

APPROVED MINUTES

Budget & Finance Committee Meeting

Tuesday, October 13, 2020 at 7:00 p.m.

Jackson Village Hall

N168 W20733 Main Street

Jackson, WI 53037

1. Call to Order and Roll Call

Pres. Schwab called the meeting to order at 7:00 p.m.

Members Present: Trustees Heckendorf and Olson.

Village Board Members Present: Trustees Kruepke and Lippold.

Staff Present: Brian Kober, Chief Swaney, Kelly Valentino, Chief Vossekuil, John Walther and Jilline Dobratz.

2. Approval of Minutes for the Budget & Finance meeting of September 8, 2020

Motion by Tr. Heckendorf, second by Tr. Olson to approve the Budget & Finance minutes of September 8, 2020.

Vote: 3 ayes, 0 nays. Motion carried.

3. Approval of the September 2020 Treasurer's Report and Check Register

Motion by Tr. Olson, second by Tr. Heckendorf to approve the September 2020 Treasurer's Report and Check Register as presented.

Vote: 3 ayes, 0 nays. Motion carried.

4. Pay Request #6 – Municipal Complex Building

Brian Kober stated this is mostly for the precast concrete that is going up.

Motion by Tr. Heckendorf, second by Pres. Schwab to recommend Village Board approve payment for Pay Request #6 – Municipal Complex Building in the amount of \$590,096.34.

Vote: 3 ayes, 0 nays. Motion carried.

5. Change Order #2 – Spruce Street & Ridgeway Drive Extension Project

Brian Kober explained the credit was for the water main blow-offs. Some of the additional items were; drain tile for a field that was being farmed, hydraulic dams that help the municipal site, and end walls on Eagle Drive. The next change order will be for balancing the site as a lot of fill was left over and will need to be trucked off.

Motion by Pres. Schwab, second by Tr. Heckendorf to recommend Village Board accept Change Order #2 – Spruce Street & Ridgeway Drive Extension Project in the amount of \$17,584.00.

Vote: 3 ayes, 0 nays. Motion carried.

6. Pay Request #3 – Spruce Street & Ridgeway Drive Extension Project

Brian Kober provided an update on the project. Everything has been graded, the curbing will be done after Hunters Road and the DOT is done reviewing the access permit to finish Ridgeway Drive.

Motion by Tr. Olson , second by Tr. Heckendorf to recommend Village Board approve Pay Request #2 – Spruce Street & Ridgeway Drive Extension Project in an amount not to exceed \$136,129.35.

Vote: 3 ayes, 0 nays. Motion carried.

7. Pay Request #1 – 2020 Road and Utility Project (Hunters Road)

Brian Kober stated they are prepping driveways, pouring curbing and piecemealing the sidewalks that are missing between driveways.

Motion by Pres. Schwab, second by Tr. Olson to recommend Village Board approve Pay Request #1 – 2020 Road and Utility Project (Hunters Road) in the amount of \$103,779.81.

Vote: 3 ayes, 0 nays. Motion carried.

8. Review of Quotes for 2020 Jackson Water Utility Service Truck

Brian Kober presented information on the 2019 truck that was ordered incorrectly. When COVID started, they stopped making trucks. The previous truck that was ordered will be delivered in October. They went out for bid again and he recommends ordering the truck now to guarantee delivery next year.

Motion by Tr. Heckendorf, second by Tr. Olson to recommend Village Board approve the purchase of the 2020 Jackson Water Utility Service Truck from Ewald Automotive Group for the amount of \$26,653.00.

Vote: 3 ayes, 0 nays. Motion carried.

9. Replacement of Fire Department 1281 Administration Vehicle

Chief Swaney stated this was budgeted for this year. They had stopped making Chevy products and now it can be ordered. The presentation will be deferred to the Village Board meeting.

Motion by Pres. Schwab, second by Tr. Olson to recommend Village Board approve the amount of \$70,609.28 for the purchase of the Fire Department 1281 Administration Vehicle.

Tr. Olson inquired on length of time in ordering vehicles in the future. Chief explained how all the vehicles are used and how they will be moved around.

Vote: 2 ayes, 0 nays, 1 abstain (Tr. Heckendorf). Motion carried.

10. Audit Services Engagement – Sitzberger and Co. S.C.

Pres. Schwab stated the current auditor is retiring. The Administrator and the current auditor have worked together in finding a replacement. Sitzberger and Co. was recommended. John Walther commented that the auditor, Jim Frechette, will work with them to get the Village through the audit. With Jim assisting them, it will be a smooth transition to the new auditor for the Village. The Treasurer and Administrator had a conference call with them, and they feel comfortable that they will continue with the same type of service as the current auditor.

Motion by Pres. Schwab, second by Tr. Olson to recommend Village Board accept the proposal of Audit Services Engagement from Sitzberger and Co. S.C. in an amount for 2020 to be \$27,900, for 2021 to be \$28,700 and for 2022 to be \$29,500.

Tr. Olson inquired if Jim Frechette has been engaged in 2020. John Walther

replied he has done considerable work for the Village and is unsure if he will continue to the end until Sitzberger takes over. It will be a transition, not a double payment.

Motion amended by Pres. Schwab, second by Tr. Olson to recommend the total costs for both companies for 2020 not to exceed \$27,900 and 2021 and 2022 to remain as stated and is published.

Vote: 3 ayes, 0 nays. Motion carried.

11. Assessment Contract Amendment – Grota Appraisals, LLC

John Walther had several conversations with Grota Appraisals, the Villages Assessor. With the 206 properties coming in from the Town of Jackson on January 1, 2021, there will be a nine percent increase and the contract adjusted accordingly. More of our own properties will be coming in the Village as well. Motion by Tr. Olson, second by Tr. Heckendorf to recommend Village Board accept the Assessment Contract Amendment – Grota Appraisals, LLC. in the amount of \$105,800.00.

Vote: 3 ayes, 0 nays. Motion carried.

12. Insurance Liability Claims – Progressive and Badger Mutual

John Walther provided background information on a water main break in April. There are two claims, one from Progressive for the vehicle claim in the amount of \$12,146.06 and the second is for the house in the amount of \$4,549.00. The Village is meeting the standard of care, we had no prior notice of any problem, we had no knowledge that the water main break would occur. The Village is immune from liability under State Statue 893.80. CIVMIC has advised denial of the claim. Motion by Tr. Olson, second by Tr. Heckendorf per staff recommendation and insurance company recommendation Village Board deny Insurance Liability Claims – Progressive and Badger Mutual.

Vote: 3 ayes, 0 nays. Motion carried.

13. Citizens to address the Budget & Finance Committee

None.

14. Adjourn

Motion by Pres. Schwab, second by Tr. Olson to adjourn at 7:25 p.m.

Vote: 3 ayes, 0 nays. Motion carried.

Respectfully submitted:

Jilline Dobratz, *CMC/WCMC*
Village Clerk