

MINUTES
BUDGET & FINANCE COMMITTEE MEETING
Tuesday, November 12, 2024 at 7:00 PM

1. Call to Order and Roll Call

The meeting was called to order at 7:00 PM by Pres. Heckendorf.

Members Present: Pres. Heckendorf, Tr. Wells, and Tr. Matter

Members Excused: None

Members Absent: None

Staff Present: Administrator Jen Heidtke, Treasurer Darlene Smith, Public Works Director Brian Kober, Fire Chief Aaron Swaney, Parks and Recreation Director Kelly Valentino, Police Chief Ryan Vossekuil and Clerk Jackie Schuh

Trustees Present in Audience: Tr. Kruepke

2. Approval of Minutes for the Budget & Finance Meeting of October 8, 2024

The motion to approve the minutes for the Budget and Finance Committee Meeting of October 8, 2024 was made by Tr. Wells and seconded by Tr. Matter.

Vote: 3 ayes, 0 nays. Motion carried.

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

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

Vote: 3 ayes, 0 nays. Motion carried.

4. Pay Request #8 – Waste Water Treatment Plant Tertiary Filters and Disinfection Project – JH Hassinger in the amount of \$285,950.00

The motion to recommend the Village Board approve Pay Request #8 for the Waste Water Treatment Plant Tertiary Filters and Disinfection Project to JH Hassinger in the amount of \$285,950.00 was made by Tr. Matter and seconded by Tr. Wells.

Vote: 3 ayes, 0 nays. Motion carried.

5. Clean Water Fund Loan Request #6 - 2024 Waste Water Treatment Plant Project in the amount of \$304,922.40

The motion to recommend the Village Board approve Clean Water Fund Loan Request #6 for the Waste Water Treatment Plant Project in the amount of \$304,922.40 was made by Tr. Wells and seconded by Tr. Matter.

Vote: 3 ayes, 0 nays. Motion carried.

6. Sysco Corporation - Letter of Credit Reduction in the amount of \$289,489.00

The motion to recommend the Village Board approve the release of the Letter of Credit for Sysco Corporation for the Jackson project, bringing it to zero, was made by Tr. Matter and seconded by Tr. Wells.

Vote: 3 ayes, 0 nays. Motion carried.

7. Review of Waste Water Treatment Plant SCADA Server Upgrade Project - SJE in the amount of \$80,079.00

The motion to recommend the Village Board approve the Waste Water Treatment Plant SCADA Server Upgrade Project to SJE in the amount of \$80,079.00 was made by Pres. Heckendorf and seconded by Tr. Wells.

Vote: 3 ayes, 0 nays. Motion carried.

8. Maple Fields Subdivision Phase #2 - Letter of Credit Reduction in the amount of \$214,056.40

The motion to recommend the Village Board approve the Letter of Credit Reduction for the Maple Fields Subdivision Phase #2 to an amount of \$214,056.40 was made by Tr. Matter and seconded by Tr. Wells.

Vote: 3 ayes, 0 nays. Motion carried.

9. Resolution #24-28 Establishing 2025 Fee Schedule

The motion to recommend the Village Board approve Resolution #24-28 Establishing the 2025 Fee Schedule for the Village of Jackson was made by Tr. Wells and seconded by Tr. Matter.

Vote: 3 ayes, 0 nays. Motion carried.

10. Resolution #24-29 Adopting 2025 General Fund Budget

The motion to recommend the Village Board approve Resolution #24-29 Adopting the 2025 General Fund Budget for the Village of Jackson was made by Tr. Wells and seconded by Pres. Heckendorf.

Vote: 3 ayes, 0 nays. Motion carried.

11. Resolution #24-30 Adopting the 2025 Water Utility Budget

The motion to recommend the Village Board approve Resolution #24-30 Adopting the 2025 Water Utility Budget for the Village of Jackson was made by Tr. Wells and seconded by Tr. Matter.

Vote: 3 ayes, 0 nays. Motion carried.

12. Resolution #24-31 Adopting the 2025 Sewer Utility Budget

The motion to recommend the Village Board approve Resolution #24-31 Adopting the 2025 Sewer Utility Budget for the Village of Jackson was made by Tr. Wells and seconded by Tr. Matter.

Vote: 3 ayes, 0 nays. Motion carried.

13. Resolution #24-32 Adopting the 2024 Tax Levy for the 2025 Budget

The motion to recommend the Village Board approve Resolution #24-32 Adopting the 2024 Tax Levy for the 2025 General Fund Budget was made by Tr. Wells and seconded by Tr. Matter.

Tr. Matter inquired as to how the amount was determined. Administrator Heidke and Treasurer Smith stated the tax levy, the capital project levy and the debt service levy are added together.

Vote: 3 ayes, 0 nays. Motion carried.

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

None.

15. Adjourn

The motion to adjourn the meeting was made by Tr. Wells and seconded by Pres. Heckendorf.

Vote: 3 ayes, 0 nays. Motion carried. The meeting was adjourned at 7:08 PM.

Respectfully Submitted,
Jackie Schuh - Village Clerk