

APPROVED MINUTES

Budget & Finance Committee Meeting

Tuesday, June 8, 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: Police Lieutenant Todd Fristed, Administrator Jen Keller, Director of Public Works Brian Kober, Fire Chief Aaron Swaney, Parks & Recreation Director Kelly Valentino, Administrative Assistant Tiffany Washburn and Clerk Jilline Dobratz. Also Present: Cory Scheidler, Kristopher Dressler and Laurie Zandra of Cedar Corp.

2. Approval of Minutes for the Budget & Finance Meeting of May 11, 2021

Motion by Tr. Heckendorf, second by Tr. Matter to approve the Budget & Finance minutes of May 11, 2021.

Vote: 3 ayes, 0 nays. Motion carried.

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

Motion by Pres. Schwab, second by Tr. Heckendorf to approve the May 2021 Treasurer's Report and Check Register as presented.

Vote: 3 ayes, 0 nays. Motion carried.

4. Pay Request #14 – Municipal Complex Building

Motion by Tr. Matter, second by Tr. Heckendorf to recommend Village Board approve payment for Pay Request #14 – Municipal Complex Building in the amount of \$327,016.21.

Vote: 3 ayes, 0 nays. Motion carried.

5. Review of Bids for Furniture – Municipal Complex Building

Motion by Tr. Heckendorf, second by Pres. Schwab to recommend Village Board, if they so choose, approve the bid for furniture – Municipal Complex Building recommended by staff in the amount of \$263,377.57.

Tr. Matter inquired if the furniture bid included future expansion areas. Cory Scheidler of Cedar Corporation confirmed the bid will fully furnish the facility for the continued growth of the Village.

Vote: 3 ayes, 0 nays. Motion carried.

6. Review of Bids for Audio Video System – Municipal Complex Building

Motion by Pres. Schwab, second by Tr. Heckendorf to advise Village Board the bid for Audio Video System – Municipal Complex Building from AVI in the amount of \$194,103.83 is within the parameter of the amount budget budgeted for the project.

Vote: 3 ayes, 0 nays. Motion carried.

- 7. Review of Bids for Security Camera System – Municipal Complex Building**
Pres. Schwab combined Item #7 and #8. Refer to Item #8.
- 8. Review of Bids for Door Access System – Municipal Complex Building**
Motion by Pres. Schwab, second by Tr. Heckendorf to advise Village Board the bids for the Security Camera System and Door Access System – Municipal Complex Building from Pros 4 Technology for the combined total amount of \$105,388.13 falls within the parameters of the amount budgeted for the projects.
Vote: 3 ayes, 0 nays. Motion carried.
- 9. Purchasing Considerations for Appliances – Municipal Complex Building**
Administrative Keller explained a rough quote was received in the amount of \$41,000.00. Fire Chief Swaney commented the vendors are quoting middle of the line appliances.
Motion by Pres. Schwab, second by Tr. Matter to advise Village Board the amount not to exceed \$41,000.00 for purchasing appliances – Municipal Complex Building fits within the parameters of the amount budgeted for the project.
Vote: 3 ayes, 0 nays. Motion carried.
- 10. Resolution #21-09 Final Assessment for Hunters Road and Chateau Drive 2020 Project**
Director of Public Works Kober provided background information on the project. The special assessments are for sidewalks and storm laterals.
Motion by Tr. Heckendorf, second by Tr. Matter to recommend Village Board approve Resolution #21-09 Final Assessment for Hunters Road and Chateau Drive 2020 Project.
Vote: 3 ayes, 0 nays. Motion carried.
- 11. Review of RFP for New Phone System for Village of Jackson Buildings**
Tr. Heckendorf stated the Board of Public Works Committee has been evaluating three vendors to make a recommendation for the new phone system.
Motion by Tr. Heckendorf, second by Pres. Schwab to recommend Village Board approve the proposal from TSR Solutions for New Phone System for Village of Jackson Buildings not to exceed \$52,084.00.
Vote: 3 ayes, 0 nays. Motion carried.
- 12. Review of Bids for Coffee Connection Trail Project**
Motion by Tr. Heckendorf, second by Tr. Matter to recommend Village Board approve the bid from Poblocki Paving Corporation in the amount of \$288,651.08 for Coffee Connection Trail Project.
Vote: 3 ayes, 0 nays. Motion carried.
- 13. Review of Bids for 2021 Willow Ridge Reconstruction Project**
Motion by Tr. Matter, second by Tr. Heckendorf to recommend Village Board approved the bid for 2021 Willow Ridge Construction Project in the amount of \$788,832.75 to Soper Sewer & Water LLC.
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 7:15 p.m.

Vote: 3 ayes, 0 nays. Motion carried.

Respectfully submitted:

Jilline Dobratz, *CMC/WCMC*
Village Clerk