

**VILLAGE OF JACKSON**  
**VILLAGE BOARD MEETING**  
**Tuesday, April 21, 2026 at 6:00 PM**  
**Minutes**

1. Call to Order and Roll Call

The meeting was called to order at 6:00 PM by Pres. Heckendorf.

Members Present: Pres. Heckendorf, Tr. Emmrich, Tr. Engelhardt, Tr. Kurtz, Tr. Olson, Tr. Schlenz 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, Treasurer Darlene Smith, Public Works Director Jack Straehler, Fire Chief Aaron Swaney, Police Chief Ryan Vossekuil and Interim Clerk Pamela Wolf

2. Pledge of Allegiance

The Pledge of Allegiance was recited by those in attendance.

3. Administration of Oath of Office to Newly Elected Trustees

Interim Clerk Wolf administered the Oath of Office to Trustees Olson, Schlenz and Wells.

4. Comments by the Village President

Pres. Heckendorf congratulated Trustee Olson and Trustee Wells on their reappointment and Trustee Schlenz on his appointment. He thanked the entire board and emphasized the importance of working together in the coming year. He also expressed appreciation to Administrator Heidtke for her leadership and to the staff for efficiently managing village operations.

5. Committee/Commission Member Appointments and Administration of Oaths of Office

Pres. Heckendorf informed those in attendance that appointed citizens would be sworn in, en masse, by Interim Clerk Wolf after all appointments had been made, adding that those unable to attend would be sworn in prior to the first meeting of the committee they were appointed to.

a. Budget and Finance Committee

Pres. Heckendorf explained the Budget and Finance Committee is composed of the Village President and two trustees.

The motion to re-appoint Tr. Olson and Tr. Wells as members of the Budget and Finance Committee for a one-year term expiring April 2027 was made by Pres. Heckendorf and seconded by Tr. Emmrich.

Vote: 7 ayes, 0 nays. Motion carried.

b. Personnel Committee

Pres. Heckendorf explained the Personnel Committee is composed of the Village President and two trustees.

The motion to appoint Tr. Kurtz and Tr. Emmrich to serve on the Personnel Committee for a one-year term, expiring in April 2027, was made by Pres. Heckendorf and seconded by Tr. Engelhardt.

Vote: 7 ayes, 0 nays. Motion carried.

c. Board of Public Works

Pres. Heckendorf explained the Board of Public Works is composed of seven members, including three Village Board members and four at-large citizen appointments.

Pres. Heckendorf motioned to appoint himself as Chair of Board of Public Works for a one-year term, expiring in April 2027. Tr. Engelhardt seconded the motion.

Vote: 7 ayes, 0 nays. Motion carried.

The motion to appoint Tr. Schlenz and Tr. Engelhardt to the Board of Public Works for a one-year term was made by Pres. Heckendorf and seconded by Tr. Emmrich.

Vote: 7 ayes, 0 nays. Motion carried.

Pres. Heckendorf explained one citizen member seat is expiring this year.

The motion to re-appoint Stephanie Egner to the Board of Public Works for a three-year term expiring in April 2029 was made by Pres. Heckendorf and seconded by Tr. Engelhardt.

Vote: 7 ayes, 0 nays. Motion carried.

d. Plan Commission

Pres. Heckendorf explained the Plan Commission is composed of three Village Board members and four citizen members, with the Village President serving as chairperson. The motion to appoint Tr. Engelhardt and Tr. Emmrich to the Plan Commission for a one-year term expiring in April 2027 was made by Pres. Heckendorf and seconded by Tr. Kurtz.

No citizen member terms have expired this year.

Vote: 7 ayes, 0 nays. Motion carried.

e. Police and Fire Commission

Pres. Heckendorf explained the Police and Fire Commission is composed of five citizen members of the Village of Jackson and one of those positions is expiring.

The motion to appoint Barry Boline to serve on the Police and Fire Commission for a five-year term expiring in April 2031, was made by Pres. Heckendorf and seconded by Tr. Emmrich.

Vote: 7 ayes, 0 nays. Motion carried.

f. Parks and Recreation Commission

Pres. Heckendorf explained the Parks and Recreation Commission is composed of one Village Trustee and four citizen members.

The motion to re-appoint Tr. Wells to the Parks and Recreation Commission for a one-year term expiring in April 2027 was made by Pres. Heckendorf and seconded by Tr. Engelhardt.

Vote: 7 ayes, 0 nays. Motion carried.

The motion to re-appoint Brittany Rathke and Brian Mekka to serve on the Parks and Recreation Commission for a three-year term expiring in April 2029, was made by Pres. Heckendorf and seconded by Tr. Wells.

Vote: 7 ayes, 0 nays. Motion carried.

g. Tourism Commission

Pres. Heckendorf explained the Tourism Commission is composed of the Village President as chairperson, Village Administrator Jen Heidtke, Parks and Recreation Director Tyler Mentzel, one owner/operator of a lodging facility and one citizen member. Pres. Heckendorf explained the current lodging facility owner/operator is Larry Hamlin.

The motion to appoint Larry Hamlin to another one-year term expiring in April 2027 was made by Pres. Heckendorf and seconded by Tr. Emmrich.

Vote: 7 ayes, 0 nays. Motion carried.

The motion to re-appoint Bernadette Buser as the citizen member to the Tourism Commission for a one-year term expiring in April 2027 was made by Pres. Heckendorf and seconded by Tr. Emmrich.

Vote: 7 ayes, 0 nays. Motion carried.

h. Residence Board

Pres. Heckendorf explained the Residence Board is composed of three citizen members and one of those positions is expiring.

The motion to appoint John Kruepke to the residence board for a five-year term expiring in April 2031, was made by Pres. Heckendorf and seconded by Tr. Kurtz.

Vote: 7 ayes, 0 nays. Motion carried.

i. Community Development Authority

President Heckendorf explained that the Community Development Authority (CDA) is composed of the Village President, one Village Trustee and four citizen members.

The motion to appoint Tr. Kurtz to the CDA for a one-year term expiring in April 2027 was made by Pres. Heckendorf and seconded by Tr. Emmrich.

Vote: 7 ayes, 0 nays. Motion carried.

The motion to re-appoint Doug Alfke for a three-year term expiring in April 2029 was made by Pres. Heckendorf and seconded by Tr. Engelhardt.

Vote: 7 ayes, 0 nays. Motion carried.

j. Ethics Committee

Pres. Heckendorf explained the Ethics Committee is composed of five citizen members and three of those are expiring.

The motion to re-appoint Christy Stemm, Jacqueline Bradway and Jack Lippold to the Ethics Committee for a two-year term expiring in April 2028 was made by Pres. Heckendorf and seconded by Tr. Kurtz.

Vote: 7 ayes, 0 nays. Motion carried.

k. Mid-Moraine Legislative Committee

Pres. Heckendorf explained the Mid-Moraine Legislative Committee is composed of two representatives from the Village with one of them as an alternate.

The motion to re-appoint Tr. Olson to the Mid-Moraine Legislative Committee and Tr. Kurtz as alternate for a one-year term expiring in April 2027 was made by Pres. Heckendorf and seconded by Tr. Emmrich.

Vote: 7 ayes, 0 nays. Motion carried.

l. School District Liaison

Pres. Heckendorf explained one Village Trustee is appointed to School District Liaison.

The motion to re-appoint Tr. Wells as School District Liaison for a one-year term expiring in April 2027 was made by Pres. Heckendorf and seconded by Tr. Engelhardt.

Vote: 7 ayes, 0 nays. Motion carried.

m. Zoning Board of Appeals

Pres. Heckendorf explained the Zoning Board of Appeals is composed of five at-large citizen members, he further explained two appointments expire in 2026.

The motion to appoint Barry Boline and David Schleef to the Zoning Board of Appeals with a three-year term expiring in April 2029 was made by Pres. Heckendorf and seconded by Tr. Emmrich.

Vote: 7 ayes, 0 nays. Motion carried.

Interim Clerk Wolf administered the Oath of Office to the citizen members in attendance before the meeting proceeded.

6. Public Hearings

- a. Conditional Use and Site Plan Review — W225N16704 Cedar Park Court — Hansen Laundry, LLC - Riley Hansen

Pres. Heckendorf opened the floor for the public hearing. Nobody present wished to speak. Pres. Heckendorf closed the public hearing.

7. 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.)

No one present wished to speak.

8. Consent Agenda

- a. Approval of Minutes of the Village Board Meeting of March 10, 2026  
b. Resolution #26-13 Accepting Sanitary Sewer and Water for The Oaks of Jackson  
c. Resolution #26-14 Accepting Sanitary Sewer and Water for Cedar Creek Townhomes  
d. Resolution #26-15 Proclaiming Arbor Day in the Village of Jackson  
e. Resolution #26-16 Approving the Results of the April 7, 2026 Spring Election  
f. Sign and Flagpole Removal Agreement - Jackson Professional Buildings

The motion to approve items 8a - 8f of the Consent Agenda was made by Tr. Kurtz and seconded by Tr. Emmrich.

Vote: 7 ayes, 0 nays. Motion carried.

9. Budget and Finance Committee

- a. Review of 2022 Stormwater Pond Compliance Report and Invoicing - Request for Refund of Special Assessment - Update

The motion to approve proceeding with fees of approximately \$115,000.00 to pond owners for the 2022 pond inspections completed by CDM Smith was made by Tr. Wells and seconded by Tr. Kurtz.

Discussion as to the specifics of billings and timetables for payment from the pond owners ensued. The Board directed Staff to send out bills requiring payment no later than end of year.

Vote: 6 ayes, 1 nay. Tr. Engelhardt opposed. Motion carried.

- b. Pay Request #2 - Final - 2025 Oaks of Jackson Surface Coarse - Spruce Street and Ridgeway Drive - Stark Pavement Corporation in the amount of \$5,329.19

The motion to approve Pay Request #2 - Final - 2025 Oaks of Jackson Surface Coarse-Spruce Street and Ridgeway Drive to Stark Pavement in the amount of \$5,329.19 was made by Tr. Wells and seconded by Tr. Emmrich.

Vote: 7 ayes, 0 nays. Motion carried.

- c. Review Design and Engineering Services Proposal - KL Engineering - 2026 Streetlight Improvement Project - Ridgeway Drive, Chestnut Court, and Hickory Lane

The motion to approve the engineering services proposal from KL Engineering in an amount not to exceed \$39,186.00 was made by Pres. Heckendorf and seconded by Tr. Kurtz.

Vote: 7 ayes, 0 nays. Motion carried.

- d. Review of Bids - 2026 Wastewater Treatment Plant Aeration Basin Upgrades

The motion to reject bids and have them included with the 2027 service building upgrades project was made by Tr. Olson and seconded by Tr. Engelhardt.

Vote: 7 ayes, 0 nays. Motion carried.

- e. Review of Bids - 2026 Street Improvements - Eagle Drive North Segment

The motion to approve the bid from Stark Pavement Corporation in the amount of \$54,527.30 for the 2026 Street Improvements of the Eagle Drive North Segment, was made by Tr. Wells and seconded by Tr. Emmrich.

Vote: 7 ayes, 0 nays. Motion carried.

- f. Resolution #26-12 Preliminary Resolution Declaring Intent to Exercise Special Assessment Police Powers, Under Section 66.0703 of Wisconsin Statutes - Eagle Drive, Hawthorn Drive, Aspen Drive, and Linden Drive

The motion to approve Resolution #26-12 Preliminary Resolution Declaring Intent to Exercise Special Assessment Police Powers, Under Section 66.0703 of Wisconsin State Statutes for Eagle Drive, Hawthorn Drive, Aspen Drive and Linden Drive was made by Tr. Olson and seconded by Tr. Wells.

Vote: 7 ayes, 0 nays. Motion carried.

- g. Resolution#26-17 Amending 2026 Fee Schedule - Jackson Police Department

The motion to approve Resolution #26-17 Amending the 2026 Fee Schedule was made by Pres. Heckendorf and seconded by Tr. Engelhardt.

Vote: 7 ayes, 0 nays. Motion carried.

- h. Pay Request #2 - Cedar Creek Dog Park - Lowe Underground in the amount of \$3,414.77

The motion to approve Pay Request #2 for Cedar Creek Dog Park to Lowe Underground in the amount of \$3,414.77 was made by Tr. Engelhardt and seconded by Tr. Olson.

Vote: 7 ayes, 0 nays. Motion carried.

i. Authorizing Fundraising and Purchasing of UTV - Jackson Fire Department

The motion to approve the fundraising and purchasing of a UTV for the Jackson Fire Department to have no impact on the Fire Department budget for the Jackson Fire Department was made by Pres. Heckendorf and seconded by Tr. Emmrich.

Vote: 7 ayes, 0 nays. Motion carried.

10. Plan Commission

a. Conditional Use and Site Plan Review - W225N16704 Cedar Park Court - Hansen Laundry, LLC - Riley Hansen

The motion to approve the Conditional Use and Site Plan Review for Riley Hansen of Hansen Laundry, LLC of W225N16704 Cedar Park Court was made by Tr. Emmrich and seconded by Tr. Wells.

Vote: 7 ayes, 0 nays. Motion carried.

11. Board of Public Works

a. Review of 2025 Jackson Water Utility - Consumer Confidence Report (CCR)

The motion to accept, publish and place on file the 2025 Jackson Consumer Confidence Report was made by Tr. Engelhardt and seconded by Tr. Emmrich.

Vote 7 ayes, 0 nays. Motion carried

b. Ordinance #26-01 - Amending Chapter 42, Section 86 of the Village Code – Limited Parking in Certain Areas

The motion to introduce Ordinance #26-01 was made by Tr. Wells and seconded by Tr. Emmrich.

Votes: 7 ayes, 0 nays. Motion carried.

The motion to suspend the rules for a second reading of Ordinance #26-01 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. Schlenz: Aye

Tr. Wells: Aye

Tr. Olson: Aye

Vote: 7 ayes, 0 nays. Motion carried.

A motion to approve the second reading of Ordinance #26-01 was made by Pres.

Heckendforf and seconded by Tr. Olson.

Vote: 7 ayes, 0 nays. Motion carried.

12. West Bend School District

Tr. Wells reported construction of the elementary school is underway.

13. Washington County Board Report

No report.

14. Greater Jackson Business Alliance

Director Mentzel reported the Alliance is accepting scholarship applications and looking for Action in Jackson volunteers.

15. Mid-Moraine Municipal Association Report

Tr. Olson reported the April 8th meeting in Grafton, discussed Comprehensive and Development plans and costs associated. The next legislative meeting will take place in Jackson on May 13th. The next dinner meeting will take place in Saukville on May 27th.

16. Adjourn

The motion to adjourn the meeting was made by Tr. Emmrich and seconded by Tr. Olson.

Vote: 7 ayes, 0 nays. Motion carried. The meeting adjourned at 6:48 PM.

Respectfully Submitted,

Pamela Wolf  
Interim Clerk  
Village of Jackson