

APPROVED MINUTES
Budget & Finance Committee Meeting
Tuesday, October 11, 2022 at 7:00 p.m.
Jackson Municipal Complex
Village Board Room
N168W19851 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 Matter

Village Board Members Present: Trustees Kruepke and Emmrich

Staff Present: Director of Inspection Collin Johnson, Administrator Jen Keller, Director of Public Works/Village Engineer Brian Kober, Parks and Recreation Director Kelly Valentino, Police Chief Ryan Vossekuil, and Administrative Assistant Tiffany Washburn.

2. Approval of Minutes for the Budget & Finance Meeting of September 13, 2022

Motion by Tr. Heckendorf, second by Tr. Matter, to approve the Budget & Finance meeting minutes of September 13, 2022, as presented.

Vote: 3 ayes, 0 nays. Motion carried.

3. Approval of the September 2022 Treasurer's Report and Check Register

Motion by Tr. Matter, second by Tr. Heckendorf, to approve the September 2022 Treasurer's Report and Check Register, as presented.

Vote: 3 ayes, 0 nays. Motion carried.

4. Park Impact Fees Update

Administrator Keller stated the Treasurer, Parks and Recreation Director, and Village Auditor reviewed files to verify the changes as reflected in the Treasurer's Report. It was stated Staff hoped to share this information with both the Budget and Finance Committee, as well as the Village Board.

No action was taken.

5. Pay Request #6 – Coffee Connection Trail Project – Poblocki Paving

Director Kober provided background information regarding the request and confirmed this is the final pay request for the project, as there are no outstanding issues.

Motion by Tr. Heckendorf, second by Pres. Schwab, to recommend Village Board approve Pay Request #6 for the Coffee Connection Trail Project, in the amount of \$10,205.32

Vote: 3 ayes, 0 nays. Motion carried.

6. Review of Quotes – Well #1 Inspection

Director Kober provided background information and confirmed availability for the funds in the budget.

Motion by Pres. Schwab, second by Tr. Matter, to recommend Village Board approve Water Well Solutions' quote for Well #1 Inspection services, in an amount not to exceed \$14,885.00.

Vote: 3 ayes, 0 nays. Motion carried.

7. Proposal Selection for the Park Master Plan of Hasmer Lake Park Area – Review and Recommendation

Parks and Recreation Director Valentino provided background information regarding the recommendation from the Parks and Recreation Commission.

Motion by Tr. Heckendorf, second by Pres. Schwab, to recommend Village board approve the bid from MSA Professional Services, Inc. for the Park Master Plan of Hasmer Lake Park Area, in an amount not to exceed \$22,900.00.

Vote: 3 ayes, 0 nays. Motion carried.

8. Transfer of Funds from General Fund to Recreation Fund

Motion by Pres. Schwab, second by Tr. Heckendorf, to recommend Village Board approve Resolution #22-19 Transfer of Funds from General Fund to Recreation Fund, in the amount of \$38,709.00.

Vote: 3 ayes, 0 nays. Motion carried

9. License Agreement Extension to Farm Public Land – Robert Loduha

Administrator Keller stated the Agreement itself was drafted with the intent of expiring by July of 2023, and to continue to have established and maintained vegetation on the site prior to the development of it, which is not certain to commence on or before July 2023.

Motion by Pres. Schwab, second by Tr. Matter, to recommend Village Board approve the requested License Agreement Extension to Farm Public Land for Robert Loduha.

Vote: 3 ayes, 0 nays. Motion carried

10. Citizens to address the Budget & Finance Committee

None.

11. Adjourn

Motion by Pres. Schwab, second by Tr. Heckendorf, to adjourn at 7:10 p.m.

Vote: 3 ayes, 0 nays. Motion carried.

Respectfully submitted:

Tiffany Washburn
Village Administrative Assistant