

MINUTES
VILLAGE BOARD MEETING
Tuesday, April 15, 2025 at 6:00 PM

1. Call to Order and Roll Call

The meeting was called to order at 6:00 PM by Pres. Heckendorf.

Members Present: Pres. Heckendorf, Tr. Emmrich, Tr. Engelhardt, Tr. Olson, Tr. Kruepke, Tr. Kurtz, Tr. Olson, and Tr. Wells

Members Excused: None

Members Absent: None

Staff Present: Administrator Jen Heidtke, Treasurer Darlene Smith, Police Chief Ryan Vossekuil, Fire Chief Aaron Swaney, Public Works Director Jack Straehler, Parks and Recreation Director Tyler Mentzel, and Clerk Jackie Schuh

2. Pledge of Allegiance

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

3. Administration of Oath of Office to Newly Elected Trustees

Clerk Schuh administered the oath of office to Pres. Heckendorf, and then to Tr. Emmrich, Tr. Engelhardt, and Tr. Kurtz.

4. Comments by the Village President

Pres. Heckendorf congratulated Trustees Emmrich, Engelhardt, and Kurtz for having been elected and thanked the other seated trustees for their service to the community. Pres. Heckendorf also extended appreciation to Administrator Heidtke and staff for the diligent work they put forth for the residents of the Village of Jackson.

5. Committee/Commission Member Appointments and Administration of Oaths of Office

Pres. Heckendorf informed those in attendance that the appointed citizens would be sworn in, en masse, by Clerk Schuh after all appointments had been made, adding that those unable to attend would be sworn in prior to the first meeting of the committee to which they were appointed.

a. Budget and Finance Committee

Pres. Heckendorf explained the Budget and Finance Committee is composed of the Village President and two trustees.

The motion to appoint Tr. Don Olson and Tr. Traci Wells as members of the Budget and Finance Committee for a one-year term expiring in April 2026 was made by Pres. Heckendorf and seconded by Tr. Emmrich.

Vote: 7 ayes, 0 nays. Motion carried.

b. Personnel Committee

Pres. Heckendorf explained the Personnel Committee is composed of the Village President and two trustees.

The motion to appoint Tr. Brian Emmrich and Tr. John Kruepke to serve on the Personnel Committee for a one-year term, expiring in April 2026, was made by Pres. Heckendorf and seconded by Tr. Engelhardt.

Vote: 7 ayes, 0 nays. Motion carried.

c. Board of Public Works

Pres. Heckendorf explained the Board of Public Works is composed of seven members, including three Village Board members and four at-large citizen appointments.

Pres. Heckendorf motioned to appoint himself as Chair of the Board of Public Works for a one-year term expiring in April 2026. Tr. Emmrich seconded the motion.

Vote: 7 ayes, 0 nays. Motion carried.

The motion to appoint Tr. Tim Engelhardt and Tr. John Kruepke to the Board of Public Works for a one-year term expiring in April 2026 was made by Pres. Heckendorf and seconded by Tr. Emmrich.

Vote: 7 ayes, 0 nays. Motion carried.

Pres. Heckendorf explained one citizen member seat is expiring this year.

The motion to appoint Ryan Ganshow to the Board of Public Works for a three-year term expiring in April 2028 was made by Pres. Heckendorf and seconded by Tr. Engelhardt.

Vote: 7 ayes, 0 nays. Motion carried.

Pres. Heckendorf thanked Stephanie Egner, Jeff Mitchell, and Josh Sandleback for their continued service as citizen members of the Board of Public Works.

d. Plan Commission

Pres. Heckendorf explained the Plan Commission is composed of three Village Board members and four citizen members, with the Village President serving as chairperson.

The motion to appoint Tr. Brian Emmrich and Tr. John Kruepke to the Plan Commission for a one-year term expiring in April 2026 was made by Pres. Heckendorf and seconded by Tr. Engelhardt.

Vote: 7 ayes, 0 nays. Motion carried.

Pres. Heckendorf explained there are two citizen member positions expiring.

The motion to appoint Jon Molkentin and Dan Reik to the Plan Commission for a three-year term expiring in April 2028 was made by Pres. Heckendorf and seconded by Tr. Emmrich.

Vote: 7 ayes, 0 nays. Motion carried.

Pres. Heckendorf thanked Duane Hafemeister and Matt Van Eperen for their continued service as citizen members of the Plan Commission.

e. Police and Fire Commission

Pres. Heckendorf explained the Police and Fire Commission is composed of five citizen members of the Village of Jackson and one of those positions is expiring.

The motion to appoint Doug Alfke to the Police and Fire Commission for a new five-year term expiring in April 2030 was made by Pres. Heckendorf and seconded by Tr. Wells.

Vote: 7 ayes, 0 nays. Motion carried.

Pres. Heckendorf thanked Jill Washburn, David Wentlandt, Jim Meyers, and Jeffrey Latz for their continued service as citizen members of the Police and Fire Commission.

f. Parks and Recreation Commission

Pres. Heckendorf explained the Parks and Recreation Commission is composed of one Village trustee and four citizen members.

The motion to appoint Tr. Traci Wells to the Parks and Recreation Commission for a one-year term expiring in April 2026 was made by Pres. Heckendorf and seconded by Tr. Engelhardt.

Vote: 7 ayes, 0 nays. Motion carried.

Pres. Heckendorf explained there is one citizen member position expiring in 2025.

The motion to appoint Casey Latz, as chairperson, to the Parks and Recreation Commission for a three-year term expiring in April 2028 was made by Pres. Heckendorf and seconded by Tr. Emmrich.

Vote: 7 ayes, 0 nays. Motion carried.

Pres. Heckendorf thanked Brittany Rathke, Brian Mekka, and Kim Powers for their continued service as citizen members of the Parks and Recreation Commission.

g. Tourism Commission

Pres. Heckendorf explained the Tourism Commission is composed of the Village President as chairperson, Village Administrator Jen Heidtke, Parks and Recreation Director Tyler Mentzel, one owner/operator of a lodging facility, and one citizen member. Pres. Heckendorf explained the current lodging facility owner/operator is Larry Hamlin, and his term expires in 2025.

The motion to appoint Larry Hamlin to the Tourism Commission for a new one-year term expiring in April 2026 was made by Pres. Heckendorf and seconded by Tr. Emmrich.

Vote: 7 ayes, 0 nays. Motion carried.

The motion to appoint Bernadette Buser as the citizen member to the Tourism Commission for a one-year term expiring in April 2026 was made by Pres. Heckendorf and seconded by Tr. Engelhardt.

Vote: 7 ayes, 0 nays.

h. Residence Board

Pres. Heckendorf explained the Residence Board is composed of three citizen members and one of those positions is expiring.

The motion to appoint Michelle Zak to the Residence Board for a new five-year term expiring in April 2030 was made by Pres. Heckendorf and seconded by Tr. Olson.

Vote: 7 ayes, 0 nays. Motion carried.

Pres. Heckendorf thanked Michelle Klemp and Patrick Pryor for their continued service as citizen members of the Residence Board.

i. Community Development Authority

Pres. Heckendorf explained the Community Development Authority (CDA) is composed of the Village President, one Village trustee, and four citizen members.

The motion to appoint Tr. Tim Engelhardt to the CDA for a one-year term expiring in April 2026 was made by Pres. Heckendorf and seconded by Tr. Emmrich.

Vote: 7 ayes, 0 nays. Motion carried.

Pres. Heckendorf explained there are two citizen member positions expiring in 2025.

The motion to appoint Tracey Keyes and Richard Toye to the CDA for three-year terms expiring in April 2028 was made by Pres. Heckendorf and seconded by Tr. Olson.

Vote: 7 ayes, 0 nays. Motion carried.

Pres. Heckendorf thanked Tim Klemp and Doug Alfke for their continued service as citizen members of the Community Development Authority.

j. Ethics Committee

Pres. Heckendorf explained the Ethics Committee is composed of five citizen members and two of those positions are expiring.

The motion to appoint Larry Hatke and Mark Nolte to the Ethics Committee for two-year terms expiring in April 2027 was made by Pres. Heckendorf and seconded by Tr. Olson.

Vote: 7 ayes, 0 nays. Motion carried.

Pres. Heckendorf thanked Christy Stemm, Jack Lippold, and Jackie Bradway for their continued service as citizen members of the Ethics Committee.

k. Mid-Moraine Legislative Committee

Pres. Heckendorf explained the Mid-Moraine Legislative Committee is composed of two representatives from the Village with one of them as alternate.

The motion to appoint Tr. Don Olson to the Mid-Moraine Legislative Committee and Tr. Debra Kurtz as Alternate for one-year terms expiring in April 2026 was made by Pres. Heckendorf and seconded by Tr. Emmrich.

Vote: 7 ayes, 0 nays. Motion carried.

l. School District Liaison

Pres. Heckendorf explained one Village trustee is appointed as the School District Liaison.

The motion to appoint Tr. Traci Wells as School District Liaison for a one-year term expiring in April 2026 was made by Pres. Heckendorf and seconded by Tr. Emmrich.

Vote: 7 ayes, 0 nays. Motion carried.

m. Zoning Board of Appeals

Pres. Heckendorf explained the Zoning Board of Appeals is composed of five citizen members and two of those positions are expiring.

The motion to appoint John Binsfeld, as Chairperson, and Jon Schoeneck to the Zoning Board of Appeals for three-year terms expiring in April 2028 was made by Pres. Heckendorf and seconded by Tr. Wells.

Vote: 7 ayes, 0 nays. Motion carried.

Pres. Heckendorf explained there is also one vacant position on the Zoning Board of Appeals created by one member moving from the Village of Jackson. Per Pres. Heckendorf, that position expires in 2026.

The motion to appoint Ethan Hollenberger to the Zoning Board of Appeals to fill the position vacated by Jason Marquardt for the remainder of his term, expiring in April 2026, was made by Pres. Heckendorf and seconded by Tr. Emmrich.

Vote: 7 ayes, 0 nays. Motion carried.

Pres. Heckendorf thanked Dave Schleef and Steve Klajbor for their continued service as citizen members of the Zoning Board of Appeals.

6. Adjourn

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

Vote: 7 ayes, 0 nays. Motion carried. The meeting adjourned at 6:17 PM.

Clerk Schuh administered the oath of office to newly appointed resident members in attendance.

Respectfully Submitted,

Jacqueline Schuh
Village Clerk
Village of Jackson