

APPROVED MINUTES

Village Board Meeting

Tuesday, August 8, 2023, at 7:39 p.m.

Jackson Municipal Complex

Village Board Room

N168W19851 Main Street

Jackson, WI 53037

1. Call to Order and Roll Call

President Heckendorf called the meeting to order at 7:39 p.m.

Members Present: Trustees Engelhardt, Olson, and Wells

Members Absent: Trustees Emmrich, Matter, and Kruepke

Staff Present: Building Inspector Collin Johnson, Administrator Jen Keller, Director of Public

Works/Village Engineer Brian Kober, Fire Chief Aaron Swaney, Parks and Recreation Director Kelly

Valentino, and Village Treasurer Darlene Smith

2. Pledge of Allegiance

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

3. Public Hearing

Pres. Heckendorf opened the Public Hearings.

a. Conditional Use Permit – Request to exceed the maximum number of dogs per residence - N171W20275 Highland Dr. – Jefferey Farren

b. Ordinance #23-10 Amending Zoning District PUD-04 - The Oaks of Jackson - Village of Jackson

Richard Hron, N166W19554 Pheasant Ln., Jackson commented.

c. Conditional Use Request and Site Plan Review – Parcel V3_053600F – 250 Focus LLC - Excel Engineering

d. Resolution #23-19 Final Assessment for STH 60 Utility Upgrade Project

Sonya Delcamp, N168W19900 Main St. and N168W19950 Main St., Jackson stated the amount of the final assessment for the STH 60 Utility Upgrade Project was \$18,840.00 and was asking what the Village's payment plan options are and when this amount is due.

Pres. Heckendorf closed the public hearing.

4. Village Citizen Comment on an Agenda Item

Robert Richter, N166W19523 Pheasant Ln., Jackson, agenda Item 9e.

Alex Weisheim, W197N16588 Aspen Dr., Jackson, agenda item 9d & 9e

Robert Hearley, W198N16581 Linden Dr., Jackson, agenda item 9c -9d

5. Consent Agenda

a. Approval of Minutes for the Village Board of Meeting of July 11, 2023.

b. Resolution #23-17 Adopting 2022 Compliance Maintenance Annual Report.

c. Resolution #23-18 Accepting Sanitary Sewer and Water in Maple Fields Phase I.

d. 2024-2026 Contract for Assessment Services – Catalis Tax and CAMA Inc.

e. Ordinance #23-11 Amending Section 4-54 of Municipal Code Regarding the Procedure to Issue or Deny an Operator's License – 1st reading.

Motion by Pres. Heckendorf, second by Tr. Wells, to approve Consent Agenda items a-d, pulling Item e for separate review.

Vote: 4 ayes, 0 nays. Motion carried.

Motion by Pres. Heckendorf, second by Tr. Engelhardt, to introduce Ordinance #23-11 Amending Section 4-54 of Municipal Code Regarding the Procedure to Issue or Deny an Operator's License.

Vote: 4 ayes, 0 nays. Motion carried.

Motion by Pres. Heckendorf, second by Tr. Olson, to suspend the rules and allow the second reading with approval of Ordinance #23-11.

Roll Call Vote: 4 ayes, 0 nays. Motion carried.

Motion by Pres. Heckendorf, second by Tr. Wells, to approve Ordinance #23-11 Amending Section 4-54 of Municipal Code Regarding the Procedure to Issue or Deny an Operator's License.

Roll Call Vote: 4 ayes, 0 nays. Motion carried.

6. Licenses

a. Operators

b. Appointment of New Agent for Walgreens – Johnathan Porkert

Motion by Tr. Wells, second by Tr. Olson to approve the Licenses.

Vote: 4 ayes, 0 nays. Motion carried.

7. Appointment of Village Clerk – Anastasia Gonstead

Motion by Pres. Heckendorf, second by Tr. Wells, to approve the recommended appointment of Anastasia Gonstead to the position of Village Clerk.

Vote: 4 ayes, 0 nays. Motion carried.

Administrator Keller administered the Ceremonial Oath of Office to Anastasia Gonstead.

8. Budget & Finance Committee

a. 2024 Budgeting Update and Timeline

This item was for informational purposes.

b. Renewal of Self-Insured Retention Coverage (SIR) – Cities and Villages Mutual Insurance Company (CVMIC)

Motion by Pres. Heckendorf, second by Tr. Engelhardt, to approve Renewal of Self-Insured Retention Coverage (SIR) – Cities and Villages Mutual Insurance Company (CVMIC) Option 1, coverage in the amount of \$20,000.00 per occurrence.

Vote: 4 ayes, 0 nays. Motion carried.

c. Authorization to Increase Water and Sewer Utility Rates effective October 1, 2023.

Motion by Tr. Wells, second by Tr. Olson, to authorize to increase water and sewer utility rates effective October 1, 2023.

Vote: 4 ayes, 0 nays. Motion carried.

d. Resolution #23-19 Final Assessment for STH 60 Utility Upgrade Project

Motion by Pres. Heckendorf, second by Tr. Wells, to approve Resolution #23-19 Final Assessment for STH 60 Utility Upgrade Project to include a 10-year repayment for special assessments more than \$5,000.00 and 1-, 3- and 5-year terms for special assessments \$5,000.00 or less.

Vote: 4 ayes, 0 nays. Motion carried.

e. Review of Sale of Jackson Sewer Utility 2011 Vactor Jet/Vac truck.

Motion by Tr. Engelhardt, second by Tr. Olson, to approve the sale of the Jackson Sewer Utility's 2011 Vactor 2100+ Jet/Vac Truck to the Village of Slinger in the amount of \$125,000.00.

Vote: 4 ayes, 0 nays. Motion carried.

f. Review of Bid for WWTP Storage Building Expansion.

Motion by Tr. Olson, second by Tr. Wells, to approve the bid for the Wastewater Treatment Plant Storage Building Expansion from Hunzinger Construction in the amount of \$867,000.00.

Vote: 4 ayes, 0 nays. Motion carried.

g. Change Order #1 – Oaks of Jackson Subdivision – Roadway Stabilization.

Motion by Tr. Wells, second by Tr. Olson, to approve Change Order #1 for the Oaks of Jackson Subdivision Roadway Stabilization in the amount of \$101,989.45 from DF Tomasini.

Vote: 4 ayes, 0 nays. Motion carried.

h. Resolution #23-20 Declaring Official Intent to Reimburse Expenditures from Proceeds of Borrowing.

Motion by Pres. Heckendorf, second by Tr. Olson, to approve Resolution #23-20 Declaring Official Intent to Reimburse Expenditures from Proceeds of Borrowing.

Vote: 3 ayes, 1 nay. Tr. Engelhardt voted no. Motion carried.

9. Plan Commission

a. Extraterritorial Plat Review for a Two-Lot Certified Survey Map – 3510 County Trunk P – Mitch and Jenna Krueger

Motion by Tr. Olson, second by Tr. Wells, to approve the extraterritorial Plat Review for a Two-Lot Certified Survey Map – 3510 County Trunk P – Mitch and Jenna Krueger.

Vote: 4 ayes, 0 nays. Motion carried.

b. Conditional Use Request – Request to exceed the maximum number of dogs per residence – N171W20275 Highland Rd. – Jefferey Farren

Motion by Pres. Heckendorf, second by Tr. Engelhardt, to approve the Conditional Use Request for N171W20275 Highland Rd – Jefferey Farren to include provisions 1-6, to exceed the maximum number of dogs per residence

Vote: 4 ayes, 0 nays. Motion carried.

c. Conditional Use Request and Site Plan Review – Parcel V3_053600F – 250 Focus LLC – Excel Engineering

Motion by Pres. Heckendorf, second by Tr. Engelhardt, to approve the conditional use request and site plan review for 250 Focus LLC or its assigns, conditioned to the following:

1. The Conditional Use and Site Plan approvals shall become effective upon conveyance of the property to 250 Focus LLC.
2. Upon receipt of written complaint and review by the Plan Commission, this Conditional Use Permit may be subject to additional regulation and/or potential revocation by the Village.

Kallie Ogi spoke on behalf of 250 Focus LLC.

Vote: 4 ayes, 0 nays. Motion carried.

d. Ordinance #23-10 Amending Zoning District PUD-04- The Oaks of Jackson – Village of Jackson

Administrator Keller provided background, Director Johnson added.

Motion by Tr. Engelhardt, second by Tr. Olson, to introduce Ordinance #23-10 Amending Zoning District PUD-04 – The Oaks of Jackson – Village of Jackson.

Vote: 4 ayes, 0 nays. Motion carried.

Motion by Pres. Heckendorf, second by Tr. Olson, to suspend the rules and allow the second reading with approval of Ordinance #23-10.

Roll Call Vote: 4 ayes, 0 nays. Motion carried.

Motion by Tr. Engelhardt, second by Tr. Olson, to approve Ordinance #23-10 Amending Zoning District PUD-04 – The Oaks of Jackson – Village of Jackson.

Roll Call Vote: 4 ayes, 0 nays. Motion carried.

e. Final Plat – The Oaks of Jackson – Village of Jackson

Motion by Pres. Heckendorf, second by Tr. Engelhardt, to approve the Final Plat – The Oaks of Jackson – Village of Jackson.

Vote: 4 ayes, 0 nays. Motion carried.

10. Board of Public Works

a. Eagle Scout Project for Hickory Lane Park Soccer Fields

Eagle Scout Braydon Vage provided background of the item.

Motion by Pres. Heckendorf, second by Tr. Olson, to approve 6 benches for Hickory Lane Park Soccer Fields, Eagle Scout Project of Braydon Vage.

Vote: 4 ayes, 0 nays. Motion carried.

11. West Bend School District Report

Tr. Wells reported that registration is open with a start date of September 5th.

12. Washington County Board Report

Mike Schwab reported that if approved, Resolutions 2023-25 and 2023-26 will help eliminate overlap between County and Municipal governments. Resolution 2023-25 would begin the process of consolidating the City of Hartford's emergency dispatch services with the County's dispatch service, while Resolution 2023-26 would create the opportunity for the Village of Kewaskum to share County IT services. The final Resolution up for consideration is 2023-27, which provides funding for desperately needed electrical repairs at the County-owned UWM-WC campus.

13. Greater Jackson Business Alliance Report

No report.

14. Mid-Moraine Municipal Association Report

No report.

15. Insurance Liability Claim – Kyle and Sarah Drew.

Sarah Drew provided background information. The Drews are requesting reimbursement of \$7,126.22.

16. Closed Session pursuant to Wis. Stats. § 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 and pursuant to Wis. Stats. §19.85(1)(g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.” The purpose of the Closed Session is to discuss the Village strategic approaches related to the sale and development of properties publicly owned in TID 7 and to discuss the details of an Insurance Liability Claim filed by Kyle and Sarah Drew.

Motion by Pres. Heckendorf, second by Tr. Olson, to convene into closed session at 8:40 p.m. to include the Village Board, Village Administrator, Building Inspector, and the Village Attorney (via phone).

Roll Call Vote: 4 ayes, 0 nays. Motion carried.

17. Reconvene in Open Session with Possible Action Related to the Subject of the Preceding Closed Session.

Motion by Tr. Wells, second by Tr. Engelhardt, to reconvene in open session at 9:55 p.m.

Motion by Tr. Wells, second by Tr. Engelhardt, to approve a \$5,000.00 payment settlement for the Insurance Liability Claim filed by Kyle and Sarah Drew.

Vote: 4 ayes, 0 nays. Motion carried.

18. Adjourn

Motion by Tr. Wells, second by Pres. Heckendorf, to adjourn at 9:55 p.m.

Vote: 4 ayes, 0 nays. Meeting was adjourned.

Respectfully submitted:

Darlene Smith
Village Treasurer