

APPROVED MINUTES
Village Board Meeting
Tuesday, February 8, 2022 at 7:30 p.m.
Jackson Municipal Complex
Village Board Room
N168W19851 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, Engelhardt, Heckendorf, Kruepke, Matter, and Wells.

Staff Present: Administrator Jen Keller, Director of Public Works/Village Engineer Brian Kober, Fire Chief Aaron Swaney, Parks & Recreation Director Kelly Valentino, and Village Clerk Jilline Dobratz.

Also Present: Jeremy Becker, Rytec Corporation, Mark Hertzfeldt of Design 2 Construct, Greg Kuczmarski of St. Vincent De Paul Washington County and Dan Schaefer of Sign Works.

2. Pledge of Allegiance

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

Pres. Schwab asked permission of the Board to make a change to the agenda and move Item #23 after Item #21. The Board had no objections.

3. Any Village Citizen Comment on an Agenda Item

Dave Liesener, W197N16877 Stonewall Drive, asked to change the order of the agenda and switch Item #23 with Item #15.

Diane Stuebs, W197N16990 Stonewall Drive, agreed with Mr. Liesener on switching the agenda. Also, commented on Item #15 regarding the storage unit and campers that are currently parked outside. The condo association is opposed to the units being built.

4. Committee Member Appointment and Administration of Oaths of Office – Parks and Recreation Commission

Motion by Pres. Schwab, second by Tr. Heckendorf, to appoint Casey Latz to a 3 year term expiring in April 2025, Brian Mekka be appointed to a 3 year term expiring in April 2025, Sue Rank be appointed to a 2 year term expiring in April 2024, and Brittany Rathke be appointed to a 1 year term expiring in April 2023.

Vote: 7 ayes, 0 nays. Motion carried.

Oaths of Office were administered to Sue Rank and Brittany Rathke.

Motion by Pres. Schwab, second by Tr. Emmrich, for Tr. Engelhardt to serve as the Village Board appointed member on the Parks and Recreation Commission with a term expiring in April 2023.

5. Public Hearing – Conditional Use Amendment – Sign Works / Philip Dahlberg – for property located at N168W21367 Main Street

Pres. Schwab opened the Public Hearing. Dan Schaefer of Sign Works was present to answer any questions. Pres. Schwab closed the Public Hearing.

Motion by Pres. Schwab, second by Tr. Emmrich, to approve the Conditional Use Amendment – Sign Works / Philip Dahlberg for property located at N168W21367 Main Street and no sign or electrical permits be issued for the property until tax payments are made current.

Vote: 7 ayes, 0 nays. Motion carried.

6. Public Hearing – Conditional Use Amendment – St. Vincent de Paul Washington County – for property located at W225N16712 Cedar Park Court, Unit 3

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

Motion by Pres. Schwab, second by Tr. Engelhardt, to approve the Conditional Use Amendment – St. Vincent de Paul Washington County – for property located at W225N16712 Cedar Park, Unit 3 as presented.

Vote: 7 ayes, 0 nays. Motion carried.

7. Acknowledgement of Receipt and Review of January 31, 2022 DOA Public Interest Determination – Sysco Corporation, Inc. Annexation Petition

Motion by Pres. Schwab, second by Tr. Heckendorf, to Village Board Acknowledge Receipt and Review of January 31, 2022 DOA Public Interest Determination – Sysco Corporation, Inc. Annexation Petition and the item be placed on file.

All Village Board members verbally acknowledged receipt and review of the petition.

Vote: 7 ayes, 0 nays. Motion carried.

8. Ordinance #22-02 – To Annex Territory to the Village of Jackson Identified by Tax Parcel T9_076400A – Sysco Corporation, Inc.

Motion by Tr. Heckendorf, second by Tr. Emmrich, to introduce Ordinance #22-02 – To Annex Territory to the Village of Jackson Identified by Tax Parcel T9_076400A – Sysco Corporation, Inc.

Vote: 7 ayes, 0 nays. Motion carried.

Motion by Pres. Schwab, second by Tr. Emmrich, to suspend the rules and allow the second reading with approval of Ordinance #22-02.

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

Motion by Tr. Heckendorf, second by Tr. Emmrich, to approve Ordinance #22-02 – To Annex Territory to the Village of Jackson Identified by Tax Parcel T9_076400A – Sysco Corporation, Inc.

Vote: 7 ayes, 0 nays. Motion carried.

9. Amended and Re-Stated Pre-Development Reimbursement Agreement – Sysco Corporation, Inc.

Motion by Pres. Schwab, second by Tr. Engelhardt, to approve the Amended and Re-Stated Pre-Development Reimbursement Agreement – Sysco Corporation, Inc.

Administrator Keller gave background information on the increased fee amounts.

Vote: 7 ayes, 0 nays. Motion carried.

10. Rytec Request for Extension – Outdoor Storage

Pres. Schwab gave background information on the original request granted by the Plan Commission. They are requesting another extension through the end of March. Director Kober commented no complaints have been received by Staff.

Motion by Tr. Emmrich, second by Tr. Engelhardt, to approve Rytec Request for Extension – Outdoor Storage through March 31, 2022 per any comments that were made during the original extension.

Vote: 7 ayes, 0 nays. Motion carried.

11. Jackson Fire Department Efficiency Study RFP Review

Administrator Keller provided background information on the draft. Fire Chief Swaney commented on the anticipated schedule. Tr. Emmrich inquired on a Village wide study for employees. Pres. Schwab commented on RFP language changes to be incorporated.

Motion by Pres. Schwab, second by Tr. Engelhardt, that staff be authorized to post the Jackson Fire Department Efficiency Study Request for Proposals.

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

12. Approval of Minutes for the Village Board Meeting of January 11, 2022

Motion by Tr. Emmrich, second by Tr. Heckendorf, to approve the minutes for the Village Board Meeting of January 11, 2022.

Vote: 7 ayes, 0 nays. Motion carried.

13. Approval of Licenses

- Entertainment License:

- Jackson Parks and Recreation – Kelly A. Valentino

- Operator's Licenses:

- East Side Mart, Main Street Mart & The Village Mart: Jackson Rampelberg, Cole Snyder

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

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

14. Budget & Finance Committee

Pres. Schwab stated Pay Request #22 includes Change Order #12 and requested the Board's permission to discussion Change Order #12 first. The Board had no objections.

- **Change Order #12 – Municipal Complex Building**

Motion by Pres. Schwab, second by Tr. Emmrich, to approve deduct Change Order #12 – Municipal Complex Building in the amount of \$22,337.79.

Discussion on each line item of the Change Order ensued.

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

Motion by Pres. Schwab, second Tr. Emmrich, to approve a chargeback process commence for Items #1, #16 and #18 to Cedar Corp. for design flaws.

Motion: 7 ayes, 0 nays. Motion carried.

- **Pay Request #22 – Municipal Complex Building**

Motion by Pres. Schwab, second by Tr. Engelhardt, to approve payment for Pay Request #22 – Municipal Complex Building which includes Change Order #12 in the amount of \$79,557.04.

Vote: 7 ayes, 0 nays. Motion carried.

- **Village Board Room Furniture Proposals – Municipal Complex Building**
Director Kober provided information on the three (3) proposals provided by Cathedral Builders.
Motion by Pres. Schwab, second by Tr. Wells, to instruct Staff to work with Cathedral Builders on Option #1 with a radius dais design for the Village Board Room.
Vote: 7 ayes, 0 nays. Motion carried.
- **Request for Letter of Credit Reduction – Laurel Springs Addition #1**
Motion by Tr. Heckendorf, second by Tr. Engelhardt, to approve the reduction of the line of credit – Laurel Springs Addition #1 to \$138,012.00.
Vote: 7 ayes, 0 nays. Motion carried.
- **Pay Request #3 – Coffee Connection Trail Project – Poblocki Paving**
Motion by Pres. Schwab, second by Tr. Heckendorf, to approve Pay Request #3 – Coffee Connection Trail Project – Poblocki Paving in the amount of \$196,799.84.
Vote: 7 ayes, 0 nays. Motion carried.
- **Pay Request #4 – Willow Ridge Drive Reconstruction Project – Soper LLC**
Motion by Pres. Schwab, second by Tr. Heckendorf, to approve Pay Request #4 – Willow Ridge Drive Reconstruction Project – Soper LLC in the amount of \$190,109.18.
Vote: 7 ayes, 0 nays. Motion carried.
- **Pay Request #5 – 2020 Road and Utility Project – Hunters Road – Wondra Construction, Inc.**
Motion by Pres. Schwab, second by Tr. Engelhardt, to approve Pay Request #5 – 2020 Road and Utility Project – Hunters Road – Wondra Construction, Inc. in the amount of \$23,436.56.
Vote: 7 ayes, 0 nays. Motion carried.

Tr. Kruepke left the dais and joined the audience at 8:30 p.m.

15. Plan Commission

- **Concept Plan – Design 2 Construct / Karm Properties, LLC for property located at N168W19490 Main Street (Discussion only)**
A presentation was made by Mark Hertzfeldt. The following topics were discussed:
 - New large storage building to match existing on site.
 - No additional outside parking.
 - No future expansion of use beyond this building.
 - The building will be approximately 122'-6" x 50'.
 - The proposed structure would be located along the west property line of the existing site.
 - The applicant is still researching the concept of moving the building slightly north.

- The structure would serve as a long-term rental storage unit for oversized vehicles.
- The proposed structure would eliminate the view of vehicles from the neighbors.

John Kruepke stated overnight parking started in 2009. This unit would make a buffer from noise.

Tr. Kruepke took his seat at the dais at 8:45 p.m.

- **Extraterritorial Plat Review for a One-Lot Certified Survey Map – Property Owner, Andrew Hembel – for property located at 3223 Maple Road**
Motion by Pres. Schwab, second by Tr. Emmrich, to not take exception to the Extra Territorial Plat Review for a One-Lot Certified Survey Map – Property Owner, Andrew Hembel – for property located at 3223 Maple Road.
Vote: 7 ayes, 0 nays. Motion carried.

16. Board of Public Works

- **Resolution #22-01 – Discontinuing Chateau Drive Right of Way**
Motion by Pres. Schwab, second by Tr. Heckendorf, to approve Resolution #22-01 – Discontinuing Chateau Drive Right of Way.
Director Kober explained the portion of roadway being discontinued would be owned by the two (2) adjoining lot owners once the vacation process was complete.
Vote: 7 ayes, 0 nays. Motion carried.
- **Review of Certified Survey Map (CSM) for property around Well #5 – Northwest Passage**
Motion by Pres. Schwab, second by Tr. Wells, to approve Certified Survey Map (CSM) for property around Well #5 – Northwest Passage with a Quick Claim Deed of Lot 2.
Vote: 7 ayes, 0 nays. Motion carried.

17. Village Municipal Complex – Update – Cedar Corp

Administrator Keller gave updates on audio video systems, concrete work, acoustic and generator needs. Director Kober stated Staff are meeting monthly with the Engineers, Architect, and Contractor. New lights in the parking lot are scheduled to be shipped on February 9th.

18. West Bend School District Report

Tr. Wells reported new COVID changes were approved. West High School student, Courtney Rummel, is at the Winter Olympics for Snowboarding. The musical Shrek will be performing at the High School. Next year, High School Seniors will be offered an Emergency Medical Technical Class to earn credits with the Technical College.

19. Washington County Board Report

None.

20. Greater Jackson Business Alliance Report

Tr. Matter gave an update on the January meeting. A presentation was made on the Next Generation Housing study. The March meeting occur in the morning at the JCC.

21. Mid-Moraine Municipal Association Report

Tr. Wells shared the Legislative Committee will meet at the Jackson Municipal Complex on February 9th and the next dinner meeting will be hosted by the Village of Jackson on March 23rd.

Tr. Kruepke left the dais and joined in the audience at 8:58 p.m.

23. Possible Action regarding alleged violations for property located at N168W19490 Main Street, Tax Parcel V3-047700K – Karm Properties, LLC.

Pres. Schwab explained prior documents were lacking in clarity and what is permissible on the property.

Administrator Keller provided information regarding complaints Staff had received, research Staff conducted to review former site approvals, and stated enforcement guidance was needed from the Board regarding the outdoor storage on the western side of the property. It was also shared that overnight parking of trucks was included in a previous complaint, and that matter could be addressed at the time the property owner applies for a PUD amendment.

John Kruepke stated the process of not extending permits for overnight storage has started and will be vacated by June 1st. Discussion ensued. The previous Plan Commission application did not include documentation indicating outdoor storage of recreational vehicles would be permitted.

Motion by Tr. Heckendorf, second by Tr. Wells, to set a sunset date on the current outdoor storage activity to June 1, 2022 and if the property owner wishes to extend a change of use to go through the proper channels to amend the Planned Unit Development.

Vote: 5 ayes, 1 nay (Tr. Emmrich)

Tr. Kruepke took his seat at the dais at 9:24 p.m.

22. Citizens to Address the Village Board

None.

24. Future Agenda Items

Pres. Schwab stated all requests for future agenda items shall be submitted in writing.

25. Adjourn

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

Vote: 7 ayes, 0 nays. Meeting was adjourned at 9:25 p.m.

Respectfully submitted:

Jilline Dobratz, *CMC/WCPC*
Village Clerk