

AGENDA
BOARD OF PUBLIC WORKS MEETING
Tuesday, August 27, 2019 at 7:00 p.m.
Jackson Village Hall
N168 W20733 Main Street
Jackson, WI 53037

1. Call to Order and Roll Call.
2. Approval of the Board of Public Works Minutes of July 30, 2019.
3. Discussion on Yard Waste Site Policy and Procedure.
4. Review of Preliminary Assessment for Chateau Dr and Hickory Lane Reconstruction Project.
5. Resolution #19-25 Preliminary Assessment for Sherman Road Drainage and Jackson Park Alley Reconstruction Project
6. Limited Water Service Study.
7. Discussion of Village Informational Signs.
8. Director of Public Works Report.
9. Citizens/Village Staff to address the Board.
10. Adjourn.

Persons with disabilities requiring special accommodations for attendance at the meeting should contact the Village Hall at least one (1) business day prior to the meeting.

It is possible that members of the Village Board may attend the above meeting. No action will be taken by any governmental body at this meeting other than the governmental body specifically referred to in this meeting notice. This notice is given so that members of the Village Board may attend the meeting without violating the open meeting law.

DRAFT Minutes
Board of Public Works Meeting
Tuesday, July 30, 2019 at 7:00 p.m.
Jackson Village Hall
N168 W20733 Main Street

1. Call to Order and Roll Call.

Chair Tr. Olson called the meeting to order at 7:09 p.m.

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

Members excused: None

Board Member Present: Tr. Kurtz

Staff present: Brian Kober, and John Walther.

2. Approval of the Board of Public Works Minutes of June 25, 2019.

Motion by Brian Heckendorf, second by Gloria Teifke to approve the Board of Public Works minutes of June 25, 2019.

Vote: 7 ayes, 0 nays. Motion carried.

3. Review of Proposal for Public Facilities Needs Assessment and Impact Fee Study – City Water and Trilogy Consulting, LLC.

Brian Kober reviewed the proposal for a Public Facilities Needs Assessment and Impact Fee Study from Trilogy Consulting, LLC. City Water will be offering minor assistance with identifying the projects and costs for the water impact fee. The Village's current study was completed in 2010. State statute requires impact fees be collected in seven years and used in ten years. A new study needs to be completed for the next ten years.

Motion by Brian Heckendorf, second by Tr. Olson recommend Budget & Finance and Village Board approve the proposal for Public Facilities Needs Assessment and Impact Fee Study from Trilogy Consulting, LLC in the amount of \$15,840.00.

Vote: 7 ayes, 0 nays. Motion carried.

4. Review of bids for 2019 Improvements Sherman Rd Drainage and Jackson Park Alley Reconstruction Project.

Brian Kober explained there was one bidder for the project and the bid was higher than the Engineer's Estimate. The construction industry has changed and trying to get contractors to bid on projects has become an issue. The projects should be completed and holding off does not guarantee a lower price in the future. Chair Tr. Olson and along with Tr, Lippold spoke on a special assessment for the benefiting properties in the Jackson Alley Project. Mr. Kober recommended having a resolution ready for review at the next meeting.

Motion by Brian Heckendorf, second by Tr. Lippold recommend Budget & Finance and Village Board accept the bid from Payne & Dolan in the amount of \$255,747.00 for the 2019 Improvements Sherman Rd Drainage and Jackson Park Alley Reconstruction Project.

Vote: 7 ayes, 0 nays. Motion carried.

- 5. Review of bids for 2019 Chateau Dr & Hickory Lane Reconstruction Project.**
Brian Kober commented again the Village only had one bidder for the project. The same bidder from the other project. An Informal Informational Meeting was held prior to the Board of Public Works meeting with the residents in both proposed construction areas. The bid is over the Engineer's Estimate, although, the previous years the bids have all over the Engineer's Estimate.
Motion by Chair Tr. Olson, second by Tr. Lippold to recommend Budget & Finance and Village Board accept the bid from Payne & Dolan in the amount of \$873,842.00 for the 2019 Chateau Dr and Hickory Lane Reconstruction Project.
Vote: 7 ayes, 0 nays. Motion carried.
- 6. Resolution 19-20 Preliminary Assessment for Chateau Dr and Hickory Lane Reconstruction Project.**
Brian Kober explained the two items that are being special assessed for the project are sidewalk and storm sewer lateral.
Motion by Brian Heckendorf, second by Chair Tr. Olson to recommend Budget & Finance and Village Board approve Resolution 19-20 Preliminary Assessment for Chateau Dr and Hickory Lane Reconstruction Project.
Vote: 7 ayes, 0 nays. Motion carried.
- 7. Limited Water Service Study.**
Brian Kober explained that City Water and Jackson Water Utility are collecting data to finalize the report for possible review at the next Board of Public Works meeting.
Motion by Chair Tr. Olson, second by Tr. Lippold to refer discussion of Limited Water Service Study to the next meeting.
Vote: 7 ayes, 0 nays. Motion carried.
- 8. Review of US Cellular Antenna Reconfiguration – White Water Tower.**
Brian Kober reviewed the new proposal from US Cellular. Now the proposal is to reinforce the existing antenna structure and add thirteen pieces of equipment to the tower. The lease agreement would change with an increase of \$250 per month or \$3,000 per year. The current lease agreement is approved until August 2022.
Motion by Chair Tr. Olson, second by Tr. Lippold to recommend Budget & Finance and Village Board accept the proposed amended lease agreement from US Cellular Antenna Reconfiguration Project for the white-water tower.
Vote: 7 ayes, 0 nays. Motion carried.
- 9. Discussion of Village Informational Signs.**
Brian Kober still needs to apply for a permit from the WisDOT to install the signs in the State Highway 60 right of way.
Motion by Chair Tr. Olson, second by Tr. Lippold to refer discussion of Village Informational signs to the next meeting for staff to pursue the signs with the WisDOT.
Vote: 7 ayes, 0 nays. Motion carried.
- 10. Director of Public Works Report.**

Brian Kober gave the report. Discussion continues with Washington County Highway Department and WisDOT on ownership of the old park-n-ride lot in the southeast corner of CTH P and STH 60. Both groups think they own the right of way. More discussion needs to happen to figure it out.

On Saturday, September 7, 2019 from 1 to 5 PM at the former Ruben Schmahl Farm the Jackson Sewer Utility, Washington County, and Cedar Creek Farmers Group are hosting the Cedar Creek Community Connection Event. The event is an in the field, hands-on, agricultural and urban event educating families that live in the Village, out in the country, or on the farm. Food and entertainment available during the event.

Motion by Chair Tr. Olson, second by Tr. Lippold 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.

Bidding of projects was discussed.

12. Adjourn.

Motion by Tr. Lippold, second by Brian Heckendorf to adjourn.

Vote: 7 ayes, 0 nays. Meeting was adjourned 8:13 p.m.

Respectfully submitted,

Brian W. Kober, P.E.
Director of Public Works/Village Engineer

Memo

To: Board of Public Works
From: Brian W. Kober, P. E., Director of Public Works
Subject: Policy and Procedure for Yard Waste Site
Date: August 23, 2019

The Public Works Staff met on Thursday, August 22nd to discuss the ultimate dream yard waste site. The following are comments from the meeting to initiate more discussion at the Board of Public Works meeting on Tuesday, August 27, 2019:

- 1) Village residents would receive one free card, and a maximum of two cars would be associated with the card. Extra cards, or lost cards would have to be purchased.
- 2) Discussion occurred on what type of material that can be dropped off. Right now, just bags of yard waste and brush. Residents would be able to pick up wood chips.
- 3) The yard would be open to the public starting April 1st, and close on December 1st. This follows winter parking. Just like winter parking dates can be changed with weather or need.
- 4) Time of operation would be at 7:00 AM to 7:00 PM or close at dusk. Lighting may have to be installed for the cameras to work properly.
- 5) Some yards have a day that the yard is closed for cleanup or hauling of material. Recommending no closed day just have a sign that has temporary closing for cleaning or hauling.
- 6) Also, discussion was on who would be using the yard, and eliminating the Summer pickup specially grass clippings. We do not want grass clippings at the yard waste site either. The other frustration is the monthly pickup is completed and a resident puts a new bag out the next day or a week later. Then the bag sits there until the next pickup date. Hopefully, the yard waste site would solve that problem, since notifying the resident is not working.

These are a few thoughts on the operation of the new yard waste site for discussion.

If you have any questions, please do not hesitate to ask.

Brian W. Kober, P.E.
Director of Public Works/Village Engineer

RESOLUTION #19-25

PRELIMINARY RESOLUTION DECLARING INTENT TO EXERCISE SPECIAL ASSESSMENT POLICE POWERS, UNDER SECTION 66.0703 OF THE WISCONSIN STATUTES

WHEREAS, the Village Board of the Village of Jackson, Washington County, Wisconsin is pursuing the construction and reconstruction of public improvements consisting of water and sanitary sewer mains; storm sewers; pavement; curb and gutter; and sidewalks and the related improvements and expenses for the benefit of the properties described on Exhibit A and Exhibit B hereto.

BE IT RESOLVED, by the Village Board of the Village of Jackson, Washington County, Wisconsin:

1. The Village Board hereby declares its intention to exercise its police power under Section 66.0703 of the Wisconsin Statutes to levy special assessments upon the properties described in Exhibit A hereto, for special benefits conferred upon such property by the construction of public improvements consisting of water and sanitary sewer mains; storm sewers; pavement; curb and gutter; and sidewalks and the related improvements and expenses.
2. The Village Board hereby determines that the construction of such improvements is in the best interest of, and for the health and welfare of the municipality and the property benefited by the improvements, and therefore constitutes an exercise of the police power.
3. The amount of such assessments shall be determined and levied upon completion of the construction of public improvements consisting of water and sanitary sewer mains; storm sewers; pavement; curb and gutter; and sidewalks and the related improvements and expenses.
4. The number of installments, rate of interest, and the terms of payment will be included in the Final Resolution after the Public Hearing; which will be held upon completion of the project, when final costs have been determined.
5. Every Special Assessment levied under this Resolution, shall be a lien against the property assessed, from the date of the Final Resolution of the Village Board determining the levy.
6. The Village Engineer shall prepare a report consisting of the following:
 - a. Preliminary of the final plans and specifications for the Public Works.

- b. An estimate of the entire cost of the proposed improvements.
- c. A schedule of the proposed properties against which the assessments are to benefit.
- d. A statement that each property against which the assessments are proposed, has been inspected and is benefited, setting forth the basis of such benefit.
- e. Upon completion of the report, the Village Engineer shall file a copy with the Village Clerk, and with the Village Treasurer.

7. The Village Clerk shall make a copy of the report available for public inspection.

Introduced by: _____ Seconded by: _____

Vote: ____ Ayes ____ Nays Passed and Approved: _____

Michael E. Schwab - Village President

Attest: _____
Jilline S. Dobratz - Village Clerk

Proof of Posting:

I the undersigned, certify that I posted this Resolution on bulletin boards at the Village Hall, Post Office and one other location in the Village.

Village Official

Date

Public Works Report

August 27, 2019

Treatment Plant - Designed Capacity – 1.67 million gallons per day
Peak Flow Capacity – 6.0 million gallons per day

Year 2017

January	Avg. Flow 1.230 MGD	Min. Flow 979,000 g.p.d.	Max. 1.606 MGD
February	Avg. Flow 1.204 MGD	Min. Flow 926,000 g.p.d.	Max. 2.141 MGD
March	Avg. Flow 1.559 MGD	Min. Flow 1.09 MGD	Max. 2.398 MGD
April	Avg. Flow 1.552 MGD	Min. Flow 1.049 MGD	Max. 2.446 MGD
May	Avg. Flow 1.392 MGD	Min. Flow 666,000 g.p.d.	Max. 2.588 MGD
June	Avg. Flow 1.283 MGD	Min. Flow 763,000 g.p.d.	Max. 2.429 MGD
July	Avg. Flow 1.225 MGD	Min. Flow 879,000 g.p.d.	Max. 1.711 MGD
August	Avg. Flow 1.049 MGD	Min. Flow 750,000 g.p.d.	Max. 1.414 MGD
September	Avg. Flow 870,300 g.p.d.	Min Flow 714,000 g.p.d.	Max. 1.132 MGD
October	Avg. Flow 953,871 g.p.d.	Min. Flow 563,000 g.p.d.	Max. 1.257 MGD
November	Avg. Flow 886,967 g.p.d.	Min. Flow 729,000 g.p.d.	Max. 1,154 MGD
December	Avg. Flow 835,484 g.p.d.	Min. Flow 651,000 g.p.d.	Max. 1.074 MGD

Year 2018

January	Avg. Flow 893,258 g.p.d.	Min. Flow 693,000 g.p.d.	Max. 1.541 MGD
February	Avg. Flow 1.072 MGD	Min. Flow 651,000 g.p.d.	Max. 2.476 MGD
March	Avg. Flow 1.011 MGD	Min. Flow 702,000 g.p.d.	Max. 1.365 MGD
April	Avg. Flow		
May	Avg. Flow 1.577 MGD	Min. Flow 982,000 g.p.d.	Max. 2.807 MGD
June	Avg. Flow 1.053 MGD	Min. Flow 703,000 g.p.d.	Max. 1.422 MGD
July	Avg. Flow 942,871 g.p.d.	Min. Flow 699,000 g.p.d.	Max. 1.228 MGD
August	Avg. Flow 1.342 MGD	Min. Flow 700,000 g.p.d.	Max. 3.93 MGD
September	Avg. Flow 1.608 MGD	Min. Flow 1.07 MGD	Max. 3.47 MGD
October	Avg. Flow 1.540 MGD	Min. Flow 960,000 g.p.d.	Max. 2.67 MGD
November	Avg. Flow 1.268 MGD	Min. Flow 940,000 g.p.d.	Max. 2.12 MGD
December	Avg. Flow 1.218 MGD	Min. Flow 880,000 g.p.d.	Max. 1.82 MGD

Year 2019

January	Avg. Flow 1.270 MGD	Min. Flow 900,000 g.p.d.	Max. 2.660 MGD
February	Avg. Flow 1.229 MGD	Min. Flow 850,000 g.p.d.	Max. 1.980 MGD
March	Avg. Flow 1.379 MGD	Min. Flow 910,000 g.p.d.	Max. 2.790 MGD
April	Avg. Flow 1.483 MGD	Min. Flow 1.020 MGD	Max. 2.660 MGD
May	Avg. Flow 1.542 MGD	Min. Flow 1.320 MGD	Max 1.960 MGD
June	Avg. Flow 2.144 MGD	Min. Flow 1.300 MGD	Max. 2.700 MGD
July	Avg. Flow 1.251 MGD	Min. Flow 970,000 g.p.d.	Max. 1.850 MGD

Years Summary of Water Consumption

2006 Total Pumpage 207,719,000 gallons	2007 Total Pumpage 217,224,000 gallons
2008 Total Pumpage 229,613,000 gallons	2009 Total Pumpage 231,160,000 gallons
2010 Total Pumpage 239,326,000 gallons	2011 Total Pumpage 240,268,000 gallons
2012 Total Pumpage 253,492,000 gallons	2013 Total Pumpage 228,371,000 gallons
2014 Total Pumpage 230,973,000 gallons	2015 Total Pumpage 222,621,000 gallons
2016 Total Pumpage 254,531,000 gallons	2017 Total Pumpage 251,387,000 gallons
2018 Total Pumpage 241,322,000 gallons	

Year 2017

Jan.	Avg.	630,710 g.p.d.	Highest Day 771,000 gals.	Total	19,552,000 gallons
Feb.	Avg.	640,790 g.p.d.	Highest Day 885,000 gals	Total	17,942,000 gallons
March	Avg.	611,520 g.p.d.	Highest Day 691,000 gals	Total	18,957,000 gallons
April	Avg.	703,070 g.p.d.	Highest Day 1.173 MGD	Total	21,092,000 gallons
May	Avg.	683,420 g.p.d.	Highest Day 988,000 gals	Total	21,186,000 gallons
June	Avg.	762,230 g.p.d.	Highest Day 1.044 MGD	Total	22,867,000 gallons
July	Avg.	730,580 g.p.d.	Highest Day 953,000 gals	Total	22,648,000 gallons
August	Avg.	745,900 g.p.d.	Highest Day 903,000 gals	Total	23,123,000 gallons
Sept	Avg.	738,170 g.p.d.	Highest Day 996,000 gals	Total	22,145,000 gallons
Oct	Avg.	716,100 g.p.d.	Highest Day 1.055 MGD	Total	22,199,000 gallons
Nov	Avg.	646,500 g.p.d.	Highest Day 783,000 gals	Total	19,395,000 gallons
Dec	Avg.	654,230 g.p.d.	Highest Day 754,000 gals.	Total	20,281,000 gallons

Year 2018

Jan.	Avg.	674,710 g.p.d.	Highest Day 831,000 gals.	Total	20,916,000 gallons
Feb.	Avg.	660,820 g.p.d.	Highest Day 762,000 gals.	Total	18,503,000 gallons
March	Avg.	646,810 g.p.d.	Highest Day 784,000 gals.	Total	20,051,000 gallons
April	Avg.	656,300 g.p.d.	Highest Day 1.122 MGD	Total	19,689,000 gallons
May	Avg.	682,065 g.p.d.	Highest Day 840,000 gals.	Total	21,144,000 gallons
June	Avg.	694,600 g.p.d.	Highest Day 891,000 gals.	Total	20,838,000 gallons
July	Avg.	759,160 g.p.d.	Highest Day 1.172 MGD	Total	23,534,000 gallons
August	Avg.	728,450 g.p.d.	Highest Day 963,000 gals.	Total	22,582,000 gallons
Sept	Avg.	605,200 g.p.d.	Highest Day 842,000 gals.	Total	18,156,000 gallons
Oct	Avg.	619,320 g.p.d.	Highest Day 896,000 gals.	Total	19,199,000 gallons
Nov	Avg.	596,000 g.p.d.	Highest Day 907,000 gals.	Total	17,880,000 gallons
Dec	Avg.	607,419 g.p.d.	Highest Day 785,000 gals.	Total	18,830,000 gallons

Year 2019

Jan.	Avg.	638,230 g.p.d.	Highest Day 791,000 gals.	Total	19,785,000 gallons
Feb.	Avg.	605,820 g.p.d.	Highest Day 758,000 gals.	Total	16,963,000 gallons
March	Avg.	616,230 g.p.d.	Highest Day 946,000 gals.	Total	19,103,000 gallons
April	Avg.	697,800 g.p.d.	Highest Day 1.112 MGD	Total	20,934,000 gallons
May	Avg.	707,810 g.p.d.	Highest Day 889,000 gals.	Total	21,942,000 gallons
June	Avg.	766,200 g.p.d.	Highest Day 969,000 gals.	Total	22,986,000 gallons
July	Avg.	843,710 g.p.d.	Highest Day 1.174 MGD	Total	26,155,000 gallons

Pump Capacity - Well #1- 400 g.p.m. Well #3 -900 g.p.m. Well #4 - 1200 g.p.m. Well #5 – 1,100 g.p.m. Well #6 – 800 g.p.m.

WWTP – Holding & Septage Receiving

2005	\$ 87,562.01	2006	\$101,115.11	2007	\$152,201.07	2008	\$210,441.47
2009	\$183,815.34	2010	\$197,653.66	2011	\$220,576.28	2012	\$236,224.70
2013	\$235,336.46	2014	\$203,938.32	2015	\$210,644.47	2016	\$220,473.17
2017	\$232,358.23	2018	\$245,767.74				

2017	Holdings (gals)	Grease (gals)	G Decant (gals)	Septage (gals)	S Decant (gals)	Total Billings
Jan	1,287,450			10,500	57,100	\$11,503.39
Feb	1,358,400		28,500	1,750	78,550	\$13,361.76
March	1,678,850		22,000	28,100	174,900	\$18,967.89
April	1,581,350			35,600	320,900	\$21,306.63
May	1,745,550			51,150	394,600	\$25,002.63
June	1,664,600			38,700	321,950	\$22,081.26
July	1,599,070			33,100	230,150	\$19,070.78
August	1,669,850			35,100	273,850	\$20,774.14
September	1,430,000			37,350	248,125	\$18,422.13
October	1,710,550			64,200	454,850	\$26,768.38
November	1,541,700			50,150	353,050	\$22,395.00
December	1,174,400			13,700	127,250	\$12,539.26

2018	Holdings (gals)	Grease (gals)	G Decant (gals)	Septage (gals)	S Decant (gals)	Total Billings
Jan	1,627,400			2,250	70,400	\$14,055.51
Feb	1,632,750			1,750	69,850	\$14,061.88
March	1,589,150			6,450	197,600	\$17,943.45
April	1,451,750			16,750	234,400	\$18,227.75
May	1,849,700			21,050	354,100	\$24,597.35
June	1,636,850			38,900	351,450	\$23,631.55
July	1,662,650			37,150	230,750	\$20,741.70
August	1,861,850			58,650	315,400	\$25,419.05
September	1,510,000			37,000	249,500	\$19,982.50
October	1,676,000			38,000	462,900	\$26,690.50
November	1,433,250			29,500	397,100	\$22,721.00
December	1,481,500			13,550	209,350	\$17,695.50

2019	Holdings (gals)	Grease (gals)	G Decant (gals)	Septage (gals)	S Decant (gals)	Total Billings
Jan	1,230,000			2,000	77,700	\$11,872.50
Feb	1,432,250			1,000	70,100	\$13,255.50
March	1,614,450			11,750	161,800	\$17,489.35
April	1,485,950			48,700	335,350	\$22,462.85
May	1,589,200			27,600	349,400	\$22,690.60

Rosewood Drive/TIF Expansion Project

The Village is working with We-Energies on the electric system to be placed underground. Once, the location of electric transforms are determined then the streetlight layout will be design, and bid out for installation. No change.

Cedar Creek Farmers Group

The Jackson Sewer Utility has been partnering with the Cedar Creek Farmers Group to achieve better water quality in the Cedar Creek Watershed. Plans are being made to have an urban/rural outreach field Day on September 7, 2019. Healthy soils, cover crops, no-till, nutrient management, water test kits, and yard waste bags to Village residents will be some the events. The safety building property has been planted with cover crop for the event.

CTH P and STH 60 Intersection Project and old Park-n-Lot Property

Discussion continues with Washington County and WisDOT on ownership. A meeting is being scheduled on future development of the intersection.

Ridgeway Drive Reconstruction Project

Landscaping retainage to complete the project. The landscaper was back on Friday, August 23rd to attempt a re-seeding the area defined by the punch list. Hope we can start considering recommending closing the project.

Maplewood Farms

Maplewood Farms Subdivision Phase 1 has very wet sub-soil, and the grading cannot be completed until dewatering is done.

Cobblestone Meadows Development

Grading has been completed for the start of home construction. Single Family permits are being reviewed.

Laurel Springs Addition No. 1

Laurel Springs Subdivision continues with the grading being completed, and next is the sanitary sewer installation. The Developer has commented to completing Cedar Creek Road and Jackson Drive (asphalted) prior to completing the Subdivision. Working with the Town of Jackson since they must go out to public bid on their portion of the road.

Hickory Park New Playground Project

The construction of the sand play area has the equipment installed. Now working with TP Concrete to install the concrete walk.

Safety Building/Village Hall Project

Site, utility, and roadway plans are being completed. Meetings have started with the property owner to purchase the necessary right of way for Spruce Street to Eagle Drive.

Chateau Dr/Hickory Lane Reconstruction Project/Jackson Alley Project

A pre-construction meeting for Hickory Lane/Chateau Drive/Jackson Alley Projects has been scheduled for Wednesday, September 4, 2019. Contractor is planning on starting the project the second week of September.

Respectfully submitted, Brian W. Kober, P.E.