

VILLAGE OF JACKSON
BOARD OF PUBLIC WORKS MEETING
Tuesday, November 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, Tr. Kruepke, Ryan Ganshow, Jeff Mitchell, and Josh Sandleback

Members Excused: Stephanie Egner

Members Absent: None

Staff Present: Public Works Director Jack Straehler, and Clerk Jackie Schuh

2. Approval of Minutes for the Board of Public Works Meeting of October 28, 2025

The motion to approve Minutes for the Board of Public Works Meeting of October 28, 2025 was made by J. Mitchell and seconded by Tr. Engelhardt.

Vote: 6 ayes, 0 nays. Motion carried.

3. Change Order #3 - 2025 Hickory Lane Reconstruction Project - Vinton Construction for an increase in the amount of \$1,046.51

The motion to recommend the Budget and Finance Committee and Village Board approve Change Order #3 for the 2025 Hickory Lane Reconstruction Project to Vinton Construction for an increase in the amount of \$1,046.51 was made by Tr. Engelhardt and seconded by J. Mitchell.

Tr. Engelhardt noted the cost savings associated with the use of Village of Jackson equipment to complete portions of the project. Director Straehler advised that the equipment helped expedite the project to prevent further delays. Although equipment time and labor costs were recovered from Vinton Construction, Director Straehler stated there is no real benefit to providing our equipment and labor to complete these projects.

Vote: 6 ayes, 0 nays. Motion carried.

4. Change Order #4 - Final - 2025 Ridgeway Drive and Chestnut Court Reconstruction Project – Advanced Construction for an increase in the amount of \$19,142.61

The motion to recommend the Budget and Finance Committee and Village Board approve Final Change Order #4 for the Ridgeway Drive and Chestnut Court Reconstruction Project to Advanced Construction for an increase in the amount of \$19,142.61 was made by R. Ganshow and seconded by J. Mitchell.

Director Straehler stated that Change Order #4 applies final quantities of supplies used for the project, but final numbers for the project are not available yet.

Vote: 6 ayes, 0 nays. Motion carried.

5. Pay Request #5 - 2025 Hickory Lane Reconstruction Project - Vinton Construction in the amount of \$293,286.04

The motion to recommend the Budget and Finance Committee and Village Board approve Pay Request #5 for the 2025 Hickory Lane Reconstruction Project to Vinton Construction was made by Pres. Heckendorf and seconded by R. Ganshow.

Director Straehler indicated that a final pay request is anticipated for November 2026, when the warranty period for the project expires. Director Straehler stated turf growth is covered by the landscaping warranty and is not part of the retainage.

Vote: 6 ayes, 0 nays. Motion carried.

6. Pay Request #6 - Final - 2025 Ridgeway Drive and Chestnut Court Reconstruction Project – Advanced Construction in the amount of \$44,697.88

The motion to Recommend the Budget and Finance Committee and Village Board approve the Final Pay Request #6 for the Ridgeway Drive and Chestnut Court Reconstruction Project to Advanced Construction in the amount of \$44,697.88 was made by Tr. Engelhardt and seconded by J. Mitchell.

Vote: 6 ayes, 0 nays. Motion carried.

7. Approving Completion of 2024 Wastewater Treatment Plant Tertiary Filters and UV Disinfection Project and Authorizing Closure of the Clean Water Fund Loan

The motion to recommend the Budget and Finance Committee and Village Board Accept the Completed 2024 Wastewater Treatment Plant Tertiary Filters and UV Disinfection Project and Authorize the Village Administrator to sign the documents for closure of the Clean Water Fund Loan was made by Pres. Heckendorf and seconded by Tr. Kruepke.

Vote: 6 ayes, 0 nays. Motion carried.

8. 2025-2026 Contract Amendment #3 - Gremmer and Associates in the amount of \$309,667.00

The motion to recommend the Budget and Finance Committee and Village Board approve the 2025-2026 Contract Amendment #3 for Gremmer and Associates in the amount of \$309,667.00 was made by Tr. Engelhardt and seconded by J. Mitchell.

Director Straehler explained that the increase reflects an expanded scope of services to include streetlight engineering and design for the 2026 reconstruction of Hawthorne Drive, Aspen Drive, and Linden Drive. He also noted that additional project details will be presented at the Public Involvement Meeting on December 9, 2025.

Vote: 6 ayes, 0 nays. Motion carried.

9. Director of Public Works Report

Director Straehler provided a brief overview of projects contained in the report, noting progress of the dog park, the status of several street projects, and questions regarding retention ponds.

Pres. Heckendorf expressed his appreciation for Director Straehler's effective management of the 2025 projects and conveyed his gratitude for his efforts.

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

Vote: 6 ayes, 0 nays. Motion carried.

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

Pres. Heckendorf thanked the Commission and staff for their attendance at the meeting and wished all a Happy Thanksgiving and Happy Holiday Season.

11. Adjourn

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

Vote: 6 ayes, 0 nays. Motion carried. The meeting adjourned at 6:17 PM.

Respectfully Submitted,

Jacqueline Schuh
Village Clerk
Village of Jackson