

APPROVED MINUTES

Budget & Finance Committee Meeting

Tuesday, July 13, 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, Treasurer Darlene Smith, Parks & Recreation Director Kelly Valentino, Police Chief Vossekuil and Clerk Jilline Dobratz.

Also Present: Monica Schneider of Appleton Sign Company and Calvin Leszczynski, of Sitzberger & Company.

2. Approval of Minutes for the Budget & Finance Meeting of June 8, 2021

Motion by Tr. Heckendorf, second by Tr. Matter to approve the Budget & Finance minutes of June 8, 2021.

Vote: 3 ayes, 0 nays. Motion carried.

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

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

Vote: 3 ayes, 0 nays. Motion carried.

4. 2020 Audited Financial Statements Report

Calvin Leszczynski from Sitzberger & Company was present, and the 2020 Audited Financial Statements Report will be given during the Village Board meeting.

5. TID 7 Audit Report

Calvin Leszczynski from Sitzberger & Company was present, and the TID 7 Audit Report will be given during the Village Board meeting.

6. Pay Request #15 – Municipal Complex Building

Motion by Tr. Matter, second by Tr. Heckendorf to recommend Village Board approve payment for Pay Request #15 – Municipal Complex Building in the amount of \$971,869.19.

Vote: 3 ayes, 0 nays. Motion carried.

7. Change Order #8 – Municipal Complex Building

Motion by Pres. Schwab, second by Tr. Heckendorf to advise Village Board that Change Order #8 – Municipal Complex Building in the amount of \$13,193.67 falls within the budget parameters of the project.

Vote: 3 ayes, 0 nays. Motion carried.

8. Review Proposals for Digital Sign – Municipal Complex Building

Administrative Keller commented regarding the allocated funding for the digital sign. The Municipal Complex Building project has budgeted \$20,000.00 to go towards electrical work.

Motion by Pres. Schwab, second by Tr. Heckendorf to advise Village Board the funding for the Digital Sign – Municipal Complex Building, in any of the options, is available either through the Municipal Complex Building budget or Hotel/Motel tax. Vote: 3 ayes, 0 nays. Motion carried.

9. Review Proposals for Cleaning Services – Municipal Complex Building

Administrator Keller provided background information, based on discussions with the Police Chief and Fire Chief. Cleaning would be in the Police Department and Administrative Offices, including bathrooms and common spaces. Approximately 30-40% of the building would be cleaned professionally. There is flexibility on the number of times of cleaning per week. Discussion regarding vendors ensued. Motion by Pres. Schwab, second by Tr. Heckendorf to recommend Village Board follow the recommendation of staff and enlist the Cleaning Services – Municipal Complex Building of G.K. Properties in the amount of \$1,650.00 per month. Tr. Heckendorf confirmed that this is a one year contract, renewed annually. Vote: 3 ayes, 0 nays. Motion carried.

10. Resolution #21-15 Intent to Exercise Assessment Police Powers – Coffee Connection Trail Project

Motion by Pres. Schwab, second by Tr. Matter to recommend Village Board approve Resolution #21-15 Intent to Exercise Assessment Police Powers – Coffee Connection Trail Project.

Director of Public Works Kober stated that there is a preconstruction meeting next week with the Permitting Agent from WisDOT attending virtually as approval is still pending from them. It is less expensive to put in a 10' wide asphalt path then using concrete. In the Parks & Open Space Plan, this is a multi-use path.

Vote: 3 ayes, 0 nays. Motion carried.

11. Review of Proposal for WWTF Facilities Plan – Town & Country Engineering

Motion by Tr. Heckendorf, second by Tr. Matter to recommend Village Board approve the proposal for WWTF Facilities Plan - Town & Country Engineering in the amount of \$45,000.00.

Vote: 3 ayes, 0 nays. Motion carried.

12. Citizens to address the Budget & Finance Committee

None.

13. 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