

APPROVED MINUTES

Village Board Meeting

Tuesday, September 13, 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, Heckendorf, Kruepke, Matter, and Wells.

Member Excused: Trustee Engelhardt

Staff Present: Building Inspector Collin Johnson, Administrator Jen Keller, Director of Public Works/Village Engineer Brian Kober, Parks and Recreation Director Kelly Valentino, Police Chief Ryan Vossekuil, and Clerk Jilline Dobratz

Also Present: Mike Court of Short Elliott Hendrickson Inc. (SEH), Deb Sielski of the Washington County Department of Community Development, and Christian Tscheschlok of Economic Development Washington County

2. Pledge of Allegiance

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

3. Village Citizen Comment on an Agenda Item

None.

4. Presentation – TID 7 Commercial Development Marketing Framework – Christian Tscheschlok, Economic Development Washington County

Christine Tscheschlok presented the marketing framework to the Village Board. Discussion ensued regarding potential site limitations which would be ironed out by Staff and other additional consulting with EDWC and an engineer.

Motion by Pres. Schwab, second by Tr. Heckendorf approve the strategic framework as presented.

Vote: 6 ayes, 0 nays. Motion carried.

Motion by Tr. Heckendorf, second by Tr. Kruepke authorize Staff to utilize available funds from the sale of Village Hall for professional services through the end of the year in an amount not to exceed \$25,000.00

Vote: 6 ayes, 0 nays. Motion carried.

5. Jackson Next Generation Housing Pilot – Authorizing for Village Staff to work with Washington County to Contract for Engineering Service with Short Elliott Hendrickson Inc. (SHE)

Administrator Keller provided background information. Deb Sielski gave details on the proposal from Short Elliott Hendrickson Inc.

Motion by Pres. Schwab, second by Tr. Wells, to accept the recommendation of Next Generation House and Village Staff and issue a contract for engineering services with Short Elliott Hendrickson Inc. (SHE) in an amount not to exceed \$297,652.00 for the Jackson Next Generation Housing Pilot.

Vote: 6 ayes, 0 nays. Motion carried.

6. Public Hearing – Resolution #22-14 – Final Assessment Coffee Connection Trail Project

Pres. Schwab opened the Public Hearing.

Mark Flitsch, N160W20069 Main Street, owner of Main Street Mart, commented on the lack of communication of the project, inquired on the size of the sidewalk and what the total special assessment amount is benefiting the owner.

Pres Schwab closed the Public Hearing.

Motion by Pres. Schwab, second by Tr. Kruepke, to approve Resolution #22-14 – Final Assessment Coffee Connection Trail Project.

Pres. Schwab gave information on the size of the path and standards of Village sidewalks. Discussion ensued and included discussion of notifications provided in accordance with State Statute. Director Kober provided information on the dimensions of sidewalks and that the Village and Sewer Utility paid for a portion of the project as well. The notification process was explained which included letters to the property owners, legal ad, and then second letters to property owners.

Vote: 6 ayes, 0 nays. Motion carried.

7. Public Hearing – Resolution #22-16 – Final Assessment Willow Ridge Project

Pres. Schwab opened the Public Hearing.

Ann Marie Henninger, N170W19960 Willow Ridge Drive, commented on the project, issues with yards and the lack of communication.

Holly Helmers, N170W19959 Willow Ridge Drive, spoke about her yard, a bush was moved during the project that then died in which she would like to be reimbursed for. Trees were discussed at the initial meeting, but trees were not planted.

Kathy Resop, N170W20058 Willow Ridge Drive, questioned how the costs were determined of the sidewalks and storm laterals for each property. It was also asked why properties on Willow Ridge Drive have to hook up to the storm laterals.

Joan Schulist, N170W19980 Willow Ridge Drive, inquired on how it was determined where mailboxes should be.

Anthony Futterer, N170W20201 Willow Ridge Drive, commented that communication was lacking, and grass was not reestablished well. It was also stated the storm lateral is working great and lawns were sprayed with no prior notification.

John Resop, N170W20058 Willow Ridge Drive, requested information for how storm lateral costs are determined as he had done 40' of lateral himself.

Ned Farley, N170W20106 Willow Ridge Drive, inquired on how final special assessment payment plans will be determined.

Pres Schwab closed the Public Hearing.

Motion by Pres. Schwab, second by Tr. Kruepke, to approve Resolution #22-16 – Final Assessment Willow Ridge Project.

Director Kober provided information regarding trees that will be planted, streetlights being installed, 5' is the standard for sidewalks, storm laterals costs are based on linear footage, and True Lawn was hired to spray properties. A retainage of \$20,000.00 is being held from the contractor to fix the lawns. Tr. Heckendorf inquired whether Cedar Corporation, as the project manager, had a supervisor on site to communicate with the property owners. Tr. Kruepke commented on the landscaping issues and using topsoil instead. Tr. Emmrich commented on landscaping problems and using sod instead of seeding.

Vote: 5 ayes, 1 nays (Tr. Emmrich). Motion carried.

8. Public Hearing – Final Plat – Phase I Maple Fields Subdivision – Neumann Developments Inc.

Pres. Schwab opened the Public Hearing. No one spoke. Pres Schwab closed the Public Hearing.

Motion by Pres. Schwab, second by Tr. Wells, to approve the proposed Final Plat for Phase I Maple Fields Subdivision by Neumann Developments Inc.

Vote: 6 ayes, 0 nays. Motion carried.

9. Public Hearing – Amendments to the Village of Jackson Comprehensive Plan: Map 1 Future Land Use Plan 2050

Pres. Schwab opened the Public Hearing. No one spoke. Pres Schwab closed the Public Hearing.

10. Ordinance #22-13 Adopt Amendments to the Village of Jackson Comprehensive Plan: Map 1 Future Land Use Plan 2050

Motion by Tr. Kruepke, second by Tr. Wells, to introduce Ordinance #22-13 Adopt Amendments to the Village of Jackson Comprehensive Plan: Map 1 Future Land Use Plan 2050.

Vote: 6 ayes, 0 nays. Motion carried.

11. Approval of Minutes for the Special Village Board Meeting of July 29, 2022 and the Village Board Meeting of August 9, 2022

Motion by Tr. Emmrich, second by Tr. Wells, to approve the minutes for the Special Village Board Meeting of July 29, 2022 and the Village Board Meeting of August 9, 2022.

Vote: 6 ayes, 0 nays. Motion carried.

12. Approval of Licenses

- Operator's Licenses:
 - East Side Mart, Main Street Mart & The Village Mart: Cheyln Behling, Cynthia Blackley, James Decenzo

Motion by Tr. Wells, second by Tr. Emmrich, to approve the licenses as listed.

Vote: 5 ayes, 0 nays, 1 abstain (Tr. Kruepke). Motion carried.

13. Budget & Finance Committee

- **Village Board Room Dais Quote for Construction – Cathedral Builders**

Director Kober provided information on the new dais.

Motion by Pres. Schwab, second by Tr. Kruepke, to approve the proposal for the construction of a Village Board Room Dais by Cathedral Builders in the amount of \$15,276.00.

Vote: 6 ayes, 0 nays. Motion carried.

Motion by Tr. Kruepke, second by Tr. Wells, to approve the Village Board Room Dais alternate proposal by Cathedral Builders in the amount of \$582.00 if necessary

Vote: 6 ayes, 0 nays. Motion carried.

The Board chose Option A. No motion was needed.

- **2023 Budgeting Update and Timeline**

Administrator Keller commented on the budgeting timeline.

Tr. Kruepke commented the goal of the Department Heads is to have a zero-increase budget. Tr. Matter stated concern for utilizing short term funds for long term funding.

- **Review of Insurance Liability Claim – David Gogert**

Pres. Schwab stated the item came from Budget & Finance Committee with the advice that money is available in the General Fund if the Board so chooses to pay the claim. This item will be discussed in closed session.

- **Review of WisDOT Temporary Easement South Center Street & STH 60**

Motion by Pres. Schwab, second by Tr. Emmrich, to approve WisDOT Temporary Easement South Center Street & STH 60 in the amount of \$2,400.00 and with acceptable terms by Village Counsel.

Vote: 6 ayes, 0 nays. Motion carried.

14. Board of Public Works

- **Review of Certified Survey Map (CSM) Willow Ridge Drive**

Motion by Pres. Schwab, second by Tr. Heckendorf, to approve Certified Survey Map (CSM) for Willow Ridge Drive.

Director Kober gave background information.

Vote: 6 ayes, 0 nays. Motion carried.

15. West Bend School District Report

Tr. Wells stated West Bend football won two games, the Board recently discussed dress code policy enforcements, bus driver substitutions are needed and political advocacy regarding Staff carrying firearms.

16. Washington County Board Report

Pres. Schwab commented on the items that will be discussed tomorrow evening which are the State requiring mental health professionals on hand at the jail, and in closed session County cyber security plans.

17. Greater Jackson Business Alliance Report

Tr. Matter reported the next meeting will be next Wednesday at Kerry Ingredients.

18. Mid-Moraine Municipal Association Report

Tr. Wells stated that the next meeting is Wednesday, September 13, 2022, at 7:00 p.m. discussing sharing Washing County tax sales and changes in Wisconsin voting laws. The next dinner meeting is on Wednesday, September 28th in Kewaskum the speaker is Attorney Anita Gallucci from Boardman Clark addressing utilities in Right of Ways.

19. Citizens to Address the Village Board

None.

20. Closed Session pursuant to Wis. Stats. §19.85(1)(c) for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the Village has jurisdiction or exercises responsibility and §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:

- **Review of insurance liability claim**
- **Review of personnel matters**
- **Review request from Village of Richfield for sewer and water utility services**

Motion by Pres. Schwab, second by Tr. Heckendorf, to convene into closed session at 9:23 p.m. to include the Village Board, the Village Administrator, the Village Police Chief, for a portion of the items and the Village Engineer for the request from Village of Richfield for sewer and water utility.

Roll Call Vote: 6 ayes, 0 nays. Motion carried.

21. Reconvene into Open Session with possible action including disallowance or approval of claim and waiving the Jackson Police Department 3-year payback agreement for Village Employee.

Motion by Pres. Schwab, second by Tr. Emmrich, to reconvene into open session at 9:38 p.m.

Vote: 6 ayes, 0 nays. Motion carried.

Motion by Pres. Schwab, seconded by Tr. Kruepke, to disallow the Insurance Liability Claim from David Gogert in the amount of \$959.60.

Vote: 6 ayes, 0 nays. Motion carried.

Motion by Pres. Schwab, seconded by Tr. Wells, to approve waiving the Jackson Police Department 3-year payback agreement for Village Employee.

Vote: 5 ayes, 1 nay (Tr. Heckendorf). Motion carried.

22. Adjourn

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

Vote: 6 ayes, 0 nays. Meeting was adjourned at 9:39 p.m.

Respectfully submitted:

Jilline Dobratz, *CMC/WCPC*
Village Clerk