

AGENDA
VILLAGE BOARD MEETING
Tuesday, June 12, 2018 at 7:30 p.m.
Jackson Village Hall
N168 W20733 Main St
Jackson, WI 53037

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Village Citizen Comment on an Agenda Item (Please Sign in)
4. Approval of Minutes for the Village Board Meeting of May 8, 2018
5. Approval of Licenses

- Liquor Licenses:

Class "B" Beer and "Class B" Liquor – KHD LTD., DBA Jimmy's Restaurant and Bar –
Constintine Demopoulos, N168 W21212 Main Street

Class "B" Beer and "Class B" Liquor – Jackson Pub LLC –
Jon Zandi, N168 W20594 Main Street

Class "B" Beer and "Class B" Liquor – Latest Edition Saloon –
Martha Nimkie, N168 W20788 Main Street

Class "B" Beer and "Class B" Liquor – Pizza Station –
Barbara L. Holtz, Timothy Holtz, N168 W22224 Main Street, Suite E

Class "A" Beer and "Class A" Liquor – Fox Brothers Piggly Wiggly, Inc. –
Lori Byon, Agent, W194 N16774 Eagle Drive.

Class "A" Beer & "Class A" Liquor – Walgreen Co., DBA Walgreens #11676 –
Michael Rodenkirch, Agent, N168 W21330 Main Street.

Class "B" Beer and "Class C" Wine – The Friends of Jackson Jt Parks & Recreation –
Kelly Valentino, Agent, N165 W20330 Hickory Lane, known as the Jackson Area
Community Center.

Class "B" Beer and "Class C" Wine – The Friends of Jackson Jt Parks & Recreation –
Kelly Valentino, Agent, W204 W16901 Jackson Dr. (known as Jackson Park.)

Class "A" Beer & "Class A" Liquor – The Village Mart –
John H. Kruepke, Agent, W213 N16770 Glen Brooke.

Class "A" Beer & "Class A" Liquor – K&A Petroleum LLC, DBA East Side Mart –
Kurt H. Kruepke, Agent, N168 W19490 Main Street.

Class "A" Beer & "Class A" Liquor – K&A Petroleum LLC, DBA Main Street Mart –
Kurt H. Kruepke, Agent, N168 W22224 Main

- Operators Licenses:
 - o American Legion: Glenn Petrick
 - o Walgreen's: Scott, Badura, Kathleen Brown, Joan Christian, Jennifer Diels, Lori Ditter, Nancy Edyvean, Emily Goddard, David Grandinetti, Meghan Kauth, Ann Lorge, Jennifer Matasck, Emily Ognenoff, Pranitha Patlolla, Rina Ristic, Michael Rodenkirch, Timothy Schultz, Mark Seip, Sarah Springer, Stacy Tykac, Rachel Uhren, Robert Woldt.
 - o East Side Mart: Devin Sage
 - o Latest Edition: Jennifer Thetford

6. Budget & Finance Committee

- Hickory Lane Inclusive Playground
- Resolution #18-15 – Preliminary Assessment – Stonehedge Drive Storm Sewer Project
- Pay Request #1 – 2018 Utility Improvements Project
- Development Agreement – Bielinski Homes Inc. – Laurel Springs Addition #1

7. Plan Commission

- No Items

8. Board of Public Works

- Review of Petition Creating a Truck Route for Northwest Business Park
 - Review of Traffic Study for Hickory Lane
- (Board of Public Works Draft Minutes)

9. Ordinance #17-03 – Annexation of Paloroma Farms, LLC

10. Ordinance #18-01 – Adoption of Attachment Ordinance Pursuant to Cooperative Plan with Town of Jackson Attaching Paloroma Farms Attachment Territory.

11. West Bend School District – Update – Survey Review

12. Proposed Public Safety Building – Update

13. Departmental Reports

14. Mid-Moraine Municipal Association Report

15. Washington County Board Report

16. Greater Jackson Business Alliance Report

17. Citizens to Address the Village Board
18. Closed Session pursuant to Wis. Stats. §19.85(1)(e) Deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session; Regarding matters relating to the Cedar Creek Road Reconstruction project and other pending real estate topics.

Reconvene into Open Session to Adjourn Only

19. Adjourn

Persons with disabilities requiring special accommodations for attendance at the meeting should contact the Village Hall at least one (1) business day prior to the meeting.

DRAFT MINUTES
Village Board Meeting
Tuesday, May 8, 2018 at 7:30 p.m.
Jackson Village Hall
N168W20733 Main Street
Jackson, WI 53037

1. Call to Order and Roll Call.

President Michael Schwab called the meeting to order at 7:35 p.m.

Members Present: Trustees Malcolm, Olson, Emmrich, Kruepke, Lippold, and Kurtz.

Members Absent: None.

Staff present: John Walther, Brian Kober, Kelly Valentino, Jessica Loomans, Jim Micech, Police Sergeant Fristed, and Fire Chief Swaney.

2. Pledge of Allegiance.

President Schwab led the assembly in the Pledge of Allegiance.

3. Any Village Citizen Comment on an Agenda Item.

Ms. Kelly Peters – 9937 W Edgerton Hales Corners WI spoke on item #11. She is representing the management company for the 36 unit condo building and feels the assessment of the final paving is unfair.

Brian Heckendorf – W197 N17114 Stonewall Drive spoke on item #11 requesting the Village Board to not special assess property owners along Highland Road and Living Word Lane for the Final Paving Project.

James E. Piefer – W207 N16256 Elliot Drive spoke on item #13 and has no objection to the proposed Cobblestone Development, but has questions on how the development will affect the existing condo development to the south.

Diana Schloegl – W197 N17014 Stonewall Drive spoke on item #11 and wants to know when the Final Paving Project will be started and completed.

4. Public Hearing – Ordinance #18-02 Annexing Territory to the Village of Jackson, Washington County, Wisconsin

- **Petition for Direct Annexation – Bielinski Homes (Creekside Villas) – Jackson Drive at Cedar Creek Road**

President Schwab opened the public hearing. No one spoke. President Schwab closed the public hearing. The item was referred to later in the meeting for discussion with agenda item #14 Ordinance #17-03 – Annexation of Palorama Farms, LLC.

5. Public Hearing – Planned Unit Development – Center St. Milling Co. – Site Plan.

President Schwab opened the public hearing. No one spoke. President Schwab closed the public hearing. The item was recommended by Plan Commission per staff comments.

Motion by Pres. Schwab, second by Tr. Emmrich to approve the PUD for Center St. Milling Co., per staff comments.

Vote: 7 ayes, 0 nays. Motion carried.

6. Public Hearing – Planned Unit Development – Cobblestone Meadows – Preliminary Plat.

President Schwab opened the public hearing. No one spoke. President Schwab closed the public hearing. The item was recommended by Plan Commission per staff comments.

The Developer Dirk Wildt answered questions about the Development. The cross section is a rural cross section with no sidewalks. The roads will be private. The French drain will be maintained, and the electrical grid has not yet been designed. The existing Drainage Association for Sherman Meadows would have another member from this development to the association. The current zoning for the property is Planned Unit Development.

Motion by Pres. Schwab, second by Tr. Lippold to approve the Planned Unit Development Preliminary Plat for Cobblestone Meadows, per staff comments.

Vote: 7 ayes, 0 nays. Motion carried.

7. Approval of Minutes for the Village Board Meeting of April 10 and April 17, 2018.

Motion by Pres. Schwab, second by Tr. Lippold to approve the Village Board Minutes of April 10 and April 17, 2018.

Vote: 7 ayes, 0 nays. Motion carried.

8. Approval of Licenses.

- Entertainment Licenses:
 - o Fox Bros. Piggly Wiggly (Carnival)
 - o Jackson Festivals, Inc. (Action in Jackson)
 - o Jackson Parks & Rec (Community Events)
- Picnic/Gathering Licenses:
 - o Jackson Festivals, Inc. – Action in Jackson – June 8-9, 2018.
- Operators Licenses:
 - o Jimmy's Restaurant (2018-2019): Bridget Baehring, Eleni Efremidis, Bonnie Ford, Nichole Kassner, Angela Koutsios, Kaitlyn Martell, Dorene McIntosh, Juliane Seifert, Brittany Sturtz, Esther Trainor, Agnes Turner, Pamela Wolf.
 - o Jackson Parks & Rec (2018-2019): Tricia Dooley, Renee Fisher, Angela Jeske, Jessica Loomans, Emalie Ramthun, Adam Seeger, Lisa Seeger, Kelly Valentino.
 - o Pizza Station (2018-2019): Amber Doede, Amber Wallace.
 - o Jackson Pub (2018-2019): Debra Egerer, Susan Hoppe, Gregory Kitner, Samantha Koenig, Richard Lally, Lisa LaPine, Angela Meeks, Michelle Meyer, Jennifer Miller, Amanda Raskiewicz, Christine Sauer, Jon Zandi.

- o Fox Bros. Piggly Wiggly (2018-2019): Charlie Clausing, Michelle Clausing, Jodi Fisher, Timothy Gauger, Carla Harry, Linda Johnson, Jennifer Kiesling, Ronald Limbach, Sita Ly, Sydney Roell, Haley Roos, Lynn Rosbeck, Peter Schroeder.
- o East Side Mart (2018-2019): Cassandra Giebel, Jessica Gyuro, Bryon Larsh, Lacy Luber, Bobbi Jo Moore, Bobby Jo Parbs, Josh Pfeiffer, Melissa Thornton.
- o Main Street Mart (2018-2019): Bryan Chuebeyang, Pamela Hildebrandt-Klein, John Linton, Toriano McAfee, Joshua Patten, Keri Schmidt, Taylor Spielvogel.
- o Village Mart (2018-2019): Magdeline Balistreri, Jarred Eisen, James Hornung, Pamela Hornung, Maureen Ott, Carol Purgett, Joshua Schuh.
- o Latest Edition Saloon (2018-2019): Danielle Cyrak, Mike D'Angelo, Jodi Kulis, Dennis Nimkie.
- o Walgreen's (2018-2019): Tanya Kuells.

Motion by Pres. Schwab, second by Tr. Lippold to approve all Licenses except the one the Police Chief has recommended denial.
Vote: 6 ayes, 0 nays, 1 abstain (Tr. Kruepke). Motion carried.

9. Resolution #18-14 - Recognition of Jessica Loomans Certified Park and Recreation Professional

Pres. Schwab read the resolution.

Motion by Pres. Schwab, second by Tr. Lippold to approve Resolution Honoring Jessica Loomans.

Vote: 7 ayes, 0 nays. Motion carried.

10. West Bend School District – Update.

Pres. Schwab read a memo to the Board written by Laura Jackson from West Bend School District.

11. Budget & Finance Committee.

- **Audited Financial Statements – December 31, 2017**

Independent Auditor James R. Frechette reviewed the 2017 Audited Financial Statements. The fund balance has increased to over a million dollars, the Capital Improvement fund has \$2.3 million in the account, and both the Water and Sewer Utilities will be debt free in 2019.

Motion by Pres. Schwab, second by Tr. Emmrich to approve the Audited Financial Statements for 2017, and place on file.

Vote: 7 ayes, 0 nays. Motion carried.

- **Tax Increment District #2 – Final Financial Statement.**

Independent Auditor James R. Frechette reviewed the final financial statement for Tax Increment District #2.

Motion by Pres. Schwab, second by Tr. Lippold to approve the Tax Increment District #2 Final Financial Statement, and place on file.

Vote: 7 ayes, 0 nays. Motion carried.

- **Agreement for Reconstruction of Cedar Creek Road**

Brian W. Kober reviewed the proposed agreement from the Town of Jackson for reconstruction of Cedar Creek Road. The road reconstruction consists of pulverizing the existing asphalt, grading for proper drainage and compaction, installing a twenty-five foot wide three inch binder course on Cedar Creek Road from CTH P to the railroad tracks. The proposed cost sharing formula applies two-thirds to be paid by the Town of Jackson and one third (\$36,031.00) to be paid by the Village. The portion of Cedar Creek Road from railroad tracks east to Jackson Drive will be done when Laurel Springs Subdivision Addition No. 1 is constructed. There will be a cost sharing portion for the Town. The proposed ditching and shouldering for Cedar Creek Road will be completed, and paid for by the Town. In exchange, the Village will proceed with ditching and shouldering along Jackson Drive from Creekside Drive to Creek Cedar Road. The Board of Public Works recommended the pedestrian path adjacent to the roadway be five feet wide instead of the proposed three foot width.

Motion by Pres. Schwab, second by Tr. Olson to approve the agreement for reconstruction of Cedar Creek Road with the road width extended to allow for the five foot pedestrian path on the south side of the road, and have Village Staff negotiate with the Town so the project moves forward.

Vote: 7 ayes, 0 nays. Motion carried.

- **Resolution #18-12 – Preliminary Assessment 2018 Final Paving Miscellaneous Streets**

Brian W. Kober reviewed the preliminary assessment for the 2018 Final Paving Miscellaneous Streets Project. The project is divided into four areas: Living Word Lane, Stonewall Drive and Georgetown Drive, Highland Road, and English Oaks Drive. Living Word Lane and Highland Road areas are recommended not to be special assessed. In both areas, the north properties are located in the Town of Jackson and the special assessment will not be collected until the property is part of the Village. The second reason is the properties south of Highland Road do not benefit from the paving or have no access to the streets being paved.

Motion Pres. Schwab, Second by Tr. Lippold to approve Resolution #18-12 Preliminary Assessment 2018 Final Paving Miscellaneous Streets.

Vote: 7 ayes, 0 nays. Motion carried.

- **Bids for Ridgeway Drive Reconstruction Project**

Motion Pres. Schwab, Second by Tr. Olson to approve the bid for Ridgeway Drive Reconstruction Project from Vinton Construction Company in the amount of \$1,012,202.40.

Vote: 7 ayes, 0 nays. Motion carried.

- **Resolution #18-13 – Preliminary Assessment for Ridgeway Drive Reconstruction Project**

Motion by Pres. Schwab, second by Tr. Olson to approve Resolution #18-13 Preliminary assessment for the Ridgeway Drive Reconstruction Project as presented.

Vote: 7 ayes, 0 nays. Motion carried.

- **Review of Quotes for Tower #2 (Blue Tower) Cleaning and Inspection**

Motion by Pres. Schwab, second by Tr. Lippold to approve the quote from Water Tower Clean and Coat for both the cleaning and inspection of the blue tower for \$2,200.00, and the cleaning and application of mildew inhibitor to the exterior of the white tower for \$4,800.00.

Vote: 7 ayes, 0 nays. Motion carried.

- **Pay Request #4 – SCADA System Project – LW Allen**

Motion by Pres. Schwab, second by Tr. Kurtz to approve Pay Request #4 for the SCADA System Project in the amount of \$50,563.35.

Vote: 7 ayes, 0 nays. Motion carried.

12. Plan Commission

- **Cathedral Builders - Concept Plan – Building Addition**

Motion by Pres. Schwab, second by Tr. Lippold to approve the concept plan for Cathedral Builders building addition, per Staff comments.

Vote: 7 ayes, 0 nays. Motion carried.

13. Board of Public Works

- **Cobblestone Meadows – Water, Sanitary, Storm Sewer Design**

Motion by Tr. Olson, second by Tr. Malcolm to approve the extension of the Village of Jackson Sanitary Sewer and Water System to serve the Cobblestone Meadows proposed development.

Vote: 7 ayes, 0 nays. Motion carried.

14. Ordinance #17-03 – Annexation of Paloroma Farms, LLC.

Village Attorney John St. Peter was present to review with the Board the two annexations on the agenda. The pending boundary agreement approval by the Department of Administration has placed a freeze on all annexation until approved.

Motion by Pres. Schwab, second by Tr. Emmrich to refer Ordinance #18-02 – Annexation of Bielinski Homes (Creeside Villas) Jackson Drive at Cedar Creek Road for a future Village Board meeting when the Mediated Cooperative Plan is approved.
Vote: 7 ayes, 0 nays. Motion carried.

Motion by Pres. Schwab, second by Tr. Lippold to refer Ordinance #17-03 – Annexation of Paloroma Farms, LLC for a future Village Board meeting when the Mediated Cooperative Plan is approved.

Vote: 7 ayes, 0 nays. Motion carried.

15. Proposed Public Safety Building - Update.

Village Administrator Walther read a memo from Cedar Corp to update the Board on the Public Safety Building project.

The item was for information only so no action was necessary.

16. Departmental Reports.

Washington County Supervisor Hartwig gave a County Board report on road improvement projects happening in the county.

Building Inspector Micech reported that eleven of the twelve units are occupied in the new apartment building located at Sherman Road and Glen Brooke Drive. The Developer is planning to start construction of the second building (of four.)

Park and Recreation Director Kelly Valentino reported the annual Fish Derby event had a nice sunny day with 116 kids registered to the fishing contest.

Fire Chief Swaney reported the new Fire Truck has been ordered, and St. Joseph Hospital is working to qualify for a level three trauma center.

Village Administrator announced the next Mid-Moraine dinner meeting is May 23rd in Saukville.

17. Greater Jackson Business Alliance Report.

Brian Heckendorf and Kelly Valentino gave a report.

18. Citizens to Address the Village Board.

None

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 involved, specifically Jackson Town Residents Against JTRAA Attachment et al vs. Village of Jackson – Case No. 14-CV-897; 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; and Wis. Stats. §19.85(1)(e) Deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

Motion by Pres. Schwab second by Tr. Olson to convene into closed session at 8:46 p.m. and to include the Village Board, John Walther, John St. Peter, and Brian Kober. Roll Call Vote: 7 ayes, 0 nays. Motion carried.

Reconvene into Open Session – Possible Action on Items Addressed in Closed Session

The Village Board reconvened into open session at 10:09 p.m.

Resolution #18-11 – Approving Revisions to Mediated Cooperative Plan and Directing Submittal to Department of Administration

Tr. Kruepke stated the proposed agreement is not the greatest, but not the worst agreement.

Motion by Tr. Lippold, second by Tr. Kurtz to approve Resolution #18-11 - Approving Revisions to Mediated Cooperative Plan and Directing Submittal to Department of Administration.

Vote: 5 ayes, 2 nays (Schwab, Olson). Motion carried.

20. Adjourn.

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

Vote: 7 ayes, 0 nays. Meeting was adjourned at 10:13 p.m.

Respectfully submitted by Brian W. Kober, P.E., Director of Public Works/Village Engineer

Operator Licenses: June 12, 2018 Village Board Meeting

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DRAFT Minutes
Board of Public Works Meeting
Tuesday, April 24, 2018 –7:00 p.m.
Jackson Village Hall
N168W20733 Main Street

1. Call to Order and Roll Call.

Chairman Tr. Olson called the meeting to order at 7:00 p.m.

Members present: Brian Heckendorf, Scott Thielmann, Linda Granec, Gloria Teifke, Tr. Malcolm, and Tr. Lippold.

Members absent: None

Staff present: John Walther and Brian Kober.

Others present: Tr. Kurtz.

2. Approval of Minutes for April 24, 2018, meeting.

Motion by Scott Thielmann, second by Tr. Malcolm to approve the minutes of the April 24, 2018 Board of Public Works meeting.

Vote: 7 ayes, 0 nays. Motion carried.

3. Review of petition creating a truck route for Northwest Business Park.

Brian W. Kober explained the item was referred from the last meeting so the Jackson Police could conduct a traffic study. A traffic study was conducted from May 1st to May 4th on Industrial Drive. The conclusion from the study is the speed was in compliance with only 0.25% of vehicles were measured at 40 mph or more.

Motion by Tr. Olson, second by Brian Heckendorf to recommend the Village Police Department continue traffic patrol, and no truck route needed at this time.

Vote: 7 ayes, 0 nays. Motion carried.

4. Review of traffic study Hickory Lane.

Brian W. Kober reviewed the traffic study conducted by the Village Police Department on Hickory Lane from May 10th to May 16th. The conclusion from the study is the speed was typical for a residential street, but especially good for a wide “collector road” like Hickory.

Motion by Tr. Olson, second by Brian Heckendorf to recommend the Village Police Department continue traffic patrol, and no traffic restrictions required at this time.

Vote: 7 ayes, 0 nays. Motion carried.

5. Review of Resolution 18-15 Preliminary Assessment Stonehedge Dr Storm Sewer Project.

Brian W. Kober reviewed the preliminary assessment for Stonehedge Drive Storm Sewer Project. The property owners in the proposed special assessment area will be special assessed for storm sewer lateral only.

Motion by Tr. Olson, second by Linda Granec to recommend approval of the preliminary assessment for the Stonehedge Dr Storm Sewer Project as presented.

Vote: 7 ayes, 0 nays. Motion carried.

6. Review of Pay Request #1 – 2018 Utility Improvements Project.

Brian W. Kober reviewed pay request #1 for the 2018 Utility Improvement Project. Restoration and paving of each project areas need to be completed.

Motion by Tr. Olson, second by Linda Granec to recommend approval of Pay Request #1 from Vinton Construction Company for 2018 Utility Improvements Project in the amount not to exceed of \$189,763.64.

Vote: 7 ayes, 0 nays. Motion carried.

7. Review of construction cost for new Street/Water Department Building and future projects.

Brian W. Kober thanked the Board members that took the time before the meeting to tour the new Street/Water Department Building. Discussion continued on future projects and time frame for completion. Tr. Olson requested the outstanding cost of capital projects for the June Budget & Finance meeting.

Motion by Tr. Olson, second by Tr. Lippold to recommend future major projects should be reviewed by the Board before proceeding.

Vote: 7 ayes, 0 nays. Motion carried.

8. Discussion on STH 60 Path Project from Coffeerville to Eagle Drive.

The item was referred from February 2018 meeting. Brian Kober reviewed with the Board the STH 60 Path Project from Coffeerville to Eagle Drive. The project has received a DNR grant in the amount of \$45,000.00 which had a construction timeline of design in 2017 and construct in 2018. The Village has received two Engineering Design proposals, and a recommendation is to use Key Engineering for the design at a cost of \$38,610.00.

Motion by Tr. Olson, second by Tr. Lippold to recommend approval of the quote from Key Engineering Group, LTD for the amount of \$38,610.00 to design the STH 60 Path from Coffeerville to Eagle Drive..

Vote: 7 ayes, 0 nays. Motion carried.

9. Director of Public Works report.

Brian Kober gave the report.

Motion by Brian Heckendorf, second by Linda Granec to place the Director of Public Works report on file.

Vote: 7 ayes, 0 nays. Motion carried.

12. Citizens/Village Staff to Address the Board.

Roy Glock W195 N17307 English Oaks Drive spoke about the preliminary assessment for the final lift of asphalt project. He feels the Developer of the subdivision should be responsible for the final lift and the Village should take legal action.

Tr. Kurtz spoke on concerns of how Jackson Park looks.

Brian Voelzke N160 W19415 Stonehedge Drive spoke on the Stonehedge Dr Storm Sewer Project.

13. Adjourn.

Motion by Tr. Lippold, second by Tr. Malcolm to adjourn.

Vote: 7 ayes, 0 nays. Meeting was adjourned at 8:12 p.m.

Respectfully submitted by: Brian W. Kober, P.E., Director of Public Works/Village Engineer

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