

MINUTES
BOARD OF PUBLIC WORKS MEETING
Tuesday, March 26, 2024 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, Tr. Engelhardt, Tr. Matter, Jeff Mitchell, and Chris Sberna.

Members Excused: Stephanie Egner

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 Minutes for the Board of Public Works Meeting of February 27, 2024

The motion to approve the minutes for the Board of Public Works meeting of February 27, 2024 was made by Tr. Matter and seconded by Tr. Engelhardt.

Vote: 5 ayes, 0 nays. Motion carried.

3. Discussion - 2305 Brookside Drive Groundwater Issue - Jennifer Boettcher

Director Kober provided background on the work at 2320 Brookside Drive, for the repair of a broken sanitary sewer lateral. Jennifer Boettcher, of 2305 Brookside Drive, spoke as to what she and her neighbors have noticed on their lots since the work was provided in their area pertaining to water and their sump pumps running more frequently since said work was completed. Ms. Boettcher expressed concerns that these sump pumps were put in place over 20 years ago and are not equipped to deal with the water table change since the work. She is hoping the Village will help with the costs to have a plumber come in to help with the professional changes that need to take place now. Mr. Boettcher also spoke on additional changes that may have to be made, including drainage and landscaping.

Open discussion with the body ensued. Pres. Heckendorf indicated it is unfortunate that the leak was undetected for as long as it was, and explained why the Village needed to get it fixed. C. Sberna had questions on the televising that was done in this area. Director Kober provided information. Tr. Engelhardt inquired if anything had changed in the area that would additionally change the water table. Director Kober indicated it would be speculation, as there are not monitoring wells in that area. Pres. Heckendorf asked for clarification if this is groundwater, Director Kober confirmed that the water is groundwater. Pres. Heckendorf asked for clarification on the mechanics of changing the sump pump, Director Kober provided. Tr. Matter asked questions on what facilitated the work and the need to fix the matter, Director Kober provided. Director Kober also expanded upon the requirements of any homeowners in the Village of Jackson. Tr. Matter asked if there is any sort of analysis

or specialist we can get in for further information. Director Kober said we do not have any data right now, but the Village could pursue a study. C. Sberna expanded upon multiple endeavours the Village undertook due to these leaking issues and their stress on the wastewater treatment plant. Director Kober also provided an example of a subdivision in the Village that has created and maintains a well to keep the groundwater level down. Tr. Matter asked for what kind of specialists a homeowner or subdivision could bring in for options. Director Kober offered a suggestion of a hydrologist or an engineering firm that specializes in this information. Pres. Heckendorf expressed he agrees this is likely a groundwater issue, which is not the liability of the Village but a homeowner's responsibility to handle. The Boettchers expressed their frustration with that stance and their belief there is some culpability from the Village along the way.

This matter was for discussion, no formal action taken.

4. Review of Glen Brooke Drive Speed Study Results

Director Kober provided a summation of the information provided in the agenda packet pertaining to this matter. Further explaining the results show that there is nothing excessive in so far as speeding and will be part of the Jackson Police Department's continued enforcement of the area.

No formal action needed/taken.

5. 2024 Wastewater Treatment Plant Project - Clean Water Fund Loan Request #1, in the Amount of \$323,933.23

Director Kober provided a timeline of upcoming steps in this project.

The motion to recommend to the Budget and Finance Committee and to the Village Board to approve 2024 Wastewater Treatment Plant Project, Clean Water Fund Loan Request #1, in the amount of \$323,933.23, was made by Pres. Heckendorf and seconded by Tr. Engelhardt.

Vote: 5 ayes, 0 nays. Motion carried.

6. Pay Request #6 - Oaks of Jackson - D.F. Tomasini, in the Amount of \$32,341.03

Director Kober provided information pertaining to the status of this project as well as discussing top soil plans.

The motion to recommend to the Budget and Finance Committee and to the Village Board to approve pay request #6, for the Oaks of Jackson, to D.F. Tomasini, in the amount of \$32,341.03, was made by C. Sberna and seconded by J. Mitchell.

Vote: 5 ayes, 0 nays. Motion carried.

7. Pay Request #5 - 2023 Utility & Street Improvements - Vinton Construction, in the Amount of \$44,397.66

Director Kober provided a status update on this project and why they have decided to not yet close out the project, but reducing the retainage.

The motion to recommend to the Budget and Finance Committee and to the Village Board to approve pay request #5 for 2023 utility and street improvements, to Vinton Construction, in the amount of \$44,397.66, was made by Tr. Engelhardt and seconded by C. Sberna.

Vote: 5 ayes, 0 nays. Motion carried.

8. Pay Request #8, Final - STH 60 Utility Upgrades - Advanced Construction, in the Amount of \$10,000.00

Director Kober provided an overview of the status of the closing of the project.

The motion to recommend to the Budget and Finance Committee and to the Village Board to approve pay request #8, final, for the State Hwy 60 utilities upgrades, to Advanced Construction, in the amount of \$10,000.00, was made by Pres. Heckendorf and seconded by J. Mitchell.

Vote: 5 ayes, 0 nays. Motion carried.

9. Review of 2020 Census Urban Area Boundary Adjustments

Director Kober provided an overview of the Washington County memo in the agenda packet pertaining to this item, along with the changes that came with the 2020 census, and how it affects potential grant funding. Director Kober provided an explanation of the maps in the packet, that the Wisconsin DOT would like the Village to approve the proposed map for the Village of Jackson. Director Kober did suggest that a resolution be drafted for approval of the proposed boundary adjustments.

Direction was given for staff to draft a resolution.

10. Removal Cost for STH 60/Main Street Streetlights - We-Energies, in the Amount of \$51,904.44

Director Kober provided the background pertaining to this agenda item. 22 easements are needed and three have been received.

The motion to recommend to the Budget and Finance Committee and to the Village Board to approve the removal costs for the STH 60/Main Streetlights, to We-Energies, in the amount of \$51,904.44 was made by C. Sberna and seconded by J. Mitchell.

Discussion: Tr. Engelhardt asked for clarification pertaining to the monthly costs. Director Kober provided the information as well as information on the savings the Village will have as a result.

Vote: 5 ayes, 0 nays. Motion carried.

11. Request for Letter of Credit Reduction #2 - Maple Fields Phase 1

Director Kober provided an overview of this items, as well as an overview of next steps on the project. Further explaining the credit reduction of \$73,750.

The motion to recommend to the Budget and Finance Committee and to the Village Board to

approve letter of credit reduction #2 for Maple Fields Phase 1 was made by Pres. Heckendorf and seconded by Tr. Engelhardt.

Vote: 5 ayes, 0 nays. Motion carried.

12. Review of Jackson Parks' Adopt-A-Flowerbed Program

Director Kober provided the background that led to this program, to help keep up the flower beds and take that work off Public Works and Parks Dept. This agenda item is for awareness.

13. Director of Public Works Report

Director Kober provided an overview of the items contained in his monthly report found in the agenda packet.

The motion to place Director Kober's monthly report on file was made by Pres. Heckendorf and seconded by J. Mitchell.

Vote: 5 ayes, 0 nays. Motion carried.

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

Pres. Heckendorf provided his appreciation to Chris Sberna for his time serving on the Board, as he has chosen not to be reappointed.

15. Adjourn

A motion to adjourn the meeting was made by J. Mitchell and seconded by C. Sberna.

Vote: 5 ayes, 0 nays. Motion carried. The meeting was adjourned at 7:11 PM.

Respectfully Submitted,
Anastasia Gonstead - Village Clerk