

**MINUTES**  
**VILLAGE BOARD MEETING**  
**Tuesday, April 16, 2024 at 6:00 PM**  
**Village Board Annual**  
**Organizational Meeting**

1. Call to Order and Roll Call

The meeting was called to order at 6:00 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, 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. Administration of Oath of Office to Newly Elected Trustees

Clerk Gonstead administered the oath of office to each Tr. Olson, Tr. Kruepke, and Tr. Wells

4. Comments by the Village President

Pres. Heckendorf congratulated Trustees Wells, Olson, and Kruepke on their reelection as well as thanking the other trustees for their service to the community. He expressed gratitude to those from the public who are present and participating in the Village government, noting that participation is needed to make everything work. Pres. Heckendorf spoke about how this is an exciting time for the Village of Jackson with the amount of growth happening. Further pointing out that growth, done correctly, is important for a good community and a good place to live.

5. Committee/Commission Member Appointments and Administration of Oaths of Office

a. Budget and Finance Committee

Pres. Heckendorf informed those in attendance that the citizen appointments would be sworn in, en masse, by Clerk Gonstead after all appointments have been made, adding that those who were unable to attend will be sworn prior to their first meeting.

Pres. Heckendorf explained the Budget and Finance committee is composed of three

members; the Village president and two trustees.

The motion to appoint Tr. Matter and Tr. Wells to serve on the Budget and Finance Committee, with a 1-year term expiring in April 2025, was made by Pres. Heckendorf and seconded by Tr. Olson.

Vote: 7 ayes, 0 nays. Motion carried.

b. Personnel Committee

Pres. Heckendorf explained the Personnel Committee is composed of three members; the Village President and two trustees.

The motion to appoint Tr. Emmrich and Tr. Kruepke to the Personnel Committee, with a 1-year term expiring in April 2025, was made by Pres. Heckendorf and seconded by Tr. Olson.

Vote: 7 ayes, 0 nays. Motion carried.

c. Board of Public Works

Pres. Heckendorf explained the Board of Public Works is composed of seven members; Village President, serving as chairperson, two trustees, and four at-large citizen appointments.

The motion to appoint Tr. Engelhardt and Tr. Matter to the Board of Public Works, with a 1-year term expiring in April 2025, was made by Pres. Heckendorf and seconded by Tr. Emmrich.

Vote: 7 ayes, 0 nays. Motion carried.

Pres. Heckendorf explained there are two citizen members with expiring terms, Jeff Mitchell and Chris Sberna, with Mr. Sberna not seeking reappointment. Pres. Heckendorf thanked Mr. Sberna for his service to the Village.

The motion to appoint Jeff Mitchell and Josh Sandleback to the Board of Public Works, with a 3-year term expiring in April 2027, was made by Pres. Heckendorf and seconded by Tr. Wells.

Vote: 7 ayes, 0 nays. Motion carried.

Pres. Heckendorf added that Stephanie Egner and Ethan Hollenberger are the other citizen appointments on the Board of Public Works and thanked them for their continued service.

d. Plan Commission

Pres. Heckendorf explained the Plan Commission is composed of seven members; Village President, serving as chairperson, two trustees, and four at-large citizen appointments.

The motion to appoint Tr. Emmrich and Tr. Kruepke to the Plan Commission, with a 1-year term expiring in April 2025, was made by Pres. Heckendorf and seconded by Tr. Engelhardt.

Vote: 7 ayes, 0 nays. Motion carried.

Pres. Heckendorf explained there are two citizen members with expiring terms, Ryan Ganshow and Doug Wilcox, with Mr. Wilcox not seeking reappointment. Pres. Heckendorf thanked Mr. Wilcox for his service to the Village.

The motion to appoint Ryan Ganshow and Duane Hafemeister to the Plan Commission, with a 3-year term expiring in April 2027, was made by Pres. Heckendorf and seconded by Tr. Emmrich.

Vote: 7 ayes, 0 nays. Motion carried.

Pres. Heckendorf added that Dan Reik and Jon Molkentin are the other citizen appointments on the Plan Commission and thanked them for their continued service.

e. Police and Fire Commission

Pres. Heckendorf explained the Police and Fire Commission is composed of five at-large citizen members. Mark Phillips, whose term expires in 2027, tendered his resignation effective March 2024, as he is moving out of the Village. Pres. Heckendorf thanked him for his many years of service to the Village. To correct a clerical error, Jeffrey Latz's term shall expire in 2029, not 2028, as previously stated.

The motion to appoint David Wentlandt to the Police and Fire Commission, to serve out the remainder of the term vacated by Mark Phillips, with a term expiring in April 2027, was made by Pres. Heckendorf and seconded by Tr. Olson.

Vote: 7 ayes, 0 nays. Motion carried.

Pres. Heckendorf added that Doug Alfke, Jim Meyers, and Jill Washburn are the other citizen appointments to the Police and Fire Commission and thanked them for their continued service.

f. Parks and Recreation Commission

Pres. Heckendorf explained the Parks & Recreation Commission is composed of five members; one trustee and four at-large citizen members.

The motion to appoint Tr. Engelhardt to the Parks & Recreation Commission, with a 1-year term expiring in April 2025, was made by Pres. Heckendorf and seconded by Tr. Emmrich.

Vote: 7 ayes, 0 nays. Motion carried.

Pres. Heckendorf explained there is one citizen member with an expiring term, Sue Rank, with Ms. Rank not seeking reappointment. Pres. Heckendorf thanked Ms. Rank for her years of service.

The motion to appoint Kim Powers to the Park & Recreation Commission, with a 3-year term expiring in April 2027, was made by Pres. Heckendorf and seconded by Tr. Olson.

Vote: 7 ayes, 0 nays. Motion carried.

Pres. Heckendorf added that Casey Latz, Brian Mekka, and Brittany Rathke are the other citizen appointments on the Parks & Recreation Commission and thanked them for their continued service.

g. Tourism Commission

Pres. Heckendorf explained the Tourism Commission is composed of five members; Village President, serving as chairperson, Village Administrator Jen Keller, Parks & Recreation Director Kelly Valentino, an owner and/or operator of a lodging facility, and one at-large citizen member.

Pres. Heckendorf explained the current owner/operator member is Larry Hamlin, whose term is expiring. Mr. Hamlin has agreed to serve on the Commission again.

The motion to appoint Larry Hamlin to the Tourism Commission, with a 1-year term expiring in April 2025, was made by Pres. Heckendorf and seconded by Tr. Emmrich.

Vote: 7 ayes, 0 nays. Motion carried.

Pres. Heckendorf explained the citizen appointment with an expiring term is Sarah Malchow, with Ms. Malchow having agreed to serve on the Commission again.

The motion to appoint Sarah Malchow to the Tourism Commission, with a 1-year term expiring in April 2025, was made by Pres. Heckendorf and seconded by Tr. Matter.

Vote: 7 ayes, 0 nays. Motion carried.

h. Residence Board

Pres. Heckendorf explained the Residence Board is composed of three at-large citizen members. The current Board consists of Michelle Zak, Michelle Klemp, and Joseph Simon, none of whom have expiring terms this year. Pres. Heckendorf thanked them for their continued service.

i. Community Development Authority

Pres. Heckendorf explained the Community Development Authority is composed of six members; Village President, serving as chairperson, one trustee, and four at-large citizen appointments.

The motion to appoint Tr. Kruepke to the Community Development Authority, with a 1-year term expiring in April 2025, was made by Pres. Heckendorf and seconded by Tr. Emmrich.

Vote: 7 ayes, 0 nays. Motion carried.

Pres. Heckendorf explained there are two citizen members with expiring terms, Doug Alfke and Tim Klemp.

The motion to appoint Doug Alfke to the Community Development Authority, with a 2-year term expiring in 2026, was made by Pres. Heckendorf and seconded by Tr. Matter.

Vote: 7 ayes, 0 nays. Motion carried.

The motion to appoint Tim Klemp to the Community Development Authority, with a 3-year term expiring in 2027, was made by Pres. Heckendorf and seconded by Tr. Matter.

Vote: 7 ayes, 0 nays. Motion carried.

Pres. Heckendorf added that Jon Molkentin and Don Olson are the other citizen appointments to the Community Development Authority, with terms expiring in April 2025, and thanked them for their continued service.

j. Ethics Committee

Pres. Heckendorf explained the Ethics Committee is composed of five at-large citizen members. Currently, there are two vacancies on this committee and the term of Bill Haese is expiring. Mr. Haese is not seeking reappointment.

The motion to appoint Jackie Bradway and Jack Lippold to the Ethics Committee, with a 2-year term expiring in April 2026, was made by Pres. Heckendorf and seconded by Tr. Emmrich.

Vote: 7 ayes, 0 nays. Motion carried.

The motion to appoint Christy Stemm to the Ethics Committee, with a 2-year term expiring in April 2026, was made by Pres. Heckendorf and seconded by Tr. Engelhardt.

Vote: 7 ayes, 0 nays. Motion carried.

Pres. Heckendorf added that Larry Hatke and Mark Nolte are the other citizen appointments on the Ethics Committee and thanked them for their continued service.

k. Board of Review

Pres. Heckendorf explained the Board of Review is composed of three members; Village President, Village Clerk, with the Village Administrator as an alternate, and one at-large citizen member. Citizen member, Jon Schoeneck's term expires in 2024 and Mr. Schoeneck has agreed to reappointment.

The motion to appoint Jon Schoeneck to the Board of Review, with a 2-year term expiring in April 2026, was made by Pres. Heckendorf and seconded by Tr. Matter.

Vote: 7 ayes, 0 nays. Motion carried.

l. Mid-Moraine Legislative Committee

Pres. Heckendorf explained that annually a trustee is appointed as a representative to the Mid-Moraine Legislative Committee, with the Village Administrator acting as an alternate.

The motion to appoint Tr. Olson as the Mid-Moraine Legislative Committee representative was made by Pres. Heckendorf and seconded by Tr. Engelhardt.

Vote: 7 ayes, 0 nays. Motion carried.

m. West Bend School District Liaison

Pres. Heckendorf explained that annually a trustee is appointed as a liaison to the West Bend School District.

The motion to appoint Tr. Wells as the West Bend School District liaison was made by Pres. Heckendorf and seconded by Tr. Engelhardt.

Vote: 7 ayes, 0 nays. Motion carried.

n. Zoning Board of Appeals

Pres. Heckendorf explained the Zoning Board of Appeals is composed of five at-large citizen members. He further explained there is one appointment with a term expiring in 2024, held by Bob Hoff, with Mr. Hoff not seeking reappointment.

The motion to appoint Steve Klajbor to the Zoning Board of Appeals, with a 3-year term expiring in April 2027, was made by Pres. Heckendorf and seconded by Tr. Wells.

Vote: 7 ayes, 0 nays. Motion carried.

Pres. Heckendorf added that John Binsfield, Jon Schoeneck, Jason Marquardt, and Dave Schleef are the other appointments on the Zoning Board of Appeals and thanked them for their continued service.

Clerk Gonstead administered the Oath of Office for all citizen appointments in attendance.

6. 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 6:24 PM.

Respectfully Submitted,  
Anastasia Gonstead - Village Clerk