

VILLAGE OF JACKSON
BUDGET AND FINANCE COMMITTEE MEETING
Tuesday, February 10, 2026 at 7:00 PM
Minutes

1. Call to Order and Roll Call

The meeting was called to order at 7:04 PM by Pres. Heckendorf.

Members Present: Pres. Heckendorf and Tr. Olson

Members Excused: Tr. Wells,

Members Absent: None

Staff Present: Administrator Jen Heidtke, Parks and Recreation Director Tyler Mentzel, Treasurer Darlene Smith, Public Works Director Jack Straehler, Fire Chief Aaron Swaney, Police Sgt. Justin Brinks and Deputy Clerk Pamela Wolf

2. Approval of Minutes for the Budget and Finance Committee Meeting of January 13, 2026

The motion to approve Minutes for the Budget and Finance Committee Meeting of January 13, 2026, was made by Tr. Olson and seconded by Pres. Heckendorf.

Vote: 2 ayes, 0 nays. Motion carried.

3. Approval of January 2026 Check Register and Treasurer's Report

The motion to approve the January 2026 Check Register and Treasurer's Report was made by Pres. Heckendorf and seconded by Tr. Olson.

Vote: 2 ayes, 0 nays. Motion carried.

4. Change Order #2 - Final - 2025 Oaks of Jackson Surface Course - Spruce Street and Ridgeway Drive - Stark Pavement Corporation for an increase in the amount of \$24,493.60

The motion to recommend the Village Board approve Change Order #2 for the 2025 Oaks of Jackson Surface Course - Spruce Street and Ridgeway Drive to Stark Pavement for an increase in the amount of \$24,493.60 was made by Tr. Olson and seconded by Pres. Heckendorf.

Vote: 2 ayes, 0 nays. Motion carried.

5. Pay Request #1 - 2025 Oaks of Jackson Surface Course - Spruce Street and Ridgeway Drive - Stark Pavement Corporation in the amount of \$207,838.41

The motion to recommend the Village Board approve Pay Request #1 for the 2025 Oaks of Jackson Surface Course - Spruce Street and Ridgeway Drive to Stark Pavement in the amount of \$207,838.41 was made by Tr. Olson and seconded by Pres. Heckendorf.

Vote: 2 ayes, 0 nays. Motion carried.

6. Pay Request #1 - 2025 Dog Park at Cedar Creek Park - Lowe Underground, Inc. in the amount of \$90,134.29

The motion to recommend the Village Board approve Pay Request #1 for the 2025 Dog Park at Cedar Creek Park to Lowe Underground, Inc. in the amount of \$90,134.29 was made by Tr. Olson and seconded by Pres. Heckendorf.

Trustee Olson asked whether the mistakes identified at the previous month's meeting would result in increased costs. Director Mentzel confirmed that there should be no additional expenses to the Village, although some wetland restoration is required, this work will be completed at the contractor's expense. If any cost savings result, they would be applied to offset the expenses associated with the updated concrete paths.

Vote: 2 ayes, 0 nays. Motion carried.

7. Review of 2022 Stormwater Pond Compliance Report and Invoicing — Request for Refund of Special Assessments

Director Straehler updated the board on discussion held with the consultant CDM Smith, regarding report accuracy. CDM Smith stated they will update the existing reports to clarify any discrepancies and reflect accurate information no later than April 1. The consultant also indicated new reports would not need to be done in 2027 and will obtain that confirmation from the DNR.

The motion to refer the matter to the March Budget and Finance Committee meeting and the March Village Board meeting once updated reports from CDM Smith and confirmation from the DNR have been obtained was made by Pres. Heckendorf. Trustee Olson seconded the motion.

Vote: 2 ayes, 0 nays. Motion carried.

8. Review of Bids - Wastewater Treatment Plant Fill Removal Project

The motion to recommend the Village Board award the contract for the Wastewater Treatment Plant Fill Removal Project to BNCI Construction in the amount of \$125,055.00 was made by Tr. Olson and seconded by Pres. Heckendorf.

Director Straehler confirmed that Village staff authorized the placement of construction fill material and is therefore responsible for the associated costs. Per Director Straehler, the fill has since expanded beyond the intended area and is now encroaching upon wetlands and adjacent properties.

Vote: 2 ayes, 0 nays. Motion carried.

9. Review of Bids – Purchase of Brush Chipper

The motion to recommend the Village Board approve the purchase of one new brush chipper from Vermeer Wisconsin in the amount of \$88,273.00 was made by Tr. Olson and seconded by Pres. Heckendorf.

Vote: 2 ayes, 0 nays. Motion carried.

10. Resolution #26-01 Accepting Funds from the Washington County Roadway Shared Services Grant Program

The motion to recommend the Village Board approve Resolution #26-01 Accepting Funds from the Washington County Roadway Shared Services Grant Program was made by Pres. Heckendorf and seconded by Tr. Olson.

Vote: 2 ayes, 0 nays. Motion carried.

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

None.

12. Adjourn

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

Vote: 2 ayes, 0 nays. Motion carried. The meeting adjourned at 7:19 PM.

Respectfully Submitted,

Pamela Wolf
Village Deputy Clerk
Village of Jackson