

APPROVED MINUTES

Budget & Finance Committee Meeting

Tuesday, August 9, 2022 at 7:00 p.m.

Jackson Area Community Center

N168W20330 Hickory Lane

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 Member Present: Trustee Kruepke

Staff Present: Administrator Jen Keller, Treasurer Darlene Smith, Fire Chief Aaron Swaney, and Parks & Recreation Director Kelly Valentino

2. Approval of Minutes for the Budget & Finance Meeting of July 12, 2022

Motion by Tr. Heckendorf, second by Tr. Matter, to approve the Budget & Finance meeting minutes of July 12, 2022, as corrected.

Vote: 3 ayes, 0 nays. Motion carried.

3. Approval of the July 2022 Treasurer's Report and Check Register

Motion by Tr. Heckendorf, second by President Schwab, to approve the July 2022 Treasurer's Report and Check Register.

Administrator Keller requested interest in the Budget and Finance Committee members also reviewing the Credit Card Statement within regularly available packet materials moving forward. The Committee was agreeable to the idea.

Vote: 3 ayes, 0 nays. Motion carried.

4. 2022 Second Quarter Budget Review

Administrator Keller introduced the topic and asked if there were any questions regarding the Staff report or budget status questions that may not have been addressed in the memo prepared for the packet. Discussions regarding Video Franchise fees ensued.

5. Review of 2023 Village Employee Wages

Motion by President Schwab, second by Tr. Matter, to recommend Village Board approve the summary of wage comparisons for budgetary purposes to align Village employee wages to regional comparables up to \$5,000 for the first year along with a CPI increase of 7% for budgetary purposes, and a second year adjustment for any further increases.

Vote: 3 ayes, 0 nays. Motion carried.

6. Pay Request #24 – Municipal Complex Building

Motion by Tr. Matter, second by Tr. Heckendorf, to recommend Village Board approve Pay Request #24 for the Municipal Complex Building in the amount of \$160,693.50.

Vote: 3 ayes, 0 nays. Motion carried.

7. Engineering Proposal – Lift Station & South Interceptor Study – Foth/City Water

Motion by President Schwab, second by Tr. Heckendorf, to recommend Village Board approve Engineering Proposal for Lift Station & South Interceptor Study by Foth/City Water in an amount not to exceed \$89,000.00.

Locations of current meters was discussed.

Vote: 3 ayes, 0 nays. Motion carried

8. Review of Quotes for Water Tower Cleaning

Motion by President Schwab, second by Tr. Matter, to recommend Village Board approve water tower cleanings by Water Town Clean and Coat, Inc in the amount of \$15,700.00 for cleaning the blue and white towers.

Vote: 3 ayes, 0 nays. Motion carried

9. Citizens to address the Budget & Finance Committee

None.

10. Adjourn

Motion by President Schwab, second by Tr. Matter, to adjourn at 7:18 p.m.

Vote: 3 ayes, 0 nays. Motion carried.

Respectfully submitted:

Jen Keller
Village Administrator