

**VILLAGE OF JACKSON**  
**VILLAGE BOARD MEETING**  
**Tuesday, February 10, 2026 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. Olson

Members Excused: Tr. Wells

Members Absent: None

Staff Present: Administrator Jen Heidtke, Inspections and Zoning Director Collin Johnson, Parks and Recreation Director Tyler Mentzel, Treasurer Darlene Smith, Public Works Director Jack Straehler, Fire Chief Aaron Swaney, Police Sergeant Justin Brinks and Deputy Clerk Pamela Wolf

2. Pledge of Allegiance

The Pledge of Allegiance was recited by those in attendance.

3. Presentations

a. 2026 Preliminary Financing Plan - Ehlers Financial Advisors

Brian Roemer of Ehlers reviewed the presentation included in the packet and provided further explanation on the key components of the preliminary financing plan, offering additional clarification and detail.

4. 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.

5. Consent Agenda

Pres. Heckendorf received no objections when requesting items 5c, 5e, and 5f be addressed separately.

a. Approval of Minutes for the Village Board Meeting of January 13, 2026

b. Consideration and Approval of Meeting Date Change - August 2026

d. Resolution #26-03 Approving Additional Election Officials for the 2026-2027 Election Cycle

g. Resolution #26-06 A Resolution Opposing Wisconsin Assembly Bill 885

The motion to approve items 5a, 5b, 5d and 5g and to remove items 5c, 5e and 5f to address separately, was made by Tr. Engelhardt and seconded by Tr. Olson.

Vote: 6 ayes, 0 nays. Motion carried.

- c. Resolution #26-02 Authorizing the Continued Conversation of the Creation of a Washington County Countywide Emergency Medical Services (EMS) System

The motion to introduce Resolution # 26-02 Authorizing the Continued Conversation of the Creation of a Washington County Countywide Emergency Medical Services (EMS) System was made by Pres. Heckendorf and seconded by Tr. Olson.

Pres. Heckendorf introduced Washington County Chief Public Safety Officer Dave Seager who spoke briefly of key items contained in the resolution.

Vote: 6 ayes, 0 nays. Motion carried.

- e. Resolution #26-04 Honoring Tyler Mentzel for Achieving Certification as a Park and Recreation Professional

The motion to accept Resolution #26-04 Honoring Tyler Mentzel for Achieving Certification as a Park and Recreation Professional was made by Tr. Olson and seconded by Tr. Emmrich.

Pres. Heckendorf read the Resolution aloud and congratulated Director Mentzel on his accomplishment.

Vote: 6 ayes, 0 nays. Motion carried.

- f. Resolution #26-05 Honoring Jacob Caltagerone for Achieving Certification as a Park and Recreation Professional

Pres. Heckendorf received no objections when he requested Resolution #26-05 be deferred to a later meeting when Jacob Caltagerone could attend.

## 6. Approval of Licenses

- a. Transfer of Manufactured Home Park License - N168W21700 Main Street - Green Valley MHC LLC

The motion to approve the transfer of the 2026 Manufactured Home Park License from Dittmar Realty Inc. to Green Valley MHC, LLC, effective as of February 10, 2026, was made by Tr. Engelhardt and seconded by Tr. Olson.

Vote: 6 ayes, 0 nays. Motion carried.

## 7. Budget and Finance Committee

- a. Change Order #2 - Final - 2025 Oaks of Jackson Surface Course - Spruce Street and Ridgeway Drive - Stark Pavement Corporation for an increase in the amount of \$24,493.60

The motion to approve Change Order #2 for the 2025 Oaks of Jackson Surface Course - Spruce Street and Ridgeway Drive to Stark Pavement for an increase in the amount of \$24,493.60 was made by Tr. Engelhardt and seconded by Tr. Kurtz .

Vote: 6 ayes, 0 nays. Motion carried.

- b. Pay Request #1 - 2025 Oaks of Jackson Surface Course - Spruce Street and Ridgeway Drive - Stark Pavement Corporation in the amount of \$207,838.41

The motion to approve Pay Request #1 for the 2025 Oaks of Jackson Surface Course — Spruce Street and Ridgeway Drive to Stark Pavement in the amount of \$207,838.41 was made by Tr. Engelhardt and seconded by Tr. Kurtz.

Vote: 6 ayes, 0 nays. Motion carried.

- c. Pay Request #1 - 2025 Dog Park at Cedar Creek Park - Lowe Underground, Inc. in the amount of \$90,134.29

The motion to approve Pay Request #1 for the 2025 Dog Park at Cedar Creek Park to Lowe Underground, Inc. in the amount of \$90,134.29 was made by Tr. Olson and seconded by Tr. Kruepke.

Vote: 6 ayes, 0 nays. Motion carried.

- d. Review of 2022 Stormwater Pond Compliance Report and Invoicing — Request for Refund of Special Assessments

The motion to defer to the March meeting the Stormwater Pond assessments as recommended at the Budget and Finance meeting was made by Pres. Heckendorf and seconded by Tr. Kurtz.

Vote: 6 ayes, 0 nays. Motion carried.

- e. Review of Bids - Wastewater Treatment Plant Fill Removal Project

The motion to award the contract for the Wastewater Treatment Plant Fill Removal Project to BMCI Construction in the amount of \$125,055.00 was made by Tr. Engelhardt and seconded by Tr. Olson.

Vote: 6 ayes, 0 nays. Motion carried.

- f. Review of Bids – Purchase of Brush Chipper

The motion to approve the purchase of one new brush chipper from Vermeer Wisconsin in the amount of \$88,273.00 was made by Pres. Heckendorf and seconded by Tr. Kruepke.

Tr. Kurtz inquired the age of the brush chipper we currently have. Director Straehler estimated the age of the brush chipper currently in use to be 15–20 years old.

Vote: 6 ayes, 0 nays. Motion carried.

- g. Resolution #26-01 Accepting Funds from the Washington County Roadway Shared Services Grant Program

The motion to approve Resolution #26-01 Accepting Funds from the Washington County Roadway Shared Services Grant Program was made by Tr. Emmrich and seconded by Tr. Engelhardt.

Vote: 6 ayes, 0 nays. Motion carried.

8. Personnel Committee

a. Discussion and Possible Action – Operations Manager Reclassification and Operations Manager Internship Proposal

The motion to approve the Operations Manager Role reclassification as either a permanent part-time position or an intern position, and approve the associated job descriptions, was made by Tr. Kurtz and seconded by Tr. Kruepke.

Vote: 6 ayes, 0 nays. Motion carried.

The motion to recommend the Village Board authorize staff to recruit for a permanent, part-time Operation Manager position for a net impact not to exceed \$24,000.00 in 2026 was made by Pres. Heckendorf and seconded by Tr. Engelhardt.

Vote: 6 ayes, 0 nays. Motion carried.

9. West Bend School District

Administrator Heidtke provided an update on behalf of Tr. Wells.

10. Washington County Board Report

Pres. Heckendorf read an update emailed to him from County Supervisor Mike Schwab.

11. Greater Jackson Business Alliance

Director Mentzel stated there was nothing new to report.

12. Mid-Moraine Municipal Association Report

Tr. Olson provided an update.

13. Closed Session Pursuant to Wis. Stats. §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)(f) "Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.

The closed session is for the following purposes:

1. To Discuss the Oaks of Jackson Development Agreement
2. To Discuss TID 6 Development Agreement
3. To Discuss a Personnel Matter

#### 4. To Discuss Village Square Development

The motion to proceed into closed session pursuant to Wis. Stats. §19.85(1)(f) "Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations" was made by Pres. Heckendorf and seconded by Tr. Emmrich. A roll call vote was taken:

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

Vote: 6 ayes, 0 nays. Motion carried. The meeting proceeded into closed session at 8:16 PM. Those present in the closed session were the Board members, Administrator Heidtke and for item one, a representative from Hillcrest Builders and Executive Capital, for item two, a representative from Ehlers and Fire Chief Swaney for item three.

#### 14. Reconvene in Open Session with Possible Action Related to the Subject of the Preceding Closed Session

The motion to reconvene in open session was made by Tr. Emmrich and seconded by Tr. Olson.

Vote: 6 ayes, 0 nays. The meeting proceeded into open session at 9:50 PM.

The motion to approve the Assignment, Assumption and Consent Agreement with Hillcrest Builders, Executive Capital, and Washington County for the Oaks of Jackson Development Agreement subject to review and revisions as approved by the Village Attorney, was made by Pres. Heckendorf and seconded by Tr. Emmrich.

Vote: 6 ayes, 0 nays. Motion carried.

The motion to authorize staff to complete an interfund transfer in the amount of \$506,472 from the Sewer Utility Fund to the TID 6 Fund for 2026 Development Agreement Incentives was made by Tr. Olson and seconded by Tr. Kurtz.

Vote: 6 ayes, 0 nays. Motion carried.

The motion to approve the listing contract and related documents with Founders 3 for sale of Village owned property on Ridgeway Drive was made by President 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 9:52 PM.

Respectfully Submitted,

Pamela Wolf  
Village Deputy Clerk  
Village of Jackson