

APPROVED MINUTES

Village Board Meeting

Tuesday, November 9, 2021 at 7:30 p.m.

Jackson Municipal Complex

Village Board Room

N168 W19851 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, Engelhardt, Heckendorf, Kruepke, Matter, and Wells.

Staff Present: Police Lieutenant Todd Fristed, Building Inspector Collin Johnson,

Administrator Jen Keller, Director of Public Works/Village Engineer Brian Kober, Fire Chief

Aaron Swaney, Parks & Recreation Director Kelly Valentino and Village Clerk Jilline Dobratz.

Also Present: Bryan Lindgren, Neumann Development,

2. Pledge of Allegiance

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

3. Any Village Citizen Comment on an Agenda Item

Mark Flitsch, owner of Main Street Mart, N168 W20069 Main Street, spoke regarding the Coffeerville Trail and special assessment letter. He stated this is an unfair hardship and asked the Board to consider reducing the total amount.

4. Public Hearing – Conditional Use Permit – Design 2 Construct/Elite Tool & Manufacturing – Business Development – Caymus Court

Pres. Schwab opened the Public Hearing, nobody spoke. Pres. Schwab closed the Public Hearing.

Motion by Tr. Emmrich, second by Tr. Kruepke, to approve the Conditional Use Permit –

Design 2 Construct/Elite Tool & Manufacturing – Business Development – Caymus Court per staff comments.

Vote: 7 ayes, 0 nays. Motion carried.

5. Public Hearing – Rezoning – Neumann Developments, Inc. – Maple Fields – West of Maple Road, East of East Gate Drive, Parcel V3_0751 and Parcel V3_075200A

Pres. Schwab opened the Public Hearing, nobody spoke. Pres. Schwab closed the Public Hearing.

Motion by Tr. Engelhardt, second by Tr. Heckendorf, to approve the Rezoning – Neumann Developments, Inc. – Maple Fields – West of Maple Road, East of East Gate Drive, Parcel V3_0751 and Parcel V3_075200A

Vote: 7 ayes, 0 nays. Motion carried.

6. Ordinance #21-10 – to Rezone Various Properties and to Amend the Zoning Map of the Village of Jackson Pursuant to Section 48.34 of the Municipal Code

Motion by Pres. Schwab, second by Tr. Emmrich, to introduce Ordinance #21-10 – to

Rezone Various Properties and to Amend the Zoning Map of the Village of Jackson Pursuant to Section 48.34 of the Municipal Code.

Vote: 7 ayes, 0 nays. Motion carried.

- 7. Ordinance #21-09 – Amending Chapter 12 of Code of Ordinances Regarding Courts (2nd Reading)**
Motion by Pres. Schwab, second by Tr. Heckendorf, to approve Ordinance #21-09 – Amending Chapter 12 of Code of Ordinances Regarding Courts (2nd Reading)
Vote: 7 ayes, 0 nays. Motion carried.
- 8. Resolution #21-21 – Recognition of Jilline Dobratz Attaining the Designation of Wisconsin Certified Professional Clerk**
Motion by Pres. Schwab, second by Tr. Heckendorf, to approve Resolution #21-21 – Recognition of Jilline Dobratz Attaining the Designation of Wisconsin Certified Professional Clerk.
Vote: 7 ayes, 0 nays. Motion carried.
- 9. Brownfields Assessment Coalition Memorandum of Agreement between Washington County and Village of Jackson**
Administrator Keller gave background information on the annual Memorandum of Agreement. The Village has benefited from being a member of the Brownfields Assessment Coalition.
Motion by Pres. Schwab, second by Tr. Wells, to approve the Brownfields Assessment Coalition Memorandum of Agreement between Washington County and the Village of Jackson and authorize the Administrator to participate.
Vote: 7 ayes, 0 nays. Motion carried.
- 10. Pre-Development Reimbursement Agreement – Neumann Developments, Inc.**
Administrator Keller stated this is reimbursement agreement for services rendered by Attorneys, Engineers, and Planners for oversight of the processes needed to go before the Plan Commission and Board as they work through the Maple Fields subdivision planning.
Motion by Tr. Engelhardt, second by Tr. Heckendorf, to approve Pre-Development Reimbursement Agreement – Neumann Developments, Inc.
Vote: 7 ayes, 0 nays. Motion carried.
- 11. Village of Jackson Domain Change Authorization – .Gov Domain Registration**
Administrator Keller commented during current transition and future legislation it's beneficial to transfer from a .com domain including Administration, Community Center, Public Works, Utilities, Building Inspection and the Fire Department. The .com domain would be reserved for several years. The .Gov domain register is waiving the \$400.00 fee because of the new requirements to make the transition. The Police Department will be phased in next year.
Motion by Tr. Wells, second by Tr. Engelhardt, to approve Village of Jackson Domain Change Authorization – .Gov Domain Registration.
Vote: 7 ayes, 0 nays. Motion carried.
- 12. Approval of Minutes for the Village Board Meeting of October 12, 2021 and Special Village Board Meeting of October 18, 2021.**
Motion by Tr. Emmrich, second by Tr. Matter, to approve the Village Board Minutes of October 12, 2021 and Special Village Board Meeting of October 18, 2021.
Vote: 7 ayes, 0 nays. Motion carried.

13. Approval of Licenses

- Massage Establishment License:
 - Good Karma Massage Therapy LLC
- Massage Technician License:
 - Patricia Salvack
- Operator's Licenses:
 - East Side Mart, Main Street Mart & The Village Mart: Leah Van Alstine
 - Latest Edition: Jodi Kulis

Motion by Tr. Wells, second by Tr. Heckendorf, to approve the licenses as listed.

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

14. Budget & Finance Committee

- Furniture Proposal – Municipal Complex
Option #1
Motion by Tr. Kruepke, second by Tr. Wells, to approve the Chair Proposal – Municipal Complex Option #1 from J L Business Interiors, Inc. in the amount of \$5,667.00.
Discussion ensued on keeping the current chairs.
Vote: 5 ayes, 2 nays (Tr. Engelhardt and Tr. Emmrich). Motion carried.
- Change Order #4 – (Final) Spruce St and Ridgeway Dr Extensions
Motion by Tr. Heckendorf, second by Tr. Kruepke, to approve Change Order #4 – (Final) Spruce St and Ridgeway Dr Extensions in the amount of \$5,337.55.
Vote: 7 ayes, 0 nays. Motion carried.
- Pay Request #8 – (Final) Spruce St and Ridgeway Dr Extensions
Motion by Tr. Matter , second by Tr. Engelhardt, to approve Pay Request #8 – (Final) Spruce St and Ridgeway Dr Extensions in the amount of \$69,818.51.
Vote: 7 ayes, 0 nays. Motion carried.
- Review of SRF Quote ICE Study Eagle Dr & STH 60
Motion by Tr. Heckendorf, second by Tr. Wells, to approve the proposal from SRF Consulting Group, Inc. in an amount not to exceed \$8,200.00.
Vote: 7 ayes, 0 nays. Motion carried.
- Pay Request #2 – Coffee Connection Trail Project – Poblocki Paving
Motion by Tr. Heckendorf, second by Tr. Kruepke, to approve Pay Request #2 – Coffee Connection Trail Project – Poblocki Paving in the amount of \$71,662.12.
Director Kober gave information regarding special assessment notices on the project.
Special assessment payment options were explained.
Vote: 7 ayes, 0 nays. Motion carried.
- Review of Quotes for New Bucket Truck
Motion by Tr. Heckendorf, second by Tr. Wells, to approve the purchase of the New Bucket Truck, Option #2 in an amount not to exceed \$130,000.00.
Tr. Heckendorf gave information from the Board of Public Works meeting.
Vote: 7 ayes, 0 nays. Motion carried.

- 2022 Proposed Budget – Discussion with Possible Action
Administrator Keller explained the tax levy and assessed values combined equals a proposed mill rate of \$6.85.
Motion by Pres. Schwab, second by Tr. Heckendorf, to approve the 2022 Proposed Budget for publication.
Vote: 7 ayes, 0 nays. Motion carried.

15. Plan Commission

- Extra Territorial Plat/Certified Survey Map – Sara King – 2715 Pleasant Valley Road
Motion by Pres. Schwab, second by Tr. Emmrich, to not take exception to the Extra Territorial Plat/Certified Survey Map – Sara King – 2715 Pleasant Valley Road.
Vote: 7 ayes, 0 nays. Motion carried.

Pres. Schwab asked permission of the Board to take a brief recess to sign the Certified Survey Map. The Board had no objections.

Recessed to sign documents. Reconvened at 7:56 p.m.

16. Board of Public Works

- No Recommendations

17. Joint Parks & Recreation

- No Recommendations

18. Village Municipal Complex – Update – Cedar Corp

Cory Scheidler from Cedar Corporation was present and gave an update. The remaining work on the facility was reviewed.

19. West Bend School District Report

Tr. Wells stated several classes have moved to a Phase 4 of Covid protocols due to student illnesses. A new app from Riteway has been launched to track buses. There won't be school from Wednesday, November 24th to Friday, November 26th in observation of Thanksgiving.

20. Washington County Board Report

County Supervisor Bob Hartwig was present and provided an update, including the county tax rate is expected to decrease. He wished everyone a Happy Thanksgiving.

21. Greater Jackson Business Alliance Report

Tr. Matter reported there has been some turnover at the Board level, a few members stepping away. They are focusing on increasing membership. The next meeting will be next week at Coffeetown and Main Street Market. They are setting up meeting dates for 2022 and will be helping with the tree lighting.

22. Mid-Moraine Municipal Association Report

None.

23. Department Reports

Fire Chief Swaney reported they hosted the Badger Firefighter Association banquet, and the members toured the Fire Department. They are training on lights, heating, etc. and are working through issues and with the contractor.

Clerk Dobratz gave an update on 2022 Elections. Candidacy paperwork is available and are due on January 4th.

Building Inspector Johnson stated the year has been busy. Two projections on Caymus Court are starting. Four subdivisions are currently active with construction projects.

Treasurer Smith commented they have been working on preparing the Budget, the 2020 audit is wrapping up and tax bill preparation has started.

Parks & Recreation Director Valentino reported that Angie Jeske will become the head teacher for the 4k classroom. An aide has been hired and will be starting before Thanksgiving. Thanked everyone who helped with the Ghouls Gala. Tree lighting details are being worked out with a lot of involvement with community groups.

Police Lieutenant Fristed stated they are fully moved into the building. The DOJ drug takeback was two weeks ago and very successful.

Director of Public Works/Village Engineer Kober gave an update on the path project. Willow Ridge is in the paving stage and landscaping has been completed.

Administrator Keller has received positive feedback from tours of the building. Ongoing projects continue in the Municipal Complex. The wellness program with employee recognition will be on December 16th.

24. Citizens to Address the Village Board

None.

25. Future Agenda Items

Tr. Matter update on the Village Hall building. Tr. Wells commented the atrium is echoey.

26. Closed Session 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 and 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 and pursuant to Wis. Stats. §19.85(1)(e) deliberating or negotiating the purchasing of public properties, the investing of public funds, and conducting other public business because competitive and bargaining reasons require a closed session.

During the closed session, the Village Board will discuss matters related to the Development and Operations Agreement with the Town of Jackson, the 2021

Performance Review of the Village Administrator, the purchase of public land and the development of TID 7.

Motion by Pres. Schwab, second by Tr. Engelhardt, to convene into closed session at 8:21 p.m. to include the Village Board, the Village Administrator, the Village Engineer, and the Parks and Recreation Director.

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

Brief recess and reconvened at 8:30 p.m.

Reconvene into Open Session with Possible Action related to the closed session, including possible termination of Development and Operations Agreement with the Town of Jackson, possible approval of the 2021 Village Administrator Performance Review, the purchase of public land, and development of TID 7.

Motion by Tr. Emmrich, second by Tr. Engelhardt, to reconvene into open session at 9:11 p.m.

Vote: 7 ayes, 0 nays. Motion carried.

Motion by Tr. Emmrich, second by Tr. Kruepke, to place the 2021 Administrator Review on file.

Vote: 7 ayes, 0 nays. Motion carried.

27. Adjourn

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

Vote: 7 ayes, 0 nays. Meeting was adjourned at 9:12 p.m.

Respectfully submitted:

Jilline Dobratz, *CMC/WCPC*
Village Clerk