

VILLAGE OF JACKSON

VILLAGE BOARD MEETING

Tuesday, June 10, 2025 at 7:30 PM

Minutes

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. Kurtz, and Tr. Wells

Members Excused: Tr. Olson

Members Absent: None

Staff Present: Administrator Jen Heidtke, Treasurer Darlene Smith, Police Chief Ryan Vossekuil, Fire Chief Aaron Swaney, Inspections and Zoning Director Collin Johnson, Public Works Director Jack Strahler, Parks and Recreation Supervisor Jacob Caltagerone, and Clerk Jackie Schuh

2. Pledge of Allegiance

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

3. Presentations

a. Review of Proposed 2026 Capital Improvement Plan

Administrator Heidtke highlighted portions of the proposed capital projects for 2026 for each department. Per Administrator Heidtke, projects only eligible to be funded in cash will have to be reconsidered later in the budgeting process as cash or levy projects shall be subject to the remainder of levy availability after establishing an operational budget. Administrator Heidtke then spoke about projects for each department, highlighting the Hasmer Lake project being pushed back to 2027, and the Eagle Drive Improvement project moving forward in its place to 2026.

The motion to direct staff to proceed with the capital improvement planning as proposed with the amendments for the purpose of creating a draft of the 2026 budget and capital project plan for review by the Board at the August meeting was made by Pres. Heckendorf and seconded by Tr. Kruepke.

Vote: 6 ayes, 0 nays. Motion carried.

4. Public Hearings

a. Conditional Use and Site Plan Review - N170 W21750 Rosewood Lane – Dittmar Realty, Inc.

Pres. Heckendorf opened the floor for the public hearing.

Nobody present spoke on this item.

Pres. Heckendorf closed the public hearing.

5. 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.

6. Consent Agenda

- a. Approval of Minutes of the Village Board Meeting of May 13, 2025
- b. Resolution #25-20 Joining Washington County to Support the Reversal of the United States Environmental Protection Agency Decision Classifying Portions of Washington County as Serious Nonattainment for the 2015 Ozone National Ambient Air Quality Standard

The motion to approve items 6a and 6b on the consent agenda was made by Tr. Emmrich and seconded by Tr. Kurtz.

Vote: 6 ayes, 0 nays. Motion carried.

7. Approval of Licenses

- a. Class "B" Fermented Malt Beverages and "Class B" Intoxicating Liquors
 - i. Barbara L Holtz (dba Pizza Station, Agent: Barbara Holtz) N168W22224 Main Street Suite D
 - ii. Jackson Pub LLC (dba Jackson Pub LLC, Agent: Jon Zandi) N168W20594 Main Street
 - iii. KHD LTD (dba Jimmy's Restaurant & Bar, Agent: Angela Koutsios) N168W21212 Main Street

The motion to approve the Class "B" Fermented Malt Beverages and "Class B" Intoxicating Liquors licenses for businesses and sole proprietors in Items 7a(i) through 7a(iii), contingent upon the payment of all fees, taxes, and monies due to the Village of Jackson prior to release, was made by Pres. Heckendorf and seconded by Tr. Emmrich.

Vote: 6 ayes, 0 nays. Motion carried.

- b. Class "A" Fermented Malt Beverages and "Class A" Intoxicating Liquors
 - i. Center Village LLC (dba Village Mart, Agent: Mandeep Dran) W213N16770 Glen Brooke Drive
 - ii. Fox Bros. Piggly Wiggly, Inc. (dba Piggly Wiggly Supermarket 90, Agent: Michael S. Olwig) W194N16774 Eagle Drive
 - iii. Jackson Ellahi LLC (dba Hwy Mart, Agent: Mandeep Dran) N168W22224 Main Street
 - iv. K & A Petroleum (dba East Side Mart, Agent: Kurt Kruepke) N168W19490 Main Street
 - v. Walgreen Co. (dba Walgreens #11676, Agent: Gregory Fechter) N168W21330 Main Street

The motion to approve the Class "A" Fermented Malt Beverages and "Class A" Intoxicating Liquors licenses for businesses and sole proprietors in Items 7b(i) through 7b(v), contingent upon the payment of all fees, taxes, and monies due to the Village of Jackson prior to release, was made by Pres. Heckendorf and seconded by Tr. Kurtz.

Vote: 5 ayes, 0 nays. Tr. Kruepke abstained. Motion carried.

c. Cigarette/Tobacco/Vape Licenses

- i. Center Village LLC (dba Village Mart, Agent: Mandeep Dran) W213N16770 Glen Brooke Drive
- ii. Fox Bros. Piggly Wiggly, Inc. (dba Piggly Wiggly Supermarket 90, Agent: Michael S. Olwig) W194N16774 Eagle Drive
- iii. Jackson Ellahi LLC (dba Hwy Mart, Agent: Mandeep Dran) N168W22224 Main Street
- iv. Jackson Tobacco & Vape LLC (dba Jackson Tobacco & Vape LLC, Agent: Mohanad Dawada) N168W22734 Prairie View Lane
- v. K & A Petroleum LLC (dba East Side Mart, Agent: Annette Kruepke) N168W19490 Main Street
- vi. TrueVibe INC. (dba The Supply Plus, Agent: Zachary Rozenboom) W213N16806 Industrial Drive
- vii. Walgreen Co. (dba Walgreens #11676, Agent: Gregory Fechter) N168W21330 Main Street

The motion to approve the 2025-2026 Cigarette, Tobacco, and Vape licenses for the businesses listed in items 7c(i) through 7c(vii), contingent upon the payment of all fees, taxes, and monies due to the Village of Jackson prior to release, was made by Pres. Heckendorf and seconded by Tr. Wells.

Vote: 5 ayes, 0 nays. Tr. Kruepke abstained. Motion carried.

d. Hotel/Motel Licenses

- i. Jackson Main Street Motel, W208N16831 N. Center Street, Owner: Larry Hamlin
- ii. AMA Hospitality, Inc. (dba Comfort Inn & Suites), W227N16890 Tillie Lake Court, Owner: AMA Hospitality, Inc., Corporate Agent: Alkesh Patel

The motion to approve the 2025-2026 Hotel/Motel licenses for the businesses listed in items 7d(i) and 7d(ii), contingent upon the payment of all fees, taxes, and monies due to the Village of Jackson prior to release, was made by Pres. Heckendorf and seconded by Tr. Kurtz.

Vote: 6 ayes, 0 nays. Motion carried.

8. Budget and Finance Committee

- a. Pay Request #1 - Ridgeway Drive and Chestnut Court Reconstruction Project - Advanced Construction in the amount of \$299,636.65

The motion to approve Pay Request #1 for the Ridgeway Drive and Chestnut Court Reconstruction Project to Advanced Construction in the amount of \$299,636.65 was made by

Tr. Wells and seconded by Tr. Kruepke.

Vote: 6 ayes, 0 nays. Motion carried.

- b. Pay Request #15 - Wastewater Treatment Plant Tertiary Filters and Disinfection Project - JH Hassinger in the amount of \$501,760.55

The motion to approve Pay Request #15 for the Wastewater Treatment Plant Tertiary Filters and Disinfection Project to JH Hassinger in the amount of \$501,760.55 was made by Tr. Engelhardt and seconded by Tr. Emmrich.

Vote: 6 ayes, 0 nays. Motion carried.

- c. Clean Water Fund Loan Request #12 - 2024 Wastewater Treatment Plant Project in the amount of \$510,713.05

The motion to approve Reimbursement Request #12 for the 2024 Wastewater Treatment Plant Project from the Clean Water Fund Loan in the amount of \$510,713.05, including fees for Town and Country Engineering, was made by Tr. Engelhardt and seconded by Tr. Wells.

Vote: 6 ayes, 0 nays. Motion carried.

- d. Resolution #25-18 Preliminary Resolution Declaring Intent to Exercise Special Assessment Police Powers, Under Section 66.0703 of the Wisconsin Statutes

The motion to approve Resolution #25-18 Preliminary Resolution Declaring Intent to Exercise Special Assessment Police Powers, Under Section 66.0703 of the Wisconsin Statutes, was made by Tr. Kurtz and seconded by Tr. Kruepke.

Vote: 6 ayes, 0 nays. Motion carried.

- e. Pay Request #10 - Jackson Community Center Expansion Project - Moore Construction in the amount of \$217,326.10

The motion to approve Pay Request #10 for the Jackson Community Center Expansion Project to Moore Construction in the amount of \$217,326.10 was made by Tr. Wells and seconded by Tr. Kruepke.

Vote: 6 ayes, 0 nays. Motion carried.

- f. Pay Request #12 - Jackson Community Center Expansion Project - Moore Construction in the amount of \$256,076.30

The motion to approve Pay Request #12 for the Jackson Community Center Expansion Project to Moore Construction in the amount of \$256,076.30 was made by Tr. Wells and seconded by Tr. Kruepke.

Vote: 6 ayes, 0 nays. Motion carried.

- g. Discussion and Possible Action - Room Rental Fees

The motion to approve the Jackson Community Center Room Rental Fees, as presented in the chart below, was made by Pres. Heckendorf and seconded by Tr. Emmrich.

	Monday – Thursday	Friday – Sunday
Auditorium	R - \$225 NR - \$275	R - \$275 NR - \$325
Gathering Hall w/ Kitchen	R - \$100 NR - \$150	R - \$150 NR - \$200
All Other Rooms	R - \$60 NR - \$110	R – \$75 NR - \$125
Gymnasium	R - \$50/hr NR – \$100/hr	R - \$100/hr NR - \$150/hr

Distinction was made that some rentals are on an hourly basis, some for four hours, and all cleaning fees are built into the rental fees.

Vote: 6 ayes, 0 nays. Motion carried.

h. Review of Proposals - 2025 Village of Jackson Zoning Code Update

The motion to approve the bid of CiviTek Consulting for the 2025 Jackson Zoning Code Update for an amount not to exceed \$65,900.00 was made by Tr. Wells and seconded by Tr. Kruepke.

Director Johnson acknowledged the receipt of only one bid for the project, but believed the bid to be extremely competitive.

Vote: 6 ayes, 0 nays. Motion carried.

i. 2025 Schedule to Prepare the 2026 Municipal Budget and Update the Financial Management Plan

A brief discussion regarding the proposed budgeting timeline highlighted the need for fewer, but longer, meetings this year compared to last. The Board responded favorably and Pres. Heckendorf advised Administrator Heidtke to proceed with the schedule as proposed.

9. Plan Commission

a. Conditional Use and Site Plan Review - N170 W21750 Rosewood Lane – Dittmar Realty, Inc.

The motion to approve the Conditional Use and Site Plan for N170W21750 Rosewood Lane for Dittmar Realty, Inc., was made by Tr. Engelhardt and seconded by Tr. Emmrich.

Vote: 6 ayes, 0 nays. Motion carried.

b. Final Plat – Maple Fields Subdivision, Addition No. 2 – Neumann Developments, Inc.

The motion to approve the Final Plat for the Maple Fields Subdivision, Addition No. 2 for Neumann Developments, Inc., was made by Tr. Emmrich and seconded by Tr. Kurtz.

Vote: 6 ayes, 0 nays. Motion carried.

c. Development Agreement - Maple Fields Subdivision, Addition No. 2 - Maple Fields, Inc.

The motion to approve the Development Agreement for the Maple Fields Subdivision Addition No. 2 for Maple Fields, Inc., was made by Tr. Emmrich and seconded by Tr. Engelhardt.

Vote: 6 ayes, 0 nays. Motion carried.

10. Parks and Recreation Commission

- a. Approval of Rental Request - Jackson Community Center - Democratic Party of Washington County Fundraiser

The motion to approve the Rental Request of the Democratic Party of Washington County to host a Fundraiser at the Jackson Community Center was made by Tr. Emmrich and seconded by Tr. Kurtz.

Vote: 6 ayes, 0 nays. Motion carried.

11. Board of Public Works

- a. Review of 2024 Jackson Water Utility - Consumer Confidence Report (CCR)

The motion to approve the 2024 Consumer Confidence Report and authorize staff to publish the report on the Village website and in the local paper, as required, was made by Tr. Engelhardt and seconded by Tr. Emmrich.

Director Straehler clarified that if the highest level of a contaminant in any one of our wells is within the target range, our levels are acceptable.

Vote: 6 ayes, 0 nays. Motion carried.

- b. Resolution #25-19 A Resolution Adopting the 2024 Compliance Maintenance Annual Report for the Jackson Wastewater Treatment Facility

The motion to approve Resolution #25-19 was made by Tr. Emmrich and seconded by Tr. Engelhardt.

Vote: 6 ayes, 0 nays. Motion carried.

12. West Bend School District

Tr. Wells provided an overview of topics regarding the West Bend School District, including a survey, graduations, and special programs and awards distributed.

13. Washington County Board Report

Pres. Heckendorf read updates sent via email by County Supervisor Mike Schwab.

14. Greater Jackson Business Alliance

No report.

15. Mid-Moraine Municipal Association Report

Pres. Heckendorf spoke briefly regarding the presentation provided by the League of Wisconsin Municipalities at the Mid-Moraine Municipal Association Dinner Meeting hosted by the Village of Jackson.

16. 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.", §19.85(1)(e) "deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session", and §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:

1. To Discuss Development of Publicly Owned Property
2. To Receive Information Regarding Specific Employees
3. 2025 Village Administrator Performance Review

The motion to proceed into closed session pursuant to Wis. Stats. §19.85(1)(c), §19.85(1)(e), and §19.85(1)(g), 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. Kurtz: Aye

Tr. Kruepke: Aye

Tr. Wells: Aye

Vote: 6 ayes, 0 nays. Motion carried. The meeting proceeded into closed session at 8:49 PM. Those present in the closed session for item one were the Board members, Administrator Heidtke, Director Straehler, Police Chief Vossekuil, and Fire Chief Swaney; for item two were the Board members and Administrator Heidtke; and for item three were the Board members.

17. Reconvene into Open Session with Possible Action Related to the Subject of the Preceding Closed Session

The motion to reconvene in 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 10:34 PM.

No action was taken on the closed session items.

18. Adjourn

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

Vote: 6 ayes, 0 nays. Motion carried. The meeting adjourned at 10:34 PM.

Respectfully Submitted,

Jacqueline Schuh
Village Clerk
Village of Jackson