

MINUTES
BOARD OF PUBLIC WORKS MEETING
Tuesday, September 24, 2024 at 6:00 PM

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, Stephanie Egner, Jeff Mitchell, and Josh Sandleback

Members Excused: Ethan Hollenberger

Members Absent: None

Staff Present: Administrator Jen Heidtke, Public Works Director Brian Kober, Police Chief Ryan Vossekuil, Fire Chief Aaron Swaney, and Clerk Jackie Schuh

Trustees Present in Audience: John Kruepke

2. Approval of Minutes for the Board of Public Works Meeting of August 27, 2024

The motion to approve the Minutes of the Board of Public Works Meeting of August 27, 2024 was made by Stephanie Egner and seconded by Tr. Matter.

Vote: 6 ayes, 0 nays. Motion carried.

3. Pay Request #7 - Wastewater Treatment Plant Tertiary Filters and Disinfection Project - JH Hassinger in the amount of \$336,300.00

The motion to recommend the Budget and Finance Committee and Village Board approve Pay Request #7 for the Wastewater Treatment Plant Tertiary Filters and Disinfection Project to JH Hassinger in the amount of \$336,300.00 was made by Tr. Engelhardt and seconded by Jeff Mitchell.

Vote: 6 ayes, 0 nays. Motion carried.

4. 2024 Wastewater Treatment Plant Project - Clean Water Fund Loan Request #5 in the amount of \$349,541.50

The motion to recommend the Budget and Finance Committee and Village Board approve Reimbursement Request #5 for the 2024 Wastewater Treatment Plant Project from the Clean Water Fund Loan in the amount of \$349,541.50 was made by Tr. Matter and seconded by Josh Sandleback.

Public Works Director Brian Kober explained the \$349,541.50 includes an engineering fee of \$13,241.50 for Town and Country Engineering. Reimbursement requests for the fee will then be submitted to the Department of Natural Resources.

Vote: 6 ayes, 0 nays. Motion carried.

5. Review of Quotes for Hickory Park Path Reconstruction Project

The motion to recommend the Budget and Finance Committee and Village Board approve the quote from Pro2Pave to complete the Hickory Park Path Reconstruction Project for an amount not to exceed \$160,000.00. for the entire project was made by Pres. Heckendorf and seconded by Tr. Engelhardt.

Tr. Matter pointed out that the two numbers exceeded the \$160,000.00 cap. Public Works Director Brian Kober responded that because they will be supplying the labor for the restoration, costs will be reduced, and the project will not exceed \$160,000.00.

Vote: 6 ayes, 0 nays. Motion carried.

6. Update on Rate Increase for Jackson Sewer and Water Utilities

Public Works Director Kober explained that the deadline to submit the requested water rate increase from the Simple Rate Case to the Public Service Commission was missed, so the 4.1% water rate increase cannot go into effect until January 1, 2025. The 4.1% sewer rate, however, will still take effect on October 1, 2024. Public Works Director Kober stated residents would be provided a notice of the rate increase. Director Kober also advised that the sewer rate remains below the determined \$6.00 per 1000 gallons despite the 4.1% increase. He will therefore bring to the Board of Public Works in November a recommendation for another 4-8% increase to take effect January 1, 2025.

7. Discussion of ATV/UTV Routes in the Village of Jackson

Administrator Heidtke cited safety and suitability for use on public roads as important considerations to make. Chief Vossekul advised the Board of research he had collected on the topic of ATV/UTV street use. Public Works Director Kober stated the Wisconsin Department of Transportation is not in favor of ATV/UTV street use on state roads with speed limits over 35MPH, but local approvals are growing. Resident Debbie Kurtz spoke regarding the topic and stated she supported ATV/UTV use on village roads. Ms. Kurtz advised the Board that representatives from the Wisconsin ATV/UTV Association would be available to present at the October 2024 Board of Public Works meeting, if requested. Pres. Heckendorf referred this topic to the October 2024 Board of Public Works meeting.

8. 2025 - Public Works Equipment Program

Public Works Director Kober explained the need to replace a 1-ton patrol truck, wood chipper and mower at a total cost of \$196,000.00. He advised the chipper was rehabbed with new blades and parts so it could be pushed to 2026 if funds are not available. When asked if items could be a shared cost with other municipalities, Director Kober stated the equipment is usually needed at the same time, so it is difficult to share. Per Director Kober, there are four patrol trucks in the fleet and the intention is to replace one in 2026 for approximately \$260,000.00. He reminded the Board that equipment must be maintained and on a cyclical replacement schedule in order to reliably service the residents of Jackson. Director Kober also explained retired equipment is either traded in or auctioned via Wisconsin Surplus.

9. 2025 Budget Presentation - Public Works, Water and Wastewater Utilities

Director of Public Works Kober presented details of past projects that have been completed, current projects that are ongoing, how the current equipment and buildings are meeting the demands of the Department of Public Works, and what future needs will be in relation to both. His presentation included an explanation as to how an expansion of the existing building could be managed to provide the needed space and storage. Administrator Heidtke explained how the addition of hundreds of new homes in the Village created the need for an expansion of service provided by the Department of Public Works. The increased demand dictates the need for more or larger equipment, space to store the equipment, as well as staff to operate the equipment to reliably provide services to the community. She indicated these needs are being addressed in the Village's five-year Financial Management Plan.

10. Director of Public Works Report

Public Works Director Kober mentioned water coming into the Wastewater Treatment Plant is minimal and there are two remaining pond reports to be completed. He is hoping to have these reports at the October 2024 Board of Public Works meeting.

The motion to place the monthly Director of Public Works Report on file was made by Tr. Matter and seconded by Tr. Engelhardt.

Vote: 6 ayes, 0 nays. Motion carried.

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

None.

12. Adjourn

The motion to adjourn the meeting was made by Pres. Heckendorf and seconded by Jeff Mitchell.

Vote: 6 ayes, 0 nays. Motion carried. The meeting was adjourned at 7:26 PM.

Respectfully submitted,
Jackie Schuh - Village Clerk