

APPROVED MINUTES

Village Board Meeting

Tuesday, May 9, 2023 at 7:30 p.m.

Jackson Municipal Complex

Village Board Room

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 and Wells

Staff Present: Building Inspector Collin Johnson, Administrator Jen Keller, Director of Public Works/Village Engineer Brian Kober, Fire Chief Aaron Swaney, Parks and Recreation Director Kelly Valentino, Police Chief Ryan Vossekuil and Village Clerk Jilline Dobratz

Also Present: Phil Cosson of Ehlers Financial Advisors

2. Pledge of Allegiance

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

3. Public Hearing

a. Discussion of Amending the 2023 General Fund Budget

Pres. Heckendorf opened the Public Hearing. No comments were made. Pres. Heckendorf closed the public hearing.

4. Village Citizen Comment on an Agenda Item

No comments were made.

5. Consent Agenda

a. Approval of Minutes for the Village Board of Meeting of April 11, 2023

b. 2023-2024 Weights and Measures Inspection Memorandum of Agreement – WADTCP

c. License Agreement to Farm Public Land, 1st Amendment – Robert Loduha

d. Jackson Water Utility 2022 Consumer Confidence Report

e. Memorandum of Agreement, 1st Amendment – Washington County Next Generation Housing Fund

f. Resolution #23-09 – Amendment to the Village Comprehensive Plan definition of Medium-Density Residential

Motion by Pres. Heckendorf, second by Tr. Engelhardt to approve minutes for the Village Board meeting of April 11, 2023, acceptance of the 2023-2024 Weights and Measures Inspection Memorandum of Agreement for WADTCP, approval of the License Agreement to Farm Public Land, 1st Amendment for Robert Loduha, Acceptance of the Jackson Water Utility 2022 Consumer Confidence Report, approval of the Memorandum of Agreement, 1st Amendment for the Washington County Next Generation Housing Fund, and adoption of Resolution #23-09 to Amend the Village Comprehensive Plan definition of Medium-Density Residential.

Vote: 6 ayes, 0 nays. Motion carried.

6. Resolution #23-11 – Adoption of Amended 2023 General Fund Budget

Motion by Pres. Heckendorf, second by Tr. Emmrich, to approve Resolution #23-11, Adoption of Amended 2023 General Fund Budget.

Vote: 6 ayes, 0 nays. Motion carried.

7. Resolution #23-12 – Honoring Mike Schwab for his Service to the Village

Motion by Pres. Heckendorf, second by Tr. Wells, to approve Resolution #23-12, Honoring Mike Schwab for his Service to the Village.

Vote: 6 ayes, 0 nays. Motion carried.

8. Applications for New Operator's Licenses

a. East Side Mart, Main Street Mart & The Village Mart: Alyssa Kincanon, Kristina Nehring, Paige Ziegler

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

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

9. Selection of Process to Fill Vacant Seat of a Village Trustee to Serve the Remainder of the Term until April of 2024

President Heckendorf stated the agenda item would be acted upon in two segments with the first action needing to determine whether the seat will remain vacant, be filled by way of Village Board appointment, or to be filled by way of special election. It was then stated, should the Board choose to fill the vacant seat, then a second motion would need to be made directing staff to manage the process to either notice the vacancy and accept applications or notice a special election and prepare for such a process.

Decision to Fill the Seat or Remain Open:

Motion by Pres. Heckendorf, second by Tr. Emmrich, to Appoint the Seat of a Village Trustee to Serve the Remainder of the Term until April of 2024.

Vote: 6 ayes, 0 nays. Motion carried.

Discussion ensued as to if there is a standard in the Village Code or could an Ordinance be submitted. Current policy states the Village Board is to decide how to move forward, appointment through application or election by board or to have a special election where residents decide. It was further clarified that should a special election take place, the Village would be responsible for the cost to administer the election and it was possible that there may be a requirement for a primary election as well depending on the number of individuals that would file candidacy forms. Lastly, it was stated the county would decide election date(s)

Direction to Staff to Notice Vacancy:

Motion by Pres. Heckendorf, second by Tr. Kruepke, to direct staff to advertise the vacant position to current appointed officials on committees, commissions and boards requesting anyone interested in applying submit a resume and letter of interest between May 10, 2023 until close of business on May 24, 2023 to the Village Clerk boards; and the Village Board shall review the applications and make an appointment at the June Village Board and the new trustee's first meeting would be the July Village Board meeting.

Discussion ensued regarding the condition to only allow currently appointed committee, commission, and board members. Many trustees voiced support for opening the vacancy to any eligible candidate regardless of their current or past involvement on a committee or as a previous elected official.

Vote: 2 ayes, 4 nays (Tr. Engelhardt, Emmrich, Matter, and Wells). Motion failed.

Motion by Tr. Emmrich, second by Tr. Engelhardt, to direct staff to open applications to any eligible village resident with an email sent to currently appointed committee members, with the deadline to apply as May 24, 2023 and with intention for the Village Board to review the applications and make

an appointment to fill the vacancy at the June Village Board meeting and the new trustee's first meeting will be the July Village Board meeting.

Vote: 5 ayes, 1 nay (Pres. Heckendorf). Motion carried.

10. Land Acquisition Authorization and Review of Transportation Plat for a Roundabout to be constructed at Eagle Drive and STH 60 in 2024

Brian Kober provided background information on the progress of the design efforts of the intersection improvement. At present, the project requires the community to approve two transportation plats, to include one plat with sidewalk and one plat without sidewalk. The approval of both enables the Village to pursue both options, with preference for sidewalk to be included.

Motion by Pres. Heckendorf, second by Tr. Wells, to approve the Transportation Plats for a Roundabout to be constructed at Eagle Drive and STH 60 and to authorize Staff to acquire land for an amount not to exceed \$15,000.

Vote: 6 ayes, 0 nays. Motion carried.

11. Proposed Amendment to the Organization Chart – Fire Department

Chief Swaney provided background information including the rationale for a change in the Fire Department Organizational Chart for the purpose of converting the fulltime paramedic/firefighter position intended to be hired in July to work four, 12-hour days to instead work a 48/96 shift schedule. Further discussion ensued regarding gaps in the schedule since the month of January and changes in parttime and paid on call availability changing in the coming months.

Motion by Tr. Emmrich, second by Tr. Wells, to approve the Proposed Amendment to the Organization Chart for Jackson Fire Department.

Vote: 5 ayes, 0 nays, 1 abstention (Tr. Heckendorf). Motion carried.

12. Budget & Finance Committee

a. Letter of Credit Reduction – Morning Meadows Phase II, Home Path Financial

Motion by Tr. Wells, second by Tr. Emmrich, to approve the Request for Letter of Credit Reduction for the Morning Meadows Phase II, Home Path Financial.

Vote: 6 ayes, 0 nays. Motion carried.

b. Resolution #23-10 Providing for the Sale of Approximately \$5,540,000 Water and Sewer System Revenue Bonds, Series 2023B

Phil Cosson of Ehlers Financial Advisors provided background information on the item.

Motion by Pres. Heckendorf, second by Tr. Emmrich to approve Resolution #23-10 Providing for the Sale of Approximately \$5,540,000 Water and Sewer System Revenue Bonds, Series 2023B.

Vote: 6 ayes, 0 nays. Motion carried.

c. Review of Bids – STH 60 Street Lighting Replacement Project

Director Kober provided background information for the item.

Motion by Pres. Heckendorf, second by Tr. Kruepke to approve the contract with WIL-Surge Electric Inc. in the amount of \$378,175.82 for the STH 60 Street Lighting Replacement Project.

Vote: 6 ayes, 0 nays. Motion carried.

Discussion ensued regarding other capital projects that may be on hold until more funding is available next year due to the project exceeding allocations in the current capital projects budget.

d. Pay Request #3 – STH 60 Utility Upgrade Project

Director Kober provided background information for the item.

Motion by Tr. Matter, second by Tr. Engelhardt to approve Pay Request #3 for the STH 60 Utility Upgrade Project to Advance Construction in the amount of \$876,349.64.

e. Jackson Community Center Expansion Study Phase I Review and Phase II Consideration – Zimmerman Architects

Parks and Recreation Director Kelly Valentino and Jack Blume from Zimmerman Architects provided a presentation to the Board including a review of the conceptual designs to renovate a portion of the facility and expand the building to the east and west of the current footprint. Director Valentino provided information to the Board regarding budget items that were deferred maintenance to the facility within the project estimate and a portion of the estimate which could be eligible for assistance from other stakeholders that use the facility and would benefit from specific improvements to fit their current needs. Discussion ensued regarding the Phase I Study and funding for Phase II work to include the creation of bid specifications, bidding the project and reviewing those bids.

Motion by Pres. Heckendorf, second by Tr. Emmrich, to approve the Jackson Community Center Expansion Study Phase I and to return to the Budget and Finance Committee and Village Board with financing options for Phase II in June.

Vote: 6 ayes, 0 nays. Motion carried.

13. Plan Commission

a. Concept Plan – Jackson Townhouse for properties identified as Tax Parcels: V3_019700N, V3_019700U, V3_019700T – James Kupfer

Discussion included that recommendations were made at the Plan Commission meeting for a variation of the color scheme and changes to the parking lot layout. Additional comments made mentioned a need for more consideration to the single access point and condition of the private road off of Eagle Drive serving the site. Clarification was also provided stating the units are planned to be rentals.

No action was taken.

b. Three-Lot Certified Survey Map (CSM) for properties identified as Tax Key: V3_053600C – Village of Jackson

Motion by Pres. Heckendorf, second by Tr. Kruepke, to approve the Three-Lot Certified Survey Map (CSM) for properties identified as Tax Key: V3_053600C for the Village of Jackson.

Vote: 6 ayes, 0 nays. Motion carried.

14. Personnel Committee

a. Employee Handbook Revision – Health Insurance Opt-Out Stipend

Administrator Keller provided background of the item.

Motion by Tr. Emmrich, second by Tr. Engelhardt to authorize to print and distribute a revised copy of the Village Handbook amending section 5.04 Health Insurance to include a Health Insurance Opt-Out Stipend.

Vote: 6 ayes, 0 nays. Motion carried.

15. West Bend School District Report

Tr. Wells reported there are 150 graduating seniors receiving scholarships.

16. Washington County Board Report

No report was provided.

17. Greater Jackson Business Alliance Report

Tr. Matter stated \$1,0000 scholarships will be awarded five graduating high school seniors and the next meeting will be at HDI Wholesale. It was also shared GJBA is hoping to support businesses by offering advertisement and gift cards to support businesses on main street affected by the closure.

18. Mid-Moraine Municipal Association Report

Tr. Wells stated the next meeting will be May 24, 2023 in Newburg with Mr. Stroebel and on June 8th at the Village of Jackson.

19. Citizens to Address the Village Board (cont.)

No comments were made.

20. 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 and discuss performance and continued employment matters involving a specific employee.

Motion by Pres. Heckendorf, second by Tr. Emmrich, to convene into closed session at 9:40 p.m. to include the Village Board and the Village Administrator.

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

21. Reconvene in Open Session with Possible Action Related to the Subject of the Preceding Closed Session

Motion by Pres. Heckendorf, second by Tr. Emmrich to reconvene in open session at 10:27 p.m.

Vote: 6 ayes, 0 nays. Motion carried.

19. Adjourn

Motion by Pres. Heckendorf, second by Tr. Kruepke to adjourn at 10:28 p.m.

Vote: 6 ayes, 0 nays. Meeting was adjourned.

Respectfully submitted:

Jen Keller
Village Administrator