

MINUTES
VILLAGE BOARD MEETING
Tuesday, May 14, 2024 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, 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. Ceremonial Swearing in of Curtis Minter, Jackson Fire Department

Clerk Gonstead performed the ceremonial swearing in of Curtis Minter.

4. Resolution #24-09 - Appreciation of Service to Ken Klumb - Jackson Fire Department

Pres. Heckendorf read aloud the entirety of Resolution #24-09.

The motion to approve Resolution #24-09 Appreciation of Service to Ken Klumb of the Jackson Fire Department was made by Pres. Heckendorf and seconded by Tr. Emmrich.

Vote: 7 ayes, 0 nays. Motion carried.

5. Resolution #24-10 - Appreciation of Service to Kurt Kruepke - Jackson Fire Department

Tr. Kruepke read aloud the entirety of Resolution #24-10.

The motion to approve Resolution #24-10 Appreciation of Service to Kurt Kruepke of the Jackson Fire Department was made by Tr. Kruepke and seconded by Pres. Heckendorf.

Vote: 7 ayes, 0 nays. Motion carried.

6. Public Hearings

- a. Ordinance #24-04 Revisions to the Adopted 2050 Comprehensive Plan for the Village of Jackson, Washington County, Wisconsin
- b. Conditional Use Request - Football Field Lighting - 2230 Living Word Lane - Living Word High School
- c. Ordinance #24-05 - Planned Unit Development Zoning District (PUD-06) and Site Plan Review for W223 N16601 Cedar Parkway - Rytex Corporation, LLC

Pres. Heckendorf opened the public hearings. None were present to speak to any of the listed public hearings.

- 7. 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.)

Tiffany Washburn, resident at W197 N16925 Stonewall Drive #305, spoke on agenda item #12b. She expressed support of the Village pursuing an Employee Assistance Plan for staff.

- 8. Consent Agenda

- a. Approval of Minutes for the Village Board Meeting of April 9, 2024
- b. Approval of Minutes for the Annual Village Board Organizational Meeting of April 16, 2024
- c. Approval of Minutes for the Special Village Board Meeting of April 16, 2024
- d. Resolution #24-08 - Approving the Village of Jackson, Washington County, Wisconsin Adjusted Urban Area Boundary
- e. Resolution #24-11 - Accept Funds from Washington County Emergency Medical Services (EMS) & Fire Grant Program
- f. Resolution #24-12 - Resolution Providing for the Sale of Approximately \$5,775,000 General Obligation Promissory Notes, Series 2024B
- g. Washington County Brownfields Site Redevelopment Coalition Memorandum of Agreement Between Washington County and the Village of Jackson

The motion to approve the items contained in the consent agenda was made by Pres. Heckendorf and seconded by Tr. Wells.

Discussion: Tr. Engelhardt asked that item #8f be removed and considered separately.

The motion was amended by Pres. Heckendorf to approve consent agenda items #8a through 8e and #8g, and seconded by Tr. Wells.

Vote: 7 ayes, 0 nays. Motion carried.

The motion to approve consent agenda item #8f was made by Pres. Heckendorf and seconded by Tr. Kruepke. A roll vote was taken:

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

Vote: 4 ayes, 3 nays. Motion carried.

9. Budget and Finance Committee

a. Review of 2024 Front End Loader Purchase for Village Street Department

The motion to approve the purchase of the Case 621G2 front end loader, with the 84-month extended warranty, total cost not to exceed \$275,814.00, with \$230,314.00 of the total cost to come from ARPA funding and the remaining \$45,500.00 to come from the utilities budget was made by Pres. Heckendorf and seconded by Tr. Engelhardt.

Vote: 7 ayes, 0 nays. Motion carried.

b. Pay Request #1 - Water Wastewater Treatment Plant Tertiary Filters & Disinfection Project - JH Hassinger, in the Amount of \$85,500.00

The motion to approve Pay Request #1 for the Water Wastewater Treatment Plant Tertiary Filters and Disinfection Project, to JH Hassinger, in the amount of \$85,500.00, was made by Tr. Engelhardt and seconded by Tr. Wells.

Vote: 7 ayes, 0 nays. Motion carried.

c. Pay Request #2 - Water Wastewater Treatment Plant Tertiary Filters & Disinfection Project - JH Hassinger, in the Amount of \$9,975.00

The motion to approve Pay Request #2 for the Water Wastewater Treatment Plant Tertiary Filters and Disinfection Project, to JH Hassinger, in the amount of \$9,975.00, was made by Tr. Engelhardt and seconded by Tr. Olson.

Vote: 7 ayes, 0 nays. Motion carried.

- d. Fourth Amendment to Tower/Land Lease Agreement - United States Cellular Operating Company, LLC

The motion to approve the fourth amendment to the tower/land lease agreement with United States Cellular Operating Company, LLC was made by Tr. Emmrich and seconded by Tr. Engelhardt.

Vote: 7 ayes, 0 nays. Motion carried.

10. Plan Commission

- a. Ordinance #24-04 Revisions to the Adopted 2050 Comprehensive Plan for the Village of Jackson, Washington County, Wisconsin

A motion to approve Ordinance #24-04 was made by Tr. Emmrich and seconded by Tr. Engelhardt

Votes: 7 ayes, 0 nays. Motion carried.

A motion to suspend the rules for a second reading of Ordinance #24-04 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. Kruepke: Aye

Tr. Matter: Aye

Tr. Olson: Aye

Tr. Wells: Aye

Vote: 7 ayes, 0 nays. Motion carried.

A motion to approve the second reading of Ordinance #24-04 was made by Pres. Heckendorf and seconded by Tr. Emmrich

Vote: 7 ayes, 0 nays. Motion carried.

- b. Conditional Use Request - Football Field Lighting - 2230 Living Word Lane - Living Word High School

The motion to approve the Conditional Use request pertaining to the installation of football field lighting for Living Word Lutheran High School at 2230 Word Lane, was made by Tr. Engelhardt and seconded by Tr. Wells.

Vote: 7 ayes, 0 nays. Motion carried.

- c. Certified Survey Map - W197 N16961-63 Stonewall Drive - Juanita Nickelson

The motion to approve the Certified Survey Map for Juanita Nickelson at W197 N16961-63

Stonewall Drive was made by Tr. Emmrich and seconded by Tr. Kruepke.

Vote: 7 ayes, 0 nays. Motion carried.

- d. Ordinance #24-05 - Planned Unit Development Zoning District (PUD-06) and Site Plan Review for W223 N16601 Cedar Parkway - Ryttec Corporation, LLC

A motion to approve Ordinance #24-05 was made by Tr. Olson and seconded by Tr. Engelhardt.

Votes: 7 ayes, 0 nays. Motion carried.

A motion to suspend the rules for a second reading of Ordinance #24-05 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. Kruepke: Aye

Tr. Matter: Aye

Tr. Olson: Aye

Tr. Wells: Aye

Vote: 7 ayes, 0 nays. Motion carried.

A motion to approve the second reading of Ordinance #24-05 was made by Pres. Heckendorf and seconded by Tr. Emmrich.

Vote: 7 ayes, 0 nays. Motion carried.

The motion to approve the site plan for Ryttec Corporation, LLC, at W223 N16601 Cedar Parkway, subject to the following conditions:

1. Exterior storage shall be permitted upon all existing paved surfaces located in the south side-yard area and the general area indicated on the approved Site Plan, except as outlined in #3 below.
2. Exterior storage shall not extend beyond the boundaries of the storage area as detailed on the approved Site Plan and shall not encroach within any yard setback area at any time.
3. The exterior storage area may be expanded, on a limited temporary basis, by the Village Board, for a timeframe established by the Village Board.
4. Except for temporary exterior storage granted by the Village Board, all exterior storage areas shall be adequately screened from view, from the public road, by impervious fencing, high speed doors, sliding gates, a vegetative buffer with 75% density, or a combination thereof.
5. Violation of and/or receipt of a written complaint related to exterior storage shall be subject to review by the Village Board and may be subject to further regulation or revocation of the Site Plan.

Said motion was made by Pres. Heckendorf and seconded by Tr. Olson.

Vote: 7 ayes, 0 nays. Motion carried.

11. Board of Public Works

a. Review of Water Tower Site #2 for Verizon Monopole Installation

The motion to approve the proposal for the Verizon monopole temporary installation, to be completed and the poll removed by November 1, 2024, was made by Pres. Heckendorf and seconded by Tr. Emmrich.

Vote: 7 ayes, 0 nays. Motion carried.

12. Personnel Committee

a. Review and Discussion of Village of Jackson Job Description Updates

The motion to approve the Village of Jackson job description updates, with clarifications to be completed by Village Staff, was made by Pres. Heckendorf and seconded by Tr. Emmrich.

Discussion: Tr. Engelhardt asked for clarification pertaining to WRS qualifying limits and triggers. Clarification was provided by Village Staff.

Vote: 7 ayes, 0 nays. Motion carried.

b. Review and Discussion of Chapter V of the Village of Jackson Employee Handbook Regarding Employee Benefits

The motion to approve Chapter V of the Village of Jackson Employee Handbook and to implement the Employee Assistance Program as soon as is practicable was made by Pres. Heckendorf and seconded by Tr. Emmrich.

Vote: 7 ayes, 0 nays. Motion carried.

13. West Bend School District

Tr. Wells reported that a survey has been sent to residents in the West Bend School District. Surveys are to be completed and returned by May 26, 2024.

14. Washington County Board Report

The Washington County Board report was included in the agenda packet.

15. Greater Jackson Business Alliance

Tr. Matter reported that the Greater Jackson Business Alliance is working with the Jackson Police Department on rummage bingo for the Village-wide rummage sale. They are looking for volunteers for the upcoming Action in Jackson. Additionally, they are still accepting scholarship applications through the end of May. The next meeting will be May 15, 2024.

16. Mid-Moraine Municipal Association Report

Tr. Olson reported. The presentation at the last meeting was done by Director Brian Kober. The next meeting, a dinner meeting, is in Fredonia with State Representative Duey Stroebel. The topic of the June 11th meeting will be on the declining public school enrollment and its effects. Tr. Olson also shared he was elected President of the Mid-Moraine Municipal Association. He and Executive Mittelstadt met with the county, discussing ways to work together regarding the shared revenue incentives.

17. Closed Session Pursuant to Wis. Stats. §19.85(1)(e), "Deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive bargaining reasons require a closed session."

The closed session is for the following purposes:

1. Discussing a Contracted Service
2. Discussing a Development Agreement for TID 7

The motion to proceed into closed session pursuant to Wis. Stats. §19.85(1)(e) 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.

The meeting proceeded into closed session at 8:10PM. Those present in closed session were the Village Board members, Admin. Keller, and Fire Chief Swaney, for item #1 only.

18. Reconvene into Open Session with Possible Action Related to the Subjects of the Preceding Closed Session

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

Vote: 7 ayes, 0 nays. Motion carried. The meeting proceeded into open session at 9:19 PM.

The motion to approve Amendment No. 2 to the Development Agreement with Hillcrest Builders, conditioned upon terms discussed in the closed session, was made by Tr. Olson and seconded by Tr. Wells.

Vote: 7 ayes, 0 nays. Motion carried.

19. 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 9:20 PM.

Respectfully Submitted,
Anastasia Gonstead - Village Clerk