

**APPROVED Minutes**  
**Board of Public Works Meeting**  
**Tuesday, January 26, 2021 at 7:00 p.m.**  
**Jackson Village Hall**  
**N168 W20733 Main Street**

**1. Call to Order and Roll Call**

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

Members Present: Tr. Heckendorf, Tr. Lippold, Tim Meffert, Steve Schoen and Gloria Teifke

Member Excused: Sarah Malchow

Staff Present: Jen Keller, Brian Kober and Jilline Dobratz

**2. Approval of the Board of Public Works Minutes of November 24, 2020**

Motion by Tr. Lippold, second by Tr. Olson to approve the Board of Public Works minutes of November 24, 2020.

Vote: 6 ayes, 0 nays. Motion carried.

**3. Pay Request #3 – 2020 Road and Utility Project – Wondra Construction**

Brian Kober commented a portion of the project is being retained for the completion of landscaping. Streetlights fixtures are being scheduled for installation.

Motion by Tr. Heckendorf, second by Gloria Teifke to recommend Budget & Finance and Village Board approve Pay Request #3 – 2020 Road and Utility Project – Wondra Construction in the amount of \$130,430.40.

Vote: 6 ayes, 0 nays. Motion carried.

**4. Pay Request #5 – Spruce Street & Ridgeway Drive Extension – TIF #7**

Brian Kober gave background information on the project.

Motion by Tr. Olson, second by Tr. Lippold to recommend Budget & Finance and Village Board approve Pay Request #5 – Spruce Street & Ridgeway Drive Extension – TIF #7 in the amount of \$240,567.24.

Vote: 6 ayes, 0 nays. Motion carried.

**5. RFP for 2021 Willow Ridge Drive Reconstruction Project**

Brian Kober reviewed the proposals for engineering services. Storm sewer laterals would be put in for all homes. Gremmer & Associates and Cedar Corp. submitted proposals. The low bidder was Cedar Corp. The construction area consists of Willow Ridge Drive from Hunters Road to Ridgeway Drive and removal of the Chateau Drive dead end.

Motion by Tr. Olson, second by Tr. Lippold to recommend Budget & Finance and Village Board approve the engineering services contract to Cedar Corp. for the 2021 Willow Ridge Drive Reconstruction Project in the amount of \$23,500.00 plus incidental costs (mileage, printing, etc.).

Vote: 6 ayes, 0 nays. Motion carried.

**6. TIF #6 – Rosewood Lane & Sylvester Court Additional Construction Costs**

Brian Kober explained the project and the additional construction costs that were not billed. The work has been completed. An error was made from initial calculations. Motion by Tr. Olson, second by Tr. Lippold to table TIF #6 – Rosewood Lane & Sylvester Court Additional Construction Costs to the February Board of Public Works meeting.

Vote: 6 ayes, 0 nays. Motion carried.

**7. Review of Morning Meadows Subdivision Phase 2**

Brian Kober gave information on Phase 2 of Morning Meadows. Utilities have been approved for the subdivision. A preconstruction meeting will be held on February 9<sup>th</sup>. There is a creek crossing in the plan. They received a Chapter 30 from the DNR for two creek crossings to balance out the site. The final plat for Phase 1 of the subdivision is on the Plan Commission agenda for January 28, 2021.

**8. Review of RFP for Sewer Interceptor and Water Main Study by City Water**

Brian Kober stated the RFP was unavailable and this will be on the February agenda.

**9. Review of 2021 Trash and Recycling Contracts**

Brian Kober reviewed the new contract with GLF for trash and recycling collection services. Spring Clean-up Day is scheduled for Saturday, April 24, 2021 from 9:00 a.m. until 12:00 p.m. at Department of Public Works.

**10. Discussion of Village Informational Signs**

Brian Kober stated there is no new information. He will reach out to the DOT on the 2024 Main Street resurfacing project regarding replacing the streetlights and adding informational signs.

Motion by Tr. Olson, seconded by Tr. Lippold to remove this item from the agenda and add to the Director of Public Works Report, Highway 60 corridor.

Vote: 6 ayes, 0 nays. Motion carried.

**11. Director of Public Works Report**

Brian gave the report. Plowing and street salt procedure was discussed.

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

Vote: 6 ayes, 0 nays. Motion carried.

**12. Citizens/Village Staff to Address the Board**

Brian Kober welcomed the two new members of the Board of Public Works, Tim Meffert and Steve Schoen.

**13. Adjourn.**

Motion by Tr. Lippold, second by Tim Meffert to adjourn.

Vote: 6 ayes, 0 nays. Meeting was adjourned at 8:16 p.m.

Respectfully submitted,

Jilline Dobratz, *CMC/WCMC*  
Village Clerk