

APPROVED MINUTES

Village Board Meeting – in conjunction with Special Plan Commission Meeting

Tuesday, March 14, 2017 at 7:35 p.m.

Jackson Village Hall

N168W20733 Main Street

Jackson, WI 53037

Clerk's Note: The highlighted area of the minutes are the Minutes of the Special Plan Commission Meeting. This portion of the minutes was approved by the March 30th Plan Commission Meeting.

1. Call to Order and Roll Call.

President Michael Schwab called the meeting to order at 7:35 p.m.

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

Plan Commission: Greg Winn, Steve Schoen, and Jeff Dalton.

Staff present: John Walther, Kelly Valentino, Brian Kober, Jim Micech, Police Chief Dolnick, and Fire Chief Swaney.

2. Pledge of Allegiance.

President Schwab led the assembly in the Pledge of Allegiance.

3. Any Village Citizen Comment on an Agenda Item.

None.

4. Public Hearing: Planned Unit Development Amendment – Anvil LLC North Center Street - Addition.

Pres. Schwab opened the Public Hearing. The hours of operation were questioned and discussed. The application shows that the hours of operation are 4 a.m. Monday morning until 5 p.m. Friday evening. It was stated that hours of operation are typically not on the weekend. Outdoor storage during construction was questioned. The outdoor construction will be that of normal construction. Pres. Schwab closed the Public Hearing. The Plan Commission recommended approval of the Planned Unit Development Amendment – Anvil LLC North Center Street – Addition, per staff comments.

Motion by Pres. Schwab, second by Tr. Kurtz to approve the Planned Unit Development Amendment – Anvil LLC North Center Street – Addition, per staff comments. Discussion of the hours of operation ensued. The hours of operation are 4 a.m. – 4 p.m. and then 4 p.m. to 4 a.m.

Vote: 7 ayes, 0 nays. Motion carried.

5. Public Hearing: Planned Unit Development Amendment – Three Dogs – Mary Frank – Ash Drive.

Pres. Schwab opened the Public Hearing. Mary Frank was present and had received staff comments. The Plan Commission recommended approval of the item. No one spoke. Pres. Schwab closed the Public Hearing.

Motion by Tr. Emmrich, second by Tr. Lippold to approve the Planned Unit Development Amendment – Three Dogs – Mary Frank – Ash Drive, per staff comments.

Vote: 7 ayes, 0 nays. Motion carried.

6. Public Hearing: Planned Unit Development Amendment – ComForCare – Sign – Delaney Court.

Pres. Schwab opened the Public Hearing. Heidi Schaefer was present and had received staff comments. The Plan Commission recommended approval of the Planned Unit Development Amendment – ComForCare – Sign – Delaney Court, without the address on the pylon sign on County Road P and with the address on the street sign, Delaney Court. No one spoke. Pres. Schwab closed the Public Hearing.

Motion by Tr. Emmrich, second by Tr. Olson to approve the Planned Unit Development Amendment – ComForCare – Sign – Delaney Court, without the address on the sign on County Road P and with the address on the sign on Delaney Court, per staff comments. Vote: 7 ayes, 0 nays. Motion carried.

7. Recess Village Board Meeting for the purpose of Convening a Special Plan Commission Meeting for the Presentation of the Village of Jackson Redevelopment Plan – Vandewalle & Associates.

Motion by Tr. Lippold, second by Tr. Kufahl to recess for the convening of the Special Plan Commission Meeting for the presentation of the Village of Jackson Redevelopment Plan by Vandewalle & Associates.

Vote: 7 ayes, 0 nays. Motion carried.

- **Call to Order and Roll Call of Plan Commission.**

Plan Commission members took their seat at the dais.

Pres. Schwab called the Special Plan Commission Meeting to order at 7:55 p.m.

Plan Commission Members Present: Pres. Schwab, Tr. Emmrich, Tr. Kruepke, Greg Winn, Steve Schoen, Jeff Dalton.

Plan Commission Members Absent: Peter Habel-excused.

- **Presentation of the Village of Jackson Redevelopment Plan – Vandewalle & Associates.**

Administrator Walther gave an introduction to the item. He reported that the Washington County Site Revitalization Coalition was formed in late 2013, with Washington County as the primary partner, Economic Development Washington County (EDWC), and the Cities of West Bend and Hartford, and the Villages of Jackson, Slinger, and Richfield.. The purpose of the coalition was to apply for a redevelopment / revitalization grant. Deb Sielski of Washington County is the lead for the grant and continues to be instrumental in the Redevelopment Planning process. A \$600,000 grant was awarded to the Coalition by the USEPA to be used to complete a community-wide inventory and prioritization of sites within the County having redevelopment potential. Each member's initial portion of the grant is approximately \$40,000. The remainder of the grant is to be shared by the coalition. The EPA allowed the Village of Jackson to use its funding for an Opportunity Analysis and Development Plan. Vandewalle & Associates was engaged to provide the plan. In November a public workshop was held at the Jackson Area Community Center for additional input and earlier this evening a final open house showcased the plan.

Jolena Presti of Vandewalle & Associates presented the completed plan. The purpose of the plan is to set the Village on a course with direction in targeted areas for potential redevelopment. The plan is intended to become a part of the required updated comprehensive plan. Jolena pointed out areas for growth, new development, redevelopment, community and recreation centers, and employment.

She also focused on the positive points in the Village such as diversity of housing, parks, and employment.

Challenges to the community included not having our own school district. Also, STH 60 through-traffic can be a challenge as people move quickly through the Village; which could also be a positive. The need for more of a downtown presence was commented on. A downtown civic area was suggested on as an opportunity.

The downtown “features of the four corners” was presented with a connection of the parks to Main Street. The Jackson School development, the downtown “Four Corners”, commercial conversions, and Village Square were discussed. Traffic calming on STH 60 was also discussed. Repurposing existing properties such as Coffeerville Company were pointed out. Deb Sielski mentioned that of the \$40,000 allocated to the Village; a portion of the funds remains, to continue with the project.

• **Possible Recommendation from Plan Commission to Village Board.**

Motion by Jeff Dalton, second by Greg Winn to recommend the Village Board to formally adopt the Opportunity Analysis & Development Plan as an amendment to the comprehensive plan.

Vote: 6 ayes, 0 nays. Motion carried.

• **Adjournment of Special Plan Commission Meeting.**

Motion by Tr. Emmrich, second by Jeff Dalton to adjourn the Plan Commission Meeting at 8:12 p.m.

Vote: 6 ayes, 0 nays. Meeting was adjourned.

8. Reconvene into Regular Village Board Meeting with Possible Action on Village of Jackson Redevelopment Plan – Vandewalle & Associates.

Motion by Tr. Emmrich, second by Tr. Olson to reconvene into the regular Village Board Meeting at 8:13 p.m.

Vote: 7 ayes, 0 nays. Motion carried.

Motion by Tr. Lippold, second by Tr. Olson to formally adopt the Opportunity Analysis & Development Plan as an amendment to the Comprehensive Plan.

Vote: 7 ayes, 0 nays. Motion carried.

9. Consent Agenda:

- Approval of Minutes for the Village Board Meeting of February 14, 2017.

- Licenses.

Operator Licenses:

Village Mart: Elizabeth McDougall; James Hornung; Joshua Manley

East Side Mart: Ashley Schulthess, Brianna Haeflinger

Walgreens: Nancy Lawrence

Motion by Tr. Kufahl, second by Tr. Kurtz to approve the Consent Agenda items of the Village Board Minutes of February 14, 2017, and the Operator’s Licenses.

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

10. Budget & Finance Committee.

Playground Presentation for Hickory Lane, Northland Recreation.

Kelly Valentino gave the history and introduction of the Playground Presentation for Hickory Lane Park and Northland Recreation. She reported that the Hickory Park Playground Equipment will be almost twenty years old. There are maintenance issues with the current equipment. This playground will be inclusive for all kids with all abilities and will surpass general ADA guidelines. The proposed playground will be adjacent to the Splash Pad. In December a proposal was brought before the Village Board. The request for proposals was sent to eleven potential vendors. Seven returned proposals. The Park & Recreation Committee recommended the Village Board move forward with the Hickory Lane Park All-Inclusive Playground proposal by Northland Recreation for an amount not to exceed of \$300,000. This amount includes the structures, surfacing, seating, additional concrete and miscellaneous project costs.

The pricing is for 2018. The funding will come from the impact fees, the fundraising efforts of the Friends Group, and the capital project fund. Kelly suggested to re address the item and funding at the end of the year.

The Budget & Finance Committee recommended the Village Board approve the Hickory Lane Playground presentation by Northland Recreation as a concept and to review as funds become available.

Ericka Steltz from Northland Recreation / Little Tikes then gave a presentation of the features of the all-inclusive playground for Hickory Park. The playground has a tropical feel to blend with the Splash Park theme. The all-inclusive park includes poured in place surfacing, umbrellas, benches, swings, decks, tower, slides, climbing wall, multiple activity panels, braille panel, spinner, diamond climber, and rock-n-ship glider. The playground equipment also offers BIBA which is a digital play app for smart phones. The digital play also gathers data as far as popular dates and times for planning purposes. Chimes and bongos are also included. An animated rendering of the playground was shown and is also offered for fundraising efforts.

The concrete and excavation is included in the \$300,000, as the Village will complete the concrete work and excavation. Fundraising avenues were discussed. The equipment does have various warranties. The colors chosen are fade resistant.

Motion by Tr. Kufahl, second by Tr. Kurtz to approve the Hickory Lane Playground presentation by Northland Recreation as a concept and to review as funds become available.

Vote: 7 ayes, 0 nays. Motion carried.

Review of Bids for Chateau Drive Reconstruction Project.

The Board of Public Works and the Budget & Finance Committee recommended approval of the Chateau Drive Reconstruction Project Bid from Buteyn-Peterson Construction in an amount not to exceed \$393,277.97. Discussion ensued of Buteyn-Peterson Construction and the Wilshire Drive project concrete issues. The sub-contractor for the Chateau Drive project is Zenith which is a different sub-contractor than the Wilshire Drive project. Discussion ensued of not allowing for the assessment of the driveways. Tr. Emmrich questioned if there could be references for the contractor. Discussion of the previous concrete sub-contractor ensued. This project will be completed by June 30th in order to meet the grant deadline. The project needs to be completed by Memorial Day. The pre-construction meeting is scheduled for Thursday. Motion by Pres. Schwab, second by Tr. Kufahl to approve the Chateau Drive Reconstruction Project Bid from Buteyn-Peterson Construction in an amount not to exceed \$393,277.97, and to use anyone but Sommers as the Concrete Sub-Contractor.

Vote: 6 ayes, 1 nays (Tr. Kurtz). Motion carried.

Resolution 17-05 Special Assessment Area Chateau Dr. Reconstruction Project.

The Board of Public Works and the Budget & Finance Committee recommended approval of Resolution 17-05 Special Assessment Area Chateau Dr. Reconstruction Project. Motion by Tr. Kufahl, second by Tr. Olson to approve the Resolution 17-05 Special Assessment Area Chateau Dr. Reconstruction Project.

Vote: 7 ayes, 0 nays. Motion carried.

Mid-Moraine Water Quality Collect Contract.

The Board of Public Works and the Budget & Finance Committee recommended approval of the Mid-Moraine Water Quality Collective Contract in an amount not to exceed \$5,000. Last year's amount was under \$2,500. This year's increase is due to more involvement to decrease the TMDLs. Motion by Tr. Olson, second by Tr. Lippold to approve the Mid-Moraine Water Quality Collective Contract in an amount not to exceed \$5,000.

Vote: 7 ayes, 0 nays. Motion carried.

11. Plan Commission Certified Survey Map – Ehlke – Sherman Road, Extraterritorial.

Motion by Tr. Kruepke, second by Tr. Emmrich to approve the Certified Survey Map – Ehlke – Sherman Road, Extraterritorial.

Vote: 6 ayes, 1 nays (Tr. Olson). Motion carried.

The Village Board recessed at 9:05 p.m. for the signature of Mr. Ehlke's Certified Survey Map. Then reconvened at 9:15 p.m.

12. Ordinance 17-02 – An Ordinance Adopting and Enacting a New Code of Ordinances for the Village of Jackson, Wisconsin.

Deanna reported on the item. The new code has been reviewed by the Village Department Heads and the Village Attorney, in addition to the attorney from Municode. The new code is available at the Village Hall for Village Residents to inspect. Motion by Pres. Schwab, second by Tr. Kurtz to approve the introduction of An Ordinance Adopting and Enacting a New Code of Ordinances for the Village of Jackson, Wisconsin.

Vote: 7 ayes, 0 nays. Motion carried.

13. Casey Latz – Appointment to the Park & Recreation Committee.

Motion by Pres. Schwab, second by Tr. Kruepke to approve the appointment of Casey Latz – Appointment to the Park & Recreation Committee.

Vote: 7 ayes, 0 nays. Motion carried.

14. Recognition of Three Rivers for their Contribution toward the Fire Department Ambulance Computer Software.

Fire Chief Aaron Swaney reported that Three Rivers has waived their monthly fee as a contribution to the Fire Department's Ambulance Computer Software. Aaron reported that this is a donation of approximately \$1,500 - \$2,000. It was requested that Administrator Walther provide a thank you letter to Three Rivers for the donation.

15. Departmental Reports.
Certification of CORE Standards Verification Award – Jackson Police Department.
Police Chief Jed Dolnick reported that Jackson is the only department in Washington County to have received the Certification of CORE Standards. This is a completion of thirty nine standards. Chief Dolnick showed a plaque for display and the gallery applauded.

16. Washington County Board Report.
Supervisor Hartwig was present and reported that the reliever route was defeated. He had received over 200 letters that were mostly negative to the reliever route.

17. West Bend School District Liaison Report.
The school is discussing their strategic plan which includes the new school.

18. Greater Jackson Business Alliance Report.
Brian Heckendorf reported that the next meeting in April will be a presentation and discussion of social media.

19. Mid-Moraine Legislative Committee/Mid-Moraine Municipal Report.
The next Mid-Moraine Dinner Meeting is on March 22nd. The discussion topic will be the Wheel Tax by the Mayor of Sheboygan. Tr. Kurtz attended the Mid-Moraine Legislative Committee Meeting on March 8th. Senator Stroebel attended and discussed the Governor's Budget with respect to Transportation Aids and Shared Revenue. Also discussed was box store legislation. Deanna also attended.

20. Citizens to Address the Village Board.
Tr. Emmrich commented good job to the snow plowers and he did not have any complaints. Tr. Kufahl questioned when Lumber products outdoor debris will be cleaned up. Chief Aaron Swaney commented that they are donating the building to the Fire Department for training.

21. Closed session pursuant to Wis. Stats. § 19.85(1)(g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. The topics are matters relating to the Village-Town Revenue Sharing Agreement and Cooperative Boundary Plan; Jackson Properties LLC; and Paloroma Farms LLC – Pending Annexation.

Motion by Pres. Schwab second by Tr. Olson to convene into closed session at 9:30 p.m. and to include the Village Board, John Walther, Brian Kober, John St. Peter, and Deanna Boldrey.
Roll Call Vote: 7 ayes, 0 nays. Motion carried.

Reconvene into Open Session with possible action.

The Village Board reconvened into open session at 10:43 P.M.

22. Ordinance 17-03 Annexation of Paloroma Farms, LLC.
Motion by Tr. Lippold, second by Tr. Kurtz to refer Ordinance 17-03, Annexation of Paloroma Farms LLC to the next Village Board Meeting.
Vote: 7 ayes, 0 nays. Motion carried.

23. Adjourn.

Motion by Tr. Kufahl, second by Tr. Kruepke to adjourn.

Vote: 7 ayes, 0 nays. Motion carried. Meeting was adjourned at 10:44 p.m.

Respectfully submitted by Deanna L. Boldrey, Clerk/Treasurer