

APPROVED MINUTES

Budget & Finance Committee Meeting

Tuesday, May 11, 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: Trustee Kruepke.

Staff Present: Administrator Jen Keller, Police Chief Vossekuil, and Administrative Assistant Tiffany Washburn.

Also Present: Tim Schwecke of Civi Tek Consulting, LLC.

2. Approval of Minutes for the Budget & Finance Meeting of April 13, 2021

Motion by Tr. Heckendorf, second by Tr. Matter to approve the Budget & Finance minutes of April 13, 2021.

Vote: 3 ayes, 0 nays. Motion carried.

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

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

Vote: 3 ayes, 0 nays. Motion carried.

4. Contract for Planning and Zoning Consultation Services

Administrator Jen Keller explained that the use of Civi Tek Consulting, LLC would assist with more technical matters, such as review of developments and for planning matters as needed. Tim Schwecke provided a brief overview of services. Motion by Pres. Schwab, second by Tr. Heckendorf to recommend Village Board authorize Staff to contract for professional services with Civi Tek at the rate as listed in the Administrator's memo of \$85.00 per hour.

Vote: 3 ayes, 0 nays. Motion carried.

5. Change Order #7 – Municipal Complex Building

Motion by Tr. Heckendorf, second by Tr. Matter to recommend Village Board approval of Change Order #7 – Municipal Complex Building in the amount of \$23,689.07.

Vote: 3 ayes, 0 nays. Motion carried.

6. Pay Request #13 – Municipal Complex Building

Motion by Tr. Matter, second by President Schwab to recommend Village Board approval of payment for Pay Request #13 – Municipal Complex Building in the amount of \$561,526.53.

Vote: 3 ayes, 0 nays. Motion carried.

- 7. Change Order #2 – Chateau Dr & Hickory Ln Reconstruction Project**
Motion by Tr. Heckendorf, second by Tr. Matter to recommend Village Board approval of Change Order #2 – Chateau Dr & Hickory Ln Reconstruction Project in the amount of \$13,378.57.
Vote: 3 ayes, 0 nays. Motion carried.
- 8. Pay Request #4 – Chateau Dr & Hickory Ln Reconstruction Project**
Motion by Tr. Heckendorf, second by Pres. Schwab to recommend Village Board approval of payment for Final Pay Request #4 – Chateau Dr & Hickory Ln Reconstruction Project in the amount of \$42,228.18.
Vote: 3 ayes, 0 nays. Motion carried.
- 9. Review of Quotes for Well #4 Inspection**
Pres. Schwab commented that the quotes were provided with Village Staff recommendation to approve a contract with Water Well Solutions for \$16,850.00. Motion by Pres. Schwab, second by Tr. Matter to recommend Village Board authorize Staff to contract for services with Water Well Solutions for the amount of \$16,850.00 for the Well #4 Inspection.
Vote: 3 ayes, 0 nays. Motion carried.
- 10. Resolution #21-10 Intent to Exercise Assessment Police Powers – Willow Ridge Drive**
Motion by Tr. Heckendorf, second by Tr. Matter to recommend Village Board approval of Resolution #21-10 Intent to Exercise Assessment Police Powers – Willow Ridge Drive.
Vote: 3 ayes, 0 nays. Motion carried.
- 11. Citizens to address the Budget & Finance Committee**
None.
- 12. Adjourn**
Motion by Pres. Schwab, second by Tr. Heckendorf to adjourn at 7:11 p.m.
Vote: 3 ayes, 0 nays. Motion carried.

Respectfully submitted:

Tiffany Washburn
Village Administrative Assistant