

**VILLAGE OF JACKSON**  
**BOARD OF PUBLIC WORKS MEETING**  
**Tuesday, March 25, 2025 at 6:00 PM**  
**Minutes**

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