

**APPROVED Minutes
Board of Public Works Meeting
Tuesday, April 27, 2021 at 7:00 p.m.
Jackson Village Hall
N168 W20733 Main Street**

1. Call to Order and Roll Call

Chair Heckendorf called the meeting to order at 7:00 p.m.

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

Staff Present: Administrator Jen Keller, Chief Vossekuil, Administrative Assistant Tiffany Washburn and Clerk Jilline Dobratz

2. Approval of the Board of Public Works Minutes of March 30, 2021

Motion by Gloria Teifke, second by Steve Schoen to approve the Board of Public Works minutes of March 30, 2021.

Vote: 6 ayes, 0 nays. Motion carried.

Tr. Engelhardt arrived at 7:02 p.m. after Item #2.

3. Review of RFP for New Phone System for Village of Jackson Buildings

Presentations of phone systems were given by: A) Brad Otto from P3C Technologies; B) Mark Robinson from TSR Solutions; C) and Luke Brunmeier from PCS

Motion by Chair Heckendorf, second by Tr. Engelhardt to refer Review of RFP for New Phone System for Village of Jackson Buildings to next month's meeting, the three vendors are to provide comparable information to the Board of Public Works, Staff are to create a financial analysis, and a recommendation will be made to the Budget & Finance Committee and Village Board.

Vote: 7 ayes, 0 nays. Motion carried.

4. Utility Exemption Request – Rod & Chantel Massie – N160W19270 Sherman Road – Lot 2

Administrator Keller stated the draft agreement was shared with the property owners.

Motion by Tr. Engelhardt, second by Tim Meffert to recommend Village Board approve existing Utility Exemption – Rod & Chantel Massie – N160W19270 Sherman Road-Lot 2.

Vote: 6 ayes, 1 nay (Steve Schoen). Motion carried.

5. Change Order #2 – Chateau Dr & Hickory Ln Reconstruction Project

Administrator Keller stated this is the revised final amount from January 2021.

Motion by Chair Heckendorf, second by Tim Meffert to recommend Budget & Finance and Village Board approve Change Order #2 – Chateau Dr & Hickory Ln Reconstruction Project in the amount of \$13,378.57.

Vote: 7 ayes, 0 nays. Motion carried.

6. Pay Request #4 – Chateau Dr & Hickory Ln Reconstruction Project

Motion by Sarah Malchow, second by Gloria Teifke to recommend Budget & Finance and Village Board approve Pay Request #4 – Chateau Dr & Hickory Ln Reconstruction Project in the amount of \$42,228.18.

Vote: 7 ayes, 0 nays. Motion carried.

7. Review of Quotes for Well #4 Inspection

Administrator Keller explained the well inspection is done every eight years.

Motion by Chair Heckendorf, second by Sarah Malchow to recommend Budget & Finance and Village Board approve the Quote from Water Well Solutions for Well #4 Inspection in the amount of \$16,850.00.

Vote: 7 ayes, 0 nays. Motion carried.

8. Resolution #21-09 Final Assessment for Hunters Rd and Chateau Dr 2020 Project

Chair Heckendorf clarified this is the closing out of the project and would allow Staff to prepare final assessments for the property owners. Administrator Keller stated the draft resolution language would be amended to include a Public Hearing in June.

Motion by Chair Heckendorf, second by Gloria Teifke to recommend Budget & Finance and Village Board approve the Resolution #21-09 Fine Assessment for Hunters Rd and Chateau Dr 2020 with the amendments made to the Resolution.

Vote: 7 ayes, 0 nays. Motion carried.

9. Resolution #21-10 Intent to Exercise Assessment Police Powers-Willow Ridge Drive

Chair Heckendorf commented a public information meeting was held before this meeting tonight. It will be going out for bid in May with a possible approval in June.

Motion by Chair Heckendorf, second by Tim Meffert to recommend Budget & Finance and Village Board approve Resolution #21-10 Intent to Exercise Assessment Police Powers-Willow Ridge Drive.

Vote: 7 ayes, 0 nays. Motion carried.

10. Update for STH 60 Coffee Connection ~~Train~~ Trail Project

Administrator Keller gave background information on the project.

11. Director of Public Works Report

Motion by Chair Heckendorf, seconded by Gloria Teifke to place the Director of Public Works Report on file.

Vote: 7 ayes, 0 nays. Motion carried.

12. Citizens/Village Staff to Address the Board

None.

13. Adjourn.

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

Vote: 7 ayes, 0 nays. Meeting was adjourned at 8:49 p.m.

Respectfully submitted,

Jilline Dobratz, *CMC/WCMC*
Village Clerk

Minutes noted with correction by overstrikes for omission and underscores for additions. Approved on June 1, 2021.