

APPROVED MINUTES
Budget & Finance Committee Meeting
Tuesday, July 12, 2022 at 7:00 p.m.
Jackson Municipal Complex
Village Board Room
N168W19851 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 Member Present: Trustee Kruepke

Staff Present: Administrator Jen Keller, Director of Public Works/Village Engineer Brian Kober, Treasurer Smith, Fire Chief Aaron Swaney, Parks & Recreation Director Kelly Valentino, Police Chief Ryan Vossekuil and Village Clerk Dobratz

Others Present: Patty Reda, CPA of Sitzberger & Company LLC, Jonathan Schatz of Ehlers

2. Approval of Minutes for the Budget & Finance Meeting of June 14, 2022

Motion by Tr. Heckendorf, second by Tr. Matter, to approve the Budget & Finance meeting minutes of June 14, 2022 as corrected.

Vote: 3 ayes, 0 nays. Motion carried.

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

Motion by Tr. Matter, second by Tr. Heckendorf, to approve the June 2022 Treasurer's Report and Check Register.

Vote: 3 ayes, 0 nays. Motion carried.

4. Review of 2021 Village Audited Financial Statements Report – Sitzberger & Company LLC

Patty Reda from Sitzberger & Company LLC was present and summarized the management letter. Items discussed included a Fund Balance Policy, and a Deposit and Investment Policy. Tr. Matter requested a budget comparison analysis be discussed during the August meeting.

5. Resolution #22-12 American Rescue Plan Act (ARPA) Allocation

Motion by Pres. Schwab, second by Tr. Heckendorf, to recommend Village Board approve Resolution #22-12 American Rescue Plan Act (ARPA) Allocation.

Tr. Matter asked how the funds will be allocated. Administrator Keller stated funds have been used for fiber installation to all publicly accessible buildings. Funding yet to be utilized must be designated for use by 2024 and expended by 2026.

Vote: 3 ayes, 0 nays. Motion carried.

6. Pay Request #5 – Coffee Connection Trail Project – Poblocki Paving

Motion by Tr. Matter, second by Tr. Heckendorf, to recommend Village Board approve Pay Request #5 – Coffee Connection Trail Project – Poblocki Paving in the amount of \$23,207.87.

Vote: 3 ayes, 0 nays. Motion carried.

- 7. Review of Proposed Jackson Police Department Fitness Incentive Program**
Motion by Pres. Schwab, second by Tr. Heckendorf, to recommend Village Board approve the Jackson Police Department Fitness Incentive Program as presented.
Vote: 3 ayes, 0 nays. Motion carried.
- 8. Review of 2023 Village Employee Wages**
Pres. Schwab stated the Personnel Committee directed Staff to further analyze 2022 Villages wages compared to other communities' wages in the area, adjust for inflation through the end of 2021 and work with employee classifications to see how they compare. It was the hope of the personnel committee to make a recommendation which would achieve the goal of treating employees fairly and providing for a good workplace environment.
- 9. Review of Resource X Priority Based Budgeting – Discussion Only**
Administrator Keller provided information on the priority based budget program which is available for the first time for a small community cohort for a cost of \$5,000 annually to participate, to be available to those who sign up in 2022.
- 10. Citizens to address the Budget & Finance Committee**
None.
- 11. Adjourn**
Motion by Pres. Schwab, second by Tr. Matter, to adjourn at 7:28 p.m.
Vote: 3 ayes, 0 nays. Motion carried.

Respectfully submitted:

Jilline Dobratz, *CMC/WCPC*
Village Clerk