

MINUTES
BOARD OF PUBLIC WORKS MEETING
Tuesday, November 28, 2023 at 6:00 PM
Board of Public Works Meeting

1. Call to Order and Roll Call

The meeting was called to order at 6:00 PM by Pres. Heckendorf.

Members Present: Pres. Heckendorf, Ethan Hollenberger, Randy Matter, Tr. Engelhardt (arrived at 6:01 PM), Stephanie Egner, and Chris Sberna.

Members Excused: Jeffrey Mitchell

Members Absent: None

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

Trustees Present in Audience: None

2. Approval of Minutes for the Board of Public Works Meeting of October 31, 2023

The motion to approve the minutes for the Board of Public Works meeting of October 31, 2023 was made by Tr. Matter and seconded by S. Egner.

Vote: 5 ayes, 0 nays. Motion carried.

Note: Tr. Engelhardt arrived and joined the meeting at 6:01 PM.

3. Easement Agreement for Use of Public Right of Way on Mill Road - Sysco Corporation, Inc.

Director Kober provided the background on this matter and provided clarification on the area in which this easement would affect.

The motion to recommend to the Village Board to approve the Easement Agreement for use of the public right of way on Mill Road for Sysco Corporation, Inc. was made by E. Hollenberger and seconded by C. Sberna.

Vote: 6 ayes, 0 nays. Motion carried.

4. Pay Request #2 - Jackson WWTF Storage Garage - Hunzinger Construction, in the Amount of \$257,119.48

Director Kober provided an update on the status of this project.

The motion to recommend to the Budget and Finance Committee and to the Village Board to approve Pay Request #2 for Jackson Water Wastewater Storage Garage, to Hunzinger Construction, in the amount of \$257,119.48 was made by C. Sberna and seconded by E. Hollenberger.

Vote: 6 ayes, 0 nays. Motion carried.

5. Pay Request #4 - 2023 Utility Street Improvement Project - Vinton Construction, in the Amount of \$104,719.39

Director Kober provided an overview of the project to point and projected project in the spring.

The motion to recommend to the Budget and Finance Committee and to the Village Board to approve Pay Request #4 for the 2023 Utility Street Improvement project, to Vinton Construction, in the amount of \$104,719.39 was made by Tr. Matter and seconded by Tr. Engelhardt.

Vote: 6 ayes, 0 nays. Motion carried.

6. Pay Request #7 - STH 60 Utility Upgrade Project - Advanced Construction, in the Amount of \$57,835.84

Director Kober provided an explanation of the pay request and the retainage.

The motion to recommend to the Budget and Finance Committee and to the Village Board to approve Pay Request #7 for State Highway 60 Utility Upgrade Project, to Advanced Construction, in the amount of \$57,835.84 was made by E. Hollenberger and seconded by Tr. Engelhardt.

Vote: 6 ayes, 0 nays. Motion carried.

7. Pay Request #1 - STH 60 Street Light Project - Wil-Surge, in the Amount of \$112,813.38

Director Kober provided an update on the project and recent hurdles due to weather.

The motion to recommend to the Budget and Finance Committee and to the Village Board to approve Pay Request #1 for the State Highway 60 Street Light Project, to Wil-Surge, in the amount of \$112,813.38 was made by Tr. Matter and seconded by E. Hollenberger.

Vote: 6 ayes, 0 nays. Motion carried.

8. Update - Stormwater Pond Inspection Program

Director Kober provided the body an email from Matthew Bednarski with CDM Smith and gave an overview of what it encompassed. A copy of the supplemental handout will be retained and put on file. He further explained reports are forthcoming and the anticipated next steps. Invoicing is not expected until next year. Discussion commenced regarding different approaches in the future to matters such as this, in order to be more efficient and timely.

No formal action taken/needed.

9. Update - DNR Urban Non-Point Source Planning Grant

Director Kober provided the body with an email from Matthew Bednarski with CDM Smith and gave an overview of what is encompassed. A copy of the supplemental handout will be retained and put on file. He further went on to explain the projects the DNR is interested in, as well as the projected reduction in total suspended solids and total phosphorus numbers with the proposed projects. A presentation is to be expected in January.

No formal action taken/needed.

10. Director of Public Works Report

Director Kober provided a summary of his report, which was included in the packet. Director Kober also took questions from the body regarding his report.

The motion to put Director Kober's report on file was made by E. Hollenberger and seconded by Tr. Engelhardt.

Vote: 6 ayes, 0 nays. Motion carried.

11. Citizens/Village Staff to address the Board of Public Works

None. Pres. Heckendorf reminded the body that there would not be a Board of Public Works meeting in December, and will reconvene in January.

12. Adjourn

A motion to adjourn the meeting was made by Pres. Heckendorf and seconded by E. Hollenberger.

Vote: 6 ayes, 0 nays. Motion carried. The meeting was adjourned at 6:25 PM.

Respectfully Submitted,
Anastasia Gonstead - Village Clerk