

APPROVED MINUTES
Village Board Meeting
Tuesday, July 13, 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 Emmrich, Engelhardt, Heckendorf, Kruepke, Matter, and Wells.

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

Also Present: Calvin Leszczynski of Sitzberger & Company, Monica Schneider of Appleton Sign Company, and Cory Scheidler of Cedar Corporation.

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. Amendment to Jackson WPPA Agreement – MOU for Officer-In-Training

Police Chief Vossekuil gave background information, focusing on three (3) main points of the amendment. The wages are 80% of what a new hire would be paid, it limits the Village's overtime exposure, and it extends the probationary period.

Motion by Tr. Emmrich, second by Tr. Engelhardt to approve the Amendment to Jackson WPPA Agreement – MOU for Officer-In-Training.

Pres. Schwab inquired as to why the amendment is being made. Police Chief Vossekuil explained that it is becoming an industry norm to hire officers that have do not have academy experience. This amendment will be incorporated into the union contract. The Department of Justice pays for the academy and no police work will be performed while enrolled in the academy. A three-year employment contract has been created, which requires repayment if an officer ends employment with the Village within that timeframe.

Vote: 7 ayes, 0 nays. Motion carried.

5. Ordinance #21-04 – Rezone Parcel V3_020600A in the Village of Jackson and Amend the Zoning Map of the Village of Jackson Pursuant to Section 48.34 of the Municipal Code (2nd Reading)

Motion by Pres. Schwab, second by Tr. Wells to approve Ordinance #21-04 – Rezone Parcel V3_020600A in the Village of Jackson and Amend the Zoning Map of the Village of Jackson Pursuant to Section 48.34 of the Municipal Code (2nd Reading).

Vote: 7 ayes, 0 nays. Motion carried.

6. Approval of Minutes for the Village Board Meeting of June 8, 2021.

Motion by Tr. Emmrich, second by Tr. Engelhardt to approve the Village Board Minutes of June 8, 2021.

Vote: 7 ayes, 0 nays. Motion carried.

7. Approval of Licenses

- Operator's Licenses:
 - East Side Mart, Main Street Mart & The Village Mart: Aaliyah Kleb, Brittany Smith, Tracy Sorrento
 - Jackson Pub: Nathaniel Holzberger
 - Latest Edition Saloon: Jason AhrensMotion by Tr. Wells, second by Tr. Emmrich to approve the licenses as listed.
Vote: 6 ayes, 0 nays, 1 abstain (Tr. Kruepke). Motion carried.

8. Budget & Finance Committee

- 2020 Audited Financial Statements Report
Calvin Leszczynski, CPA from Sitzberger & Company, was present and reviewed the 2020 Audited Financial Statements Report. Compared to 2019, the General Fund balance has increased, and the Debt Service Fund balance has decreased.
Motion by Tr. Emmrich, second by Tr. Matter to accept the 2020 Audited Financial Statements Report as presented.
Vote: 7 ayes, 0 nays. Motion carried.
- TID #7 Audit Report
Calvin Leszczynski, CPA from Sitzberger & Company, was present and reviewed the TID #7 Audit Report. This audit is required by the Wisconsin Department of Revenue, as 30% of the project costs were met. All expenditures were for the Municipal Complex. The final fund balance was \$598,000.00
Motion by Tr. Emmrich, second by Tr. Wells to accept the draft TID #7 Audit Report.
Vote: 7 ayes, 0 nays. Motion carried.
- Pay Request #15 – Municipal Complex Building
Motion by Tr. Heckendorf, second by Tr. Emmrich to approve Pay Request #15 – Municipal Complex Building in the amount of \$971,869.19.
Vote: 7 ayes, 0 nays. Motion carried.
- Change Order #8 – Municipal Complex Building
Motion by Tr. Wells, second by Tr. Kruepke to approve Change Order #8 – Municipal Complex Building in the amount of \$13,193.67.
Vote: 7 ayes, 0 nays. Motion carried.
- Review Proposals for Digital Sign – Municipal Complex Building
Administrator Keller provided an overview of the sign proposals. Resolution options are 16 millimeter or 10 millimeter and the size of the sign is 4' x 8'.
Motion by Pres. Schwab, second by Tr. Kruepke to approve the Proposal for Digital Sign – Municipal Complex Building Design #2 with a 10 millimeter resolution in the amount of \$50,509.20.
Information regarding the location and materials of the sign ensued.
Vote: 7 ayes, 0 nays. Motion carried.

Digital sign styles and Jackson logo were discussed.

Motion by Pres. Schwab, second by Tr. Wells to approve Option 6 for Digital Sign – Municipal Complex Building without the cable support.

Vote: 7 ayes, 0 nays. Motion carried.

- Review Proposals for Cleaning Services – Municipal Complex Building
Motion by Pres. Schwab, second by Tr. Kruepke to approve the Proposal for Cleaning Services – Municipal Complex Building from G.K. Properties in the amount of \$1,650.00 per month.
Discussion regarding the flexibility of cleanings per month ensued. Police Chief Vossekul stated background checks and fingerprints will be on file for the company employees.
Vote: 7 ayes, 0 nays. Motion carried.
- Resolution #21-15 Intent to Exercise Assessment to Police Powers - Coffee Connection Trail Project
Motion by Tr. Heckendorf, second by Tr. Wells to approve Resolution #21-15 Intent to Exercise Assessment to Police Powers - Coffee Connection Trail Project.
Vote: 7 ayes, 0 nays. Motion carried.
- Review of Proposal for WWTF Facilities Plan – Town & Country Engineering
Motion by Tr. Matter, second by Tr. Emmrich to approve the Proposal for WWTF Facilities Plan – Town & Country Engineering in an amount not to exceed \$45,000.00.
Vote: 7 ayes, 0 nays. Motion carried.

9. Plan Commission

- No Recommendations.

10. Board of Public Works

- Ordinance #21-05 – Amending Chapter 42 of the Village Code Regarding Traffic Signs.
Motion by Tr. Heckendorf, second by Tr. Emmrich to introduce Ordinance #21-05 – Amending Chapter 42 of the Village Code Regarding Traffic Signs.
Vote: 7 ayes, 0 nays. Motion carried.

Motion by Tr. Emmrich, second by Tr. Heckendorf to suspend the rules and allow the second reading with approval of Ordinance #21-05.

Roll Call Vote: 7 ayes, 0 nays. Motion carried.

Motion Pres Schwab, second by Tr. Heckendorf to approve Ordinance #21-05 – Amending Chapter 42 of the Village Code Regarding Traffic Signs.

Vote: 7 ayes, 0 nays. Motion carried.

11. Joint Parks & Recreation

No Recommendations.

12. Village Municipal Complex – Update – Cedar Corp

Cory Scheidler from Cedar Corporation gave a presentation, which included the upcoming construction schedule. The project is at 83% completion, with 10 weeks remaining.

13. West Bend School District Report

None.

14. Washington County Board Report

None.

15. Greater Jackson Business Alliance Report

Tr. Matter stated the membership meeting is next week, at which the scholarship recipients will be introduced. Action in Jackson report is pending. President Meffert and Tr. Matter met with Administrator Keller to support the Municipal Complex Building Open House.

16. Department Reports

Clerk Dobratz commented the Wisconsin Elections Commission is in the process of sending out mailers to voters who have not voted in the last four (4) years. The deadline to the return the postcard is July 15th; if not the postcard is not returned, the voter will be merged off the voter registration rolls. The Electronic Registration Information Center (ERIC) postcard has also been mailed to voters who have potentially moved.

Police Chief Vossekuil announced National Night Out will be held on Tuesday, August 3rd from 5:00 p.m. to 8:00 p.m. at Hickory Lane Park. The Flight for Life helicopter will be landing, the Washington County SWAT team will be there, and 30 bicycles will be raffled off.

Building Inspector Johnson reported over 600 permits have been issued to date.

Parks & Recreation Director Valentino thanked everyone who supported Action in Jackson and the Beer Garden events. The Circus will be at the end of August at Hickory Lane Park.

Director of Public Works Kober stated preconstruction meetings have been scheduled for Willow Ridge to start in August and also the Coffeerville Path project will begin. The DOT permitting agent will appear virtually for the meeting.

Administrator Keller provided an update. In August, a Facility Use Policy for the Municipal Complex will be brought for review. There will be a TID #7 development consulting proposal. The Open House is set for October 5th at the Municipal Complex. A general Village update will be provided at the next Greater Jackson Business Alliance meeting.

17. Citizens to Address the Village Board

None.

18. Future Agenda Items

Tr. Heckendorf and Tr. Emmrich would like to discuss facility plans for the current Village Hall/Police Department building.

- 19. 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. During the closed session, the Village Board will discuss matters related to the Development and Operations Agreement with the Town of Jackson.**

Motion by Pres. Schwab, second by Tr. Heckendorf to convene into closed session at 8:49 p.m. to include the Village Board, Village Administrator, Parks and Recreation Director, Village Engineer and Village Counsel.

Roll Call Vote: 7 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.

Motion by Tr. Emmrich, second by Tr. Engelhardt to reconvene into open session at 9:48 p.m.

Vote: 7 ayes, 0 nays. Motion carried.

20. Adjourn

Motion by Tr. Wells, second by Tr. Emmrich to adjourn.

Vote: 7 ayes, 0 nays. Meeting was adjourned at 9:49 p.m.

Respectfully submitted:

Jilline Dobratz, *CMC/WCMC*
Village Clerk