

APPROVED MINUTES
Village Board Meeting
Tuesday, September 8, 2020 at 7:30 p.m.
Jackson Village Hall
N168 W20733 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 Heckendorf, Kruepke, Lippold, Olson and Wells.

Member Absent: Trustee Emmrich

Staff Present: Brian Kober, Chief Swaney, Kelly Valentino, Chief Vossekuil, John Walther, Paula Winter and Jilline Dobratz.

2. Pledge of Allegiance.

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

3. Any Village Citizen Comment on an Agenda Item.

None.

4. Public Hearing – Conditional Use Permit – Renee Gierhart – Three Dogs – W200 N16525 Pine Drive

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

Motion by Pres. Schwab, second by Tr. Kruepke to approve Conditional Use Permit – Renee Gierhart – Three Dogs – W200N16525 Pine Drive for the life of the present three dogs.

Vote: 6 ayes, 0 nays. Motion carried.

5. Public Hearing – Conditional Use Permit – Rockford Contractors – Brew City Pizza/dba Domino's Carryout & Delivery – N168 W22730 Prairie View Lane

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

Motion by Pres. Schwab ~~Schwab~~ **Schwab**, second by Tr. Heckendorf to approve Conditional Use Permit – Rockford Contractors – Brew City Pizza/dba Domino's Carryout & Delivery – N168 W22730 Prairie View Lane.

Vote: 6 ayes, 0 nays. Motion carried.

6. Public Hearing – Planned Unit Development Amendment – Kris and Holly King – Privacy Fence – N161 W20068 Riverview Drive

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

Motion by Pres. Schwab, second by Tr. Lippold to approve Planned Unit Development Amendment – Kris and Holly King – Privacy Fence – N161 W20068 Riverview Drive.

Vote: 6 ayes, 0 nays. Motion carried.

7. Public Hearing – Planned Unit Development Amendment – Dirk Wildt – Three Car Attached Garage – W208 N16348 Renee Way

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 Planned Unit Development Amendment – Dirk Wildt – Three Car Attached Garage - W208 N16348 Renee Way as presented.

Tr. Olson commented on the current Village ordinance on garage sizes being out of date. Pres. Schwab stated it will be on the next Plan Commission agenda for discussion.

Vote: 6 ayes, 0 nays. Motion carried.

8. Distribution Underground Easement – We Energies

Brian Kober stated this is for the new Municipal Complex site allowing electricity. The electric side of WE Energies always has private easements. This is protocol in getting electricity to the site.

Motion by Tr. Olson, second by Tr. Heckendorf to approve the Distribution Underground Easement – We Energies.

Vote: 6 ayes, 0 nays. Motion carried.

9. Approval of Minutes for the Village Board Meeting of August 11, 2020

Motion by Tr. Heckendorf, second by Tr. Lippold to approve the Village Board Minutes of August 11, 2020.

Vote: 6 ayes, 0 nays. Motion carried.

10. Approval of Licenses

- Operators Licenses:

- The Village Mart, Main Street Mart & East Side Mart: Haven C. Faeridae, Hayle C. Tesch, Johnathon M. Varner-Dewey
- The Village Mart: Sylvia M. Cortinas, Helena M. Potts
- Walgreens #11676: Tyler J. Gallun

Motion by Tr. Heckendorf, second by Tr. Lippold to approve the licenses as presented.

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

11. Budget & Finance Committee

- Pay Request #5 – Municipal Complex Building

Motion by Pres. Schwab, second by Tr. Kruepke to approve Pay Request #5 – Municipal Complex Building in the amount of \$846,213.02.

Vote: 6 ayes, 0 nays. Motion carried.

- Change Order #3 – Municipal Complex Building

Motion by Tr. Heckendorf, second by Tr. Olson to approve Change Order #3 – Municipal Complex Building in the amount of (\$16,234.00).

Pres. Schwab inquired on the four added items and if there will be additional added items in the future. Brian Kober explained the tornado siren is moving it from the Fire Department to the new site. Adjusting the hose tower is currently in discussion. There will possibly be more changes in the future. Tr. Kruepke questioned if the tornado siren coverage will be sufficient in moving it. Chief Swaney stated it is more coverage than what we have now. It was recommended to move it.

Vote: 6 ayes, 0 nays. Motion carried.

- Pay Request #2 – Spruce Street & Ridgeway Drive Extension Project

Motion by Tr. Heckendorf, second by Tr. Olson to approve Pay Request #2 – Spruce Street & Ridgeway Drive Extension Project in the amount of \$374,818.52.
Vote: 6 ayes, 0 nays. Motion carried.

12. Plan Commission

- No Recommendations

13. Board of Public Works

- Laurel Springs Villas – Sanitary Sewer and Water Extension
Brian Kober explained this is to allow for the extension of the sewer and water utility to extend to Laurel Springs Villas on the northwest corner of Jackson Drive and Cedar Creek Road. It is for nine buildings with 18 condos.
Motion by Tr. Kruepke, second by Tr. Wells to approve Laurel Springs Villas – Sanitary Sewer and Water Extension.
Vote: 6 ayes, 0 nays. Motion carried.
- Resolution #20-12 – Adopting 2019 CMAR Jackson Sewer Utility
Motion by Tr. Olson, second by Tr. Heckendorf to approve Resolution #20-12 Adopting 2019 CMAR Jackson Sewer Utility.
Brian Kober furnished background information. The plant received a 3.92 grade point average which is an A rating. The plant is running very well.
Vote: 6 ayes, 0 nays. Motion carried.
- Resolution #20-13 – Accepting Sanitary Sewer and Water Systems for Laurel Springs Addition #1 Development
Motion by Tr. Lippold, second by Tr. Olson to approve Resolution #20-13 – Accepting Sanitary Sewer and Water Systems for Laurel Springs Addition #1 Development.
Vote: 6 ayes, 0 nays. Motion carried.
- Ordinance #20-06 – Amending Chapter 42 of the Village Code Regarding Parking Restrictions on Hickory Lane.
John Walther gave information on the updated Ordinance. The change is extending no parking on Hickory Lane by the Community Center.
Motion by Tr. Kruepke, second by Tr. Lippold to introduce Ordinance #20-06 – Amending Chapter 42 of the Village Code Regarding Sec. 42-86 – Limited Parking in Certain Areas; Loading Zones.
Vote: 6 ayes, 0 nays. Motion carried.

Motion by Pres. Schwab, second by Tr. Lippold to suspend the rules and allow the second reading with approval of Ordinance #20-06.
Roll Call Vote: 6 ayes, 0 nays. Motion carried.

Motion by Pres. Schwab, second by Tr. Lippold to approve Ordinance #20-06 –
Vote: 6 ayes, 0 nays. Motion carried.
- Ordinance #20-07 – Amending Chapter 42 of the Village Code Regarding Traffic Signs – Laurel Springs Subdivision.

Motion by Pres. Schwab, second by Tr. Olson to introduce Ordinance #20-07 – Amending Chapter 42 of the Village Code Regarding Sec 42-26 – Stop and Yield Intersections Designated.

John Walther gave information on the added information on the updated Ordinance.
Vote: 6 ayes, 0 nays. Motion carried.

Motion by Pres. Schwab, second by Tr. Olson to suspend the rules and allow the second reading with approval of Ordinance #20-07.

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

Motion by Pres. Schwab, second by Tr. Olson to approve Ordinance #20-07.

Vote: 6 ayes, 0 nays. Motion carried.

14. Joint Parks & Recreation

- No Recommendations

15. Village Municipal Complex – Update – Cedar Corp

John Walther commented Chief Swaney, Chief Vossekuil and he went to Germantown and viewed the mockup of the panel with the brick in it.

16. West Bend School District Report

Pres. Schwab stated school has resumed and they are complying with COVID operations. School Board Superintendent Wimmer will come before the Board in the next few months.

17. Washington County Board Report

County Supervisor Robert Hartwig was present and furnished the monthly report. Three candidates applied for the office of District 22. Jodi Schulteis received a majority of the votes cast and was declared District 22 County Board Supervisor. Highway 60 will be open by September 17, 2020.

18. Greater Jackson Business Alliance Report

Tr. Heckendorf stated the general membership meeting is next Tuesday at Jackson Park. The guest speaker is County Executive Josh Schoemann.

19. Department Reports

Kelly Valentino stated today was the first day of school for early childhood with partnerships with the school districts. The Fall/Winter activity guide will be online by the end of the week. Fall events had to be canceled. Trick or Treat is a Village Resolution and is up to residents if they want to participate. Trick or Treat is on Sunday, October 31st from 5:30 p.m. to 7:30 p.m. The Glow Run was canceled as it starts with hundreds of people at one time to start the race. Family COVID friendly activities have been added. Tr. Lippold asked how the Splash Pad worked out this year. Kelly commented it was good they started with a staff person this year. The employee made a lot of contact with groups, gave them the policy for next summer and the ice cream sales went really well. The numbers were much more controllable.

Motion by Pres. Schwab, second by Tr. Olson to affirm the previous Trick or Treat Resolution.

Vote: 6 ayes, 0 nays. Motion carried.

20. COVID-19 Update

None.

21. Succession Planning – Executive Search Firm for the Recruitment and Selection of a Full-Time Village Administrator – Presentations – RW Management – GovHR USA – Public Administration Associates, LLC

Henry Veleker, RW Management, was present and gave information on their proposal. He handed out a 13-week timeline and explained the process. The proposed cost is \$14,500.00 including expenses. There would be some costs; travel time, mileage, hotel and advertising.

Chris Swartz and Darrell Hofland, Public Administration Associates, LLC, were present and gave information their proposal. They provide a guarantee if the candidate doesn't work out in the first year. The timeline was explained, the process would start right away. The proposed cost is \$11,500.00 which includes advertising.

Heidi Voorhees, GovHR USA, gave the proposal presentation by phone. The process was explained. They guarantee is for one-year. The timeframe is 90 days after a contract is signed.

22. Village Facebook Page – Discussion and Possible Action

Tr. Heckendorf gave information on research he had with Ethan Hollenberger at Washington County. He stated there has to be regular postings or it won't be followed with several people monitoring the page. Chief Vossekuil commented it is a responsibility and comments have to be handled. Kelly Valentino explained Jess Loomans handles most of it in her department and she is on it all the time. They have a Social Media Policy that they put into place a few years ago. It is an ongoing commitment, more than a certain timeframe. They also use it for advertising and promotion. Chief Swaney stated they have four administers. They put on fire information and use it for recognition for members of the department. They do not put a lot of time into it and do not post every day. Chief Vossekuil suggested using departments that already have a good Facebook following for posting information like agendas, events, etc. The other departments are all willing to post items.

23. Poll Worker Wages – Discussion and Possible Action

Tr. Wells gave information on the handout she compiled on local municipalities Poll Worker wages. Tr. Kruepke commented they had given cashiers a COVID bonus of \$2.00 an hour for two months which they really appreciated. Giving Poll Workers an extra \$2.00 could be for one election. Jilline Dobratz stated it is a big possibility that we will not have enough Poll Workers for the General Election due to COVID. At this time, it is unknown if the National Guard will be assisting. Pres. Schwab commented a Poll Worker recruitment would be a good Facebook post. Pres. Schwab questioned what kind of training procedure there is. Jilline Dobratz explained sometimes it is hands on during election day but there is also one training session held two weeks before the election. Tr. Wells inquired on the time commitment. Jilline explained the am and pm shifts Poll workers are scheduled. Tr. Olson's recommendation is if we are short right now, to advertise on social media. It can be put on the October agenda and if there are recruiting problems it can be looked at again. The polling location was changed to help crowding issues and help with social distancing.

24. Scheduling Future Budget Workshop(s)

Pres. Schwab commented all the Department Heads are busy working on budgets. Parks & Recreation will present on Wednesday, September 16, 2020 at 6:00 p.m. to the committee. Board of Public Works presentation will be on Tuesday, September 29, 2020 at 7:00 p.m. for Utilities and Streets and Parks. The first Budget Workshop will be on Tuesday, October 20, 2020 at 7:00 p.m. The second Budget meeting will take place as part of the normal Village Board meeting on November 10, 2020. The Budget Hearing is scheduled for Tuesday, December 1, 2020 at 7:00 p.m.

25. Citizens to Address the Village Board

None.

26. Future Agenda Items

None.

27. 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 date, or involved in such problems or investigations; concerning a Village employee; and §19.85(1)(e) deliberating or negotiating the purchasing of public properties, the investing of public funds, and conducting other public business because competitive and bargaining reasons require a closed session.

Motion by Pres. Schwab, second by Tr. Lippold to convene into closed session at 9:21 p.m. to include the Village Board, Village Administrator and Village Police Chief.

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

Reconvene into Open Session with Possible Action

The Village Board reconvened into open session at 9:40 p.m.

Related to Agenda Item #21: Motion by Pres Schwab, second by Tr. Kruepke to engage the services of Public Administration Associates, LLC (PAA) in the amount of \$11,500 for professional services (plus direct consultant expenses estimated at between \$200 and \$300) for a not to exceed amount of \$11,800.

Vote: 6 ayes, 0 nays. Motion carried.

28. Adjourn

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

Vote: 6 ayes, 0 nays. Meeting was adjourned at 9:41 p.m.

Respectfully submitted:

Jilline Dobratz, *CMC/WCMC*
Village Clerk

Minutes noted with correction by overstrikes for omission and underscores for additions. Approved on October 13, 2020.