Fire Protection and EMS services - *Fire Chiefs from Jefferson and Johnson Creek, and LMF D Captain discussed and answered Board member questions*
  - b. Discussion and possible action on Town of Aztalan roads - *discussion on roads needing to be striped*
  - c. Discussion on ARPA funds use - *utilize WTA website for more information on acceptable uses; Badger Books, Town website were mentioned*
  - d. Discussion on Town Website - *Treasurer presented Town web, Clerk is to research 3 known web designers*
  - e. Discussion and possible action on the Town owned 1995 Chevrolet - *Supervisor Drake moved, Supervisor Christianson seconded to have Justin continue to disassemble the engine. Determination will be made after it is known what needs to be none. Motion carried.*

- f. Discussion and possible action on utilizing income collected as Nuisance Fees - *no action taken*
- g. Discussion and possible action on the petition filed by Jefferson County Zoning to allow for a text amendment to the Jefferson County Zoning Ordinance defining agricultural tourism - *Chairman Chwala moved, Supervisor Christianson seconded to approve the Jefferson County Zoning Ordinance definition of agricultural tourism as written. Motion carried.*
- h. Discussion and possible action on continued membership with the Town Advocacy Council of the WTA - *Supervisor Drake moved, Supervisor Christianson seconded to approve membership with the Town Advocacy Council for the WTA. Motion carried.*
- i. Discussion and possible action on Kathy Pitzner participating in Municipal Clerk & Treasurer Institute (2nd yr) - \$499 - *Supervisor Drake moved, Supervisor Christianson seconded to send Kathy Pitzner to Municipal Clerk & Treasurer Institute. Motion carried.*
- j. Discussion and possible action on updates to the Aztalan Employee Handbook - *Supervisor Drake moved, Supervisor Christianson seconded to put on future agenda after review by each Board member of current Employee Handbook and other handbook examples received. Motion carried.*

12. Possible Future Agenda Items:

*Review/update Town Employee Handbook, Conversation with Town Lawyer, CDL for part-time employees*

13. Payment of Bills:

*Supervisor Christianson moved, Supervisor Drake seconded the motion to pay bills. Motion carried.*

14. Motion to Adjourn:

*Supervisor Christianson moved, Supervisor Drake seconded the motion to adjourn the February 9, 2022 meeting at 9:26pm. Motion carried.*

Respectfully submitted,  
Kathleen Pitzner, Clerk