

APPROVED MINUTES

Village Board Meeting

Tuesday, October 13, 2020 at 7:30 p.m.

Jackson Village Hall

N168 W20733 Main Street

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 Emmrich, Heckendorf, Kruepke, Lippold, Olson and Wells.

Staff Present: Collin Johnson, Brian Kober, Chief Swaney, Kelly Valentino, Chief Vossekuil, John Walther and Jilline Dobratz.

2. Pledge of Allegiance.

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

3. Any Village Citizen Comment on an Agenda Item.

None.

4. Ceremonial Oath of Office – Nick Welch – Police Officer

Chief Vossekuil introduced Officer Nick Welch who joined the Police Department in July. He has completed his field training and is certified for solo patrol. Officer Welch has nine years of full-time law enforcement experience including a Sergeant and a Detective.

Clerk Dobratz conducted the ceremonial oath of officer of Police Officer – Nick Welch.

5. Approval of Minutes for the Village Board Meeting of September 8, 2020 and Special Village Board Meeting of September 22, 2020

Motion by Tr. Heckendorf, second by Tr. Lippold to approve the Village Board Minutes of September 8, 2020 and Special Village Board Meeting of September 22, 2020 with the correction of Pres. Schwab's misspelled name in number five.

Vote: 7 ayes, 0 nays. Motion carried.

6. Brownfields Assessment Coalition Memorandum of Agreement between Washington County and Village of Jackson

John Walther provided background information. The Village participates in a coalition of Washington County communities in the Brownfields grant allocation and have been successful in the past in receiving it. Recommendation is for the Board to approve the agreement and authorize the Administrator to sign it.

Motion by Tr. Wells, second by Tr. Olson to approve the Brownfields Assessment Coalition Memorandum of Agreement between Washington County and Village of Jackson.

Vote: 7 ayes, 0 nays. Motion carried.

7. Approval of Licenses

- Operators Licenses:

- The Village Mart, Main Street Mart & East Side Mart: Kayla S. Costa, Julie A. Scheffler, Tanya C. Uttke, Maxwell R. Whittle, Adam S. Sojak

- Walgreens #11676: Angela M. Kleinhans

Motion by Tr. Emmrich, second by Tr. Wells to approve the licenses as listed.

Vote: 6 ayes, 0 nays, 1 abstain (Tr. Kruepke). Motion carried.

8. Budget & Finance Committee

- Pay Request #6 – Municipal Complex Building
Motion by Pres. Schwab, second by Tr. Emmrich to approve Pay Request #6 – Municipal Complex Building in the amount of \$590,096.34.
Vote: 7 ayes, 0 nays. Motion carried.
- Change Order #2 – Spruce Street & Ridgeway Drive Extension Project
Motion by Pres. Schwab, second by Tr. Kruepke to approve Change Order #2 – Spruce Street & Ridgeway Drive Extension Project in the amount of \$17,584.00.
Vote: 7 ayes, 0 nays. Motion carried.
- Pay Request #3 – Spruce Street & Ridgeway Drive Extension Project
Motion by Pres. Schwab, second by Tr. Olson to approve Pay Request #3 – Spruce Street & Ridgeway Drive Extension Project in the amount of \$136,129.35.
Vote: 7 ayes, 0 nays. Motion carried.
- Pay Request #1 – 2020 Road and Utility Project (Hunters Road)
Motion by Pres. Schwab, second by Tr. Lippold to approve Pay Request #1 – 2020 Road and Utility Project (Hunters Road) in the amount of \$103,779.81.
Vote: 7 ayes, 0 nays. Motion carried.
- Review of Quotes for 2020 Jackson Water Utility Service Truck
Motion by Pres. Schwab, second by Tr. Olson to approve the 2020 Jackson Water Utility Service Truck purchase from Ewald Automotive Group in the amount of \$26,653.00
Vote: 7 ayes, 0 nays. Motion carried.
- Replacement of Fire Department 1281 Administration Vehicle
Motion by Pres. Schwab, second by Tr. Emmrich to approve Replacement of Fire Department 1281 Administration Vehicle in an amount not to exceed \$70,609.28.
Chief Swaney introduced Battalion Chief John Lamm who gave a presentation on the multi-step process of replacing the Administration vehicle. A committee was formed to look at what they had currently, to come up with what would be best and give a recommendation. They are looking to purchase a 2021 Chevy Tahoe, a Special Service Vehicle from GM. The Command vehicle was explained and what the vehicle is used for. John Lamm gave information on the departments fleet of vehicles. Tr. Heckendorf contributed information on alternative options on replacing the administration vehicle.
Vote: 6 ayes, 0 nays, 1 abstain (Tr. Heckendorf). Motion carried.
- Audit Services Engagement – Sitzberger and Co. S.C.
Pres. Schwab stated the Village's current auditor, Jim Frechette, is retiring and has recommended Sitzberger and Co. S.C.
Motion by Pres. Schwab, second by Tr. Kruepke to approve Audit Services Engagement – Sitzberger and Co. S.C. for a total amount between Mr. Frechette and Sitzberger and Co. of \$27,900 in 2020, \$28,700 in 2021 and \$29,500 in 2022.
Vote: 7 ayes, 0 nays. Motion carried.

- **Assessment Contract Amendment – Grota Appraisals, LLC**
Pres. Schwab commented with the new properties coming into the Village there is a request for an adjustment in the contract.
Motion by Pres. Schwab, second by Tr. Wells to approve Assessment Contract Amendment – Grota Appraisals, LLC in the amount of \$105,800.00 for three years.
Vote: 7 ayes, 0 nays. Motion carried.
- **Insurance Liability Claims – Progressive and Badger Mutual**
Pres. Schwab explained claims were filed based on a water main break. Based on the recommendations of the insurance carrier and staff, Budget & Finance Committee recommends Village Board to deny.
Motion by Pres. Schwab, second by Tr. Kruepke to deny Insurance Liability Claims – Progressive and Badger Mutual.
Vote: 7 ayes, 0 nays. Motion carried.

9. Plan Commission

- No Recommendations

10. Board of Public Works

- No Additional Recommendations

11. Joint Parks & Recreation

- No Recommendations

12. Village Municipal Complex – Update – Cedar Corp

Cory Scheidler was present from Cedar Corporation and gave an update. Precast is going up, the earthwork is nearly completed, underground is partially completed, foundations are in and steel framing is going up on the roof. Next month things will slow down a bit, but there will be interior work continuing. Early 2021, the concrete work will be inside the building. The project is progressing and is on schedule. Change orders have been presented regarding soil corrections and other items. Over the next month, the building walls will be up along the exterior of the building. After the first of the year, equipment will be looked at and getting quotes for furniture for the departments.

13. West Bend School District Report

None.

14. Washington County Board Report

None.

15. Greater Jackson Business Alliance Report

The next meeting is November 11, 2020 at the Community Center.

16. Department Reports

Chief Vossekuil stated they will be participating in the National Prescription Drug Take Back Day on Saturday, October 24, 2020 from 9:00 a.m. to Noon at the Police Department. Residents and nonresidents are able to drive up to the garage doors, stay in their vehicles,

and dispose of prescription, nonprescription, pet medications, etc. More information is on their Facebook page.

Brian Kober commented Saturday, October 17, 2020 is the Autumn Clean-up day at the Public Works building from 9:00 a.m. until Noon. Yard waste cards will also be issued.

Kelly Valentino reminded the community will have Trick or Treat on Saturday October 31st from 5:30 p.m. to 7:30 p.m. It is not a Village run event. Parks and Recreation is having a Halloween outdoor decorating contest this year. A map will be created, and prizes will be awarded.

Chief Swaney reported fire prevention is wrapping up. They were able to go into schools to and give presentations to small groups. As they were not able to have an Open House at the Fire Station, a drive through Open House was at the fair park. All the Fire Departments in the county participated. It's estimated 800 people went through; it was a nice event.

Jilline Dobratz explained in person absentee voting starting Tuesday, October 20, 2020 to Friday, October 30, 2020 at Village Hall. Tuesday, November 3, 2020 is the General Election at the Community Center in the gym.

John Walther stated Village Hall staff worked today to get the quarterly newsletter out along with the utility bills in the mail. Staff has been working with the auditor group, financial advisors, assessor and our attorney for continuing planning for the January 1, 2021 attachment of 236 parcels to the Village from the Town.

17. COVID-19 Update

Chief Swaney commented the numbers are going up. They are seeing more EMS calls on a regular basis. Some members in the Fire Department have been infected, quarantined and are back at work. He reminded everyone to wear a mask and stay safe.

18. Succession Planning

John Walther spoke to Chris Schwartz from Public Administration Associates (PAA) today. They are looking at potentially 20 to 25 applicants. He will apprise the Village President by the end of the week on the activity that has taken place so far.

19. Poll Worker Wages – Discussion and Possible Action

Jilline Dobratz gave information on the increased number of poll workers who have responded to work the election, the Facebook post helped. Tr. Emmrich inquired on giving the poll workers more money for this General Election. Jilline Dobratz stated some municipalities are increasing wages overall for poll workers. Currently the poll workers wage is \$9.50 an hour. Tr. Emmrich commented we count on these people for all the elections and are asking them to do a lot, especially this election.

Motion by Tr. Emmrich, second by Tr. Kruepke to raise poll worker wages to \$11.00 an hour.

Jilline Dobratz asked about the wages of the Chief Inspectors as they currently make \$10.00 an hour, they make 50 cents more for being a Chief. We are asking the Chiefs to do more every election due to the changing laws and procedures.

Motion amended by Tr. Emmrich, second by Tr. Kruepke to increase Poll Workers and Chief Inspectors wages a \$11.50 an hour.

Vote: 6 ayes, 0 nays, 1 abstain (Tr. Lippold). Motion carried.

20. Citizens to Address the Village Board

Gloria Teifke thanked the Village Board for approving the purchase of the Fire Department vehicle. She thanked the Chiefs for keeping the everyone safe with everything that's going on plus COVID. Jackson is a very safe place to live and she would like to keep it that way. They need good equipment to drive.

21. Future Agenda Items

Tr. Olson requested a document; Financials that show Year to Date, what the budget is, what the projected is, a summary of 2020 to date through third quarter

22. Closed Session pursuant to Wis. Stats. §19.85(1)(f) Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or date, or involved in such problems or investigations; concerning a Village employee; and §19.85(1)(g) Conferring with legal counsel for the government 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.

Motion by Pres. Schwab, second by Tr. Olson to convene into closed session at 8:36 p.m. to include the Village Board, the Village Administrator, the Village Police Chief and Legal Counsel.

Roll Call Vote: 7 ayes, 0 nays. Motion carried.

Reconvene into Open Session with Possible Action

The Village Board reconvened into open session at 9:25 p.m.

23. Adjourn

Motion by Pres. Schwab, second by Tr. Emmrich to adjourn.

Vote: 7 ayes, 0 nays. Meeting was adjourned at 9:25 p.m.

Respectfully submitted:

Jilline Dobratz, *CMC/WCMC*
Village Clerk