APPROVED Minutes
Board of Public Works Meeting
Tuesday, November 30, 2021 at 7:00 p.m.
Jackson Municipal Complex
Village Board Room
N168 W19851 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, Tim Meffert, Steve Schoen and Gloria Teifke
   Members 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 October 26, 2021**
   Motion by Tim Meffert, second by Tr. Engelhardt to approve the Board of Public Works minutes of October 26, 2021.
   Vote: 6 ayes, 0 nays. Motion carried.

3. **Review of License Agreement to Farm Public Land – Robert Loduha**
   Director Kober reviewed the license agreement. Discussion ensued regarding "Term of Convenience" and financial loss reimbursement.
   Motion by Chair Heckendorf, second by Steve Schoen to recommend Budget & Finance and Village Board approve the License Agreement to Farm Public Land – Robert Loduha in the amount of $2,500.00 per year.
   Vote: 4 ayes, 2 nays (Tr. Engelhardt and Tim Meffert). Motion carried.

4. **Review of CSM for W198 N16876 Ridgeway Dr Lot Line Correction**
   Director Kober gave background information on the Certified Survey Map (CSM) correction. Both property owners have agreed to the CSM.
   Motion by Tim Meffert, second by Tr. Matter to recommend Village Board approve CSM for W198 N16876 Ridgeway Dr Lot Line Correction.
   Vote: 6 ayes, 0 nays. Motion carried.

5. **Final Review of Water & Sewer Expansion Analysis – City Water**
   Director Kober commented this is the final draft of the analysis. In summary; Twin Creeks Lift Station is at capacity per the original design, the south sewer interceptor is at peak flow capacity and comparison of inverts indicate that some sort of lift station is needed to service areas southeast of Cedar Creek.
   Motion by Tr. Engelhardt, second by Tim Meffert to recommend Village Board approve Final Review of Water & Sewer Expansion Analysis – City Water.
   Vote: 6 ayes, 0 nays. Motion carried.

6. **Funding for Urban NPS & Stormwater Management Program Grant**

Director Kober stated two grants were applied for from the DNR. The Village received approval in the amount of $30,153.00. The total project study cost is $75,134.00. In order to receive the grant, the Village has to guarantee the remaining funding.
Motion by Chair Heckendorf, second by Tr. Engelhardt to recommend Budget & Finance and Village Board approve Funding for Urban NPS & Stormwater Management Program Grant in the amount of $44,981.00.
Vote: 6 ayes, 0 nays. Motion carried.

7. Review of Service for Stormwater Pond Compliance – CDM Smith
Director Kober provided proposal and compliance information.
Motion by Chair Heckendorf, second by Tr. Engelhardt to recommend Budget & Finance and Village Board approve Service for Stormwater Pond Compliance – CDM Smith with pending fee schedule.
Vote: 6 ayes, 0 nays. Motion carried.

8. Changes to Village of Jackson Floodplain Zoning Ordinance
Director Kober reviewed the changes. This is required by the DNR.
Motion by Chair Heckendorf, second by Gloria Teifke to recommend Village Board approve Changes to the Village of Jackson Floodplain Zoning Ordinance.
Vote: 6 ayes, 0 nays. Motion carried.

9. Revised Pay Request #4 – 2019 Jackson Park Alley Project
Director Kober gave an update of the items that were corrected from the project. Retainage will be held in the amount of $3,852.79 for the Jackson Park Parking Lot drainage issue and $2,000.00 for the Jackson Park Cul-de-Sac cracked curbing in the driveway. This will be the final payment.
Motion by Chair Heckendorf, second by Tim Meffert to recommend Budget & Finance and Village Board approve the final Revised Pay Request #4 – 2019 Jackson Park Alley Project in the amount of $9,581.79
Vote: 6 ayes, 0 nays. Motion carried.

10. Pay Request #3 – Willow Ridge Reconstruction Project – Soper Companies
Director Kober provided a status update of the project.
Motion by Tr. Matter, second by Tr. Engelhardt to recommend Budget & Finance and Village Board approve Pay Request #3 – Willow Ridge Reconstruction Project – Soper Companies in the amount of $238,128.22.
Vote: 6 ayes, 0 nays. Motion carried.

11. Purchase of SnowEx Liquid Spray System
Director Kober stated the remaining 2021 salt budget amount would be used for this purchase. The system would be used on heavily traveled lots, walks and roads.
Motion by Tim Meffert, second by Chair Heckendorf to recommend Budget & Finance and Village Board approve the Purchase of SnowEx Liquid Spray System in an amount not to exceed $12,375.00.
Vote: 6 ayes, 0 nays. Motion carried.

12. Director of Public Works Report
Director Kober gave the report.

Motion by Chair Heckendorf, second by Tr. Engelhardt to place the Director of Public Works Report on file.
Vote: 6 ayes, 0 nays. Motion carried.

13. Citizens/Village Staff to Address the Board

Gloria Teifke commented on using the land behind the Municipal Complex for solar energy capabilities. Tim Meffert inquired on winter parking regulations.

14. Adjourn

Motion by Chair Heckendorf, second by Tim Meffert to adjourn.
Vote: 6 ayes, 0 nays. Meeting was adjourned at 8:35 p.m.

Respectfully submitted,

Jilline Dobratz, *CMC/WCPC*
Village Clerk