

VILLAGE OF JACKSON
BOARD OF PUBLIC WORKS MEETING
Tuesday, September 30, 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, Tr. Kruepke, Stephanie Egner, Ryan Ganshow, Jeff Mitchell, and Josh Sandleback

Members Excused: None

Members Absent: None

Staff Present: Public Works Director Jack Straehler and Deputy Clerk Pamela Wolf

2. Approval of Minutes for the Board of Public Works Meeting of August 26, 2025

The motion to approve Minutes for the Board of Public Works Meeting of August 26, 2025, was made by J. Mitchell and seconded by Tr. Kruepke.

Vote: 7 ayes, 0 nays. Motion carried.

3. Change Order #3 – 2025 Ridgeway Drive and Chestnut Court Reconstruction Project - Advanced Construction for an increase in the amount of \$22,047.75

The motion to approve Change Order #3 for the 2025 Ridgeway Drive and Chestnut Court Reconstruction Project to Advanced Construction for an increase in the amount of \$22,047.75 was made by Tr. Engelhardt and seconded by J. Mitchell.

Vote: 7 ayes, 0 nays. Motion carried.

4. Change Order #1 - 2025 Hickory Lane Reconstruction Project - Vinton Construction for an Increase in the amount of \$39,952.00

The motion to approve Change Order #1 for the 2025 Hickory Lane Reconstruction Project to Vinton Construction for an increase in the amount of \$39,952.00 was made by Tr. Engelhardt and seconded by J. Mitchell. Deputy Clerk Wolf asked for clarification on the motion. Tr. Engelhardt amended the motion to include 'recommend the Budget and Finance Committee and Village Board approve', and J. Mitchell seconded the amendment.

Vote: 7 ayes, 0 nays. Motion carried.

5. Change Order #2 - 2025 Hickory Lane Reconstruction Project - Vinton Construction for an Increase in the amount of \$5,950.00

Director Straehler explained that this change order addressed the necessary field modifications needed to complete a requirement of the Department of Natural Resources. He also advised that the cost of additional supplies needed to complete the requirement will be

reflected in a future change order.

The motion to approve Change Order #2 for \$5950.00 for the 2025 Hickory Lane Reconstruction Project to Vinton Construction was made by Tr. Engelhardt and seconded by R. Ganshow. Tr. Engelhardt amended the motion to include 'recommend the Budget and Finance Committee and Village Board approve', and R. Ganshow seconded the amendment.

Vote: 7 ayes, 0 nays. Motion carried.

6. Pay Request #5 – 2025 Ridgeway Drive and Chestnut Court Reconstruction Project - Advanced Construction in the amount of \$388,971.85

The motion to recommend the Budget and Finance Committee and Village Board approve Pay Request #5 for the Ridgeway Drive and Chestnut Court Reconstruction Project to Vinton Construction in the amount of \$388,971.85 was made by Pres. Heckendorf and seconded by J. Mitchell. Pres. Heckendorf amended the motion from Vinton Construction to Advanced Construction and J. Mitchell seconded the amendment.

Vote: 7 ayes, 0 nays. Motion carried.

7. Pay Request #3 - 2025 Hickory Lane Reconstruction Project - Vinton Construction in the amount of \$479,393.34

The motion to approve Pay Request #3 for the Hickory Lane Reconstruction Project to Vinton Construction in the amount of \$479,393.34 was made by R. Ganshow and seconded by Tr. Engelhardt. R. Ganshow amended the motion to include 'recommend the Budget and Finance Committee and Village Board approve', and Tr. Engelhardt seconded the amendment.

Vote: 7 ayes, 0 nays. Motion carried.

8. Letter of Credit Reduction - Morning Meadows Subdivision Phase 1 – Home Path Financial in the amount of \$30,912.00

The motion to approve the release of the Letter of Credit for Morning Meadows Subdivision Phase I, bringing the balance to zero, was made by Tr. Engelhardt and seconded by J. Sandleback. Tr. Engelhardt amended the motion to include 'recommend the Budget and Finance Committee and Village Board approve', and J. Sandleback seconded the amendment.

Vote: 7 ayes, 0 nays. Motion carried.

9. Letter of Credit Reduction - Morning Meadows Subdivision Phase 3 – Home Path Financial in the amount of \$1,169,412.00

The motion to recommend the Budget and Finance Committee approve the release of the Letter of Credit for Morning Meadows Subdivision Phase 3 in the amount of \$1,169,412.00 to Home Path Financial, bringing the balance to \$113,850.00, was made by J. Sandleback and seconded by R. Ganshow. J. Sandleback amended the motion to include 'recommend the Budget and Finance Committee and Village Board approve', and R. Ganshow seconded the amendment.

Vote: 7 ayes, 0 nays. Motion carried.

10. Review of Proposal - Public Works and Utilities Vehicle Lease - Enterprise Fleet Management

Director Straehler summarized the advantages and disadvantages of leasing vehicles compared to purchasing vehicles.

The motion to recommend the Budget and Finance Committee and Village Board include in the 2026 Budget, the purchase of one new or used vehicle for Engineering and one new or used vehicle for Wastewater, both currently budgeted in the 2026 Capital Improvement Plan, and the auction of the 2002 Chevrolet S-10 and 2002 Buick Century to offset vehicle costs, was made by Pres. Heckendorf and seconded by Tr. Engelhardt.

Vote: 7 ayes, 0 nays. Motion carried.

11. Proposal to Increase Wastewater Treatment Plant Sampling Fee

The motion to recommend staff increase the Wastewater Treatment Plant Sampling Fee to \$40.00 was made by Tr. Engelhardt. Director Straehler asked the motion be amended to include direction for staff to include the fee on the 2026 Fee Schedule for approval by the Village Board. Tr. Engelhardt amended the motion to include the fee on the 2026 Fee Schedule to be presented to the Village Board, and Pres. Heckendorf seconded.

S. Egner asked how many samples were tested each year. Director Straehler stated he would need to research the answer.

Vote: 7 ayes, 0 nays. Motion carried.

12. Review of 2026 License Agreement to Farm Public Land

The motion to recommend the Village Board approve the 2026 License to Farm Public Land for Robert Loduha, contingent upon full receipt of 2025 contract payments, was made by R. Ganshow and seconded by J. Mitchell.

Vote: 7 ayes, 0 nays. Motion carried.

13. Resolution #25-29 - Approving Changes to the Village of Jackson Urban Area Functional Classification System

The motion to recommend the Village Board approve Resolution #25-29 Approving Status Changes to the Village of Jackson Urban Area Functional Classification System was made by Tr. Engelhardt and seconded by Pres. Heckendorf.

Vote: 7 ayes, 0 nays. Motion carried.

14. Presentation and Discussion - 2025 Budget Review and Proposed 2026 Budget - Public Works, Water and Wastewater Utilities

Director Straehler presented details of past projects completed, current projects in-progress, and the future needs of the Department of Public Works.

The motion to recommend the Budget and Finance Committee and Village Board approve the Proposed 2026 Budget for Engineering, Streets, Parks, Trash, Water, and Wastewater, was made by Pres. Heckendorf and seconded by J. Mitchell.

Topics of discussion included definitions of terminology, wastewater processes, street-sweeping schedules, and department mower needs.

Vote: 7 ayes, 0 nays. Motion Carried.

15. Director of Public Works Report

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

Discussion followed regarding fiberglass light poles versus wooden light poles. Tr. Kruepke mentioned he believed new projects were intended to get fiberglass light poles, and asked Director Straehler why fiberglass light poles were not included in the 2025 projects. Director Straehler responded that former Director Kober's notes had no mention of fiberglass poles for any of the projects.

Vote: 7 ayes, 0 nays. Motion carried.

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

None.

17. Adjourn

The motion to adjourn the meeting was made by J. Mitchell and seconded by Tr. Kruepke.

Vote: 7 ayes, 0 nays. Motion carried. The meeting adjourned at 6:50 PM.

Respectfully Submitted,

Pam Wolf
Deputy Clerk
Village of Jackson