

APPROVED MINUTES
Village Board Meeting
Tuesday, April 11, 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 Schwab called the meeting to order at 7:30 p.m.

Members Present: Trustees Emmrich, Engelhardt, Heckendorf, Matter and Wells

Member Excused: Trustee Kruepke

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: Ken Frank of Home Path Financial, Kurt Henning of DFN Properties, LLC, Trisha Smith of Germantown Library, Christian Tscheschlok of Economic Development Washington County (EDWC)

2. Pledge of Allegiance

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

3. Ceremonial Oath of Office – Matt Grevenow – Firefighter/Paramedic

Fire Chief Swaney introduced Firefighter/Paramedic Matt Grevenow. Clerk Dobratz conducted the ceremonial oath of office to Firefighter/Paramedic Matt Grevenow.

4. Village Citizen Comment on an Agenda Item

None.

5. Presentation – Germantown Community Library Annual Report – Trisha Smith, Germantown Library

Trisha Smith gave a presentation on Germantown's library highlights from 2022 and spoke on Washington County libraries in general. Tax dollars fund the libraries. Physical circulation from non-libraries have increased 6.8% from 2021. A mobile book trailer will be in Jackson over the summer months at Hickory Park. The library's strategic plan was reviewed.

6. Presentation – TID 7 Commercial Site Development Plan – Christian Tscheschlok, Economic Development Washington County

Christian Tscheschlok presented the Development Plan for the TID 7 Commercial site and stated the Village is best positioned to retain the role of "master developer" for the site.

Next steps and the timeline of the phases were reviewed.

Motion by Pres. Schwab, second by Tr. Wells, accept the development plan as presented.

Vote: 6 ayes, 0 nays. Motion carried.

7. Ordinance #23-04 – Rezoning Parcel #V3_053600C from Planned Unit Development (PUD) to B-1, Community Business District – Village of Jackson (2nd Reading)

Motion by Pres. Schwab, second by Tr. Emmrich, to approve Ordinance #23-04 to Rezone Parcel V3_053600C from Planned Unit Development (PUD) to B-1, Community Business District and to amend the zoning map accordingly.

Vote: 6 ayes, 0 nays. Motion carried.

8. Ordinance #23-05 – Amending Ordinance Section 48-177 Pertaining to Parking Requirements (2nd Reading)

Motion by Tr. Emmrich, second by Tr. Engelhardt, to approve Ordinance #23-05 Amending Section 48-177 of the Village Code regarding Parking Requirements.

Vote: 6 ayes, 0 nays. Motion carried.

9. Resolution #23-08 – Proclaiming Arbor Day in the Village of Jackson

Motion by Tr. Heckendorf, second by Tr. Emmrich, to approve Resolution #23-08 – Proclaiming Arbor Day in the Village of Jackson.

Vote: 6 ayes, 0 nays. Motion carried.

10. Approval of Minutes for the Village Board Meeting of March 14, 2023

Motion by Tr. Emmrich, second by Tr. Engelhardt, to approve the minutes for the Village Board Meeting of March 14, 2023.

Vote: 6 ayes, 0 nays. Motion carried.

11. Approval of Licenses

- Class B Picnic License:
 - Jackson Festivals, Inc. – Action in Jackson on June 9 – June 10, 2023
- Entertainment License:
 - Jackson Festivals, Inc. – Action in Jackson on June 9 – June 11, 2023
- Operator's Licenses:
 - East Side Mart, Main Street Mart & The Village Mart: Amber Bryant, Jean Budzinski, Joesph Weigl, Monay Thompson

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

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

12. Budget & Finance Committee

• **Review of Proposed 2023 Budget Amendment**

Motion by Pres. Schwab, second by Tr. Heckendorf, to approve staff to publish an amended 2023 budget notice and schedule a public hearing for May 9, 2023.

Vote: 6 ayes, 0 nays. Motion carried.

• **Update to Next Generation Housing TID Analysis**

Motion by Pres. Schwab, second by Tr. Heckendorf, to grant latitude to the staff to adjust lot prices and incentives in such a way for the TID to close by 2040.

Administrator Keller provided information on potential incentives. The total amount of the borrow was clarified.

Vote: 6 ayes, 0 nays. Motion carried.

• **Review of Bids for The Oaks of Jackson Subdivision Road and Utility Installation**

Motion by Pres. Schwab, second by Tr. Heckendorf, to accept the bid in the amount of \$1,955,419.53 with DF Tomasini Contractors, Inc. with alternate number three for

a credit of \$24,000.00 to sell the topsoil from the site and approval of the extension of water and sanitary sewer lines to serve the property.

Vote: 6 ayes, 0 nays. Motion carried.

- **Review of Bids for 2023 Utility and Street Improvements CTH P, Sherman Road and Highland Road**

Motion by Pres. Schwab, second by Tr. Wells, to approve the contract from Vinton Construction Company in the amount of \$2,175,906.55 for 2023 Utility and Street Improvements CTH P, Sherman Road and Highland Road.

Discussion on changes for potential lower costs ensued.

Vote: 6 ayes, 0 nays. Motion carried.

- **Resolution #23-06 Preliminary Intent to Special Assess for Highland Road Improvements**

Motion by Pres. Schwab, second by Tr. Wells, to approve Resolution #23-06

Preliminary Intent to Special Assess for Highland Road Improvements.

The special assessment area was clarified.

Vote: 6 ayes, 0 nays. Motion carried.

- **Resolution #23-07 Preliminary Intent to Special Assess for Sherman Road Sanitary Sewer Installation**

Motion by Tr. Matter, second by Tr. Engelhardt, to approve Resolution #23-07

Preliminary Intent to Special Assess for Sherman Road Sanitary Sewer Installation.

Vote: 6 ayes, 0 nays. Motion carried.

- **Pay Request #2 – STH 60 Utility Upgrade Project**

Motion by Tr. Heckendorf, second by Tr. Wells, to approve Pay Request #2 for STH 60 Utility Upgrade Project to Advance Construction in the amount of \$159,957.53.

Vote: 6 ayes, 0 nays. Motion carried.

13. Plan Commission

- **Concept Plan – Morning Meadows Subdivision, Phase III – Home Path Financial LP**

Ken Frank of Home Path Financial presented the concept plan. Information on the units, price points, property ownership, and proposed lot sizes were explained.

- **Two-Lot Certified Survey Map (CSM) for properties identified as Tax Key: V3_046500E001 and Tax Key: V3_046500E002 – DFN Properties, LLC**

Motion by Tr. Wells, second by Pres. Schwab, to approve the Two-Lot Certified Survey Map (CSM) for properties identified as Tax Key: V3_046500E001 and Tax Key:

V3_046500E002 – DFN Properties, LLC.

Vote: 6 ayes, 0 nays. Motion carried.

- **One-Lot Certified Survey Map (CSM) for properties identified as Tax Key: V3_019700N, V3_019700T, V3_019700U – James Kupfer**

Motion by Tr. Heckendorf, second by Tr. Engelhardt, to approve the One-Lot Certified Survey Map (CSM) for properties identified as Tax Key: V3_019700N, V3_019700T, V3_019700U – James Kupfer.

Vote: 6 ayes, 0 nays. Motion carried.

14. West Bend School District Report

Tr. Wells reported the elected School Board members from last Tuesday's election included Chad Tamez, Kelly Land and Julie Krueger.

15. Washington County Board Report

Pres. Schwab provided an update on the next meeting which will include; Capital Improvement Plan for the next 5 years, a higher education discussion and how to proceed with the Samaritan Home.

16. Greater Jackson Business Alliance Report

Tr. Matter stated the last meeting included Village updates. May's meeting will be a breakfast meeting to discuss business assistance during construction this year and next.

17. Mid-Moraine Municipal Association Report

Tr. Wells stated the next meeting will be in the Board Room April 12th at 7:00 p.m. The topic of the meeting included review of different Fire Department training requirements and the County sales tax initiative.

18. Citizens to Address the Village Board

Sandy Gaeth and Jack Kulwikowski from Coffeerville Company commented on problems with losing eight employees and business dropping 50 to 60 percent during road construction. Village assistance was requested.

Supervisor Robert Hartwig thanked the Administrator Keller and Director Kober for taking time to discuss maintenance of shared Village and Town roads. He wished President Schwab good luck in the future and thanked him for all of his work.

19. Adjourn

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

Vote: 6 ayes, 0 nays. Meeting was adjourned at 8:25 p.m.

Respectfully submitted:

Jilline Dobratz, *MMC/WCPC*
Village Clerk