

APPROVED MINUTES

Budget & Finance Committee Meeting

Tuesday, July 11, 2023, 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. Heckendorf called the meeting to order at 7:00 p.m.

Members Present: Trustees Matter and Wells

Village Board Members Present: Trustees Kruepke

Staff Present: Administrator Jen Keller, Director of Public Works/Village Engineer Brian Kober, Parks and Recreation Director Kelly Valentino, Police Chief Ryan Vossekul, and Village Treasurer Darlene Smith

Also Present: Pattie Reda of Sitzberger & Company LLC

2. Approval of Minutes for the Budget & Finance Meeting of June 13, 2023

Motion by Tr. Wells, second by Tr. Matter, to approve the Budget & Finance meeting minutes of June 13, 2023.

Vote: 3 ayes, 0 nays. Motion carried.

3. Approval of the June 2023 Check Register and Treasurer's Report

Motion by Tr. Wells, second by Pres. Heckendorf, to approve the June 2023 Check Register and Treasurer's Report.

Vote: 3 ayes, 0 nays. Motion carried.

4. Review of the 2022 Village Audited Financial Statements Report – Sitzberger & Company, LLC.

Pattie Reda from Sitzberger & Company LLC was present and summarized the management letter and audit. Items discussed included material audit adjustments, segregation of duties, preparation of financial statements, special assessment amortization schedules, and uninsured and uncollateralized cash balances along with an audit summary of all the fund balance totals.

Motion by Tr. Wells, second by Pres. Heckendorf, to recommend Village Board approval of the 2022 Village Audited Financial Statements Report.

Vote: 3 ayes, 0 nays. Motion carried.

5. Review of Extension of the Jackson Police Department Fitness Incentive Program - WPPA

Motion by Pres. Heckendorf, second by Tr. Matter, to recommend Village Board approve the Extension of the Jackson Police Department Fitness Incentive Program with the WPPA.

Vote: 3 ayes, 0 nays. Motion carried.

6. Change Order # 1 – Jackson Park Tennis and Pickleball Court Project

Motion by Tr. Wells, second by Pres. Heckendorf, to recommend Village Board accept Change Order #1 for the Jackson Park Tennis and Pickleball Court Project for a credit of \$17,000.00.

Vote: 3 ayes, 0 nays. Motion carried.

7. Pay Request #1 – Jackson Park Tennis and Pickleball Court Project

Motion by Tr. Matter, second by Tr. Wells, to recommend Village Board approve Pay Request #1 for the Jackson Park Tennis and Pickleball Project in the amount of \$209,690.55 to Vinton Construction Company.

Vote: 3 ayes, 0 nays. Motion carried.

8. Pay Request #1 – Oaks of Jackson Subdivision – DF Tomasini Contractors, Inc.

Motion by Tr. Matter, second by Tr. Wells, to recommend Village Board approve Pay Request #1 for the Oaks of Jackson Subdivision in the amount of \$714,682.67 to DF Tomasini Contractors, Inc.

Vote: 3 ayes, 0 nays. Motion carried.

9. Pay Request #1 – 2023 Utility & Street Improvements – Vinton Construction

Motion by Tr. Wells, second by Pres. Heckendorf, to recommend Village Board approve Pay Request #1 for the 2023 Utility & Street Improvement project in the amount of \$227,938.26 to Vinton Construction Company.

Vote: 3 ayes, 0 nays. Motion carried.

10. Pay Request #5 – STH 60 Utility Upgrade Project – Advance Construction

Motion by Tr. Wells, second by Tr. Matter, to recommend Village Board approve Pay Request #5 for the STH 60 Utility Upgrade Project in the amount of \$540,265.76 to Advance Construction.

Vote: 3 ayes, 0 nays. Motion carried.

11. Pay Request #6 – 2021 Willow Ridge Dr. Reconstruction Project – Soper LLC.

Motion by Tr. Matter, second by Tr. Wells, to recommend Village Board approve Pay Request #6 as the final payment for the 2021 Willow Ridge Dr. Reconstruction Project in the amount of \$5,000.00 to Soper Sewer and Water LLC.

Vote: 3 ayes, 0 nays. Motion carried.

12. Jackson Community Center Expansion Study Phase II Funding Considerations

Motion by Pres. Heckendorf, second by Tr. Wells, to recommend Village Board approve the Jackson Community Center Expansion Study Phase II funding consideration and there are funds available for the project.

Vote: 3 ayes, 0 nays. Motion carried.

13. Citizens to address the Budget & Finance Committee

None.

14. Adjourn

Motion by Pres. Heckendorf, second by Tr. Wells, to adjourn at 7:18 p.m.

Vote: 3 ayes, 0 nays. Motion carried.

Respectfully submitted,

Darlene Smith
Village Treasurer