

MINUTES
VILLAGE BOARD MEETING
Tuesday, April 9, 2024 at 7:30 PM
Village Board Meeting

1. Call to Order and Roll Call

The meeting was called to order at 7:56 PM by Tr. Olson, who was acting as the chairperson in Pres. Heckendorf's absence.

Members Present: Tr. Emmrich, Tr. Engelhardt, Tr. Olson, Tr. Kruepke, Tr. Matter, and Tr. Wells.

Members Excused: Pres. Heckendorf

Members Absent: None

Staff Present: Administrator Jen Keller, Treasurer Darlene Smith, Police Chief Ryan Vossekuil, Fire Chief Aaron Swaney, Inspections & Zoning Director Collin Johnson, Public Works Director Brian Kober, 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. Public Hearings

- a. Ordinance #24-03 - Amending Municipal Code Section 48-142 Pertaining to R-6 Residential Zoning

Tr. Olson called this public hearing as open. No one was present to speak to this matter.

- b. Conditional Use Request - Caymus Court Jackson, LLC - N171 W21875 Caymus Court - Groth Design Group

Tr. Olson called this public hearing as open. No one was present to speak to this matter.

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 March 12, 2024

- b. Resolution #24-03 - Proclaiming Arbor Day in the Village of Jackson
- c. Resolution #24-04 - Approving the Results of the April 2, 2024 Spring Election in the Village of Jackson
- d. Resolution #24-05 - Accepting Funds from the Washington County Municipal Radio Grant Program
- e. Resolution #24-06 - Tax Incremental District #4 Affordable Housing Extension
- f. Massage Technician and Establishment Renewal Licenses - Good Karma Massage Therapy LLC, W194 N16727 Eagle Drive, Suite F, Patricia Salvack - Owner and Technician

The motion to approve consent agenda items 5a-d and 5f, as item 5e was requested to be discussed separately, was made by Tr. Wells and seconded by Tr. Kruepke.

Vote: 6 ayes, 0 nays. Motion carried.

The motion to approve consent agenda item 5e was made by Tr. Wells and seconded by Tr. Kruepke.

Discussion: Tr. Engelhardt sought clarification on Resolution #24-06. Administrator Keller provided an explanation of requirements from Wisconsin Department of Revenue, as well as funds to be directed to TID #7. Tr. Emmrich sought clarification regarding if funds could be directed to the Village's commercial sites. Administrator Keller provided information that it cannot be utilized for that purpose.

Vote: 6 ayes, 0 nays. Motion carried.

6. Budget and Finance Committee

- a. 2024 Wastewater Treatment Plant Project - Clean Water Fund Loan Dispersment Request #1, in the Amount of \$323,933.23

The motion to approve the 2024 Wastewater Treatment Plan project's Clean Water Fund Loan Dispersment Request #1, in the amount of \$323,933.23 was made by Tr. Wells and seconded by Tr. Kruepke.

Vote: 6 ayes, 0 nays. Motion carried.

- b. Pay Request #6 - Oaks of Jackson - D.F. Tomasini, in the Amount of \$32,341.03

The motion to approve Pay Request #6 for the Oaks of Jackson, to D.F. Tomasini, in the amount of \$32,341.03 was made by Tr. Olson and seconded by Tr. Engelhardt.

Vote: 6 ayes, 0 nays. Motion carried.

- c. Pay Request #5 - 2023 Utility & Street Improvements - Vinton Construction, in the Amount of \$44,397.66

The motion to approve Pay Request #5 for the 2023 Utility & Street Improvements project, to Vinton Construction, in the amount of \$44,397.66 was made by Tr. Wells and seconded by Tr. Olson.

Vote: 6 ayes, 0 nays. Motion carried.

- d. Pay Request #8, Final - STH 60 Utility Upgrades - Advanced Construction, in the Amount of \$10,000.00

The motion to approve Pay Request #8, final, for the State Hwy 60 Utility Upgrades, to Advanced Construction, in the amount of \$10,000.00 was made by Tr. Wells and seconded by Tr. Kruepke.

Vote: 6 ayes, 0 nays. Motion carried.

- e. Removal Cost for STH 60/Main Street Streetlights - We-Energies, in the Amount of \$51,904.44

The motion to approve the removal costs for the State Hwy 60/Main Street Streetlights project, to We-Energies, in the amount of \$51,904.44 was made by Tr. Wells and seconded by Tr. Olson.

Vote: 6 ayes, 0 nays. Motion carried.

- f. Request for Letter of Credit Reduction #2 - Maple Fields Phase 1

The motion to approve the request for Letter of Credit Reduction #2 for Maple Fields Phase 1 was made by Tr. Olson and seconded by Tr. Wells.

Vote: 6 ayes, 0 nays. Motion carried.

- g. Review of Proposals for Village Banking Services

The motion to approve the 2024 Banking Proposal with Westbury Bank for another four years was made by Tr. Olson and seconded by Tr. Kruepke.

Vote: 6 ayes, 0 nays. Motion carried.

- h. Review of Proposals for Village IT Services

The motion to approve the three-year contract with Pros 4 Technology was made by Tr. Wells and seconded by Tr. Kruepke.

Discussion commenced with the body regarding the pros and cons of both options, including the relative newness of the County's shared IT services and the unknowns that come with that, the cost saving that would currently be available if utilizing the County's shared IT

services, the costs and staff hours needed to handle the various technological subscriptions if the Village would move to the County's shared IT services, the current staff satisfaction with Pros 4 Technology, and cost savings when signing on for a longer contract period.

Vote: 6 ayes, 0 nays. Motion carried.

7. Plan Commission

- a. Ordinance #24-03 - Amending Municipal Code Section 48-142 Pertaining to R-6 Residential Zoning

The motion to approve Ordinance #24-03 Amending Municipal Code Section 48-142 Pertaining to R-6 Residential Zoning was made by Tr. Engelhardt and seconded by Tr. Olson.

Vote: 6 ayes, 0 nays. Motion carried.

A motion to suspend the rules for a second reading of Ordinance #24-03 was made by Tr. Engelhardt and seconded by Tr. Kruepke. A roll vote was taken:

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

Vote: 6 ayes, 0 nays. Motion carried.

A motion to approve the second reading of Ordinance #24-03 was made by Tr. Olson and seconded by Tr. Engelhardt.

Vote: 6 ayes, 0 nays. Motion carried.

- b. Conditional Use Request - Caymus Court Jackson, LLC - N171 W21875 Caymus Court - Groth Design Group

The motion to approve the Conditional Use Request for Caymus Court, LLC, N171 W21875 Caymus Court, for Groth Design Group was made by Tr. Engelhardt and seconded by Tr. Emmrich.

Vote: 6 ayes, 0 nays. Motion carried.

8. Parks & Recreation Commission

- a. Rental Approval Required - Washington County Democratic Party Annual Picnic - September 14, 2024

The motion to approve the rental request from the Washington County Democratic Party for their annual picnic on September 14, 2024, was made by Tr. Engelhardt and seconded by Tr.

Kruepke.

Vote: 6 ayes, 0 nays. Motion carried.

9. Personnel Committee

- a. Review and Discussion of Chapters I, II, and III of the Village of Jackson Employee Handbook Regarding General Personnel Policies, Employment Policies, and Classification and Compensation Policies

Administrator Keller provided the Body with an overview of the proposed changes to chapters I, II, and III of the Village of Jackson Employee Handbook before them for consideration.

The motion to approve the changes to chapters I, II, and III of the Village of Jackson Employee Handbook regarding general personnel policies, employment policies, and classification and compensation policies was made by Tr. Engelhardt and seconded by Tr. Olson.

Vote: 6 ayes, 0 nays. Motion carried.

- b. Review and Discussion of Professional Services Agreement with Washington County for Shared Planner Services

The motion to approve the professional services agreement with Washington County for shared planner services was made by Tr. Engelhardt and seconded by Tr. Emmrich.

Vote: 6 ayes, 0 nays. Motion carried.

Discussion: Tr. Engelhardt asked for clarification on the authority of a planner. Administrator Keller confirmed it is advisory, as well as scope of work, and final decisions are made by the governing bodies.

10. West Bend School District

Tr. Wells reported to the Body. The next meetings regarding facilities long-range planning are April 16th and 25th at the West Bend West High School cafeteria. They will be discussing possible solutions and gathering community feedback at these meetings.

11. Washington County Board Report

Nothing was received to report at the Village Board meeting.

12. Greater Jackson Business Alliance

Tr. Matter reported to the Body information received from the Greater Jackson Business Alliance's President, Debbie Zeinert. The next meeting will be May 15th at the Jackson Community Center. The topic for the meetings will be business insurance. He further reported that their scholarship program is starting up and Action in Jackson volunteer sign up

is approaching. They are also looking into way to assist the Main Street businesses during the upcoming State Hwy 60 construction.

13. Mid-Moraine Municipal Association Report

Tr. Olson reported to the Body. At the March 13th meeting, Washington County Executive Shoemann spoke on the topics of shared services, EMS grants, and various initiatives. The dinner meeting topic was on end of session legislative updates. The next meeting is April 10th. The speakers will be the Ozaukee County Administrator and Chair. The topics will include mental health support teams, opioids, and affordable housing efforts. The May 8th meeting will be on the topic of declining public school enrollment and the effects on taxes.

14. Notice of Claim - Kendra Majesky - N173W20230 Crestview Drive

Ms. Majesky not present. Administrator Keller provided an overview of options before the Body, being a Resolution of Disallowance of Claim or a settlement agreement, and what each entails.

The motion to approve the Resolution of Disallowance of Claim was made by Tr. Wells and seconded by Tr. Kruepke.

Discussion: Tr. Emmrich asked for clarification on whether a call to emergency services was made about this matter and the homeowner's responsibility to maintain their sidewalks. Clarification was provided by Village Staff.

Vote: 6 ayes, 0 nays. Motion carried.

15. 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."

The closed session is for the following purposes:

a. Notice of Claim - Kendra Majesky - N173W20230 Crestview Drive

Proceeding into closed session was not necessary, as a decision was made in open session.

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

Proceeding into closed session was not necessary, as a decision was made in open session.

17. Adjourn

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

Vote: 6 ayes, 0 nays. Motion carried. The meeting was adjourned at 8:50 PM.

Respectfully Submitted, Anastasia Gonstead - Village Clerk