

**VILLAGE OF JACKSON**  
**VILLAGE BOARD MEETING**  
**Tuesday, November 11, 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. Kurtz, Tr. Olson, and Tr. Wells

Members Excused: Tr. Kruepke

Members Absent: None

Staff Present: Administrator Jen Heidtke, Lieutenant Mike Foeger, 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

Pres. Heckendorf stated the candidates were not able to attend tonight's meeting, so the swearing-in would take place during a future meeting.

a. Motor Pump Operator - Curt Minter, Fire Department

b. Lieutenant - Matt Grevenow, Fire Department

4. Public Hearings

a. 2026 General Fund Budget

Pres. Heckendorf opened the floor for the public hearing at 7:31 PM.

No residents spoke regarding the 2026 General Fund Budget.

Pres. Heckendorf closed the public hearing at 7:31 PM.

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 for the Village Board Meeting of October 14, 2025

b. Approval of Minutes for the Special Village Board meeting of October 20, 2025

c. Letters of Support - Assembly Bill 443 / Senate Bill 470

The motion to approve items 6a-6c on the consent agenda was made by Tr. Emmrich and seconded by Tr. Engelhardt.

Vote: 6 ayes, 0 nays. Motion carried.

7. Budget and Finance Committee

a. Change Order #2 - Final - 2024 Wastewater Treatment Plant Tertiary Filters and UV Disinfection Project - J.H. Hassinger for a decrease in the amount of \$8,470.66

The motion to approve Final Change Order #2 for the 2024 Wastewater Treatment Plant Tertiary Filters and UV Disinfection Project to J.H. Hassinger for a decrease in the amount of \$8,470.66 was made by Tr. Emmrich and seconded by Tr. Kurtz.

Vote: 6 ayes, 0 nays. Motion carried.

b. Pay Request #18 - 2024 Wastewater Treatment Plant Tertiary Filters and UV Disinfection Project - J.H. Hassinger in the amount of \$28,036.59

The motion to approve Pay Request #18 for the Wastewater Treatment Plant Tertiary Filters and UV Disinfection Project to J.H. Hassinger in the amount of \$28,036.59 was made by Tr. Wells and seconded by Tr. Olson .

Vote: 6 ayes, 0 nays. Motion carried.

c. Pay Request #19 - Final - 2024 Wastewater Treatment Plant Tertiary Filters and UV Disinfection Project - J.H. Hassinger in the amount of \$230,930.58

The motion to approve Final Pay Request #19 for the 2024 Wastewater Treatment Plant Tertiary Filters and UV Disinfection Project to J.H. Hassinger in the amount of \$230,930.58 was made by Tr. Engelhardt and seconded by Tr. Olson.

Vote: 6 ayes, 0 nays. Motion carried.

d. Pay Request #4 - 2025 Hickory Lane Reconstruction Project - Vinton Construction in the amount of \$618,120.14

The motion to approve Pay Request #4 for the 2025 Hickory Lane Reconstruction Project to Vinton Construction in the amount of \$618,120.14 was made by Tr. Engelhardt and seconded by Tr. Wells.

Director Straehler stated the project will likely close in the first quarter of 2026 and that restoration was completed.

Vote: 6 ayes, 0 nays. Motion carried.

e. Reimbursement Request #15 - 2024 Wastewater Treatment Plant Tertiary Filters and UV Disinfection Project - Clean Water Fund Loan in the amount of \$296,155.05

The motion to approve Reimbursement Request #15 for the 2024 Wastewater Treatment Plant Tertiary Filter and UV Disinfection Project from the Clean Water Fund Loan in the amount of \$296,155.05 was made by Tr. Olson and seconded by Tr. Wells.

Vote: 6 ayes, 0 nays. Motion carried.

f. Authorization to Increase Sewer Utility Rates Effective January 1, 2026

The motion to approve an 18% increase in Sewer Utility Rates effective January 1, 2026, was made by Tr. Olson and seconded by Tr. Engelhardt.

Tr. Emmrich stated neighboring communities were seeing even larger increases than 18%, noting that the fees charged support our utility instead of taxes.

Vote: 6 ayes, 0 nays. Motion carried.

g. Resolution #25-30 Establishing 2026 Fees

The motion to approve Resolution #25-30 Establishing 2026 Fees was made by Tr. Olson and seconded by Tr. Kurtz.

Vote: 6 ayes, 0 nays. Motion carried.

h. Resolution #25-31 Adopting 2026 General Fund Budget

The motion to approve Resolution #25-31 Adopting the 2026 General Fund Budget was made by Pres. Heckendorf and seconded by Tr. Kurtz.

Pres. Heckendorf explained corrections that were made to the 2026 General Fund Budget Summary, and expressed appreciation to staff for their diligent work on the 2026 Budget.

Tr. Emmrich requested the Department of Public Work postpone the purchase of the vehicle for the Engineering Tech until his replacement is found. Tr. Emmrich agreed with Director Straehler to proceed with the purchase only if the position is filled.

Vote: 6 ayes, 0 nays. Motion carried.

i. Resolution #25-32 Adopting the 2026 Water Utility Budget

The motion to approve Resolution #25-32 Adopting the 2026 Water Utility Budget for the Village of Jackson was made by Tr. Wells and seconded by Tr. Olson.

Vote: 6 ayes, 0 nays. Motion carried.

j. Resolution #25-33 Adopting the 2026 Sewer Utility Budget

The motion to approve Resolution #25-33 Adopting the 2026 Sewer Utility Budget for the Village of Jackson was made by Tr. Wells and seconded by Tr. Olson.

Vote: 6 ayes, 0 nays. Motion carried.

k. Resolution #25-34 Adopting the 2025 Tax Levy for the 2026 Budget

The motion to approve Resolution #25-34 Adopting the 2025 Tax Levy for the 2026 Budget for the Village of Jackson was made by Tr. Wells and seconded by Tr. Olson.

Vote: 6 ayes, 0 nays. Motion carried.

8. Personnel Committee

a. Review of Job Description - Full-Time Deputy Treasurer

The motion to approve the full-time Deputy Treasurer position and job description was made by Tr. Emmrich and seconded by Tr. Engelhardt.

Vote: 6 ayes, 0 nays. Motion carried.

b. Review of Job Description - Part-Time Evidence Room Manager

The motion to approve the Job Description and position for the Part-Time Evidence Room Manager was made by Pres. Heckendorf and seconded by Tr. Emmrich.

Vote: 6 ayes, 0 nays. Motion carried.

9. West Bend School District

Tr. Wells updated the board on the progress of plans for the new Jackson Elementary School.

10. Washington County Board Report

Nothing to report.

11. Greater Jackson Business Alliance

Pres. Heckendorf advised that November 19th is a holiday social, and Director Mentzel advised that businesses and residents of Jackson may register for a Christmas Lighting contest for chances to win cash prizes.

12. Mid-Moraine Municipal Association Report

Tr. Olson stated the next legislative meeting and the next dinner meeting will both be held in January. Tr. Olson explained that the Mid-Moraine Municipal Association recently sent out a communication requesting members take a stand against Washington County's proposal to leave the Southeast Wisconsin Regional Planning Commission.

13. Closed Session Pursuant to Wis. Stats. §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 purpose:

1. To receive information regarding insurance liability claim

The motion to proceed into closed session pursuant to Wis. Stats. §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. Wells: Aye

Tr. Olson: Aye

Vote: 6 ayes, 0 nays. Motion carried. The meeting proceeded into closed session at 7:48 PM. Those present in the closed session were the Board members, Administrator Heidtke, and Fire Chief Swaney.

14. 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. Engelhardt.

Vote: 6 ayes, 0 nays. Motion carried. The meeting proceeded into open session at 8:07 PM.

The motion to direct staff to work with the Village Attorney to allow the Claim was made by Pres. Heckendorf and seconded by Tr. Emmrich.

Vote: 6 ayes, 0 nays. Motion carried.

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 8:12 PM.

Respectfully Submitted,

Jacqueline Schuh  
Village Clerk  
Village of Jackson