

APPROVED MINUTES

Board of Public Works Meeting

Tuesday, November 29, 2022 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: Sarah Malchow, Tr. Matter, Jeff Mitchell, and Chris Sberna

Member Excused: Tr. Engelhardt and Tim Meffert

Staff Present: Administrator Jen Keller, Director of Public Works Brian Kober and Clerk Jilline Dobratz

Also Present: Greg Droessler of Town & Country Engineering

2. Approval of the Board of Public Works Minutes of October 25, 2022

Motion by Sarah Malchow, second by Chris Sberna to approve the Board of Public Works minutes of October 25, 2022.

Vote: 5 ayes, 0 nays. Motion carried.

3. WWTP Facility Plan Update – Town & Country Engineering

Director Kober provided a brief update. Professional Engineer Greg Droessler reviewed the Executive Summary. The draft report will be submitted to the Wisconsin Department of Natural Resources. A future rate increase was discussed. The Public Hearing on the WWTP Facility Plan Update will be held at the Village Board meeting on Tuesday, December 13, 2022. The item is for information only no action is necessary.

4. We-Energies Gas and Electric Easement – Cedar Parkway

Director Kober gave background information on the easement rights needed to relocate existing gas and electric facilities for the Sysco Building Expansion Project affecting Cedar Parkway.

Motion by Tr. Heckendorf, second by Sarah Malchow to recommend Village Board approve We-Energies Gas and Electric Easement on Cedar Parkway.

Vote: 5 ayes, 0 nays. Motion carried.

5. Painting Quote for Public Works/Water Department Building

Director Kober reviewed the quote of \$12,000 to paint the exterior of the Public Works Building on Eagle Drive. The new Purchasing Policy approved by the Village Board last month allows staff to approve quotes at this amount. This item is for informational purposes only.

6. Quote for Overhead Garage Door Street Department

Director Kober explained the quote received from Reliable Door Inc. for \$23,635.50. The door installation is part of the 2023 Budget, and with the uncertainty of the current market

wanted to confirm the price before any extra costs are added. The new Purchasing Policy approved by the Village Board last month allows staff to approve quotes at this amount. This item is for informational purposes only.

7. Purchase of Bobcat UW56 Toolcat Utility Work Machine

Director Kober commented they have worked with Bobcat Plus, Inc. in Butler in the past. This is a budgeted item.

Motion by Tr. Heckendorf, second by Tr. Matter to recommend to Budget & Finance and Village Board the purchase of Bobcat UW56 Toolcat Utility Work Machine under the condition of obtaining two more quotes for Budget & Finance and Village Board to review for final approval.

Vote: 5 ayes, 0 nays. Motion carried.

8. Director of Public Works Report

Director Kober explained the report authored for the review of the Board. The street light replacement project in 2023 was discussed.

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

Vote: 5 ayes, 0 nays. Motion carried.

9. Citizens/Village Staff to Address the Board

None.

10. Adjourn

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

Vote: 5 ayes, 0 nays. Meeting was adjourned at 6:55 p.m.

Respectfully submitted,

Jilline Dobratz, *CMC/WCPC*
Village Clerk