

APPROVED Minutes
Board of Public Works Meeting
Tuesday, April 30, 2019 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, John Walther, and Jilline Dobratz.

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

Motion by Tr. Malcolm, second by Brian Heckendorf to approve the Board of Public Works minutes of March 26, 2019.

Vote: 7 ayes, 0 nays. Motion carried.

3. Resolution #19-06 Discontinuing Public Right of Way – Sylvester Circle.

Brian Kober commented this is to discontinue the public right of way on Sylvester Circle which will be moved north for TIF #6. The new constructed street will be created with a new Certified Survey Map (CSM).

Motion by Brian Heckendorf, second by Chair Olson recommend Village Board approve Resolution #19-06 Discontinuing Public Way – Sylvester Circle.

Vote: 7 ayes, 0 nays. Motion carried.

4. Review of Water Application – Sherman Road – Brian Behrens Property.

Brian Kober explained the applicant is present and is requesting water service for his property he would like to subdivide on Sherman Road. Brian Behrens gave history on the property; this is a 5-acre parcel that runs along Sherman Road. It was his intention to farm the property and now he has decided to sell it. Because of the soil test and the way the 5-acre lot has been approved, the parcel can be divided into two lots. He will present to the Town of Jackson for a land division. Tr. Lippold inquired if he was going to petition to annex into the Village. Brian Behrens stated he hadn't planned on it. Chair Olson explained a water study is currently being completed on the capacity in that area. Brian Kober stated there is an 8" water main in the front of the property; sewer would have to be run to the property. A lift station would have to be put in; the sewer at Oakland is not deep enough to run east. An option for the applicant would be wells. Motion by Chair Olson, second by Tr. Malcom to recommend the Village Board deny the Water Application – Sherman Road – Brian Behrens Property at this time due to the water study that is ongoing and the land division that would need to be approved by Village Board.

Vote: 6 ayes, 1 nay (Brian Heckendorf). Motion carried.

Brian Behrens asked if there was an appeal process. Chair Olson recommended the land division be submitted and to investigate annexation into the Village. Brian Kober stated the water study is scheduled to be reviewed at the June Board of Public Works meeting. Chair Olson explained division of lots, the Village has extra territorial powers.

- 5. Review of Engineering Services – Chateau Drive & Hickory Lane Project.**
Brian Kober requested proposals from two engineering firms: Cedar Corp and Gremmer & Associates, to assist with the street improvements in Chateau Drive from Wilshire Drive to Hunters Road and Hickory Lane from Stonehedge Drive to Heather Lane. The schedule is to have the preliminary design completed in June 2019, advertise for bids in July 2019, award contract in August 2019, and complete the project by November 2019. Staff recommends the low bid from Cedar Corp in the amount of \$18,500.00. Sarah Malchow asked if this project is the most pressing. Brian Kober stated Chateau Drive is in the most need of replacing the street and repairing the water main. Motion by Chair Olson, second by Brian Heckendorf to recommend to the Village Board approval of Review of Engineering Services – Chateau Drive & Hickory Lane Project to Cedar Corp in an amount not to exceed \$18,500.00 plus incidentals cost.
Vote: 7 ayes, 0 nays. Motion carried.
- 6. Final Pay Request – 2018 Miscellaneous Streets 2018 – Stark Pavement.**
Brian Kober stated during the process of pay request #1, the Village retained \$6,706.06 from Stark Pavement for protection on the final product. The street held up very well with all the freezing and thawing. Motion by Brian Heckendorf, second by Tr. Lippold to recommend the Village Board approve Final Pay Request – 2018 Miscellaneous Streets 2018 – Stark Pavement in the amount of \$6,706.06.
Vote: 7 ayes, 0 nays. Motion carried.
- 7. Review of Quote for Reconditioning Business Park Signs**
Brian Kober received proposals from Appleton Sign Company to restore the two Industrial Park signs at Northwest Passage and Cedar Parkway. Both signs have faded from the sunlight and the interior lights need to be repaired. The Northwest Passage sign proposal is in the amount of \$9,620.87. The Cedar Parkway proposal is in the amount of \$9,399.52. There is one space left open on the sign which could be offered to the United States Post Office. Brian Kober will reach out to the businesses currently listed on the sign. Motion by Brian Heckendorf, second by Gloria Teifke to recommend the Village Board approve the proposals of Reconditioning Business Park Signs on Northwest Passage, not to exceed \$9,620.87, and Cedar Parkway not to exceed \$9,399.52. Chair Olson enquired if there is enough money in the hotel/motel room tax fund to cover the signs. John Walther stated there is enough money in the fund for the signs.
Vote: 7 ayes, 0 nays. Motion carried.
- 8. Review of Quotes on Creating a Yard Waste and Drop-Off Site.**
Brian Kober reported another fence quote hasn't been received yet. A quote from Johnson & Sons Paving was received. The two quotes for paving are Munson, Inc. in the amount of \$48,291.00 and Johnson Paving in the amount of \$49,874.00. The driveway from Munson, Inc. is \$8,500.00 and Johnson & Sons Paving is \$8,826.00. He will see if Munson will hold the pricing. Tr. Lippold asked if we have history with the two companies. Brian Kober gave information on both companies and explained projects they have done for the Village. Motion by Chair Olson, second by Tr. Lippold to refer review of quotes on creating a yard waste and drop-off site to the next meeting while waiting for more information.
Vote: 7 ayes, 0 nays. Motion carried.

9. Discussion of Village Informational Signs.

Brian Kober gave dimensions of the signs. The signs are big. Once the signs are redesigned, he will get another bid. Brian Heckendorf asked if people will know what a Safety Building is. Discussion on rewording the sign to include Police, Fire and, Village Hall. Discussion of Village Informational Signs will continue at next month's meeting.

10. Director of Public Works Report.

Brian Kober gave the report. The average flow is 1.2-1.3 million gallons per day, wet fall, winter, and spring so far. They are partnering with Cedar Creek Farmers Group to educate the public on the importance of water quality in the Cedar Creek Watershed. Plans are being made for a field day in September 2019. The safety building property will be planted with cover crop for the event. Maplewood Farms concept plan is in the process of being reviewed. The engineering design of the first phase will be at next month's meeting. The salt building is up and waiting for the delivery of salt. The concrete for the playground has been poured and all the equipment has been installed. The site is being prepared for the rubber mat and landscaping with the goal of completion by Memorial Day Weekend. Tr. Lippold enquired how the Spring Clean-up went. Brian Kober said six dumpsters were ordered and three additional were needed. It was well received, and residents appreciated the service. It costs the Village approximately \$12,000 to \$15,000 and it has been a yearly event for over 17 years. 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.

11. Citizens/Village Staff to Address the Board.

Brian Heckendorf asked when the silt netting will be removed from the drains on Ridgeway Drive. Brian Kober stated they are waiting for it to dry out so landscaping can be completed.

12. Adjourn.

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

Vote: 7 ayes, 0 nays. Meeting was adjourned 7:58 p.m.

Respectfully submitted,

Jilline Dobratz, *CMC/WCMC*
Village Clerk