

APPROVED MINUTES
Village Board Meeting
Tuesday, April 13, 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, Heckendorf, Kruepke, Lippold, Olson and Wells.

Staff Present: Building Inspector Collin Johnson, Administrator Jen Keller, DPW Director/Engineer Brian Kober, Fire Chief Swaney Aaron Swaney, Police Chief Ryan Vossekuil, Administrative Assistant Tiffany Washburn and Clerk Jilline Dobratz.

2. Pledge of Allegiance

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

3. Any Village Citizen Comment on an Agenda Item

Lyle Alft, N167 W20899 South Street, spoke on agenda item #11 in support of passing the Chicken Ordinance and addressed previous concerns.

4. Public Hearing – Planned Unit Development – Comfort Inn & Suites – W227 N16890 Tillie Lake Court - Sign

Pres. Schwab opened the Public Hearing. No one spoke. Pres. Schwab closed the Public Hearing.

Motion by Pres. Schwab, second by Tr. Emmrich to approve Planned Unit Development – Comfort Inn & Suites – W227 N16890 Tillie Lake Court – Sign as presented.

Vote: 7 ayes, 0 nays. Motion carried.

Pres. Schwab asked permission of the Board to move Item #14 to position above Item #10. The board had no objections.

5. Public Hearing – Conditional Use Permit – Harjot & Pavier Sangha – 3261 Creekwood Circle – Attached Garage

Pres. Schwab opened the Public Hearing and read the emailed comment from Kevin Dittmar Reality. The comment will be on file with the Clerk. Pres. Schwab closed the Public Hearing.

Motion by Tr. Lippold, second by Pres. Schwab to approve Conditional Use Permit – Harjot & Pavier Sangha – 3261 Creekwood Circle – Attached Garage, the homeowner association rules notwithstanding as it is acceptable with the Village of Jackson.

Building Inspector Johnson suggested making the approval conditional of the footprint or the square footage of the garage not changing.

Motion amended by Tr. Lippold, second by Pres. Schwab to approve Conditional Use Permit – Harjot & Pavier Sangha – 3261 Creekwood Circle – Attached Garage with the condition that the structure not exceed the proposed size.

Vote: 7 ayes, 0 nays. Motion carried.

6. Resolution #21-07 – Proclaiming Arbor Day in the Village of Jackson

Motion by Tr. Emmrich, second by Tr. Heckendorf to approve Resolution #21-07 – Proclaiming Arbor Day in the Village of Jackson.

Vote: 7 ayes, 0 nays. Motion carried.

7. Proposed Improvement of Public Land – American Legion Post 486

Pres. Schwab stated this is a concept plan. The American Legion would like the permission to put up a memorial at the Municipal Complex Building. Susie Weber was present and gave information on the memorial sculpture she designed.

Motion by Pres. Schwab, second by Tr. Lippold to approve the concept Proposed Improvement of Public Land – American Legion Post 486 memorial as described with exact location and other aspects to be approved at a future date.

Vote: 7 ayes, 0 nays. Motion carried.

8. Approval of Minutes for the Village Board Meeting of March 9, 2021

Motion by Tr. Emmrich, second by Tr. Lippold to approve the Village Board Minutes of March 9, 2021 as presented.

Vote: 7 ayes, 0 nays. Motion carried.

9. Approval of Licenses

- Entertainment License:
 - Jackson Pub
- Operators Licenses:
 - East Side Mart, Main Street Mart & The Village Mart: Laura A. Gartmann, Tamika M. Smith, Maria L. Sommer, Amy D. Stahl
 - Walgreens #11676: Nancy Lingl, Chase McCann

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

Vote: 6 ayes, 0 nays, 1 abstain (Tr. Kruepke). Motion carried.

14. Village Municipal Complex – Update – Cedar Corp.

Cory Scheidler, Architect, was present from Cedar Corp. and presented the update and a project budget summary including change order information.

10. Budget & Finance Committee

- TID Audit Services Engagement – Sitzberger and Co., S.C.
Motion by Pres. Schwab, second by Tr. Lippold to approve TID Audit Services Engagement – Sitzberger and Co., S.C. in an amount not to exceed \$10,000.00.
Vote: 7 ayes, 0 nays. Motion carried.
- Pay Request #12 – Municipal Complex Building
Motion by Tr. Lippold, second by Tr. Wells to approve Pay Request #12 – Municipal Complex Building in the amount of \$973,771.72.
Vote: 7 ayes, 0 nays. Motion carried.
- Change Order #6 – Municipal Complex Building
Motion by Pres. Schwab, second by Tr. Kruepke to accept Change Order #6 – Municipal Complex Building in the amount of \$5,897.68.
Line items on the change order were clarified and discussed.
Vote: 7 ayes, 0 nays. Motion carried.
- Work Change Directive #19 – Main Lobby Floor Outlets - Municipal Complex Building

Motion by Tr. Olson, second by Tr. Kruepke to approve Work Change Directive #19 – Main Lobby Floor Outlets - Municipal Complex Building in an amount not to exceed \$2,465.07.

Tr. Emmrich stepped out at 8:26 p.m. and returned at 8:31 p.m.

Vote: 6 ayes, 0 nays. Motion carried.

- Work Change Directive #20 – Air Curtains - Municipal Complex Building
DPW Director/Engineer Kober and Cory Scheidler gave background information.
Motion by Pres. Schwab, second by Tr. Lippold to approve Work Change Directive #20 – Air Curtains - Municipal Complex Building in an amount not to exceed \$5,000 for the voting area at the discretion of the Village Engineer and Village Administrator and hold off on the Fire Department turnout bays for a future date.
Vote: 7 ayes, 0 nays. Motion carried.
- Work Change Directive #21 – Display Cabinet - Municipal Complex Building
DPW Director/Engineer Kober and Administrator Keller gave background information.
Motion by Tr. Kruepke, second by Tr. Emmrich to approve Work Change Directive #20 – Display Cabinet - Municipal Complex Building in the amount of \$11,022.00.
Vote: 7 ayes, 0 nays. Motion carried.
- Change Order #2 – 2020 Road and Utility Project – Wondra Construction
Motion by Pres. Schwab, second by Tr. Kruepke to approve Change Order #2 – 2020 Road and Utility Project – Wondra Construction of a credit in the amount of \$7,426.97.
Vote: 7 ayes, 0 nays. Motion carried.

11. Plan Commission

- Certified Survey Map – Rod & Chantel Massie – N160W19270 Sherman Rd–Lot 1 & 2
 - Request to create a separate 0.696 acre residential lot (future zoning to be Planned Unit Development) from existing 10.573 acre lot to currently zoned agricultural to create Lot 1
Motion by Pres. Schwab, second by Tr. Emmrich grant the request Certified Survey Map – Rod & Chantel Massie – N160 W19270 Sherman Road – Lot 1 & 2 with the following conditions:
 - Agriculture zoning designation shall cease upon any future land division or conveyance of the principal parcel (Lot 2). Lot 2 shall then be rezoned to Planned Unit Development to align with adjacent zoning designations.
 - Owner shall have the requirements set forth herein recorded with the Washington County Register of Deeds as a Deed Restriction within 30-days of approval. Owner shall provide the Village a copy of said Deed Restriction upon full execution of recording.
 - The above requirements shall be applicable to any subsequent owners and/or assigns.
 - The A-1 Agricultural District has no permitted uses, all uses are allowed by conditional use. A Conditional Use Permit process will be required if the property owner would have livestock on the property.
 - No building permits shall be approved for improvements to Proposed Lot 1 until a public hearing is conducted and approvals are granted by both the Plan

Commission and Village Board for a petition to rezone Proposed Lot 1 from A-1 Agricultural District to Planned Unit Development.
Vote: 7 ayes, 0 nays. Motion carried.

- Request to combine two separate tax parcels into one to create Lot 2.
Motion by Pres. Schwab, second by Tr. Emmrich to approve request to combine two separate tax parcels into one to create Lot 2.
Vote: 7 ayes, 0 nays. Motion carried.
- Chicken Ordinance & License Application
 - Ordinance #21-01 Amending Village of Jackson Animals Ordinance for keeping and licensing of Chickens.
Motion by Pres. Schwab, second by Tr. Emmrich to introduce Ordinance #21-01 Amending Village of Jackson Animals Ordinance for keeping and licensing of Chickens.
Staff will draft an application for review at the May meeting.
Vote: 6 ayes, 1 nays (Tr. Lippold). Motion carried.
 - Resolution #21-08 Amending the Village of Jackson Fee Schedule to include Chicken License Fee, Site Plan Review Fee, and Bond Schedule.
Motion by Tr. Emmrich, second by Tr. Olson to approve Resolution #21-08 Amending Village of Jackson Fee Schedule to include Chicken License Fee, Site Plan Review Fee, and Bond Schedule.
Vote: 7 ayes, 0 nays. Motion carried.
Note: This will not go into effect if Ordinance #21-01 is not approved in May.

12. Board of Public Works

- Utility Exemption Request – Rod & Chantel Massie – N160W19270 Sherman Rd–Lot 2
Motion by Pres. Schwab, second by Tr. Emmrich to approve the Utility Exemption Request for water and sewer, extending the previous exemption – Rod & Chantel Massie – N160 W19270 Sherman Road – utilities exemption extension subject to the following conditions:
 1. No further lot divisions or transfer of lot ownership or assigns.
 2. The property owners shall provide proof the septic system passed inspection and obtain a well permit.
 3. In the event the well or septic system fail, or a gravity feed sewer is installed by the Village in the area, connection shall be required.
 4. Staff are directed to draft an agreement including the above conditions for approval at the next Board of Public Works meeting which shall be record with the County Register of Deeds.
Vote: 7 ayes, 0 nays. Motion carried.

13. Joint Parks & Recreation

- No Recommendations

15. West Bend School District Report

None.

16. Washington County Board Report

County Supervisor Robert Hartwig was present and furnished the monthly report. Resolutions for levy caps and opposition of sales tax will be discussed. The sign board will start in May for local charities and organizations.

17. Greater Jackson Business Alliance Report

Tr. Matter stated the May meeting will be a breakfast meeting. Scholarship deadline will be the middle of June, accepting applications now. Action in Jackson planning is underway.

18. Department Reports

Chief Vossekuil commented the drug take back event is April 24th from 9:00 a.m. to Noon.

Chief Swaney received a call from the State Firefighter Memorial. The antique firetruck will go on display from May to September in Wisconsin Rapids. JFD is working with the County to have COVID vaccines at the Community Center. Updates will be on Facebook.

Administrative Assistant Washburn stated she is happy to be part of the team.

Clerk Dobratz provided information on the Spring Election; 25% turnout with 1,349 ballots cast, including 354 absentees and seven (7) election day registration. Awesome job by the Election Inspectors and Chief Inspectors.

DPW Director/Engineer Kober reported the spring clean-up day is April 24 from 9:00 a.m. to Noon. There were 24 items sold on Wisconsin Surplus with revenue just under \$22,000.00.

Administrator Keller welcomed Administrative Assistant Washburn.

Building Inspector Johnson said inspections continue to be busy. May is International Building Safety month.

19. Citizens to Address the Village Board

Tr. Emmrich thanked Tr. Lippold and Tr. Olson for their years of service to the Village. He welcomed Tr. Matter and Tr. Engelhardt to the Board. Pres. Schwab thanked Tr. Lippold and Tr. Olson as well.

20. Future Agenda Items

None.

21. Adjourn

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

Vote: 7 ayes, 0 nays. Meeting was adjourned at 9:13 p.m.

Respectfully submitted:

Jilline Dobratz, *CMC/WCMC*
Village Clerk