

**APPROVED MINUTES**  
**Village Board Meeting**  
**Tuesday, May 11, 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 Engelhardt, Heckendorf, Kruepke, Matter, and Wells.

Members Excused: Trustee Brian Emmrich.

Staff Present: Building Inspector Collin Johnson, Administrator Jen Keller, Police Chief Ryan Vossekuil, and Administrative Assistant Tiffany Washburn.

Also Present: Erin Dove/West Bend School Board, Tim Schwecke/Civi Tek Consulting, LLC, and Cory Scheidler/Cedar Corporation.

**2. Pledge of Allegiance**

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

Pres. Schwab asked permission of the Board to move Item #15 to after Item #3. The Board had no objections.

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

None.

**15. West Bend School District (WBSD) Report**

- Tr. Wells began by thanking educators. As a substitute teacher and frequent volunteer in the classroom, she acknowledges that it is not an easy job. The Jackson Elementary library remodel and parking lot maintenance is scheduled for summer 2021. Details were provided regarding the summer 2021 meal pickup schedule for WBSD students, which begins on June 7 and continues weekly through August 23.
- West Bend School Board member, Erin Dove, relayed a recent update as provided by Superintendent Wimmer. Four WBSD educators were honored with Rolfs Educational Foundation Awards, which included a special education teacher at Jackson Elementary School. Six WBSD staff members were honored with Support Employee of the Year Awards. An update was provided regarding the most recent COVID-19 quarantine and face covering requirements. Lastly, the recent annual Scholarship Awards event at West Bend High School awarded over \$830,000 to 142 seniors.

**4. Resolution #21-11 – Appreciation of Service to Don Olson**

Pres. Schwab read Resolution #21-11 – Appreciation of Service to Don Olson.

Motion by Pres. Schwab, second by Tr. Kruepke to introduce Resolution #21-11 – Appreciation of Service to Don Olson.

Vote: 6 ayes, 0 nays. Motion carried.

**5. Resolution #21-12 – Appreciation of Service to Jack Lippold**

Pres. Schwab read Resolution #21-12 – Appreciation of Service to Jack Lippold.

Motion by Pres. Schwab, second by Tr. Wells to introduce Resolution #21-12 – Appreciation of Service to Jack Lippold.

Vote: 6 ayes, 0 nays. Motion carried.

**6. Ordinance #21-02 – Amending Code of Ordinances Regarding the Sale, Possession, and Use of Fireworks**

Administrator Keller and Police Chief Vossekuil explained the amendment and the extensive research conducted by Chief Vossekuil. Staff does not believe it is in best interest of the Village to be the only municipality in Washington County to sell fireworks. Discussion followed.

Motion by Tr. Heckendorf, second by Tr. Wells to introduce Ordinance #21-02 – Amending Code of Ordinances Regarding the Sale, Possession, and Use of Fireworks.

Vote: 6 ayes, 0 nays. Motion carried.

Motion by Pres. Schwab, second by Tr. Engelhardt to suspend the rules and allow the second reading with approval of Ordinance #21-02.

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

Motion by Pres. Schwab, second by Tr. Heckendorf approve Ordinance #21-02 – Amending Code of Ordinances Regarding the Sale, Possession, and Use of Fireworks.

Vote: 6 ayes, 0 nays. Motion carried.

**7. Ordinance #21-03 – Amending Code of Ordinance Regarding Firearms**

Police Chief Vossekuil explained the amendment is necessary in order to align the Village Ordinance with Wisconsin State Statute.

Motion by Pres. Schwab, second by Tr. Heckendorf to introduce Ordinance #21-03 – Amending Code of Ordinance Regarding Firearms.

Vote: 6 ayes, 0 nays. Motion carried.

Motion by Pres. Schwab, second by Tr. Wells to suspend the rules and allow the second reading with approval of Ordinance #21-03.

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

Motion by Tr. Heckendorf, second by Tr. Kruepke to approve Ordinance #21-03 – Amending Code of Ordinance Regarding Firearms.

Vote: 6 ayes, 0 nays. Motion carried.

**8. Approval of Minutes for the Village Board Meeting of April 13, 2021 and Special Village Board Meeting of April 20, 2021.**

Motion by Tr. Wells, second by Tr. Heckendorf to approve the Village Board Minutes of April 13, 2021 and Special Village Board Minutes of April 20, 2021 as presented.

Vote: 6 ayes, 0 nays. Motion carried.

**9. Approval of Licenses**

- Operator's Licenses:

- O East Side Mart, Main Street Mart & The Village Mart: Taeja Kennedy, David Koehn

- O Walgreens #11676: Robin Hennes, Michael Lopez

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

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

## **10. Budget & Finance Committee**

- Contract for Planning and Zoning Consultant Service  
Motion by Pres. Schwab, second by Tr. Wells to approve engaging services of Civi Tek Consulting LLC at a current rate of \$85.00 per hour.  
Administrator Keller provided a brief overview of the expected benefits and services available through Tim Schwecke of Civi Tek Consulting LLC.  
Vote: 6 ayes, 0 nays. Motion carried.
- Change Order #7 – Municipal Complex Building  
Motion by Tr. Heckendorf, second by Tr. Wells to approve Change Ordering #7 - Municipal Complex Building in the amount of \$23,689.07.  
Vote: 6 ayes, 0 nays. Motion carried.
- Pay Request #13 – Municipal Complex Building  
Motion by Tr. Matter, second by Tr. Wells to approve Pay Request #13– Municipal Complex Building in the amount of \$561,526.53.  
Vote: 6 ayes, 0 nays. Motion carried.
- Change Order #2 – Chateau Dr & Hickory Ln Reconstruction Project  
Motion by Tr. Wells, second by Tr. Heckendorf to approve Change Order #2 – Chateau Dr & Hickory Ln Reconstruction Project in the amount \$13,378.57.  
Vote: 6 ayes, 0 nays. Motion carried.
- Pay Request #4 – Chateau Dr & Hickory Ln Reconstruction Project  
Motion by Tr. Wells, second by Tr. Kruepke to approve Pay Request #4 – Chateau Dr & Hickory Ln Reconstruction Project in the amount of \$42,228.18.  
Vote: 6 ayes, 0 nays. Motion carried.
- Review of Quotes for Well #4 Inspection  
Motion by Pres. Schwab, second by Tr. Wells to approve the proposal from Water Well Solutions for Well #4 Inspection in the amount of \$16,850.00.  
Vote: 6 ayes, 0 nays. Motion carried.
- Resolution #21-10 Intent to Exercise Assessment Police Powers – Willow Ridge Drive  
Motion by Tr. Heckendorf, second by Tr. Wells to introduce Resolution #21-10 Intent to Exercise Assessment Police Powers – Willow Ridge Drive.  
Vote: 6 ayes, 0 nays. Motion carried.

## **11. Plan Commission**

- Developers Agreement – Amended – Laurel Springs Addition #1  
Motion by Pres. Schwab, second by Tr. Kruepke to approve the amendment to the Laurel Springs Addition #1 Developers Agreement.  
Vote: 6 ayes, 0 nays. Motion carried.
- Chicken Ordinance & License Application  
Ordinance #21-01 Amending Village of Jackson Animals Ordinance for keeping and licensing of Chickens (2<sup>nd</sup> Reading).

Motion by Pres. Schwab, second by Tr. Heckendorf to adopt Ordinance #21-01 Amending Village of Jackson Animals Ordinance for keeping and licensing of Chickens.

Vote: 6 ayes, 0 nays. Motion carried.

Discussion followed regarding the application, requirements and enforcement of Ordinance #21-01; Building Inspector Collin Johnson was recognized as also being the Village's Code Enforcement Officer.

Motion by Tr. Heckendorf, second by Tr. Wells to accept the application form for Ordinance #21-01 Amending Village of Jackson Animals Ordinance for keeping and licensing of Chickens.

Vote: 6 ayes, 0 nays. Motion carried.

## **12. Board of Public Works**

- Utility Exemption Request – Rod & Chantel Massie – N160W19270 Sherman Rd–Lot 2  
Motion by Tr. Heckendorf, second by Tr. Wells to approve the Utility Exemption Request – Rod & Chantel Massie – N160W19270 Sherman Rd–Lot 2.

Vote: 6 ayes, 0 nays. Motion carried.

## **13. Joint Parks & Recreation**

No Recommendations

## **14. Village Municipal Complex – Update – Cedar Corp**

Cory Scheidler from Cedar Corporation presented a progress update, which included a construction budget summary, updated pictures, and upcoming schedule.

## **16. Washington County Board Report**

Supervisor Hartwig was unable to attend; Administrator Keller will forward the update provided by Supervisor Hartwig via email to the Board members.

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

Tr. Matter stated the bi-monthly membership meeting is next week. Volunteers for the Action in Jackson event are being accepted and scheduled. Scholarship applications from graduating high school seniors are being accepted through June 15, 2021.

## **18. Department Reports**

Police Chief Vossekuil advised that the planning and fundraising for the joint fitness room at the Municipal Complex is underway. Saturday, May 15<sup>th</sup> will be a Car Wash/Brat Fry fundraiser at the Jackson Fire Department. Also, information regarding an ongoing pizza fundraiser is available on the Facebook pages for Jackson Police and Jackson Fire.

Building Inspector Johnson mentioned that his department continues to be busy, despite the rising lumber costs. Steady building and buying is good for the community.

Administrator Keller provided a progress update regarding Phase One of the Morning Meadows subdivision. The Board of Public Works May 2021 meeting has been rescheduled to Tuesday, June 1, 2021 at 7:00 p.m. for the purpose of meeting public bidding requirements. Municipal Complex Fitness Room Fundraiser efforts are underway; a separate

checking account has been established. Municipal Complex planning continues, with more information to come regarding the digital sign and cleaning service.

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

None.

**20. Future Agenda Items**

Tr. Heckendorf would like to discuss the future plans for the current Village building location at N168 W20733 Main St and the TIF #7 located behind the Municipal Complex.

Tr. Engelhardt would like to discuss the plans and schedule of moving into the Municipal Complex. Police Chief Vossekuil stated that an update will be provided to the Board.

**21. Adjourn**

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

Vote: 6 ayes, 0 nays. Meeting was adjourned at 8:23 p.m.

Respectfully submitted:

Tiffany Washburn  
Village Administrative Assistant