

APPROVED MINUTES
Village Board Meeting
Tuesday, May 12, 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: Brian Kober, Chief Swaney, 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. Comments by the Village President

Pres. Schwab welcomed new members Brian Heckendorf and Traci Wells. He thanked the outgoing members, Debbie Kurtz and Gary Malcolm and welcomed back John Kruepke. The existing incumbent board members were thanked for their service. Reminders were given on discussion of agenda items and open meeting law information. He looks forward to working with each of them and the staff.

5. Comments by the Village Trustees

Tr. Emmrich congratulated the elected Trustees and is looking forward to continuing what the Board has been doing to complete the new Municipal Complex, keep taxes down, pay off debt and watch spending. He thanked Debbie Kurtz and Gary Malcolm for their service.

Tr. Lippold welcomed Tr. Wells and Tr. Heckendorf to the board and thanked Tr. Kruepke for continuing to serve. The Village has been moving forward. He is looking forward to working with everyone.

Tr. Olson welcomed Tr. Heckendorf and Tr. Wells and welcomed back Tr. Kruepke. He thanked Debbie Kurtz and Gary Malcom for their service. It is interesting times and exciting to see the new subdivisions going in. Growth is a new phase of the Village.

Tr. Kruepke said it's a pleasure to be back again for another two years. The next couple of years and beyond is going to be an opportunity with the new construction. He is looking forward to working with Tr. Heckendorf and Tr. Wells and the rest of the board.

Tr. Wells thanked everyone for the warm welcome and thanked everyone who voted for her. She is excited to start this opportunity and looks forward to working with everyone.

Tr. Heckendorf was overwhelmed by the support he had and thanked everyone who voted for him. He is very excited to be here and eager to be more involved in the Village. There are a lot of things going on. The Municipal Complex is one of the largest projects we have

had in a while. He is looking forward to working with everyone. He thanked Debbie Kurtz and Gary Malcolm for their service and thanked everyone at the staff level.

6. Committee Member Appointments

Motion by Pres. Schwab, second by Tr. Olson to reappoint Sue Rank to the Joint Parks and Recreation Committee for a three-year term to end in 2023.

Vote: 7 ayes, 0 nays. Motion carried.

Motion by Pres. Schwab, second by Tr. Olson to reappoint Brian Mekka to the Joint Parks and Recreation Committee for a three-year term to end in 2023.

Vote: 7 ayes, 0 nays. Motion carried.

Motion by Pres. Schwab, second by Tr. Heckendorf to reappoint Jon Weil to the Plan Commission for a two-year term ending in 2022.

Vote: 7 ayes, 0 nays. Motion carried.

Motion by Pres. Schwab, second by Tr. Olson to reappoint Keith Berben to the Plan Commission for a two-year term ending in 2022.

Vote: 7 ayes, 0 nays. Motion carried.

Tr. Kruepke will continue to serve on the Plan Commission as one of the Trustee members.

Pres. Schwab stated there was an opening on the Police & Fire Commission as long time member Cindy Dadian moved out of the Village.

Motion by Pres. Schwab, second by Tr. Lippold to appoint Jeff McElroy to the Police & Fire Commission to complete Cindy Dadians term ending in 2021.

Vote: 7 ayes, 0 nays. Motion carried.

Motion by Pres. Schwab, second by Tr. Wells to reappoint Kurt Smith to the Police & Fire Commission for a five-year term ending in 2025.

Vote: 7 ayes, 0 nays. Motion carried.

Motion by Pres. Schwab, second by Tr. Olson to reappoint Dan Leonard to the Board of Public Works for a three-year term to end in 2023.

Vote: 7 ayes, 0 nays. Motion carried.

Tr. Heckendorf will continue to serve on the Board of Public Works as a Trustee member.

Motion by Pres. Schwab, second by Tr. Olson to appoint two-year terms for Pres. Schwab, Tr. Kruepke and Tr. Heckendorf to the Personnel Committee.

Vote: 7 ayes, 0 nays. Motion carried.

Motion by Pres. Schwab, second by Tr. Olson to appoint Dave Schleef to the Zoning Board of Appeals for a three-year term ending in 2023.

Vote: 7 ayes, 0 nays. Motion carried.

Motion by Pres. Schwab, second by Tr. Lippold to appoint Jon Schoeneck to the Zoning Board of Appeals for a two-year term ending in 2022.

Vote: 7 ayes, 0 nays. Motion carried.

Pres. Schwab commented the Board of Review met yesterday and Administrator Walther filled in as the Alternate. No one came in to challenge their assessment.

Motion by Pres. Schwab, second by Tr. Heckendorf to appoint Jon Schoeneck to the Board of Review for a two-year term ending in 2022.

Vote: 7 ayes, 0 nays. Motion carried.

Motion by Pres. Schwab, second by Tr. Kruepke to appoint Tr. Heckendorf to the Budget & Finance Committee and Pres. Schwab and Tr. Olson's terms to continue another year.

Vote: 7 ayes, 0 nays. Motion carried.

Motion by Pres. Schwab, second by Tr. Lippold to appoint Tr. Wells to Mid-Moraine Legislative Committee.

Vote: 7 ayes, 0 nays. Motion carried.

Motion by Pres. Schwab, second by Tr. Olson to reappoint Bill Haese to the Ethics Committee for a two-year term ending in 2022.

Vote: 7 ayes, 0 nays. Motion carried.

Motion by Pres. Schwab, second by Tr. Wells to reappoint Larry Hamlin to the Tourism Commission for a one-year term ending in 2021.

Vote: 7 ayes, 0 nays. Motion carried.

Motion by Pres. Schwab, second by Tr. Wells to reappoint Sarah Malchow to the Tourism Commission for a one-year term ending in 2021.

Vote: 7 ayes, 0 nays. Motion carried.

Motion by Pres. Schwab, second by Tr. Heckendorf to appoint Michelle Zak to the Residence Board for a five-year term ending in 2025.

Vote: 7 ayes, 0 nays. Motion carried.

Motion by Pres. Schwab, second by Tr. Olson to appoint Joseph Simon to the Residence Board for a three-term ending in 2023.

Vote: 7 ayes, 0 nays. Motion carried.

Motion by Pres. Schwab, second by Tr. Kruepke to appoint Sandy Lippold to the Residence Board for a one-term ending in 2021.

Vote: 7 ayes, 0 nays. Motion carried.

7. Emergency Government Coordinator Appointment

John Walther gave background information. In prior years, this roll was the Fire Chief or a designee of the Fire Chief. His recommendation is to assign Chief Swaney, it follows Village Code Section 2-85. The Board had passed the Resolution with the emergency team. When the emergency is lifted and the resolution ends, Chief Swaney would take on the roll as Emergency Government Coordinator. This position is needed to recover funds from FEMA.

Motion by Tr. Emmrich, second by Tr. Lippold to appoint Chief Swaney Jackson Fire Department as Emergency Government Coordinator.

Vote: 7 ayes, 0 nays. Motion carried.

8. Resolution #20-06 – Appreciation of Service to Trustee Debbie Kurtz

Pres. Schwab read Resolution #20-06.

Motion by Pres. Schwab, second by Tr. Emmrich to approve Resolution #20-06 – Appreciation of Service to Trustee Debbie Kurtz.

Vote: 7 ayes, 0 nays. Motion carried.

9. Resolution #20-07 – Appreciation of Service to Trustee Gary Malcolm

Motion by Pres. Schwab, second by Tr. Emmrich to approve Resolution #20-07 – Appreciation of Service to Trustee Gary Malcolm.
Vote: 7 ayes, 0 nays. Motion carried.

10. Resolution #20-08 – Accepting the Water System Installed by Bielinski Homes In Jackson Drive and Cedar Creek Road

Brian Kober provided background information and explained the water main.
Motion by Pres Schwab, second by Tr. Emmrich to approve Resolution #20-08 – Accepting the Water System Installed by Bielinski Homes in Jackson Drive and Cedar Creek Road.
Vote: 7 ayes, 0 nays. Motion carried.

11. Approval of Minutes for the Village Board Meetings of April 14, 2020

Motion by Tr. Olson, second by Tr. Kruepke to approve the Village Board Minutes of April 14, 2020.
Vote: 7 ayes, 0 nays. Motion carried.

12. Approval of Licenses

- Operator Licenses:
 - East Side Mart: Lisa A. Haubrich, Susan A. Kocher, Heather M. Tompkins
 - Main Street Mart: Micaela L. DeMars, Skylar R. Stamper-Dequardo
 - Village Mart: Kayla N. DeHarde, Amy L. Kuhaupt, Logan S. Rupnow, Eric A. Schwarzenberger
 - Walgreen's #11676: Kathleen M. Eggleston, George Velez
- Motion by Tr. Lippold, second by Tr. Emmrich to approve the licenses per staff comments.
Vote: 6 ayes, 0 nays, 1 abstain (Tr. Kruepke). Motion carried.

13. Budget & Finance Committee

- 2019 Audited Financial Statements
Independent Auditor James Frechette was present and reviewed the 2019 Audited Financial Statements. The General Fund balance is \$1,626,478. The Debt Service Fund balance is \$601,938 and within that is the remaining debt service payments from closing TIF #2. Part of the 2019 borrowing for TIF #6 was to pay the interest payments on the two loans for 2020 and 2021 which was also transferred into the Debt Service Fund. In the final report, TIF #7 borrowings are in the Capital Projects Fund. Utilities are strong with no debt. TIF #4 ends in 2022 but it can be extended if needed. \$4,453,888 is left in increments to collect. The TIF #5 report will be on next month's agenda, it is progressing as planned. There is no capital outlay for the Village; Kerry and Washington County receive a payment each year. John Walther stated the property that was annexed for that allows for expansion. TIF #6 borrowed \$2,255,000, the funds paid the developer, capitalized interest and project costs. TIF #7 was created in 2019, borrowed \$2,005,000, it is related to the Municipal Complex.
Motion by Pres. Schwab, second by Tr. Kruepke to approve the 2019 Audited Finance Statements as presented with the corrections as discussed and place it on file.
Vote: 7 ayes, 0 nays. Motion carried.
- Consideration of License Fees

Pres. Schwab commented a request was made by a tavern owner for consideration of fees to be reduced because of the COVID virus and they are shut down. Tr. Lippold questioned if these fees are reduced, would other fee reductions be an issue? Pres. Schwab stated that was discussed at Budget & Finance and the difficulty of explaining why some fees get reduced and others don't.

Motion by Pres. Schwab, second by Tr. Lippold that Village Board maintain the status quo with regard to License Fees.

Vote: 7 ayes, 0 nays. Motion carried.

- Review of Quotes for Roof Replacement Well #4 Wellhouse
Motion by Pres. Schwab, second by Tr. Lippold to approve the contract for Roof Replacement Well #4 Wellhouse with Lee Carter Construction in an amount not to exceed \$11,465.00.
Vote: 7 ayes, 0 nays. Motion carried.
- Review of Quotes for Roof Replacement WWTP Filter and Digester Buildings
Motion by Pres. Schwab, second by Tr. Olson to approve the quote from Wenger for Roof Replacement WWTP Filter and Digester Buildings in the amount not to exceed \$53,584.00.
Vote: 7 ayes, 0 nays. Motion carried.
- Review of Quotes for Repainting Booster Station Floor
Motion by Pres. Schwab, second by Tr. Olson to approve the quote from Lakeside Painting Inc. in the amount not to exceed \$2,200.00 for Repainting Booster Station Floor.
Vote: 7 ayes, 0 nays. Motion carried.
- Pay Request #3 – Chateau Drive and Hickory Lane Reconstruction Project
Motion by Pres. Schwab, second by Tr. Kruepke to approve Pay Request #3 – Chateau Drive and Hickory Lane Reconstruction Project to Payne & Dolan, Inc. in the amount of \$166,024.49.
Brian Kober commented over \$45,000.00 is still being retained for landscaping.
Vote: 7 ayes, 0 nays. Motion carried.
- Pay Request #1 – Municipal Complex Building
Motion by Pres. Schwab, second by Tr. Lippold to approve Pay Request #1 – Municipal Complex Building to Mike Koenig Construction Co., Inc. in the amount of \$91,390.00.
Vote: 7 ayes, 0 nays. Motion carried.
- Review of Quotes for Wall Repair STH 60 Ridgeway Drive to Eagle Drive
Motion by Pres. Schwab, second by Tr. Olson to approve the quote for Wall Repair STH 60 Ridgeway Drive to Eagle Drive from TP Concrete in an amount not to exceed \$35,000.00.
Pres. Schwab inquired on the construction of it and if the concrete will be deep enough to avoid failure again? Brian Kober stated there is a 5' footing the wall will be pinned to which will keep it from tipping out on the bottom and the top.
Vote: 7 ayes, 0 nays. Motion carried.

- 14. Preliminary Plat – Carity Land Corp/William Carity – Morning Meadows Subdivision, 3384 County Road P**

John Walther distributed a copy of the preliminary plat. Pres. Schwab explained in the absence of a Plan Commission meeting last month, this item is coming directly to the Village Board for approval. Brian Kober commented they are working out the layout of the utility going across the creek to serve the north side. Bill Carity is willing to replat the upper section. This is a preliminary plat looking at south of the creek, the plat that will be developed first. The final plat will reflect the new utility layout and lot layout north of the creek. Bill Carity stated it will be 89 lots in total. They plan on starting later this summer. Motion by Tr. Olson, second by Tr. Emmrich to approve Preliminary Plat – Carity Land Corp/William Carity – Morning Meadows Subdivision, 3384 County Road P.
Vote: 7 ayes, 0 nays. Motion carried.
- 15. Certified Survey Map – D2C/GC Jackson, LLC – TID #6**

Brian Kober stated this reflects the land exchange from Kevin Dittmar at the end of Rosewood Lane, it straightens out the road, and the removal of Delaney Court. Caymus Court is being rededicated with this Certified Survey Map (CSM).
Motion by Pres. Schwab, second by Tr. Olson to approve Certified Survey Map – D2C/GC Jackson, LLC – TID #6 as presented.
Vote: 7 ayes, 0 nays. Motion carried.
- 16. Certified Survey Map – Village of Jackson – TID #7**

Brian Kober explained this CSM establishes the new Municipal Complex, dedicates the right of ways of Ridgeway Drive and Spruce Street and dedicates the rest of the right of way to Highway 60.
Motion by Tr. Lippold, second by Tr. Kruepke to approve Certified Survey Map – Village of Jackson – TID #7.
Vote: 7 ayes, 0 nays. Motion carried.
- 17. West Bend School District Report**

Pres. Schwab stated Superintendent Don Kirkegaard has resigned and Jennifer Wimmer will be the new superintendent of the West Bend School District. The School District has been serving meals throughout the District and 300 Jackson families were served yesterday.
- 18. Washington County Board Report**

None.
- 19. Village Planned Municipal Complex – Update – Cedar Corp.**

John Walther distributed a memo from Cedar Corp. Waiting on FEMA CLOMR approval and WisDot work is under review. A preconstruction conference was held on April 29, 2020. Additional silk fence has to be installed because of the floodplain boundary. They have been stripping the topsoil, staying within the boundary. Once CLOMAR is approved, the silk fence will be removed. A field office has been put onsite and established a parking area for the workers. A future groundbreaking ceremony will be held, a sign will be placed onsite.
- 20. Department Reports**

Chief Swaney reported the Police & Fire Commission approved two candidates to be hired. The two candidates both have passed physical and psychological exams. Offers have been made with one will starting on May 26th and one in June. Chuck Ruetten's last day is May 22, 2020, he will be recognized at a later date. Temporary living quarters have been added at the station, all material and time was donated. Starting June 15, 2020, they will be running 24/7 as a paramedic service. Two members are in virtual paramedic classes at the station. The class portion will finish the end of June. They are doing very well with high grade point averages. The department has been doing birthday party parades and escorted the teachers around the Village. It has been positive with minimal complaints.

Brian Kober stated the ditch has been cleaned out on Highland Road. The yard waste site is not open yet but hopes to be by the end of the month. The Spring clean-up won't be until next year. Tr. Lippold went on the record stating we should have a clean-up this year.

John Walther stated the DOT has updated the Highway 60 resurfacing project and can be found on the Villages website. The sponsored Village rummage sale is canceled this year.

21. COVID-19 Update

Chief Swaney stated we have averaged one case per day, this does not count anyone in the hospital. As of today, there are nine in the Jackson zip code. An apartment building is being investigated by the Health Department. He is in meetings with the State on a regular basis.

John Walther commented he has been in meetings with the County, the League of Wisconsin Municipalities and the Wisconsin City County Managers Association. The County has been working on their blueprint for opening back up and are waiting on the Supreme Court's decision. Staff has done an exceptional job maintaining operations. The buildings have been closed but are open by appointment. Park & Recreation staff are working between the Community Center and home. The Village is busy.

22. Citizens to Address the Village Board

Casey Latz would like the Board to keep moving the Village forward. Asked when the chicken ordinance is going to come back for discussion as other municipalities allow it.

23. Future Agenda Items

Tr. Kruepke and Tr. Olson, Chicken Ordinance. Tr. Olson commented on revisiting the Parks & Recreation Community Center agreement and collecting on what is owed to the Village. Pres. Schwab stated the extraterritorial zoning ordinance needs to be followed up with Village Counsel. Tr. Emmrich, Employee Recognition.

24. Adjourn

Motion by Tr. Lippold, second by Tr. Emmrich to adjourn.
Vote: 7 ayes, 0 nays. Meeting was adjourned at 9:27 p.m.

Respectfully submitted:

Jilline Dobratz, *CMC/WCMC*
Village Clerk