

**VILLAGE OF JACKSON**  
**BUDGET AND FINANCE COMMITTEE MEETING**  
**Tuesday, November 11, 2025 at 7:00 PM**  
**Minutes**

1. Call to Order and Roll Call

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

Members Present: Pres. Heckendorf, Tr. Wells, and Tr. Olson

Members Excused: None

Members Absent: None

Staff Present: Administrator Jen Heidtke, Lieutenant Mike Foeger, 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 for the Budget and Finance Committee Meeting of October 14, 2025

The motion to approve Minutes for the Budget and Finance Committee Meeting of October 14, 2025, was made by Tr. Wells and seconded by Tr. Olson.

Vote: 3 ayes, 0 nays. Motion carried.

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

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

Vote: 3 ayes, 0 nays. Motion carried.

4. Change Order #2 - Final - 2024 Wastewater Treatment Plant Tertiary Filters and UV Disinfection Project - J.H. Hassinger for a decrease in the amount of \$8,470.66

The motion to recommend the Village Board approve Final Change Order #2 for the 2024 Wastewater Treatment Plant Tertiary Filters and UV Disinfection Project for a decrease in the amount of \$8,470.66 was made by Tr. Olson and seconded by Tr. Wells.

Vote: 3 ayes, 0 nays. Motion carried.

5. Pay Request #18 - 2024 Wastewater Treatment Plant Tertiary Filters and UV Disinfection Project - J.H. Hassinger in the amount of \$28,036.59

The motion to recommend the Village Board approve Pay Request #18 for the 2024 Wastewater Treatment Plant Tertiary Filters and UV Disinfection Project to J.H. Hassinger in the amount of \$28,036.59 was made by Tr. Olson and seconded by Pres. Heckendorf.

Vote: 3 ayes, 0 nays. Motion carried.

6. Pay Request #19 - Final - 2024 Wastewater Treatment Plant Tertiary Filters and UV Disinfection Project - J.H. Hassinger in the amount of \$230,930.58

The motion to recommend the Village Board approve Final Pay Request #19 for the 2024 Wastewater Treatment Plant Tertiary Filters and UV Disinfection Project to J.H. Hassinger in the amount of \$230,930.58 was made by Tr. Olson and seconded by Tr. Wells.

Director Straehler verified for Pres. Heckendorf that he anticipates the project to come in under budget.

Vote: 3 ayes, 0 nays. Motion carried.

7. Pay Request #4 - 2025 Hickory Lane Reconstruction Project - Vinton Construction in the amount of \$618,120.14

The motion to recommend the Village Board approve Pay Request #4 for the 2025 Hickory Lane Reconstruction Project to Vinton Construction in the amount of \$618,120.14 was made by Tr. Wells and seconded by Tr. Olson.

Vote: 3 ayes, 0 nays. Motion carried.

8. Reimbursement Request #15 - 2024 Wastewater Treatment Plant Tertiary Filters and UV Disinfection Project - Clean Water Fund Loan in the amount of \$296,155.05

The motion to recommend the Village Board approve Reimbursement Request #15 for the 2024 Wastewater Treatment Plant and UV Disinfection Project from the Clean Water Fund Loan in the amount of \$296,155.05 was made by Tr. Olson and seconded by Tr. Wells.

Director Straehler stated he expects one more reimbursement request for engineering fees for this project. He stated the reimbursement requests mirror the pay requests plus engineering fees incurred.

Vote: 3 ayes, 0 nays. Motion carried.

9. Authorization to Increase Sewer Utility Rates Effective January 1, 2026

The motion to recommend the Village Board approve the authorization to increase sewer utility rates effective January 1, 2026, was made by Tr. Olson and seconded by Pres. Heckendorf.

Administrator Heidtke asked that the percentage of the increase be included in the motion. Tr. Olson and Pres. Heckendorf both agreed to add 18% as the percentage of the increase to the motion.

Vote: 3 ayes, 0 nays. Motion carried.

10. Resolution #25-30 Establishing 2026 Fees

The motion to recommend the Village Board approve Resolution #25-30 Establishing the 2026 Fee Schedule for the Village of Jackson was made by Tr. Olson and seconded by Tr. Wells.

Vote: 3 ayes, 0 nays. Motion carried.

11. Resolution #25-31 Adopting 2026 General Fund Budget

The motion to recommend the Village Board approve the Resolution #25-31 Adopting the 2026 General Fund Budget for the Village of Jackson was made by Pres. Heckendorf and seconded by Tr. Olson.

Vote: 3 ayes, 0 nays. Motion carried.

12. Resolution #25-32 Adopting 2026 Water Utility Budget

The motion to recommend the Village Board approve Resolution #25-32 Adopting the 2026 Water Utility Budget for the Village of Jackson was made by Tr. Wells and seconded by Tr. Olson.

Vote: 3 ayes, 0 nays. Motion carried.

13. Resolution #25-33 Adopting 2026 Sewer Utility Budget

The motion to recommend the Village Board approve Resolution #25-33 Adopting the 2026 Sewer Utility Budget for the Village of Jackson was made by Tr. Olson and seconded by Tr. Wells.

Vote: 3 ayes, 0 nays. Motion carried.

14. Resolution #25-34 Adopting the 2025 Tax Levy for the 2026 Budget

The motion to recommend the Village Board approve Resolution #25-34 Adopting the 2025 Tax Levy for the 2026 Budget for the Village of Jackson was made by Tr. Wells and seconded by Tr. Heckendorf.

Vote: 3 ayes, 0 nays. Motion carried.

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

Administrator Heidtke informed the Board of a correction to the 2026 General Fund Budget Summary.

Treasurer Smith explained that before adopting the 2026 General Fund Budget, staff identified errors in the published 2026 Budget Summary regarding several fund totals. The General Fund revenues and expenditures were listed as \$5,496,609 and should be \$5,496,613. The Debt Service Fund revenues and expenditures were listed as \$2,164,624 and should be \$2,409,700. The Capital Projects Fund revenues were listed as \$340,368 and should be \$331,119. The Sewer Utility Fund revenues were listed as \$2,409,700 and should be \$2,789,645, while expenditures were listed as \$2,409,700 and should be \$2,041,367. These corrections do not affect the total tax levy. Treasurer Smith asked that the Village Board acknowledge the corrections when adopting the 2026 General Fund Budget so it can be entered into the official record.

16. Adjourn

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

Vote: 3 ayes, 0 nays. Motion carried. The meeting adjourned at 7:13 PM.

Respectfully Submitted,

Jacqueline Schuh  
Village Clerk  
Village of Jackson