

AGENDA
VILLAGE BOARD MEETING
Tuesday, February 12, 2019 at 7:30 p.m.
Jackson Village Hall
N168 W20733 Main Street
Jackson, WI 53037

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Village Citizen Comment on an Agenda Item (Please Sign In)
4. Approval of Minutes for the Village Board Meeting of January 8, 2019 and Special Village Board of January 22, 2019
5. Approval of Licenses
 - Entertainment License:
Coffeeville Company
 - Operators Licenses:
East Side Mart: Wendy S. Bolz and Patricia J. Vogel
Latest Edition: Nichole M. Buth
Village Mart: Abigail J. Knox
Walgreen's #11675: Kristen L. Fassbender
6. Appointment of Election Officials
7. Budget & Finance Committee
 - Review of Proposal from City Water for Water Expansion Area Evaluation Study
 - Review of Purchase for Parks Department Mower Replacement
(Board of Public Works Draft Minutes)
8. Plan Commission
 - No Recommendations
9. Board of Public Works
 - Resolution #19-03 Accepting Sewer and Water Cobblestone Meadows
(Board of Public Works Draft Minutes)
10. Joint Parks & Recreation
 - No Recommendations

11. West Bend School District – Update
12. Proposed Public Safety Building – Update
13. Departmental Reports
14. Mid-Moraine Municipal Association Report
15. Washington County Board Report
16. Greater Jackson Business Alliance Report
17. Citizens to Address the Village Board
18. Closed Session pursuant to Wis. Stats. §19.85(1)(c) Considering employment, promotion, compensation or performance evaluation date of any public employee over which the governmental body has jurisdiction or exercises responsibility

Reconvene into Open Session to Adjourn

19. Adjourn

Persons with disabilities requiring special accommodations for attendance at the meeting should contact the Village Hall at least one (1) business day prior to the meeting.

DRAFT MINUTES

Village Board Meeting

Tuesday, January 8, 2019 at 7:30 p.m.

Jackson Village Hall

N168W20733 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, Kruepke, Kurtz, Lippold, Malcolm, and Olson.

Members Absent: None.

Staff present: Collin Johnson, Chief Swaney, Kelly Valentino, Chief Vossekuil, John Walther, and 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.

None.

4. Ceremonial Oath of Office – Todd Fristed – Police Lieutenant.

Chief Vossekuil stated Lieutenant Todd Fristed has been with the Village of Jackson for over 23 years as a Police Officer, he served as Sergeant for 6 years and is a graduate of the Wisconsin Law Enforcement Command College. The promotion is well deserved. Village Clerk/Treasurer Dobratz conducted the ceremonial oath of office for Police Lieutenant Todd Fristed.

5. Approval of Minutes for the Village Board Meeting of December 11, 2018.

Motion by Tr. Malcolm, second by Tr. Emmrich to approve the Village Board Minutes of December 11, 2018.

Vote: 7 ayes, 0 nays. Motion carried.

6. Budget & Finance Committee

• Authorization to Perform Public Safety Building Schematic Design Phase/Site.

Motion by Pres. Schwab, second by Tr. Olson to approve Authorization to Perform Public Safety Building Schematic Design Phase/Site not to exceed \$385,000.00 with work not to commence until after the property transaction with the School District is executed.

Tr. Kurtz inquired on when the paperwork would be signed. John Walther stated they are working together with the School District attorney on a few items in the document which aren't going to be a problem. There are some items in the language that need to be struct relative to the School District taking the parcels in an "as is" condition. He is confident the closing will be on January 24, 2019. Tr. Lippold is opposed to waiting and stated we should move forward regardless of the property sale to the School District. Tr. Malcom asked if the proposal holds up the Public Safety project. Pres. Schwab stated the timeline from Cedar Corporation will be adjusted.

Vote: 4 ayes, 3 nays (Tr. Kruepke, Lippold and Malcolm). Motion carried.

- **Authorization to Perform Engineering Services for Spruce Street and Ridgeway Drive Extension.**

Motion by Pres. Schwab, second by Tr. Olson to approve Authorization to Perform Engineering Services for Spruce Street and Ridgeway Drive Extension not to exceed \$98,000.00 work to begin after the real estate transaction with the School District is executed.

Tr. Lippold stated there is no reason to wait on this and is opposed.

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

7. Plan Commission

- **Concept Plan – JYM Investments LLC – Storage Units.**

Motion by Pres. Schwab, second by Tr. Lippold to approve the Concept Plan – JYM Investments LLC – Storage Units, per Plan Commission approval.

Vote: 7 ayes, 0 nays. Motion carried.

- **Certified Survey Map – Bill Holz.**

Motion by Pres. Schwab, second by Tr. Emmrich to approve the Certified Survey Map – Bill Holz, per Plan Commission approval.

Vote: 7 ayes, 0 nays. Motion carried.

8. Board of Public Works

- No Recommendations.

9. Joint Parks & Recreation.

- No Recommendations.

10. West Bend School District - Update.

Pres. Schwab commented there is nothing to add with the regard to the property transaction.

11. Proposed Public Safety Building - Update.

Ron Dalton of Cedar Corporation was present. He stated they conducted a soil boring test on the Schmahl property and the sample came back clean.

12. Departmental Reports.

Kelly Valentino handed out a packet for Monte Carlo night, Saturday, February 2nd. The two main corporation sponsors were lost this year and is looking for sponsors. Also, is needing volunteers and encouraged everyone to attend the event. Thank you for your support.

Chief Vossekuil commented two radios were received and after the bugs were worked out with the vendor, the officers say it is like a night and day difference between the old and new radios. The order for the remaining radios was placed and is moving forward.

13. Mid-Moraine Municipal Association Report.

Tr. Kurtz stated tomorrow is a meeting at 7:00 p.m. at Village Hall. The speaker is Mid-Moraine Municipal Judge Steven Cain. The next dinner meeting is January 23, 2019, hosted by the Village of Thiensville. The speakers will be from the League of Wisconsin Municipalities Executive Director, Jerry Deschane and Curt Witynski, Deputy Director.

14. Washington County Board Report.

County Supervisor Marcy Bishop gave highlights from the December County meeting. Cabela's had taken out a loan with Washington County Economic Development when they built the building. Since then, Cabela's has sold to Bass Pro Shop and the new owner requested the County transfer ownership of the museum area, Condominium Unit #1, to the retailer. Bass Pro Shop put a letter of credit as collateral against the remainder of the two-year loan. Meridian guardrails will be installed on the Highway 41 corridor starting late this year and should be finished by the middle of next year.

15. Greater Jackson Business Alliance Report.

None.

16. Citizens to Address the Village Board.

Gloria Teifke commented vaping has been in the news a lot. The Federal Drug Administration is getting involved. It is not healthy, and she asked if anyone else wanted to open another vaping shop in Jackson to please not allow it.

17. Adjourn.

Motion by Pres. Schwab, second by Tr. Emmrich to adjourn.
Vote: 7 ayes, 0 nays. Meeting was adjourned at 7:50 p.m.

Respectfully submitted:

Jilline Dobratz, *CMC/WCMC*
Village Clerk/Treasurer

**DRAFT MINUTES
SPECIAL VILLAGE BOARD MEETING
Tuesday, January 22, 2019 at 6:30 p.m.
Jackson Village Hall Board Room
N168 W20733 Main Street
Jackson, WI 53037**

1. Call to Order and Roll Call

President Schwab called the meeting to order at 6:30 p.m.

Members Present: Trustees Emmrich, Lippold, Olson, Kruepke, Malcolm, and Kurtz.

Members Absent: None.

Staff Present: Chief Swaney and Administrator Walther.

2. Resolutions Authorizing Sale of Village Real Estate to the West Bend School District

Motion by President Schwab to adopt Resolution #19-01 – Authorizing the Sale of Real Estate to the West Bend School District as presented; second by Trustee Emmrich.

Administrator Walther discussed the details of the sale of the Fire Department and former Public Works properties and how the \$750,000 in proceeds of the sale would be directed toward the purchase of the Schmahl properties (next agenda item.)

Vote: 7 ayes, 0 nays. Motion passed.

3. Resolutions Authorizing the Purchase of Village Real Estate from the Schmahl Family Limited Partnership, et al

Motion by President Schwab to adopt Resolution #19-02 – Authorizing the Purchase of Village Real Estate from the Schmahl Family Limited Partnership, et al; second by Trustee Emmrich.

Administrator Walther discussed the details of the purchase of the Schmahl property for \$1,080,000; how the transaction will close after the sale of the property authorized in Resolution #19-01; utilizing the proceeds from the sale of the properties toward the purchase of these properties.

Vote: 7 ayes, 0 nays. Motion passed.

4. Adjourn

Motion Pres. Schwab to adjourn; second by Tr. Emmrich.

Vote: 7 ayes, 0 nays. Motion passed. Meeting adjourned at 6:39 p.m.

Respectfully submitted by John M. Walther, Administrator

Licenses: February 12, 2019 Village Board Meeting

Name	Establishment	Police Chief Recommendation
ENTERTAINMENT LICENSE		
Jack Kulwikowski	Coffeeville Company	Approval
OPERATOR'S LICENSES		
Wendy S. Bolz	East Side Mart	Denial
Patricia J. Vogel	East Side Mart	Approval
Nichole M. Buth	Latest Edition	Approval
Abigail J. Knox	Village Mart	Approval
Kristen L. Fassbender	Walgreens #11676	Approval

2019 ELECTION INSPECTOR OFFICIAL LIST

<u>NAME</u>	<u>ADDRESS</u>
James Brady	W197N17156 Stonewall Drive
Hermelinda Burkhardt	W201N16564 Hemlock Street, Apt 5
Judith Corallini	N168W21700 Main Street, Lot 319
Alan Davis	N173W20281 Crestview Drive
Jackie Davis	N173W20281 Crestview Drive
Bradlee Fons	N161W20258 Riverview Drive
Kathy Frank	N168W20864 Main Street
Rachel Gergetz	N168W20209 Main Street
Nancy Habel	N164W20891 Glen Hill Drive
Dona Hall	N168W21700 Main Street, Lot 332
Gail Lanza	N171W20523 Ridge Road
Sally Lipski	N168W19824 Ridgeway Court
Lorraine McCauley	W213N16723 Glen Brooke Drive
John Pauly	N162W20744 Sharon Lee Lane
Sharon Pauly	N162W20744 Sharon Lee Lane
Patricia Pawelski	N168W21700 Main Street, Lot 317
Nancy Plier	W200N16856 Park Court
Darlene Schneider	W200N16885 Park Court
Sue Schumacher	W206N16712 Blackberry Circle
Eric Schwarzenberger	W200N16858 Park Court
Rene Serchen	N169W19820 Chestnut Court, Apt 14
Diane Stuebs	W197N16990 Stonewall Drive
Ronald Stuebs	W197N16990 Stonewall Drive
Gloria Teifke	W205N16463 Cranberry Creek
Billie Vaughan	N161W20283 Riverview Drive
Joyce Walter	N160W20313 Fox Creek Drive
Barbara Watson	N167W21109 Scot Court
Dave Wettstein	N166W19520 Ravens Way
Patricia Wettstein	N166W19520 Ravens Way
Clifford Zych	N161W20695 Kami Lane

January 24, 2019



Brian Kober, P.E.
Director of Public Works
Village of Jackson
P.O. Box 147
Jackson, WI 53037
dirpubwks@villageofjackson.com

RE: Proposal for Water Demand Study

Brian:

Thank you for the opportunity to assist the Village of Jackson Water Utility with a water demand study. This proposal outlines the project objectives, our detailed scope of services, and professional fees for the project. Our goal is to identify the amount of additional water service connections available for service expansion the in the Utility's service area.

Scope of Services:

Proposal for Professional Services for water service expansion. The Village is interesting in evaluating the number of additional customers that are available to connect to the distribution system.

- Update annual water produced and sold since the Utility master plan completed in 2016
- Work with Village staff to identify potential projects in the Village of Jackson and in the Town of Jackson service areas.
- Assign customer classification, and density for proposed projects.
- Develop future population projections for the service area and calculate future water demands
- Assign an average day, maximum day, and maximum hour demand for each development
- Add future water demand projections, and water main extensions into the existing water model to identify the future fire flow, average day, maximum day, and maximum hour water demands.

- Using the insights gained the demand analysis we will develop a summary report that provides recommendations for the Utility's water supply and distribution system expansion.

The demand study is a management tool meant to assist staff in making future decisions regarding Utility expansion. The report will help ensure the health and sustainability of the Utility in the future.

COMPENSATION

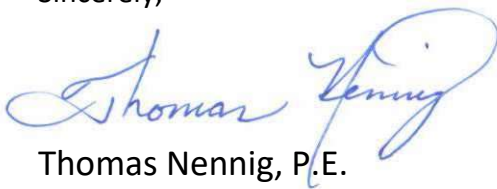
City Water LLC will complete a report based on the tasks outlined in the scope of services detailed above for the following lump sum fee:

Item	Lump Sum Cost
Rate Analysis, Impact Fees, and Report	\$4,000
Total	\$4,000

Meetings with the Village staff and/or board will add an additional \$300/per meeting, which includes time and mileage, and all necessary City Water staff.

We appreciate the opportunity to assist the Jackson Water Utility in completing this rate analysis. Please contact me if you have any questions 414.559.2562

Sincerely,

A handwritten signature in blue ink that reads "Thomas Nennig". The signature is fluid and cursive, with the first name "Thomas" and last name "Nennig" clearly distinguishable.

Thomas Nennig, P.E.
President
City Water LLC

DRAFT Minutes
Board of Public Works Meeting
Tuesday, January 29, 2019 at 7:00 p.m.
Jackson Village Hall
N168W20733 Main Street

1. Call to Order and Roll Call.

Chair Olson called the meeting to order at 7:00 p.m.

Members present: Brian Heckendorf, Dan Leonard, Tr. Lippold, Tr. Malcolm, Gloria Teifke and Scott Thielmann.

Also present: Tr. Kurtz.

Staff present: Brian Kober, John Walther and Jilline Dobratz.

2. Approval of the Board of Public Works Minutes of November 27, 2018.

Motion by Scott Thielmann, second by Brian Heckendorf to approve the Board of Public Works minutes of November 27, 2018.

Vote: 5 ayes, 0 nays. Motion carried.

Members Tr. Lippold and Gloria Teifke arrived at 7:02 p.m. after Item #2.

3. Review of Proposal from City Water for Water Expansion Area Evaluation Study.

Brian Kober went over the proposal from City Water and explained the map showing the water system for the Village. Proposal is for Professional Services to evaluate the water system in the water expansion area in the Town of Jackson. The Scope of Services include; update the annual water produced and sold since the Utility master plan completed in 2016, work with staff to identify potential projects, assign customer classification and density for proposed projects, develop future population projections and calculate future water demands, assign an average day, maximum day and hour demand for each development, add future water demand projections and water main extensions into the existing water model to identify the future fire flow, average day, maximum day and hour water demands, the demand analysis will develop a summary report with recommendations for the Utility's water supply and distribution system expansion. John Walther clarified the study is for the limited water service area. Chair Olson inquired on the Scope of Services. Brian Kober explained we want to look at the proposed demand of Laurel Springs, Maplewood Farms, TIF #6, Public Safety Building and any additional developments for future projects. We will use the information for a new water impact fee study, which will be a different proposal.

Motion by Chair Olson, second by Scott Thielmann to recommend to Budget & Finance and Village Board to approve the Proposal from City Water for Water Expansion Area Evaluation Study for the amount not to exceed \$4,000.00 and an additional 3 meetings. Chair Olson would like to review a preliminary report before the presentation. Brian Kober stated the presentation with a preliminary report will go before this committee and the final written report will go to Village Board for approval.

Vote: 7 ayes, 0 nays. Motion carried.

4. Review of Purchase for Utility Mower Replacement.

Brian Kober reviewed the memo to replace the 2009 diesel Toro mower. Only one bid since we are pleased with the functioning of the Exmark purchased last year, the quote is \$55.00 lower, includes an extra set of blades and \$13,000 has been budgeted. Motion by Brian Heckendorf, second by Tr. Lippold to recommend Budget & Finance and Village Board approval of the Purchase of the Exmark Utility Mower not to exceed \$12,390.00.

Vote: 7 ayes, 0 nays. Motion carried.

5. Resolution #19-03 – Accepting Sewer and Water Cobblestone Meadows.

Brian Kober showed the 22 lot single family development on the map. The sewer and water has been installed; storm, streets and street lighting are private. Recommends accepting Sanitary Sewer and Water per village specifications.

Motion by Chair Olson, second by Tr. Lippold recommends the Village Board adopts Resolution #19-03 – Accepting Sewer and Water Cobblestone Meadows.

Vote: 7 ayes, 0 nays. Motion carried.

6. Discussion on Creating a Yard Waste and Drop-Off Site.

Brian Kober stated next month he will have more information.

Motion by Chair Olson, second by Tr. Lippold to refer the Discussion on Creating a Yard Waste and Drop-Off Site to the February meeting.

Vote: 7 ayes, 0 nays. Motion carried.

7. Discussion of Village Informational Signs.

Brian Kober explained the map with areas of the sign placement in the Village. The signs would be on the main corridor of Highway 60. Discussion on what wording would be on the signs. Tr. Lippold inquired on maintaining the signs as the Village changes. John Walther stated the signs could be added onto at the bottom.

8. Director of Public Works report.

Brian Kober gave the report.

Motion by Scott Thielmann, second by Tr. Lippold to place the Director of Public Works report on file.

Vote: 7 ayes, 0 nays. Motion carried.

9. Citizens/Village Staff to Address the Board.

John Walther reported the closing of the School District sale and Schmahl property purchase took place last Thursday morning. The agreements with Cedar Corp for the engineering of Spruce Street and Ridgeway Drive and site development were signed.

Brian Kober reported garbage and recycling is delayed due to weather.

10. Adjourn.

Motion by Tr. Lippold by, second by Tr. Malcolm to adjourn.

Vote: 7 ayes, 0 nays. Meeting was adjourned 7:31 p.m.

Respectfully submitted,

Jilline Dobratz, *CMC/WCMC*
Village Clerk/Treasurer

RESOLUTION #19-03

A RESOLUTION ACCEPTING THE SANITARY SEWER AND WATER SYSTEM ASSOCIATED WITH THE COBBLESTONE MEADOWS DEVELOPMENT.

The Village Board of the Village of Jackson, Washington County, Wisconsin, does resolve as follows:

BE IT RESOLVED that the Village hereby accepts, pursuant to the provisions of Chapter 44 of the Village Code, the Sanitary Sewer and Water System associated with the Cobblestone Meadows Development in the Village of Jackson, Washington County, Wisconsin.

Introduced by: _____

Seconded by: _____

Vote: _____ Ayes _____ Nays

Passed and Approved: _____

Michael E. Schwab – Village President

Attest: _____
Jilline S. Dobratz – Village Clerk-Treasurer

Proof of Posting:

I, the undersigned, certify that I posted this Resolution on bulletin boards at the Village Hall, Post Office, and one other location in the Village.

Village Official

Date