

APPROVED MINUTES

Village Board Meeting

Tuesday, October 12, 2021 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, Engelhardt, Heckendorf, Kruepke, Matter, and Wells.

Staff Present: Police Lieutenant Todd Fristed, Building Inspector Collin Johnson, Administrator Jen Keller, Director of Public Works/Village Engineer Brian Kober, Fire Chief Aaron Swaney, Parks & Recreation Director Kelly Valentino, Police Chief Ryan Vossekuil, and Administrative Assistant Tiffany Washburn.

Also Present: Ron Dalton of Cedar Corporation, Benjamin Walljasper from Enterprise FM Trust, Scott Harrington and Jackie Mich of Vandewalle & Associates, Inc.

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. Public Hearing – Planned Unit Development – Final Plat – Home Path Financial LP – Morning Meadows Subdivision – Phase II

Pres. Schwab opened the Public Hearing, nobody spoke. Pres. Schwab closed the Public Hearing.

Motion by Pres. Schwab, second by Tr. Emmrich, to approve the Planned Unit Development – Final Plat – Home Path Financial LP – Morning Meadows Subdivision – Phase II as presented.

Vote: 7 ayes, 0 nays. Motion carried.

5. Public Hearing – Conditional Use Permit – Design 2 Construct/Genoa Healthcare – Business Development – Caymus Way

Pres. Schwab opened the Public Hearing. Building Inspector Johnson advised that it will be called Caymus Court, not Caymus Way. Nobody else spoke. Pres. Schwab closed the Public Hearing.

Motion by Pres. Schwab, second by Tr. Kruepke, to approve the Conditional Use Permit – Design 2 Construct/Genoa Healthcare – Business Development – Caymus Court as presented.

Vote: 7 ayes, 0 nays. Motion carried.

6. Public Hearing – Planned Unit Development – John Lamm – Minor Subdivision – Glen Brooke Drive

Pres. Schwab opened the Public Hearing.

Jennifer Wolf, N164W20991 Glen Brooke Drive, is the secretary of the Glen Brooke Drive Homeowners' Association (HOA) and expressed concerned regarding the lack of notification

provided to their HOA. She is also concerned about snow removal, the flow of traffic on Glen Brooke Drive, and the future HOA details for the property.

Dirk Wildt, W208N16348 Renee Way, requested clarification regarding setbacks and oddly shaped lots. He is also concerned about the vegetation growth along the fence line installed by John Lamm on Glen Brook Drive, which can reduce the visibility for drivers entering the Cobblestone Meadows Subdivision.

Brian Drewek, W209N16431 Glen Brooke Drive, is concerned about the lack of information available and the increased flow of traffic in that area. He requested that the Village considers increasing the 200 foot radius requirement for public notification.

Nick Kwaw, N208W16316 Renee Way, requested more specific measurements regarding easements and setbacks.

Pres. Schwab closed the Public Hearing.

Motion by Pres. Schwab, second by Tr. Kruepke, to approve the Planned Unit Development – John Lamm – Glen Brooke Drive.

Vote: 7 ayes, 0 nays. Motion carried.

7. Ordinance #21-08 – Amending Chapter 2, Article IX, Section 2-466 of Code of Ordinances Regarding Changing Election Wards

Motion by Pres. Schwab, second by Tr. Heckendorf, to introduce Ordinance #21-08 – Amending Chapter 2, Article IX, Section 2-466 of Code of Ordinances Regarding Changing Election Wards.

Vote: 7 ayes, 0 nays. Motion carried.

Motion by Pres. Schwab, second by Tr. Wells, to suspend the rules and allow the second reading with approval of Ordinance #21-08.

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

Motion by Pres. Schwab, second by Tr. Kruepke, to approve Ordinance #21-08 – Amending Chapter 2, Article IX, Section 2-466 of Code of Ordinances Regarding Changing Election Wards.

Vote: 7 ayes, 0 nays. Motion carried.

8. Resolution #21-19 – Authorizing Water Connection – Maple Road – Feilbach

Motion by Pres. Schwab, second by Tr. Wells, to approve Resolution #21-19 – Authorizing Water Connection – Maple Road – Feilbach.

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

9. Resolution #21-20 – Adopting the Mid-Moraine Municipal Court Fourteenth-Amended Agreement

Administrator Keller provided a general overview.

Motion by Tr. Heckendorf, second by Tr. Emmrich, to approve Resolution #21-20 – Adopting the Mid-Moraine Municipal Court Fourteenth-Amended Agreement.

Vote: 7 ayes, 0 nays. Motion carried.

10. Ordinance #21-09 – Amending Chapter 12 of Code of Ordinances Regarding Courts

Motion by Tr. Heckendorf, second by Tr. Wells, to introduce Ordinance #21-09 – Amending Chapter 12 of Code of Ordinances Regarding Courts

Vote: 7 ayes, 0 nays. Motion carried.

11. Approval of Minutes for the Village Board Meeting of September 14, 2021.

Motion by Tr. Emmrich, second by Tr. Engelhardt, to approve the Village Board Minutes of September 14, 2021 as presented.

Vote: 7 ayes, 0 nays. Motion carried.

12. Approval of Licenses

- Operator's Licenses:

- East Side Mart, Main Street Mart & The Village Mart: Lauren Bagneski and Arthur Moses

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

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

13. Budget & Finance Committee

- Pay Request #18 – Municipal Complex Building

Motion by Tr. Wells, second by Tr. Matter, to approve the Pay Request #18 – Municipal Complex Building in the amount of \$270,020.38.

Vote: 7 ayes, 0 nays. Motion carried.

- Change Order #11 – Municipal Complex Building

Motion by Pres. Schwab, second by Tr. Heckendorf, to approve Change Order #11 – Municipal Complex Building in the amount of \$6,814.76.

Discussion followed regarding the circumstances that caused Change Order #11. Director Kober provided clarification regarding repairing versus replacing the damaged equipment.

Vote: 5 ayes, 2 nays (Tr. Emmrich and Tr. Engelhardt). Motion carried.

Pres. Schwab advised that the Budget & Finance Committee recommended assigning responsibility for funding purposes. Tr. Kruepke requested to know more information before that decision is made.

Motion by Pres. Schwab, second by Tr. Kruepke, for the Village Administrator to work with all parties involved to find out what happened and that this item be taken up at a future date.

Vote: 7 ayes, 0 nays. Motion carried.

- 2022 Fleet Management Agreement – Enterprise FM Trust

Police Chief Vossekul presented a general overview. Benjamin Walljasper of Enterprise FM Trust presented a detailed overview of the 2022 Fleet Management Agreement and the services provided by Enterprise FM Trust. Discussion ensued. Motion by Pres. Schwab, second by Tr. Wells, that Chief Vossekul be authorized to sign the 2022 Fleet Management Agreement – Enterprise FM Trust as presented.

Vote: 7 ayes, 0 nays. Motion carried.

- Pay Request #2 – Willow Ridge Reconstruction Program

Motion by Pres. Schwab, second by Tr. Heckendorf, to approve Pay Request #2 - Willow Ridge Reconstruction Program in the amount of \$224,864.81.

Vote: 7 ayes, 0 nays. Motion carried.

- Pay Request #1 – Coffee Connection Trail Project – Poblocki Paving
Motion by Pres. Schwab, second by Tr. Wells, to approve Pay Request #1 – Coffee Connection Trail Project – Poblocki Paving in the amount of \$83,261.80.
Vote: 7 ayes, 0 nays. Motion carried.
- Review of Replacement of Jackson Sewer Utility Vac-Truck
Motion by Pres. Schwab, second by Tr. Wells, to approve the Replacement of Jackson Sewer Utility Vac-Truck in an amount not to exceed \$475,000.00.
Vote: 7 ayes, 0 nays. Motion carried.

14. Plan Commission

- Certified Survey Map (CSM) – Design 2 Construct – Caymus Way
Director Kober advised the CSM should read Caymus Court, not Caymus Way.
Motion by Pres. Schwab, second by Tr. Kruepke, to approve the Certified Survey Map – Design 2 Construct – Caymus Court.
Vote: 7 ayes, 0 nays. Motion carried
- Rytec Corporation – Exterior Storage – Discussion with Possible Action
Motion by Tr. Engelhardt, second by Tr. Heckendorf, to allow Rytec Corporation to store components outside on their property until January 31, 2022, subject to review upon complaint.
Building Inspector Johnson confirmed with Pres. Schwab that Rytec Corporation was also given the opportunity to request an extension of the expiration date, subject to the Board's approval.
Vote: 7 ayes, 0 nays. Motion carried

15. Board of Public Works

- Review of Extension of Sewer and Water for Lamm's Corner
Motion by Tr. Heckendorf, second by Tr. Kruepke, to approve the Review of Extension of Sewer and Water for Lamm's Corner.
Vote: 7 ayes, 0 nays. Motion carried.
- Discuss Intersection Improvements – Eagle Drive and Main Street
Director Kober provided a brief overview. The Department of Transportation would need to conduct an Intersection Control Evaluation (ICE) before recommending whether a controlled intersection or a roundabout would be recommended.
No objections were made by the Board.

16. Joint Parks & Recreation

- Discuss New Event – Annual Tree Lighting Ceremony – Municipal Complex
Director Valentino provided a detailed overview of the event, including information regarding an artificial tree planned for outdoor display at the Municipal Complex. The Board requested that the event is referred to as the Annual Christmas Tree Lighting Ceremony. No objections were made by the Board.

17. Village Municipal Complex – Update – Cedar Corp

Ron Dalton from Cedar Corporation was present to answer any questions. The Board provided feedback regarding the Municipal Complex Board Room furniture. Administrator

Keller will seek proposals for the Board Room dais and executive chairs and follow up with the Board.

18. West Bend School District Report

None.

19. Washington County Board Report

County Supervisor Marcy Bishop was present and provided an update, including upcoming agenda items and the Washington County housing initiative.

20. Greater Jackson Business Alliance Report

Pres. Schwab thanked the Greater Jackson Business Alliance for their assistance at the Municipal Complex Open House event. Tr. Matter reported that the meeting last month was at the school library, where they discussed the school's future needs.

21. Department Reports

Fire Chief Swaney reported that having the high school intern from Living Word High School participating at JFD has been a great experience. The Fire Prevention Open House is on October 20th. Lastly, Fire Prevention Week was a success.

Building Inspector Johnson stated it is good to see commercial development on his desk with the recent development of Caymus Court. He is also thankful to the Board for the additional two (2) assistant inspectors recently hired.

Parks & Recreation Director Valentino is thankful for all the support and participation from so many people at the Glo Run on October 9th. Congrats JFD for winning the blind taste test Chili Cook-off again.

Director of Public Works/Village Engineer Kober stated the wet weather has caused some delays with some projects that are underway, specifically the Willow Ridge Project.

Police Chief Vossekuil commented the Fall Prescription Take Back event will be held at the Municipal Complex Saturday, October 23rd, from 9:00 a.m. to Noon.

Administrator Keller provided an update regarding the move to the Municipal Complex. Budget planning continues in preparation for the upcoming Budget Workshop. Administrator Keller and Treasurer Smith are also working on Open Enrollment for Village Employees.

22. Mid-Moraine Municipal Association Report

Tr. Wells reported that the next meeting is January 12, 2022 and the next dinner meeting is January 26, 2022. Administrator Keller also stated that the Village of Jackson will be hosting the March 2022 dinner meeting.

23. Spruce Street Residential Development Presentation and Discussion – Vandewalle and Associates

Scott Harrington and Jackie Mich of Vandewalle & Associates presented an analysis of potential concepts for the vacant property south of the Municipal Complex. Discussion ensued. Administrator Keller offered to follow up with County Executive Josh Schoemann

and coordinate with Vandewalle & Associates to create proposed measures for an RFP by next month's Board meeting. No objections from the Board.

24. Review Proposal for Commercial Broker Services – CBRE and American Commercial Real Estate

Administrator Keller stated there were two (2) proposals received. Adam Williquette, President of American Commercial Real Estate, was present to answer any questions. Motion by Pres. Schwab, second by Tr. Heckendorf, to contract for services with American Commercial Real Estate for Commercial Broker Services to sell the current site of the Village Hall and Police Department.

Vote: 7 ayes, 0 nays. Motion carried.

25. Action on Approvals related to Village Purchase of Property Identified as Tax Parcel V3_008200B

Motion by Pres. Schwab, second by Tr. Kruepke, to accept the assignment of offer from Sarah Malchow for the Village Purchase of Property Identified as Tax Parcel V3_008200B in the amount of \$95,000.

Vote: 7 ayes, 0 nays. Motion carried.

26. Citizens to Address the Village Board

None.

27. Future Agenda Items

Tr. Matter requested a specific discussion regarding the Washington County housing study.

28. 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 and pursuant to Wis Stats. §19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

During the closed session, the Village Board will discuss matters related to the Development and Operations Agreement with the Town of Jackson and 2021 Performance Review of the Village Administrator.

Motion by Pres. Schwab, second by Tr. Heckendorf, to convene into closed session at 10:20 p.m. to include the Village Board, Village Administrator, Village Engineer, and Parks and Recreation Director for the first part and Village Board only for the second part.

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

Reconvene into Open Session with Possible Action related to the closed session, including possible termination of Development and Operations Agreement with the Town of Jackson, and possible approval of the 2021 Village Administrator Performance Review.

Motion by Tr. Heckendorf, second by Tr. Engelhardt, to reconvene into open session at 11:09 p.m.

Vote: 7 ayes, 0 nays. Motion carried.

29. Adjourn

Motion by Tr. Kruepke, second by Tr. Wells, to adjourn.

Vote: 7 ayes, 0 nays. Meeting was adjourned at 11:10 p.m.

Respectfully submitted:

Tiffany Washburn
Administrative Assistant