

MINUTES
VILLAGE BOARD MEETING
Tuesday, February 11, 2025 at 7:30 PM

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. Kruepke, Tr. Matter, and Tr. Wells

Members Excused: Tr. Olson

Members Absent: None

Staff Present: Administrator Jen Heidtke, Treasurer Darlene Smith, Inspections and Zoning Director Collin Johnson, Public Works Director Brian Kober, Parks and Recreation Director Kelly Valentino, and Clerk Jackie Schuh

2. Pledge of Allegiance

The Pledge of Allegiance was recited by those who were in attendance.

3. Closed Session Pursuant to Wis. Stats. § 19.85 (1)(c) "considering employment, promotion, compensation, or performance evaluation data of any public employee over which the Village has jurisdiction or exercises responsibility."

The closed session is for the following purpose:

1. To Receive Information about Candidates for the Director of Parks and Recreation Position and to Discuss Specific Candidates.

The motion to proceed into closed session pursuant to Wis. Stats. §19.85(1)(c) was made by Pres. Heckendorf and seconded by Tr. Kruepke. A roll call vote was taken:

Pres. Heckendorf: Aye

Tr. Emmrich: Aye

Tr. Engelhardt: Aye

Tr. Kruepke: Aye

Tr. Matter: Aye

Tr. Wells: Aye

Vote: 6 ayes, 0 nays. Motion carried. The meeting proceeded into closed session at 7:31 PM. Those present in the closed session were members of the Village Board and Administrator Heidtke.

4. Reconvene into Open Session with Possible Action Related to the Subject of the Preceding Closed Session, Including Possible Appointment of the Director of Parks and Recreation

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

Vote: 6 ayes, 0 nays. Motion carried. The meeting proceeded into open session at 7:50 PM.

The motion to appoint Tyler Mentzel as the new Parks and Recreation Director was made by Tr. Emmrich and seconded by Tr. Kruepke.

Vote: 6 ayes, 0 nays. Motion carried.

5. Presentations

a. 2025 Financial Management Plan Presentation - Ehlers Financial Advisors

Ehlers representative, Ariana Schmidt, reviewed details of the 2024 Financial Management Plan (FMP) with the Board, recapping areas covered throughout the year. Key takeaways included an understanding of how a one-year budget has a multi-year impact, the importance of allocating levy for capital, and the need to continually budget contingency to the max allowable increase to ensure ERP qualifications for future years. Ms. Schmidt also previewed tasks in 2025, including funding the 2025 Capital Improvement Plan, continuing discussions regarding TID 6 Developer payments, the Filing of a Public Service Commission Rate Case in Spring 2025 for implementation in Fall 2025, and the 2026 budget process.

6. Public Hearings

- a. Ordinance #25-01 to Repeal and Recreate Section 48-108 of the Municipal Code Relating to Accessory Use Setbacks and Construction Requirements
- b. Ordinance #25-02 to Re-Zone Parcel V3_048900J002 in the Village of Jackson and to Amend the Zoning Map of the Village of Jackson Pursuant to Section 48.34 of the Municipal Code
- c. Conditional Use Request and Site Plan Review - Patriot Fence & Construction, LLC - N174W21400 Alcan Drive - Mike and Elizabeth Kotecki

Pres. Heckendorf opened the floor for the public hearings. Nobody present wished to speak about any of the three items. Pres. Heckendorf closed the 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.)

None.

8. Consent Agenda

- a. Approval of Minutes for the Village Board Meeting of January 14, 2025
- b. 2025 Professional Services Agreement with Addendum - Shared Planning Services - Washington County
- c. Massage Technician License - Good Karma Massage Therapy, LLC - N194W16727 Eagle Drive, Suite F - Corey Verley
- d. Resolution #25-02 Accepting Funds from the Washington County Roadway Shared Services Grant Program
- e. Resolution #25-03 Retirement Resolution Honoring Renee Fisher

f. Resolution #25-04 Retirement Resolution Honoring Jeff Deitsch

The motion to approve items 8a through 8d on the consent agenda, and to remove items 8e and 8f to address separately, was made by Pres. Heckendorf and seconded by Tr. Emmrich.

Vote: 6 ayes, 0 nays. Motion carried.

Pres. Heckendorf invited Renee Fisher to stand while he read Resolution #25-03.

The motion to introduce Resolution #25-03 Retirement Resolution Honoring Renee Fisher was made by Pres. Heckendorf and seconded by Tr. Emmrich.

Vote: 6 ayes, 0 nays. Motion carried.

Pres. Heckendorf then invited Jeff Deitsch to stand while he read Resolution #25-04.

The motion to introduce Resolution #25-04 Retirement Resolution Honoring Jeff Deitsch was made by Pres. Heckendorf and seconded by Tr. Emmrich.

Vote: 6 ayes, 0 nays. Motion carried.

9. Budget and Finance Committee

- a. Review of Sewer and Water Account 000-7120-99 with Uncollectible Balance in the amount of \$450.97

The motion to approve the write-off of the uncollectible balance of Sewer and Water Account 000-7120-99, in the amount of \$450.97, was made by Tr. Matter and seconded by Tr. Engelhardt.

Vote: 6 ayes, 0 nays. Motion carried.

- b. Pay Request #10 - Wastewater Treatment Plant Tertiary Filters and Disinfection Project - JH Hassinger in the amount of \$487,350.00

The motion to approve Pay Request #10 for the Wastewater Treatment Plant Tertiary Filters and Disinfection Project to JH Hassinger in the amount of \$487,350.00 was made by Tr. Matter and seconded by Tr. Engelhardt.

Vote: 6 ayes, 0 nays. Motion carried.

- c. 2024 Wastewater Treatment Plant Project - Clean Water Fund Loan Request #8 in the amount of \$500,449.45

The motion to approve Reimbursement Request #8 for the 2024 Wastewater Treatment Plant Project from the Clean Water Fund Loan in the amount of \$500,449.45 was made by Tr. Wells and seconded by Tr. Kruepke.

Vote: 6 ayes, 0 nays. Motion carried.

- d. Review of Quotes for Purchase of One-Ton Truck for the Street Department in the amount of \$75,958.00

The motion to approve the Purchase of a One-Ton Truck for the Street Department in the amount of \$75,958.00 was made by Tr. Engelhardt and seconded by Tr. Matter.

Vote: 6 ayes, 0 nays. Motion carried.

- e. Review of Quotes for Purchase of Sewer Utility Service Truck in the amount of \$118,759.00

The motion to approve the Purchase of a Sewer Utility Truck in the amount of \$118,759.00 was made by Tr. Wells and seconded by Tr. Kruepke.

Tr. Engelhardt expressed concern about the choice of diesel and stated gas vehicles have plenty of power for their needs. Discussion followed regarding the lower price of a gas vehicle as well as the lower costs of maintenance when compared to diesel vehicles.

A roll call vote was taken:

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

Vote: 1 ayes, 5 nays. Motion failed.

Pres. Heckendorf advised the Department of Public Works review the information and re-evaluate the pros and cons of diesel versus gas.

- f. Review of Asset Management Program by USG Water Solutions

The motion to approve the contract for the Asset Management Program with USG Water Solutions was made by Pres. Heckendorf and seconded by Tr. Wells.

Vote: 6 ayes, 0 nays. Motion carried.

- g. Review of Bids – Ridgeway Drive and Chestnut Court Reconstruction Project 2025

The motion to approve the loan bid for the Ridgeway Drive and Chestnut Court Reconstruction Project to Advanced Construction in the amount of \$1,636,443.05 was made by Pres. Heckendorf and seconded by Tr. Engelhardt.

Vote: 6 ayes, 0 nays. Motion carried.

- h. Review of Quotes for Emergency Generator at Wastewater Treatment Plant in the amount of \$236,909.00

The motion to approve the Purchase of an Emergency Generator for the Wastewater Treatment Plant in the amount of \$236,909.00 was made by Tr. Engelhardt and seconded by Tr. Matter.

Vote: 6 ayes, 0 nays. Motion carried.

- i. Change Order #3 - Jackson Community Center Expansion Project - Moore Construction increase in the amount of \$47,207.00

The motion to approve Change Order #3 for the Jackson Community Center Expansion Project to Moore Construction Inc. for an increase in the amount of \$47,207.00 was made by Pres. Heckendorf and seconded by Tr. Kruepke.

Vote: 5 ayes, 1 nays. Tr. Engelhardt voted nay. Motion carried.

- j. Change Order #4 - Jackson Community Center Expansion Project - Moore Construction - increase in the amount of \$45,146.00

The motion to approve Change Order #4 for the Jackson Community Center Expansion Project to Moore Construction Inc. for an increase in the amount of \$45,146.00 was made by Tr. Wells and seconded by Tr. Kruepke.

Vote: 5 ayes, 1 nays. Tr. Engelhardt voted nay. Motion carried.

- k. Pay Request #7 - Jackson Community Center Expansion Project - Moore Construction Services LLC in the amount of \$536,806.05

The motion to approve Pay Request #7 for the Jackson Community Center Expansion Project to Moore Construction Services LLC in the amount of \$536,806.05 was made by Tr. Wells and seconded by Tr. Kruepke.

Vote: 5 ayes, 1 nays. Tr. Engelhardt voted nay. Motion carried.

10. Plan Commission

- a. Ordinance #25-01 to Repeal and Recreate Section 48-108 of the Municipal Code Relating to Accessory Use Setback and Construction Requirements

The motion to introduce Ordinance #25-01 to Repeal and Recreate Section 48-108 of the Municipal Code Relating to Accessory Use Setback and Construction Requirements was made by Tr. Emmrich and seconded by Tr. Engelhardt.

Votes: 6 ayes, 0 nays. Motion carried.

The motion to suspend the rules for a second reading of Ordinance #25-01 was made by Pres. Heckendorf and seconded by Tr. Emmrich. A roll call vote was taken:

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

Vote: 6 ayes, 0 nays. Motion carried.

A motion to approve the second reading of Ordinance #25-01 was made by Pres. Heckendorf and seconded by Tr. Emmrich.

Vote: 6 ayes, 0 nays. Motion carried.

- b. Ordinance #25-02 to Re-Zone Parcel V3_048900J002 in the Village of Jackson and to Amend the Zoning Map of the Village of Jackson Pursuant to Section 48.34 of the Municipal Code

The motion to introduce Ordinance #25-02 to Re-Zone Parcel V3_048900J002 in the Village of Jackson and to Amend the Zoning Map of the Village of Jackson Pursuant to Section 48.34 of the Municipal Code was made by Tr. Emmrich and seconded by Tr. Engelhardt.

Votes: 6 ayes, 0 nays. Motion carried.

The motion to suspend the rules for a second reading of Ordinance #25-02 was made by Pres. Heckendorf and seconded by Tr. Emmrich. A roll call vote was taken:

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

Vote: 6 ayes, 0 nays. Motion carried.

A motion to approve the second reading of Ordinance #25-02 was made by Pres. Heckendorf and seconded by Tr. Emmrich.

Vote: 6 ayes, 0 nays. Motion carried.

- c. Conditional Use Request and Site Plan Review– Patriot Fence & Construction, LLC – N174 W21400 Alcan Drive – Mike and Elizabeth Kotecki

The motion to approve the Conditional Use Request and Site Plan Review, with staff and plan commission recommendations, for Patriot Fence & Construction, LLC, for the property located at N174W21400 Alcan Drive, owned by Mike and Elizabeth Kotecki, was made by Tr. Emmrich and seconded by Tr. Engelhardt.

Vote: 6 ayes, 0 nays. Motion carried.

- d. Review of Extra-Territorial Certified Survey Map - Parcel : T9_052300B - Gene and Ann Kissinger

The motion to approve the Extra-Territorial Certified Survey Map for Parcel T9_052300B, owned by Gene and Ann Kissinger, was made by Tr. Engelhardt and seconded by Tr. Emmrich.

Vote: 6 ayes, 0 nays. Motion carried.

- e. Review of Extra-Territorial Certified Survey Map - Parcel: T9_049500B - Robert and Nicolette Kearns

The motion to approve the Extra-Territorial Certified Survey Map for Parcel T9_049500B, owned by Robert and Nicolette Kearns, was made by Tr. Engelhardt and seconded by Tr. Emmrich.

Vote: 6 ayes, 0 nays. Motion carried.

11. West Bend School District

No report.

12. Washington County Board Report

Pres. Heckendorf read an email update from Supervisor Mike Schwab which covered resolutions 55 through 59 that the Washington County Board will be considering.

13. Greater Jackson Business Alliance

Tr. Matter reported that the Business Alliance is a sponsor of the upcoming Monte Carlo Night, that membership has grown, and that the candidate forum will be held on March 13th at 7pm at the Jackson Community Center.

14. Mid-Moraine Municipal Association Report

Tr. Olson reported last month's meeting was canceled due to inclement weather. The next meeting is on March 12th at 7pm and will cover the topic "Parade and Festival Safety".

15. Adjourn

The motion to adjourn the meeting was made by Tr. Emmrich and seconded by Tr. Engelhardt.

Vote: 6 ayes, 0 nays. Motion carried. The meeting adjourned at 8:51 PM.

Respectfully Submitted,

Jacqueline Schuh
Village Clerk
Village of Jackson