

**VILLAGE OF JACKSON**  
**BUDGET AND FINANCE COMMITTEE MEETING**  
**Tuesday, April 21, 2026 at 5:30 PM**  
**Minutes**

1. Call to Order and Roll Call

The meeting was called to order at 5:30 PM by Pres. Heckendorf.

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

Members Excused: None

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 Chief Ryan Vossekuil and Interim Clerk Pamela Wolf

2. Approval of Minutes of the Budget and Finance Committee Meeting of March 10, 2026

The motion to approve Minutes of the Budget and Finance Committee Meeting of March 10, 2026, was made by Tr. Olson and seconded by Tr. Wells.

Vote: 3 ayes, 0 nays. Motion carried.

3. Approval of March 2026 Check Registers and Treasurer's Reports

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

Vote: 3 ayes, 0 nays. Motion carried.

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

The motion to recommend Village Board approve the special assessments of fees of approximately \$115,000.00 to pond owners for the 2022 pond inspections completed by CDM Smith was made by Pres. Heckendorf and seconded by Tr. Olson.

Vote: 3 ayes, 0 nays. Motion carried.

5. Pay Request #2 - Final - 2025 Oaks of Jackson Surface Coarse - Spruce Street and Ridgeway Drive - Stark Pavement Corporation in the amount of \$5,329.19

The motion to Recommend the Village Board approve Pay Request #2 for the 2025 Oaks of Jackson Surface Coarse for the Spruce Street and Ridgeway Drive Project to Stark Pavements in the amount of \$5,329.19 was made by Tr. Wells and seconded by Tr. Olson.

Vote: 3 ayes, 0 nays. Motion carried.

6. Review Design and Engineering Services Proposal - KL Engineering - 2026 Streetlight Improvement Project - Ridgeway Drive, Chestnut Court, and Hickory Lane

The motion to recommend Village Board approve the engineering services proposal from KL Engineering, an amount not to exceed \$39,186.00, was made by Tr. Wells and seconded by Tr. Olson.

Vote: 3 ayes, 0 nays. Motion carried.

7. Review of Bids - 2026 Wastewater Treatment Plant Aeration Basin Upgrades

The motion to recommend the Village Board reject bids and have them included in the 2027 service building upgrades project was made by Tr. Wells and seconded by Tr. Olson.

Discussion covered the bid rationale, including permitting, maintenance, and future growth considerations impacting the project.

Vote: 3 ayes, 0 nays. Motion carried.

8. Review of Bids - 2026 Street Improvements - Eagle Drive North Segment

The motion to recommend the Village Board approve the bid from Stark Pavement Corporation in the amount of \$54,527.30 was made by Tr. Wells and seconded by Tr. Olson.

The timeline for project initiation was discussed. However, it remains undetermined whether the project will proceed independently or be incorporated into and run concurrently with the Eagle Drive South of HWY 60 project.

Vote: 3 ayes, 0 nays. Motion carried.

9. Resolution #26-12 Preliminary Resolution Declaring Intent to Exercise Special Assessment Police Powers, Under Section 66.0703 of Wisconsin Statutes - Eagle Drive, Hawthorn Drive, Aspen Drive, and Linden Drive

The motion to recommend the Village Board approve Resolution #26-12 Preliminary Resolution for Special Assessment of Eagle Drive, Hawthorn Drive, Aspen Drive and Linden Drive was made by Tr. Olson and seconded by Tr. Wells.

Vote: 3 ayes, 0 nays. Motion carried.

10. Resolution #26-17 Amending 2026 Fee Schedule - Jackson Police Department

The motion to recommend the Village Board approve Resolution #26-17 Amending 2026 Fee Schedule was made by Tr. Wells and seconded by Pres. Heckendorf.

Vote: 3 ayes, 0 nays. Motion carried

11. Pay Request #2 - Cedar Creek Dog Park - Lowe Underground in the amount of \$3,414.77

The motion to recommend the Village Board approve Pay Request #2, Cedar Creek Dog Park, to Lowe Underground in the amount of \$3,414.77 was made by Tr. Olson and

seconded by Tr. Wells.

Vote: 3 ayes, 0 nays. Motion carried.

12. Authorizing Fundraising and Purchase of UTV - Jackson Fire Department

The motion to recommend the Village Board approve the fundraising and purchasing of UTV for the Jackson Fire Department was made by Tr. Olson and seconded by Tr. Wells.

Motion: 3 ayes, 0 nays. Motion carried.

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

None.

14. Adjourn

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

Vote: 3 ayes, 0 nays. Motion carried. The meeting adjourned at 5:40 PM.

Respectfully Submitted,

Pamela Wolf  
Interim Clerk  
Village of Jackson