

APPROVED MINUTES
Village Board Meeting
Tuesday, August 10, 2021 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 Engelhardt, Heckendorf, Kruepke, Matter, and Wells.

Member Excused: Trustee Emmrich

Staff Present: Building Inspector Collin Johnson, Administrator Jen Keller, Director of Public Works Brian Kober, Fire Chief Aaron Swaney, Parks & Recreation Director Kelly Valentino, Police Chief Ryan Vossekuil and Clerk Jilline Dobratz.

Also Present: Cory Scheidler of Cedar Corp. and Scott Harrington of Vandewalle & Associates, Inc.

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. Ordinance #21-06 – Amending Chapter 1 and Chapter 20 of Code of Ordinance Regarding Violations and Penalties

Motion by Tr. Heckendorf, second by Tr. Matter to introduce Ordinance #21-06 – Amending Chapter 1 and Chapter 20 of Code of Ordinance Regarding Violations and Penalties.

Vote: 6 ayes, 0 nays. Motion carried.

5. Resolution #21-17 – Amending the Village of Jackson 2021 Fee Schedule

Motion by Tr. Heckendorf, second by Tr. Kruepke to approve Resolution #21-17 – Amending the Village of Jackson 2021 Fee Schedule.

Vote: 6 ayes, 0 nays. Motion carried.

6. Ordinance #21-07 – Amending Chapter 2 of Code of Ordinances Regarding Public Records, Destruction of Records

Administrative Keller gave background information. Adopting the General Records Schedule will help to streamline records management and will eliminate the need to obtain Wisconsin Public Records Board approval of records retention/disposition schedules.

Motion by Pres. Schwab, second by Tr. Heckendorf to introduce Ordinance #21-07 – Amending Chapter 2 of Code of Ordinances Regarding Public Records, Destruction of Records.

Vote: 6 ayes, 0 nays. Motion carried.

7. Approval of Minutes for the Village Board Meeting of July 13, 2021.

Motion by Tr. Matter, second by Tr. Engelhardt to approve the Village Board Minutes of July 13, 2021.

Vote: 6 ayes, 0 nays. Motion carried.

8. Approval of Licenses

- Class B Picnic License:
 - Democratic Party of Washington County – Spaghetti Dinner Fund-Raiser, October 17, 2021
- Operator's Licenses:
 - East Side Mart, Main Street Mart & The Village Mart: Joseph Heather Jr, Evan WilliamsMotion by Tr. Wells, second by Pres. Schwab to approve the licenses as listed.
Vote: 5 ayes, 0 nays, 1 abstain (Tr. Kruepke). Motion carried.

9. Budget & Finance Committee

- Renewal of Self-Insured Retention Coverage – Cities and Villages Mutual Insurance Company
Motion by Tr. Engelhardt, second by Tr. Wells to approve Renewal of Self-Insured Retention Coverage – Cities and Villages Mutual Insurance Company Option 1, \$20,000 retention.
Vote: 6 ayes, 0 nays. Motion carried.
- Pay Request #16 – Municipal Complex Building
Motion by Tr. Heckendorf, second by Tr. Engelhardt to approve payment for Pay Request #16 – Municipal Complex Building in the amount of \$317,450.27.
Vote: 6 ayes, 0 nays. Motion carried.
- Change Order #9 – Municipal Complex Building
Motion by Tr. Matter, second by Tr. Engelhardt to approve Change Order #9 – Municipal Complex Building in the amount of \$28,195.02.
Discussion on vehicle exhaust ventilation system, electrical cord drop offsets, precast concrete cores and data cables ensued.
Vote: 6 ayes, 0 nays. Motion carried.
- Review Proposals for Memorial Plaque – Municipal Complex Building
Motion by Tr. Heckendorf, second by Tr. Kruepke to approve the purchase of a bronze Memorial Plaque for the Municipal Complex Building.
The wording of the plaque was reviewed.
Vote: 6 ayes, 0 nays. Motion carried.
- Review Proposals for Purchase of Workbench – Municipal Complex Building
Motion by Pres. Schwab, second by Tr. Kruepke to approve the Proposal for Purchase of Workbench – Municipal Complex Building in the amount of \$5,088.59.
Vote: 6 ayes, 0 nays. Motion carried.
- TID #7 Planning Services Proposal for Housing Development – Vandewalle & Associates, Inc.
Scott Harrington from Vandewalle & Associates, Inc. gave a presentation on the scope of services for housing development assistance.

Motion by Pres. Schwab, second by Tr. Heckendorf to engage the services of Vandewalle & Associates, Inc. Phase 1 TID #7 Planning Services for Housing Development in the amount of \$9,050.00.

Vote: 6 ayes, 0 nays. Motion carried.

- Review of Preliminary Special Assessment Willow Ridge Dr Reconstruction Project
Motion by Tr. Heckendorf, second by Tr. Kruepke to approve the Jackson Sewer Utility Subsidize Storm Sewer Improvements for Willow Ridge Dr Reconstruction Project.
Vote: 6 ayes, 0 nays. Motion carried.
- Review of One Ton Truck Street Department Quote
Motion by Tr. Heckendorf, second by Tr. Kruepke to approve the Purchase of a 2022 One Ton Truck in the amount of \$32,509.00.
Vote: 6 ayes, 0 nays. Motion carried.
- Pay Request #7 – Spruce St. & Ridgeway Dr. Extensions – Wondra Construction, Inc.
Motion by Tr. Matter, second by Tr. Heckendorf to approve Pay Request #7 – Spruce St. & Ridgeway Dr. Extensions – Wondra Construction, Inc. in the amount of \$122,388.21.
Vote: 6 ayes, 0 nays. Motion carried.
- Review of US Cellular & Verizon Cellular Antenna Agreements - White Water Tower
Motion by Pres. Schwab, second by Tr. Heckendorf to approve the US Cellular & Verizon Cellular Antenna Agreements; US Cellular in the amount \$33,744.77 to be increased \$3,000.00 annually, and Verizon in the amount of \$29,284.50 to be increased 10% annually.
Vote: 6 ayes, 0 nays. Motion carried.

Pres. Schwab asked permission of the Board to take a brief recess immediately following item #10 to sign the Extra Territorial Plat/Certified Survey Map for Mr. Weyker if approved. The Board had no objections.

10. Plan Commission

- Extra Territorial Plat/Certified Survey Map – Todd & Debra Weyker – 1991 Spring Valley Road
Motion by Pres. Schwab, second by Tr. Kruepke to not take exception to Extra Territorial Plat/Certified Survey Map – Todd & Debra Weyker – 1991 Spring Valley Road.
Vote: 6 ayes, 0 nays. Motion carried

Recessed to sign documents. Reconvened at 8:09 p.m.

11. Board of Public Works

- Resolution #21-16 – Jackson Sewer Utility 2020 CMAR
Motion Tr. Heckendorf, second by Tr. Engelhardt to approve Resolution #21-16 – Jackson Sewer Utility 2020 CMAR.
Vote: 6 ayes, 0 nays. Motion carried.

12. Joint Parks & Recreation

- Rental Agreement – Democratic Party of Washington County – Spaghetti Dinner Fundraiser – October 17, 2021
Motion Pres. Schwab, second by Tr. Kruepke to approve Rental Agreement – Democratic Party of Washington County – Spaghetti Dinner Fundraiser – October 17, 2021.
Vote: 6 ayes, 0 nays. Motion carried.

13. Facility Use Policy – Discussion and Possible Action

Tr. Matter inquired on the types of groups that could potentially use the spaces. Administrative Keller stated the types of eligible groups that could reserve the spaces in the Municipal Complex and clarified that business groups are frequently utilizing the Community Center which meets the needs of those groups best. Additional discussion included the recommendation to amend item #4 to include that smoking/vaping/e-cigarettes and alcoholic beverages are not permitted in the building or on the grounds. Motion Pres. Schwab, second by Tr. Wells the Facility Use Policy be adopted as amended for use in the Municipal Complex.
Vote: 6 ayes, 0 nays. Motion carried.

14. Sale of Village Owned Property – Located at N168 W20733 Main Street - Discussion and Possible Action

Administrator Keller gave information regarding the future of the property and beginning the process to market the property. Motion Tr. Heckendorf, second by Tr. Kruepke to direct staff to draft an RFP for commercial real estate broker service. Additional discussion regarding signage of Village Hall, the property's future use, beautification of the Village, and long range planning followed the motion.
Vote: 6 ayes, 0 nays. Motion carried.

15. Village Municipal Complex – Update – Cedar Corp

Cory Scheidler from Cedar Corporation gave a presentation. 85% of the building is complete. Highlights were given explaining items to be completed in August and September. October will be final completion, a move in date and the Open House. The project budget status was reviewed.

16. West Bend School District Report

Tr. Wells stated school will start on September 1st, registration is open online. Currently, the plan is to start school without masks.

17. Washington County Board Report

None.

18. Greater Jackson Business Alliance Report

Tr. Matter reported four scholarships were awarded to students from the Jackson area. They continue to work with Administrator Keller on the Municipal Complex Open House October 5th.

19. Department Reports

Fire Chief Swaney reported they will have a High School student intern starting in September. Call volume is up 17%. The paramedic program was reviewed by the medical control doctor. Paramedic advanced procedures in the field will be starting in the future. Fire Prevention week will be pushed to the end of October depending on moving into the new building. Promotions are being considered internally. Production of the next Command vehicle has been scheduled for mid-August.

Police Chief Vossekuil commented National Night out went extremely well, over 600 people attended. He thanked the Department Heads who helped with the planning and executing the event. Officer Katie Brogli started the Police Academy last week and will be in the academy until December.

Building Inspector Johnson gave information on year-to-date revenues. They are significantly up from previous years.

Parks & Recreation Director Valentino reminded everyone the circus will be held on August 26th and 27th, tickets are available now. This week interviews will be conducted for a new 4K teacher. The 3K program is full and a waiting list has been started. The Head Start program will be full days this year. The fall winter guide is currently being worked on.

Director of Public Works Kober stated the approval has not been received yet from the DOT for the Coffee Connection Trail or the Ridgeway project. Job trailers have been moved from the old Park n Ride to the new Park n Ride on CTH P.

Administrator Keller provided an update on budget preparations. Formal dates will be prepared at next month's meeting. In September, presentations at the committee level will begin. An Open House email blast will be sent out. The Open House will be from 2:30 to 5:00 p.m. on October 5th.

20. Citizens to Address the Village Board

None.

21. Future Agenda Items

None.

22. Closed Session pursuant to Wis. Stats. §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 and pursuant to Wis Stats. §19.85(1)(e) deliberating or negotiating the purchasing of public properties, the investing of public funds, and conduction other public business because competitive and bargaining reasons require a closed session. Wis Stats. §19.85(1)(c)

During the closed session, the Village Board will discuss matters related to the Development and Operations Agreement with the Town of Jackson and the Paloroma Farms LLC Development, and public evaluation of an employee of which the Village Board exercises responsibility.

Motion by Pres. Schwab, second by Tr. Wells to convene into closed session at 8:53 p.m. to include the Village Board, Village Administrator, Parks and Recreation Director, and the Village Engineer.

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

Reconvene into Open Session with Possible Action related to the closed session, including possible termination of Development and Operations Agreement with the Town of Jackson, and including possible termination or draw on letter of credit for Paloroma Farms, possible action to accept withdrawal of the Paloroma Farms Plat, and possible action to amend or terminate the Development Agreement for Paloroma.

Motion by Pres. Schwab, second by Tr. Heckendorf to reconvene into open session at 9:48 p.m.

Vote: 6 ayes, 0 nays. Motion carried.

Motion by Pres. Schwab, second Tr. Wells to release the Letter of Credit for Paloroma Farms LLC, to accept the withdrawal of Dittmar Realty of Preliminary Plat, and to terminate existing Developers Agreement for Paloroma Farms.

Vote: 6 ayes, 0 nays. Motion carried.

23. Adjourn

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

Vote: 6 ayes, 0 nays. Meeting was adjourned at 9:49 p.m.

Respectfully submitted:

Jilline Dobratz, *CMC/WCMC*
Village Clerk