

APPROVED MINUTES

Village Board Meeting

Tuesday, June 11, 2023, at 7:30 p.m.

Jackson Municipal Complex

Training Rooms 1 and 2

N168W19851 Main Street

Jackson, WI 53037

1. Call to Order and Roll Call

President Heckendorf called the meeting to order at 7:30 p.m.

Members Present: Trustees Emmrich, Engelhardt, Kruepke, Matter, Olson, and Wells

Staff Present: Building Inspector Collin Johnson, Administrator Jen Keller, Director of Public

Works/Village Engineer Brian Kober, Parks and Recreation Director Kelly Valentino, Police Chief

Ryan Vossekuil and Village Treasurer Darlene Smith

Also Present: Pattie Reda of Sitzberger & Company LLC.

2. Pledge of Allegiance

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

3. Administration of Oath of Office – Trustee Don Olson

Administrator Jen Keller administered the Oath of Office for Trustee Don Olson.

4. Presentation

a. Review of 2022 Audited Financial Statements Report – Pattie Reda Sitzberger & Company LLC.

Pattie Reda summarized the management letter and audited financial statements. Items discussed included material audit adjustments, segregation of duties, preparation of financial statements, special assessment amortization schedules, and uninsured and uncollateralized cash balances along with an audit summary of all the fund balance totals.

5. Village Citizen Comment on an Agenda Item

None.

6. Consent Agenda

Pres. Heckendorf asked if any trustee wanted any item moved from the Consent Agenda. Trustee Kruepke requested item d be pulled from the Consent Agenda.

Motion by Heckendorf, second by Tr. Emmrich, to approve Consent Agenda items a-c.

Vote: 7 ayes, 0 nays. Motion carried.

Pres. Heckendorf read aloud item d Resolution #23-15 Recognizing Jen Keller as the Recipient of the 2023 Wisconsin City/County Management Association Emerging Leader Award.

Motion by Pres. Heckendorf, second by Tr. Emmrich, to approve Consent Agenda item d.

Vote: 7 ayes, 0 nays. Motion carried.

7. Licenses – Operators Licenses

Motion by Tr. Wells, second by Tr. Emmrich, to approve the Operators Licenses as listed.

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

8. Budget & Finance Committee

a. 2022 Audited Financial Statements Report – Sitzberger & Company, LLC

Motion by Pres. Heckendorf, second by Tr. Wells to accept the draft of 2022 Village Audited Financial Statements Report for finalization and publication.

Vote: 7 ayes, 0 nays. Motion carried.

b. Review of Proposed Extension to the Jackson Police Department Fitness Incentive Program – WPPA.

Motion by Tr. Emmrich, second by Tr. Olson, to approve the Extension of the Jackson Police Department Fitness Incentive Program with the WPPA.

Vote: 7 ayes, 0 nays. Motion carried.

c. Change Order #1 - Jackson Park Tennis and Pickleball Court Project

Motion by Tr. Wells, second by Tr. Engelhardt, to approve Change Order #1 for Jackson Park Tennis and Pickleball Court Project for a credit of \$17,000.00.

Vote: 7 ayes, 0 nays. Motion carried.

d. Pay Request #1 - Jackson Park Tennis and Pickleball Court Project

Motion by Tr. Wells, second by Tr. Olson, to approve Pay Request #1 for the Jackson Park Tennis and Pickleball Court Project for \$209,690.55 to Vinton Construction Company.

Vote: 7 ayes. 0 nays. Motion carried.

e. Pay Request #1 - Oaks of Jackson Subdivision – DF Tomasini Contractors, Inc.

Motion by Tr. Matter, second by Tr. Engelhardt, to approve Pay Request #1 for Oaks of Jackson Subdivision to DF Tomasini Contractors in the amount of \$714,682.67.

Vote: 7 ayes. 0 nays. Motion carried.

f. Pay Request #1 - 2023 Utility & Street Improvements - Vinton Construction

Motion by Tr. Wells, second by Tr. Engelhardt, to approve Pay Request #1 for 2023 Utility and Street Improvements in the amount of \$227,938.26 to Vinton Construction.

Vote: 7 ayes, 0 nays. Motion carried.

g. Pay Request #5 - STH 60 Utility Upgrade Project - Advance Construction Inc.

Motion by Tr. Wells, second by Tr. Kruepke, to approve Pay Request #5 for STH 60 Utility Upgrade Project in the amount of \$540,265.76 to Advance Construction.

Vote: 7 ayes, 0 nays. Motion carried.

h. Pay Request #6 - Willow Ridge Dr. Reconstruction Project – Soper LLC

Motion by Pres. Heckendorf, second by Tr. Wells, to approve Pay Request #6 as the final payment for Willow Ridge Dr. Reconstruction Project in the amount of \$5000.00 to Soper Sewer and Water LLC.

Vote: 7 ayes, 0 nays. Motion carried.

i. Discussion and Possible Action - Jackson Community Center Expansion Study Phase II Funding Consideration.

Motion by Tr. Wells, second by Tr. Olson, to approve funding for the Jackson Community Center Expansion Study Phase II.

Vote: 4 ayes, 3 nays (Tr. Matter, Tr. Engelhardt & Tr. Emmrich). Motion carried.

9. Plan Commission

a. One-Lot Certified Survey Map for Tax Parcels: V3_019700N, V3_019700T, V3_019700U, and part of tax parcel V3_019700K – Jackson Townhomes – James Kupfer.

Motion by Tr. Wells, second by Tr. Kruepke, to approve the One-lot Certified Survey Map for Tax Parcels: V3_019700N, V3_019700T, V3_019700U, and part of tax parcel V3_019700K – Jackson Townhomes.

Vote: 7 ayes, 0 nays. Motion carried

b. Preliminary Plat – Phase III (Addition No. 2), Morning Meadows Subdivision – Home Path Financial, LP.

Motion by Pres. Heckendorf, second by Ald. Matter, to approve the Preliminary Plat – Phase III (Addition No. 2), Morning Meadows Subdivision.

Vote: 7 ayes, 0 nays. Motion carried.

c. Development Agreement – Phase III (Addition No. 2), Morning Meadows Subdivision – Home Path Financial, LP

Motion by Tr. Matter, second by Tr. Engelhardt, to accept the Development Agreement- Phase III (Addition No. 2) Morning Meadows Subdivision.

Vote: 7 ayes, 0 nays. Motion carried.

10. Personnel Committee

a. Ordinance #23-07 Amending Several Sections of Village Code Pertaining to the Positions of Village Clerk and Village Treasurer.

Motion by Pres. Heckendorf, second by Tr. Engelhardt, to introduce Ordinance #23-07 Amending Several Sections of the Village Code Pertaining to the Positions of Village Clerk and Village Treasurer.

Vote: 7 ayes, 0 nays. Motion carried.

Motion by Pres. Heckendorf, second by Tr. Olson, to suspend the rules and allow the second reading with approval of Ordinance #23-07.

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

Motion by Pres. Heckendorf, second by Tr. Engelhardt, to approve Ordinance #23-07 Amending Several Sections of the Village Code Pertaining to the Positions of Village Clerk and Village Treasurer.

Vote: 7 ayes, 0 nays. Motion carried.

b. Updated Job Descriptions – Village Clerk and Village Treasurer

Motion by Tr. Emmrich, second by Tr. Wells to approve the updated job descriptions for Village Clerk and Village Treasurer.

Vote: 7 ayes, 0 nays. Motion carried.

11. West Bend School District Report

Nothing to Report.

12. Washington County Board Report

Nothing to Report.

13. Greater Jackson Business Alliance Report

At the next bi-monthly meeting the five (5) scholarship recipients will be awarded. Chief Swaney and Chief Vossekuil will be speakers. CPR course will be offered.

14. Mid-Moraine Municipal Association Report

The next meeting is September 13th with the results on the update of the shared sales tax.

- 15. Closed Session** pursuant to Wis. Stats. § 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 pursuant to Wis. Stats § 19.85(1)(c) “considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.” The purpose of the Closed Session is to discuss the Village strategic approaches related to the sale and development of properties publicly owned in TID 7 and to receive information about candidates for the Village Clerk position and to discuss specific candidates.

Motion by Pres. Heckendorf, second by Tr. Wells, to convene into closed session at 8:18 p.m. to include the Village Board, and the Village Administrator.

Vote: 7 ayes, 0 nays. Motion carried.

- 16. Reconvene in Open Session with Possible Action Related to the Subject of the Preceding Closed Session**

Motion by Tr. Engelhardt, second by Tr. Emmrich to reconvene in open session at 9:10 p.m.

Vote: 7 ayes, 0 nays. Motion carried.

- 17. Adjourn**

Motion by Pres. Heckendorf, second by Tr. Wells, to adjourn.

Vote: 7 ayes, 0 nays. Meeting was adjourned at 9:11 p.m.

Respectfully submitted:

Darlene Smith
Village Treasurer