

APPROVED MINUTES
Board of Public Works Meeting
Tuesday, February 28, 2023 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 Tr. Heckendorf called the meeting to order at 6:00 p.m.

Members Present: Tr. Engelhardt, Tr. Matter, Tim Meffert, Jeff Mitchell, and Chris Sberna

Member Excused: Sarah Malchow

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 January 31, 2023

Motion by Tr. Matter, second by Tr. Engelhardt to approve the Board of Public Works minutes of January 31, 2023.

Vote: 6 ayes, 0 nays. Motion carried.

3. Water Service Request – Derek Strohm – Tax Key No. T7-0744 – Mill Road

Director Kober gave background information on water service requests. The property is in the Town of Jackson Water Expansion Area. If granted, a resolution is approved for a one year period. If the connection is not made, the property owner would have to re-apply for water connection.

Motion by Tr. Heckendorf, second by Tim Meffert to recommend Village Board approve Water Service Request – Derek Strohm – Tax Key No. T7-0744 on Mill Road with an expiration of one year from the time it is approved.

Vote: 6 ayes, 0 nays. Motion carried.

4. Review of Village Code Mailbox Policy

Director Kober reviewed the current mailbox policy and \$30.00 reimbursement amount.

Motion by Tr. Heckendorf, second by Tr. Engelhardt to recommend Village Board approve the increase to the Village Code Mailbox Policy to \$50.00.

Director Kober stated if approved by the Village Board, the increase will be placed on the 2024 Fee Schedule.

Vote: 6 ayes, 0 nays. Motion carried.

5. Review of Rate Increase for Jackson Sewer and Water Utilities

Director Kober provided an update on sewer and water projects. Water Utility would complete the simplified rate case through the Public Service Commission (PSC), and the resulted rate increase would be accepted by both Utilities. The water rate increased needs PSC approval, the sewer rate increase only needs Village Board approval.

Motion by Tr. Heckendorf, second by Tr. Engelhardt to review the rate increase for Jackson Sewer and Water Utilities to a future Board of Public Works meeting.

Vote: 6 ayes, 0 nays. Motion carried.

6. Resolution 23-04 – Establishing Rate for Septic and Holding Tank Waste

Director Kober explained the Sewer Utility rate study from Town & Country. Discussion ensued on rate amounts.

Motion by Tr. Heckendorf, second by Chris Sberna to recommend Budget & Finance and Village Board approve Resolution 23-04 – Establishing Rate for Septic and Holding Tank Waste with the following rates; Holding Tank \$10.00 per 1,000 gallons, Septic System \$60.00 per 1,000 gallons, Septic Decant \$25.00 per 1,000 gallons, Grease Decant \$40.00 per 1,000 gallons, and Grease \$150.00 per 1,000 gallons with price increases effective July 1, 2023.

Vote: 6 ayes, 0 nays. Motion carried.

7. Pay Request #1 – STH 60 Utility Upgrade Project

Director Kober commented on the status of the project.

Motion by Tr. Matter, second by Tim Meffert to recommend Budget & Finance and Village Board approve Pay Request #1 to Advance Construction in the amount of \$115,787.61.

Vote: 6 ayes, 0 nays. Motion carried.

8. Pay Request #5 – Willow Ridge Drive Reconstruction Project

Director Kober explained the pay request. Approximately \$5,000.00 is being held for landscaping issues.

Motion by Tr. Heckendorf, second by Chris Sberna to recommend Budget & Finance and Village Board approve Pay Request #5 – Willow Ridge Drive Reconstruction Project in the amount of \$41,865.80.

Vote: 6 ayes, 0 nays. Motion carried.

9. Director of Public Works Report

Director Kober explained the report authored for the review of the Board.

Motion by Tr. Heckendorf, second by Tr. Engelhardt to place the Director of Public Works Report on file.

Vote: 6 ayes, 0 nays. Motion carried.

10. Citizens/Village Staff to Address the Board

None.

11. Adjourn

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

Vote: 6 ayes, 0 nays. Meeting was adjourned at 6:44 p.m.

Respectfully submitted,

Jilline Dobratz, *MMC/WCPC*
Village Clerk