

APPROVED Minutes
Board of Public Works Meeting
Tuesday, October 30, 2018 at 7:00 p.m.
Jackson Village Hall
N168W20733 Main Street

1. Call to Order and Roll Call.

Scott Thielmann called the meeting to order at 7:03 p.m.

Members present: Brian Heckendorf, Tr. Lippold, Tr. Malcolm, Gloria Teifke and Scott Thielmann.

Members Excused: Chair Olson [and Linda Granec](#)

~~Members Absent: Linda Granec~~

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

2. Approval of Minutes for September 25, 2018, meeting.

Motion by Tr. Malcolm, second by Tr. Lippold to approve the minutes of the September 25, 2018 Board of Public Works meeting.

Vote: 5 ayes, 0 nays. Motion carried.

3. Discussion on Collection of Unpaid Sewer and Water Bills.

Brian Kober reviewed two unpaid accounts he recommends writing off. John Walther said we have potential opportunity to go through a State approved interception program to gain some money back if they file a tax return.

Motion by Gloria Teifke, second by Tr. Lippold to recommend the Village Clerk research the State interception program to make a collection effort and if unsuccessful recommend to Budget & Finance and Village Board to write off \$937.53 and \$339.98.

Tr. Malcolm commented on the past due bills and inquired if the water was shut off.

Brian Kober explained shut off/disconnect notices and commented they had shut the water off. Green Valley stated they are not liable. Tr. Lippold asked if we can institute a shut off fee to turn the water back on after a second delinquent bill. Brian Kober explained a reconnect fee of \$30 is on the water side. The Public Service Commission regulates the reconnection fee on the water side and that is what is being charged.

Scott Thielmann inquired on the number of residents on payment plans. Brian Kober stated 25-50 people are on payment plans. There are roughly about 300 disconnect notices sent every quarter and we try to get people to pay on a regular basis. Tr.

Lippold asked about payment plans and how they are set-up. Brian Kober said payment plans vary case by case and if they don't pay, they can be shut off.

Vote: 5 ayes, 0 nays. Motion carried.

4. Pay Request #4 – Ridgeway Drive Reconstruction Project.

Brian Kober reviewed the final pay request #4 for the Ridgeway Drive Reconstruction Project. There is a retainage of \$25,998.93 being held for any potential repairs for next year. The landscaping is complete, and the street lights are in but we are waiting on We-Energies to [energize](#) the service.

Motion by Tr. Malcolm, second by Tr. Lippold recommend to Budget & Finance and Village Board approval of Pay Request #4 from Cedar Corporation for the Ridgeway Drive Reconstruction Project in the amount not to exceed \$50,360.74.

Vote: 5 ayes, 0 nays. Motion carried.

5. Discussion on Creating a Yard Waste and Drop-Off Site.

Brian Kober explained he will be meeting with the Village of Grafton and the City of Cedarburg that have collection sites and yard cards.

Scott Thielmann referred Creating a Yard Waste and Drop-Off Site to next month.

6. Discussion on Future Staffing for Public Works Department.

Brian Kober handed out a Street and Parks Maintenance job description. The department has three employees out on medical leave. The Supervisor and one full time maintenance employee are left in the Street and Parks Department. The additional added position is a Receptionist, with training to replace the Utility Clerk. Scott Thielmann inquired on pre-employment physicals and if safety meetings are held. Brian Kober said the Street and Parks position would require a pre-employment physical and they meet every second Tuesday of the month for a safety meeting.

Motion by Scott Thielmann, second by Tr. Malcolm to recommend advertising for the Street and Parks Maintenance employee and the Clerical position. Tr. Lippold inquired on the positions being in the budget. Brian Kober stated both positions are in the budget and the receptionist is in the Utility budget. The receptionist will also be assisting the Building Inspector.

Vote: 5 ayes, 0 nays. Motion carried.

Brian Heckendorf asked who will be plowing. Brian Kober said the Supervisors and they will be training employees. He explained there are four major plow routes, parking lots and sidewalks.

7. Director of Public Works report.

Brian Kober gave the report and distributed a bid for removal of Ash trees and grinding out stumps. Brian Kober requested 90 trees to be taken down and grinding out the stumps in the amount of \$13,500 in the next two weeks. The worn flags on Main Street have been taken down and will be replaced before Veterans Day. Bill Waech received a plaque for taking second place at the APWA 2018 Snowplow Rodeo.

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

Vote: 5 ayes, 0 nays. Motion carried.

8. Citizens/Village Staff to Address the Board.

Brian Heckendorf requested signage on Highway 60 be put on next month's agenda and explore putting informational signs within the Village.

9. Adjourn.

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

Vote: 5 ayes, 0 nays. Meeting was adjourned 7:38 p.m.

Respectfully submitted,

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

Minutes noted with corrections by overstrikes for omission and underscores for additions. Approved on November 27, 2018.