

VILLAGE OF JACKSON
BUDGET AND FINANCE COMMITTEE MEETING
Tuesday, June 10, 2025 at 7:00 PM
Minutes

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. Wells

Members Excused: Tr. Olson

Members Absent: None

Staff Present: Administrator Jen Heidtke, Police Chief Ryan Vossekuil, Fire Chief Aaron Swaney, Inspections and Zoning Director Collin Johnson, Public Works Director Jack Straehler, Treasurer Darlene Smith, Parks and Recreation Supervisor Jacob Caltagerone, and Clerk Jackie Schuh

2. Approval of Minutes of the Budget and Finance Committee Meeting of May 13, 2025

The motion to approve Minutes of the Budget and Finance Committee Meeting of May 13, 2025 was made by Pres. Heckendorf and seconded by Tr. Wells.

Vote: 2 ayes, 0 nays. Motion carried.

3. Approval of May 2025 Check Register and Treasurer's Report

The motion to approve the May 2025 Check Register and Treasurer's Report was made by Tr. Wells and seconded by Pres. Heckendorf.

Vote: 2 ayes, 0 nays. Motion carried.

4. Pay Request #1 - Ridgeway Drive and Chestnut Court Reconstruction Project - Advanced Construction in the amount of \$299,636.65

The motion to recommend the Village Board Approve Pay Request #1 for the Ridgeway Drive and Chestnut Court Reconstruction Project for Advanced Construction in the amount of \$299,636.65 was made by Tr. Wells and seconded by Pres. Heckendorf.

Vote: 2 ayes, 0 nays. Motion carried.

5. Pay Request #15 - Wastewater Treatment Plant Tertiary Filters and Disinfection Project - JH Hassinger in the amount of \$501,760.55

The motion to recommend the Village Board approve Pay Request #15 for the Wastewater Treatment Plant Tertiary Filters and Disinfection Project for JH Hassinger in the amount of \$501,760.55 was made by Tr. Wells and seconded by Pres. Heckendorf.

Vote: 2 ayes, 0 nays. Motion carried.

6. Clean Water Fund Loan Request #12 - 2024 Wastewater Treatment Plant Project in the amount of \$510,713.05

The motion to recommend the Village Board approve Reimbursement Request #12 for the 2024 Wastewater Treatment Plant Project from the Clean Water Fund Loan in the amount of \$510,713.05 was made by Pres. Heckendorf and seconded by Tr. Wells.

Vote: 2 ayes, 0 nays. Motion carried.

7. Resolution #25-18 Preliminary Resolution Declaring Intent to Exercise Special Assessment Police Powers, Under Section 66.0703 of the Wisconsin Statutes

The motion to recommend the Village Board Approve Resolution #25-18 was made by Tr. Wells and seconded by Pres. Heckendorf.

Vote: 2 ayes, 0 nays. Motion carried.

8. Pay Request #10 - Jackson Community Center Expansion Project - Moore Construction in the amount of \$217,326.10

The motion to recommend the Village Board approve Pay Request #10 for the Jackson Community Center Expansion Project for Moore Construction in the amount of \$217,326.10 was made by Tr. Wells and seconded by Pres. Heckendorf.

Vote: 2 ayes, 0 nays. Motion carried.

9. Pay Request #12 - Jackson Community Center Expansion Project - Moore Construction in the amount of \$256,076.30

The motion to recommend the Village Board Approve Pay Request #12 for the Jackson Community Center Expansion Project for Moore Construction in the amount of \$256,076.30 was made by Tr. Wells and seconded by Pres. Heckendorf.

Treasurer Smith confirmed Pay Request #10 had been missed, and Pay Request #11 was processed last month.

Vote: 2 ayes, 0 nays. Motion carried.

10. Discussion and Possible Action - Jackson Community Center Room Rental Fees

The motion to recommend the Village Board approve the Jackson Community Center Room Rental Fees as presented in the following chart was made by Tr. Wells and seconded by Pres. Heckendorf.

	Monday – Thursday	Friday – Sunday
Auditorium	R - \$225 NR - \$275	R - \$275 NR - \$325
Gathering Hall w/ Kitchen	R - \$100 NR - \$150	R - \$150 NR - \$200
All Other Rooms	R - \$60 NR - \$110	R - \$75 NR - \$125
Gymnasium	R - \$50/hr NR - \$100/hr	R - \$100/hr NR - \$150/hr

Vote: 2 ayes, 0 nays. Motion carried.

11. 2025 Schedule to Prepare the 2026 Municipal Budget and Update the Financial Management Plan

Administrator Heidtke explained this schedule will result in fewer meetings than last year, but the meetings will be longer to accommodate presentations. Per Administrator Heidtke, the August 12th and October 14th meetings will be significantly longer, and adoption of the budget is planned for November.

Pres. Heckendorf advised there is no action required on this item, and it will advance to the Village Board.

12. Review of Proposals - 2025 Village of Jackson Zoning Code Update

The motion to recommend the Village Board accept the bid for CiviTek Consulting, not to exceed an amount of \$65,900.00, was made by Tr. Wells and seconded by Pres. Heckendorf.

Director Johnson acknowledged the receipt of only one bid for the project, but believed the bid to be extremely competitive.

Vote: 2 ayes, 0 nays. Motion carried.

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

None.

14. 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 7:10 PM.

Respectfully Submitted,

Jacqueline Schuh
Village Clerk
Village of Jackson