

**APPROVED Minutes
Board of Public Works Meeting
Tuesday, January 25, 2022 at 7:00 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 7:00 p.m.

Members Present: Tr. Engelhardt, Tr. Matter, Steve Schoen, and Gloria Teifke

Members Excused: Tim Meffert

Members Absent: 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 November 30, 2021

Motion by Gloria Teifke, second by Chair Heckendorf to approve the Board of Public Works minutes of November 30, 2021.

Vote: 5 ayes, 0 nays. Motion carried.

3. Discussion on Winter Parking Regulations

Director Kober gave information and stated residents are allowed to park overnight in the parks. Jackson Police Department issues warning tickets prior to the start date. Discussion ensued on parking regulations. No changes were purposed.

4. Resolution #22-01 Discontinuing Chateau Drive Right of Way

Director Kober explained during last year's Willow Ridge Drive Reconstruction Project, the dead end was removed. The Resolution continues the process of discontinuing the Right of Way. 33 feet of the road will go back to each property owner, Lot 16 and Lot 17.

Motion by Chair Heckendorf, second by Gloria Teifke to recommend Village Board approve Resolution #22-01 Discontinuing Chateau Drive Right of Way.

Vote: 5 ayes, 0 nays. Motion carried.

5. Review of Certified Survey Map (CSM) for Property Around Well #5 – Northwest Passage

Director Kober commented Jim Blise of D2C/GC Jackson, LLC is creating a new CSM to convey Lot 2 to the Village. It is two acres in which the Village will mow and maintain the property. Currently, there is no proposed used for the property. Discussion ensued on the parcel being taken off of the tax roll.

Motion by Chair Heckendorf, second by Steve Schoen to recommend Village Board approve Certified Survey Map (CSM) for Property Around Well #5 – Northwest Passage and take ownership of Lot 2 with a Quick Claim Deed.

Vote: 5 ayes, 0 nays. Motion carried.

6. Pay Request #3 – Coffee Connection Trail Project – Poblocki Paving

Director Kober provided a status update of the project. Items not completed are pavement markings, signs and landscaping. Everything has been seeded.

Motion by Chair Heckendorf, second by Tr. Engelhardt to recommend Budget & Finance and Village Board approve Pay Request #3 – Coffee Connection Trail Project – Poblocki Paving in the amount of \$196,799.84.

Vote: 5 ayes, 0 nays. Motion carried.

7. Pay Request #4 – Coffee Connection Trail Project – Poblocki Paving

Discussion on incorrect retainage amount.

Motion by Chair Heckendorf, second by Tr. Engelhardt to refer Pay Request #4 – Coffee Connection Trail Project – Poblocki Paving to the February 22, 2022 Board of Public Works meeting.

Vote: 5 ayes, 0 nays. Motion carried.

8. Pay Request #4 – Willow Ridge Drive Reconstruction Project – Soper LLC

Director Kober gave an update of the project. The retainage amount is \$19,720.82.

Motion by Chair Heckendorf, second by Tr. Matter to recommend Budget & Finance and Village Board approve the Pay Request #4 – Willow Ridge Drive Reconstruction Project – Soper LLC in the amount of \$190,109.18.

Vote: 5 ayes, 0 nays. Motion carried.

9. Pay Request #5 – (Final) 2020 Road and Utility Project (Hunters Road)

Director Kober provided a status update of the project. This will close out the project.

Motion by Tr. Matter, second by Tr. Engelhardt to recommend Budget & Finance and Village Board approve Pay Request #5 – (Final) 2020 Road and Utility Project (Hunters Road) in the amount of \$23,436.56.

Vote: 5 ayes, 0 nays. Motion carried.

10. Announcing Spring Cleanup Day and Yard Waste Pickup Schedule

Director Kober stated Spring Clean-up will be on Saturday, April 30, 2022 from 9:00 a.m. to Noon. The proposed schedule for chipping and bag pickup for the year was given.

11. Discussion on Meeting Start Time

Chair Heckendorf discussed changing the meeting start time to 6:00 p.m. beginning on February 22, 2022. The body had no objections.

12. Director of Public Works Report

Director Kober gave the report.

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

Vote: 5 ayes, 0 nays. Motion carried.

13. Citizens/Village Staff to Address the Board

None.

14. Adjourn

Motion by Chair Heckendorf, second by Tr. Matter to adjourn.

Vote: 5 ayes, 0 nays. Meeting was adjourned at 8:03 p.m.

Respectfully submitted,

Jilline Dobratz, *CMC/WCPC*
Village Clerk