

MINUTES

VILLAGE BOARD MEETING

Tuesday, September 12, 2023 at 7:30 PM

Jackson Municipal Complex

Village Board Room

N168W19851 Main Street

Jackson, WI 53037

1. Call to Order and Roll Call

Call to order at 7:30 PM by Pres. Heckendorf.

Present: Pres. Heckendorf, Tr. Olson, Tr. Wells, Tr. Kruepke, Tr. Matter, Tr. Engelhardt, and Tr. Emmrich.

Members Absent/Excused: None

Staff Present: Administrator Keller, Treasurer Smith, Police Chief Vossekul, Fire Chief Swaney, Building Inspector Johnson, Parks & Recreation Director Valentino, Public Works Director Kober, and Clerk Gonstead

2. Pledge of Allegiance

3. Administration of Oath of Office - Nolan Diermeier (Firefighter/EMT)

Clerk Gonstead swears in Firefighter/EMT Nolan Diermeier.

4. Public Hearings

No citizens were present to comment on the noticed Public Hearings.

- Proposed Amendment of Comprehensive Plan, Amend Map 1, titled "Land Use Plan for the Village of Jackson: 2050"

No comments.

- Conditional Use Permit - Request to Exceed the Maximum Number of Dogs Per Residence - N170W20225 Hunters Road - Krystal Colburn

No comments.

- Conditional Use Permit for Operation of a U-Haul Dealership at N168W20069 Main Street

No comments.

- Ordinance #23-12 - Rezoning Parcel V3_019700V-Jackson Townhomes

No comments.

- Resolution #23-21: Final Resolution Authorizing the Levy of Special Assessment Against Benefited Property Associated with 2023 Utility Street Improvement Project Containing Sherman Road Sewer Extension & Highland Road Improvement

Steven and Sandy Schultz of N172W19530 Highland Road had emailed comment to Pres. Heckendorf and Administrator Keller for consideration at today's public hearing. Copies had been provided to all trustees at the meeting. A summation of the Schultz's email was provided to those in attendance.

5. Village Citizen Comment on an Agenda Item (Please sign-in with the Clerk prior to speaking. Please note this is the Village Board's monthly business meeting, not a public hearing. People wishing to speak on any item on the agenda should present their comments under this agenda item. Each commenter will be limited to a total of 2 minutes.)

None

6. Consent Agenda (Prior to voting on the Consent Agenda, items may be removed at the request of any Trustee and be placed on the agenda following this item.)

Motion to approve the Consent Agenda made by Tr. Wells, second by Tr. Olson. Discussion: None.

Vote: 7 ayes - 0 nays, motion carries.

- Approval of the Minutes of the August 8, 2023 Village Board Meeting
- Approval of Lucida, Audit Engagement Letter, for the Fiscal Years Ending December 31, 2023, 2024, and 2025
- Resolution #23-21: Final Resolution Authorizing the Levy of Special Assessments Against Benefited Property Associated with 2023 Utility Street Improvement Project Containing Sherman Road Sewer Extension & Highland Road Improvement
- Resolution #23-22: Declaration of Official Intent to Reimburse Expenditures for Clean Water Fund Program (CWFP) Project
- Resolution #23-23: Resolution Appointing Authorized Representative to File Applications for Financial Assistance from the State of Wisconsin Environmental Improvement Fund

7. Ordinance #23-13: Amending the 2050 Comprehensive Plan

Motion to approve Ordinance #23-13 made by Tr. Wells, second by Pres. Heckendorf.

Vote: 7 ayes - 0 nays, motion carries.

Motion to suspend the rules for a second reading of Ordinance #23-13 made by Pres.

Heckendorf, second by Tr. Emmrich.

Roll vote taken:

Pres. Heckendorf - Aye

Tr. Emmrich - Aye

Tr. Engelhardt - Aye

Tr. Matter - Aye

Tr. Kruepke - Aye

Tr. Wells - Aye

Tr. Olson - Aye

Vote: 7 ayes - 0 nays, motion carries.

Motion to approve the second reading of Ordinance #23-13 by Tr. Emmrich, second by Tr. Wells.

Vote: 7 ayes - 0 nays, motion carries.

8. Budget & Finance Committee

- Pay Request #2 - Oaks of Jackson Subdivision - DF Tomasini Contractors Inc.

Motion to approve Pay Request #2 - Oaks of Jackson Subdivision to DF Tomasini Contractors Inc, in the amount of \$504,821.98 by Tr. Wells, second by Tr. Engelhardt.

Vote: 7 ayes - 0 nays, motion carries.

- Pay Request #3 - Oaks of Jackson - Subdivision - DF Tomasini Contractors Inc.

Motion to approve Pay Request #3 - Oaks of Jackson Subdivision to DF Tomasini Contractors Inc, in the amount of \$503,394.00 by Tr. Wells, second by Tr. Engelhardt.

Vote: 7 ayes - 0 nays, motion carries.

- Pay Request #2 - 2023 Utility Street Improvement Project - Vinton Construction

Motion to approve Pay Request #2 - 2023 Utility Street Improvement Project to Viton Construction, in the amount of \$847,234.20 by Tr. Wells, second by Tr. Engelhardt.

Vote: 7 ayes - 0 nays, motion carries.

- Pay Request #6 - STH 60 Utility Upgrade Project - Advance Construction

Motion to approve Pay Request #6 - STH 60 Utility Upgrade to Advance Construction, in the amount of \$39,921.45 by Tr. Wells, second by Tr. Engelhardt.

Vote: 7 ayes - 0 nays, motion carries.

9. Plan Commission

- Conditional Use Permit - Request to Exceed the Maximum Number of Dogs Per Residence - N170W20225 Hunters Road - Crystal Colburn

Motion to approve Conditional Use Permit -request to exceed the maximum number of dogs per residence at N170W20225 Hunters Road for Crystal Colburn, subject to the following conditions:

1. No additional animals may be kept upon the property.
2. The dogs shall be vaccinated and licensed annually with the Village.
3. The Conditional Use Permit shall expire at any such time any one of the current dogs passes away or no longer resides at the property.

Motion made by Tr. Wells, second by Tr. Emmrich.

Vote: 7 ayes - 0 nays, motion carries.

- Conditional Use Permit for Operation of a U-Haul Dealership at N168W20069 Main Street

Motion to approve the Conditional Use Permit for the Operation of a U-Haul Dealership at N168W20069 Main Street, pursuant to the below listed conditions:

1. All major service/repair work to vehicles, trailers, and other equipment is to be performed off-site. This also includes installation of trailer hitches, vehicle wiring, and similar services associated with a U-Haul dealership. Applicant may apply for additional use approval for such services, should they want to offer them in the future.
2. Vehicles, trailers, and other equipment are to be stored in a neat and orderly fashion upon gravel or paved surfaces only. Parking to storage on grass/lawn is strictly prohibited. Parking areas for vehicles and equipment shall be striped.
3. A maximum of eight (8) motor units only are permitted to be parked in the designated area along the east side of the parking lot. Overflow parking shall be permitted at the rear of the building on gravel or paved surfaces only until such a time they are rented or can be relocated to other dealerships. At no time shall there be more than eight (8) vehicles stored onsite.
4. Retail items such as hand trucks, cardboard boxes, and other moving supplies/equipment shall be kept indoors.
5. Maintain emergency vehicle access to the rear of the property at all times.
6. All signage shall be submitted for review and approval in accordance with the Village Sign Code.
7. Upon receipt of a written complaint and review by the Plan Commission, this Conditional Use Approval may be subject to additional regulation and/or potential revocation by the Village.

Motion by Tr. Olson, second by Tr. Emmrich.

Vote: 6 ayes - 0 nays - 1 abstain (Tr. Engelhardt), motion carries.

- Ordinance #23-12 - Rezoning Parcel V3_019700V - Jackson Townhomes

Motion to approve Ordinance #23-12 made by Pres. Heckendorf, second by Tr. Kruepke.

Vote: 7 ayes - 0 nays, motion carries.

Motion to suspend the rules for a second reading of Ordinance #23-12 made by Pres. Heckendorf, second by Tr. Emmrich.

Roll vote taken:

Pres. Heckendorf - Aye

Tr. Emmrich - Aye

Tr. Engelhardt - Aye

Tr. Matter - Aye

Tr. Kruepke - Aye

Tr. Wells - Aye

Tr. Olson - Aye

7 ayes - 0 nays, motion carries.

Motion to approve the second reading of Ordinance #23-12 by Tr. Wells, second by Tr. Kruepke.

Vote: 7 ayes - 0 nays, motion carries.

- Zoning Code Audit - Discussion Only

Building Inspector Johnson explains the intent of the review of the Village zoning ordinances to make them easier to navigate by public and staff, as well as limit some conditional uses that are coming to elected body. Anticipated timeline and subsequent steps provided to the Board. Tr. Engelhardt inquires on the costs involved with this process. Administrator Keller provides general cost to date and explains there is a wide range of potential cost involved with the process of undertaking changing the Code.

No action taken - discussion only.

10. Board of Public Works

- Impact Fee Study - Trilogy Consulting LLC

Motion to instruct staff to prepare a draft ordinance and notice a public hearing for the October Village Board meeting. Motion made by Pres. Heckendorf, second by Tr. Wells.

Vote: 7 ayes - 0 nays, motion carries.

11. Personnel Committee

- K9 Unit Memorandum of Understanding with the Jackson Professional Police Association, WPPA LEER

Motion to approve the K9 Memorandum of Understanding with the Jackson Professional Police Association, WPPA LEER, made by Tr. Emmrich, second by Tr. Olson.

Vote: 7 ayes - 0 nays, motion carries.

12. West Bend School District Report

Tr. Wells reports that September 25th will be the annual meeting and budget hearing. It is anticipated the mill rate should be decreasing again.

13. Washington County Board Report

County Supervisor Schwab had provided a written report.

14. Greater Jackson Business Alliance Report

Tr. Matter reports the meeting will be held the week of September 18th where Chiefs Vossekuil and Swaney speaking at the engagement. Tr. Matter further explained the profits from Action in Jackson is assisting the Alliance to fund various projects near the pickball courts.

15. Mid-Moraine Municipal Association Report

Tr. Olson reports the fall session will be held the following day, September 13th.

16. Closed Session pursuant to Wis. Stats. §19.85(1)(c) for the purpose of considering employment, promotion, compensation, or performance evaluation data of any public employee over which the Village has jurisdiction or exercises responsibility and 19.85(1)(e) "deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session."

The closed session is for the following purposes:

- a) K9 Unit Memorandum of Understanding with the Jackson Professional Police Association, WPPA LEER; and
- b) To discuss the Village strategic approach related to the sale and development of properties publically owned in TID 7; and
- c) 2023 Village Administrator performance review.

Pres. Heckendorf makes a motion to go into closed session, pursuant to Wis. Stats. §19.85(1)(c) and §19.85(1)(e) for the listed purposes "b" and "c". Second made by Tr. Emmrich.

Roll vote:

Pres. Heckendorf - Aye

Tr. Emmrich - Aye

Tr. Engelhardt - Aye

Tr. Matter - Aye

Tr. Kruepke - Aye

Tr. Wells - Aye

Tr. Olson - Aye

Vote: 7 ayes - 0 nays, motion carries. The Village Board proceeded into closed session at 7:54PM.

Those present in the closed session were the entirety of the Village Board and Administrator Keller.

17. Reconvene into Open Session with Possible Action Related to the Subject(s) of the Preceding Closed Session

Motion to reconvene into open session made by Pres. Heckendorf, second by Tr. Wells.

Vote: 7 ayes - 0 nays, motion carries.

Reconvene into open session at 8:55PM. No further action taken.

18. Adjourn

Motion to adjourn made by Tr. Kruepke, second by Tr. Wells.

Vote: 7 ayes - 0 nays, motion carries.

Meeting adjourned at 8:55PM.

Respectfully Submitted,
Anastasia Gonstead - Village Clerk