

**APPROVED Minutes**  
**Board of Public Works Meeting**  
**Tuesday, January 28, 2020 at 7:00 p.m.**  
**Jackson Village Hall**  
**N168 W20733 Main Street**

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

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

Members Present: Brian Heckendorf, Dan Leonard, Tr. Lippold, Sarah Malchow, Tr. Malcolm and Gloria Teifke

Staff Present: Brian Kober and Jilline Dobratz

**2. Approval of the Board of Public Works Minutes of November 26, 2019**

Motion by Dan Leonard, second by Tr. Lippold to approve the Board of Public Works minutes of November 26, 2019.

Vote: 7 ayes, 0 nays. Motion carried.

**3. Revised Construction Service Contract – New Municipal Building – Cedar Corporation**

Brian Kober explained this is being reviewed. The contract will be at the Budget & Finance and Village Board meetings on February 11, 2020. The advertise for bid in February with a March 5, 2020 bid opening. If Cedar Corporation is comfortable with the bid, the Village Board would review it at the March 10, 2020 meeting for approval. Otherwise, there would be a Special Village Board meeting on March 17, 2020 for approval. The plans are being finalized for Ridgeway and Spruce Streets and will be advertised in March. The bids will be reviewed at the March 31, 2020 Board of Public Works meeting. Chair Olson inquired if the State issues have been resolved. Brian Kober said the DNR is reviewing the modeling of the flood plain, it will not delay the project.

**4. Review of Quotes for new Jackson Water Utility Service Truck**

Brian Kober stated this was a 2020 budgeted item. Three bids were received with the low bid from EVS Saukville. A snowplow package was added for \$300.00. The approved 2019 truck has been delayed and is scheduled for delivery in April. Jackson Truck Body has honored last year's price for the service body. The truck will be good for 10 years. Motion by Tr. Malcolm, second by Chair Olson to recommend Budget & Finance and Village Board approve the quote for the Jackson Water Utility Service Truck from EVS Saukville in the amount of \$46,363.80.

Vote: 7 ayes, 0 nays. Motion carried.

**5. Review of Quotes for new Jackson Sewer Utility RTV Service Vehicle**

Brian Kober gave information on the two bids that were received for an off-road service vehicle. The low bid was from John P. Lochen Co., Inc. of Newburg. This is to aid in early walkaround, maintenance of equipment/grounds, weed control, interceptor sewer maintenance and winter operation at the WWTF. The Kubota RTV vehicle would have to be trailered to sites as the village does not allow this type of vehicle to be on the road by ordinance. Tr. Lippold inquired on diesel compared to gas engines. Brian Kober will check if this type of vehicle is available with a gas engine.

Motion by Chair Olson, second by Tr. Lippold to refer Review of Quotes for new Jackson Sewer Utility RTV Service Vehicle to the February meeting for further research.

Vote: 7 ayes, 0 nays. Motion carried.

**6. Discussion on Yard Waste Site Policy and Procedure**

Brian Kober reviewed Ordinance #20-04 Amending Chapter 34, Article II, Division 2 of the Village Code Yard Waste Collection, and the memo for Spring Clean Up Day plus Yard Waste Disposal Guide. The Spring Clean-Up Day will be Saturday, April 25, 2020 from 9:00 a.m. until Noon. Chair Olson commented on adding language to the Ordinance regarding rules for the facility to be posted at the Yard Waste Site. Brian Kober stated by March 1, 2020 the card program will be ready and advertising will begin. Information on the program will be in the April Quarterly, on the web site and the Village's electronic sign.

Motion by Chair Olson, second by Dan Leonard to recommend Village Board approve changes to the Ordinance as presented with the discussed revisions and approve the Yard Waste Site Policy and Procedure.

Vote: 7 ayes, 0 nays. Motion carried.

**7. Discussion on Old Park and Ride Lot CTH P and STH 60**

Brian Kober reported Scott Schmidt, Washington County Highway Commissioner will be meeting with the DOT in February regarding the land and sale price. The Village has offered to have an appraisal done. The County owns some of the land. The Village will be negotiating with Washington County as the Village has been maintaining the land.

**8. Discussion of Village Informational Signs**

Brian Kober stated last week they had a meeting with the DOT regarding the 2024 resurfacing project. At the meeting, the plan of the proposed Community Wayfinding signs along Highway 60 were given to the Regional Traffic Engineer for review.

Motion by Chair Olson, second by Tr. Lippold to refer Discussion of Village Informational Signs to the February Board of Public Works meeting.

Vote: 7 ayes, 0 nays. Motion carried.

**9. Director of Public Works Report**

Brian Kober gave the report. The 2019 Septic Receiving Station revenue was over budget by \$19,822.80. Another rate study will be done for discussion at a future meeting.

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

Vote: 7 ayes, 0 nays. Motion carried.

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

Brian Heckendorf questioned if Kerry put up five no trucking signs along Highway 60. Brian Kober stated he doesn't know if they received permission, but he will contact the DOT. Gloria Teifke inquired on the items for the Trilogy Consulting – Study / Impact Fees. Brian Kober explained the Park & Recreation Comprehensive Plan is being approved by the Joint Park & Recreation Committee. We are waiting for the new Municipal Building to go out for bid which will take a percentage of the Fire and Police

Departments impact fees and collecting information for sewer and water impact fees.  
The Impact Fees have to be studied and revised every 10 years.

**11. Adjourn.**

Motion by Tr. Malcolm, second by Dan Leonard to adjourn.

Vote: 7 ayes, 0 nays. Meeting was adjourned 7:47 p.m.

Respectfully submitted,

Jilline Dobratz, *CMC/WCMC*  
Village Clerk