



VILLAGE OF JACKSON
BOARD OF PUBLIC WORKS MEETING AGENDA
Tuesday, April 29, 2025 at 6:00 PM

Jackson Municipal Complex
Village Board Room
N168W19851 Main Street
Jackson, WI 53037

1. Call to Order and Roll Call
2. Approval of Minutes for the Board of Public Works Meeting of March 25, 2025
3. Pay Request #14 - Wastewater Treatment Plan Tertiary Filters and Disinfection Project - JH Hassinger in the amount of \$224,165.80
4. Clean Water Fund Loan Request #11 – 2024 Wastewater Treatment Plant Project in the amount of \$234,824.81
5. No Parking Request - Morning Star Lutheran Church and School
6. Traffic Control Request - Multiple Village Intersections
7. Director of Public Works Report
8. Citizens/Village Staff to address the Board of Public Works
9. Adjourn

Persons with disabilities requiring special accommodations for attendance at the meeting should contact the Administration Department at the Jackson Municipal Complex at least one (1) business day prior to the meeting.

It is possible that members of the Village Board may attend the above meeting. No action will be taken by any governmental body at this meeting other than the governmental body specifically referred to in this meeting notice. This notice is given so that members of the Village Board may attend the meeting without violating the open meeting law.

MINUTES
BOARD OF PUBLIC WORKS MEETING
Tuesday, March 25, 2025 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, Ethan Hollenberger, Randy Matter, Stephanie Egner, Jeff Mitchell, and Josh Sandleback

Members Excused: None

Members Absent: None

Staff Present: Administrator Jen Heidtke, Public Works Director Brian Kober, and Clerk Jackie Schuh

2. Approval of Minutes for the Board of Public Works Meeting of February 25, 2025

The motion to approve Minutes for the Board of Public Works Meeting of February 25, 2025, was made by Jeff Mitchell and seconded by Tr. Matter.

Vote: 7 ayes, 0 nays. Motion carried.

3. Change Order #1 - Wastewater Treatment Plant Tertiary Filters and Disinfection Project - JH Hassinger for a decrease of \$88,166.05

The motion to recommend the Budget and Finance Committee and Village Board approve Change Order #1 for the Wastewater Treatment Plant Tertiary Filters and Disinfection Project to JH Hassinger for a decrease in the amount of \$88,166.05 was made by Ethan Hollenberger and seconded by Tr. Engelhardt.

Vote: 7 ayes, 0 nays. Motion carried.

4. Pay Request #13 - Wastewater Treatment Plant Tertiary Filters and Disinfection Project - JH Hassinger in the amount of \$256,975.00

The motion to recommend the Budget and Finance Committee and Village Board approve Pay Request #13 for the Wastewater Treatment Plant Tertiary Filters and Disinfection Project to JH Hassinger in the amount of \$256,975.00 was made by Ethan Hollenberger and seconded by Tr. Engelhardt.

Vote: 7 ayes, 0 nays. Motion carried.

5. 2024 Wastewater Treatment Plant Project - Clean Water Fund Loan Request #10 in the amount of \$265,205.45

The motion to recommend the Budget and Finance Committee and Village Board approve Reimbursement Request #10 for the 2024 Wastewater Treatment Plant Project from the

Clean Water Fund Loan in the amount of \$265,205.45 was made by Tr. Engelhardt and seconded by Ethan Hollenberger.

Director Kober indicated the request included \$8,230.45 for Town and Country Engineering services.

Vote: 7 ayes, 0 nays. Motion carried.

6. Review of Proposals for Trash & Recycling Collection

Director Kober explained the current contract with Green For Life (GFL) expires on December 31, 2025, and a Request for Proposal (RFP) was sent to potential waste and recycling companies. Two companies submitted proposals and a breakdown was provided for comparisons. Director Kober recommended the Village stay with GFL as the provider of services to single-family and two-family homes and condos, while removing the services for all other properties starting January 1, 2026. Discussion followed regarding tipping fees, fuel surcharges, and the need for increased recycling in the Village to remain eligible to receive grant monies.

The motion to recommend the Budget and Finance and Village Board approve Green For Life for trash and recycling services beginning January 1, 2026, as presented and with Director Kober's recommendations, was made by Ethan Hollenberger and seconded by Jeff Mitchell.

Vote: 7 ayes, 0 nays. Motion carried.

7. Review of Quotes - Wastewater Treatment Facility Generator

Director Kober explained the approved quote from the January 28, 2025, meeting from Circle Electric for a Wastewater Treatment Facility Generator was found to be outdated. New quotes were obtained from three companies, including Circle Electric. Director Kober indicated Circle Electric remained the lowest bid.

The motion to recommend the Budget and Finance Committee and Village Board approve the quote from Circle Electric for \$251,437.00 with Director Kober's recommendations was made by Tr. Engelhardt and seconded by Jeff Mitchell.

Tr. Matter received confirmation that the amount cited is for the unit only and does not include installation.

Vote: 7 ayes, 0 nays. Motion carried.

8. Director of Public Works Report

Director Kober reviewed his final report to the Board of Public Works before his retirement. Director Kober thanked the Board members for the opportunity to work for the Village of Jackson.

The motion to place Director Kober's Public Works Report on file was made by Pres. Heckendorf and seconded by Jeff Mitchell.

Vote: 7 ayes, 0 nays. Motion carried.

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

Administrator Heidtke highlighted the contributions Director Kober made to the Village of Jackson and thanked him for his many years of service. Board members also expressed gratitude for his service and thanked him for the diligent work and long-term vision he had for the community.

Administrator Heidtke also introduced Matt Stephan of Cedar Corporation, who will now be providing contracted engineering services to the Village, as needed.

10. Adjourn

The motion to adjourn the meeting was made by Jeff Mitchell and seconded by Tr. Engelhardt.

Vote: 7 ayes, 0 nays. Motion carried. The meeting adjourned at 6:29 PM.

Respectfully Submitted,
Jacqueline Schuh
Village Clerk
Village of Jackson

Memo

To: Darlene Smith, Village Treasurer

From: Jack Straehler, Director of Public Works

Subject: Transfer of Funds for Payment
JH Hassinger, Inc Pay Request #14
WWTP Jackson Tertiary Filters and UV Project

Date: 04/24/2025

CC: Board of Public Works; Budget and Finance; Village Board

Please make the necessary arrangements to transfer funds from various accounts for the payment to JH Hassinger, Inc. Pay Request #14 for the WWTP Tertiary Filters and UV Project.

The funds will be transferred to reimburse the account 300-17600-00-380

Transfer funds from Clean Water Fund Loan for \$234,824.81

Total pay request for Invoice \$224,165.80 made payable to JH Hassinger, Inc.

If you have any questions, please let me know.

JS

AIA Document G702™ - 1992

Application and Certificate for Payment

TO OWNER: Village of Jackson N168 W19851 Main Street Jackson, WI 53037 FROM CONTRACTOR: J.H. HASSINGER, INC. N60 W16289 Kohler Lane Menomonee Falls, WI 53051	PROJECT: Jackson Tertiary Filters W194N16658 Eagle Drive Jackson, WI 53037 VIA ARCHITECT:	APPLICATION NO: 14 PERIOD TO: 4/21/2025 CONTRACT FOR: Jackson Tertiary Filters CONTRACT DATE: 3/11/2024 PROJECT NOS: / / INVOICE NO: 12800	Distribution to: OWNER <input type="checkbox"/> ARCHITECT <input type="checkbox"/> CONTRACTOR <input type="checkbox"/> FIELD <input type="checkbox"/> OTHER <input type="checkbox"/>
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CONTRACTOR'S APPLICATION FOR PAYMENT

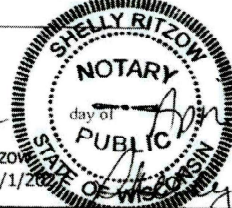
Application is made for payment, as shown below, in connection with the Contract. AIA Document G703™, Continuation Sheet, is attached.

1. ORIGINAL CONTRACT SUM	\$	4,715,248.00
2. NET CHANGE BY CHANGE ORDERS	\$	-88,166.05
3. CONTRACT SUM TO DATE (Line 1 ± 2)	\$	4,627,081.95
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$	3,865,333.00
5. RETAINAGE:		
a. % of Completed Work (Columns D + E on G703)	\$	185,166.65
b. % of Stored Material (Column F on G703)	\$	8,100.00
Total Retainage (Lines 5a + 5b, or Total in Column I of G703)	\$	193,266.65
6. TOTAL EARNED LESS RETAINAGE	\$	3,672,066.35
(Line 4 minus Line 5 Total)		
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT	\$	3,447,900.55
(Line 6 from prior Certificate)		
8. CURRENT PAYMENT DUE	\$	224,165.80
9. BALANCE TO FINISH, INCLUDING RETAINAGE	\$	955,015.60
(Line 3 minus Line 6)		

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: J.H. HASSINGER, INC.

By: _____ Date: 4/21/2025
 State of: WI
 County of: Waukesha
 Subscribed and sworn to before me this _____ day of _____, 2025
 Notary Public: Shelly Ritzow
 My commission expires: 8/1/2026



ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ 224,165.80

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Attachment and on the Continuation Sheet that are changed to conform with the amount certified.)

ARCHITECT: _____ Date: 4/24/2025
 By: _____

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$ 0.00	0.00
Total approved this month	\$ 56,233.95	144,400.00
TOTAL	\$ 56,233.95	144,400.00
NET CHANGES by Change Order	\$ -88,166.05	

CAUTION: You should sign an original AIA Contract Document, on which this text appears in RED. An original assures that changes will not be obscured.

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CONTINUATION SHEET

AIA DOCUMENT G703 (Instructions on reverse side)

PAGE OF PAGES

AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification, is attached.

APPLICATION NO.:

Page 2

APPLICATION DATE: 14

In tabulations below, amounts are stated to the nearest dollar.

PERIOD TO: 4/23/2025

Use Column 1 on Contracts where variable retainage for line items may apply.

ARCHITECT'S PROJECT NO.: 4/21/2025

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D + E + F)		H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE) RATE
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD		% (G ÷ C)			
1	General Conditions	155,178.00	121,000.00	10,000.00	0.00	131,000.00	84	24,178.00	6,550.00
2	Bonds and Insurance	90,000.00	90,000.00	0.00	0.00	90,000.00	100	0.00	4,500.00
3	Mobilization	20,000.00	20,000.00	0.00	0.00	20,000.00	100	0.00	1,000.00
4	Demolition	64,636.00	49,500.00	8,000.00	0.00	57,500.00	89	7,136.00	2,875.00
5	Excavation and Shoring	280,000.00	268,500.00	0.00	0.00	268,500.00	96	11,500.00	13,425.00
6	Paving	27,000.00	0.00	0.00	0.00	0.00	0	27,000.00	0.00
7	Landscaping	13,000.00	0.00	0.00	0.00	0.00	0	13,000.00	0.00
8	Concrete Labor	230,000.00	200,000.00	0.00	0.00	200,000.00	87	30,000.00	10,000.00
9	Concrete Materials	150,000.00	127,200.00	0.00	0.00	127,200.00	85	22,800.00	6,360.00
10	Precast Plank	29,500.00	29,500.00	0.00	0.00	29,500.00	100	0.00	1,475.00
11	Masonry	100,000.00	100,000.00	0.00	0.00	100,000.00	100	0.00	5,000.00
12	Steel	235,000.00	177,600.00	25,000.00	0.00	202,600.00	86	32,400.00	10,130.00
13	Carpentry	100,000.00	80,500.00	10,000.00	0.00	90,500.00	91	9,500.00	4,525.00
14	Air Barrier and Damp Proofing	9,000.00	9,000.00	0.00	0.00	9,000.00	100	0.00	450.00
15	Roofing	62,000.00	62,000.00	0.00	0.00	62,000.00	100	0.00	3,100.00
16	Caulking	14,000.00	0.00	8,500.00	0.00	8,500.00	61	5,500.00	425.00
17	OH and Doors	34,000.00	34,000.00	0.00	0.00	34,000.00	100	0.00	1,700.00
18	Painting	100,000.00	49,500.00	15,000.00	0.00	64,500.00	65	35,500.00	3,225.00
19	Plumbing	117,000.00	95,700.00	10,000.00	0.00	105,700.00	90	11,300.00	5,285.00
20	HVAC	300,000.00	240,000.00	30,000.00	0.00	270,000.00	90	30,000.00	13,500.00
21	Process	600,500.00	419,800.00	85,000.00	0.00	504,800.00	84	95,700.00	25,240.00
22	Electrical Materials	107,561.00	98,900.00	0.00	0.00	98,900.00	92	8,661.00	4,945.00



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CONTINUATION SHEET

AIA DOCUMENT G703 (Instructions on reverse side)

PAGE OF PAGES

AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification, is attached.

APPLICATION NO: 14

Page 3

In tabulations below, amounts are stated to the nearest dollar.

APPLICATION DATE: 4/23/2025

PERIOD TO: 4/21/2025

Use Column 1 on Contracts where variable retainage for line items may apply.

ARCHITECT'S PROJECT NO: 4/21/2025

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D + E + F)		H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE) RATE
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD		% (G ÷ C)			
23	Electrical Labor	175,000.00	147,000.00	13,500.00	0.00	160,500.00	92	14,500.00	8,025.00
24	Electrical Controls	175,340.00	0.00	0.00	0.00	0.00	0	175,340.00	0.00
25	Excavation Allowance	13,000.00	0.00	0.00	0.00	0.00	0	13,000.00	0.00
26	Trench Excavation Allowance	16,000.00	0.00	0.00	0.00	0.00	0	16,000.00	0.00
27	Structural Fill Allowance	52,000.00	0.00	0.00	0.00	0.00	0	52,000.00	0.00
28	Reinforced Concrete Allowance	60,000.00	0.00	0.00	0.00	0.00	0	60,000.00	0.00
29	Crushed Aggregate Base Allowance	2,200.00	0.00	0.00	0.00	0.00	0	2,200.00	0.00
30	Geo Textile Allowance	1,200.00	0.00	0.00	0.00	0.00	0	1,200.00	0.00
31	Sidewalk Allowance	4,500.00	0.00	0.00	0.00	0.00	0	4,500.00	0.00
32	Soil Testing	10,000.00	0.00	0.00	0.00	0.00	0	10,000.00	0.00
33	Electric Utility	4,000.00	0.00	0.00	0.00	0.00	0	4,000.00	0.00
34	Gas Utility	4,000.00	0.00	0.00	0.00	0.00	0	4,000.00	0.00
35	Polymer Tote	3,000.00	0.00	0.00	0.00	0.00	0	3,000.00	0.00
36	Shop Equipment	10,000.00	0.00	0.00	0.00	0.00	0	10,000.00	0.00
37	Filters	837,000.00	753,300.00	0.00	0.00	753,300.00	90	83,700.00	37,665.00
38	UV Treatment	209,633.00	188,669.00	20,964.00	0.00	209,633.00	100	0.00	10,481.65
39	Site Utilities	300,000.00	267,700.00	0.00	0.00	267,700.00	89	32,300.00	13,385.00
40	CO#1	56,233.95	0.00	0.00	0.00	0.00	0	56,233.95	0.00
41	CO#2	-144,400.00	0.00	0.00	0.00	0.00	0	-144,400.00	0.00
		4,627,081.95	3,629,369.00	235,964.00	0.00	3,865,333.00	84	761,748.95	193,266.65



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Request for Disbursement for Financial Assistance Programs

Form 8700-215 (R 12/22)

Page 1 of 4

Clean Water Fund Program Safe Drinking Water Loan Program

Notice: This form is authorized by ss. 281.58, 281.59, and 281.61, Wis. Stats. Submittal of a completed form to the Department is mandatory for all applicants seeking payments from the Clean Water Fund Program, the Environmental Improvement Fund or the Safe Drinking Water Loan Program. Failure to submit a completed form to the Department shall be grounds for denial of payment. Personal information collected will be used for administrative purposes and may be provided to requesters to the extent required by Wisconsin's Public Records Law [ss. 19.31-19.39, Wis. Stats.]. **See page 2 for instructions and payment cycles.**

1. Municipality Village of Jackson	2. Project Number 4266-04	3. Request Number 11	4. Type of Request <input checked="" type="radio"/> Partial <input type="radio"/> Final
---------------------------------------	------------------------------	-------------------------	--

Disbursement worksheet must be completed and invoices must be attached for all costs.	This Claim	For DNR Use Only	
		Adjustments	Claim Amount Paid
Force Account	\$	\$	\$
Interim Financing			
Preliminary Design/Engineering			
Land or Easement Acquisition			
Engineering / Construction Management	10,659.01		
Construction / Equipment	224,165.80		
Miscellaneous Costs			
EIF Closing Costs			
Total Requested	234,824.81		

Municipal Certification

- I certify: (The following boxes must be marked before this request will be processed.)
- The amounts requested are in accordance with the terms of the Financial Assistance Agreement (FAA) and are for eligible project costs that have been incurred and have not been reimbursed on any previous request.
 - I am the municipal representative authorized to complete this request and that all necessary approvals by consultants and municipal governing officials have been obtained.
 - The Project complies with the Davis-Bacon and Related Acts, which require that all laborers and mechanics employed by the contractors, and subcontractors, were paid wages at rates not less than those listed on the prevailing wage rate contained in the contract documents.
 - The Davis-Bacon poster was posted at all times by the contractor and subcontractors at the work site.
 - All contractors have provided the municipality or engineer with certified weekly payrolls for labor performed for all costs requested with this Request for Disbursement for Financial Assistance Programs Form.

Signature of Municipal Representative _____ Date Signed _____
 Title Village President Telephone Number (262) 423-7282

DO NOT WRITE BELOW THIS LINE - DNR USE ONLY			
Received Date	DNR Approval and Date	DOA Approval and Date	Project At %
Comments			

Instructions

Type or print legibly.

1. Enter the official name of the municipality.
2. Enter the project number.
3. Number the Request for Disbursement sequentially starting with 1.
4. Select "Partial" until the final request is submitted. When it is the final request, it is important that it be indicated as final.

The request must be signed by a municipal representative employed by the municipality. This representative is certifying that the requested costs are in accordance with the terms set forth in the FAA. Also, indicate the title of the representative, the date signed, and the telephone number, including area code.

PAYMENT CYCLES

Request for Disbursement forms received by the DNR by the Friday before the first Wednesday of the month are disbursed on the second Wednesday of the month. Forms received by the Friday before the third Wednesday of the month are disbursed on the fourth Wednesday of the month. Changes to this schedule will be made for Federal Holidays.

Request for Disbursement for Financial Assistance Programs
Form 8700-215 (R 12/22) Page 3 of 4

See instructions on last page 4 .
Invoices must be attached for all costs.

Payment Request Worksheet

<input checked="" type="radio"/> Clean Water Fund Program <input type="radio"/> Safe Drinking Water Loan Program				Municipality Village of Jackson Project Number 4266-04 Request Number 11								6. Other Funding <small>Indicate Dollar Amount and Fund Source. i.e., CDBG, RD, internal funds</small>	
1. Date of Invoice	2. Payee	3. Invoice Number	4. Total Invoice Amount	5. Budget Categories (Requesting EIF funds for incurred eligible costs.)								Amt.	Source
				Force Account	Interim Financing	Preliminary Design/Engineering	Land or Easement Acquisition	Engineering/Construction Management	Construction /Equipment*	Misc. Costs	Closing Costs		
06/01/2013	Sample		250,000.00							200,000.00		50,000.00	CDBG
04/21/2025	JH Hassinger, Inc.	#14	224,165.80							224,165.80			
03/20/2025	Town and Country Engineering	28032	10,659.01					10,659.01					
(SUB) TOTAL			234,824.81					10,659.01	224,165.80				

*Change orders must be approved by the Construction Management Engineer prior to disbursement.

Instructions

Type or print legibly. Items 1 through 4 are self-explanatory. Specific instructions for each column are as follows:

1. **Date of Invoice**

2. **Payee**--Enter name listed on invoice of contractor, consultant, or vendor. Indicate municipality name for all work associated with force account for labor or equipment.

3. **Invoice Number**

4. **Total Invoice Amount**--This amount is auto-summed and calculated from what is entered in the Budget Categories (column 5) and the Other Funding Sources (column 6).

5. **Budget Categories**--The amount of eligible costs being claimed in column 4 must be broken down and entered under the appropriate budget categories. **Only expenditures for budgeted costs approved in the Financial Assistance Agreement (FAA) or amendment may be claimed.**

Force Account--Force Account is the work a municipality performs using its own employees and/or equipment. Documentation must be submitted verifying the personnel who did the work, hours worked, hourly wage and scope of work. For equipment, indicate the type of equipment and the work performed, the dates and hours of use, and the hourly cost. Enter amount to be reimbursed for personnel and equipment costs.

Interim Financing--Interim financing is a debt to temporarily finance a project. Enter the amounts associated with the preparation, approval, issuance, and sale of interim financing (includes bond counsel, financial consultants, and underwriters fees).

Preliminary Design/Engineering--Enter contract costs for preliminary design/engineering services.

Land/Easements--Enter all amounts associated with the acquisition of land and easements for this project.

Engineering/Construction Mgt.--Enter contract costs associated with engineering/construction management for this project.

Construction/Equipment--Enter costs associated with the contracted construction and equipment costs. Costs not included in a construction or equipment contract should be entered on the Miscellaneous line.

Miscellaneous Costs--Enter costs that are outside the scope of the engineering, construction and equipment contracts. These costs can include computers, start-up laboratory equipment, materials, supplies, bid advertising, etc. Construction-related items require prior review and approval by the regional Construction Management Engineer (CME) before seeking reimbursement. The municipality must provide the CME with a copy of the vendor's invoice, procurement method used and applicable bidding and contracting documentation. Once the CME has determined eligibility and given approval, the municipality may request reimbursement.

Closing Costs--Enter the eligible costs for closing purposes, which includes bond counsel and legal fees.

6. **Other Funding Sources**--(if applicable) Enter costs identified in the FAA as being paid by other sources, i.e., CDBG grant, municipal funds, Rural Development. These costs will not be reimbursed by the EIF.

For more information, visit <https://dnr.wi.gov/Aid/documents/EIF/Guide/pay.html>

Send the Request for Disbursement form, along with supporting invoices by one of these methods:

Email: DNRCFELDisbursements@Wisconsin.gov

Fax: 608-267-0496

U.S. Mail: Environmental Loans - CF/2
Dept of Natural Resources
PO Box 7921
Madison WI 53707-7921

UPS or FedEx: Environmental Loans - CF/2
Dept of Natural Resources
101 S. Webster Street
Madison WI 53703

Memo

To: Jen Heidtke, Village Administrator

From: Chief Ryan Vossekui, Police Chief
Jack Straehler, Director of Public Works

Subject: No Parking in front of Morning Star Lutheran Church & School

Date: 04/24/2025

CC: Board of Public Works; Village Board

We have received a request from Morning Star Lutheran Church and School to create a no parking zone on Highland Road. There is a crosswalk connecting the south side of the street to the north side directly in front of the school / church. School staff report an unsafe condition and a diminished line of sight for pedestrians when vehicles are parked to the west of the existing crosswalk.

After a temporary no parking zone was set up, along with staff review. Staff recommend a no parking zone appropriate for this area. I recommend that a no parking zone be considered from the Morning Star driveway approach extending to the west until 10' west of the fire hydrant. I also recommend painting the curb yellow and placing no parking signs along the street.

The Board of Public Works may choose to direct Village staff to draft an ordinance to include the proposed change amending Chapter 42 Article 4 Section 42-82, to be approved by the Village Board

JS



Raymond Road

Highland Road

No Parking Zone

No Parking Sign

Memo

To: Jen Heidtke, Village Administrator

From: Chief Ryan Vossekui, Police Chief
Jack Straehler, Director of Public Works

Subject: Traffic Control Request

Date: 04/24/2025

CC: Board of Public Works; Village Board

The Police Department has completed an audit of the traffic control signage in the Village. They found three intersections that require a stop or yield signs. The addition of these signs will enhance traffic safety and is in line with the Village's stop / yield sign usage throughout the rest of the village.

I am recommending a stop sign be placed at the intersection of Eastgate Drive at Fenceline Drive. Eastgate is now a thorough street to Maple Fields, and a stop sign is appropriate for the intersection.

Primrose Court and Jasmine Court both intersect with Poppy Drive in the Morning Meadows Phase 2 development. I am recommending a yield sign be placed on both of those courts as they intersect with Poppy Drive.

The Board of Public Works may choose to direct Village staff to draft an ordinance to include the proposed change amending Chapter 42 Article 11 Section 42-26, to be approved by the Village Board.

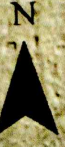
JS



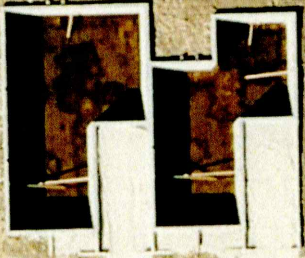
Fenceline Drive

Stop Sign Location

East Gate Drive



CTH "P"



Yield Sign

Jasmine Court

Poppy Road

Yield Sign

Primrose Court

Public Works Report

April 25, 2025

Treatment Plant - Designed Capacity – 1.69 million gallons per day
Peak Flow Capacity – 6.0 million gallons per day

Year 2023

January	Avg. Flow 1.247 MGD	Min. Flow 1.010 MGD	Max. 1.560 MGD
February	Avg. Flow 1.351 MGD	Min. Flow 950,000 g.p.d.	Max. 3.130 MGD
March	Avg. Flow 1.762 MGD	Min. Flow 1.250 MGD	Max. 2.560 MGD
April	Avg. Flow 1.594 MGD	Min. Flow 980,000 g.p.d.	Max. 3.290 MGD
May	Avg. Flow 1.094 MGD	Min. Flow 780,000 g.p.d.	Max. 1.520 MGD
June	Avg. Flow 875,333 g.p.d.	Min. Flow 750,000 g.p.d.	Max. 1.050 MGD
July	Avg. Flow 841,935 g.p.d.	Min. Flow 680,000 g.p.d.	Max. 1.050 MGD
August	Avg. Flow 1.022 MGD	Min. Flow 710,000 g.p.d.	Max. 2.070 MGD
September	Avg. Flow 968,667 g.p.d.	Min. Flow 740,000 g.p.d.	Max. 1.270 MGD
October	Avg. Flow 1.154 MGD	Min. Flow 770,000 g.p.d.	Max. 1.900 MGD
November	Avg. Flow 1.080 MGD	Min. Flow 870,000 g.p.d.	Max. 1.720 MGD
December	Avg. Flow 1.146 MGD	Min. Flow 850,000 g.p.d.	Max. 1.440 MGD

Year 2024

January	Avg. Flow 1.337 MGD	Min. Flow 980,000 g.p.d.	Max. 2.260 MGD
February	Avg. Flow 1.440 MGD	Min. Flow 1.090 MGD	Max. 2.250 MGD
March	Avg. Flow 1.502 MGD	Min. Flow 950,000 g.p.d.	Max. 2.590 MGD
April	Avg. Flow 1.427 MGD	Min. Flow 980,000 g.p.d.	Max. 3.220 MGD
May	Avg. Flow 1.325 MGD	Min. Flow 980,000 g.p.d.	Max. 1.990 MGD
June	Avg. Flow 1.544 MGD	Min. Flow 980,000 g.p.d.	Max. 2.500 MGD
July	Avg. Flow 1.146 MGD	Min. Flow 850,000 g.p.d.	Max. 1.560 MGD
August	Avg. Flow 1.027 MGD	Min. Flow 760,000 g.p.d.	Max. 1.550 MGD
September	Avg. Flow 884,333 g.p.d.	Min. Flow 700,000 g.p.d.	Max. 1.400 MGD
October	Avg. Flow 795,484 g.p.d.	Min. Flow 670,000 g.p.d.	Max. 0.990 MGD
November	Avg. Flow 997,000 g.p.d.	Min. Flow 720,000 g.p.d.	Max. 1.610 MGD
December	Avg. Flow 935,806 g.p.d.	Min. Flow 730,000 g.p.d.	Max. 1.460 MGD

Year 2025

January	Avg. Flow 880,645 g.p.d.	Min. Flow 750,000 g.p.d.	Max. 1.160 MGD
February	Avg. Flow 890,714 g.p.d.	Min. Flow 730,000 g.p.d.	Max. 1.030 MGD
March	Avg. Flow 1.356 MGD	Min. Flow 840,000 g.p.d.	Max. 2.300 MGD

Years Summary of Water Consumption

2010 Total Pumpage 239,326,000 gallons	2011 Total Pumpage 240,268,000 gallons
2012 Total Pumpage 253,492,000 gallons	2013 Total Pumpage 228,371,000 gallons
2014 Total Pumpage 230,973,000 gallons	2015 Total Pumpage 222,621,000 gallons
2016 Total Pumpage 254,531,000 gallons	2017 Total Pumpage 251,387,000 gallons
2018 Total Pumpage 241,322,000 gallons	2019 Total Pumpage 253,427,000 gallons
2020 Total Pumpage 259,413,000 gallons	2021 Total Pumpage 242,216,000 gallons
2022 Total Pumpage 222,033,000 gallons	2023 Total Pumpage 229,997,000 gallons
2024 Total Pumpage 233,155,000 gallons	2025 Total Pumpage

Year 2023

Jan. Avg. 544,810 g.p.d.	Highest Day 716,000 gals.	Total 16,889,000 gallons
Feb. Avg. 576,070 g.p.d.	Highest Day 762,000 gals.	Total 16,130,000 gallons
March Avg. 532,060 g.p.d.	Highest Day 713,000 gals.	Total 16,494,000 gallons
April Avg. 597,230 g.p.d.	Highest Day 869,000 gals.	Total 17,917,000 gallons
May Avg. 651,650 g.p.d.	Highest Day 1.243 MGD	Total 20,201,000 gallons
June Avg. 850,070 g.p.d.	Highest Day 1.018 MGD	Total 24,152,000 gallons
July Avg. 793,870 g.p.d.	Highest Day 944,000 gals.	Total 24,610,000 gallons
August Avg. 737,060 g.p.d.	Highest Day 1.019 MGD	Total 22,849,000 gallons
Sept Avg. 616,330 g.p.d.	Highest Day 790,000 gals.	Total 18,490,000 gallons
Oct Avg. 611,900 g.p.d.	Highest Day 986,000 gals.	Total 18,969,000 gallons
Nov Avg. 531,570 g.p.d.	Highest Day 728,000 gals.	Total 15,947,000 gallons
Dec Avg. 549,970 g.p.d.	Highest Day 770,000 gals.	Total 17,049,000 gallons

Pump Capacity Well #1- 400 g.p.m. Well #3 -900 g.p.m. Well #4 - 1200 g.p.m. Well #5 – 1,100 g.p.m.
Well #6 – 800 g.p.m.

Year 2024

Jan. Avg. 564,060 g.p.d.	Highest Day 733,000 gals.	Total 17,486,000 gallons
Feb. Avg. 554,550 g.p.d.	Highest Day 711,000 gals.	Total 16,082,000 gallons
March Avg. 541,840 g.p.d.	Highest Day 731,000 gals.	Total 16,797,000 gallons
April Avg. 609,130 g.p.d.	Highest Day 903,000 gals.	Total 18,274,000 gallons
May Avg. 609,870 g.p.d.	Highest Day 762,000 gals.	Total 18,906,000 gallons
June Avg. 661,830 g.p.d.	Highest Day 817,000 gals.	Total 19,855,000 gallons
July Avg. 731,480 g.p.d.	Highest Day 988,000 gals.	Total 22,676,000 gallons
August Avg. 693,740 g.p.d.	Highest Day 881,000 gals.	Total 21,506,000 gallons
Sept Avg. 739,570 g.p.d.	Highest Day 972,000 gals.	Total 22,187,000 gallons
Oct Avg. 722,810 g.p.d.	Highest Day 1.021 MGD	Total 22,407,000 gallons
Nov Avg. 565,450 g.p.d.	Highest Day 816,000 gals.	Total 17,529,000 gallons
Dec Avg. 627,420 g.p.d.	Highest Day 889,000 gals.	Total 19,450,000 gallons

Year 2025

Jan. Avg. 607,970 g.p.d.	Highest Day 781,000 gals.	Total 18,847,000 gallons
Feb. Avg. 682,680 g.p.d.	Highest Day 820,000 gals.	Total 19,115,000 gallons
Mar. Avg. 683,900 g.p.d.	Highest Day 769,000 gals.	Total 21,201,000 gallons

WWTP – Holding & Septage Receiving

2005	\$ 87,562.01	2006	\$101,115.11	2007	\$152,201.07	2008	\$210,441.47
2009	\$183,815.34	2010	\$197,653.66	2011	\$220,576.28	2012	\$236,224.70
2013	\$235,336.46	2014	\$203,938.32	2015	\$210,644.47	2016	\$220,473.17
2017	\$232,358.23	2018	\$245,767.74	2019	\$219,822.80	2020	\$204,656.11
2021	\$209,083.10	2022	\$251,109.46	2023	\$157,332.20	2024	\$194,954.27
2025							

2023	Holdings (gals)	Grease	G Decant (gals)	Septage (gals)	S Decant (gals)	Total Billings (gals)
January	1,232,950		1,000	2,800	72,460	\$11,841.10
February	1,299,600			1,000	27,000	\$11,121.30
March	849,250			18,800	62,550	\$ 9,203.75
April	Primary Clarifiers were receiving new diffusers.					
May	1,011,750			44,350	121,650	\$13,131.00
June	1,089,100			44,100	148,950	\$14,421.05
July	928,350		3,500	6,000	110,500	\$12,546.00
August	1,212,400			8,000	121,800	\$15,649.00
September	1,083,000			10,400	100,350	\$13,962.75
October	1,148,850			8,200	280,750	\$18,999.25
November	1,020,400			16,500	302,800	\$18,764.00
December	1,262,300			2,000	198,000	\$17,693.00

2024	Holdings (gals)	Grease	G Decant (gals)	Septage (gals)	S Decant (gals)	Total Billings (gals)
January	1,240,050			500	62,900	\$14,003.00
February	1,236,550			2,300	63,100	\$14,081.00
March	1,139,150			4,500	141,500	\$15,200.25
April	1,135,752			3,600	225,950	\$17,972.27
May	982,150			14,800	274,550	\$17,573.25
June	734,178			2,000	175,950	\$11,860.53
July	1,374,900			11,300	285,450	\$21,563.25
August	1,362,350			15,800	272,200	\$21,376.50
September	990,600			1,000	237,550	\$15,904.75
October	1,044,550			6,400	228,650	\$16,545.75
November	987,500			5,800	195,350	\$15,106.75
December	960,550			2,750	107,300	\$12,453.00

2025	Holdings (gals)	Grease	G Decant (gals)	Septage (gals)	S Decant (gals)	Total Billings (gals)
January	1,008,400			1,500	40,650	\$11,190.25
February	905,450			1,400	41,250	\$10,169.75
March	1,237,500			3,100	72,450	\$14,372.25

Morning Meadows Subdivision

Phase 3 – Last item is streetlights. Phase 2 – Some homeowners are having their sump pumps run continuously. We are helping the Developer to figure out if the water is coming from a dentation pond. (No change since last update in February)

WWTP 2024 Tertiary Filters and UV Disinfection

We are ahead of schedule with the project. Change Order #1 was approved. Currently, the Project is still under budget. UV disinfection unit has been tested and is online.

Stormwater Ponds Management Inspection Program

I am still waiting for the completion of the report. I have been promised a draft copy is coming soon. After reviewing the reports, the reports will be distributed to pond owners along with the invoices. Coming soon!

2025 Spring Clean Up

The event is being held Saturday, April 26th with a report to follow.

Maple Fields Subdivision

We are still working through punch list items in Phase 1. Phase 2 has been completed and receiving home starts. In Phase 3 the utility plans were approved and sent to DNR for review and approval. The civil plans have been reviewed, a developer agreement has been drafted, and the final plat is being forthcoming.

Next Generation Housing

Utility installation is nearing completion for Outlot 8 new development by Hillcrest Builders. Sanitary Sewer main has been installed along with the water main. Watermain filled, safe sampled, and waiting for pressure test before final connection. Storm sewer work is in progress and private road installation to follow soon.

Hickory Lane Reconstruction Project

Gremmer and Associates has obtained DNR permit for the creek crossing. We-Energies Gas is currently on site relocating the gas main in the project zone prior to the start of the reconstruction project. A Pre-construction was held on April 22nd with work scheduled to begin Mid-May or Mid-June.

Cedar Run Park – Dog Park Project

The Cedar Run Dog Park Project is progressing. Field work to assess the delineation of wetlands is scheduled for April 30, weather permitting. Following this, Village staff will review flood plains and finalized park plans on May 9th. The bidding process is expected to open shortly after, with a tentative construction start set for July. We're excited to see this project move forward and will continue to provide updates as we hit key milestones.

Ridgeway Drive and Chestnut Court Reconstruction Project

Advance Construction started the Project on Monday, March 31st. During week 2 of construction a conflict of utilities was encountered and redesigned to keep the project on schedule. Approximately 600' of Sanitary sewer has been installed. Crews have paused sanitary sewer and begun working on watermain along Ridgeway Dr. approximately 150' installed as of April 23rd. Design changes were made to the plans for sanitary sewer lateral installation. Laterals will be installed using pipe bursting rather than traditional open cut trench installation. Also, a design change was made to the (9) storm sewer catch basin being reconstructed within the project limits.

Cedar Creek Townhomes

A new housing development behind Tennies Hardware is underway. Water Main has been installed, filled and received a safe water sample. Waiting for the pressure test. Sanitary main and laterals have been installed and waiting on testing along with televising of the sanitary sewer main. (No change since last update in February)

Respectfully submitted, Jack Straehler, Director of Public Works