

APPROVED MINUTES
Village Board Meeting
Tuesday, February 14, 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, 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 Vossekul and Village Clerk Jilline Dobratz

Also Present: Phil Cosson of Ehlers, Deb Sielski of Washington County, Christian Tscheschlok of Economic Development Washington County

2. Pledge of Allegiance

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

3. Ceremonial Oath of Office – Assistant Fire Chief Jim Huyser

Fire Chief Swaney introduced Assistant Fire Chief Huyser. Chief Swaney stated Assistant Fire Chief Huyser has been on the department for 15 years and is well deserving of the promotion.

Clerk Dobratz conducted the ceremonial oath of office to Assistant Fire Chief Huyser.

4. Ceremonial Oaths of Office – Lieutenants Kyle Newberg and Gregg Rathke

Fire Chief Swaney shared Lieutenant Newberg has been on the department for three years. He has progressed organizationally as a truck officer and has progressed educationally.

Clerk Dobratz conducted the ceremonial oath of office to Lieutenant Newberg.

Fire Chief Swaney shared Lieutenant Rathke has been on the department for 10 years. He has been an acting Lieutenant and has been filling this role for many years.

Clerk Dobratz conducted the ceremonial oath of office to Lieutenant Rathke.

5. Village Citizen Comment on an Agenda Item

Gary Pape, W200N16475 Pine Drive, commented on item 11 questioned the need for a Mini Excavator and the cost.

Scot Peret, N167W20930 South Street, spoke on item #11 in support of the Pickleball Courts, the importance of the project and it being a good investment for the Village.

6. Public Hearing – Amending Village Code Chapter 38 Subdivisions, Article III Design Standards for Lots (Ordinance #23-03)

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

Motion by Tr. Heckendorf, second by Tr. Wells, to introduce Ordinance #23-03 Amending Village Code Chapter 38 Subdivisions, Article III Design Standards for Lots.

Vote: 7 ayes, 0 nays. Motion carried.

Motion by Pres. Schwab, second by Tr. Heckendorf to suspend the rules and allow the second reading of Ordinance #23-03.

Roll Call Vote: 7 ayes, 0 nays. Motion carried.

Motion by Pres. Schwab, second by Tr. Heckendorf, to approve Ordinance #23-03 Amending Village Code Chapter 38 Subdivisions, Article III Design Standards for Lots.

Vote: 7 ayes, 0 nays. Motion carried.

7. Ordinance – Establishing R-1 Zoning for Tax Parcel #V3_074900H – Albert and Breanna Sunn (2nd Reading)

Motion by Pres. Schwab, second by Tr. Heckendorf, to approve Ordinance #23-01

Establishing R-1 Zoning for Tax Parcel #V3_074900H for Albert and Breanna Sunn.

Vote: 7 ayes, 0 nays. Motion carried.

8. Ordinance #23-02 – Planned Unit Development – Establishing Zoning District PUD-04 for Tax Parcel #V3_053600B – The Oaks of Jackson – Village of Jackson (2nd Reading)

Motion by Pres. Schwab, second by Tr. Wells, to approve Ordinance #23-02 Establishing Zoning District PUD-04 for Tax Parcel #V3_053600B The Oaks of Jackson.

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

9. Approval of Minutes for the Village Board Meeting of January 10, 2023

Motion by Tr. Heckendorf, second by Tr. Emmrich, to approve the minutes for the Village Board Meeting of January 10, 2023.

Vote: 7 ayes, 0 nays. Motion carried.

10. Approval of Licenses

- Entertainment License:
 - Jackson Parks and Recreation – Kelly A. Valentino
- Operator's Licenses:
 - East Side Mart, Main Street Mart & The Village Mart: Pamela Hildebrandt-Klein, Jesse Hopfer

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.

11. Budget & Finance Committee

- **Acceptance of the Jackson Police Department 2023 Touchpoint/COVID-19 Wellness Grant for the Wisconsin Department of Justice**

Motion by Tr. Heckendorf, second by Tr. Engelhardt to accept the Jackson Police Department 2023 Touchpoint/COVID-19 Wellness Grant from the Wisconsin Department of Justice in the amount of \$12,410.00.

Vote: 7 ayes, 0 nays. Motion carried.

- **State/Municipal Agreement for Construction of a Roundabout – Eagle Drive and Main Street**

- Motion by Tr. Heckendorf, second by Tr. Kruepke, to approve the State/Municipal Agreement for Construction of a Roundabout at Eagle Drive and Main Street in the amount of \$349,194.00.

Vote: 7 ayes, 0 nays. Motion carried.

- **Proposed Allocation of 2023 Municipal Complex Project Fund**

Motion by Pres. Schwab, second by Tr. Matter, to approve the Allocation of 2023 Municipal Complex Project Fund in the amount of \$311,000.00.

Administrator Keller provided information on the list of projects and the priority levels of the items. Tr. Heckendorf asked for clarification of the borrow and the remaining funds. Phil Cosson of Ehlers explained the bond proceeds, over issuances and how municipal bonds can be spent. Tr. Emmrich commented on monies available for body cameras. Chief Vossekuil stated there is a separate matching grant in which the Village's cost is approximately \$9,000 for the body cameras. An application for another grant was applied for in December and are waiting for a response. Discussion ensued on previous project items that were not approved and are not on the list.

Vote: 7 ayes, 0 nays. Motion carried.

- **Pickleball Court Project Bids – Review and Recommendation**

Motion by Tr. Heckendorf, second by Tr. Kruepke, to approve the Pickleball Court Project Bid from Vinton Construction Company in the amount of \$403,206.60.

Vote: 7 ayes, 0 nays. Motion carried.

- **Purchase of Streetlights – STH 60 Streetlight Replacement Project**

Motion by Pres. Schwab, second by Tr. Wells, to approve the Purchase of Streetlights for the STH 60 Streetlight Replacement Project in the amount of \$280,000.00.

Vote: 7 ayes, 0 nays. Motion carried.

- **Jackson Community Center Expansion Bids – Review and Recommendation**

Motion by Pres. Schwab, second by Tr. Engelhardt, to approve Jackson Community Center Expansion Bids to Zimmerman Architectural Studios to complete Phase 1 in the amount of \$26,970.00.

Vote: 7 ayes, 0 nays. Motion carried.

- **Engineering Service – WWTP Phase 1 Upgrade Project – Town & Country**

Motion by Tr. Heckendorf, second by Tr. Wells to approve Engineering Service for WWTP Phase 1 Upgrade Project with Town & Country in the amount of \$405,000.00.

Vote: 7 ayes, 0 nays. Motion carried.

- **Change Order #1 – 2021 Willow Ridge Drive Reconstruction Project**

Motion by Pres. Schwab, second by Tr. Wells to approve Change Order #1 for the 2021 Willow Ridge Drive Reconstruction Project in the amount of \$226.26.

Vote: 7 ayes, 0 nays. Motion carried.

- **Preliminary Assessment for STH 60 Utility Upgrade Project**

Motion by Pres. Schwab, second by Tr. Heckendorf to approve Preliminary Assessments for STH 60 Utility Upgrade Project.

Vote: 7 ayes, 0 nays. Motion carried.

- **Review of New Natural Gas Generator at Public Works Building**
Motion by Tr. Matter, second by Tr. Heckendorf to recommend the Village Board approve the purchase of a Natural Gas Generator for the Public Works Building from JRB Electric, Inc. in an amount not to exceed \$62,400.00.
Vote: 7 ayes, 0 nays. Motion carried.
- **Review of Quotes for Purchase of Mini Excavator**
Motion by Tr. Engelhardt, second by Tr. Matter to approve the quote for purchase of Mini Excavator from Takeuchi TB250-2 in the amount of \$85,800.00.
Vote: 7 ayes, 0 nays. Motion carried.

12. Board of Public Works

- **Authorization for Future Truck Purchase Options**
Motion by Pres. Schwab, second by Tr. Wells, to authorize staff to seek purchasing options for future truck purchases.

Discussion ensued on obtaining additional purchase options, being placed on purchasing lists, and competitive pricing.

Vote: 7 ayes, 0 nays. Motion carried.

13. Parks & Recreation Commission and Board of Public Works

- **Cedar Run Dog Park Project Concept – Review and Recommendation**
Director Valentino gave background information on the concept and stated future funds could be available for the concept plan and engineering.
Motion by Tr. Emmrich, second by Tr. Engelhardt, to approve the Cedar Run Dog Park Project Concept as presented.
Vote: 7 ayes, 0 nays. Motion carried.

14. Next Generation Housing Framework Update

Deb Sielski of Washington County provided an update of the Next Generation Housing framework. An updated Memorandum of Agreement will be forthcoming. The County investment is \$20,000 per owner-occupied housing unit. Home construction minimum quality standards and deed restrictions were reviewed.

15. West Bend School District Report

Tr. Wells stated summer school registration opens on March 6th for grades 8th to 12th and March 13th for grades 4K to 7th.

16. Washington County Board Report

Pres. Schwab stated the anti-crime plan was passed that was presented. It is funded by savings in the budget due to attrition. The Board approved funding of \$500,000 for repairs at Samaritan Health Care Center. The registered sex offender housing item was postponed indefinitely to modify property in the Town of Erin.

17. Greater Jackson Business Alliance Report

Tr. Matter stated scholarship applications are available and the club is seeking input for ways GJBA can help support Village of Jackson projects with funds earned over the last year. The March meeting will review Village project updates.

18. Mid-Moraine Municipal Association Report

Tr. Wells stated the next meeting is on Wednesday, March 8th discussing the standards and requirements for volunteer Fire Fighters. The next dinner meeting is on March 22nd hosted by the Village of Saukville. The speaker will be Tony Herkert of the League of Wisconsin Municipalities who will give updates on what is happening in Madison with our legislators.

19. Citizens to Address the Village Board

None.

20. Closed Session 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", and 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." The purpose of the Closed Session is to discuss Village strategic approaches related to the sale and development of properties publicly owned in TID 7 and the leave policy in the Employee Handbook.

Motion by Pres. Schwab, second by Tr. Wells, to convene into closed session at 8:51 p.m. to include the Village Board, the Village Administrator, a representative from EDWC and a representative from Ehlers.

Roll Call Vote: 7 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. Schwab, second by Tr. Wells, to reconvene into open session at 10:43 p.m.
Vote: 7 ayes, 0 nays. Motion carried.

Motion by President Schwab, second by Tr. Wells, to authorize Staff to market the Oaks of Jackson lots to be sold at prices that achieve \$2,300,000 in revenue to the Village.

Vote: 7 ayes, 0 nays. Motion carried.

Motion by President Schwab, second by Tr. Emmrich, to authorize Staff to market a reimbursement incentive to potential developers of outlots 6 and 8, if requested and if matched with an increase in lot purchase price.

Vote: 7 ayes, 0 nays. Motion carried.

Motion by President Schwab, second by Tr. Kruepke, to direct the Administrator to draft and disperse an update to the Employee Handbook Leave Policy to include an additional Vacation Day earned after each year of service, with a maximum allowance of 28 days of vacation, with ½ day accrued annually by an employee during years 25 through 28 of service.

Vote: 7 ayes, 0 nays. Motion carried.

Motion by President Schwab, second by Tr. Wells, to direct the Administrator to draft and disperse an update to the Employee Handbook Leave Policy as discussed in closed session

to include allowance for exempt employees to receive a non-monetary compensatory time benefit.

Vote: 7 ayes, 0 nays. Motion carried.

22. Adjourn

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

Vote: 7 ayes, 0 nays. Meeting was adjourned at 10:47 p.m.

Respectfully submitted:

Jilline Dobratz, *MMC/WCPC*
Village Clerk