

APPROVED MINUTES

Village Board Meeting

Tuesday, October 11, 2022 at 7:30 p.m.

Jackson Municipal Complex

N168W19851 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: Building Inspector Collin Johnson, Administrator Jen Keller, Director of Public Works/Village Engineer Brian Kober, Fire Chief Aaron Swaney, Parks and Recreation Director Kelly Valentino, Police Chief Ryan Vossekuil, and Administrative Assistant Tiffany Washburn.

Also Present: Moraine Park Technical College - Dean of the West Bend Campus Pete Rettler and Vice President of Finance and Administration Director Carrie Kasubaski, Washington County Executive Josh Schoemann, and Washington County Sheriff Martin Schulteis.

2. Pledge of Allegiance

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

3. Village Citizen Comment on an Agenda Item

Paula Schwartz, N161W20107 Riverview Drive, requested clarification regarding the Village's dog leash policy, as she has noticed an increase in unleashed dogs. Pres. Schwab referred to the Village Ordinance posted on the Village website.

Pres. Schwab asked permission of the Board to rearrange the agenda to move Item #12 after Item #3, as well as allowing Washington County's Executive Schoemann and Sheriff Schulteis to present at approximately 8:00PM versus waiting until Item #14.

The Board had no objections.

12. Moraine Park Technical College Report

MPTC's Pete Rettler and Carrie Kasubaski presented background information regarding the upcoming MPTC District referendum on the November 8th election ballot, including the projects planned if the referendum is granted and the corresponding timelines.

Discussion ensued.

14. Washington County Board Report (Part 1)

Washington County's Executive Schoemann and Sheriff Schulteis presented background information regarding the upcoming Washington County Anti-Crime Plan referendum on the November 8th ballot, including a general overview, the supporting data, future plans if the referendum passes, the fiscal impact, and how it may directly affect the Village of Jackson.

Discussion ensued.

4. Fifteenth-Amended Agreement for the Operation of Mid-Moraine Municipal Court

Administrator Keller provided a review of the amendment to the agreement, which includes personnel changes to Staff, term changes for officers, and inclusion of three (3) communities: Town of West Bend, Town of Polk, and the Big Cedar Lake Protection and Rehabilitation District.

Motion by Tr. Emmrich, second by Tr. Engelhardt, to adopt the Fifteenth-Amended Agreement for the Operation of the Mid-Moraine Municipal Court.

Vote: 5 ayes, 2 nays (Pres. Schwab and Tr. Heckendorf). Motion carried.

5. Vandewalle and Associates Update and Proposed New Contract – Next Generation Housing Development

Administrator Keller provided background information on the proposal.

Motion by Tr. Engelhardt, second by Tr. Wells, to accept the proposed new contract with Vandewalle & Associates beginning November 1, 2022, for professional services related to the Next Generation Housing Development, with an amount not to exceed \$19,000.00.

Vote: 6 ayes, 1 nay (Tr. Emmrich). Motion carried.

6. Discussion and Possible Action Related to 2022 Jackson Fire and EMS Study Recommendations

Staffing Recommendation

Motion by Tr. Wells, second by Tr. Emmrich, to approve the recommendations related to changes in staffing of the Department included in Appendix B of the Fire and EMS study, "Proposed Organizational Chart," subject to the following conditions:

- a. The changes go into effect in 2023.
- b. Any promotion is subject to establishment of job descriptions if needed, formal position testing, and approval by the PFC.

Discussion ensued regarding the data provided by the study, PFC involvement with promotions, and the source of funding. Chief Swaney provided background information regarding the staffing and promotion process.

Vote: 0 ayes, 7 nays. Motion failed.

Motion by Tr. Emmrich, second by Tr. Kruepke, to approve the recommendations related to changes in staffing of the Department included in Appendix B of the Fire and EMS study, "Proposed Organizational Chart," subject to the following conditions:

- a. The changes go into effect in 2023.
- b. Any promotion is subject to establishment of job descriptions if needed, formal position testing, and approval by the PFC.
- c. Conditioned upon funding.

Vote: 7 ayes, 0 nays. Motion carried.

Wage Increases and Promotion Recommendations

Motion by Pres. Schwab, second by Tr. Emmrich, to approve the recommendations related to increasing full-time employee pay included in Appendix D of the Fire and EMS study, "Proposed Fire Department Compensation Structure with Steps," subject to the following conditions:

- a. Year 1 wage level approved.
- b. Chief wage to be peer community wage.
- c. Steps subject to fiscal constraint.
- d. Wages subject to fiscal constraint.

Administrator Keller reviewed calculations made by Staff prior to the meeting so that different options for wage adjustments would be available for discussions. It was determined by Staff there was not financial capacity for the Village to implement all PAA wage and position changes without making significant cuts throughout all other Village Departments. Instead, Staff are recommending a two-year phased approach to the recommendations as well as delaying the hiring of the new full-time firefighter-paramedic. Vote: 7 ayes, 0 nays. Motion carried.

Paid-On-Call Wage Increase and Call-in Recommendation

Motion by Pres. Schwab, second by Tr. Emmrich, to approve the recommendation increasing Paid-on-Call hourly wages 20% and increasing pay to a 1-hour minimum, to go into effect in 2023, subject to fiscal constraint.

Discussion ensued regarding the relation between wages for paid-on-call and part-time. Vote: 6 ayes, 0 nays, 1 abstain (Tr. Heckendorf). Motion carried.

Recuperation of Costs Recommendation

Motion by Pres. Schwab, second by Tr. Wells, to approve the recommendation that cost recuperation efforts be discussed with contracted communities and included in future budgets so as to include a 5-10% fee added to charges to the communities served to account for administrative costs related to management of accounts payable and receivables functions, HR matters, and debt management for the Department. Vote: 7 ayes, 0 nays. Motion carried.

7. Ordinance #22-13 Adopt Amendments to the Village of Jackson Comprehensive Plan: Map 1 Future Land Use Plan 2050 (2nd Reading)

Motion by Tr. Heckendorf, second by Tr. Wells, to approve Ordinance #22-13 Adopt Amendments to the Village of Jackson Comprehensive Plan 2050. Vote: 7 ayes, 0 nays. Motion carried.

8. Approval of Minutes for the Village Board Meeting of September 13, 2022, and Special Village Board Meeting of September 26, 2022

Motion by Tr. Heckendorf, second by Tr. Emmrich, to approve the minutes for the Village Board Meeting of September 13, 2022, and the Special Village Board Meeting of September 26, 2022, as presented. Vote: 7 ayes, 0 nays. Motion carried.

9. Approval of Licenses

- Operator's Licenses:
 - East Side Mart, Main Street Mart & The Village Mart: Aleesha Poss, Rani Zerkel
- Motion by Tr. Wells, second by Tr. Emmrich, to approve the licenses as listed and recommended by Chief Vossekuil. Vote: 6 ayes, 0 nays, 1 abstain (Tr. Kruepke). Motion carried.

10. Budget & Finance Committee

• **Park Impact Fees Update**

Administrator Keller stated the Treasurer, Parks and Recreation Director, and Village Auditor reviewed files to verify the changes as reflected in the Treasurer's Report. It

was stated Staff hoped to share this information with both the Budget and Finance Committee as well as the Village Board.

No action was taken.

- **Pay Request #6 – Coffee Connection Trail Project – Poblocki Paving**

Director Kober provided background information on the project.

Motion by Pres. Schwab, second by Tr. Heckendorf, to approve Pay Request #6 for the Coffee Connection Trail Project, in the amount of \$10,205.32.

Vote: 7 ayes, 0 nays. Motion carried.

- **Review of Quotes – Well #1 Inspection**

Motion by Pres. Schwab, second by Tr. Wells, to approve the Water Well Solutions' quote for Well #1 Inspection services, in the amount of \$14,885.00.

Vote: 7 ayes, 0 nays. Motion carried.

- **Proposal Selection for the Park Master Plan of Hasmer Lake Park Area – Review & Recommendation**

Parks and Recreation Director Valentino provided background information on the recommendation from the Parks and Recreation Commission.

Motion by Pres. Schwab, second by Tr. Heckendorf, to approve the proposal from MSA Professional Services, Inc. for the Park Master Plan of Hasmer Lake Park Area, in an amount not to exceed \$22,900.00.

Vote: 7 ayes, 0 nays. Motion carried.

- **Transfer of Funds from General Fund to Recreation Fund**

Pres. Schwab gave a brief synopsis of the request.

Motion by Pres. Schwab, second by Tr. Kruepke, to approve Resolution #22-19 Transfer of Funds from General Fund to Recreation Fund, in the amount of \$38,709.00.

Vote: 7 ayes, 0 nays. Motion carried.

- **License Agreement to Farm Public Land – Robert Loduha**

Motion by Pres. Schwab, second by Tr. Emmrich, to approve the License Agreement Extension to Farm Public Land – Robert Loduha.

Vote: 7 ayes, 0 nays. Motion carried.

11. Plan Commission

- **Ordinance #22-15 – Annexation Request and Recommendation for Temporary R-1 Zoning – Parcel #T3_074900H – Albert & Brenna Sunn**

Motion by Pres. Schwab, second by Tr. Kruepke, to introduce Ordinance #22-15 an Annexation Request and Recommendation for Temporary R-1 Zoning for Parcel #T3_074900H owned by Albert and Brenna Sunn.

Vote: 7 ayes, 0 nays. Motion carried.

Motion by Pres. Schwab, second by Tr. Emmrich, to suspend the rules and allow the second reading of Ordinance #22-15.

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

Motion by Tr. Heckendorf, second by Tr. Emmrich, to approve Ordinance #22-15 an Annexation Request and Recommendation for Temporary R-1 Zoning for Parcel #T3_074900H owned by Albert and Brenna Sunn.
Vote: 7 ayes, 0 nays. Motion carried.

13. West Bend School District Report

None.

14. Washington County Board Report (Part 2)

Pres. Schwab provided an overview of the agenda for the upcoming Washington County Board meeting on October 12, 2022.

15. Greater Jackson Business Alliance Report

Tr. Matter stated the recent GJBA September meeting was well-attended and thanked Kerry Ingredients for hosting and providing a tour of the facility. The November meeting is a social event. Lastly, the GJBA has voted to support the Village of Jackson's Christmas Tree Lighting event in December.

16. Mid-Moraine Municipal Association Report

None.

17. Citizens to Address the Village Board

None.

18. 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:

- **2022 Jackson Fire Department Wage Recommendations from PAA**
- **2022 Performance Review of the Village Administrator**

Pres. Schwab addressed the Village department heads regarding recent feedback provided to the Board related to the performance review of the Village Administrator.

Motion by Pres. Schwab, second by Tr. Heckendorf, to convene into closed session at 9:41 p.m. to include the Village Board, and the Village Administrator for a portion of the items.

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

19. Reconvene into Open Session with possible action

Motion by Pres. Schwab, second by Tr. Kruepke, to reconvene into open session at 10:47 p.m.

Vote: 7 ayes, 0 nays. Motion carried.

Motion by Pres. Schwab, second by Tr. Kruepke, to approve the employment contract for the Village Administrator, as discussed in closed session.

Vote: 7 ayes, 0 nays. Motion carried.

20. Adjourn

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

Vote: 7 ayes, 0 nays. Meeting was adjourned at 10:48 p.m.

Respectfully submitted:

Tiffany Washburn

Village Administrative Assistant