

**APPROVED Minutes**  
**Board of Public Works Meeting**  
**Tuesday, July 31, 2018 –7:00 p.m.**  
**Jackson Village Hall**  
**N168W20733 Main Street**

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

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

Members present: Linda Granec, Brian Heckendorf, Gloria Teifke, Scott Thielmann, Chair Olson, Tr. Malcolm and Tr. Lippold.

Staff present: Brian Kober, John Walther and Jilline Dobratz.

**2. Approval of Minutes for June 26, 2018, meeting.**

Motion by Tr. Malcolm, second by Brian Heckendorf to approve the minutes of the June 26, 2018 Board of Public Works meeting.

Vote: 7 ayes, 0 nays. Motion carried.

**3. Jackson Water Utility Rate Study Presentation – City Water LLC.**

Brian Kober introduced Jasmine Carter and Mike Rau from City Water LLC. Jasmine gave a short presentation, summary and recommendation. She went over 10 years of PSC reports and compiled information to get to the historical rate of return, current and future. City Water is recommending a simplified rate increase of 3% over 4 years to reach the 5% rate of return, starting October 15, 2018 and each year after another 3% increase. Some benefits are; less customer impact, increased revenue over time and allows for creation of sinking funds to offset major expenses to start saving and planning ahead. Brian Kober said it is on the conservative basis but should be able to get there in four years, possibly three. Recommends looking at it every year to see what the rate of return is and adjust accordingly. Tr. Lippold inquired if this will be presented to the Village Board. Brian Kober said a report will be in the packet with all the findings and spreadsheets. In 2010, the rate increase was 23%. Further discussion on increases continued. Currently there is a 2% rate of return. The PSC requires every year to generate 5% more than what expenses are to have money set aside to do other projects. A simplified rate increase needs to be posted and published; Class 1 notice, no Public Hearing is required.

Motion by Chair Olson, second by Tr. Lippold to recommend the Village Board adopt the four-year recommended plan by City Water LLC.

Vote: 7 ayes, 0 nays. Motion carried.

**4. Review of Change Order #1 – Ridgeway Drive Reconstruction Project.**

Brian Kober reported during the preconstruction meeting in reviewing the plans, the sanitary sewer needed to be extended 60 feet if two laterals in the project limits were going to be replaced. It was missed in the original design.

Motion by Chair Olson, second by Linda Granecto recommend to Budget & Finance and Village Board approval of Change Order #1 – Ridgeway Drive Reconstruction Project in an amount not to exceed \$23,058.  
Vote: 7 ayes, 0 nays. Motion carried.

**5. Review of Pay Request #1 - Ridgeway Drive Reconstruction Project.**

Brian Kober reviewed the pay request #1 for the Ridgeway Drive Reconstruction Project. All utility has been installed. Last Friday the Water Utility and the contractor started at Midnight to take down the water main and complete the final connection. It was up and operating by 3:00 a.m. Tomorrow the curb and sidewalk will start being ripped up. The gas company is replacing all the services on the main. Sidewalk will be in conflict with them. They will be done in 2 to 3 weeks.

Motion by Brian Heckendorf, second by Linda Granec to recommend to Budget & Finance and Village Board approval of Pay Request #1 from Vinton Construction Company for Ridgeway Drive Reconstruction Project in the amount not to exceed \$405,623.77.

Vote: 7 ayes, 0 nays. Motion carried.

**6. Review of Proposal from Payne & Dolan Cedar Creek Road Project.**

Brian Kober reviewed the proposal in the packet. The Town of Jackson is reconstructing Cedar Creek Road from County Trunk Highway P to the railroad tracks. The Village still wanted to put the 5' paved shoulder on the South side of the road. John Walther stated the Town is putting in a 23' road, pulverizing, and ditching from the railroad tracks to County Trunk Highway P.

Motion by Brian Heckendorf, second by Tr. Malcolm to recommend to Budget & Finance and Village Board approval of the proposal from Payne & Dolan Cedar Creek Road Project in an amount not to exceed \$61,379.00.

Vote: 7 ayes, 0 nays. Motion carried.

**7. Future Staffing for Public Works – Discussion only.**

Brian Kober explained Chair Olson wanted to start talking about staffing. They are getting a lot of phone calls and complaints saying that the staff is not working to its full potential. Currently have 12½ staff and surgeries have multiple people out. In a few years, half of the staff is planning to retire. Looking at Streets and Parks as two separate departments. The parks are growing and three subdivisions will be added in the next year. With a mature staff, vacation time sometime leaves one person in the Street Department during a work day. In the new building, there isn't a receptionist and a lot of times the building is empty with people working in the field. When the Utilities start taking payments a full-time Utility Clerk will be needed. Brian Kober stated they look at major tasks that they have and right now it is mowing. Use to hire two summer help employees, usually college students. They are hard to find and would like to weigh the cost of that to a full-time person. Chair Olson discussed the new building, mowing the parks, full-time staff, retirements, hiring out tree removal and what is the best use of resources and what is the best way to move forward. Discussion continued on removal of ash trees and grinding out stumps. It's approximately \$2,000 to take down one big ash tree, it's

in the budget. The plan is not to take them all down just trying to catch up. Once the emerald ash borer hits, within four years the tree disintegrates and dies. This fall the Public Works staff will be removing the old Hickory Park Playground equipment for new equipment. Water Utility, all the radio reads are in and has freed up time. One of the biggest things that is dealt with is bag pick up. The plan is to propose a drop-off site with card system in the budget. Having a bag yard waste and brush drop off would save work hours for street pick-up. Sink holes are increasing, the one at Village Hall will be fixed before the Election on August 14th. Scott Thielmann asked if overtime is in the budget for some of the priority things that need to be done. Brian Kober stated overtime is saved for plowing operation. Discussion continued on mowing, park rentals and equipment storage.

**8. Director of Public Works report.**

Brian Kober gave the report. Gloria Teifke asked if Laurel Springs has wild land that's not going to be turned into housing units. Brian Kober stated it is going to be ponds, they are building 3 to 4 ponds.

Motion by Linda Granec, second by Brian Heckendorf to place the Director of Public Works report on file.

Vote: 7 ayes, 0 nays. Motion carried.

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

Scott Thielmann inquired on the policy of gravel driveways in the Village. Brian Kober stated the approach needs to be concrete and gravel driveways are allowed per Village code.

**10. Adjourn.**

Motion by Scott Thielmann, second by Tr. Lippold to adjourn.

Vote: 7 ayes, 0 nays. Meeting was adjourned 7:56 at p.m.

Respectfully submitted,

Jilline Dobratz, *CMC/WCMC*  
Village Clerk/Treasurer