

**APPROVED Minutes**  
**Board of Public Works Meeting**  
**Tuesday, March 30, 2021 at 7:00 p.m.**  
**Jackson Village Hall**  
**N168 W20733 Main Street**

**1. Call to Order and Roll Call**

Chair Tr. Olson called the meeting to order at 7:00 p.m.

Members Present: Tr. Heckendorf, Tr. Lippold, Tim Meffert, Steve Schoen, and Gloria Teifke

Member Excused: Sarah Malchow

Staff Present: Jen Keller, Brian Kober, Chief Vossekuil and Jilline Dobratz

**2. Approval of the Board of Public Works Minutes of February 23, 2021**

Motion by Tr. Heckendorf, second by Tr. Lippold to approve the Board of Public Works minutes of February 23, 2021.

Vote: 6 ayes, 0 nays. Motion carried.

**3. Utility Exemption Request – Rod & Chantel Massie – N160 W19270 Sherman Road – Lot 2**

Brian Kober gave history on the property. A letter from Rod and Chantel Massie was distributed to the Board of Public Works members. A grinder pump system was discussed. Jen Keller stated this exemption request is not a condition of last week's Plan Commission recommended approvals. The new house would be hooked up to utilities. Rod and Chantel Massie were present and commented this did not come up in the title policy. They purchased the property in December 2019 and moved in May 2020. The septic system was tested and passed.

Motion by Tr. Olson, second by Tim Meffert to recommend Village Board approve existing Utility Exemption – Rod & Chantel Massie – N160 W19270 Sherman Road – Lot 2 remain in place subject to any further subdivisions, provide proof the septic system passed inspection, obtain a well permit, the well passing inspection and direct staff to clarify the paperwork as needed to make it enforceable.

Vote: 5 ayes, 1 nay (Steve Schoen). Motion carried.

**4. Review of RFP for New Phone System for Village of Jackson Buildings**

Brian Kober introduced Gary Aveni from PCS (Professional Communication Systems) who gave information on a Hosted Phone System to a Premise Based Phone System. A hosted system is rented from the provider and there is a monthly fee to rent the phone system. A premise system, the phone system is purchased and connected to a phone service. The proposal is to have one phone system in the new municipal building and then the fiber would go to the other Village buildings. Brad Otto from P3C Technology, LLC was preset and explained a cloud-based system. He provided additional information on phone systems. Jen Keller stated there will be a third quote. Discussion on phone needs, including the number of phones in the new building, ensued.

Motion by Tr. Heckendorf, second by Tr. Olson recommend going with a Premise Based System for the New Phone System for Village of Jackson Buildings and instructing staff to put together a needs list of what the phone system needs to do including a disaster

recovery business plan and go out for bid for review at the April Board of Public Works meeting.

Vote: 6 ayes, 0 nays. Motion carried.

**5. Change Order #2 – Chateau Dr & Hickory Ln Reconstruction Project**

Brian Kober explained the items on the updated change order. A lump sum of \$5,000.00 was deducted for landscaping. The change order amount increased from December 2020 to January 2021 and the updated version was not in the packet. Kober recommend referring to next meeting for correct paperwork.

Motion by Tr. Olson, second by Tr. Lippold to refer Change Order #2 – Chateau Dr & Hickory Ln Reconstruction Project to the April Board of Public Works meeting.

Vote: 6 ayes, 0 nays. Motion carried.

**6. Pay Request #4 – (Final) Chateau Dr & Hickory Ln Reconstruction Project**

Motion by Tr. Olson, second by Tr. Lippold to refer Pay Request #4 – (Final) Chateau Dr & Hickory Ln Reconstruction Project to the April Board of Public Works meeting.

Vote: 6 ayes, 0 nays. Motion carried.

**7. Change Order #2 – 2020 Road and Utility Project – Wondra Construction**

Brian Kober stated this change order is a reconciliation of as-built quantities so the project can be closed out. Funds are being retained for restoration or any problems on the project in the amount of \$23,436.50.

Motion by Tr. Olson, second by Tr. Heckendorf to recommend Budget & Finance and Village Board approve Change Order #2 – 2020 Road and Utility Project – Wondra Construction in the negative amount of \$7,426.97.

Vote: 6 ayes, 0 nays. Motion carried.

**8. Director of Public Works Report**

Brian Kober gave the report. Project updates were provided. The Spring Clean Up day is April 24<sup>th</sup> from 9:00 a.m. until 12:00 p.m. The Yard Waste Site is open and yard cards are available at Department of Public Works Office.

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

Vote: 6 ayes, 0 nays. Motion carried.

**9. Citizens/Village Staff to Address the Board**

Gloria Teifke inquired on McMahon & Company moving to Kewaskum and if they had approached the Village about moving into the TIF district. They still own the building.

**10. Adjourn.**

Motion by Tr. Lippold, second by Tim Meffert to adjourn.

Vote: 6 ayes, 0 nays. Meeting was adjourned at 8:15 p.m.

Respectfully submitted,

Jilline Dobratz, *CMC/WCMC*  
Village Clerk