

APPROVED MINUTES

Budget & Finance Committee Meeting

Tuesday, August 10, 2021 at 7:00 p.m.

Jackson Village Hall

N168 W20733 Main Street

Jackson, WI 53037

1. Call to Order and Roll Call

Pres. Schwab called the meeting to order at 7:00 p.m.

Members Present: Trustees Heckendorf and Matter.

Village Board Members Present: Trustees Engelhardt and Kruepke.

Staff Present: Administrator Jen Keller, Director of Public Works Brian Kober, Fire Chief Aaron Swaney, Parks & Recreation Director Kelly Valentino, Police Chief Vossekuil and Clerk Jilline Dobratz.

Also Present: Cory Scheidler of Cedar Corporation.

2. Approval of Minutes for the Budget & Finance Meeting of July 13, 2021

Motion by Tr. Heckendorf, second by Tr. Matter to approve the Budget & Finance minutes of July 13, 2021.

Vote: 3 ayes, 0 nays. Motion carried.

3. Approval of the July 2021 Treasurer's Report and Check Register

Motion by Tr. Heckendorf, second by Tr. Matter to approve the July 2021 Treasurer's Report and Check Register.

Vote: 3 ayes, 0 nays. Motion carried.

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

Administrator Keller provided background information.

Motion by Tr. Matter, second by Tr. Heckendorf to recommend Village Board approve Renewal of Self-Insured Retention Coverage – Cities and Villages Mutual Insurance Company Option 1, coverage in the amount of \$20,000.00.

Vote: 3 ayes, 0 nays. Motion carried.

5. Pay Request #16 – Municipal Complex Building

Motion by Tr. Matter, second by Tr. Heckendorf to recommend Village Board approve payment for Pay Request #16 – Municipal Complex Building in the amount of \$317,450.27.

Vote: 3 ayes, 0 nays. Motion carried.

6. Change Order #9 – Municipal Complex Building

Motion by Tr. Matter, second by Tr. Heckendorf to recommend Village Board approve Change Order #9 – Municipal Complex Building in the amount of \$28,195.02.

Cory Scheidler of Cedar Corporation provided background information regarding Change Order #9. Discussion ensued.

Vote: 3 ayes, 0 nays. Motion carried.

7. Review Proposals for Memorial Plaque – Municipal Complex Building

Motion by Pres. Schwab, second by Tr. Heckendorf to recommend Village Board approve the expenditure of the bronze plaque for the Memorial Plaque – Municipal Complex Building.

Vote: 3 ayes, 0 nays. Motion carried.

8. Review Proposals for Purchase of Workbench – Municipal Complex Building

Fire Chief Swaney stated the original plans did not include the workbench in the workshop room. Installation costs were not included in the proposal.

Motion by Tr. Heckendorf, second by Pres. Schwab to recommend Village Board approve the Proposal for Purchase of Workbench – Municipal Complex Building in the amount of \$5,088.59.

Discussion ensued regarding assembly and installation of the workbench by the Jackson Fire Department.

Vote: 3 ayes, 0 nays. Motion carried.

9. TID #7 Planning Services Proposal for Housing Development – Vandewalle & Associates Inc.

Motion by Tr. Heckendorf, second by Tr. Matter to recommend Village Board approve TID #7 Planning Services Proposal for Housing Development – Vandewalle & Associates Inc. for Phase 1 in the amount of \$9,750.00

Vote: 3 ayes, 0 nays. Motion carried.

10. Review of Preliminary Special Assessment Willow Ridge Drive Reconstruction Project

Director of Public Works Kober stated this is in the preliminary stages. Jackson Sewer Utility would subsidize the project. It is a benefit to the Sewer Utility for each parcel to have their own storm lateral.

Motion by Tr. Heckendorf, second by Tr. Matter to recommend Village Board approve the Preliminary Special Assessment for Willow Drive Reconstruction Project in the amount of \$65,937.76.

Director of Public Works Kober commented letters have been mailed to the homeowners regarding the special assessments.

Vote: 3 ayes, 0 nays. Motion carried.

11. Review of One Ton Truck Street Department Quote

Motion by Pres. Schwab, second by Tr. Heckendorf to recommend Village Board approve the purchase of the One Ton Truck from Ewald in the amount of \$32,509.00.

Vote: 3 ayes, 0 nays. Motion carried.

12. Pay Request #7 – Spruce St. & Ridgeway Dr. Extensions – Wondra Construction, Inc.

Motion by Pres. Schwab, second by Tr. Matter to recommend Village Board approve payment for Pay Request #7 – Spruce St. & Ridgeway Dr. Extensions – Wondra Construction, Inc. in the amount of \$122,388.21.

Vote: 3 ayes, 0 nays. Motion carried.

13. Review of US Cellular & Verizon Cellular Antenna Agreement - White Water Tower

Director of Public Works Kober gave information on the project. US Cellular would pay an additional \$3,000.00 per year for a total annual payment of \$33,744.77 and Verizon Cellular would be a 10% increase for a total annual payment in the amount of \$29,284.50. The agreement will remain for five (5) years. There is no cost to the Village.

Motion by Tr. Heckendorf, second by Tr. Matter to recommend Village Board approve the US Cellular & Verizon Cellular Antenna Agreements.

Vote: 3 ayes, 0 nays. Motion carried.

14. Citizens to address the Budget & Finance Committee

None.

15. Adjourn

Motion by Pres. Schwab, second by Tr. Heckendorf to adjourn at 7:22 p.m.

Vote: 3 ayes, 0 nays. Motion carried.

Respectfully submitted:

Jilline Dobratz, *CMC/WCMC*
Village Clerk