MINUTES
BUDGET & FINANCE COMMITTEE MEETING
Tuesday, April 9, 2024 at 7:00 PM
Budget & Finance Committee Meeting

1. Call to Order and Roll Call

   The meeting was called to order at 7:00 PM by Tr. Matter. Tr. Matter acted as chairperson in Pres. Heckendorf's absence.

   Members Present: Tr. Wells and Tr. Matter.
   Members Excused: Pres. Heckendorf
   Members Absent: None
   Staff Present: Administrator Jen Keller, Treasurer Darlene Smith, Fire Chief Aaron Swaney, Public Works Director Brian Kober, Parks & Recreation Director Kelly Valentino, and Clerk Anastasia Gonstead.
   Trustees Present in Audience: Tr. Kruepke, Tr. Olson, and Tr. Engelhardt

2. Approval of Minutes for the Budget & Finance Meeting of March 12, 2024

   The motion to approve the minutes for the Budget & Finance meeting of March 12, 2024, was made by Tr. Matter and seconded by Tr. Wells.

   Vote: 2 ayes, 0 nays. Motion carried.

3. Approval of March 2024 Check Register and Treasurer's Report

   The motion to approve the March 2024 check register and Treasurer's report was made by Tr. Wells and seconded by Tr. Matter.

   Vote: 2 ayes, 0 nays. Motion carried.

4. 2024 Wastewater Treatment Plant Project - Clean Water Loan Dispersment Request #1, in the Amount of $323,933.23

   The motion to recommend to the Village Board to approve the 2024 Wastewater Treatment Plant project's Clean Water Loan Dispersement Request #1, in the amount of $323,933.23 was made by Tr. Wells and seconded by Tr. Matter.

   Vote: 2 ayes, 0 nays. Motion carried.

5. Pay Request #6 - Oaks of Jackson - D.F. Tomasini, in the Amount of $32,341.03

   The motion to recommend to the Village Board to approve Pay Request #6 for the Oaks of Jackson, to D.F. Tomasini, in the amount of $32,341.03 was made by Tr. Matter and seconded by Tr. Wells.

Vote: 2 ayes, 0 nays. Motion carried.

6. Pay Request #5 - 2023 Utility & Street Improvements - Vinton Construction, in the Amount of $44,397.66

   The motion to recommend to the Village Board to approve Pay Request #5 for the 2023 Utility and Street Improvements project, to Vinton Construction, in the amount of $44,397.66 was made by Tr. Wells and seconded by Tr. Matter.

   Vote: 2 ayes, 0 nays. Motion carried.

7. Pay Request #8, Final - STH 60 Utility Upgrades - Advanced Construction, in the Amount of $10,000.00

   The motion to recommend to the Village Board to approve Pay Request #8, final, for the State Hwy 60 Utility Upgrades project, to Advanced Construction, in the amount of $10,000.00 was made by Tr. Matter and seconded by Tr. Wells.

   Vote: 2 ayes, 0 nays. Motion carried.

8. Removal Cost for STH 60/Main Street Streetlights - We-Energies, in the Amount of $51,904.44

   The motion to recommend to the Village Board to approve the removal cost for the State Hwy 60/Main Street streetlights, payable to We-Energies, in the amount of $51,904.44 was made by Tr. Matter and seconded by Tr. Wells.

   Vote: 2 ayes, 0 nays. Motion carried.

9. Request for Letter of Credit Reduction #2 - Maple Fields Phase I

   The motion to recommend to the Village Board to approve the request for letter of credit reduction #2 for Maple Fields Phase I was made by Tr. Matter and seconded by Tr. Wells.

   Vote: 2 ayes, 0 nays. Motion carried.

10. Discussion of 2024 Financing Plan for Community Center Expansion Project, Presentation by Ehlers Financial Advisors

    Brian Roemer with Ehlers Financial Advisors provided a presentation on the 2024 Financing Plan for the proposed Community Center Expansion project, which was anticipated in the 2023 Financial Management Plan. He explained what would largely be covered in the presentation, including debt service levy, GO debt, big picture future financing, and isolated impact, as well as possible use of cash for the aforementioned project.

    Mr. Roemer went through the presentation materials provided in the agenda packet. Including a sample of the anticipated impact of the project on a taxpayer.

    Tr. Matter asked for clarification on the TID funds, in particular with relation to the affordable housing extension. Mr. Roemer was able to provide clarification of how the matters are different.

Mr. Roemer also provided recommendations from Ehlers with regard to the sale of GO notes for this project.

The motion to recommend the Village Board pursue options of using additional funds from TID #4 payback to go toward this project to downsize the debt and for Ehlers to come back with options was made by Tr. Matter and seconded by Tr. Wells.

Vote: 2 ayes, 0 nays. Motion carried.

11. Resolution #24-07 - Accepting and Rejecting Bids for the 2024 Jackson Community Center Expansion Project

Administrator Keller provided the body background for this agenda item and the purpose of Resolution #24-07.

The motion to recommend to the Village Board to approve Resolution #24-07 Accepting and Rejection Bids for the 2024 Jackson Community Center Expansion Project was made by Tr. Wells and seconded by Tr. Matter.

Discussion: Tr. Matter asked for clarification on the playground equipment being omitted from the bid. Director Valentino provided clarification and the repurposing they intend to do, as well as possible assistance from the Friends of the Parks group for equipment. Tr. Matter inquired about the reasoning for the second round of bids. Director Valentino provided an explanation of those items, Moore Construction added to that conversation as well.

Vote: 2 ayes, 0 nays. Motion carried.

12. Resolution #24-06 Tax Incremental District #4 Affordable Housing Extension, by Ehlers Financial Advisors

Tr. Matter read the content of Resolution #24-06, as it was not included in the Budget & Finance Committee agenda packet, but was included in the Village Board agenda packet.

The motion to recommend to the Village Board to approve Resolution #24-06 Tax Incremental District #4 Affordable Housing Extention was made by Tr. Wells and seconded by Tr. Matter.

Vote: 2 ayes, 0 nays. Motion carried.

13. Review of Proposals for Village Banking Services

Treasurer Smith provided an overview of the information provided in the agenda packet with relation to this agenda item.

The motion to recommend to the Village Board to approve the 2024 Banking Proposal with Westbury Bank for another four years was made by Tr. Matter and seconded by Tr. Wells.

Vote: 2 ayes, 0 nays. Motion carried.

14. Review of Proposals for Village IT Services

Administrator Keller provided an overview of the information provided in the agenda packet with relation to this agenda item. Additionally, she provided an overview of the options before the body.

The motion to recommend to the Village Board to approve the three-year contract with Pros 4 Technology was made by Tr. Matter and seconded by Tr. Wells.

Vote: 2 ayes, 0 nays. Motion carried.

15. Citizens/Village Staff to Address the Budget & Finance Committee

None.

16. Adjourn

A motion to adjourn the meeting was made by Tr. Wells and seconded by Tr. Matter.

Vote: 2 ayes, 0 nays. Motion carried. The meeting was adjourned at 7:49 PM.

Respectfully Submitted,
Anastasia Gonstead - Village Clerk