

APPROVED MINUTES
Special Village Board Organizational Meeting
Tuesday, April 19, 2022 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 7:00 p.m.

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

Member Excused: Trustee Matter

Staff present: Building Inspector/Code Enforcement Officer Collin Johnson, Administrator Jen Keller, Director of Public Works/Village Engineer Brian Kober, Fire Chief Aaron Swaney, Parks & Recreation Director Kelly Valentino, Police Chief Ryan Vossekul 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 Trustees

Clerk Dobratz administered the Oath of Office for Trustees Brian Heckendorf, John Kruepke, and Traci Wells.

4. Comments by the Village President

President Schwab thanked all citizen members who have served in the past and are serving again. He stated there is no one person on the Board who has authority on their own and the only authority the Board has is as a Board, and it is their job to set policy. President Schwab also stated opinions are accepted and respected and he is thankful for a great Staff. President Schwab stated he is looking forward to working with Staff, constituents, and the Board in the coming year. Lastly, he announced he has filed papers of noncandidacy and is looking forward to a good last year as Village President.

5. Comments by the Trustees

Trustee Emmrich congratulated the reelected Trustees and thanked Staff for what they do on a daily basis. Talent retention was a stated goal.

Trustee Engelhardt stated he has enjoyed the year serving the Village and congratulated the reelected Trustees.

Trustee Kruepke stated he was honored to serve another term and the leadership of the Staff the Board works with today is second to none.

Trustee Wells congratulated Trustee Heckendorf and Trustee Kruepke. Trustee Wells stated she was thankful to be reelected and looked forward to continuing to serve.

Trustee Heckendorf congratulated Trustee Wells and Trustee Kruepke on the reelection and thanked those that supported him. Trustee Heckendorf stated he is committed to the Village of Jackson and to constituents as well as the Staff.

6. Comments by Village Staff

Aaron Swaney, Fire Chief, thanked the Board for working together and congratulated those reelected. It was stated there would continue to be challenges and working together is something he values in the community.

Jilline Dobratz, Clerk, congratulated Trustees Heckendorf, Wells and Kruepke for being reelected and reminded the Board December 1st is the first day to circulate nomination papers for Village President.

Collin Johnson, Building Inspector/Code Enforcement Officer, congratulated the reelected Trustees and thanked the Board for their continued support of Staff.

Ryan Vossekuil, Police Chief, on behalf of the Police Department they are extremely grateful for the new building. It has been a huge boost to morale, is great for recruitment and retention. It was Stated JPD Staff are excited for future possibilities with the building. Thank you, congratulations and he is looking forward to working with everyone

Kelly Valentino, Parks and Recreation Director, thanked Mike for his service and leadership and congratulated the reelected Trustees. Director Valentino also thanked the current Board for their team approach and thanked colleagues who work well together.

Brian Kober, Director of Public Works/Village Engineer, thanked the Board for their dedication to the Village and being active in the community. Director Kober also congratulated the reelected Trustees and stated the Village has a many new projects happening, and he is ready to serve.

Jen Keller, Administrator, stated she is excited to have continuity for the next year as the Board has, and continues to embrace change. The Board and Staff have produced policy and have implemented change in a way the community should be proud of. Lastly, Administrator Keller congratulated and thanked all appointed committee members, reappointed Trustees, and Staff.

7. Committee Member Appointments and Administration of Oaths of Office

President Schwab stated the Budget and Finance Committee is comprised of three members. The existing members are Tr. Randy Matter and Pres. Schwab.

Motion by Pres. Schwab, second by Tr. Wells, to assign Tr. Brian Heckendorf to serve on the Budget and Finance Committee for a two-year term expiring in 2024.

Vote: 6 ayes, 0 nays. Motion carried.

President Schwab stated the Plan Commission is comprised of seven members. The existing members are Pres. Schwab, Tr. Brian Emmrich, citizen members Dan Reik and Jon Molkentin.

Motion by Pres. Schwab, second by Tr. Heckendorf, to assign Tr. John Kruepke and appoint citizen members Ryan Ganshow and Doug Wilcox to the Plan Commission for two-year terms expiring in 2024.

Vote: 6 ayes, 0 nays. Motion carried.

President Schwab stated the Board of Public Works is comprised of seven members. The existing members include Trustees Tim Engelhardt and Randy Matter, and citizen members Tim Meffert, Steve Schoen and Gloria Teifke.

Motion by Pres. Schwab, second by Tr. Engelhardt, to assign Tr. Brian Heckendorf to a term expiring in 2024 and appoint citizen member Sarah Malchow to the Board of Public Works for a three-year term expiring in 2025.

Vote: 6 ayes, 0 nays. Motion carried.

President Schwab stated the Park and Recreation Commission members were sworn in recently with the creation of the new commission at the beginning of the year. The members include Chair Casey Latz, Tr. Tim Engelhardt, Susan Rank, Brittany Rathke and Brian Mekka. Pres. Schwab thanked them for their service.

President Schwab stated the Police and Fire Commission is comprised of five members. The existing members are Vice President Doug Alfke, Secretary Jim Myers, Lee Zacharyasz and Jill Washburn.

Motion by Pres. Schwab, second by Tr. Emmrich, to appoint Mark Phillips to the Police and Fire Commission for a five-year term expiring in 2027.

Vote: 6 ayes, 0 nays. Motion carried.

President Schwab stated the Tourism Commission is comprised of three members in which Pres. Schwab serves as President of the Tourism Commission. Staff members Kelly Valentino and Jen Keller also serve the body.

Motion by Pres. Schwab, second by Tr. Emmrich, to appoint citizen member Sarah Malchow and hotel/motel member Larry Hamlin to the Tourism Commission for one-year terms expiring in 2023.

Vote: 6 ayes, 0 nays. Motion carried.

President Schwab stated the Board of Review is comprised of four members in which Pres. Schwab and either Clerk Jilline Dobratz or Administrator Jen Keller serve on.

Motion by Pres. Schwab, second by Tr. Heckendorf, to appoint Jon Schoeneck to the Board of Review for a two-year term ending in 2024.

Vote: 6 ayes, 0 nays. Motion carried.

President Schwab stated the Zoning Board of Appeals is comprised of five members. The existing members are Dave Schleef and Scott Karau with terms expiring in 2023.

Motion by Pres. Schwab, second by Tr. Wells, to appoint Bob Hoff for a two-year term expiring in 2024, John Binsfeld and Jon Schoeneck for three-year terms expiring in 2025.

Vote: 6 ayes, 0 nays. Motion carried.

President Schwab stated the Community Development Authority is comprised of six members. The existing members are Pres. Schwab and Doug Alfke.

Motion by Pres. Schwab, second by Tr. Emmrich, to appoint Tr. John Kruepke and citizen Tim Klemp to two-year terms expiring in 2024, also citizens Don Olson and John Molkentin for three-year terms expiring in 2025.

Vote: 6 ayes, 0 nays. Motion carried.

President Schwab stated the Ethics Committee is comprised of three members. Existing members are Mark Nolte and Larry Hatke with terms expiring in 2023.

Motion by Pres. Schwab, second by Tr. Wells, to reappoint Bill Haese to the Ethics Committee for a two-year term expiring in 2024.

Vote: 6 ayes, 0 nays. Motion carried

President Schwab stated the Personnel Committee is comprised of existing members Tr. Emmrich and Pres. Schwab.

Motion by Pres. Schwab, second by Tr. Emmrich, to assign Tr. Kruepke to the Personnel Committee for a two-year term expiring in 2024.

Vote: 6 ayes, 0 nays. Motion carried

President Schwab stated the Mid-Moraine Legislative Committee, in the past Tr. Wells has served in that capacity.

Motion by Pres. Schwab, second by Tr. Emmrich, to assign Tr. Wells to the Mid-Moraine Legislative Committee for a two-year term expiring in 2024.

Vote: 6 ayes, 0 nays. Motion carried

President Schwab stated the School District Liaison, Tr. Wells has served in that capacity.

Motion by Pres. Schwab, second by Tr. Engelhardt, to assign Tr. Wells as the School District Liaison for a two-year term expiring in 2024.

Vote: 6 ayes, 0 nays. Motion carried

President Schwab stated the Residence Board has three existing members. Citizen Joe Simon's term expires in 2023, Michelle Zak's term expires in 2025, and Michelle Klemp's term expires in 2026. Pres. Schwab thanked them for their service

President Schwab stated the Joint Board of Review has two existing members Pres. Schwab and citizen member Sarah Malchow will serve until 2024.

President Schwab thanked everyone for their service and appreciates their willingness to serve the Village of Jackson.

Oath of Offices were administered to citizen members John Binsfeld, Tim Klemp, Jon Molkentin, Mark Phillips, Jon Schoeneck, and Doug Wilcox.

8. Adjourn

Motion by Pres. Schwab, second by Tr. Engelhardt. to adjourn at 7:31 p.m.

Vote: 6 ayes, 0 nays. Motion carried.

Respectfully submitted:

Jilline Dobratz, *CMC/WCMC*
Village Clerk