

MINUTES
BOARD OF PUBLIC WORKS MEETING
Tuesday, September 26, 2023 at 6:00 PM
Jackson Municipal Complex
Village Board Room
N168W19851 Main Street
Jackson, WI 53037

1. Call to Order and Roll Call

Meeting called to order at 6:00 PM by Pres. Heckendorf.

Members Present: Pres. Heckendorf, Tr. Engelhardt, Randy Matter, Stephanie Egner, Jeff Mitchell, and Chris Sberna.

Members Excused: None

Members Absent: Ethan Hollenberger

Staff Present: Administrator Jen Keller, Public Works Director Brian Kober, and Clerk Anastasia Gonstead.

Trustees Present in Audience: None

2. Approval of the Minutes for the Board of Public Works Meeting of August 29, 2023

The motion to approve the minutes for the Board of Public Works meeting of August 29, 2023 was made by Tr. Engelhardt and seconded by Tr. Matter.

Direction given to correct name spelling at the end of the minutes.

Vote: 6 ayes, 0 nays. Motion carries.

3. Ordinance #23-15: Amending Impact Fee Section of Village Code

The motion to recommend to Village Board to approve Ordinance #12-15: Amending Impact Fee Section of Village Code was made by Tr. Engelhardt and seconded by S. Egner.

Discussion: Tr. Matter had questions regarding sewer service fee vs. impact fee. Director Kober explained the the changes and reason for clarifying definitions.

Vote: 6 ayes, 0 nays. Motion carries.

4. Pay Request #4 - Oaks of Jackson Subdivision - DF Tomasini Contractors Inc.

The motion to recommend to Budget & Finance Committee and Village Board to approve Pay Request #4 - Oaks of Jackson Subdivision, to DF Tomasini Contractors Inc., for the amount of \$12,243.50, was made by Tr. Engelhardt and seconded by Tr. Matter.

Vote: 6 ayes, 0 nays. Motion carries.

5. Pay Request #3 - 2023 Utility Street Improvement Project - Vinton Construction
The motion to recommend to Budget & Finance Committee and Village Board to approve Pay Request #3 - 2023 Utility Street Improvement Project, to Vinton Construction, for the amount of \$855,189.40, was made by Tr. Matter and seconded by Tr. Engelhardt.

Vote: 6 ayes, 0 nays. Motion carries.

6. Pay Request #2 - Jackson Park Tennis Pickleball Project - Vinton Construction
The motion to recommend to Budget & Finance Committee and Village Board to approve Pay Request #2 - Jackson Park Tennis Pickleball Project, to Vinton Construction, for the amount of \$157,641.29, was made by Tr. Engelhardt and seconded by Pres. Heckendorf.

Vote: 6 ayes, 0 nays. Motion carries.

7. TID #7 - Commercial Property - Amending Engineering Proposal - Cedar Corp.
Director Kober provides background on the additions that have been made to the project requiring the amendment, as well as providing the tentative timeline for the next steps. S. Egner inquired about the plans for the top soil currently on the site. Director Kober explained the options they currently have.

Motion to recommend to Budget and Finance Committee and Village Board to approve the TID #7 - Commercial Property - Amended Engineering Proposal for Cedar Corp., not to exceed \$26,000, made by Pres. Heckendorf, second by Tr. Engelhardt.

Vote: 6 ayes, 0 nays. Motion carries.

8. Review of Transportation Plat for a Roundabout at Eagle Drive and STH 60
Director Kober explains this is not the final plat, but clarifies the information that will be added does not change the content. Director Kober further expands upon the background of the project and the subsequent plat.

Motion to recommend to Village Board to approve the final plat for the roundabout at Eagle Drive and STH 60 by Tr. Engelhardt, second by J. Mitchell.

Vote: 6 ayes, 0 nays. Motion carries.

9. 2024 Public Works Equipment Program
Director Kober provided background to clarify the spreadsheet included in the packet. There have been delays in ordering equipment and delivery. In the queue for some equipment as well. Director Kober further explains how they have held off on some purchases due to uncertainty in the market.

No action taken/needed.

10. 2024 Fifteen (15) Year Capital Improvement Program
Director Kober explains his portion of the fifteen (15) year capital improvement plan, indicating the order of projects is not set in stone and they have the ability to maneuver items around. Tr. Engelhardt has questions on some of the groupings of items. Director Kober

expands upon costs and changes over time on various projects. Explains his process of designing and the bidding out of projects. Discussion commenced on Local Road Improvement Project (LRIP) funding. Director Kober provides an explanation of the program and how it is related to drainage on replacement roads.

No action taken/needed.

11. 2024 Budget Presentation - Public Works, Water & Wastewater Utilities
Director Kober provides his 2024 budget presentation for public works, water & wastewater utilities. For each area, Director Kober provides information on accomplished, current, and upcoming projects, as well as anticipated changes and contributing factors that necessitate the proposed budgets for 2024.

No action/taken needed - informational only.

12. Director of Public Works Report
Report included in packet. Motion to put the monthly Director of Public Works Report on file made by Pres. Heckendorf, second by Tr. Engelhardt.

Vote: 6 ayes, 0 nays. Motion carries.

13. Citizens/Village Staff to Address the Board
None.

14. Adjourn
Motion to adjourn the meeting made by Tr. Engelhardt, second by Tr. Matter.

Vote: 6 ayes, 0 nays. Motion carries. The meeting adjourned at 7:32 PM.

Respectfully Submitted,
Anastasia Gonstead - Village Clerk