

AGENDA
BOARD OF PUBLIC WORKS MEETING
Tuesday, July 26, 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
2. Approval of the Board of Public Works Minutes of June 28, 2022
3. Eagle Dr & STH 60 – 30% Roundabout Plan Review – DAAR Engineering
4. Resolution 22-14 Final Assessment Coffee Connection Trail Project
5. Engineering Proposal – Lift Station & South Interceptor Study – Foth/City Water
6. Review of Quotes for Water Tower Cleaning
7. Verizon – Land Lease Agreement for Fiber to the White Water Tower Site
8. Director of Public Works Report
9. Citizens/Village Staff to address the Board
10. Adjourn

Persons with disabilities requiring special accommodations for attendance at the meeting should contact the Village Hall 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.

DRAFT MINUTES
Board of Public Works Meeting
Tuesday, June 28, 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 Heckendorf called the meeting to order at 6:00 p.m.

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

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

2. Approval of the Board of Public Works Minutes of May 31, 2022

Motion by Tr. Matter, second by Tr. Heckendorf to approve the Board of Public Works minutes of May 31, 2022.

Vote: 6 ayes, 0 nays. Motion carried.

3. Fiber to Home Project Presentation by Midwest Fiber

Rachel Steadman, Director of Sales, and Amy Roskopf, Contracts Sales Support Manager, were present from Midwest Fiber. Background information with an update was given. Three or four levels of services will be offered to residents starting in August or September. English Oaks subdivision will be Phase 1. Information only item no action necessary.

4. Verizon – Land Lease Agreement for Fiber to White Water Tower Site

Director Kober provided background information.

Motion by Tr. Heckendorf, second by Tim Meffert to refer Verizon – Land Lease Agreement for Fiber to White Water Tower Site to the next Board of Public Works meeting.

Vote: 6 ayes, 0 nays. Motion carried.

5. Pay Request #5 – Coffee Connection Trail Project – Poblocki Paving

Director Kober provided an update on the project. Retainage is being held in the amount of \$8,964.32

Motion by Tr. Heckendorf, second by Tr. Engelhardt to recommend Budget & Finance and Village Board approve Pay Request #5 – Coffee Connection Trail Project – Poblocki Paving in the amount of \$23,207.87.

Tr. Matter inquired on the budget of the project. Director Kober explained items that were repaired and overages of the budget.

Vote: 6 ayes, 0 nays. Motion carried.

6. Update on Storm Pond Compliance Project

Director Brian Kober gave information on the Storm Pond Compliance letter, which is expected to be mailed on Friday, July 1, 2022. Information only item no action necessary.

7. Update on STH 60 (Main St) 2022 2023 Utility Replacement Project

Director Kober stated that data is almost finished being collected. The project will go out for bid and needs to be completed in the fall of 2023. Information only item no action necessary.

8. Director of Public Works Report

Director Kober summarized the report authored for the review of the Board. A preconstruction meeting for Maple Fields utility installation took place today. Grading has started and utility will begin the week of July 11th.

Motion by Tr. Matter, second by Tim Meffert to place the Director of Public Works Report on file.

Vote: 6 ayes, 0 nays. Motion carried.

9. Citizens/Village Staff to Address the Board

None.

10. Adjourn

Motion by Tr. Heckendorf, second by Tr. Engelhardt to adjourn.

Vote: 6 ayes, 0 nays. Meeting was adjourned at 6:46 p.m.

Respectfully submitted,

Jilline Dobratz, *CMC/WCPC*
Village Clerk

PROJECT ID: 2310-13-71
WITH: 2310-13-70

COUNTY: WASHINGTON

ORDER OF SHEETS

Section No.	1	Title
Section No.	2	Typical Sections and Details
Section No.	3	Estimate of Quantities
Section No.	3	Miscellaneous Quantities
Section No.	4	Right of Way Plat
Section No.	5	Plan and Profile
Section No.	6	Standard Detail Drawings
Section No.	7	Sign Plates
Section No.	8	Structure Plans
Section No.	9	Computer Earthwork Data
Section No.	9	Cross Sections

TOTAL SHEETS =



DESIGN DESIGNATION

A.A.D.T.	2024	=	8,260
A.A.D.T.	2044	=	9,350
D.H.V.		=	
D.D.		=	
T.		=	17.3%
DESIGN SPEED			

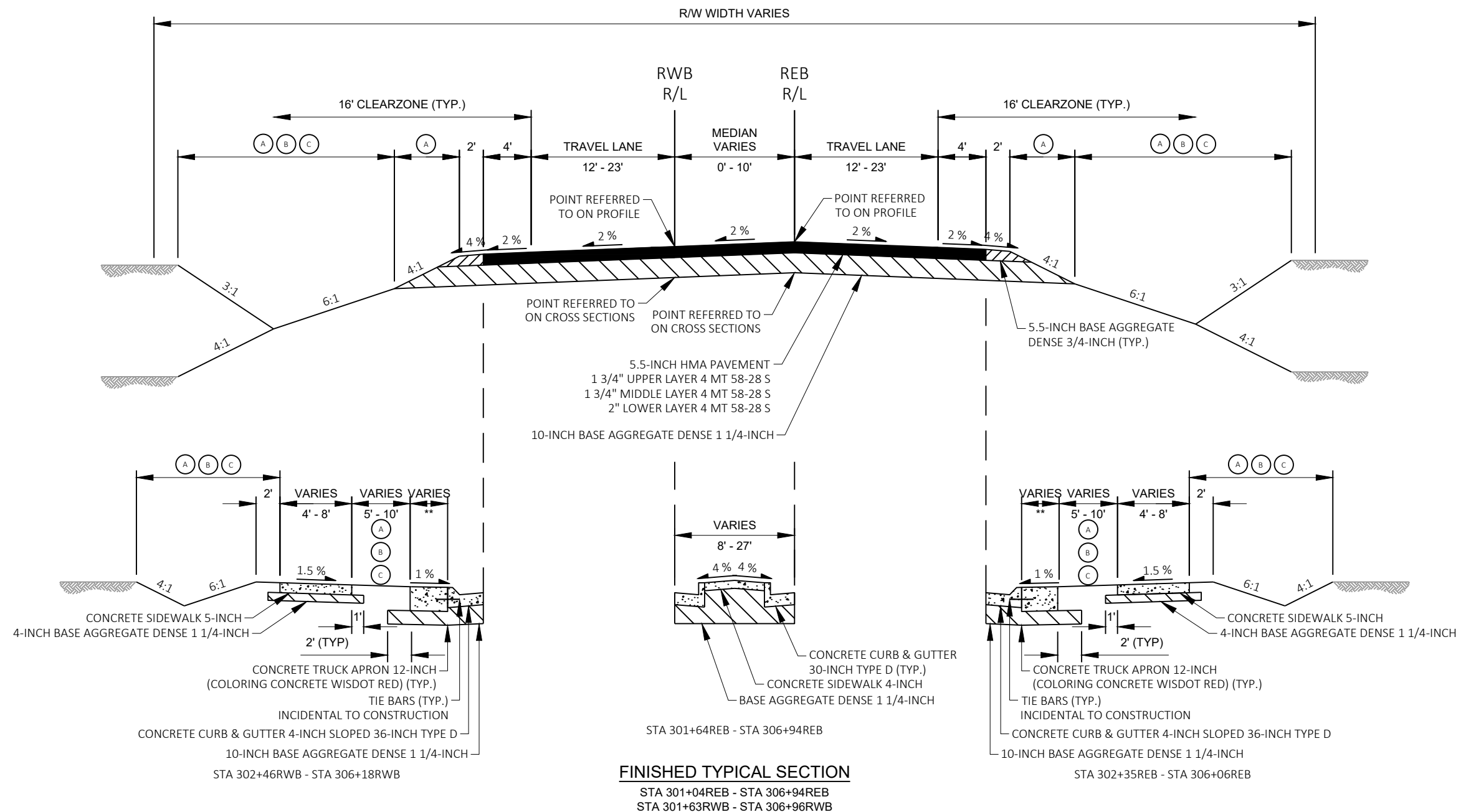
GENERAL NOTES

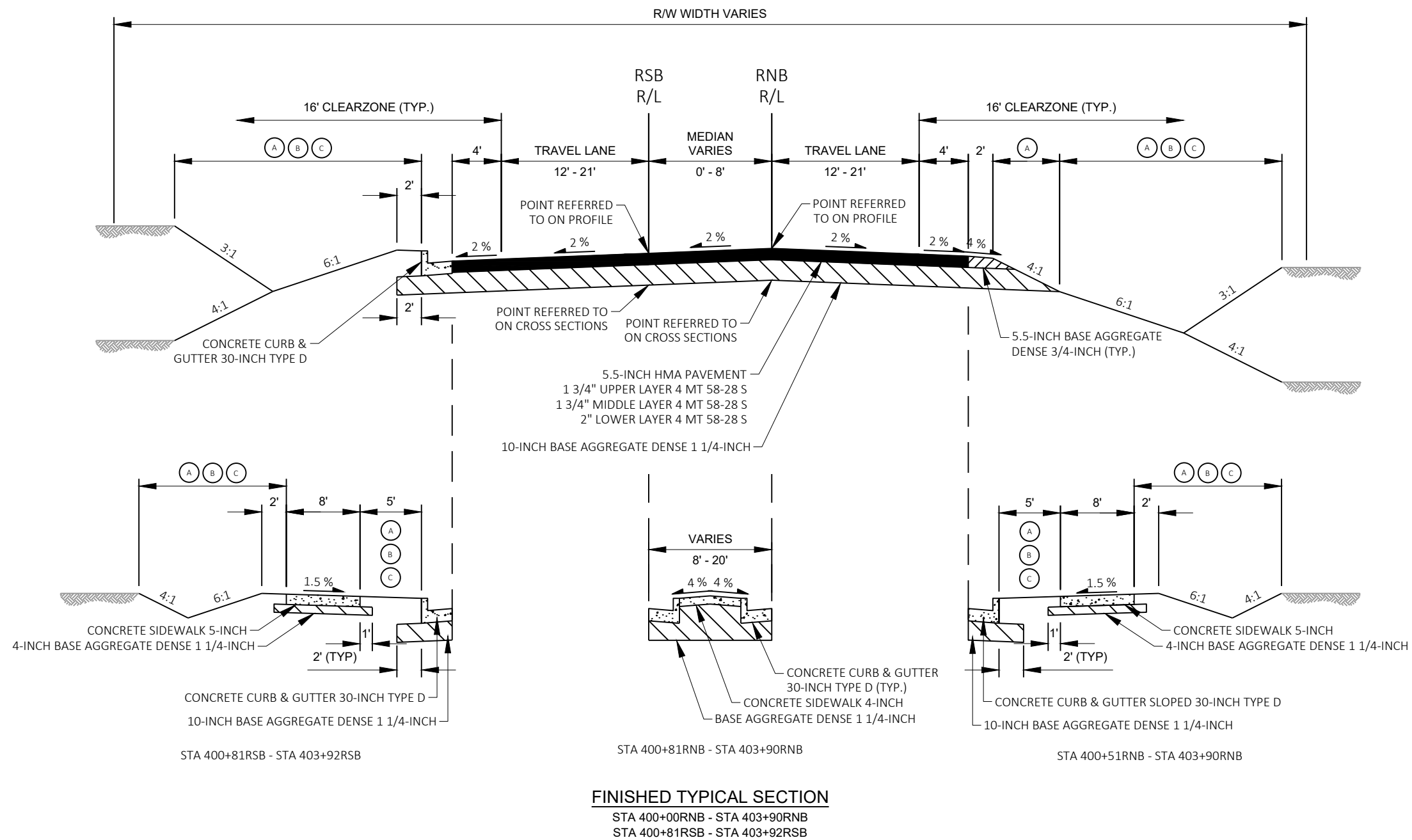
MISCELLANEOUS

- 1. DETAILS OF CONSTRUCTION NOT SHOWN SHALL BE IN ACCORDANCE WITH THE PERTINENT REQUIREMENTS OF THE STANDARD SPECIFICATIONS.
- 2. UNLESS NOTED ON THE PLAN, ALL STATIONS AND OFFSETS ARE BASED OFF OF THE STH 60 REFERENCE LINE.
- 3. CURVE DATA SHOWN ON THE PLAN IS "ARC DEFINITION".
- 4. NO TREES OR SHRUBS ARE TO BE REMOVED WITHOUT THE APPROVAL OF THE ENGINEER.
- 5. DIMENSIONS GIVEN FOR EXISTING FEATURES SHALL BE CONSIDERED AS APPROXIMATE AND MEASURED IN THE FIELD FOR MATCHING PURPOSES.
- 6. THE LOCATION OF EXISTING OR PROPOSED UTILITIES, AS NOTED IN THE PLANS, ARE APPROXIMATE. THERE MAY BE OTHER UTILITY INSTALLATIONS AND SERVICES WITHIN THE PROJECT AREA THAT ARE NOT SHOWN. THE CONTRACTOR SHALL NOTIFY DIGGERS HOTLINE AND AFFECTED UTILITIES PRIOR TO THE START OF WORK. ANY LOCAL MUNICIPALITY OR PUBLIC AGENCY WHICH IS NOT A MEMBER OF DIGGERS HOTLINE MUST BE CONTACTED SEPARATELY.
- 7. A SAWED JOINT IS REQUIRED WHERE NEW PAVEMENT MEETS EXISTING PAVEMENT.
- 8. CONTRACTOR MUST CONTACT THE PROJECT ENGINEER AND THE WASHINGTON COUNTNY SURVEYOR SCOTT SCHMIDT, AT LEAST TWO WEEKS PRIOR TO WORK NEAR ANY PUBLIC SURVEY MONUMENT.

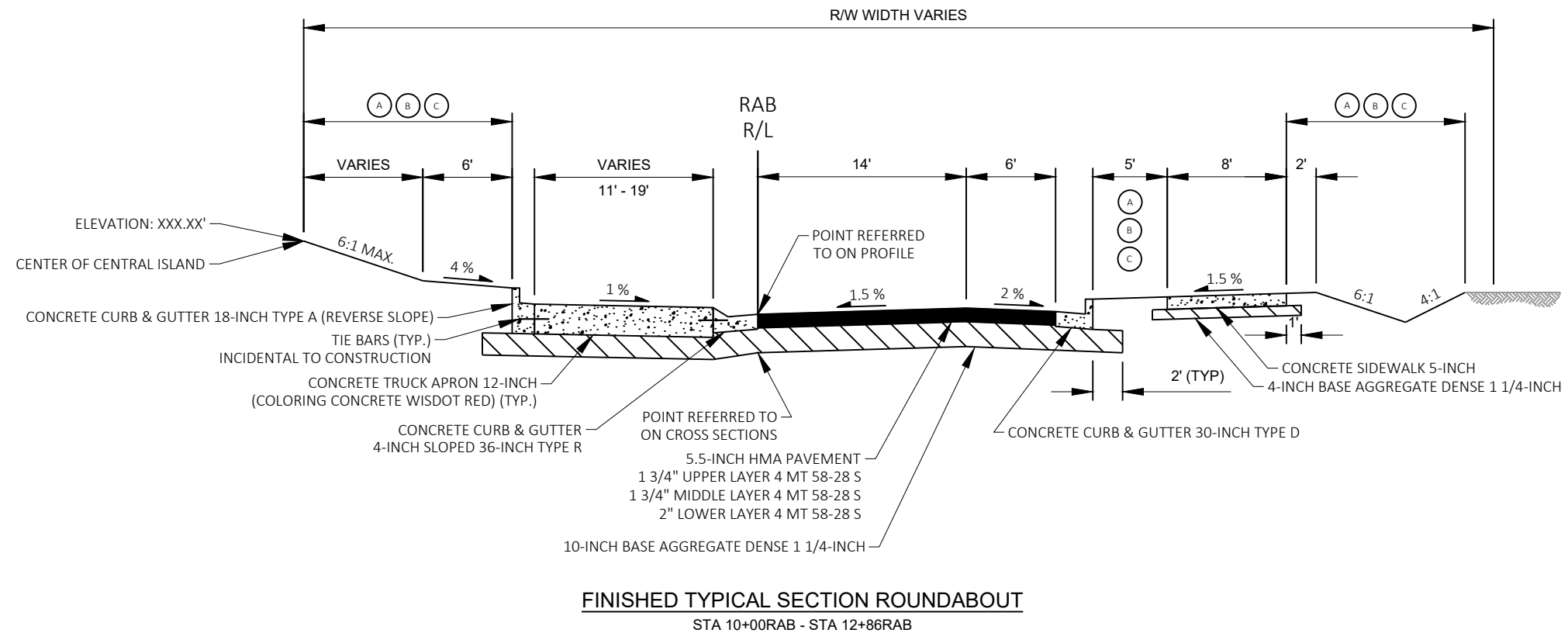
TRAFFIC CONTROL

- 1. TRAFFIC CONTROL WHEN TEMPORARY PAVEMENT MARKING REMOVABLE TAPE IS REQUIRED, IT SHALL BE CUT THROUGH ITS FULL WIDTH AND THICKNESS AT 25-FOOT INTERVALS TO CONTROL RAVELING.
- 2. ALL TRAFFIC CONTROL SIGNS SHALL BE 48"X 48" UNLESS OTHERWISE NOTED IN THE PLANS.
- 3. "WO" SIGNS ARE THE SAME AS "W" SIGNS EXCEPT THE BACKGROUND IS REFLECTIVE ORANGE.</



**LEGEND**

-

**LEGEND**

(A)	SEED MIXTURE #20 WITH TEMPORARY SEEDING & FERTILIZER TYPE B. SEED MIXTURE #40 & FERTILIZER TYPE B FOR CENTRAL ISLAND		CONCRETE PAVEMENT
(B)	6" TOPSOIL		HMA PAVEMENT
(C)	MULCHING OR EROSION MAT (SEE EROSION CONTROL PLANS FOR EROSION MAT TYPE)		BASE AGGREGATE DENSE 3/4-INCH
			BASE AGGREGATE DENSE 1 1/4-INCH

PROJECT NO: 2310-13-71

HWY: EAGLE DRIVE

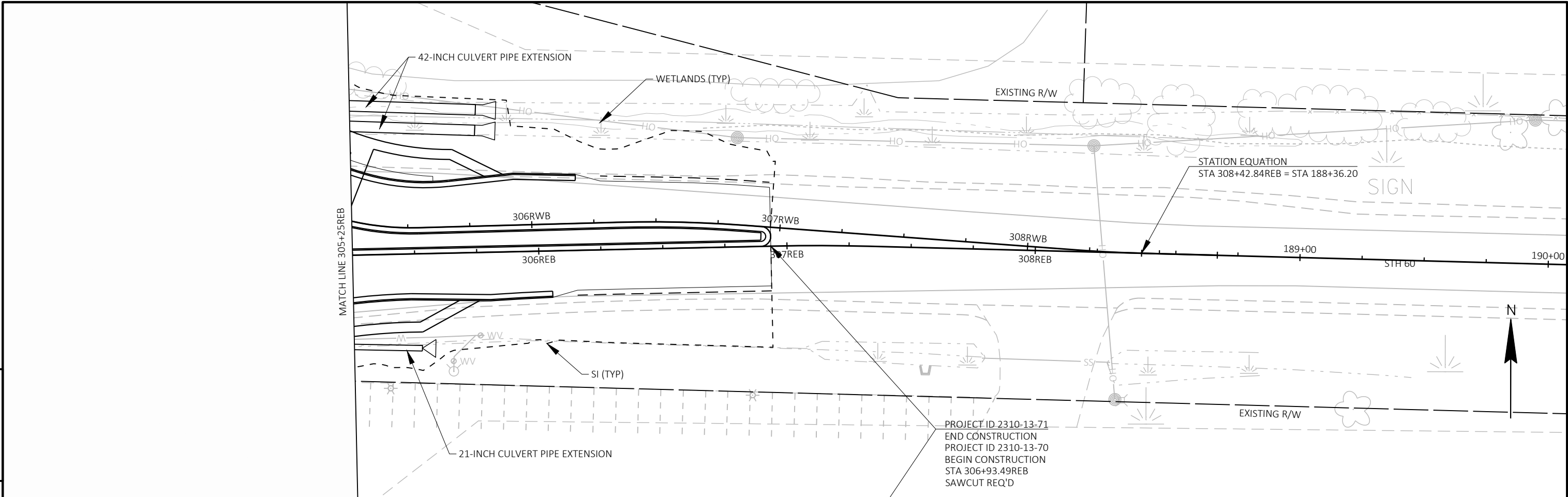
COUNTY: WASHINGTON

FINISHED TYPICAL SECTIONS

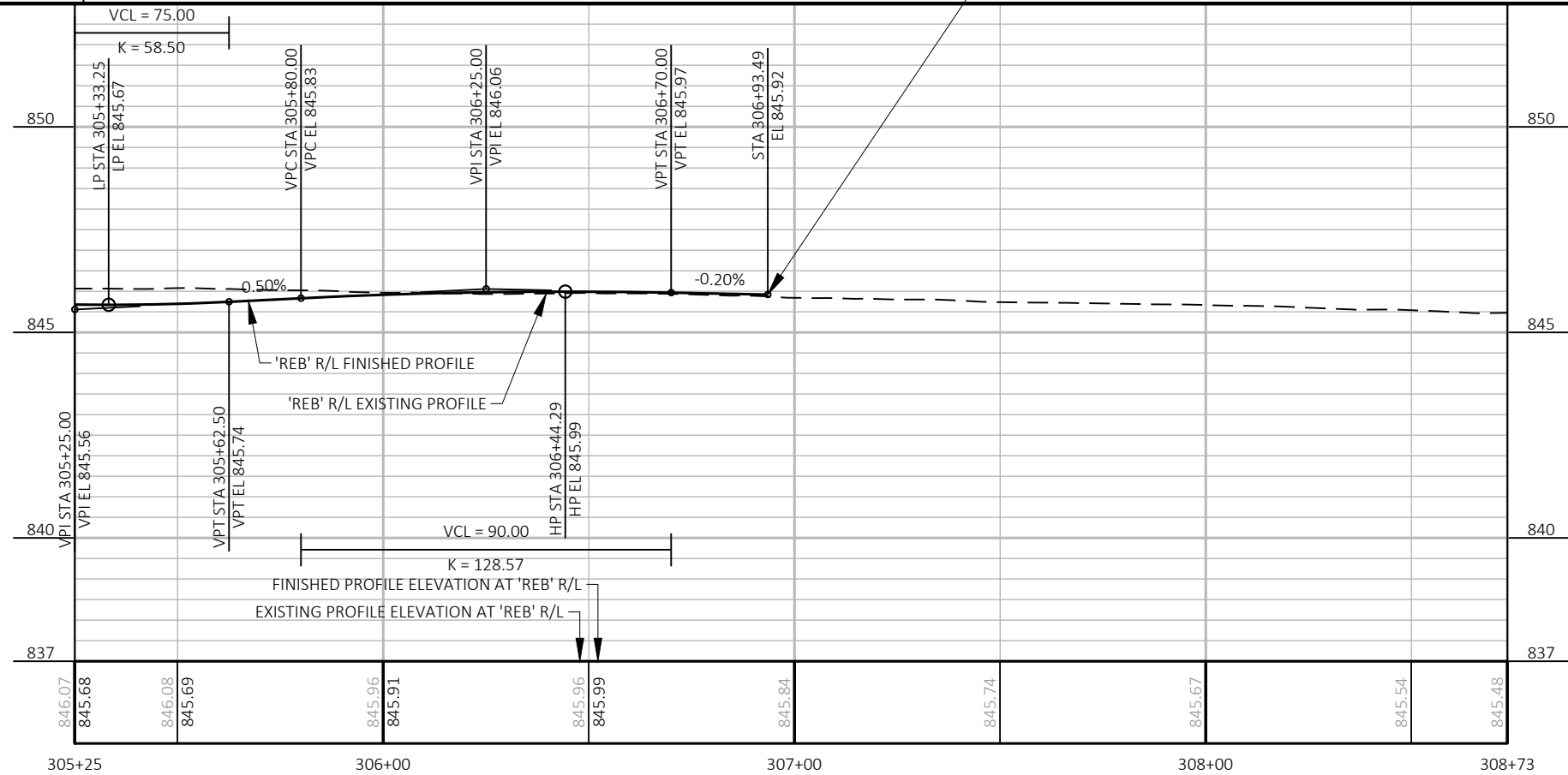
SHEET

E

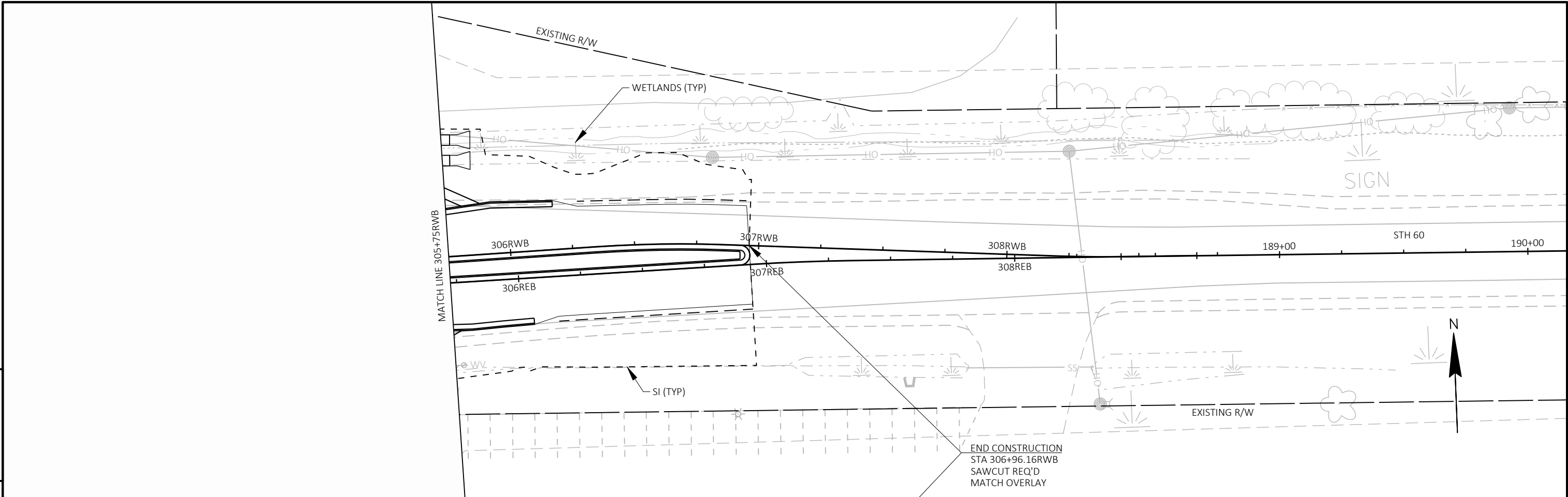
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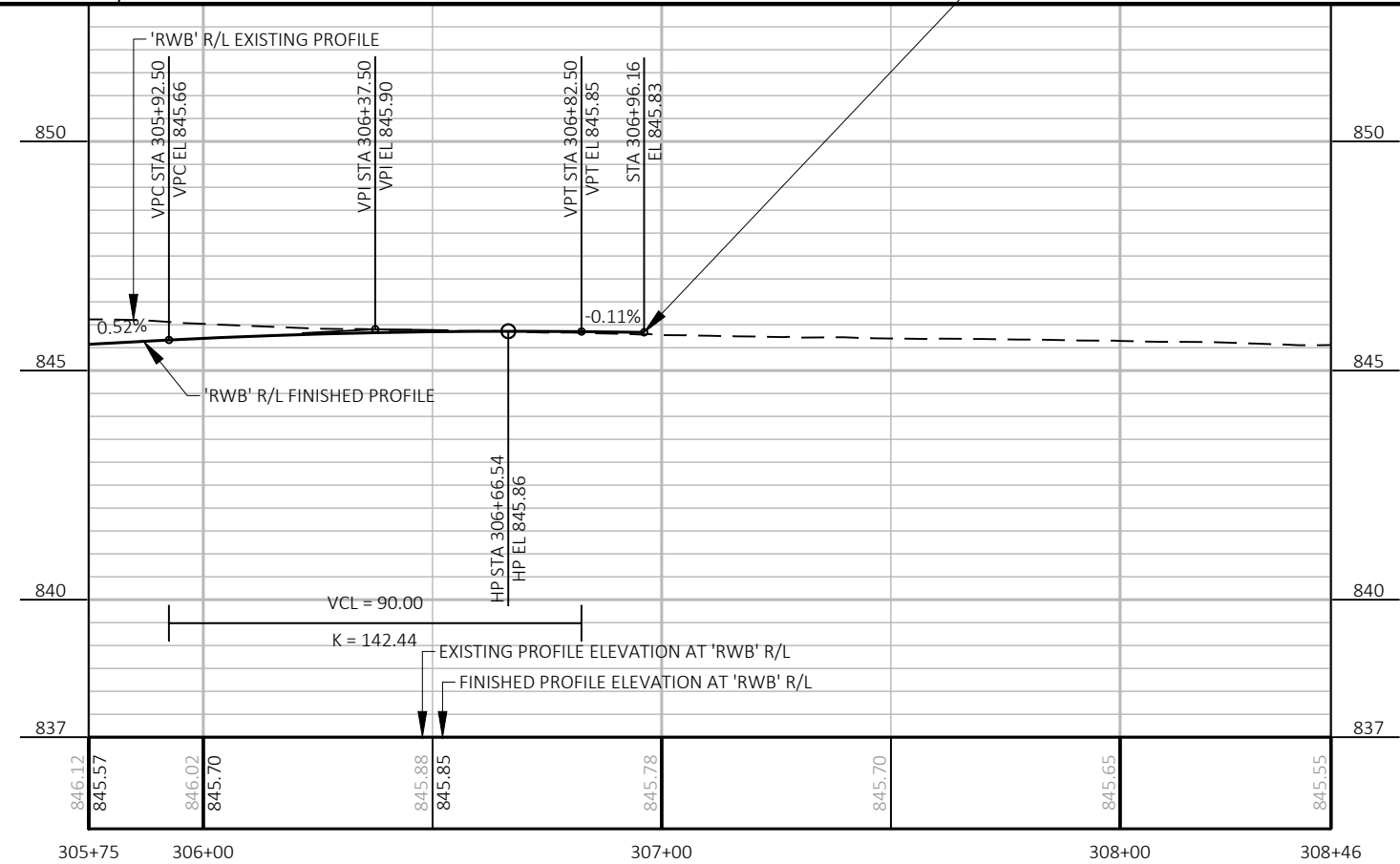
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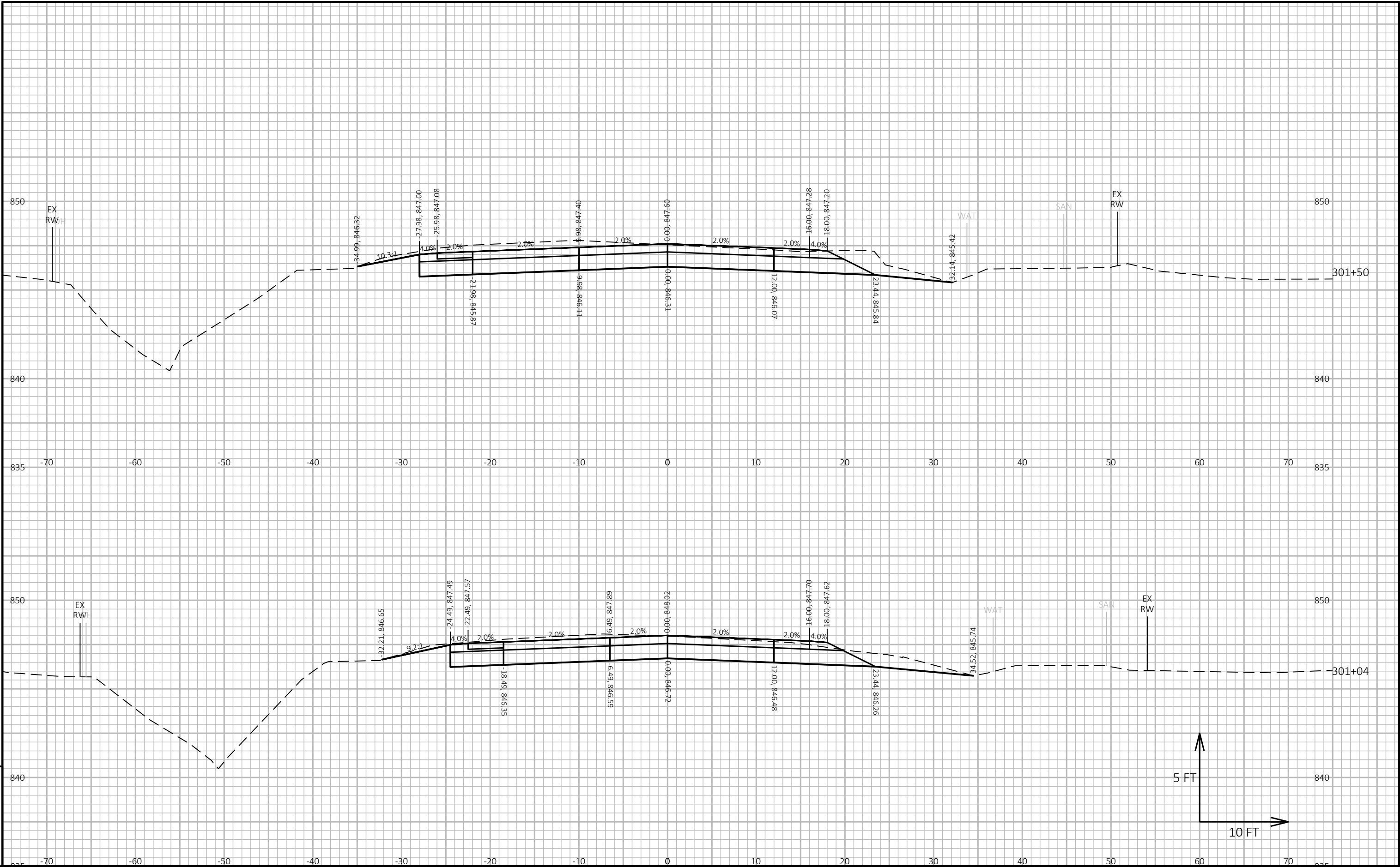


5



5





6. The Village Clerk shall publish this Resolution as a Class 1 notice, an Installment Assessment Notice, in accordance with Section 66.0703, Wisconsin Statutes.
7. The Village Treasurer shall mail to every interested person whose post office address is known or can with reasonable diligence be ascertained, including each property owner whose name appears on the property tax roll, a copy of this resolution, an invoice for the final assessment against the benefited property, and a contract agreement form in which the interested party shall elect their option of payment for such assessment, sign, and return to the Village Treasurer.

Introduced by: _____

Seconded by: _____

Vote: _____ ayes _____ nays

Passed and Approved: _____

Michael E. Schwab – Village President

Attest: _____
Jilline S. Dobratz – Village Clerk

Proof of Posting:

I the undersigned, certify that I posted this Resolution on bulletin boards at the Village Hall, Post Office, and one other location in the Village.

Village Official

Date

Village of Jackson
Coffeerville Connection Trail
Construction of Trail along STH 60 from Coffeerville to Eagle Drive
Final Property Assessment
July 22, 2022

Title	First Name	Last Name	City	State	ZIP Code	Physical Address	Mailing Address	Tax Key No	Linear Frontage	Construction Cost per LF	Total Assessment Amount
	Jacek Kulwikowski	Lisa Zanella	Jackson	WI	53037	N168 W20101 Main Street	PO Box 166	V3 0191	150.00	\$123.61	\$18,540.82
	Flitsch Enterprises LLC		Cedarburg	WI	53012	N168 W20069 Main Street	4059 Mary Lane	V3 0196069	234.63	\$123.61	\$29,001.55
	Village of Jackson		Jackson	WI	53037	N168 W19851 Main Street	PO Box 637		1,531.29	\$123.61	\$189,275.84
	Claypool Properties LLC		Cedarburg	WI	53012	W194 N16775 Eagle Drive	N107 W5270 Sarangela Court	V3 019700P	235.66	\$123.61	\$29,128.87

2,151.58 \$265,947.08

Project VOI 21-01
Coffee Connection Trail
Jackson Drive - Eagle Drive

Pay Request #5
Poblocki Paving - Prime Contractor

		Poblocki Paving		Pay Request #1		Pay Request #2		Pay Request #3		Pay Request #4		Pay Request #5		Cumulative Totals		% Complete	
Item No.	Description	Unit	Total	Unit Price	Bid Total	Actual Quantity	Total	Actual Quantity	Total	Actual Quantity	Total	Actual Quantity	Total	Actual Quantity	Total		
100-01	Removing Small Pipe Culverts	EACH	1	\$200.00	\$200.00		\$0.00		\$0.00	1.00	\$200.00		\$0.00	\$0.00	1	\$200.00	100%
100-02	Removing Concrete Pavement	SY	65	\$30.00	\$1,950.00		\$0.00		\$0.00	63.00	\$1,890.00		\$0.00	\$0.00	63	\$1,890.00	97

Village of Jackson
Coffee Connection Trail
Jackson Drive - Eagle Drive

Coffee Connection Trail					
Item No	Item Description	Units	Quantity	Unit Price	Bid Amount
100-01	Removing Small Pipe Culverts	EACH	1	\$ 250.00	\$ 250.00
100-02	Removing Concrete Pavement	SY	65	\$ 10.00	\$ 650.00
100-03	Removing Asphaltic Surface	SY	45	\$ 5.00	\$ 225.00
100-04	Removing Curb & Gutter	LF	195	\$ 6.00	\$ 1,170.00
100-05	Removing Concrete Sidewalk	SY	16	\$ 10.00	\$ 160.00
100-06	Excavation Common	CY	785	\$ 25.00	\$ 19,625.00
100-07	Base Aggregate Dense 3/4-Inch	TON	70	\$ 20.00	\$ 1,400.00
100-08	Base Aggregate Dense 1 1/4-Inch	TON	1,140	\$ 15.00	\$ 17,100.00
100-09	Breaker Run				

RESOLUTION #21-15

PRELIMINARY RESOLUTION DECLARING INTENT TO EXERCISE SPECIAL ASSESSMENT POLICE POWERS, UNDER SECTION 66.0703 OF THE WISCONSIN STATUTES

WHEREAS, the Village Board of the Village of Jackson, Washington County, Wisconsin is pursuing the construction and reconstruction of public improvements consisting of water and sanitary sewer mains; storm sewers; pavement; curb and gutter; and sidewalks and the related improvements and expenses for the benefit of the properties described on Exhibit A hereto.

BE IT RESOLVED, by the Village Board of the Village of Jackson, Washington County, Wisconsin:

1. The Village Board hereby declares its intention to exercise its police power under Section 66.0703 of the Wisconsin Statutes to levy special assessments upon the properties described in Exhibit A hereto, for special benefits conferred upon such property by the construction of public improvements consisting of water and sanitary sewer mains; storm sewers; pavement; curb and gutter; and sidewalks and the related improvements and expenses.
2. The Village Board hereby determines that the construction of such improvements is in the best interest of, and for the health and welfare of the municipality and the property benefited by the improvements, and therefore constitutes an exercise of the police power.
3. The amount of such assessments shall be determined and levied upon completion of the construction of public improvements consisting of water and sanitary sewer mains; storm sewers; pavement; curb and gutter; and sidewalks and the related improvements and expenses.
4. The number of installments, rate of interest, and the terms of payment will be included in the Final Resolution after the Public Hearing; which will be held upon completion of the project, when final costs have been determined.
5. Every Special Assessment levied under this Resolution, shall be a lien against the property assessed, from the date of the Final Resolution of the Village Board determining the levy.
6. The Village Engineer shall prepare a report consisting of the following:
 - a. Preliminary of the final plans and specifications for the Public Works.

- b. An estimate of the entire cost of the proposed improvements.
 - c. A schedule of the proposed properties against which the assessments are to benefit.
 - d. A statement that each property against which the assessments are proposed, has been inspected and is benefited, setting forth the basis of such benefit.
 - e. Upon completion of the report, the Village Engineer shall file a copy with the Village Clerk, and with the Village Treasurer.
7. The Village Clerk shall make a copy of the report available for public inspection.

Introduced by: _____ Seconded by: _____

Vote: ____ ayes ____ nays Passed and Approved: _____

Michael E. Schwab - Village President

Attest: _____
Jilline S. Dobratz - Village Clerk

Proof of Posting:

I the undersigned, certify that I posted this Resolution on bulletin boards at the Village Hall, Post Office and one other location in the Village.

Village Official

Date



Ballpark Commons Office Building
7044 South Ballpark Drive, Suite 200
Franklin, WI 53132
(414) 336-7900
www.foth.com

July 21, 2022

Mr. Brian W. Kober, PE
Director of Public Works
Village of Jackson
W194 N16660 Eagle Drive
Jackson, WI 53081

Dear Brian,

RE: Engineering Services Proposal for the Village of Jackson, WI
Lift Station and Interceptor Capacity Analysis Study

We greatly appreciate the opportunity to assist you with the above referenced capacity analysis and are pleased to provide the Village with the following proposed scope, level of effort and associated estimated fee range. The fee estimate is to complete the two overall system components of the study which includes: 1) the lift station capacity review and upgrade recommendations and 2) interceptor review and capacity analysis and recommendations. The intent is that these analyses will allow the Village to proceed to the facility planning and design phases for each sewer system component. It is anticipated that the Twin Creeks Lift Station (TCLS) capacity constraints are more imminent due to the Maple Fields Development; therefore, this analysis will be performed first, followed by the lengthier sewer flow monitoring and interceptor sewer study components.

Project Understanding

City Water prepared the *Water & Sewer Expansion Analysis* report dated October of

Televising Phase – Performed by Village with contractor previously retained

Flow Monitoring Phase

- ◆ Perform four months of flow monitoring:
 - Install Foth supplied flow meters at five (5) sites
 - Download data from flow meters at two-week intervals for the first two months and monthly thereafter
 - Process flow data and provide data summary upon completion of monitoring
 - Remove meters from 5 locations
 - Provide technical support during metering
 - Includes meter rental fee

Interceptor Sewer Evaluation/Capacity Analysis

- ◆ CCTV review
- ◆ Pipeline capacity assessment (review previous desktop findings)
- ◆ Service area capacity evaluation (current and future)
 - Review existing service area reports
 - Review Bonestroo report
 - Generate/confirm future peak flows utilizing SewerGems modeling calibrated to flow monitoring results
 - Compare projected peak flows with the gravity system capacities
 - Identify deficiencies
- ◆ Develop conceptual rehabilitation or re-routing alternatives
- ◆ Potential funding assistance
- ◆ Summary Report
- ◆ Present report to staff

Level of Effort Summary

Foth/City Water will complete the above-described scope for the following estimated fees. The actual fee for this work is proposed to be on a time and material basis within the ranges described. Reimbursable expenses, such as mileage, printing, and plans, are included in this estimate and will be itemized on all invoices per standard rates.

Phase	Estimated Fee
1 Lift Station Evaluation/Capacity Analysis	\$6,000 - \$9,000
2 Preliminary Investigation	\$6,000 - \$9,000
3 Flow Monitoring Phase (4 months, 5 meters)	\$30,000 - \$34,000
4 Interceptor Sewer Evaluation/Capacity Analysis	\$24,000 - \$28,000
5 Combined Summary Report	\$7,000 - \$9,000
Total Estimated Engineering Fee Range	\$ 73,000 - \$ 89,000

Schedule

Schedule will begin upon receiving authorization from the Village. A summary of the anticipated schedule is shown below:

Phase	Duration	Time Frame
Lift Station Evaluation/Capacity Analysis	3 Months	August – October 2022
Flow Monitoring Phase (4 months)	4 Months	March – June 2023
Interceptor Sewer Evaluation/Capacity Analysis	10 Months	September – June 2023
Combined Summary Report	2 Months	June – July 2023

Agreement to Proceed

It is understood that the services will be provided under a contract with the Village of Jackson. Foth/City Water will proceed with work upon contract authorization from the Village.

Thanks again for allowing us to team with you on improving these important Village

Memo

To: Board of Public Works
From: Brian W. Kober, P. E., Director of Public Works *BWK*
Subject: Cleaning Water Towers
Date: July 22, 2022
CC: Jen Keller, Village Administrator

The Jackson Water Utility has in 2022 Budget to clean both water towers. There is \$47,000 in the budget for tower maintenance. The Water Utility received two quotes. The following is a breakdown of the two quotes:

	<u>Blue Tower</u>	<u>White Tower</u>	<u>Amount</u>
1) Central Tank Coatings, Inc	\$9,000.00	\$11,000.00	\$20,000.00
2) Water Tower Clean & Coat, Inc	\$6,200.00	\$ 9,500.00	\$15,700.00

The Jackson Water Utility recommends accepting the quote from Water Tower Clean and Coat, Inc. for the amount of \$15,700.00. Water Tower Clean and Coat, Inc. have cleaned both towers in the past.

If you have any questions, please do not hesitate to ask.

Brian W. Kober, P.E.
Director of Public Works

From: [Matthew B. Parmentier](#)
To: [Jen Keller](#); [Brian Kober](#)
Subject: Verizon
Date: Friday, July 15, 2022 1:54:45 PM
Attachments: [image001.png](#)

Jen and Brian.

Below is a proposed email to Peter regarding the Verizon issue. Please take a look and let me know if you have any questions, comments, or edits. When we are all comfortable with it, I'll send it to him.

Hi, Peter.

I am the attorney for the Village of Jackson. The Village has asked for my assistance reviewing the matter related to the proposed use of an easement granted to the Village for the installation of an underground fiber line.

If I understand correctly, the proposal involves installing the fiber line within the "40' Ingress & Egress Easement to the Village of Jackson" identified on CSM 4465. I further understand that Verizon believes that the Village is required to grant it the use of that easement pursuant to Section 5.f. of the 1997 Tower/Land Lease Agreement.

I have advised the Village that it does not have the authority to allow such use.

First, if Verizon is looking to use the "Ingress & Egress Easement" as the location, the proposed fiber line use would be outside the substantive scope of the easement. An easement that is limited to ingress and egress purposes does not allow for the installation of utilities. Hunter v. Keys, 229 Wis.2d 710. The Village cannot provide Verizon with greater rights than the Village itself was granted by the property owner.

Second, the easement is granted specifically to the Village (i.e., an easement in gross). There is no clear authority in the easement dedication allowing the Village to authorize third

