

VILLAGE OF JACKSON
BUDGET AND FINANCE COMMITTEE MEETING
Tuesday, August 12, 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, Tr. Wells, and Tr. Olson

Members Excused: None

Members Absent: None

Staff Present: Administrator Jen Heidtke, Sergeant John Joerger, Parks and Recreation Director Tyler Mentzel, Treasurer Darlene Smith, Public Works Director Jack Straehler, Fire Chief Aaron Swaney, and Clerk Jackie Schuh

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

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

Vote: 3 ayes, 0 nays. Motion carried.

3. Approval of Check Register and Treasurer's Report for June 2025 and July 2025

a. Check Register and Treasurer's Report - June 2025

b. Check Register and Treasurer's Report - July 2025

The motion to approve the June 2025 and July 2025 Check registers and Treasurer's Reports was made by Tr. Wells and seconded by Tr. Olson.

Vote: 3 ayes, 0 nays. Motion carried.

4. Change Order #2–2025 Ridgeway Drive and Chestnut Court Reconstruction Project - Advanced Construction for an increase in the amount of \$13,450.00

The motion to recommend the Village Board approve Change Order #2 for the 2025 Ridgeway Drive and Chestnut Court Reconstruction Project to Advanced Construction for an increase in the amount of \$13,450.00 was made by Tr. Wells and seconded by Tr. Olson.

Vote: 3 ayes, 0 nays. Motion carried.

5. Change Order #1–2025 Oaks of Jackson Surface Course - Spruce Street and Ridgeway Drive - Stark Pavement Corporation for an increase in the amount of \$14,340.00

The motion to recommend the Village Board approve Change Order #1 for the 2025 Oaks of Jackson Surface Course for Spruce Street and Ridgeway Drive to Stark Pavement for an increase in the amount of \$14,340.00 was made by Tr. Olson and seconded by Tr. Wells.

Vote: 3 ayes, 0 nays. Motion carried.

6. Pay Request #3–2025 Ridgeway Drive and Chestnut Court Reconstruction Project - Advanced Construction in the amount of \$447,187.01

The motion to recommend the Village Board approve Pay Request #3 for the 2025 Ridgeway Drive and Chestnut Court Reconstruction Project to Advanced Construction in the amount of \$447,187.01 was made by Tr. Wells and seconded by Pres. Heckendorf.

Vote: 3 ayes, 0 nays. Motion carried.

7. Pay Request #1 -2025 Hickory Lane Reconstruction Project -Vinton Construction in the amount of \$356,256.41

The motion to recommend the Village Board approve Pay Request #1 for the 2025 Hickory Lane Reconstruction Project to Vinton Construction in the amount of \$356,256.41 was made by Tr. Olson and seconded by Tr. Wells.

Vote: 3 ayes, 0 nays. Motion carried.

8. Pay Request #17 - 2024 Wastewater Treatment Plant Tertiary Filters and Disinfection Project - J.H. Hassinger in the amount of \$86,277.10

The motion to recommend the Village Board approve Pay Request #17 for the 2024 Wastewater Treatment Plant Tertiary Filters and UV Disinfection Project to J.H. Hassinger in the amount of \$86,277.10 was made by Tr. Wells and seconded by Pres. Heckendorf.

Vote: 3 ayes, 0 nays. Motion carried.

9. Reimbursement Request #14 - 2024 Wastewater Treatment Plant Tertiary Filters and Disinfection Project - Clean Water Fund Loan in the amount of \$110,837.84

The motion to recommend the Village Board approve Reimbursement Request #14 for the 2024 Wastewater Treatment Plant Tertiary Filters and UV Disinfection Project from the Clean Water Fund Loan in the amount of \$110,837.84 was made by Pres. Heckendorf and seconded by Tr. Wells.

Vote: 3 ayes, 0 nays. Motion carried.

10. Change Order #6 - Jackson Community Center Expansion Project - Moore Construction for a decrease in the amount of \$31,446.00

The motion to recommend the Village Board approve Change Order #6 for the Jackson Community Center Expansion Project to Moore Construction for a decrease in the amount of \$31,446.00 was made by Tr. Wells and seconded by Tr. Olson.

Vote: 3 ayes, 0 nays. Motion carried.

11. Pay Request #14 - Jackson Community Center Expansion Project - Moore Construction in the amount of \$44,940.70

The motion to recommend the Village Board approve Pay Request #14 for the Jackson Community Center Expansion Project to Moore Construction in the amount of \$44,940.70 was made by Tr. Olson and seconded by Tr. Wells.

Vote: 3 ayes, 0 nays. Motion carried.

12. Review of Bids - Dog Park at Cedar Run Park Project - Lowe Underground, Inc. in the amount of \$217,614.10

The motion to recommend the Village Board accept the bid for the Dog Park Project at Cedar Run Park from Lowe Underground in the amount of \$217,614.10 was made by Tr. Wells and seconded by Pres. Heckendorf.

Tr. Olson expressed concerns over excessive flooding at the site and inquired if the proposed fencing would be damaged by excessive water. Director Mentzel stated the contractor understands the area is a wetland, and that he does not expect there to be any changes to the bid.

Vote: 2 ayes, 1 nay. Tr. Olson voted nay. Motion carried.

13. 2025-2026 Contract Amendment #1 - Dog Park at Cedar Run Park - MSA in the amount of \$15,550.00

The motion to recommend the Village Board approve the 2025-2026 Contract Amendment #1 for the Dog Park Project at Cedar Run Park with MSA in the increased amount of \$15,550.00 was made by Tr. Wells and seconded by Pres. Heckendorf.

Director Mentzel confirmed the original contract with MSA went through the bid process.

Vote: 2 ayes, 1 nay. Tr. Olson voted nay. Motion carried.

14. Review of 2024 Audited Financial Statements Report - Lucida, LLC

The motion to recommend the Village Board approve the 2024 Audit Statements Report from Lucida, LLC, was made by Tr. Olson and seconded by Tr. Wells.

Vote: 3 ayes, 0 nays. Motion carried.

15. Renewal of Self-Insured Retention Coverage - Cities and Villages Mutual Insurance Company

The motion to recommend the Village Board approve renewal with Cities and Villages Mutual Insurance Company for Option #1 was made by Tr. Wells and seconded by Tr. Olson.

Vote: 3 ayes, 0 nays. Motion carried.

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

Administrator Heidtke stated that the 2nd Quarter Budget Review is being presented with the 2026 Draft Budget Presentation at the Village Board Meeting.

17. Adjourn

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

Vote: 3 ayes, 0 nays. Motion carried. The meeting adjourned at 7:15 PM.

Respectfully Submitted,

Jacqueline Schuh
Village Clerk
Village of Jackson