

APPROVED MINUTES
Board of Public Works Meeting
Tuesday, July 25, 2023 at 6:00 p.m.
Jackson Municipal Complex
Village Board Room
N168W19851 Main Street
Jackson, WI 53037

1. Call to Order and Roll Call

President Heckendorf called the meeting to order at 6:00 p.m.

Members Present: Tr. Engelhardt, Tr. Matter, Stephanie Egner, Ethan Hollenberger, Jeff Mitchell and Chris Sberna

Member Excused:

Staff Present: Administrator Jen Keller, Director of Public Works Brian Kober, Deputy Clerk Pamela Wolf, Parks & Rec Director Kelly Valentino

2. Approval of the Board of Public Works Minutes of June 27, 2023

Motion by Tr. Matter, second by Stephanie Egner to approve the Board of Public Works minutes of June 27, 2023.

Vote: 7 ayes, 0 nays. Motion carried.

3. Review of Eagle Scout Project for Hickory Lane Park Soccer Fields

Brayden Voge presented the proposed plan for the project, hoping to complete by end of August.

Motion by Pres. Heckendorf, second by Ethan Hollenberger to recommend the Village Board approve the Eagle Scout Project for six (6) soccer benches at Hickory Lane Park Soccer Fields

Vote: 7 ayes, 0 nays. Motion carried.

4. Resolution #23-17 Adopting 2022 Compliance Maintenance Annual Report

Director Kober reviewed the report, mostly good marks and only one F grade with an overall 3.63 GPA. The failed grade is the wastewater plant took more flow than design and DNR approved. We did not bypass, and all wastewater was treated before leaving the plant.

Motion by Tr. Engelhardt, second by Pres. Heckendorf to recommend the Village Board approve Resolution #23-17 Adopting 2022 Compliance Maintenance Annual Report.

Vote: 7 ayes, 0 nays. Motion carried.

5. Review of Final Assessment for STH 60 Utility Upgrade Project

Director Kober commented on the final assessment and notification to the benefiting property owners will be completed for the August 8th Village Board meeting public hearing.

Motion by Pres. Heckendorf, second by Chris Sberna to recommend Budget and Finance and Village Board approve Resolution 23-19 Final Resolution Authorizing the Levy of Special Assessments Against Benefited Property Associated with STH 60 Utility Upgrades Reconstruction project 2023.

Some discussion continued regarding approval prior to October 15th to get onto tax assessments this year.

Vote: 7 ayes, 0 nays. Motion carried.

6. Review of Sale of Jackson Sewer Utility 2011 Vactor Jet/Vac Truck

Director Kober commented on the status of the bid received and research regarding fair market value. Tr. Engelhardt commented to make sure it is stated in the sale that we are selling as is.

Motion by Tr. Engelhardt second by Tr. Matter to recommend Budget and Finance and Village Board accept bid from Village of Slinger for \$125,000.00 to sell the 2011 Vactor, Model 2100+ Jetvac.

Vote: 7 ayes, 0 nays. Motion carried.

7. Review of Bid for WWTP Storage Building Expansion

Director Kober provided background of the bid from Hunzinger Construction; the only bid received. Director Kober said this was a worst-case scenario bid as Hunzinger had some ideas for cost savings options such as roof materials to be changed out and changing gauge of steel on the exterior of the building. The costs savings will be done through the change order process.

Motion by Pres. Heckendorf, second by Tr. Matter to recommend Budget and Finance and Village Board approve acceptance of bid in the amount of \$867,000.00 from Hunzinger Construction for the WWTP Storage Building Expansion

Vote: 7 ayes, 0 nays. Motion carried.

8. Review of Preliminary Assessment for 2023 Utility and Street Improvement Project

Director Brian Kober provided information regarding the special assessments to property owners for Highland Road Street improvements in the amount of \$13,562.50, and the Sherman Road Sewer Extension Project special assessments to property owners is \$240,091.13. Only \$18,398.55 will be special assessed at this time. The rest of the Sherman Road assessment will be deferred until the properties in the Town become Village.

This item was for information only, so no action was necessary.

9. Resolution 23-18 Accepting Sanitary Sewer and Water in Maple Fields Phase I

Director Brian Kober provided background with all current punch list items have been corrected and there are people living in the subdivision.

Motion by Tr. Engelhardt, second by Tr. Matter to refer to Village Board for approval.

Vote: 7 ayes, 0 nays. Motion carried.

10. Review of future purchase of Public Works Equipment

Director Kober provided background of the two quotes, International and Western Star. The memo explains that they would like to stay with International even though the bid is slightly higher, Western Star is out of Appleton, much further to drive and the Village already have International trucks, so some parts and knowledge for repair and maintenance already exists.

Discussion continued, Trustee Engelhardt recommended we drive a MAC and a Western Star – check with Germantown and Grafton as they have them and check them out. Western Star also has locations in Milwaukee, just as close as West Bend or Allenton Tr. Engelhardt stated.

This item was for information only, so no action was necessary.

11. Change Order # 1 – Oaks of Jackson Subdivision – Roadway Stabilization

Director Kober explained we are doing a proof roll on Thursday, July 27th to check compaction of the roadway. If the proof roll fails, we have the change order ready to provide road stabilization. The request for the change order approval now is to stay on schedule for completion of the subdivision.

Motion by Pres. Heckendorf, second by Ethan Hollenberger to refer to Budget and Finance and the Village Board for approval of Change Order # 1 – Oaks of Jackson Subdivision – Roadway Stabilization in the amount of \$101,989.45.

Vote: 7 ayes, 0 nays. Motion carried.

12. Review of 15-year Capital Road Improvement Plan

Director Kober reviewed the report, explained how he arranged the report, taking each street and assessing a number of each street by the WisDOT Paser rating system.

This item was for information only, so no action was necessary.

13. Director of Public Works Report

Director Kober provided a brief background of the report.

Motion by Pres. Heckendorf, second by Tr. Engelhardt, to place the Director of Public Works Report on file.

Vote: 7 ayes, 0 nays. Motion carried.

14. Citizens/Village Staff to Address the Board

Director Kober spoke regarding an insert in the water bills that went out alerting residents for the 8% increase water rate. Also, being proposed is an 8% increase for the sewer rate.

All wells raw water has been tested for PFAS with no detect at this time.

On August 8th the Jackson Sewer Utility is hosting the annual Southeast WWOA meeting at the Community Center and staff is giving tours of the wastewater plant.

Stop by at the Jackson Sewer Utility booth at the Washington County Fair this week.

15. Adjourn

Motion by Pres. Heckendorf, second by Tr. Engelhardt to adjourn.

Vote: 7 ayes, 0 nays. Meeting was adjourned at 7:26 p.m.

Respectfully submitted,

Pamela Wolf
Deputy Clerk/Treasurer