

**VILLAGE OF JACKSON**  
**VILLAGE BOARD MEETING**  
**Tuesday, May 12, 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. Engelhardt, Tr. Kurtz, Tr. Olson, Tr. Schlenz and Tr. Wells

Members Excused: Tr. Emmrich

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. Presentations

a. Transition from Flex Paramedic Service to Permanent Paramedic Service - Jackson Fire Department

Chief Swaney presented background information regarding the transition from the Flex Paramedic services to Permanent Paramedic services.

4. Public Hearings

1. Ordinance #26-04 Revisions to the Adopted 2050 Comprehensive Plan for the Village of Jackson; and
2. Ordinance #26-05 Revisions to the Adopted 2050 Comprehensive Plan for the Village of Jackson; and
3. Resolution #26-20 Resolution for Adoption of a Jackson Sanitary Sewer Service Area Amendment

Administrator Heidtke introduced Hannah Keckeisen from Washington County and Donald Heckel from SEWRPC who each provided background on the process and reasoning behind the proposed expansion of the Sewer Service Area.

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

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 of the Village Board Meetings of April 14, 2026 and April 21, 2026
- b. Resolution #26-20 Resolution for Adoption of a Jackson Sanitary Sewer Service Area Amendment
- c. Resolution #26-21 Honoring John Kruepke for His Years of Service to the Village of Jackson
- d. Resolution #26-22 Urging the Governor of Wisconsin and State Legislature to Enact a Comprehensive, Sustainable Transportation Funding Solution
- e. Temp Class "B" License - Jackson Festivals LLC - Action in Jackson
- f. 2025-2026 Tattoo Establishment and Operator's License - Infinite Grace - Sara Dornbrook
- g. Approval of Transition from Flex Paramedic Service to Permanent Paramedic Service - Jackson Fire Department

The motion to approve items 6a with corrections, 6b and 6d-6g on the consent agenda and remove item 6c to address separately was made by Tr. Wells and seconded by Tr. Engelhardt.

Vote: 6 ayes, 0 nays. Motion carried.

President Heckendorf read Resolution #26-21 Honoring John Kruepke for his Years of Service to the Village of Jackson.

The motion to approve Resolution #26-21 Honoring John Kruepke was made by Pres. Heckendorf and seconded by Tr. Engelhardt.

Vote: 6 ayes, 0 nays. Motion carried.

7. Plan Commission

- a. Ordinance #26-02 Annexation and Assignment of Temporary B-1 Community Business District Zoning - Parcel T7\_047700K - Robert J. Loduha and Andrea S. Loduha Revocable Trust

The motion to introduce Ordinance #26-02 Annexation and Assignment of Temporary B-1 Community Business District Zoning for Parcel T7-047700K owned by Robert and Andrea Loduha was made by Tr. Olson and seconded by Tr. Wells.

Votes: 6 ayes, 0 nays. Motion carried.

The motion to suspend the rules for a second reading of Ordinance #26-02 was made by Pres. Heckendorf and seconded by Tr. Schlenz. A roll call vote was taken:

Pres. Heckendorf: Aye

Tr. Engelhardt: Aye

Tr. Kurtz: Aye

Tr. Schlenz: Aye

Tr. Wells: Aye

Tr. Olson: Aye

Vote: 6 ayes, 0 nays. Motion carried.

A motion to approve the second reading of Ordinance #26-02 was made by Tr. Wells and seconded by Tr. Olson.

Vote: 6 ayes, 0 nays. Motion carried.

- b. Ordinance #26-03 Amending Ordinance Section 48-156 (PUD-04) - Oaks of Jackson Planned Unit Development District - Village of Jackson

A clerical error caused no public hearing to be held, so this will need to defer to June Meeting so Class II Legal Notice and public hearing can take place.

- c. Preliminary Plat - Twin Villas of The Oaks of Jackson - Outlot 6 - Oaks of Jackson - Hillcrest Builders

The motion to approve the Preliminary Plat for Twin Villas at The Oaks of Jackson Outlot 6 subject to the following:

1. Sidewalks shall be provided on at least one side of the private road and connector street.
2. Final Civil plans shall be subject to review and approval by the Village Engineer. All costs associated with this review shall be reimbursed by the developer.
3. A Development Agreement shall be executed prior to any approvals taking full effect and prior to any construction activity.
4. Approval of re-zoning PUD-04 Oaks of Jackson Outlot 6.

was made by Tr. Wells and seconded by Tr. Olson.

Vote: 6 ayes, 0 nays. Motion carried.

- d. Ordinance #26-04 Revisions to the Adopted 2050 Comprehensive Plan for the Village of Jackson

The motion to introduce Ordinance #26-04 was made by Tr. Engelhardt and seconded by Tr. Kurtz.

Votes: 6 ayes, 0 nays. Motion carried.

The motion to suspend the rules for a second reading of Ordinance #26-04 was made by Pres. Heckendorf and seconded by Tr. Olson. A roll call vote was taken:

Pres. Heckendorf: Aye

Tr. Engelhardt: Aye

Tr. Kurtz: Aye

Tr. Schlenz: Aye

Tr. Wells: Aye

Tr. Olson: Aye

Vote: 6 ayes, 0 nays. Motion carried.

A motion to approve the second reading of Ordinance #26-04 was made by Tr. Engelhardt and seconded by Tr. Kurtz.

Vote: 6 ayes, 0 nays. Motion carried.

- e. Ordinance #26-05 Revisions to the Adopted 2050 Comprehensive Plan for the Village of Jackson

The motion to introduce Ordinance #26-05 was made by Tr. Wells and seconded by Tr. Olson.

Votes: 6 ayes, 0 nays. Motion carried.

The motion to suspend the rules for a second reading of Ordinance #26-05 was made by Pres. Heckendorf and seconded by Tr. Olson. A roll call vote was taken:

Pres. Heckendorf: Aye

Tr. Engelhardt: Aye

Tr. Kurtz: Aye

Tr. Schlenz: Aye

Tr. Wells: Aye

Tr. Olson: Aye

Vote: 6 ayes, 0 nays. Motion carried.

A motion to approve the second reading of Ordinance #26-05 was made by Tr. Wells and seconded by Tr. Olson.

Vote: 6 ayes, 0 nays. Motion carried.

8. Personnel Committee

- a. Proposal for Village Clerk Executive Recruitment Services - Innovative Public Advisors

The motion to approve the Village Clerk Executive Recruitment Services to Innovative Public Advisors in the amount of \$10,750.00 for recruiting a new Clerk with an additional amount not to exceed \$10,000 for Interim Clerk Services if the need arises was made by Pres. Heckendorf and seconded by Tr. Kurtz.

Vote: 5 ayes, 1 nay. Motion carried. Tr. Olson opposed.

9. West Bend School District

Tr. Wells reported the new elementary school groundbreaking occurred earlier in the week. It was also stated over 250 scholarships were given out to graduating students.

10. Washington County Board Report

No report.

11. Greater Jackson Business Alliance

Director Mentzel reported Action in Jackson is June 5th-7th. Furthermore, many sponsorship opportunities were still available.

12. Mid-Moraine Municipal Association Report

Tr. Olson reported the upcoming meeting on May 13, 2026, would be held at Jackson Municipal Complex and include a presentation by the Menomonee Falls Fire Chief Joe Pulvermacher on the challenges of budgeting for equipment. A dinner meeting in Saukville on May 27, 2026, was also announced.

13. Closed Session Pursuant to Wis. Stats. §19.85(1)(c) "considering employment, promotion, compensation, or performance evaluation data of any public employee over which the Village has jurisdiction or exercises responsibility" and 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)(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 purposes:

1. To Discuss Oaks of Jackson Development Agreement
2. To Discuss Cedar Development Development Agreement
3. To Discuss Pending Employment Matters with Specific Employees
4. To Discuss Candidates for Village Clerk

The motion to proceed into closed session pursuant to Wis. Stats. §19.85(1)(c), §19.85(1)(e) and §19.85(1)(g) was made by Pres. Heckendorf and seconded by Tr. Wells. A roll call vote was taken:

Pres. Heckendorf: Aye

Tr. Engelhardt: Aye

Tr. Kurtz: Aye

Tr. Schlenz: Aye

Tr. Wells: Aye

Tr. Olson: Aye

Vote: 6 ayes, 0 nays. Motion carried. The meeting proceeded into closed session at 8:25 PM. Those present in the closed session were the Board members, Administrator Heidtke and the Village Attorney.

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 Pres. Heckendorf and seconded by Tr. Engelhardt.

Vote: 6 ayes, 0 nays. Motion carried. The meeting proceeded into open session at 9:22 PM.

The motion to approve the Oaks of Jackson Development Agreement Amendment, subject to staff restrictions, was made by Tr. Olson and seconded by Tr. Wells.

Vote: 6 ayes, 0 nays. Motion carried.

15. Adjourn

The motion to adjourn the meeting was made by Tr. Kurtz and seconded by Tr. Wells.

Vote: 6 ayes, 0 nays. Motion carried. The meeting adjourned at 9:23 PM.

Respectfully Submitted,

Pamela Wolf  
Interim Clerk  
Village of Jackson