MINUTES
VILLAGE BOARD MEETING
Tuesday, December 12, 2023 at 7:30 PM
Village Board Meeting

1. Call to Order and Roll Call

The meeting was called to order at 7:30 PM by Pres. Heckendorf.

Members Present: Pres. Heckendorf, Tr. Emmrich, Tr. Engelhardt, Tr. Olson, Tr. Kruepke, Tr. Matter, and Tr. Wells.
Members Excused: None
Members Absent: None
Staff Present: Administrator Jen Keller, Treasurer Darlene Smith, Police Chief Ryan Vossekuil, Fire Chief Aaron Swaney, Building Inspector Collin Johnson, Parks & Recreation Director Kelly Valentino, and Clerk Anastasia Gonstead.

2. Pledge of Allegiance

The Pledge of Allegiance was recited by those who were in attendance.

3. Presentations

a. Presentation from Dillan Krutina of Jackson Scout Troop #765 - Eagle Scout Project Proposal

Dillan Krutina, of Jackson Scout Troop #765, presented his Eagle Scout project proposal to the Village Board. Mr. Krutina explained the proposed chair rail project he would like to complete at the Jackson Community Center.

b. Overview of New Village Website

Clerk Anastasia Gonstead provided an overview of the updated Village of Jackson website, with an emphasis given on the new features.

c. Final Review of the Financial Management Plan

Brian Roemer, with Ehlers, provided a final review of the Financial Management Plan to the Village Board. Mr. Roemer started with a recap of the Utilities (water and sewer), active Tax Increment Districts (TID), and Capital Improvement Plan (CIP).

Mr. Roemer went on to provide a 2024 budget recap, starting with historical data and an explanation of the full levy need, allowable levy and the levy results.

Mr. Roemer's presentation proceeded into an explanation of looking beyond the 2024 budget, including a projected levy stress for the next five years and a projected summary tax levy and rate for the next five years. He also provided projected tax bills, along with items for future consideration for the 2025 and 2026 budgets.

Mr. Roemer provided a recap of expenditure restraint qualifications, as well as items for future consideration.

Mr. Roemer ended the presentation with a summary of the Financial Management Plan process outcomes and what to look at moving ahead.

Mr. Roemer took questions from the body.

4. Village Citizen Comment on an Agenda Item (Please sign-in with the Clerk prior to speaking. Please note this is the Village Board's monthly business meeting, not a public hearing. People wishing to speak on an item on the agenda should present their comments under this agenda item. Each commenter will be limited to a total of 2 minutes.)

   None.

5. Consent Agenda

   a. Approval of Minutes for the Village Board Meeting of November 14, 2023

   b. Resolution 23-29 - Resolution Establishing 2024 Fees for the Village of Jackson, Washington County, Wisconsin

   c. Resolution 23-30 - Resolution Approving Election Officials for 2024-2025, for the Village of Jackson, Washington County, Wisconsin

   d. Resolution 23-31 - Amending Election Inspector Wages

   e. Resolution 23-32 - Resolution Increasing Elected Official Compensation

   f. Resolution 23-33 - Resolution Increasing Appointed Official Compensation

   g. Landshark Access Memorandum of Understanding Between Washington County Register of Deeds and the Village of Jackson

   h. Jackson Community Center Revised Rental Forms and Fees

   i. Easement Agreement for Use of Public Right of Way on Mill Road - Sysco Corporation, Inc.

   Items 5e, Resolution 23-32, and 5g, Resolution 23-33, were requested to be removed from the consent agenda by Tr. Emmrich and Tr. Engelhardt, respectively. There was no objection made by the members of the body.

   The motion to approve the remaining items, 5a through 5d and 5g through 5i, in the consent agenda was made by Tr. Emmrich and seconded by Tr. Engelhardt.

Vote: 7 ayes, 0 nays. Motion carried.

The motion to approve Resolution 23-32 was made by Pres. Heckendorf and seconded by Tr. Kruepke. Tr. Emmrich expressed his concern about the resolution, having a desire to see the money spent elsewhere in the Village. Tr. Engelhardt expressed a similar sentiment. Tr. Olson agreed, but went on to explain his desire for there to be enough incentive for there to continue to have people willing to participate in the process, pointing out it is getting more difficult to find individuals willing to forgo their free time. Pres. Heckendorf added to the discussion, that elected official wages have not been adjusted for over twenty years and with the increase in length of meetings and complexity of the meetings, the raise in rate is warranted. Tr. Matter expressed a similar sentiment. A roll vote was taken:

Pres. Heckendorf: Aye
Tr. Kruepke: Aye
Tr. Olson: Aye
Tr. Wells: Aye
Tr. Matter: Aye
Tr. Engelhardt: Nay
Tr. Emmrich: Nay

Vote: 5 ayes, 2 nays. Motion carried.

The motion to approve Resolution 23-33 was made by Pres. Heckendorf and seconded by Tr. Olson. Tr. Olson expressed the sentiment that raising appointed official compensation is overdue, especially with how challenging it can be to find citizen appointees. Tr. Engelhardt expressed his support as well.

Vote: 7 ayes, 0 nays. Motion carried.

6. Approval of Licenses

   a. Entertainment License for Jackson Community Center

   b. Entertainment License for Action in Jackson

The motion to approve the licenses, en mass, was made by Tr. Emmrich and seconded by Tr. Engelhardt.

Vote: 6 ayes, 0 nays, 1 abstain (Pres. Heckendorf). Motion carried.

7. Budget and Finance Committee

   a. Pay Request #2 - Jackson Waste Water Treatment Facility Storage Garage - Hunzinger Construction, in the Amount of $257,119.48

The motion to approve Pay Request #2 for the Jackson Waste Water Treatment Facility Storage Garage, to Hunzinger Construction, in the amount of $257,119.48 was made by Tr. Wells and seconded by Tr. Olson.

Vote: 7 ayes, 0 nays. Motion carried.

b. Pay Request #4 - 2023 Utility Street Improvement Project - Vinton Construction, in the Amount of $104,719.39

The motion to approve Pay Request #4 for the 2023 Utility Street Improvement Project, to Vinton Construction, in the amount of $104,719.39 was made by Tr. Wells and seconded by Tr. Olson.

Vote: 7 ayes, 0 nays. Motion carried.

c. Pay Request #7 - STH 60 Utility Upgrade Project - Advanced Construction, in the Amount of $57,835.84

The motion to approve Pay Request #7 for the STH 60 Utility Upgrade Project, to Advanced Construction, in the amount of $57,835.84 was made by Tr. Wells and seconded by Tr. Olson.

Vote: 7 ayes, 0 nays. Motion carried.

d. Pay Request #1 - STH 60 Street Light Project - Wil-Surge, in the Amount of $112,813.38

The motion to approve Pay Request #1 for the STH 60 Streetlight Project, to Wil-Surge, in the amount of $112,813.38 was made by Tr. Wells and seconded by Tr. Olson.

Vote: 7 ayes, 0 nays. Motion carried.

8. Personnel Committee

a. Proposed Updates to Employee Descriptions - Administrative Offices and Parks and Recreation Offices

The motion to approve the proposed updates to the employee descriptions for the Administrative Offices and Parks and Recreation Offices was made by Tr. Emmrich and seconded by Tr. Kruepke. Discussion: Tr. Engelhardt asked for clarification on bonding for the two positions, Administrator Keller provided insight.

Vote: 7 ayes, 0 nays. Motion carried.

9. Parks and Recreation Commission

a. Eagle Scout Project Proposal - Dillan Krutina, Jackson Scout Troop #765

The motion to approve the Eagle Scout Project proposal by Dillan Krutina of Jackson Scout Troop #765 was made by Tr. Emmrich and seconded by Tr. Olson.

Vote: 7 ayes, 0 nays. Motion carried.

10. West Bend School District

Tr. Wells provided an overview of the facilities complex meeting and pointed out where the full report can be found on the school board website. The next meeting on the matter will be January 22, 2024.

11. Washington County Board Report

Pres. Heckendorf provided a summary of Supervisor Schwab's monthly email, pointing out particular resolutions of interest that involve shared services and revenue. He explained public works and financial contribution toward emergency areas are of two areas of potential interest to the Village.

12. Greater Jackson Business Alliance

Tr. Matter reported on the holiday gathering in November. He also provided an update on meetings for 2024, with anticipated regular meetings on the third Monday of every other month, starting in January.

13. Mid-Moraine Municipal Association Report

Tr. Olson said there have been no meetings for the last few months. 2024 meeting schedule came out, meetings will resume in January and there will also be a dinner meeting in January.

14. 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 Village has jurisdiction or exercises responsibility" and 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 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."

The closed session is for the following purposes:

1. Updates to Section IV of the Village of Jackson Employee Handbook and Application of Same with Regard to Specific Employees; and
2. To Discuss the Village Strategic Approach Related to the Sale and Development of Properties Publically Owned in TID 7.

The motion to proceed into closed session pursuant to Wis. Stats. §19.85(1)(c) and (e), for the listed purposes, was made by Pres. Heckendorf and seconded by Tr. Emmrich. A roll vote was taken:

Pres. Heckendorf: Aye
Tr. Emmrich: Aye

Tr. Engelhardt: Aye
Tr. Olson: Aye
Tr. Kruepke: Aye
Tr. Matter: Aye
Tr. Wells: Aye

Vote: 7 ayes, 0 nays. Motion carried. A five-minute break was given to the body. The meeting proceeded into closed session at 8:48 PM. Those present for the entirety of the closed session were the members of the Village Board and Administrator Keller. Treasurer Smith was also present, for item 1 only.

15. Reconvene into Open Session with Possible Action Related to the Subject of the Preceding Closed Session

The motion to reconvene into open session was made by Tr. Wells and seconded by Tr. Emmrich.

Vote: 7 ayes, 0 nays. Motion carried. The meeting proceeded into open session at 10:07 PM.

The motion to authorize the Village Attorney and Village Administrator to incorporate a permanent part-time paid leave benefit, to be effective January 1, 2024, as discussed in closed session was made by Tr. Wells and seconded by Tr. Emmrich.

Vote: 7 ayes, 0 nays. Motion carried.

The motion to direct the Village Administrator, Village Attorney, and EDWC to extend the closing date to February 13, 2024, and to draft documents establishing a Development Agreement, Shared Access Easement, Shared Maintenance Agreement, and a revised Certified Survey Map consistent with the terms as discussed in closed session was made by Tr. Wells and seconded by Tr. Emmrich.

Vote: 7 ayes, 0 nays. Motion carried.

16. Adjourn

A motion to adjourn the meeting was made by Tr. Kruepke and seconded by Tr. Emmrich.

Vote: 7 ayes, 0 nays. Motion carried. The meeting was adjourned at 10:08 PM.

Respectfully Submitted,
Anastasia Gonstead - Village Clerk