

VILLAGE OF JACKSON
VILLAGE BOARD MEETING
Tuesday, August 12, 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, Tr. Olson, and Tr. Wells

Members Excused: None

Members Absent: None

Staff Present: Administrator Jen Heidtke, Sergeant John Joerger, Inspections and Zoning Director Collin Johnson, Parks and Recreation Director Tyler Mentzel, Treasurer Darlene Smith, Public Works Director Jack Straehler, Fire Chief Aaron Swaney, and Clerk Jackie Schuh

2. Pledge of Allegiance

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

3. Ceremonial Swearing In of Natalie Bach - Fire Department

Clerk Schuh performed the ceremonial swearing in of Natalie Bach.

4. Resolution #25-24 - Resolution in Appreciation of Service to Ronald Eickstedt

The motion to approve Resolution #25-24 was made by Pres. Heckendorf and seconded by Tr. Emmrich.

Pres. Heckendorf read Resolution #25-24, and extended appreciation on behalf of the Village Board, Staff, and Village of Jackson residents to Ronald Eickstedt for his 44 years of service, of which Pres. Heckendorf had the honor of co-serving 25 years with him.

Vote: 7 ayes, 0 nays. Motion carried.

5. Proclamation Declaring Mrs. USA 2025 Sara DornBrook Day in the Village of Jackson, August 15, 2025

President Heckendorf read the Proclamation establishing August 15, 2025, as Mrs. USA 2025 Sara DornBrook Day in the Village of Jackson.

6. Presentations

- a. Review 2024 Draft Audit of the Financial Statements - Presentation by Lucida, LLC, with Possible Discussion and Action

Pattie Reda, Representative of Lucida, LLC, provided a brief overview of the Year-End 2024 Auditor's Report and Financial Statements. Ms. Reda noted that the items presented were a

fair representation of the financial position of the Village of Jackson's governmental activities, their business-type activities, each of the Village's major funds, and the respective changes in financial position of the Village of Jackson.

The motion to accept the 2024 Audit was made by Tr. Engelhardt and seconded by Tr. Olson.

Vote: 7 ayes, 0 nays. Motion carried.

b. Review of 2026 Draft Budget, with Possible Discussion and Action

Village Administrator Jen Heidtke presented the Board with highlights of the 2026 Draft Budget. Per Administrator Heidtke, the proposed budget as drafted is expected to impact a sample tax bill by an increase of 5%, noting the increase as a result of a projection of diminished non-levy revenues, increased operational expenses, increased debt levy, and removal of the Capital Project levy. Administrator Heidtke recommended continued review of the Draft Budget with the Board and Staff and deferred General Fund and Capital Project direction during the Financial Management Plan discussion with Ehlers Financial Advisors.

c. 2025 Financial Management Plan Workshop #1 - Governmental Funds and Capital Project Financing - Ehlers Financial Advisors, with Possible Discussion and Action

Brian Roemer and Ariana Schmidt, representatives of Ehlers Financial Advisors, presented financial trends for the Village of Jackson, highlighting operations and capital budgeting. They gave the Board an overview of the long-range levy forecast incorporating the General Fund, Debt Service, and Capital, and provided a general assessment of the fiscal strength of the Village, as well as challenges that may emerge in the budgeting process. Directions provided by the Board included single-year borrowing, as well as any increase to be held to the 3% range.

7. Public Hearings

- a. Conditional Use and Site Plan Review - Building Expansion - N173W20855 Metro Court - Metro Hardwoods
- b. Ordinance #25-08 Amending Section 48-155(c) for Planned Unit Development District PUD-03 for Parcel: V3_047700K - KARM Properties, LLC
- c. Ordinance #25-09 Rezoning of Parcel: V3_004000A from Planned Unit Development District (PUD) to B-2 Downtown Business District - Center Main, LLC

Pres. Heckendorf opened the floor for the three public hearings at 9:51 PM.

Nobody present spoke regarding any of the items.

Pres. Heckendorf closed the public hearings at 9:52 PM.

8. 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.

9. Consent Agenda
 - a. Approval of Minutes
 - i. Special Village Board Meeting - June 24, 2025
 - ii. Village Board Meeting - July 8, 2025
 - b. Resolution #25-21 Designating the Jackson Community Center as an Official Building of the Village of Jackson Park System
 - c. Resolution #25-22 Authorizing the Village President to Appoint a President Pro Tem in the Event of Absence
 - d. Appointment of Interim Administrator/Zoning Administrator - Ryan Vossekul, Police Chief
 - e. Radio Equipment Agreement with Washington County
 - f. Radio User Agreement with Washington County

The motion to approve items 9a through 9f on the consent agenda was made by Pres. Heckendorf and seconded by Tr. Kurtz.

Vote: 7 ayes, 0 nays. Motion carried.

10. Budget and Finance Committee
 - a. Change Order #2–2025 Ridgeway Drive and Chestnut Court Reconstruction Project - Advanced Construction for an increase in the amount of \$13,450.00

The motion to approve Change Order #2 for the 2025 Ridgeway Drive and Chestnut Court Reconstruction Project for Advanced Construction for an increase in the amount of \$13,450.00 was made by Tr. Wells and seconded by Tr. Kruepke.

Vote: 7 ayes, 0 nays. Motion carried.

- b. Change Order #1–2025 Oaks of Jackson Surface Course - Spruce Street and Ridgeway Drive - Stark Pavement Corporation for an increase in the amount of \$14,340.00

The motion to approve Change Order #1 for the 2025 Oaks of Jackson Surface Course for Spruce Street and Ridgeway Drive for Stark Pavement for an increase in the amount of \$14,340.00 was made by Tr. Wells and seconded by Tr. Kruepke.

Vote: 7 ayes, 0 nays. Motion carried.

- c. Pay Request #3–2025 Ridgeway Drive and Chestnut Court Reconstruction Project - Advanced Construction in the amount of \$447,187.01

The motion to approve Pay Request #3 for the 2025 Ridgeway Drive and Chestnut Court Reconstruction Project to Advanced Construction in the amount of \$447,187.01 was made by Tr. Engelhardt and seconded by Tr. Wells.

Vote: 7 ayes, 0 nays. Motion carried.

- d. Pay Request #1 -2025 Hickory Lane Reconstruction Project - Vinton Construction in the amount of \$356,256.41

The motion to approve Pay Request #1 for the 2025 Hickory Lane Reconstruction Project to Vinton Construction in the amount of \$356,256.41 was made by Tr. Olson and seconded by Tr. Engelhardt.

Vote: 7 ayes, 0 nays. Motion carried.

- e. Pay Request #17 - 2024 Wastewater Treatment Plant Tertiary Filters and Disinfection Project - J.H. Hassinger in the amount of \$86,277.10

The motion to approve Pay Request #17 for the 2024 Wastewater Treatment Plant Tertiary Filters and Disinfection Project to J.H. Hassinger in the amount of \$86,277.10 was made by Tr. Engelhardt and seconded by Tr. Kurtz.

Vote: 7 ayes, 0 nays. Motion carried.

- f. Reimbursement Request #14 - 2024 Wastewater Treatment Plant Tertiary Filters and Disinfection Project - Clean Water Fund Loan in the amount of \$110,837.84

The motion to approve Reimbursement Request #14 for the 2024 Wastewater Treatment Plant from the Clean Water Fund Loan in the amount of \$110,837.84 was made by Tr. Olson and seconded by Tr. Wells.

Vote: 7 ayes, 0 nays. Motion carried.

- g. Change Order #6 - Jackson Community Center Expansion Project - Moore Construction for a decrease in the amount of \$31,446.00

The motion to accept Change Order #6 for the Jackson Community Center Expansion Project to Moore Construction for a decrease in the amount of \$31,446.00 was made by Tr. Emmrich and seconded by Tr. Engelhardt.

Vote: 7 ayes, 0 nays. Motion carried.

- h. Pay Request #14 - Jackson Community Center Expansion Project - Moore Construction in the amount of \$44,940.70

The motion to approve Pay Request #14 for the Jackson Community Center Expansion Project to Moore Construction in the amount of \$44,940.70 was made by Tr. Wells and seconded by Tr. Kruepke.

Vote: 7 ayes, 0 nays. Motion carried.

- i. Review of Bids - Dog Park at Cedar Run Park Project - Lowe Underground, Inc. in the amount of \$217,614.10

The motion to approve the Construction Contract for the Dog Park at Cedar Run Park to Lowe Underground in the amount of \$217,614.10 was made by Tr. Wells and seconded by Tr. Kruepke.

Discussion followed regarding potential impacts of flooding on proposed equipment and landscape materials.

Vote: 6 ayes, 1 nays. Tr. Olson was opposed. Motion carried.

- j. 2025-2026 Contract Amendment #1 - Dog Park at Cedar Run Park - MSA in the amount of \$15,550.00

The motion to approve the 2025-2026 Contract Amendment #1 for the Dog Park at Cedar Run Park Project for MSA in the amount of \$15,550.00 was made by Tr. Wells and seconded by Tr. Kruepke.

Vote: 6 ayes, 1 nay. Tr. Olson opposed. Motion carried.

- k. Renewal of Self-Insured Retention Coverage - Cities and Villages Mutual Insurance Company

The motion to approve Option #1 for Renewal of Self-Insured Retention Coverage with Cities and Villages Mutual Insurance Company was made by Tr. Olson and seconded by Tr. Emmrich.

Vote: 7 ayes, 0 nays. Motion carried.

11. Plan Commission

- a. Conditional Use and Site Plan Review - Building Expansion - N173W20855 Metro Court - Metro Hardwoods

The motion to approve the Conditional Use and Site Plan for the Metro Hardwoods Building Expansion Project at N173W20855 Metro Court, subject to Engineer Comments, was made by Pres. Heckendorf and seconded by Tr. Emmrich.

Vote: 7 ayes, 0 nays. Motion carried.

- b. Review of Public Participation Plan - Village Zoning Code Update

The motion to approve the Public Participation Plan for the Village Zoning Code Update by Village Zoning consultant Civitech was made by Pres. Heckendorf and seconded by Tr. Emmrich.

Vote: 7 ayes, 0 nays. Motion carried.

- c. Ordinance #25-08 Amending Section 48-155(c) for Planned Unit Development District PUD-03 for Parcel: V3_047700K - KARM Properties, LLC

The motion to introduce Ordinance #25-08 Amending Section 48-155(c) for Planned Unit Development District PUD-03 for Parcel V3_047700K for Karm Properties LLC was made by Pres. Heckendorf and seconded by Tr. Olson.

Votes: 6 ayes, 0 nays. Tr. Kruepke abstained. Motion carried.

The motion to suspend the rules for a second reading of Ordinance #25-08 was made by Pres. Heckendorf and seconded by Tr. Olson. A roll call vote was taken:

Pres. Heckendorf: Aye

Tr. Emmrich: Aye
Tr. Engelhardt: Aye
Tr. Kurtz: Aye
Tr. Kruepke: Aye
Tr. Wells: Aye
Tr. Olson: Aye

Vote: 7 ayes, 0 nays. Motion carried.

A motion to approve the second reading of Ordinance #25-08 was made by Pres. Heckendorf and seconded by Tr. Olson.

Vote: 6 ayes, 0 nays. Tr. Kruepke abstained. Motion carried.

- d. Ordinance #25-09 Rezoning of Parcel: V3_004000A from Planned Unit Development District (PUD) to B-2 Downtown Business District - Center Main, LLC

The motion to introduce Ordinance #25-09 Rezoning of Parcel V3_004000A from Planned Unit Development District (PUD) to B-2 Downtown Business District for Center Main LLC was made by Tr. Engelhardt and seconded by Tr. Emmrich.

Votes: 7 ayes, 0 nays. Motion carried.

The motion to suspend the rules for a second reading of Ordinance #25-09 was made by Pres. Heckendorf and seconded by Tr. Engelhardt. A roll call vote was taken:

Pres. Heckendorf: Aye
Tr. Emmrich: Aye
Tr. Engelhardt: Aye
Tr. Kurtz: Aye
Tr. Kruepke: Aye
Tr. Wells: Aye
Tr. Olson: Aye

Vote: 7 ayes, 0 nays. Motion carried.

A motion to approve the second reading of Ordinance #25-09 was made by Tr. Olson and seconded by Tr. Emmrich.

Vote: 7 ayes, 0 nays. Motion carried.

12. Board of Public Works

- a. Ordinance #25-10 Amending Chapter 42 Sec. 42.86 - Limited Parking in certain areas; loading zones

The motion to introduce Ordinance #25-10 Amending Chapter 42, Section 42.86 - Limited Parking in Certain Areas; Loading Zones was made by Tr. Engelhardt and seconded by Tr. Olson.

Votes: 7 ayes, 0 nays. Motion carried.

The motion to suspend the rules for a second reading of Ordinance #25-10 was made by Pres. Heckendorf and seconded by Tr. Olson. A roll call vote was taken:

Pres. Heckendorf: Aye

Tr. Emmrich: Aye

Tr. Engelhardt: Aye

Tr. Kurtz: Aye

Tr. Kruepke: Aye

Tr. Wells: Aye

Tr. Olson: Aye

Vote: 7 ayes, 0 nays. Motion carried.

A motion to approve the second reading of Ordinance #25-10 was made by Tr. Emmrich and seconded by Tr. Engelhardt.

Vote: 7 ayes, 0 nays. Motion carried.

13. Personnel Committee

a. Proposed Job Descriptions - Fire Department

The motion to approve the Proposed Job Descriptions for a Full-Time Motor Pump Operator/Paramedic, a Full-Time Captain/Paramedic, and a Full-Time Battalion Chief, with the understanding that the Battalion Chief would have EMT/Paramedic level added to the description for minimum requirements, and to remove Part-Time status as eligibility for any of the three positions, was made by Pres. Heckendorf and seconded by Tr. Emmrich.

Vote: 7 ayes, 0 nays. Motion carried.

14. West Bend School District

Tr. Wells reported that back-to-school is on September 2.

15. Washington County Board Report

None.

16. Greater Jackson Business Alliance

Administrator Heidtke provided a report on the Jackson Community Center Scholarship Night and an upcoming Christmas decoration contest.

17. Mid-Moraine Municipal Association Report

Tr. Olson reported the next Legislative meeting is on September 10 and the next Dinner meeting is on September 24 in Grafton.

18. 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 Receive Information Regarding Insurance Liability Claim
2. To Discuss Development of Publicly Owned Property
3. To Receive Information Regarding Specific Employees
4. 2025 Village of Jackson Employee Compensation Plan
5. 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. Olson: Aye

Tr. Wells: Aye

Vote: 7 ayes, 0 nays. Motion carried. The meeting proceeded into closed session at 10:28 PM. Those present in the closed session were the Board members and Administrator Heidtke. Director Straehler was present for item #1.

19. 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. Emmrich.

Vote: 7 ayes, 0 nays. Motion carried. The meeting proceeded into open session at 11:20 PM.

The motion to direct Staff to draft a notice of allowance for a claim from Acuity Insurance for the amount of \$6,496.65, conditioned upon a release signed by the claimant in a form approved by the Village Attorney, was made by Pres. Heckendorf and seconded by Tr. Olson.

Vote: 7 ayes, 0 nays. Motion carried.

The motion to approve the 2025/2026 Compensation Plan as discussed in Closed Session was made by Pres. Heckendorf and seconded by Tr. Kruepke.

Vote: 7 ayes, 0 nays. Motion carried.

20. Adjourn

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

Vote: 7 ayes, 0 nays. Motion carried. The meeting adjourned at 11:21 PM.

Respectfully Submitted,

Jacqueline Schuh
Village Clerk
Village of Jackson