APPROVED MINUTES
Board of Public Works Meeting
Tuesday, January 31, 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, Sarah Malchow, Tr. Matter, Jeff Mitchell, and Chris Sberna
Member Excused: Tim Meffert
Parks and Recreation Committee Members Present: Chair Casey Latz, Brian Mekka, Brittany Rathke and Sue Rank
Staff Present: Utility Supervisor Jeff Deitsch, Recreation Supervisor Renee Fisher, Administrator Jen Keller, Director of Public Works Brian Kober, Parks & Recreation Director Kelly Valentino and Clerk Jilline Dobratz
Also Present: Lucas Geiger and Emma Watson of MSA, Greg Droessler of Town & Country Engineering

2. **Approval of the Board of Public Works Minutes of November 29, 2022**
Motion by Tr. Heckendorf, second by Tr. Engelhardt to approve the Board of Public Works minutes of November 29, 2022.
Vote: 6 ayes, 0 nays. Motion carried.

3. **Hasmer Lake Park Master Plan, Concept & Community Survey Results (MSA)**
Lucas Geiger gave background information and survey updates. Concept plans were reviewed. Discussion ensued on; ADA accommodations, parking concerns and bathrooms.

4. **Pickleball Court Project Bids – Review and Recommendation**
Director Kober gave information on the three project bids that were received and how the project will be funded.
Motion by Tr. Heckendorf, second by Tr. Engelhardt to recommend Budget & Finance and Village Board approve the Pickleball Court Project contract in the amount of $403,206.60 from Vinton Construction Company.
Vote: 6 ayes, 0 nays. Motion carried.

5. **STH 60 (Main Street) Streetlight Project – Review and Recommendation**
Director Kober explained the current streetlights are owned and operated by We-Energies and they will not be replaced before the DOT reconstruction project. The project would include reducing the number of poles. There are two vendors in which final costs on the poles and fixtures are forthcoming. After poles and fixtures are selected, the installation of the project will be sent out for bid. The final quotes from the last two vendors will be reviewed at the next Budget & Finance and Village Board meeting.

6. Cedar Run Dog Park Project Concept – Review and Recommendation

Parks and Recreation Director Valentino stated from the Hasmer Lake Park Plan Public Information Community Survey, there is a need for having a dog park. The creation of a Dog Park was in the 2021 Parks, Recreation and Open Space Plan. Cedar Run Park has base requirements to create the park and the Village owns it.
Motion by Tr. Engelhardt, second by Sarah Malchow to recommend Village Board approve a Request for Proposals for design and engineering for the Cedar Run Dog Park Project Concept.
Vote: 6 ayes, 0 nays. Motion carried.

(Note: a pause was taken at 7:15 p.m. for the Parks & Recreation Commission to leave and continue meeting. Tr. Engelhardt left to attend.)

7. Resolution 23-04 Establishing Rates for Septic and Holding Tank Waste

Director Kober commented a rate study was started two years ago and has been completed. Professional Engineer Greg Droessler reviewed the study. Discussion ensued on grease problems and costs .
Motion by Tr. Heckendorf, second by Sarah Malchow to refer Resolution 23-04 Establishing Rates for Septic and Holding Tank Waste to the next Board of Public Works meeting.
Vote: 5 ayes, 0 nays. Motion carried.

8. Engineering Service – WWTP Phase 1 Upgrade Project – Town & Country

Director Kober provided a brief update. Professional Engineer Greg Droessler gave project information on the upgrades including a generator.
Motion by Tr. Heckendorf, second by Chris Sberna to recommend Budget & Finance and Village Board approve Engineering Service – WWTP Phase 1 Upgrade Project – Town & Country in an amount not to exceed $405,000.00.
Vote: 5 ayes, 0 nays. Motion carried.

Tr. Engelhardt returned to the meeting at 7:43 p.m.

9. Change Order #1 – 2021 Willow Ridge Drive Reconstruction Project

Director Kober explained the change order, pay request, reduction of retainage and lawn restoration to close out the project.
Motion by Tr. Heckendorf, second by Sarah Malchow to recommend Budget & Finance and Village Board approve Change Order #1 – 2021 Willow Ridge Drive Reconstruction Project in the amount of $226.26.
Vote: 6 ayes, 0 nays. Motion carried.

10. Preliminary Assessment for STH 60 2023 Utility Upgrade Project

Director Kober reviewed special assessments, water main change, pipe bursting and amending the contract.
Motion by Tr. Heckendorf, second by Tr. Engelhardt to recommend Budget & Finance and Village Board approve Preliminary Assessment for STH 60 2023 Utility Upgrade Project.
Vote: 6 ayes, 0 nays. Motion carried.

11. Review of New Natural Gas Generator at Public Works Building

Utility Supervisor Deitsch gave information on the three bids. It will take 26 weeks to receive the generator.
Motion by Tr. Engelhardt, second by Tr. Matter to recommend Budget & Finance and Village Board approve Natural Gas Generator at the Public Works Building from JRB Electric, Inc. in the amount of $62,400.00.
Vote: 6 ayes, 0 nays. Motion carried.

12. Review of Quote for Purchase of Mini Excavator

Utility Supervisor Deitsch explained uses of a mini excavator, efficiencies, and warranty.
Motion by Tr. Matter, second by Tr. Engelhardt to recommend Budget & Finance and Village Board approve the quote for purchase of the Mini Excavator from Takeuchi TB250-2 not to exceed $78,431.00.
Motion amended by Tr. Matter, second by Tr. Engelhardt to recommend Budget & Finance and Village Board approve the quote for purchase of the Mini Excavator from Takeuchi TB250-2 not to exceed $85,800.00.
Vote: 6 ayes, 0 nays. Motion carried.

13. Discussion on Lakeside International 2024 and 2025 New Truck Commodity Surcharges

Director Kober commented a down payment is not required. This is to put the Village on the list of purchasing and then would be informed of when the truck becomes available. Letter of intent with a right of refusal. Discussion ensued on future RFPs for pricing.
Motion by Sarah Malchow, second by Tr. Engelhardt to recommend to Village Board accept the letter of intent from Lakeside International 2024 and 2025 New Truck Commodity Surcharges and seek other options.
Vote: 6 ayes, 0 nays. Motion carried.

14. 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.

15. Citizens/Village Staff to Address the Board

None.

16. Adjourn

Motion by Tr. Heckendorf, second by Tr. Engelhardt to adjourn.
Vote: 6 ayes, 0 nays. Meeting was adjourned at 8:45 p.m.

Respectfully submitted,

Jilline Dobratz, *MMC/WCPC*
Village Clerk