

APPROVED MINUTES
Village Board Meeting
Tuesday, June 8, 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: Police Lieutenant Todd Fristed, Building Inspector Collin Johnson, Administrator Jen Keller, Director of Public Works Brian Kober, Fire Chief Aaron Swaney, Parks & Recreation Director Kelly Valentino, Administrative Assistant Tiffany Washburn and Clerk Jilline Dobratz.

Also Present: Cory Scheidler, Kristopher Dressler and Laurie Zandra of Cedar Corp.

2. Pledge of Allegiance

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

Pres. Schwab asked permission of the Board to take a brief recess under item #14, first item under Plan Commission to sign the Certified Survey Map for Mr. Heckendorf if it passes. The Board had no objections.

3. Any Village Citizen Comment on an Agenda Item

Don Olson, W210 N16481 Dundee Court, emailed comments on agenda item #13 regarding the bids for furniture, audio video system and phones, which were read by Pres. Schwab.

4. Committee Member Appointment and Administration of Oath of Office – Plan Commission

Motion by Pres. Schwab, second by Tr. Emmrich to nominate Sarah Mleziva to serve on the Plan Commission with a term to end in 2022. The Oath of Office will take place at a later date.

Vote: 7 ayes, 0 nays. Motion carried.

5. Public Hearing – Resolution #21-09 – Final Assessment for Hunters Road and Chateau Drive 2020 Project

Pres. Schwab opened the Public Hearing.

Joshua Brockman, N170W20128 Hunters Road, questioned the topsoil for lawns, as his contains rocks, which is unacceptable. He shouldn't have to pick out rocks that could cause damage and then have to pay for repairs.

Peter Zimmerman, N170W20010 Hunters Road, inquired what was in the specs for topsoil. Decent topsoil is not what was received.

Pres. Schwab closed the Public Hearing.

Motion by Pres. Schwab, second by Tr. Kruepke to approve Resolution #21-09 – Final Assessment for Hunters Road and Chateau Drive 2020 Project.

Director Kober explained the project and \$23,000.00 is being retained. If the Board decides on reimbursement, reseeding would come out of the portion being held and not out special assessments. The project has not been closed out. The Village could hire a professional

landscaper and end the project with Wondra. Tr. Heckendorf clarified the special assessment is for sidewalk and storm lateral.

Vote: 6 ayes, 1 nays (Tr. Emmrich). Motion carried.

6. Public Hearing – Conditional Use Permit – Anthony Jones – N168W20069 Main Street, #1 – Auto Thirst LLC. – Pre-Owned Car Sales Establishment

Pres. Schwab opened the public hearing.

Mark Flitsch, owner of the property, who resides at 4059 Mary Lane in Cedarburg, commented on a provision of the Conditional Use Permit stating no cars can be on the lot. The way it's worded, none of the other tenants can leave a car overnight on the lot. He would like it clear that it only pertains to Auto Thirst.

Pres. Schwab closed the public hearing.

Motion by Pres. Schwab, second by Tr. Emmrich to approve Conditional Use Permit – Anthony Jones – N168W20069 Main Street, #1 – Auto Thirst LLC. – Pre-Owned Car Sales Establishment per Plan Commission comments with the exception of item #3 Vehicles for sale shall be stored within the building at all times, except when actively being shown to a potential customer.

Vote: 7 ayes, 0 nays. Motion carried.

7. Public Hearing – Conditional Use Permit – Design 2 Construct – Houseware Distributors Inc – Northeast Corner of Caymus Court & Hwy P Business Development

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

Motion by Pres. Schwab, second by Tr. Kruepke to approve Conditional Use Permit – Design 2 Construct – Houseware Distributors Inc – Northeast Corner of Caymus Court & Hwy P Business Development per Plan Commission draft minutes.

Vote: 7 ayes, 0 nays. Motion carried.

8. Public Hearing – Rezoning – Rod & Chantel Massie – A Petition to Rezone Property Located at N160W19220 Sherman Road, Parcel V3_020600A

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

Motion by Pres. Schwab, second by Tr. Wells to approve Rezoning – Rod & Chantel Massie – A Petition to Rezone Property Located at N160W19220 Sherman Road, Parcel V3_020600A per Plan Commission draft minutes.

Vote: 7 ayes, 0 nays. Motion carried.

9. 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

Motion by Pres. Schwab, second by Tr. Emmrich to introduce 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.

Vote: 7 ayes, 0 nays. Motion carried.

10. Approval of Minutes for the Village Board Meeting of May 11, 2021.

Motion by Tr. Emmrich, second by Tr. Heckendorf to approve the Village Board Minutes of May 11, 2021.

Vote: 7 ayes, 0 nays. Motion carried.

11. **Approval of Licenses**

- Entertainment License:

- Jackson Park & Rec – Culpepper & Merriweather Circus 8/29/21 & 8/27/21

- Liquor Licenses:

Class "B" Fermented Malt Beverages & "Class B" Intoxicating Liquors:

Jon Zandi, DBA Jackson Pub LLC, N168W20594 Main St; Agent: Jon Zandi, 3207 Division Rd, Jackson WI 53037

KHD LTD, DBA Jimmy's Restaurant & Bar, N168W21212 Main St; Agent: Angela Koutsios, N110W16867 Ashbury Cir #2, Germantown WI 53022

Martha E Nimkie, DBA Latest Edition Saloon, N168W20788 Main St; Agent: Martha Nimkie, N168W20788 Main St, Jackson WI 53037

Barbara Holtz, DBA Pizza Station, N168W22224 Main St Ste D; Agent: Tim Holtz, 1201 W Decorah Rd, West Bend WI 53095

Class "A" Fermented Malt Beverages & "Class A" Intoxicating Liquors:

Fox Bros. Piggly Wiggly Inc, W194N16774 Eagle Dr; Agent: Michael S. Olwig, W209N11247 Schiller Dr, Germantown WI 53022

K & A Petroleum LLC, DBA East Side Mart, N168W19490 Main St; Agent: Kurt Kruepke, W205N17226 Colonial Ln Jackson, WI 53037

K & A Petroleum LLC, DBA Main Street Mart, N168W22224 Main St; Agent: Kurt Kruepke, W205N17226 Colonial Ln Jackson, WI 53037

J & M LTD, DBA The Village Mart, W213N16770 Glen Brooke Dr; Agent: John H Kruepke, N166W21060 Parkway Dr Jackson, WI 53037

Walgreen Co, DBA Walgreens #11676, N168W21330 Main St; Agent: Michael Rodenkirch, 5205 Peaceful Hills Rd, Hartford WI 53027

- Operators Licenses (2020-2021):

- Walgreens #11676: Tiffany Duncan

- Operators Licenses (2021-2022):

- East Side Mart, Main Street Mart & The Village Mart: James Becker, Kayla Costa, Melissa Dickmann, Victor Fraley, Hans Frey, Laura Gartmann, McKell Grant, Jessica Gyuro, Amanda Howell, Jessica Jawson, David Koehn, Shannon Kreutzer, Bryon Larsh, Toriano McAfee, Julie Scheffler, Keri Schmidt, Tamika Smith, Adam Sojak, Lori Swetters, Jessica Thoma
- Fox Bros. Piggly Wiggly: Tracy Chappie, Jordan Gauger, John Kugler, Ronald Limbach, Collin Mayer, Justin McGeshick, Daniel Romero
- Jackson Parks & Rec: Renee Fisher, Angela Jeske, Jessica Loomans, Adam Seeger, Kelly Valentino, Debra Zeinert

- Jackson Pub: Geno Balistreri, Debra Egerer, Susan Hoppe, Samantha Koenig, Lisa LaPine, Michelle Meyer, Jennifer Miller, Christine Sauer
- Jimmy's Restaurant & Bar: Bridget Baehring, Bonnie Ford, Nichole Kassner, Brittany Sturtz, Pamela Wolf
- Latest Edition Saloon: Nichole Buth, Erika Fahney, Cathleen Frank, Dennis Nimkie, Amanda Van Abel
- Pizza Station: Amber Doede, Amber Wallace
- Walgreens #11676: Amy Bruch, Joan Christian, Kristin Clark, Tiffany Duncan, Kathleen Eggleston, Madelyn Erdmann, Robin Hennes, David Klein, Nancy Lingl, Michael Lopez, Deborah Martin, Chase McCann, Renata Oswald, Timothy Schultz, Mark Seip, Pamela Springer, Rachel Uhren
- Hotel/Motel Licenses:
 - AMA Hospitality, Inc./Comfort Inn & Suites
 - Jackson Main Street Motel
- Tattoo/Piercing Establishment License (2021-2022): Desire to Inspire Salon LLC
- Tattoo/Piercing Operator (2021-2022): Sara Dornbrook

Motion by Tr. Heckendorf, second by Tr. Emmrich approve the licenses as presented.
Vote: 6 ayes, 0 nays, 1 abstain (Tr. Kruepke). Motion carried.

12. Village Municipal Complex – Update – Cedar Corp

Cory Scheidler from Cedar Corp. presented a power point and gave an update of the construction schedule, approximately 14 weeks are remaining with 75% of the building being completed.

13. Budget & Finance Committee

- Pay Request #14 – Municipal Complex Building
Motion by Pres. Schwab, second by Tr. Wells to approve Pay Request #14– Municipal Complex Building in the amount of \$327,016.21.
Vote: 7 ayes, 0 nays. Motion carried.
- Review of Bids for Furniture – Municipal Complex Building
Motion by Pres. Schwab, second by Tr. Wells to approve BSI proposal for Furniture – Municipal Complex Building in the amount of \$263,377.57.
Tr. Engelhardt spoke on purchasing for the entire building instead of the current need. Discussion ensued on purchasing furniture for future growth rooms.
Vote: 7 ayes, 0 nays. Motion carried.
- Review of Bids for Audio Video System – Municipal Complex Building
Motion by Pres. Schwab, second by Tr. Wells to accept the proposal from AVI Systems, Inc. for Audio Video System – Municipal Complex Building in the amount of \$194,103.83.
Kristopher Dressler of Cedar Corp. clarified the number of AV monitors and the purposes of them. Discussion ensued on audio video systems. Tr. Emmrich inquired on a monitor in Village Hall for administrative staff to view for additional security.
Motion withdrawn by Pres. Schwab, second by Tr. Wells to withdraw.

Motion by Tr. Emmrich, second by Tr. Kruepke to accept the bid from AVI Systems, Inc. for Audio Video System – Municipal Complex Building with the amendment of two monitors removed from the lobby area, one is to be removed entirely and one monitor placed alternatively in the Village Hall office.

Vote: 7 ayes, 0 nays. Motion carried.

- Review of Bids for Security Camera System – Municipal Complex Building
Review of Bid for Security Camera System – Municipal Complex Building was combined with Review of Bids for Door Access System, see below.
- Review of Bids for Door Access System – Municipal Complex Building
Motion by Pres. Schwab, second by Tr. Kruepke to approve the combination proposal from Pros 4 Technology for Security Camera System and Door Access System – Municipal Complex Building for the total amount of \$105,388.13.
Vote: 7 ayes, 0 nays. Motion carried.
- Purchasing Considerations for Appliances – Municipal Complex Building
Motion by Pres. Schwab, second by Tr. Heckendorf to approve Purchasing Considerations for Appliances – Municipal Complex Building in an amount not to exceed \$41,000.00 and staff be instructed to work for the best possible deal within that amount.
Vote: 7 ayes, 0 nays. Motion carried.
- Review of RFP for New Phone System for Village of Jackson Buildings
Motion by Tr. Heckendorf, second by Tr. Kruepke to approve the proposal from TSR Solutions for New Phone System for Village of Jackson Buildings in an amount not to exceed \$52,084.00.
Vote: 7 ayes, 0 nays. Motion carried.

Cory Scheidler from Cedar Corp. continued the Municipal Complex Update and gave a breakdown of budgeted items with estimated costs. The total amount left to date for the Board's discretion is \$317,456.00. 96.8% of the budget has been spent. Pres. Schwab moved to accept Village Municipal Complex – Update – Cedar Corp. as presented, including the additional budgeted items.

- Review of Bids for Coffee Connection Trail Project
Motion by Pres. Schwab, second by Tr. Matter to approve the bid for Coffee Connection Trail Project from Poblocki Paving Corporation in the amount of \$288,651.08.
Director Kober reported funding is a TIF expense and special assessments.
Vote: 7 ayes, 0 nays. Motion carried.
- Review of Bids for 2021 Willow Ridge Reconstruction Project
Motion by Pres. Schwab, second by Tr. Wells to approve the bid for 2021 Willow Ridge Construction Project from Soper Sewer & Water LLC in an amount not to exceed \$788,832.75.
Vote: 7 ayes, 0 nays. Motion carried.

14. Plan Commission

- Extra Territorial Plat/Certified Survey Map – Heckendorf Farms LLC – 2039 Sherman Road
Motion by Pres. Schwab, second by Tr. Kruepke to not take exception to Extra Territorial Plat/Certified Survey Map – Heckendorf Farms LLC – 2039 Sherman Road.
Vote: 6 ayes, 0 nays, 1 abstain (Tr. Heckendorf). Motion carried.

Pres. Schwab requested a recess to sign documents. Reconvened at 9:14 p.m.

- Extra Territorial Zoning – Lilly Acres – Resolution #21-13
Motion by Pres. Schwab, second by Tr. Kruepke to approve Resolution #21-13 waiving at this time input on Extra Territorial Zoning – Lilly Acres.
Vote: 7 ayes, 0 nays. Motion carried.
- Certified Survey Map – Design 2 Construct – Houseware Distributors Inc. – Northeast Corner of Caymus Court & Hwy P – Business Development
Motion by Pres. Schwab, second by Tr. Emmrich to approve Certified Survey Map – Design 2 Construct – Houseware Distributors Inc. – Northeast Corner of Caymus Court & Hwy P – Business Development per Plan Commission draft minutes.
Vote: 7 ayes, 0 nays. Motion carried.

15. Board of Public Works

- Review of MOU with WisDOT for Ridgeway Drive and STH 60
Director Kober provided background information.
Motion by Tr. Heckendorf, second by Tr. Engelhardt to approve the Memorandum of Understanding with WisDOT for Ridgeway Drive and STH 60.
Vote: 7 ayes, 0 nays. Motion carried.
- Resolution #21-14 Accepting Sewer and Water Utility Morning Meadows Phase I
Motion by Tr. Heckendorf, second by Tr. Kruepke to approve Resolution #21-14 Accepting Sewer and Water Utility Morning Meadows Phase I.
Vote: 7 ayes, 0 nays. Motion carried.
- Accept and Advertise the 2020 Jackson Water Utility Consumer Confidence Report
Motion by Tr. Kruepke, second by Tr. Wells to Accept and Advertise the 2020 Jackson Water Utility Consumer Confidence Report.
Vote: 7 ayes, 0 nays. Motion carried.

16. Request for Letter of Credit Reduction – Morning Meadows Phase II

Motion by Tr. Heckendorf, second by Tr. Emmrich to approve the Request for Letter of Credit Reduction – Morning Meadows Phase II of \$300,369.91.

Vote: 7 ayes, 0 nays. Motion carried.

17. Joint Parks & Recreation

No Recommendations.

18. West Bend School District Report

Tr. Wells reported the school year ended with masks being optional. Paving at Jackson Elementary will be on June 16th and June 17th.

19. Washington County Board Report

Supervisor Bishop was present and furnished the monthly report. County Hwy W extension will be sent back for reengineering to be brought forward again. Use of the shared ride taxi and the commuter bus to Milwaukee is being monitored. Shared ride taxi ridership is doing well. Commuter bus ridership has been decreasing.

20. Greater Jackson Business Alliance Report

Tr. Matter stated Action in Jackson is this weekend. Volunteers from area businesses and the community have fully staffed all the shifts for the food stand. The Alliance scholarship is open until June 15, 2021. The application is available on their website.

21. Department Reports

Fire Chief Swaney commented that JFD has been very busy lately with back to back calls but they have been able to handle it during the day. Kudos to the paid on call members for supporting the department.

Clerk Dobratz stated the Chicken Ordinance and Application are now both online. Annual licenses for the new year begin on July 1st.

Police Lieutenant Fristed announced they are working on National Night Out and are accepting donations.

Building Inspector Johnson reported 400 permits have been issued to date. The count is up 65% over the prior four year average; they are busy.

Parks & Recreation Director Valentino gave information regarding Action in Jackson. She thanked the volunteers, sponsors John and Marian Kruepke for the fireworks, and Jackson Auto for sponsoring the Car Show. The following week is the Beer Garden on Thursday, Friday and Saturday.

Director Kober stated the fiber connection to all the public buildings is beginning. Cedar Corp. will be making a presentation in August regarding the future of the current Village Hall site. Main Street will be resurfaced in 2024.

Administrator Keller provided a progress update. The Municipal Complex Open House is tentatively set for Tuesday, October 5th. The Village will keep using the PO Box. Future budgeting process timeline was explained. The audit report is pending review and acceptance in July. The goal is to have an approved Budget by December.

22. Citizens to Address the Village Board

Greg Hooyman, N163W19760 Songbird Circle, thanked everyone who sits on the Board. He made comments regarding the Municipal Complex agenda items and a Police Department complaint.

23. Future Agenda Items

None.

24. Discussion of Maplewood Farms Subdivision

Administrator Keller gave background information. A letter of credit, which is tied to the approved Developers Agreement from 2019, has matured and has been granted an extension. Kevin Dittmar from Dittmar Realty, Inc. was present and gave history on the project. The western part of the subdivision is undevelopable, as the soil is too wet. The property has been restored to its original condition.

25. 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.

Motion by Pres. Schwab, second by Tr. Wells to convene into closed session at 10:15 p.m. to include the Village Board, Village Administrator, Village Engineer, Village Building Inspector 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 draw on letter of credit for Maplewood Farms.

Motion by Tr. Emmrich, second by Tr. Wells to reconvene into open session at 10:42 p.m.

Vote: 7 ayes, 0 nays. Motion carried.

26. Adjourn

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

Vote: 7 ayes, 0 nays. Meeting was adjourned at 10:42 p.m.

Respectfully submitted:

Jilline Dobratz, *CMC/WCMC*
Village Clerk