

APPROVED MINUTES
Village Board Meeting
Tuesday, June 9, 2020 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: Collin Johnson, Brian Kober, 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 – Michael Trevarthen – Police Officer

Chief Vossekuil introduced Officer Trevarthen who had two years of experience working for the Lodi Police Department and comes from a law enforcement family. He has completed his field training program, is certified for solo patrol and has been doing a great job.

Clerk Dobratz conducted the ceremonial oath of office for Police Officer – Michael Trevarthen.

5. Ceremonial Oath of Office – Anthony Ewing – Firefighter/Paramedic

Chief Swaney introduced Anthony Ewing who came from the Grafton Fire Department and was also on the Menomonee Falls Fire Department. He brings a lot of experience, has completed training and is doing an awesome job.

Clerk Dobratz conducted the ceremonial oath of office for Firefighter/Paramedic Anthony Ewing.

6. Ceremonial Oath of Office – Kyle Newberg – Firefighter/Paramedic

Chief Swaney introduced Kyle Newberg. He is from Manitowoc and has been on the De Pere and Valders Fire Departments and was also a dispatcher for Manitowoc County. He brings a lot of experience and has been doing great in his training.

Clerk Dobratz conducted the ceremonial oath of office for Firefighter/Paramedic Kyle Newberg.

7. Public Hearing – Planned Unit Development Amendment-JYM Investments/Joseph Merkel - Storage Units & Maintenance Building - Stonebrook Drive

Pres. Schwab opened the Public Hearing. Jennifer Meitz, N161W20770 Kami Lane, inquired on where the building is located. Pres. Schwab closed the Public Hearing.

Motion by Pres. Schwab, second by Tr. Lippold to approve Planned Unit Development Amendment-JYM Investments/Joseph Merkel – Storage Units & Maintenance Building – Stonebrook Drive as presented.

Vote: 7 ayes, 0 nays. Motion carried.

8. Public Hearing – Planned Unit Development Amendment-Kettle Marine/Brett Cottrell – Marine Dealership – W220 N16712 County Road P

Pres. Schwab opened the Public Hearing. William Symicek, 219 Main Street, Kewaskum, owns the property in front and asked for an explanation of the business. Collin Johnson commented it is a marine showroom, sales offices and warehouse with exterior storage of inventories. Collin stated the plans submitted to the State have been placed on hold pending additional information from the property owner. Pres. Schwab closed the Public Hearing.

Pres. Schwab gave a summary of motions from the Plan Commission meeting. Tr. Emmrich commented any service would be completed outside.

Motion by Pres. Schwab, second by Tr. Heckendorf to approve Planned Unit Development Amendment-Kettle Marine/Brett Cottrell – Marine Dealership–W220 N16712 County Road P. Tr. Lippold asked if this would have to be put on hold pending state approval. Pres. Schwab stated Collin as the Building Inspector has the authority to shut down a business not in compliance.

Vote: 7 ayes, 0 nays. Motion carried.

9. Public Hearing – Planned Unit Development-Liberty Self-Storage – Self-Storage Facility – Alcan Court, Lot 2

Pres. Schwab opened the Public Hearing. Dave Uttech with Keller Inc, N800 Highway G, Beaver Dam, showed additional drawings and explained the changes that have been made. Ryan Markgraf, 2665 Cedar Creek Road, Jackson, owns the lot east of the development and inquired about the percentage of the lot that would be developed and questioned setbacks. Dave Uttech explained the development. Mr. Kreuser, 1583 Saint Augustine Circle, Hubertus, provided information on the seven buildings and stated plantings will be put along the property line between the last storage building and Ryan Markgrafs property.

Pres. Schwab closed the Public Hearing and contributed information on the letter received from Gail and Donald Bakken, 2666 Cedar Creek Road. The stormwater improvements have been made and a drawing has been provided showing the details of the elevations.

Motion by Pres. Schwab, second by Tr. Kruepke to approve Planned Unit Development-Liberty Self-Storage – Self-Storage Facility – Alcan Court, Lot 2 per staff comments.

Pres. Schwab questioned how long it will take to complete the development. Mr. Kreuser responded the development is based on available capacity, the first two buildings will start construction in August and will be done in about three months. Phase 2 will be three buildings starting in about 18 months and then based on occupancy, the last two buildings. Tr. Lippold asked what kind of market study they have showing need. Mr. Kreuser responded they are staying away from the smaller units and focusing on the larger units where there is a strong need. Tr. Emmrich questioned what the plan was for trees. Mr. Kreuser remarked trees will be aligned with the peak of the gable on each building. On the north side of the development they will be adding red maple and linden trees.

Vote: 7 ayes, 0 nays. Motion carried.

10. Public Hearing – Planned Unit Development-Design 2 Construct/James Blise – Spec Office / Industrial Building – Southeast Corner of Delaney Court and Northwest Passage

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

Motion by Pres. Schwab, second by Tr. Heckendorf to approve Planned Unit Development-Design 2 Construct/James Blise – Spec Office / Industrial Building – Southeast Corner of Delaney Court and Northwest Passage.

Vote: 7 ayes, 0 nays. Motion carried.

11. Public Hearing – Planned Unit Development-Snow Studs – Office / Industrial Building – Southwest Corner of Alcan Drive & Alcan Court

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

Motion by Pres. Schwab, second by Tr. Lippold to approve Planned Unit Development-Snow-Studs – Office / Industrial Building – Southwest Corner of Alcan Drive & Alcan Court per staff comments and not requiring installation of a sprinkler system preparation at this time but that would be required if expanding in the future depending on size and per code.

Vote: 7 ayes, 0 nays. Motion carried.

12. Approval of Minutes for the Village Board Meeting of May 12, 2020

Motion by Tr. Emmrich, second by Tr. Lippold to approve the Village Board Minutes of May 12, 2020.

Vote: 7 ayes, 0 nays. Motion carried.

13. Approval of Licenses

• Liquor Licenses:

Class “B” Fermented Malt Beverages & “Class B” Intoxicating Liquors:

Jon Zandi, DBA Jackson Pub LLC, N168W20594 Main St; Agent: Jon Zandi, 3207 Division Rd, Jackson WI 53037

KHD LTD, DBA Jimmy’s Restaurant & Bar, N168W21212 Main St; Agent: Angela Koutsios, N110W16867 Ashbury Cir #2, Germantown WI 53022

Martha E Nimkie, DBA Latest Edition Saloon, N168W20788 Main St; Agent: Martha Nimkie, N168W20788 Main St, Jackson WI 53037

Barbara Holtz, DBA Pizza Station, N168W22224 Main St Ste D; Agent: Barbara Holtz, 1201 W Decorah Rd, West Bend WI 53095

Class “A” Fermented Malt Beverages & “Class A” Intoxicating Liquors:

Fox Bros. Piggly Wiggly Inc, W194N16774 Eagle Dr; Agent: Lori M Byon Fox, N67W30952 Golf Rd, Hartland WI 53029

K & A Petroleum LLC, DBA East Side Mart, N168W19490 Main St; Agent: Kurt Kruepke, W205N17226 Colonial Ln Jackson, WI 53037

K & A Petroleum LLC, DBA Main Street Mart, N168W22224 Main St; Agent: Kurt Kruepke, W205N17226 Colonial Ln Jackson, WI 53037

J & M LTD, DBA The Village Mart, W213N16770 Glen Brooke Dr; Agent: John H Kruepke, N166W21060 Parkway Dr Jackson, WI 53037

Walgreen Co, DBA Walgreens #11676, N168W21330 Main St; Agent: Michael Rodenkirch, 5205 Peaceful Hills Rd, Hartford WI 53027

- Operators Licenses:
 - East Side Mart (2020-2021): James Becker, Bryce Dosland, Jessica Gyuro, Amanda Howell, Skyler Huttner, Susan Kocher, Lori Swetters, Melissa Thornton, Heather Tompkins
 - Fox Bros. Piggly Wiggly (2020-2021): Tracy Chappie, Charlie Clausing, Jordan Gauger, Jacob Kowalczyk, John Kugler, Ronald Limbach, Sita Ly, Paul Williams
 - Jackson Parks & Rec (2020-2021): Renee Fisher, Angela Jeske, Jessica Loomans, Adam Seeger, Kelly Valentino
 - Jackson Pub (2020-2021): Geno Balistreri, Debra Egerer, Susan Hoppe, Gregory Kitner, Samantha Koenig, Lisa LaPine, William Lomis, Michelle Meyer, Jennifer Miller, Christine Sauer
 - Jimmy's Restaurant (2020-2021): Bridget Baehring, Eleni Efremidis, Bonnie Ford, Nichole Kassner, Matthew Kundert, Kaitlyn Martell, Brittany Sturtz, Agnes Turner, Kylie Wachter
 - Latest Edition (2020-2021): Jacqueline Crandall, Dennis Nimkie, Jeremy Tapper
 - Main Street Mart (2020-2021): Laura Ammon, Micaela DeMars, Pamela Hildebrandt-Klein, John Linton, Toriano McAfee, Keri Schmidt, Skylar Stamper-Dequardo, Michelle Steffen
 - Pizza Station (2020-2021): Amber Doede, Amber Wallace
 - Village Mart (2020-2021): Emily Czarnecki, Kayla DeHarde, Stephanie Koby, Amy Kuhaupt, Carol Purgett, Logan Rupnow, Tanya Zasada
 - Walgreen's (2020-2021): Madison Adams, Joan Christian, Kristin Clark, Katelyn Dano, Kathleen Eggleston, Tyler Evans, David Grandinetti, David Klein, Elliot Kloss, Renata Oswald, Elizabeth Scheibel, Mark Seip, Pamela Springer, Rachel Uhren, George Velez Jr
- Hotel/Motel Licenses:
 - AMA Hospitality, Inc./Comfort Inn & Suites
 - Jackson Main Street MotelMotion by Pres. Schwab, second by Tr. Lippold to approve the licenses per staff comments.
Vote: 6 ayes, 0 nays, 1 abstain (Tr. Kruepke). Motion carried.

14. Budget & Finance Committee

- TID #4, 5, 6, and 7 Audited Financial Statements
Pres. Schwab commented
Motion by Pres. Schwab, second by Tr. Kruepke to approve the TID #4, 5, 6, and 7 Audited Financial Statements.
Vote: 7 ayes, 0 nays. Motion carried.
- Change Order #1 – Municipal Complex Building
Motion by Pres. Schwab, second by Tr. Wells to approve Change Order #1 – Municipal Complex Building in an amount not to exceed \$9,207.50.
Vote: 7 ayes, 0 nays. Motion carried.

- Pay Request #2 – Municipal Complex Building
Brian Kober explained the pay request included the panel construction of the outside of the building, which is being built off site. Anything that is purchased, will be onsite. They didn't want to take the line item out of the pay request, so it is postponed until next month. Invoicing is allowed for stored materials that are insured or under lock and key.

15. Plan Commission

- No Recommendations

16. Board of Public Works

- No Recommendations

17. Village Planned Municipal Complex – Update – Cedar Corp.

John Walther distributed a memo from Cedar Corp. The FEMA CLOMR approval may be tomorrow. Brian Kober gave an update of the project. The water main is going in, stormwater will be next, half the parking lot has been established, the lights are onsite and security fence is going in. If the Board approves, the topsoil will be sold at \$4.00 per cubic yard. Tr. Heckendorf inquired on the walls not being installed until November. Brian Kober replied they will be stored inside or in a fenced area, guaranteed to not be weathered.

18. West Bend School District Report

None

19. Washington County Board Report

County Supervisor Bob Hartwig was present and gave the monthly report. Ten new Supervisors are on the Board. The Highway M bridge opened on Friday Noon, they are under budget and it was completed two months ahead of schedule. The roundabout was started on June 8th. The project is to be completed by September 17, 2020. Judge Sandie Giernoth introduced herself at the last meeting. The Washington County fair was canceled.

20. Greater Jackson Business Alliance Report

Tr. Heckendorf stated the next meeting is in July.

21. Department Reports

Chief Swaney reported with the swearing in of the two new members, Tony Ewing will start his first 48-hour shift starting tomorrow followed by Gregg Rathke and then Kyle Newberg. By June 18, 2020 there will be 24-hour onsite paramedic coverage.

Kelly Valentino stated in March the Board approved the group policy for the Splash Pad. The groups and local organizations were contacted. This will be implemented starting Monday, July 6 with staffing from 10:00 a.m. to 2:00 p.m. Sysco donated an ice cream cart and they will be selling Cedar Crest ice cream. A sign explaining the policy is being made at this time.

Chief Vossekuil commented Officer Laabs retired on Friday and he thanked those who were able to attend his party. Office Trevarthen will take Officer Laabs rotation for the rest of the year. The PFC will meet next week and have four candidates to consider. They are currently

two officers short; schedule adjustments are being made and overtime shifts have been added. Hopefully someone will be on board mid to late July.

22. COVID-19 Update

Kelly Valentino furnished information on working with the CDC, the Washington Ozaukee Health Department, other groups, departments, communities and CIVMIC. They are implementing Phase 1. The Tot program has been shortened to four days a week with two 2-hour blocks, 8 kids and one staff person. They will enter and exit at the East entrance of the parking lot. The Boys and Girls Club have a different set of guidelines, they have zones, one staff person per nine kids all summer and they come in the West doors. They are not using the kitchen. The kitchen is used for ADRC for Senior meals. The front doors are for the patrons of the Park & Recreation. There is a table set up with masks and wipes which are not mandatory but recommended to use. There is a cleaning person using a sanitizing gun which is done multiple times a day. The activity guide is online and ever changing. The guide wasn't printed, a postcard was mailed out. All the special events and having the community together are missed. Keeping the community safe and healthy is the number one goal. They are holding out hope for a fall Beer Garden and events. They discovered the lobby is more manageable with the groups going in and out different doors.

John Walther explained the Streets and Parks Department are sanitizing the playground once a day. The Park and Recreation department is valuable to not just the Village of Jackson but to the surrounding area. Municipal Court will be held in the Board Room tomorrow.

Chief Swaney said they are taking the same precautions, continuing to wear masks and gloves. The numbers have gone down in the Jackson area and in the County.

23. Joint Parks & Recreation Agreement - Discussion

Tr. Olson spoke on the 2008 Joint Parks & Recreation agreement and trying to modify it at one point but didn't come to a final solution with the Town. It is appropriate to approach the contribution between the Village and Town again. John Walther stated the 2014 agreement is based on a formula that was agreed to by both the Village and Town relative to the percentage contributions of both which has not taken place from the Towns side, it has been cut in half. The Village has done nothing at this point to counter it. The Park & Recreation Department has been put at a huge disadvantage. Tr. Olson commented on the population it serves is a 60/40 split and the Village is paying about 80 percent. The Village taxpayers are at a disadvantage.

24. Citizens to Address the Village Board

Casey Latz contacted West Bend regarding chickens. They have had only three chicken permits taken out and have had no complaints. She handed out information to the Board.

25. Future Agenda Items

Tr. Emmrich, employee recognition and retaining employees. Pres. Schwab commented the staff is working on a succession plan. John Walther stated it will be at the July meeting. Also, there is a CIVMIC succession planning session on July 13th that he will attend, and invited Trustees to attend. Tr. Lippold, moving the polling location to another facility. Tr.

Olson, Chicken Ordinance. Tr. Wells Splash Pad concerns, getting overwhelmed with other communities. Tr. Heckendorf, Kerry odors.

26. Adjourn

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

Vote: 7 ayes, 0 nays. Meeting was adjourned at 8:43 p.m.

Respectfully submitted:

Jilline Dobratz, *CMC/WCMC*
Village Clerk