

# VILLAGE OF JACKSON

## VILLAGE BOARD MEETING

Tuesday, December 9, 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, and he announced that the meeting was not being live-streamed due to technical difficulties.

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, Inspections and Zoning Director Collin Johnson, Parks and Recreation Director Tyler Mentzel, Fire Chief Aaron Swaney, Police Chief Ryan Vossekuil, and Clerk Jackie Schuh

2. Pledge of Allegiance

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

3. Ceremonial Swearing In

a. Motor Pump Operator - Curt Minter, Fire Department

Clerk Schuh administered the ceremonial swearing-in of Curt Minter as Motor Pump Operator of the Fire Department.

b. Lieutenant - Matt Grevenow, Fire Department

Clerk Schuh administered the ceremonial swearing-in of Matt Grevenow as Lieutenant of the Fire Department.

4. Resolution #25-35 Honoring Lars Krueger for His Service to the Village of Jackson

Pres. Heckendorf invited Lars Krueger to stand while he read Resolution #25-35.

The motion to introduce Resolution #25-35 Honoring Lars Krueger for His Service to the Village of Jackson was made by Pres. Heckendorf and seconded by Tr. Emmrich.

Vote: 7 ayes, 0 nays. Motion carried.

5. Public Hearings

a. Conditional Use Review - Jackson Preparatory Academy - N168W22224 Main Street - Jasmine Gray

b. Ordinance #25-12 Amending Certain Sections of Chapter 16 - Environment

Pres. Heckendorf opened the public hearings at 7:40 PM. Nobody present wished to speak on either of the items. Pres. Heckendorf closed the public hearings at 7:40 PM.

6. 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.

7. Consent Agenda

- a. Approval of Minutes for the Village Board Meeting of November 11, 2025
- b. Resolution #25-36 Approving Election Officials for 2026-2027 for the Village of Jackson, Washington County, Wisconsin
- c. Action on Intergovernmental Agreement for the Operation of the Mid-Moraine Municipal Court and any Effecting Ordinance

The motion to approve items 'a' and 'b' on the consent agenda, and to remove item 'c' to address separately, was made by Tr. Emmrich and seconded by Tr. Kurtz.

Clerk Schuh advised the Board the number of the Ordinance should be #25-14. Pres. Heckendorf noted the correct Ordinance number.

Vote: 7 ayes, 0 nays. Motion carried.

The motion to introduce Ordinance #25-14 Adopting the Agreement for the Operation of the Mid-Moraine Municipal Court was made by Pres. Heckendorf and seconded by Tr. Emmrich.

Vote: 7 ayes, 0 nays. Motion carried.

The motion to suspend the rules for the second reading of Ordinance #25-14 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

Tr. Olson: Aye

Vote: 7 ayes, 0 nays. Motion carried.

The motion to approve the second reading of Ordinance #25-14 was made by Pres. Heckendorf and seconded by Tr. Engelhardt.

Vote: 7 ayes, 0 nays. Motion carried.

8. Approval of Licenses

- a. Massage Establishment License Renewals

1. Blissful Massage, N163W20135 Ash Drive, Jackson - Sarah Ybanez
2. Good Karma Massage Therapy LLC, W194N16727 Eagle Drive Suite F, Jackson - Patricia Salvack

The motion to Approve 2026 Massage Establishment License Renewals for Blissful Massage and Good Karma was made by Tr. Wells and seconded by Tr. Emmrich.

Vote: 7 ayes, 0 nays. Motion carried.

b. Massage Technician License Renewals

1. Sarah Ybanez - Blissful Massage, N163W20135 Ash Drive, Jackson
2. Patricia Salvack - Good Karma Massage Therapy LLC, W194N16727 Eagle Drive Suite F, Jackson

The motion to Approve 2026 Massage Technician License Renewals for Sarah Ybanez and Patricia Salvack was made by Tr. Wells and seconded by Tr. Engelhardt.

Vote: 7 ayes, 0 nays. Motion carried.

9. Budget and Finance Committee

- a. Change Order #3 - 2025 Hickory Lane Reconstruction Project - Vinton Construction for an increase in the amount of \$1,046.51

The motion to approve Change Order #3 for the 2025 Hickory Lane Reconstruction Project for Vinton Construction for an increase in the amount of \$1,046.51 was made by Tr. Olson and seconded by Tr. Wells.

Vote: 7 ayes, 0 nays. Motion carried.

- b. Change Order #4 - Final - 2025 Ridgeway Drive and Chestnut Court Reconstruction Project – Advanced Construction for an increase in the amount of \$19,142.61

The motion to approve Change Order #4 for the 2025 Ridgeway Drive and Chestnut Court Reconstruction Project to Advanced Construction for an increase in the amount of \$19,142.61 was made by Tr. Wells and seconded by Tr. Engelhardt.

Vote: 7 ayes, 0 nays. Motion carried.

- c. Pay Request #5 - 2025 Hickory Lane Reconstruction Project - Vinton Construction in the amount of \$293,286.04

The motion to approve Pay Request #5 for the 2025 Hickory Lane Reconstruction Project to Vinton Construction in the amount of \$293,286.04 was made by Tr. Wells and seconded by Tr. Kruepke.

Vote: 7 ayes, 0 nays. Motion carried.

- d. Pay Request #6 - Final - 2025 Ridgeway Drive and Chestnut Court Reconstruction Project – Advanced Construction in the amount of \$44,697.88

The motion to approve Final Pay Request #6 for the 2025 Ridgeway Drive and Chestnut Court Reconstruction Project to Advanced Construction in the amount of \$44,697.88 was made by Tr. Wells and seconded by Tr. Kruepke.

Vote: 7 ayes, 0 nays. Motion carried.

- e. Approving Completion of 2024 Wastewater Treatment Plant Tertiary Filters and UV Disinfection Project and Authorizing Closure of the Clean Water Fund Loan

The motion to accept the Completion of the 2024 Wastewater Treatment Plant Tertiary Filters and UV Disinfection Project and Authorize the Village Administrator to sign the documents for closure of the Clean Water Fund Loan was made by Pres. Heckendorf and seconded by Tr. Kurtz.

Vote: 7 ayes, 0 nays. Motion carried.

- f. 2025-2026 Contract Amendment #3 - Gremmer and Associates in the amount of \$309,667.00

The motion to approve the 2025-2026 Contract Amendment #3 for Gremmer and Associates in the amount of \$309,667.00 was made by Pres. Heckendorf and seconded by Tr. Kruepke.

Administrator Heidtke confirmed the increase of \$7,842.00 was to expand the scope of service to include engineering and design for streetlights for the 2026 reconstruction of Hawthorn, Aspen, and Linden Drive and that this would have previously been a job function of the former Director of Public Works.

Vote: 7 ayes, 0 nays. Motion carried.

- g. Review of Draft Tax Incremental District #4 Independent Auditor's Report and Financial Statements

Administrator Heidtke explained the Wisconsin Department of Revenue requires a final audit within one year of approval of a TID closure resolution. The Village's contracted Auditor at Lucida Tax & Accounting, LLC, captured all fund activity from January 2020 to September 2025 in the prepared report. The TID 4 fund as proposed will close with a balance of zero dollars, resulting in no refunds to other taxing jurisdictions.

## 10. Plan Commission

- a. Conditional Use Review - Jackson Preparatory Academy - N168W22224 Main Street - Jasmine Gray

Tr. Engelhardt motioned, seconded by Tr. Emmrich, to approve the Conditional Use for the Jackson Preparatory Academy for Jasmine Gray subject to the following requirements:

1. Owner/operator shall maintain a license as a Licensed Group Child Care Center, issued by the State of Wisconsin Department of Children and Families.
2. Upon receipt of a complaint, the conditional use approval may be subject to review, suspension, and/or revocation by the Village of Jackson

Vote: 7 ayes, 0 nays. Motion carried.

b. Ordinance #25-12 Amending Certain Sections of Chapter 16 - Environment

The motion to approve Ordinance #25-12 Amending Certain Sections of Chapter 16 - Environment was made by Pres. Heckendorf and seconded by Tr. Engelhardt.

Vote: 7 ayes, 0 nays. Motion carried.

The motion to suspend the rules for the second reading of Ordinance #25-12 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

Tr. Olson: Aye

Vote: 7 ayes, 0 nays. Motion carried.

The motion to approve the second reading of Ordinance #25-12 was made by Pres. Heckendorf and seconded by Tr. Emmrich.

Vote: 7 ayes, 0 nays. Motion carried.

11. Personnel Committee

a. Ordinance #25-13 Amending the Director of Public Works

The motion to introduce Ordinance # 25-13 Amending Several Sections of Village Code Pertaining to the Positions of Village Engineer and Director of the Department of Public Works was made by Pres. Heckendorf and seconded by Tr. Emmrich.

Votes: 7 ayes, 0 nays. Motion carried.

The motion to suspend the rules for a second reading of Ordinance #25-13 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

Tr. Olson: Aye

Vote: 7 ayes, 0 nays. Motion carried.

A motion to approve the second reading of Ordinance #25-13 was made by Pres. Heckendorf and seconded by Tr. Kurtz.

Vote: 7 ayes, 0 nays. Motion carried.

12. West Bend School District

Tr. Wells reported bidding for the new Jackson Elementary School is now open and that Breakfast with Santa is on December 19, 2025.

13. Washington County Board Report

County Supervisor Schwab provided an update on key items at the County level. Tr. Emmrich expressed the need for better snowplowing on the freeway. Pres. Heckendorf asked why Washington County was withdrawing from the Southeastern Wisconsin Regional Planning Commission (SEWRPC). Supervisor Schwab stated they believe the services being received were not commensurate with the cost, and the decision to withdraw was based solely on budgetary concerns.

14. Greater Jackson Business Alliance

Director Mentzel stated they are currently in the process of electing board members.

15. Mid-Moraine Municipal Association Report

Tr. Olson stated the next Legislative meeting is on January 15, 2026, and the next dinner meeting is on January 28, 2026, hosted by Slinger.

16. 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 8:16 PM.

Respectfully Submitted,

Jacqueline Schuh  
Village Clerk  
Village of Jackson