

AGENDA
VILLAGE BOARD MEETING
Tuesday, November 13, 2018 at 7:30 p.m.
Jackson Village Hall
N168 W20733 Main St
Jackson, WI 53037

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Village Citizen Comment on an Agenda Item (Please Sign In)
4. Public Hearing – Planned Unit Development – J & M Ltd dba The Village Mart - Sign
(Plan Commission Draft Minutes)
5. Approval of Minutes for the Village Board Meeting of October 9, 2018
6. Approval of Licenses
 - Operators Licenses:
East Side Mart: Desiree E. Foerster and Brenda K. Hamilton
Village Mart: Noah J. Packer
7. Committee Member Appointment and Administration of Oath of Office – Police and Fire Commission Member
8. 2019 Budget Presentation – Discussion and Action
9. Ratification of WPPA Settlement Agreement – 2019-2021
10. Budget & Finance Committee
 - Pay Request #4 – Ridgeway Drive Reconstruction Project
 - Collection of Unpaid Sewer and Water Account Balances
(Board of Public Works Draft Minutes)
11. Plan Commission
 - No Recommendations
12. Board of Public Works
 - Discussion on Future Staffing for Public Works Department

13. Joint Parks & Recreation
 - Eagle Scout Project Approval, Kiosks at Jackson Park and Meadowview Park - Jonathan Hardy
14. West Bend School District – Update
15. Proposed Public Safety Building – Update
16. Departmental Reports
17. Mid-Moraine Municipal Association Report
18. Washington County Board Report
19. Greater Jackson Business Alliance Report
20. Citizens to Address the Village Board
21. Closed Session pursuant to Wis. Stats. §19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility
22. Adjourn

Persons with disabilities requiring special accommodations for attendance at the meeting should contact the Village Hall at least one (1) business day prior to the meeting.

**DRAFT MINUTES
PLAN COMMISSION MEETING
Thursday, October 25, 2018 at 7:00 p.m.
Jackson Village Hall
N168W20733 Main Street
Jackson, WI 53037**

1. Call to Order & Roll Call

Tr. Kruepke called the meeting to order at 7:00 p.m.

Members present: Keith Berben, Peter Habel, Tr. Kruepke, Steve Schoen and Jon Weil.

Members excused: Pres. Schwab and Tr. Emmrich

Members absent: None

Also present: Tr. Lippold

Staff present: John Walther and Jilline Dobratz.

2. Minutes – September 27, 2018, Plan Commission Meeting

Motion by Peter Habel, second by Keith Berben to approve the minutes of the September 27, 2018 Plan Commission meeting with a correction on Item #4, Jack Lippold's comment should read "there are fox and coyotes around the Village and inquired on what vermin the chickens might attract."

Vote: 5 ayes, 0 nays. Motion carried.

3. Planned Unit Development – J & M Ltd dba Village Mart – Sign

Motion by Peter Habel, second by Jon Weil to recommend the Village Board approve the Planned Unit Development – J & M Ltd dba Village Mart – Sign, per staff comments.

Vote: 4 ayes, 0 nays, 1 abstain (Tr. Kruepke). Motion carried.

4. Chicken Ordinance

John Walther explained the Village Attorney has been contacted regarding modifying Village Code Section 6-27- Keeping of animals and fowl restricted. At the last meeting, having a Chicken Ordinance by Conditional Use Permit was discussed. Conditional Use, allows for review by complaint if there are any complaints. Language would have to be added to the Zoning Ordinance to authorize a Conditional Use Permit (CUP) for backyard chickens. The CUP would have to go to a public hearing. The neighbors within 200 feet of the parcel proposing the chickens would be able to make comments. Peter Habel questioned if the chickens will have to be confined to the backyard area of the residence. John Walther responded backyard restrictions would need to be defined and the chickens would generally be kept in the backyard. Under one method, language would be set forth in the ordinance with everything that was being restricted. The second method would be to determine the standards in the Conditional Use Permit itself, the Village Attorney will expound on it. This would be more on a case by case basis through the permit document itself. John Walther said what potentially could be done is to bring both methods, one specifying specifically what the Conditional Use Permit would do and the one other method with a more flexible approach. Criteria could be itemized

on the Conditional Use Permit. Tr. Kruepke stated there also needs to be a procedure for a variance so the applicant could plead their case if denied.

Motion by Tr. Kruepke, second by Peter Habel to refer the Chicken Ordinance to the next Plan Commission meeting.

Vote: 5 ayes, 0 nays. Motion carried.

5. Citizens to Address the Plan Commission

Jack Lippold commented on the chicken ordinance appeal process that was discussed.

Joanna Alft inquired on why chickens have to be 25 feet from the lot line. John Walther stated that is from the Plan Commission and went over the conditions given at last month's meeting. Tr. Kruepke said the reason is to keep the chickens away from the neighbors, keeping them closer to the center of the property owner's.

Keith Berben asked if there was a digital map of the Village with all houses. John Walther stated Washington County has a public GIS system. Keith wondered how many houses would be able to have chickens. John Walther said it's a good percentage that could have them as there are lots large enough to allow for a coop.

6. Adjourn

Motion by Peter Habel, second by Jon Weil to adjourn.

Vote: 5 ayes, 0 nays. Meeting adjourned at 7:26 p.m.

Respectfully submitted,

Jilline Dobratz, *CMC/WCMC*
Village Clerk/Treasurer

DRAFT MINUTES

Village Board Meeting

Tuesday, October 9, 2018 at 7:30 p.m.

Jackson Village Hall

N168W20733 Main Street

Jackson, WI 53037

1. Call to Order and Roll Call.

Pres. Schwab called the meeting to order at 7:30 p.m.

Members Present: Trustees Emmrich, Kruepke, Kurtz, Lippold, Malcolm and Olson.

Members Absent: None.

Staff present: Brian Kober, Chief Swaney, Kelly Valentino, Chief Vossekuil, John Walther, Jilline Dobratz and Village Attorney John St. Peter.

2. Pledge of Allegiance.

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

Pres. Schwab requested to move item #13, the Joint Parks & Recreation presentation, up on the agenda to follow item #6, all Board members agreed.

3. Any Village Citizen Comment on an Agenda Item.

David Liesener – W197 N16877 Stonewall Drive spoke on agenda item #6 inquiring if the two new developments on Stonewall and Georgetown were included. Brian Kober responded that all land that was developed or proposed was included in the special assessments.

4. Public Hearing – Resolution #18-22 – Final Special Assessment Highland Road Water Main Project.

Pres. Schwab opened the public hearing. No one spoke. Pres. Schwab closed the public hearing. This item was recommended by Board of Public Works and Budget & Finance. Motion by Pres. Schwab, second by Tr. Lippold to approve Resolution #18-22 – Final Special Assessment Highland Road Water Main Project.

Tr. Emmrich asked about payment plans on Resolutions #18-22, #18-23 and #18-24.

Brian Kober recommended a maximum 5 year payment plan. Past practice was to pay in full, second option is put it on property taxes for January 30 and July 30 payments, or the last option is a 5-year payment plan at 5% interest. If there is no payment, it is put on property taxes. After approval of the Resolutions, a letter is sent by the Clerk/Treasurer. Vote: 7 ayes, 0 nays. Motion carried.

5. Public Hearing – Resolution #18-23 – Final Special Assessment Stonehedge Dr. Storm Sewer Project.

Pres. Schwab opened the public hearing. No one spoke. Pres. Schwab closed the public hearing. This item was recommended by Board of Public Works and Budget & Finance.

Motion by Pres. Schwab, second by Tr. Olson to approve Resolution #18-23 – Final Special Assessment Stonehedge Dr. Storm Sewer Project.

Vote: 7 ayes, 0 nays. Motion carried.

6. Public Hearing – Resolution #18-24 – Final Special Assessment Final Paving Miscellaneous Streets Project.

Pres. Schwab opened the public hearing.

Ron Stuebs Vice-President of Stonewall Heights Condominium Association spoke on behalf of the owners. They are very pleased with Stonewall Drive and with the final assessment. Pres. Schwab closed the public hearing. This item was recommended by Board of Public Works and Budget & Finance.

Motion by Pres. Schwab, second by Tr. Kurtz to approve Resolution #18-24 – Final Special Assessment Final Paving Miscellaneous Streets Project.

Vote: 7 ayes, 0 nays. Motion carried.

13. Joint Parks & Recreation.

- Eagle Scout Project Approval, Bat House Project – Ben Damai.

Kelly Valentino stated at the September meeting Ben Damai presented to the Committee his Eagle Scout Project. It was moved and approved by the Park & Recreation Committee and recommended that the Board approve his project. Ben is part of Troop #765.

Boy Scout Ben Damai explained his proposed project, building a bat house around the pond by the Community Center. A bat house by the retention pond would have bats stay and eat bugs. They sleep during the day and come out at night.

Tr. Lippold asked if he knew how many bats would inhabit the area. Ben guessed 10 to 15. Tr. Emmrich inquired on how many houses would be built. Ben stated one would be at the Community Center and one is at the Jackson Town Hall. Tr. Kurtz asked how big the house is. Ben stated it is on a 16' pole, the box is 4' high and 4 to 5" in width.

Motion by Pres. Schwab, second by Tr. Emmrich to approve the Eagle Scout Project.

Vote: 7 ayes, 0 nays. Motion carried.

7. Approval of Minutes for the Village Board Meeting of September 11, 2018.

Motion by Tr. Malcolm, second by Tr. Emmrich to approve the Village Board Minutes of September 11, 2018.

Vote: 7 ayes, 0 nays. Motion carried.

8. Resolution #18-25 – Resolution to the Governor and Legislature to Close Loopholes Causing Greater Property Tax Burden to Shift from Commercial to Residential Property Owners.

Motion by Pres. Schwab, second by Tr. Lippold to approve Resolution #18-25 – Resolution to the Governor and Legislature to Close Loopholes Causing Greater Property Tax Burden to Shift from Commercial to Residential Property Owners.

Vote: 7 ayes, 0 nays. Motion carried.

9. Approval of Licenses

- Operators Licenses:

The Village Mart: Veronica R. Kazemba and Ryan W. Ganshow

Motion by Tr. Kurtz, second by Tr. Emmrich to approve the Operators Licenses.

Vote: 6 ayes, 0 nays, 1 abstain (Tr. Kruepke). Motion carried.

10. Budget & Finance Committee

- **Resolution #18-21 Establishing a Refund Policy for Overpayment of Taxes**

Motion by Pres. Schwab, second by Tr. Olson to approve Resolution #18-21 - Establishing a Refund Policy for Overpayment of Taxes.

Tr. Malcolm asked what the policy is. Pres. Schwab explained if an overpayment of taxes is less than \$5.00, a check would not be processed. John Walther stated if a refund is requested, a check will be issued.

Vote: 7 ayes, 0 nays. Motion carried.

- **Pay Request #3 – Ridgeway Drive Reconstruction Project.**

Motion by Pres. Schwab, second by Tr. Lippold to approve Pay Request #3 – Ridgeway Drive Reconstruction Project in the amount of \$370,876.87.

Vote: 7 ayes, 0 nays. Motion carried.

- **Pay Request #1 – Final Paving Miscellaneous Streets Project.**

Motion by Pres. Schwab, second by Tr. Olson to approve Pay Request #1 – Final Paving Miscellaneous Streets Project in the amount of \$271,680.89.

Vote: 7 ayes, 0 nays. Motion carried.

- **Review of Quotes for New Salt Storage Building.**

Motion by Pres. Schwab, second by Tr. Lippold to approve the contract with Jim Pfantz Construction in the amount of \$62,000.00. Tr. Emmrich asked if it will be built this year. Brian Kober replied yes and will look into ordering salt.

Vote: 7 ayes, 0 nays. Motion carried.

Pres. Schwab stated the Budget & Finance Committee set two Budget Workshop dates; October 23, 2018 and November 8, 2018 at 7:00p.m.

11. Plan Commission

- No Recommendations.

12. Board of Public Works

- No Recommendations.

14. West Bend School District - Update.

Pres. Schwab spoke to Superintendent Kirkegaard this morning and they are continuing to work on a school in Jackson.

15. Proposed Public Safety Building - Update.

Ron Dalton with Cedar Corporation was present and gave an update. Cory Scheidler had met with the Police and Fire Chiefs recently to implement some ideas. They are on hold with site design until there is a definitive property.

16. Departmental Reports.

Fire Chief Swaney invited everyone to the Open House tomorrow night from 6:00 p.m. to 8:00 p.m. There are new presentations this year and a lot of demonstrations.

Park and Recreation Director Kelly Valentino thanked everyone who supported the Beer Garden and the friends Glo Run event. They have a lot of room for volunteers on Sunday,

October 28 to help at Ghou! Gala from 3:00 p.m. to 5:30 p.m. The winner of the Chili Cook off was Chuck and the Fire Department, Jackson 4K program took second place and the Friends Group came in third. Trick or treat is on October 28 from 5:30 p.m. to 7:00 p.m.

Director of Public Works Brian Kober gave an update on the playground equipment. AT & T is replacing fiber cable from Center Street to Jackson Drive. The permit is open from mid-October to mid-November, a detour will be put up during off peak times. The new plow truck arrived. Due to injuries with the DPW staff, they have two people in the Street Department. Brian is requesting to start the hiring process, it is in the budget next year. Pres. Schwab stated it is a great idea but since it wasn't on the agenda, it will have to wait until next month to act on it. Tr. Emmrich commented with all the new properties coming in, the Police Department will need personnel also. Adding to the Village, have to add staffing too. The people deserve a certain level of service and it has to be provided to them.

Clerk/Treasurer Jilline Dobratz gave information on the General Election, Tuesday, November 6. In office Absentee voting starts Monday, October 22 and goes until Friday, November 2. Public test of the voting equipment will be on October 30 at 1:30 p.m. and the public is invited to observe the process. Tr. Lippold asked if there are preliminary estimates on expected turnout. Jilline stated on-line voter registrations and absentee requests are up. We are anticipating a high turnout.

17. Mid-Moraine Municipal Association Report.

Tr. Kurtz stated tomorrow is a meeting at 7:00 p.m. at Village Hall. The speaker is David Arnott, topic is on phosphorous legislation and will highlight on trading points with farmers. The next dinner meeting is on January 23, 2019, hosted by the Village of Thiensville. Curt Witynski, Assistant Director of the League of Wisconsin Municipalities, will be the speaker.

18. Washington County Board Report.

County Supervisor Robert Hartwig gave an update on roads in the County.

19. Greater Jackson Business Alliance Report.

None

20. Citizens to Address the Village Board.

Daniel Leonard made comments on the School District Board meeting and on a plot of land that West Bend School District owns.

21. Closed Session pursuant to Wis. Stats. §19.85(1)(e) Deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session; regarding potential property purchase.

Motion by Pres. Schwab, second by Tr. Emmrich to convene into closed session at 8:06 p.m. and to include the Village Board, Village Administrator, Village Counsel, Village Engineer and Village Clerk.

Pres. Schwab amended his motion, second by Tr. Emmrich to include the Police Chief and the Fire Chief.

Roll Call Vote: 7 ayes, 0 nays. Motion carried.

Reconvene into Open Session

The Village Board reconvened into open session at 8:30 p.m.

Motion by Pres. Schwab, second by Tr. Lippold to approve the offer as presented, authorize administration to proceed and work with the designers as needed to help the project move forward.

Vote: 7 ayes, 0 nays. Motion carried.

22. Adjourn.

Motion by Pres. Schwab, second by Tr. Emmrich to adjourn.

Vote: 7 ayes, 0 nays. Meeting was adjourned at 8:31 p.m.

Respectfully submitted:

Jilline Dobratz, *CMC/WCMC*
Village Clerk/Treasurer

Licenses: November 13, 2018 Village Board Meeting

Name	Establishment	Police Chief Recommendation
Desiree E. Foerster	East Side Mart	Approval
Noah J. Packer	The Village Mart	Approval
Brenda K. Hamilton	East Side Mart	Approval

DRAFT Minutes
Board of Public Works Meeting
Tuesday, October 30, 2018 – 7:00 p.m.
Jackson Village Hall
N168W20733 Main Street

1. Call to Order and Roll Call.

Scott Thielmann called the meeting to order at 7:03 p.m.

Members present: Brian Heckendorf, Tr. Lippold, Tr. Malcolm, Gloria Teifke and Scott Thielmann.

Members Excused: Chair Olson

Members Absent: Linda Granec

Staff present: Brian Kober, John Walther and Jilline Dobratz.

2. Approval of Minutes for September 25, 2018, meeting.

Motion by Tr. Malcolm, second by Tr. Lippold to approve the minutes of the September 25, 2018 Board of Public Works meeting.

Vote: 5 ayes, 0 nays. Motion carried.

3. Discussion on Collection of Unpaid Sewer and Water Bills.

Brian Kober reviewed two unpaid accounts he recommends writing off. John Walther said we have potential opportunity to go through a State approved interception program to gain some money back if they file a tax return.

Motion by Gloria Teifke, second by Tr. Lippold to recommend the Village Clerk research the State interception program to make a collection effort and if unsuccessful recommend to Budget & Finance and Village Board to write off \$937.53 and \$339.98.

Tr. Malcolm commented on the past due bills and inquired if the water was shut off.

Brian Kober explained shut off/disconnect notices and commented they had shut the water off. Green Valley stated they are not liable. Tr. Lippold asked if we can institute a shut off fee to turn the water back on after a second delinquent bill. Brian Kober explained a reconnect fee of \$30 is on the water side. The Public Service Commission regulates the reconnection fee on the water side and that is what is being charged.

Scott Thielmann inquired on the number of residents on payment plans. Brian Kober stated 25-50 people are on payment plans. There are roughly about 300 disconnect notices sent every quarter and we try to get people to pay on a regular basis. Tr.

Lippold asked about payment plans and how they are set-up. Brian Kober said payment plans vary case by case and if they don't pay, they can be shut off.

Vote: 5 ayes, 0 nays. Motion carried.

4. Pay Request #4 – Ridgeway Drive Reconstruction Project.

Brian Kober reviewed the final pay request #4 for the Ridgeway Drive Reconstruction Project. There is a retainage of \$25,998.93 being held for any potential repairs for next year. The landscaping is complete, and the street lights are in but we are waiting on We-Energies to energies the service.

Motion by Tr. Malcolm, second by Tr. Lippold recommend to Budget & Finance and Village Board approval of Pay Request #4 from Cedar Corporation for the Ridgeway Drive Reconstruction Project in the amount not to exceed \$50,360.74.

Vote: 5 ayes, 0 nays. Motion carried.

5. Discussion on Creating a Yard Waste and Drop-Off Site.

Brian Kober explained he will be meeting with the Village of Grafton and the City of Cedarburg that have collection sites and yard cards.

Scott Thielmann referred Creating a Yard Waste and Drop-Off Site to next month.

6. Discussion on Future Staffing for Public Works Department.

Brian Kober handed out a Street and Parks Maintenance job description. The department has three employees out on medical leave. The Supervisor and one full time maintenance employee are left in the Street and Parks Department. The additional added position is a Receptionist, with training to replace the Utility Clerk. Scott Thielmann inquired on pre-employment physicals and if safety meetings are held. Brian Kober said the Street and Parks position would require a pre-employment physical and they meet every second Tuesday of the month for a safety meeting.

Motion by Scott Thielmann, second by Tr. Malcolm to recommend advertising for the Street and Parks Maintenance employee and the Clerical position. Tr. Lippold inquired on the positions being in the budget. Brian Kober stated both positions are in the budget and the receptionist is in the Utility budget. The receptionist will also be assisting the Building Inspector.

Vote: 5 ayes, 0 nays. Motion carried.

Brian Heckendorf asked who will be plowing. Brian Kober said the Supervisors and they will be training employees. He explained there are four major plow routes, parking lots and sidewalks.

7. Director of Public Works report.

Brian Kober gave the report and distributed a bid for removal of Ash trees and grinding out stumps. Brian Kober requested 90 trees to be taken down and grinding out the stumps in the amount of \$13,500 in the next two weeks. The worn flags on Main Street have been taken down and will be replaced before Veterans Day. Bill Waech received a plaque for taking second place at the APWA 2018 Snowplow Rodeo.

Motion by Brian Heckendorf, second by Tr. Lippold to place the Director of Public Works report on file.

Vote: 5 ayes, 0 nays. Motion carried.

8. Citizens/Village Staff to Address the Board.

Brian Heckendorf requested signage on Highway 60 be put on next month's agenda and explore putting informational signs within the Village.

9. Adjourn.

Motion Tr. Malcolm by, second by Brian Heckendorf to adjourn.

Vote: 5 ayes, 0 nays. Meeting was adjourned 7:38 p.m.

Respectfully submitted,

Jilline Dobratz, *CMC/WCMC*