

## **APPROVED MINUTES**

### **Budget & Finance Committee Meeting**

**Tuesday, August 8, 2023, at 6:30 p.m.**

**Jackson Municipal Complex**

**Village Board Room**

**N168W19851 Main Street**

**Jackson, WI 53037**

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

Pres. Heckendorf called the meeting to order at 6:30 p.m.

Members Present: Trustee Wells

Members Absent: Trustee Matter (Excused)

Village Board Members Present: Trustee Engelhardt and Trustee Olson

Staff Present: Administrator Jen Keller, Fire Chief Aaron Swaney and Village Treasurer Darlene Smith

Also Present: Brian Roemer, Ehlers Public Finance Advisors, Incoming Clerk Anastasia Gonstead

**2. Approval of Minutes for the Budget & Finance Meeting of July 11, 2023.**

Motion by Tr. Wells, second by Pres. Heckendorf, to approve the Budget & Finance meeting minutes of July 11, 2023.

Vote: 2 ayes, 0 nays. Motion carried.

**3. Approval of the July 2023 Check Register and Treasurer's Report.**

Motion by Tr. Wells, second by Pres. Heckendorf to approve the July 2023 Check Register and Treasurer's Report.

Vote: 2 ayes, 0 nays. Motion carried.

**4. 2023 2<sup>nd</sup> Quarter Budget Review.**

The item was for review purposes only.

**5. 2024 Budgeting Update and Schedule.**

Background was provided by Administrator Keller. Discussion only.

**6. Resolution #23-20 Declaring Official Intent to Reimburse Expenditures from Proceeds of Borrowing.**

Administrator Keller stated this resolution will give the Village an option to award a bid and proceed to borrow giving us the opportunity to reimburse ourselves for any sort of expenses incurred up until the point of the issuance of the borrow.

Motion by Pres. Heckendorf, second by Tr. Wells, to recommend Village Board approve Resolution #23-20 Declaring Official Intent to Reimburse Expenditures from Proceeds of Borrowing.

Vote: 2 ayes, 0 nays. Motion carried.

**7. Renewal of Self-Insured Retention Coverage (SIR) – Cities and Villages Mutual Insurance Company (CVMIC).**

Motion by Pres. Heckendorf, second by Tr. Wells, to recommend Village Board approve renewal of SIR with CVMIC Option 1, coverage in the amount of \$20,000 per occurrence.

Vote: 2 ayes, 0 nays. Motion carried.

8. **Authorization to Increase Water Utility Rates effective October 1, 2023.**  
Motion by Tr. Wells, second by Pres. Heckendorf, to recommend Village Board authorize to increase Water Utility Rate effective October 1, 2023.  
Vote: 2 ayes, 0 nays. Motion carried.
9. **Resolution #23-19 Final Assessment for STH 60 Utility Upgrade Project.**  
Motion by Pres. Heckendorf, second by Tr. Wells, to recommend Village Board approve Resolution #23-19 Final Assessment for STH 60 Utility Upgrade Project.  
Vote: 2 ayes, 0 nays. Motion carried.
10. **Review of Sale of Jackson Sewer Utility 2011 Vactor 2100+ Jet/Vac Truck.**  
Motion by Pres. Heckendorf, second by Tr. Wells, to recommend Village Board approve the sale of the Jackson Sewer Utility's 2011 Vactor 2100+ Jet/Vac Truck to the Village of Slinger in the amount of \$125,000.00.  
Vote: 2 ayes, 0 nays. Motion carried.
11. **Review of Bid for Wastewater Treatment Plant Storage Building Expansion.**  
Motion by Pres. Heckendorf, second by Tr. Wells, to recommend Village Board approve the bid for the Wastewater Treatment Plant Storage Building Expansion from Hunzinger Construction in the amount of \$867,000.00.  
Vote: 2 ayes, 0 nays. Motion carried.
12. **Change Order #1 – Oaks of Jackson Subdivision – Roadway Stabilization.**  
Motion by Pres. Heckendorf, second by Tr. Wells, to recommend Village Board approve Change Order #1 for the Oaks of Jackson Subdivision Roadway Stabilization in the amount of \$101,989.45 from DF Tomasini.  
Vote: 2 ayes, 0 nays. Motion carried.
13. **Citizens to address the Budget & Finance Committee.**  
None.

Motion by Pres. Heckendorf, second by Tr. Wells, to adjourn the Budget and Finance Committee meeting at 6:36 p.m.

#### **JOINT BUDGET AND FINANCE AND VILLAGE BOARD**

Pres. Heckendorf called the meeting to order at 6:37 p.m.  
Members Present: Trustees Wells, Engelhardt and Olson  
Members Absent: Trustees Matter, Emmrich and Kruepke (Excused)

14. **Financial Management Plan Update.**  
Administrator Keller provided background information regarding the purpose of creating a 2023 Financial Management Plan with three recommendations: 1) Establish a Financial Management Plan Subcommittee for staff with 1-2 trustees, and a citizen appointee to establish Capital Improvements, Operations, and Utilities plans for Village Board review, 2) Establish a policy creating a maximum allowed debt service of 2.5% equalized value, and 3) Establish a frequency of one or two year borrowing to be planned for 2024 or 2024/2025. Brian Roemer of Ehlers

Public Finance Advisors presented in detail the 2023 Financial Management Plan Phase I. The work will be phased into three categories: Capital Improvement Plan (CIP), Government Operations and Utilities Plan, and the Final Report and Presentation.

Motion by Pres. Heckendorf, second by Tr. Olson to direct staff to implement the recommendations 1, 2 & 3. 1) Establish a subcommittee for staff with 1-2 trustees, and a citizen appointee to establish CIP, Operations, and Utilities plan for Village Board review, 2) Establish a policy creating a maximum allowed debt service of 2.5% of equalized value, and 3) Establish a frequency of one or two year borrowing to be planned for 2024 or 2024/2025.

Vote: 4 ayes, 0 nays. Motion carried.

**15. Adjourn**

Motion by Pres. Heckendorf, second by Tr. Wells, to adjourn the Joint Budget and Finance and Village Board meeting at 7:32 p.m.

Vote: 4 ayes, 0 nays. Motion carried.

Respectfully submitted,

Darlene Smith  
Village Treasurer