

APPROVED MINUTES
Special Village Board Organizational Meeting
Tuesday, April 20, 2021 at 7:00 p.m.
Jackson Village Hall
N168 W20733 Main Street

1. Call to Order & Roll Call

President Schwab called the meeting to order at 7:01 p.m.

Members Present: Trustees Emmrich, Engelhardt, Heckendorf, Matter and Wells.

Member Excused: Trustee Kruepke.

Staff present: Building Inspector Collin Johnson, Administrator Jen Keller, DPW Director/Engineer Brian Kober, Treasurer Darlene Smith, Fire Chief Swaney, Parks & Rec Director Kelly Valentino, Police Chief Vossekuil, Administrative Assistant Tiffany Washburn and Clerk Jilline Dobratz.

2. Pledge of Allegiance

Pres. Schwab led the assembly in the Pledge of Allegiance.

3. Administration of Oath of Office to the Village President and Trustees

Village Clerk, Jilline Dobratz administered the oath of office for President Schwab, Trustees Randy Matter, Tim Engelhardt and Brian Emmrich.

4. Comments by the Village President

Pres. Schwab stated it is indeed an honor to be elected to a position in Village government to represent a free people who want what is best for their community, to be elected and trusted with that office. It is an honor to work with the staff, who are dedicated and have the best interest of the Village at heart. It is important to have people who are willing to serve as appointees to boards and committees; thank you for your service. Procedural information was given to the Trustees. He is looking forward to working with the Board, staff and appointed members.

5. Comments by the Trustees

Trustee Emmrich thanked and congratulated Trustees Matter and Engelhardt. The Board works well together. He agrees that the staff has the best interest of the Village at heart and is looking forward to working with them.

Trustee Engelhardt thanked the community for being elected. He is looking forward to serving, working to make the Village better and working together.

Trustee Matter is looking forward to working with the Board. He offered congratulations to Trustees Emmrich and Engelhardt, thanked the citizens of Jackson for being elected, and is looking forward to working with all of the staff. He plans to use his leadership skills in his new role on the Board.

Trustee Wells congratulated the elected Board members; she looks forward to working with them and continuing to work with Village Staff.

Trustee Heckendorf congratulated elected Board members. He is looking forward to working with them and with the staff. Thanked the residents who have volunteered their time to serve on committees and boards. It is a way for people to be involved in the decision making of the Village. He is excited to serve and looks forward to the next year ahead, especially with the move to the new Municipal Complex.

6. Comments by Village Staff

Tiffany Washburn, Administrative Assistant, is learning a lot in her new position, is looking forward to working with everyone, and congratulated the new trustees.

Jilline Dobratz, Clerk, administers elections and thanked everyone who ran, as it made the Spring Election very exciting. Congratulations to Pres. Schwab and Trustees Emmrich, Engelhardt and Matter for serving for the next two years. It is an exciting time to be at the Village as a part of the staff, who works well with the Board. She appreciates the leadership of the Board and believes the new Municipal Complex will be great for all.

Aaron Swaney, Fire Chief, has been at the Village for five years. He is looking forward to the new Board, which may bring new ideas. He enjoys change and looks forward to working with them.

Jen Keller, Administrator, has seen internally an incredible amount of dedication to doing the job right and not forgetting the small things. She believes relying on the expertise of others, fostering the tone of respect, and keeping open discussion will be a key tenet of success for the Board and all valued committee work. She is thankful to be here and excited the staff gets to share more about themselves.

Darlene Smith, Treasurer, was hired in 2019 as the Deputy Clerk/Deputy Treasurer and was promoted in January 2021. She has been learning a lot and is completing a number of training courses. Her door is always open for any questions. Welcome everyone.

Kelly Valentino, Parks & Recreation Director, welcomed Trustees Engelhardt and Matter. She has been here 20 years and started the full-time Parks & Recreation Department. It has come a long way with the dedicated Parks & Recreation staff. She is proud of her fellow colleagues; the Department Heads work as a team. It is her pleasure to serve the community and looks forward to getting back into it this year.

Collin Johnson, Building Inspector/Code Enforcement Officer, also handles zoning matters. Welcomed the new elected officials and those who continue to serve. He has been at the Village for over two and a half years. Public service takes a special commitment and dedication. Together, we are doing great things in Jackson.

Ryan Vossekuil, Police Chief, thanked and congratulated the Board. He is looking forward to working with everyone. He has been employed with the Village for almost three years; it is a pleasure to work with fellow Department Heads and staff. The Police Department is very busy, handling around 5,000 calls per year, providing 24/7 protection to the Village.

He is grateful to the previous Boards support of the Department and hopes to have their support to keep the Village of Jackson a great place to work.

Brian Kober, Village Engineer and Director of Public Works, congratulations to the Board.

7. Committee Member Appointments and Administration of Oaths of Office

Budget & Finance members are Trustees Matter, Heckendorf and Pres. Schwab.

Plan Commission Trustee members are Emmrich and Pres. Schwab.

Motion by Pres. Schwab, second by Tr. Emmrich to reappoint Dan Reik to the Plan Commission for a two-year term ending in 2023.

Vote: 6 ayes, 0 nays. Motion carried.

Motion by Pres. Schwab, second by Tr. Matter to reappoint Jon Molkentin to the Plan Commission for a two-year term ending in 2023.

Vote: 6 ayes, 0 nays. Motion carried. Oath of Office was administered to Jon Molkentin. One position is open on Plan Commission.

Jon Weil and Trustee Kruepke will continue to serve until 2022.

Board of Public Works Chairman will be Trustee Heckendorf; Trustees Engelhardt and Matter will serve as members.

Motion by Pres. Schwab, second by Tr. Heckendorf to reappoint Steve Schoen to the Board of Public Works for a three-year term ending in 2024.

Vote: 6 ayes, 0 nays. Motion carried.

Motion by Pres. Schwab, second by Tr. Wells to reappoint Gloria Teifke to the Board of Public Works for a three-year term ending in 2024.

Vote: 6 ayes, 0 nays. Motion carried. Oath of Office was administered to Gloria Teifke.

Motion by Pres. Schwab, second by Tr. Emmrich to reappoint Casey Latz to the Joint Parks and Recreation Committee for a three-year term ending in 2024.

Vote: 6 ayes, 0 nays. Motion carried.

Other existing members are Susan Rank, Brittany Rathke and Brian Mekka.

Motion by Pres. Schwab, second by Tr. Heckendorf to appoint Doug Alfke to the Police & Fire Commission to complete a term ending in 2025.

Vote: 6 ayes, 0 nays. Motion carried.

Motion by Pres. Schwab, second by Tr. Emmrich to appoint Jill Washburn to the Police & Fire Commission for a five-year term ending in 2026.

Vote: 6 ayes, 0 nays. Motion carried. Oath of Office was administered to Jill Washburn. Other existing members are Mark Phillips, Jim Meyers and Lee Zacharyasz.

Pres. Schwab serves on the Tourism Commission.

Motion by Pres. Schwab, second by Tr. Heckendorf to reappoint Larry Hamlin to the Tourism Commission for a one-year term ending in 2022.

Vote: 6 ayes, 0 nays. Motion carried.

Motion by Pres. Schwab, second by Tr. Matter to reappoint Sarah Malchow to the Tourism Commission for a one-year term ending in 2022.

Vote: 6 ayes, 0 nays. Motion carried.

Pres. Schwab will be serving on the Board of Review. Citizen Jon Schoeneck term expires in 2022 and either the Clerk or Administrator serves as well.

Zoning Board of Appeals has an open position for a term to end in 2024. Existing members are Jon Schoeneck, Scott Karau, Dave Schleef and John Binsfeld.

Pres. Schwab and Tr. Kruepke serve on the Community Development Authority.
Motion by Pres. Schwab, second by Tr. Wells to appoint Doug Alfkie to the Community Development Authority for a three-year term ending in 2024.

Vote: 6 ayes, 0 nays. Motion carried.

Motion by Pres. Schwab, second by Tr. Emmrich to appoint Bill Depies to the Community Development Authority fill an existing term ending in 2022.

Vote: 6 ayes, 0 nays. Motion carried. Oath of Office was administered to Bill Depies. One position is open on Community Development Authority and existing member Jon Molkentin's term ends in 2022.

Ethics Committee existing member Bill Haese term expires in 2022.

Motion by Pres. Schwab, second by Tr. Heckendorf to reappoint Larry Hatke to the Ethics Committee for a two-year term ending in 2023.

Vote: 6 ayes, 0 nays. Motion carried

Motion by Pres. Schwab, second by Tr. Emmrich to appoint Mark Nolte to the Ethics Committee for a two-year term ending in 2023.

Vote: 6 ayes, 0 nays. Motion carried. Oath of Office was administered to Mark Nolte.

Personnel Committee Trustee members are Heckendorf, Emmrich and Pres. Schwab.

Mid-Moraine Legislative Committee member Trustee Wells will serve until 2022; if unable to attend, Administrator Keller is the alternate.

School District Liaison Trustee Wells will serve until 2022.

Motion by Pres. Schwab, second by Tr. Emmrich to appoint Michelle Klemp to the Residence Board for a five-year term ending in 2026.

Vote: 6 ayes, 0 nays. Motion carried.

Thanked Sandy Lippold for serving in the past. Michelle Zak and Joseph Simon will continue to serve.

Motion by Pres. Schwab, second by Tr. Wells to appoint Sarah Malchow to the Joint Review Board for a three-year term ending in 2024.

Vote: 6 ayes, 0 nays. Motion carried.

Pres. Schwab thanked everyone for their willingness to serve the Village of Jackson and for attending the meeting.

8. Adjourn

Motion by Pres. Schwab, second by Tr. Emmrich to adjourn at 7:42 p.m.
Vote: 6 ayes, 0 nays. Motion carried.

Respectfully submitted:

Jilline Dobratz, *CMC/WCMC*
Village Clerk