

MINUTES
BUDGET AND FINANCE COMMITTEE MEETING
Tuesday, December 10, 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 and Tr. Matter

Members Excused: Tr. Wells

Members Absent: None

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

2. Approval of Minutes for the Budget and Finance Meeting of November 12, 2024

The motion to approve the Minutes of the Budget and Finance Committee meeting of November 12, 2024, was made by Tr. Matter and seconded by Pres. Heckendorf.

Vote: 2 ayes, 0 nays. Motion carried.

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

The motion to approve the November 2024 Check Register and Treasurer's Report was made by Pres. Heckendorf and seconded by Tr. Matter.

Tr. Matter received confirmation that the payment made on November 21, 2024, will not be duplicated this month, despite it being on the agenda again. Per Treasurer Smith and Director Valentino, the lien waivers have now been received.

Vote: 2 ayes, 0 nays. Motion carried.

4. Pay Request #9 - Waste Water Treatment Plant Tertiary Filters and Disinfection Project - JH Hassinger in the amount of \$175,275.00

The motion to recommend Village Board approve Pay Request #9 for the Waste Water Treatment Plant Tertiary Filters and Disinfection Project to JH Hassinger in the amount of \$175,275.00 was made by Tr. Matter and seconded by Pres. Heckendorf.

Vote: 2 ayes, 0 nays. Motion carried.

5. 2024 Waste Water Treatment Plant Project - Clean Water Fund Loan Request #7 in the amount of \$175,275.00

The motion to recommend Village Board approve Clean Water Fund Loan Reimbursement Request #7 for the 2024 Wastewater Treatment Plant Project in the amount of \$175,275.00

was made by Tr. Matter and seconded by Pres. Heckendorf.

Director Kober indicated that the engineering fees would be included in the next reimbursement request.

Vote: 2 ayes, 0 nays. Motion carried.

6. Review of Hickory Lane Reconstruction Project Contract Amendment #1 - Gremmer and Associates in the amount of \$44,096.00

The motion to recommend Village Board approve the Hickory Lane Reconstruction Project Contract Amendment #1 for Gremmer and Associates in the amount of \$44,096.00 was made by Tr. Matter and seconded by Pres. Heckendorf.

Vote: 2 ayes, 0 nays. Motion carried.

7. Review of Re-Bid Ridgeway Drive/Chestnut Court Reconstruction Project Contract - Cedar Corporation in the amount of \$15,000.00

The motion to recommend Village Board approve the Re-Bid of the Ridgeway Drive and Chestnut Court Reconstruction Project Contract for Cedar Corporation in the amount of \$15,000.00 was made by Pres. Heckendorf and seconded by Tr. Matter.

Vote: 2 ayes, 0 nays. Motion carried.

8. Review of Contract to Bid Final Asphalt Roadway Surface TID #7 - Cedar Corporation in the amount of \$15,000.00

The motion to recommend Village Board approve the Contract to Bid for the Final Asphalt Roadway Surface TID #7 to Cedar Corporation in the amount of \$15,000.00 was made by Tr. Matter and seconded by Pres. Heckendorf.

Vote: 2 ayes, 0 nays. Motion carried.

9. Purchase of 2026 Lakeside International Plow Truck with Accessories in the amount of \$285,029.25

The motion to recommend Village Board Authorize Staff to Purchase the 2026 Lakeside International Plow Truck Package in the amount of \$285,029.25 was made by Pres. Heckendorf and seconded by Tr. Matter.

Administrator Heidtke explained funding for the truck would come from the utilization of remaining ARPA funds, funds from the 2025 streets and machining capital projects, and unused capital projects funding from the current fiscal year. Administrator Heidtke also explained the purchase of other equipment will be delayed to prioritize the purchase of the truck.

Vote: 2 ayes, 0 nays. Motion carried.

10. Review of Jackson Sewer Utility 2025 Rate Increase

The motion to recommend Village Board approve a 13.4% Sewer Rate Increase to achieve \$6.42 per 1,000 gallons to take effect on January 1, 2025, was made by Pres. Heckendorf and seconded by Tr. Matter.

Vote: 2 ayes, 0 nays. Motion carried.

11. Accepting quote for Jackson Water Utility 2025 Conventional Rate Case Study - Ehlers in the amount of \$9,500.00

The motion to recommend Village Board approve the Services Agreement for the Jackson Water Utility 2025 Conventional Rate Case Study with Ehlers in the amount of \$9,500.00 was made by Tr. Matter and seconded by Pres. Heckendorf.

Vote: 2 ayes, 0 nays. Motion carried.

12. Accepting Quote for the Hickory Lane Splash Park - Anti-Slip Surface Project - Aqua Tile in the amount of \$69,765.00

The motion to recommend Village Board approve the quote for the Hickory Lane Splash Park Anti-Slip Surface Project with Aqua Tile in the amount of \$69,765.00 was made by Pres. Heckendorf and seconded by Tr. Matter.

Pres. Heckendorf received confirmation that staff inspected another park completed by Aqua Tile.

Vote: 2 ayes, 0 nays. Motion carried.

13. Pay Request #5 - Jackson Community Center Expansion Project - Moore Construction LLC in the amount of \$728,486.60

The motion to recommend Village Board approve Pay Request #5 for the Jackson Community Center Expansion Project to Moore Construction LLC in the amount of \$728,486.60 was made by Tr. Matter and seconded by Pres. Heckendorf.

Vote: 2 ayes, 0 nays. Motion carried.

14. Resolution #24-34 A Resolution Updating Financial Policies of an Existing Investment Policy, Purchasing Authority Policy, Fund Balance Policy and Debt Limit Policy

The motion to recommend Village Board approve Resolution #24-34 A Resolution Updating Financial Policies of an Existing Investment Policy, Purchasing Authority Policy, Fund Balance Policy and Debt Limit Policy was made by Pres. Heckendorf and seconded by Tr. Matter.

Administrator Heidtke stated the biggest change was the creation of a debt limit policy in accordance with the Village's Financial Management Plan. Staff confirmed for Tr. Matter the policies have been working well since implementation.

Vote: 2 ayes, 0 nays. Motion carried.

15. Resolution #24-36 Resolution Obligating Remaining American Rescue Plan Act (ARPA) Funds

The motion to recommend Village Board approve Resolution #24-36 Resolution Obligating Remaining American Rescue Plan Act (ARPA) Funds was made by Pres. Heckendorf and seconded by Tr. Matter.

Vote: 2 ayes, 0 nays. Motion carried.

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

None.

17. Adjourn

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

Vote: 2 ayes, 0 nays. Motion carried. The meeting adjourned at 7:18 PM.

Respectfully Submitted,
Jackie Schuh - Village Clerk