

APPROVED MINUTES
Board of Public Works Meeting
Tuesday, August 29, 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. Matter, Stephanie Egner, Tr. Engelhardt, Jeff Mitchell and Chris Sberna

Member Excused: Ethan Hollenberger

Staff Present: Administrator Jen Keller, Director of Public Works Brian Kober, Village Clerk Anastasia Gonstead

2. Approval of the Board of Public Works Minutes of July 25, 2023

Motion by Tr. Matter, second by Stephanie Egner to approve the Board of Public Works minutes of July 25, 2023.

Vote: 6 ayes, 0 nays. Motion carried.

3. Presentation of Impact Fee Study – Trilogy Consulting LLC

Presentation made by Christine DeMaster with Trilogy. Explanation given of impact fees, how they are currently set and the proposed changes, as well as statutory requirements and limitations.

Explanation of tentative timeframes moving forward, including 20-day period of public viewing of the proposed changes and ordinance and the need for a public hearing at a Village Board meeting.

Motion by Tr. Engelhardt to recommend the Impact Fee Study to Village Board for further consideration, second by Chris Sberna.

Vote: 6 ayes, 0 nays. Motion carried.

4. Pay Request #2 – Oaks of Jackson Subdivision – DF Tomasini Contractors Inc.

Motion by Tr. Matter, second by Tr. Engelhardt to recommend to the Budget and Finance and Village Board to approve pay request #2 Oaks of Jackson Subdivision in the amount of \$504,821.98 paid to DF Tomasini Contractors Inc.

Vote: 6 ayes, 0 nays. Motion carried.

5. Pay Request #3 – Oaks of Jackson Subdivision – DF Tomasini Contractors Inc.

Motion by Tr. Matter, second by Tr. Engelhardt to recommend to the Budget and Finance Committee and Village Board to approve Pay request #3 – Oaks of Jackson Subdivision in the amount of \$503,394.00 paid to DF Tomasini Contractors Inc.

Vote: 6 ayes, 0 nays. Motion carried.

6. Pay Request #2 – 2023 Utility Street Improvement Project – Vinton Constructions

Director Kober commented on the status of the project.

Motion by Pres. Heckendorf, second by Tr. Matter to recommend to the Budget and Finance Committee and Village Board to approve Pay Request #2 in the amount of \$847,234.20 paid to Vinton Construction.

Vote: 6 ayes, 0 nays. Motion carried.

7. Review of Final Assessment – 2023 Utility Street Improvement Project – Advance Construction

Director Kober provided background and proposed timelines, in order to get information to Washington County by October 15, 2023, for tax roll. A public hearing regarding the matter will be at the September Village Board meeting.

This item was for information only and no action was necessary.

8. Pay Request #6 – STH 60 Utility Upgrade Project – Advanced Construction

Director Brian Kober provided an update regarding the aforementioned project.

Motion by Tr. Engelhardt, second by Tr. Matter to recommend to the Budget and Finance Committee and Village Board to approve Pay Request #6 – STH 60 Utility Upgrade Project in the amount of \$39,921.45 paid to Advanced Construction.

Vote: 6 ayes, 0 nays. Motion carried.

9. Review of TID #7 – Commercial Property-Engineering Proposal-Cedar Corp.

Director Brian Kober provided an update on the aforementioned project and the needs regarding driveway, storm sewer, sanitary sewer lateral, and water lateral work. Explanation of the bid process and the proposal from Cedar Corp.

Motion by Pres. Heckendorf, second by Tr. Engelhardt, to recommend to Budget and Finance Committee and Village Board to approve the bid from Cedar Corp., not to exceed \$17,000.

Vote: 6 ayes, 0 nays. Motion carried.

10. Review of Analysis of Equipment Proposals – 2024 WWTP Upgrades

Director Kober provided updates on equipment needs involving tertiary filters and chlorine disinfection to UV disinfection system. Timeline involved was discussed. Director Kober anticipates bringing the proposed plans to Board of Public Works in October or November, having the bid opening before the winter holidays, and a bid review/possible approval by Budget and Finance Committee and Village Board in January.

This item was for information only and no action was necessary.

11. Director of Public Works Report

Director Kober provided a brief background of the report.

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

Vote: 6 ayes, 0 nays. Motion carried.

12. Citizens/Village Staff to Address the Board

None.

13. Adjourn

Motion by President Heckendorf, second by Chris Sberna to adjourn.

Vote: 6 ayes, 0 nays. Meeting was adjourned at 6:53 p.m.

Respectfully submitted,

Anastasia Gonstead
Village Clerk