

APPROVED MINUTES
Board of Public Works Meeting
Tuesday, September 27, 2022 at 6:00 p.m.
Jackson Municipal Complex
Village Board Room
N168W19851 Main Street
Jackson, WI 53037

1. Call to Order and Roll Call

Chair Tr. Heckendorf called the meeting to order at 6:00 p.m.

Members Present: Tr. Engelhardt, Sarah Malchow, Tr. Matter, Tim Meffert, Chris Sberna, and Steve Schoen

Village Board Member Present: Pres. Schwab

Staff Present: Administrator Jen Keller, Director of Public Works Brian Kober and Clerk Jilline Dobratz

Also Present: Greg Droessler of Town & Country Engineering

2. Approval of the Board of Public Works Minutes of August 30, 2022

Motion by Tr. Matter, second by Tim Meffert to approve the Board of Public Works minutes of August 30, 2022, as presented.

Vote: 7 ayes, 0 nays. Motion carried.

3. WWTP Facility Plan Update – Town & Country Engineering

Professional Engineer Greg Droessler gave an update of the WWTF Facility Plan. Three alternatives with pricing were explained. This item was for information only for the Board of Public Works and no action was needed at this time.

4. Pay Request #6 – Coffee Connection Trail Project – Poblocki Paving

Director Kober commented this is the final pay request to close out the project. The total amount being retained is \$8,964.32.

Motion by Tr. Heckendorf, second by Tr. Engelhardt to recommend Budget & Finance and Village Board approve final Pay Request #6 – Coffee Connection Trail Project – Poblocki Paving in the amount of \$10,205.32.

Vote: 7 ayes, 0 nays. Motion carried.

5. Review of Quotes – Well #1 Inspection

Director Kober provided information in which staff is recommending Water Well Solutions with video survey as included in the quote.

Motion by Tr. Heckendorf, second by Steve Schoen to recommend Budget & Finance and Village Board approve the quote from Water Well Solutions for Well #1 Inspection in the amount of \$14,885.00.

Vote: 7 ayes, 0 nays. Motion carried.

6. 2023 – Public Works Equipment Program

Director Kober presented the 2023 Public Works Equipment Program. The truck which was ordered in 2020 was received this year. When a truck is ordered, it is taking two years to receive. The vehicle fleet was explained.

7. 2023 – Five (5) Year Capital Improvements Program

Director Kober presented the 2023 Five (5) Year Capital Improvements Program. Future street projects were explained.

8. 2023 Budget Presentation – Public Works, Water & Wastewater Utilities

Director Kober presented the 2023 Public Works, Water & Wastewater Utilities Budget. Completed projects were reviewed. Salt usage has been reduced the last two years and the salt shed is full. The Public Works budget is decreasing 1.04%. The Wastewater budget was explained and has a 0% increase. The Water budget was reviewed. The Public Works Building roof needs to be repaired. The Water budget is increasing 6.3%

9. Director of Public Works Report

Director Kober explained the report authored for the review of the Board.
Motion by Tr. Heckendorf, second by Tr. Matter to place the Director of Public Works Report on file.

Vote: 7 ayes, 0 nays. Motion carried.

10. Citizens/Village Staff to Address the Board

Pres. Schwab commented on future street projects and communication with residents.

11. Adjourn

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

Vote: 7 ayes, 0 nays. Meeting was adjourned at 8:13 p.m.

Respectfully submitted,

Jilline Dobratz, *CMC/WCPC*
Village Clerk