

MINUTES
BUDGET AND FINANCE COMMITTEE MEETING
Tuesday, May 13, 2025 at 7:00 PM

1. Call to Order and Roll Call

The meeting was called to order at 7:01 PM by Pres. Heckendorf.

Members Present: Pres. Heckendorf and Tr. Wells

Members Excused: None

Members Absent: Tr. Olson

Staff Present: Administrator Jen Heidtke, Police Chief Ryan Vossekuil, Public Works Director Jack Straehler, Parks and Recreation Director Tyler Mentzel, and Clerk Jackie Schuh

2. Approval of Minutes for the Budget and Finance Committee Meeting of April 8, 2025

The motion to approve Minutes for the Budget and Finance Committee Meeting of April 8, 2025, was made by Tr. Wells and seconded by Pres. Heckendorf.

Vote: 2 ayes, 0 nays. Motion carried.

3. Approval of April 2025 Check Register, First Quarter Budget Comparison Report, and Treasurer's Report

The motion to approve the April 2025 Check Register, First Quarter Budget Comparison Report, and Treasurer's Report was made by Tr. Wells and seconded by Pres. Heckendorf.

Pres. Heckendorf noted the first quarter budget expenditures looked to be as expected.

Vote: 2 ayes, 0 nays. Motion carried.

4. Pay Request #14 - Wastewater Treatment Plan Tertiary Filters and Disinfection Project - JH Hassinger in the amount of \$224,165.80

The motion to recommend the Village Board approve Pay Request #14 for the Wastewater Treatment Plant Tertiary Filters and Disinfection Project to JH Hassinger in the amount of \$224,165.80 was made by Tr. Wells and seconded by Pres. Heckendorf.

Vote: 2 ayes, 0 nays. Motion carried.

5. Clean Water Fund Loan Request #11 – 2024 Wastewater Treatment Plant Project in the amount of \$234,824.81

The motion to recommend the Village Board approve Reimbursement Request #11 for the 2024 Wastewater Treatment Plant Project from the Clean Water Fund Loan in the amount of \$234,824.81 was made by Tr. Wells and seconded by Pres. Heckendorf.

Vote: 2 ayes, 0 nays. Motion carried.

6. Discussion of Wastewater Treatment Facility Generator

Director Straehler informed the Committee the quote from Circle Electric was outdated when it came time to purchase the generator. After speaking with the contracted engineer and Administrator Heidtke, it was decided not to move forward with the purchase. Instead, the intention is to combine the purchase of the generator with the 2026 Wastewater Treatment Plant Upgrade Project, so the warranty will begin on the date of installation instead of the date of purchase.

7. Pay Request #10 - Jackson Community Center Expansion Project - Moore Construction in the amount of \$194,603.70

The motion to recommend the Village Board approve Pay Request #11 for the Jackson Community Center Expansion Project to Moore Construction in the amount of \$194,603.70 was made by Pres. Heckendorf and seconded by Tr. Wells.

Director Mentzel advised there will be at least one more change order in the future and two pay requests. Per Director Mentzel, the project is projected to come in under budget.

Vote: 2 ayes, 0 nays. Motion carried.

8. Citizens/Village Staff to Address the Budget and Finance Committee

None.

9. Adjourn

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

Vote: 2 ayes, 0 nays. Motion carried. The meeting adjourned at 7:07PM.

Respectfully Submitted,

Jacqueline Schuh
Village Clerk
Village of Jackson