

VILLAGE OF JACKSON
BUDGET AND FINANCE COMMITTEE MEETING
Tuesday, December 9, 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, and he announced that the meeting was not being live-streamed due to technical difficulties.

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

Members Excused: None

Members Absent: None

Staff Present: Administrator Jen Heidtke, Inspections and Zoning Director Collin Johnson, Parks and Recreation Director Tyler Mentzel, Fire Chief Aaron Swaney, Police Chief Ryan Vossekuil and Clerk Jackie Schuh

2. Approval of Minutes for the Budget and Finance Committee Meeting of November 11, 2025

The motion to approve Minutes for the Budget and Finance Committee Meeting of November 11, 2025 was made by Tr. Wells and seconded by Tr. Olson.

Vote: 3 ayes, 0 nays. Motion carried.

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

The motion to approve the November 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 #3 - 2025 Hickory Lane Reconstruction Project - Vinton Construction for an increase in the amount of \$1,046.51

The motion to recommend the Village Board approve Change Order #3 for the 2025 Hickory Lane Reconstruction Project for Vinton Construction for an increase in the amount of \$1,046.51 was made by Tr. Olson and seconded by Tr. Wells.

Vote: 3 ayes, 0 nays. Motion carried.

5. Change Order #4 - Final - 2025 Ridgeway Drive and Chestnut Court Reconstruction Project – Advanced Construction for an increase in the amount of \$19,142.61

The motion to recommend the Village Board approve Change Order #4 for the 2025 Ridgeway Drive and Chestnut Court Reconstruction Project for Advanced Construction for an increase in the amount of \$19,142.61 was made by Tr. Wells and seconded by Tr. Olson.

Vote: 3 ayes, 0 nays. Motion carried.

6. Pay Request #5 - 2025 Hickory Lane Reconstruction Project - Vinton Construction in the amount of \$293,286.04

The motion to Recommend the Village Board approve Pay Request #5 for the 2025 Hickory Lane Reconstruction Project to Vinton Construction in the amount of \$293,286.04 was made by Tr. Wells and seconded by Tr. Olson.

Vote: 3 ayes, 0 nays. Motion carried.

7. Pay Request #6 - Final - 2025 Ridgeway Drive and Chestnut Court Reconstruction Project – Advanced Construction in the amount of \$44,697.88

The motion to recommend the Village Board approve Final Pay Request #6 for the 2025 Ridgeway Drive and Chestnut Court Reconstruction Project to Advanced Construction in the amount of \$44,697.88 was made by Tr. Olson and seconded by Tr. Wells.

Vote: 3 ayes, 0 nays. Motion carried.

8. Approving Completion of 2024 Wastewater Treatment Plant Tertiary Filters and UV Disinfection Project and Authorizing Closure of the Clean Water Fund Loan

The motion to recommend the Village Board accept the Completion of the 2024 Wastewater Treatment Plant Tertiary Filters and UV Disinfection Project and Authorize the Village Administrator to sign the documents for closure of the Clean Water Fund Loan was made by Pres. Heckendorf and seconded by Tr. Olson.

Vote: 3 ayes, 0 nays. Motion carried.

9. 2025-2026 Contract Amendment #3 - Gremmer and Associates in the amount of \$309,667.00

The motion to recommend the Village Board approve the 2025-2026 Contract Amendment #3 for Gremmer and Associates in the amount of \$309,667.00 was made by Tr. Wells and seconded by Tr. Olson.

Administrator Heidtke confirmed for Pres. Heckendorf that the change to the contract was due to the inclusion of streetlights.

Vote: 3 ayes, 0 nays. Motion carried.

10. Review of Draft Tax Incremental District #4 Independent Auditor's Report and Financial Statements

Administrator Heidtke explained the Wisconsin Department of Revenue requires a final audit within one year of approval of a TID closure resolution. The Village's contracted Auditor at Lucida Tax & Accounting, LLC, captured all fund activity from January 2020 to September 2025 in the prepared report. The TID 4 fund as proposed will close with a balance of zero dollars, resulting in no refunds to other taxing jurisdictions.

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

None.

12. Adjourn

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

Vote: 3 ayes, 0 nays. Motion carried. The meeting adjourned at 7:12 PM.

Respectfully Submitted,

Jacqueline Schuh
Village Clerk
Village of Jackson