APPROVED MINUTES
Village Board Meeting
Tuesday, November 8, 2022 at 7:30 p.m.
Jackson Area Community Center
N165W20330 Hickory Lane
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 Engelhardt, Kruepke, Matter, and Wells.
   Members Excused: Trustees Emmrich and Heckendorf.
   Staff Present: Administrator Jen Keller, Director of Public Works/Village Engineer Brian Kober, Treasurer Darlene Smith, Fire Chief Aaron Swaney, Parks and Recreation Director Kelly Valentino, and Police Chief Ryan Vossekuil.
   Also Present: Jeffrey Mitchell - BPW appointee, Deb Sielski of the Washington County Department of Community Development, Brian Depies of Short Elliot Hendrickson Inc., and Christian Tscheschlok of Economic Development Washington County.

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

3. **Village Citizen Comment on an Agenda Item**
   Jennifer Fisher, W198N16518 Linden Dr. commented on item 11c and stated they were not in favor of the plan and requested to know how the project would be terminated.

   Janet Thompson, W196N16561 Hawthorn Dr. commented on item 11c and stated they are not in favor of the plan and stated there were many project questions including why a through street to Hawthorn Drive was proposed.

   Robert Richter, N166W19523 Pheasant Ln. commented on item 11c and stated they were not in favor of the plan and spoke of drainage concerns and concentration of development.

   Alex Weisheim, W197N16588 Aspen Dr. commented on item 11c and stated they are not in favor of the plan and concerned about the density.

   Jon Weil, N166W19851 Pheasant Ln. commented on item 11c and stated they are not in favor of the plan and concerned about the density and drainage.

   Dennis Konieczka, N166W19556 Pheasant Ln. commented on item 11c and stated they are not in favor of the plan and concerned about the removal of trees and drainage.

   John Beringer, W196N16570 Hawthorn Dr. commented on item 11c and stated they are not in favor of the plan and concerned about meeting notices for the plan.

   Richard Kupka, W196N16550 Hawthorn Dr. commented on item 11c and stated they are not in favor of the plan and concerned about road extension on Hawthorne Drive, road widths as proposed on the site, tree removal, absence of open green space, emergency response challenges, flooding, and traffic concerns.

John Vogt, W196N16560 Hawthorn Dr. commented on item 11c and stated they are not in favor of the plan and concerned about removal of trees.

Lonnie Klinger, N165W20175 Hickory Ln. commented on item 11c and stated they are not in favor of the plan and concerned about allure of Jackson.

Mike Garbers, W197N16518 Aspen Dr. commented on item 11c and stated they are not in favor of the plan and concerned about lack of benefit to the neighbors of the plan.

Bob and Nancy Polivka, W196N16590 Hawthorn Dr. commented on item 11c and stated they are not in favor of the plan and concerned about removal of trees and decreased property values.

Gary Pape, W200N16475 Pine Dr. commented on item 11c and stated they are not in favor of the plan and concerned about water and sewer capacity, emergency response challenges, and traffic.

4. Committee Member Appointment – Board of Public Works

Motion by Pres. Schwab, second by Tr. Matter, to nominate Jeffrey Mitchell to serve on the Board of Public Works with a term expiring in 2024.

It was stated the Oath of Office will take place at a later date.
Vote: 5 ayes, 0 nays. Motion carried.

5. Public Hearing – Conditional Use – Sign – Morning Meadows Subdivision

Pres. Schwab opened the Public Hearing. No one spoke. Pres. Schwab closed the Public Hearing.

Motion by Pres. Schwab, second Tr. Engelhardt, to approve the signage request for Morning Meadows subdivision as submitted, conditioned upon the following:

1. This approval is only applicable for signage for Phase I and II.
2. The sign shall be approved for display for an initial period of 24-months with the opportunity to extend for an additional 12-month period upon submittal of a new sign permit application and fee to the Building Inspection Department.
3. The sign shall be removed within 30-days of the sale of the last lot or home within Phase I and/or Phase II.

Vote: 5 ayes, 0 nays. Motion carried.

6. Public Hearing – Establishing Zoning for Certain 2021 Annexed Parcels and to Amend the Zoning Code and Zoning Map of the Village of Jackson (Ordinance #22-12)

Pres. Schwab opened the Public Hearing. No one spoke. Pres. Schwab closed the Public Hearing.

Motion by Pres. Schwab, second by Tr. Engelhardt, to introduce Ordinance 22-12 Establishing Zoning for Certain 2021 Annexed Parcels and to Amend the Zoning Code and Zoning Map of the Village of Jackson.
Vote: 5 ayes, 0 nays. Motion carried.

7. Presentation – TID 7 Commercial Development Concept Plan and Pro Forma Review – Christian Tscheschlok, Economic Development Washington County

Christian Tscheschlok provided a summary of the Concept Plan and Pro Forma assumptions associated with future development of the commercial site. The questions reviewed and discussed with the Village Board included:

Question 1 - Which of the three site concepts are acceptable for achieving the Desired Future State already agreed to by the Village Board?

The first plan inclusive of four commercial buildings with the largest amount of parking was selected by the Board. Additional conversation ensued related to the other plans which Trustees opined a 50,000 sq.ft. building would not fit the targeted uses. There was also interest in the first plan as it provided a "business pod" site configuration where businesses would feed off one another. There was also interest in a two or three building configuration should that be a proposal by an interested site user or users.

Question 2 – Does the Village Board accept the recommendation of public ownership of parking, floodplain and major setbacks as a potential solution for addressing site limitations, assuming it cash flows and developers or end users agree?

The Village Board concluded public ownership of the parking lot with lease options was worth considering for the site. Discussion ensued related to maintenance costs and high traffic events at the municipal building. A pro forma analysis will be brought back for Village Board review inclusive of a publicly owned lot and leases spaces back to tenants.

Question 3 - Which site concept best achieves the village's objectives?

The first site plan with four buildings and a large parking area was selected.

Question 4 - What assumptions do you feel we need to change? For example, "Slow down the pace of absorption to be less aggressive."

A 5-year absorption rate was the selected option, as the initial absorption assumption of 3 years was not seen as a conservative assumption. It was also determined Staff would need to include more information at a future meeting regarding capital cost such as infrastructure and what would be TID eligible expenses for the site. There was also interested in an assumption to add a lease arrangement to the tenants, or a reversal where a developer owned the lot and leased back to the Village public spaces. Lastly, incentives would be better researched by Staff.

8. Approval of Minutes for the Village Board Meeting of October 11, 2022

Motion by Tr. Wells, second by Tr. Engelhardt, to approve the minutes for the Village Board Meeting of October 11, 2022, as presented.
Vote: 5 ayes, 0 nays. Motion carried.

9. Approval of Licenses

- Operator's Licenses:
    - Jackson Pub: Skyler Ebbers

Motion by Tr. Wells, second by Tr. Kruepke, to approve the licenses, as listed.
Vote: 5 ayes, 0 nays. Motion carried.

10. Budget & Finance Committee

- **Review of Quotes for STH 60 – Utility Upgrades Projects**
  Motion by Pres. Schwab, second by Tr. Engelhardt, to award the contract to Advanced Construction for the STH 60 Utility Upgrades Project in the amount of $2,713,433.75.
  Vote: 5 ayes, 0 nays. Motion carried.

- **Resolution #22-20 – Preliminary Intent to Special Assess for STH 60 – Utility Upgrades Project**
  Motion by Pres. Schwab, second by Tr. Wells, to approve Resolution #22-20 Preliminary Intent to Special Assess for STH 60 Utility Upgrades Project.

  Discussion ensued regarding the Public Information Meeting previously held for the project and the ability for the project to adapt to unique needs of property owners along the project segment. It was stated there have been preliminary letters sent to property owners.

  Vote: 5 ayes, 0 nays. Motion carried.

- **Review of 2023 Proposed Budget and Authorization to Publish a Public Hearing Notice for November 28th**
  Motion by Pres. Schwab, second by Tr. Wells, to approve the 2023 Proposed Budget for publication.
  Vote: 5 ayes, 0 nays. Motion carried.

- **Resolution #22-21 Establishment of Financial Policies to include an Investment Policy, Purchasing Authority Policy, and Fund Balance Policy**
  Motion by Pres. Schwab, second by Tr. Engelhardt, to approve Resolution #22-21 Establishment of Financial Policies to Include an Investment Policy, Purchasing Authority Policy, and Fund Balance Policy.
  Vote: 5 ayes, 0 nays. Motion carried.

- **Municipal Complex Project Proposal – Lobby Acoustical Panels**
  Motion by Pres. Schwab, second by Tr. Engelhardt, to approve the proposal from O'Neill Engineered Systems, Inc, in an amount not to exceed $7,985.00.

  Concern over building design was raised during discussion.

  Vote: 5 ayes, 0 nays. Motion carried.

11. Plan Commission

- **Ordinance #22-14 – Amending Village Ordinances Related to Sign Reviews and Approvals**
  Motion by Pres. Schwab, second by Tr. Wells, to introduce Ordinance #22-14 – Amending Village Ordinances Related to Sign Reviews and Approvals.

Vote: 5 ayes, 0 nays. Motion carried.

- **Ordinance #22-16 – Amending Ordinance 2-183 Relating to Proposed Meeting Date Change for Plan Commission Meetings**
  Motion by Pres. Schwab, second by Tr. Wells, to introduce Ordinance #22-16 – Amending Ordinance 2-183 Relating to Proposed Meeting Date Change for Plan Commission Meetings.
  Vote: 5 ayes, 0 nays. Motion carried.

- **Subdivision Concept Plan Discussion – Next Generation Housing TID 7**
  Administrator Keller introduced the concept plan and Brian Depies, Planner with Short Elliot Hendrickson Inc. provided clarification related to engineering work completed thus far for the site. Deb Sielski of Washington County also provided background information on the Washington County Next Generation Housing Initiative.

  Conversations continued regarding the following topics:
  - Street connectivity, turning radius, and walkability.
  - Stormwater management, soils testing and wetland delineation.
  - Reduction in wooded areas for the benefit of street connectivity on Hawthorne Drive and need for maximizing unit counts on the site.
  - Clarification regarding the investment from Washington County on the infrastructure within the development for a maximum amount of $20,000 per dwelling unit.
  - Parking on both sides of public roads, and road widths to have capacity for emergency response vehicles.

  Suggestions from the Village Board included:
  - Converting 2-unit homes to singe unit homes and preserving the townhomes.
  - Preservation of more trees and concern for alleys.
  - Ensure there are curbs and sidewalks on both sides of the road.

12. West Bend School District Report
Tr. Wells stated the School District is hosting a blood drive on Wednesday, November 27th.

13. Washington County Board Report
Pres. Schwab stated the County Executive Board would be considering resolutions for budget reporting, park planning, and revisions to the ethics code.

14. Greater Jackson Business Alliance Report
Tr. Matter stated the Business Alliance would meet the third week of the month for an evening social and participation in the December 2nd Christmas Tree Lighting event at the Municipal Complex.

15. Mid-Moraine Municipal Association Report
Tr. Wells stated there would be a special legislative meeting on November 16th at the Jackson Municipal Complex related to County Sales Tax.

16. Citizens to Address the Village Board

(Continued Public Comments from Agenda Item #3)

Myron Philipps, N165W19552 Partridge Path commented on item 11c and stated they are not in favor of the plan and concerned about water problems existing on nearby properties to the south and the east.

Alex Weisheim, W197N16588 Aspen Dr. commented on item 11c and stated they are not in favor of the plan and concerned about the road connection and residential use on the site.

Richard Kupka, W196N16550 Hawthorn Dr. commented on item 11c and stated they are not in favor of the plan and concerned about the housing needed for veterans.

Jon Weil, N166W19851 Pheasant Ln. commented on item 11c and stated they are not in favor of the plan and concerned about the STH 60 utilities project.

Janet Thompson, W196N16561 Hawthorn Dr. commented on item 11c and stated they are not in favor of the plan and concerned about stormwater and scale of the plans.

Tom Anderson, W196N16571 Hawthorn Dr. commented on item 11c and stated they are not in favor of the plan and concerned about the connection of Hawthorn Drive, snow management, alleys, and removal of trees.

17. Adjourn

Motion by Pres. Schwab, second by Tr. Kruepke, to adjourn.
Vote: 5 ayes, 0 nays. Meeting was adjourned at 9:27 p.m.

Respectfully submitted:

Jen Keller
Village Administrator