

**APPROVED MINUTES**  
**Village Board Meeting**  
**Tuesday, July 12, 2022 at 7:30 p.m.**  
**Jackson Municipal Complex**  
**Village Board Room**  
**N168W19851 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/Village Engineer Brian Kober, Treasurer Darlene Smith, Fire Chief Aaron Swaney, Parks and Recreation Director Kelly Valentino, Police Chief Ryan Vossekuil, and Village Clerk Jilline Dobratz.

Also Present: Hannah Keckeisen of Washington County, Jackie Mich of Vandewalle & Associates, Inc., Scott Harrington of Vandewalle & Associates, Patty Reda, CPA of Sitzberger & Company LLC, Jonathan Schatz of Ehlers, Dan Schaefer of Sign Works

**2. Pledge of Allegiance**

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

**3. Village Citizen Comment on an Agenda Item**

None.

**4. Public Hearing – Conditional Use Amendment – Signage – N172W21930 Caymus Court – HDI Wholesale**

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 the Conditional Use Amendment for Signage on property located at N172W21930 Caymus Court for HDI Wholesale.

Vote: 7 ayes, 0 nays. Motion carried.

**5. Ordinance #22-11 Amending Chapter 48 Regarding Public Hearing Notification Requirements for Re-Zoning, Conditional Use, Planned Unit Development and Street Easement/Vacation Requests (2nd Reading)**

Motion by Tr. Heckendorf, second by Tr. Emmrich, to approve Ordinance #22-11 Amending Chapter 48 Regarding Public Hearing Notification Requirements for Re-Zoning, Conditional Use, Planned Unit Development and Street Easement/Vacation Requests.

A revision was made to state Public Hearing notices will be sent to the owner of records mailing address instead of the property address.

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

**6. Resolution #22-13 Approving an Amendment to the Project Planned Boundaries of Tax Incremental District No. 7**

Jonathan Schatz of Ehlers gave an overview of the project amendments including adding 11 acres in parcels to TID No. 7 to create flexibility to accommodate a proposed development. Also, adding a new eligible project into the project plan for the consideration of a roundabout at Eagle Drive and State Highway 60.

Motion by Pres. Schwab, second by Tr. Engelhardt, to approve #22-13 Approving an Amendment to the Project Planned Boundaries of Tax Incremental District No. 7.

Vote: 7 ayes, 0 nays. Motion carried.

**7. Authorization for Village Staff to work with Washington County to develop and publish a Request for Proposal (RFP) for Engineering Services for the Spruce Street Area**

Administration Keller gave background information. Jackie Mich of Vandewalle & Associates, Inc., and Hannah Keckeisen of Washington County gave an overview of the project including hiring engineering services and the timeline.

Motion by Pres. Schwab, second by Tr. Heckendorf, to authorize Village staff to work with Washington County to develop and publish an RFP for Engineering Services for the Spruce Street Area.

Vote: 7 ayes, 0 nays. Motion carried.

**8. Discussion of Next Generation Housing Pilot Components – Vandewalle and Associates Inc.**

Jackie Mich of Vandewalle & Associates, Inc., provided information on housing options. Objective for the site owned by the Village is to create affordable owner-occupied housing. Types of housing was discussed, and Option B included in the Phase 1 Vandewalle Site analysis approved in December 2021 was selected as a suitable starting point for Staff to then plan the site based upon. The Village Board discussed the benefit of creating lots that included single family homes, duplexes, and multi-unit townhomes. It was also determined the Village Board would accept the inclusion of manufactured homes and modular homes to have some inclusion in the site.

**9. Approval of Minutes for the Village Board Meeting of June 14, 2022**

Motion by Tr. Emmrich, second by Tr. Heckendorf, to approve the minutes for the Village Board Meeting of June 14, 2022.

Vote: 7 ayes, 0 nays. Motion carried.

**10. Approval of Licenses**

- Operator's Licenses (2022-2023):

- East Side Mart, Main Street Mart & The Village Mart: Lauren Bagneski, Amanda Henderson, Eric Hollister, Jason Kostecki, Jessica Jawson, Braeden Neuendorf, Marcus McCauley

Motion by Tr. Wells, second by Tr. Heckendorf, to approve the licenses as listed and recommended by Chief Vossekuil.

Vote: 6 ayes, 0 nays, 1 abstain (Tr. Kruepke). Motion carried.

**11. Budget & Finance Committee**

- **Review of 2021 Village Audited Financial Statements Report – Sitzberger & Company LLC**

Patty Reda, CPA from Sitzberger & Company LLC was present and reviewed the 2021 Audited Financial Statements Report. All funds had an increase in fund balance. A fund of Capital projects that includes TID 4 items need to be separate funds. During the audit, they tested revenues and expenditures across all funds and found no

indication of fraudulent activity occurring. The report is a draft, once it is approved by the Board it will be put in final form and printed.

Motion by Tr. Engelhardt, second by Tr. Emmrich, to accept the draft 2021 Village Audited Financial Statements Report for finalization and publication.

Separating the TID 4 fund and Park Impact Fees were discussed.

Vote: 7 ayes, 0 nays. Motion carried.

- **Resolution #22-12 American Rescue Plan Act (ARPA) Allocation**

Motion by Pres. Schwab, second by Tr. Kruepke, to approve Resolution #22-12 American Rescue Plan Act (ARPA) Allocation with the corrected date.

Vote: 7 ayes, 0 nays. Motion carried.

- **Pay Request #5 – Coffee Connection Trail Project – Poblocki Paving**

Motion by Tr. Heckendorf, second by Tr. Wells, to approve Pay Request #5 – Coffee Connection Trail Project – Poblocki Paving in the amount of \$23,207.87.

Vote: 7 ayes, 0 nays. Motion carried.

- **Review of Proposed Jackson Police Department Fitness Incentive Program**

Motion by Pres. Schwab, second by Tr. Emmrich, to approve the Jackson Police Department Fitness Incentive Program.

Vote: 7 ayes, 0 nays. Motion carried.

- **Review of 2023 Village Employee Wages**

Pres. Schwab commented the Personnel Committee directed Staff to utilize compensation information that was gathered in a neighboring community, update the information for inflation through the end of 2021 and present a final recommendation to the Personnel Committee, Budget & Finance and the Board for suggested 2023 employee wages.

## **12. Plan Commission**

- **Resolution #22-10 Proposed Amendments to Village of Jackson Comprehensive Plan: Map 1 – Future Land Use Plan 2050**

Motion by Pres. Schwab, second by Tr. Kruepke, to approve Resolution #22-10 Proposed Amendments to Village of Jackson Comprehensive Plan: Map 1 – Future Land Use Plan 2050.

Vote: 7 ayes, 0 nays. Motion carried.

## **13. West Bend School District Report**

Tr. Wells commented Police and first responders will be at the High School for training.

## **14. Washington County Board Report**

Pres. Schwab stated the County Board meets tomorrow.

## **15. Greater Jackson Business Alliance Report**

Tr. Matter reported the Greater Jackson Business Alliance made the scholarship selection out of 14 applicants which will be announced at the next membership meeting. The September membership meeting will be held at Kerry Foods. The Board is starting to discuss how organization funds can be used to support Jackson community projects.

**16. Mid-Moraine Municipal Association Report**

Tr. Wells stated that the next meeting is Wednesday, August 10, 2022, at 7:00 p.m. regarding updates on the court systems.

**17. Citizens to Address the Village Board**

None.

**18. Closed Session pursuant to Wis. Stats. §19.85(1)(c) for the purpose of 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."**

**The closed session is for the following purposes:**

- **Review of personnel matters**
- **Review the proposal for engaging in collective bargaining with the police association, where members of the Village Board may be involved in collective bargaining negotiations**
- **Review of 2023 wages for Village Employees**
- **Discuss Request from Village of Richfield for sewer and water utility services**

Motion by Pres. Schwab, second by Tr. Heckendorf, to convene into closed session at 8:55 p.m. to include the Village Board, the Village Administrator, and moving the Village of Richfield sewer and water utility first to retain Village Engineer for that item.

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

**19. Reconvene into Open Session**

Motion by Pres. Schwab, second by Tr. Heckendorf, to reconvene into open session at 11:04 p.m.

Vote: 7 ayes, 0 nays. Motion carried.

**20. Possible Action related to the closed session, including the approval of the proposed Voluntary Physical Fitness Incentive Program, and approval of wages for Village Employees.**

No action was taken.

**21. Adjourn**

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

Vote: 7 ayes, 0 nays. Meeting was adjourned at 11:04 p.m.

Respectfully submitted:

Jilline Dobratz, *CMC/WCPC*  
Village Clerk