

APPROVED MINUTES
Village Board Meeting
Tuesday, December 14, 2021 at 7:30 p.m.
Jackson Municipal Complex
Village Board Room
N168 W19851 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/Village Engineer Brian Kober, Fire Chief Aaron Swaney, Parks & Recreation Director Kelly Valentino, Police Chief Ryan Vossekui and Village Clerk Jilline Dobratz.

Also Present: Representative Rick Gundrum and Bryan Lindgren, Neumann Development.

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. Public Hearing – Conditional Use Permit – Holly and Maxwell Krajnik – Three Dogs – W207N17349 Parkview Drive

Pres. Schwab opened the Public Hearing.

Nancy Traucht, W207N17385 Parkview Drive, spoke regarding the Village having an Ordinance allowing two dogs and that is what the Village should abide by.

Pres. Schwab closed the Public Hearing.

Motion by Pres. Schwab, second by Tr. Kruepke, to approve the Conditional Use Permit – Holly and Maxwell Krajnik – Three Dogs – W207N17349 Parkview Drive for the life of the pet.

Vote: 6 ayes, 0 nays. Motion carried.

5. Public Hearing – Proposed Amendments to Chapter 16 of Village Code

Pres. Schwab opened the Public Hearing, nobody spoke. Pres. Schwab closed the Public Hearing.

6. Ordinance #21-11 – Amending Chapter 16 of the Village Code of Ordinances Regarding Environment

Motion by Pres. Schwab, second by Tr. Heckendorf, to introduce Ordinance #21-11 – Amending Chapter 16 of the Village Code of Ordinances Regarding Environment.

Director Kober gave background information on the Village floodplain Ordinance language compared to the DNR floodplain requirements.

Vote: 6 ayes, 0 nays. Motion carried.

7. Presentation: Offer to Purchase Publicly Owned Property at N168W20733 Main St. – Andrew Rein

Andrew Rein stated the intended uses for the property would be to relocate his business "CAB Construction" which is in the Town of Barton and operate out of the Police Department building with 10-12 employees. In two years, a privacy fence would be placed at the south end of the property. The building addition, or Village Hall portion of the property included a cafe style restaurant in the Board Room and leasing office spaces in the old Village Hall administrative offices. Parking lot use would be for employees.

8. Acceptance of Housing Analysis – Vandewalle and Associates Inc.

Motion by Pres. Schwab, second by Tr. Heckendorf, the Housing Analysis – Vandewalle and Associates Inc. be accepted and placed on file

Vote: 6 ayes, 0 nays. Motion carried.

9. Acceptance of Intersection Control Study Report – Eagle Drive and Main Street – SRF Consulting

Director Kober stated the ICE report was a requirement of the Wisconsin DOT to be completed prior to authorizing intersection control improvement. Improving the intersection has been a request of many members of Staff and community members that feel the intersection is not safe and will need additional controls with future growth planned for this area. Improvement to the intersection could occur in conjunction with the DOT resurfacing project to occur in 2024. Should the Village accept the report, it would then be submitted to the Wisconsin DOT for review.

Motion by Tr. Engelhardt, second by Tr. Matter, to accept the Intersection Control Study Report – Eagle Drive and Main Street – SRF Consulting.

Vote: 6 ayes, 0 nays. Motion carried.

10. Appointment of Zoning Administrator – Jen Keller, Village Administrator

Motion by Pres. Schwab, second by Tr. Engelhardt, to appoint Administrator Jen Keller as Zoning Administrator.

Vote: 6 ayes, 0 nays. Motion carried.

11. Approval of Minutes for the Village Board Meeting of November 9, 2021 and Special Village Board Meetings of November 18, 2021 and November 29, 2021

Motion by Tr. Heckendorf, second by Tr. Wells, to approve the minutes for the Village Board Meeting of November 9, 2021 and Special Village Board Meetings of November 18, 2021 and November 29, 2021.

Vote: 6 ayes, 0 nays. Motion carried.

12. Approval of Licenses

- Entertainment License:
 - Coffeerville Company, Jackson Pub LLC
- Operator's Licenses:
 - East Side Mart, Main Street Mart & The Village Mart: Kiana Anderson, Vincent Brabec, Sondra Kelly, Alicia Ortiz

Motion by Tr. Wells, second by Tr. Heckendorf, to approve the licenses as listed.

Vote: 5 ayes, 0 nays, 1 abstain (Tr. Kruepke). Motion carried.

13. Appointment of Election Officials for the 2022-2023 Term

Motion by Tr. Wells, second by Tr. Heckendorf, to approve Appointment of Election Officials for the 2022-2023 Term as listed.

Vote: 6 ayes, 0 nays. Motion carried.

14. Employee Recognition – Gregg Rathke First Responder of the Year Award – Assembly District 58

Representative Rick Gundrum read and presented the First Responder of the Year of Assembly District 58 Resolution to Gregg Rathke.

15. Budget & Finance Committee

- **Pay Request #19 – Municipal Complex Building**

Motion by Pres. Schwab, second by Tr. Heckendorf, to recommend Village Board approve payment for Pay Request #19 – Municipal Complex Building in the amount of \$153,564.62.

Vote: 6 ayes, 0 nays. Motion carried.

- **Pay Request #20 – Municipal Complex Building**

Motion by Pres. Schwab, second by Tr. Wells, to approve payment for Pay Request #20 – Municipal Complex Building in the amount of \$181,995.17.

Vote: 6 ayes, 0 nays. Motion carried.

- **2022 Jackson Fire Department Services Agreement – Town of Polk**

Motion by Tr. Wells, second by Tr. Kruepke, to approve 2022 Jackson Fire Department Services Agreement – Town of Polk in the amount of \$74,916.18.

Vote: 6 ayes, 0 nays. Motion carried.

- **2022 Jackson Fire Department Services Agreement – Town of Jackson**

Motion by Tr. Wells, second by Tr. Kruepke, to approve the 2022 Jackson Fire Department Services Agreement – Town of Jackson in the amount of \$231,169.20.

Vote: 6 ayes, 0 nays. Motion carried.

- **Resolution #21-27 Amending the 2021 Budget**

Motion by Tr. Heckendorf, second by Tr. Engelhardt, to approve Resolution #21-27 Amending the 2021 Budget.

Vote: 6 ayes, 0 nays. Motion carried.

- **Review of License Agreement to Farm Public Land – Robert Loduha**

Motion by Tr. Heckendorf, second by Tr. Kruepke, to approve the License Agreement to Farm Public Land – Robert Loduha.

Tr. Engelhardt voiced concern for placing a limit to the re-payment amount to Robert Loduha, should the land be sold before the crop is harvested.

Motion amended by Tr. Heckendorf, second by Tr. Kruepke, to amend the agreement verbiage to state the maximum allowable repayment to Robert Loduha would be the sum of any costs incurred to date.

Vote: 6 ayes, 0 nays. Motion carried.

- **Resolution #21-28 Resolution for Funding of Urban NPS & Stormwater Management Program Grant**

Motion by Pres. Schwab, second by Tr. Engelhardt, to approve Resolution #21-28 Resolution for Funding of Urban NPS & Stormwater Management Program Grant in the amount of \$44,981.00

Vote: 6 ayes, 0 nays. Motion carried.

- **Review of Service for Stormwater Pond Compliance – CDM Smith**

Motion by Pres. Schwab, second by Tr. Engelhardt, to approve the Service for Stormwater Pond Compliance - CDM Smith but allow homeowners associates to contract with professional engineers on their own as they see fit based on CDM Smith costs provided.

Vote: 6 ayes, 0 nays. Motion carried.

- **Revised Pay Request #4 – 2019 Jackson Park Alley Project**

Motion by Pres. Schwab, second by Tr. Wells, to approve the final Revised Pay Request #4 – 2019 Jackson Park Alley Project in the amount of \$9,581.79.

Vote: 6 ayes, 0 nays. Motion carried.

- **Pay Request #3 – Willow Ridge Reconstruction Project – Soper Companies**

Motion by Tr. Matter, second by Tr. Wells, to recommend Village Board approve Pay Request #3 – Willow Ridge Reconstruction Project in the amount of \$238,128.22.

Vote: 6 ayes, 0 nays. Motion carried.

- **Purchase of SnowEx Liquid Spray System**

Motion by Pres. Schwab, second by Tr. Engelhardt, to approve payment for Purchase of SnowEx Liquid Spray System in the amount of \$12,375.00.

Vote: 6 ayes, 0 nays. Motion carried.

16. Plan Commission

- Preliminary Plat – Neumann Developments, Inc. – Maple Fields Subdivision – 3245 Maple Road

Motion by Pres. Schwab, second by Tr. Heckendorf, to approve Preliminary Plat – Neumann Developments, Inc. – Maple Fields Subdivision – 3245 Maple Road following specific conditions 1-12 and general conditions 1-4 as outlined in the Plan Commission minutes.

Vote: 5 ayes, 1 nay (Tr. Engelhardt). Motion carried.

17. Board of Public Works

- Approval of CSM for W198 N16876 Ridgeway Drive Lot Line Correction
Motion by Tr. Heckendorf, second by Tr. Wells, to approve CSM for W198 N16876 Ridgeway Drive Lot Line Correction.

Vote: 6 ayes, 0 nays. Motion carried.

- Acceptance of Water & Sewer Expansion Analysis – City Water
Motion by Tr. Heckendorf, second by Tr. Kruepke, to accept the Water & Sewer Expansion Analysis – City Water.

Vote: 6 ayes, 0 nays. Motion carried.

18. Village Municipal Complex – Update – Cedar Corp

Administrator Keller stated Cedar Corp was unavailable to attend. A memo was provided.

19. West Bend School District Report

Tr. Wells stated the West Bend School District is working with the Health Department. Weekly newsletters are sent to families and can be received electronically via subscription services. Kelly Valentino reported the Head Start program has moved to the next phase and has to wear masks. January 6, 2022 is virtual Parents Night the 4K Program for the 2022-2023 school year from 6:30 p.m. to 7:30 p.m.

20. Washington County Board Report

County Supervisor Bob Hartwig gave an update on road repairs this year. The County Executive, Josh Schoemann, declared November 29th as Snowplow Driver Appreciation Day. He thanked everyone for their service and looks forward to working with everyone in 2022. Wished everyone a Merry Christmas and a Happy New Year.

21. Greater Jackson Business Alliance Report

Tr. Matter reported the 2022 schedule of meetings has been set. The gift check program of supporting area businesses is being promoted. The January meeting speaker is Deb Sielski from Washington County. She will be presenting on the NexGen Housing issues in the County. Administrator Keller is part of the Housing Advisory Committee.

22. Mid-Moraine Municipal Association Report

Tr. Wells next meeting is Wednesday, January 12, 2022 and the next dinner meeting is January 26, 2022 in Germantown.

23. Department Reports

Pres. Schwab commented on relying on weekly update and omit this item in the future. Suggestion was made to change the item to Citizen or Staff to Address the Village Board. Administrator Keller commented on properly noticing items and requested to eliminate Departmental Reports. The request will be taken into consideration.

Parks & Recreation Director Valentino thanked everyone for participating in the Tree Lighting Ceremony.

24. Citizens to Address the Village Board

None.

25. Future Agenda Items

Pres. Schwab explained per Village Ordinance, Trustees interested in making additions to the agenda shall submit it in writing to the presiding officer not less than four business days prior to the scheduled meeting. It shall be the function of the Presiding Officer of the applicable Committee or Commission to consider public discussion or action that may be warranted.

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

medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any persons referred to in such histories or data, or involved in such problems or investigations; concerning a Village employee;

During the closed session, the Village Board will discuss matters related to personnel and the purchase of public land.

Motion by Pres. Schwab, second by Tr. Wells, to convene into closed session at 8:35 p.m. first portion to include the Village Board, the Village Administrator, the Village Engineer and the Parks and Recreation Director. The second discussion to include the Village Board and the Village Administrator only.

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

Reconvene into Open Session with Possible Action related to the closed session, including personnel matters, and the purchase and sale of public land.

Motion by Pres. Schwab, second by Tr. Matter, to reconvene into open session at 10:22 p.m.

Vote: 6 ayes, 0 nays. Motion carried.

No motions were made following reconvening in open session.

27. Adjourn

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

Vote: 6 ayes, 0 nays. Meeting was adjourned at 10:23 p.m.

Respectfully submitted:

Jilline Dobratz, *CMC/WCPC*
Village Clerk