

APPROVED MINUTES
Budget & Finance Committee Meeting
Tuesday, May 10, 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 Members Present: Trustees Engelhardt and Kruepke

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

Others Present: Walter and Renee Miller of Miller Monument

2. Approval of Minutes for the Budget & Finance Meeting of May 10 ~~April 12~~, 2022

Motion by Tr. Heckendorf, second by Pres. Schwab, to approve the Budget & Finance meeting minutes of May 11 ~~April 12~~, 2022 as corrected.

Vote: 3 ayes, 0 nays. Motion carried.

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

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

Vote: 3 ayes, 0 nays. Motion carried.

4. Tax Incremental Financing Services to Amend TID 7 – Ehlers Public Finance Advisors

Administrator Keller stated a developer has proposed an amended use in the TID. An amendment to the TID would be required to accommodate the request.

Motion by Pres. Schwab, second by Tr. Matter, to recommend Village Board authorize Staff to contract for financial management services for the purpose of Amending TID 7 to incorporate additional residential use as proposed by DFN Properties subject to the approval of the pre-development reimbursement agreement by DFN Properties.

Vote: 3 ayes, 0 nays. Motion carried.

5. Pre-Development Reimbursement Agreement – DFN Properties

Administrative Keller provided background information.

Motion by Tr. Heckendorf, second by Tr. Matter, to recommend Village Board approve the Pre-Development Reimbursement Agreement with DFN Properties, LLC.

Vote: 3 ayes, 0 nays. Motion carried.

6. Request for Reduction of Letter of Credit – Laurel Springs Villas – Belinski Homes

Motion by Pres. Schwab, second by Tr. Heckendorf, to recommend Village Board approve the Request for Letter of Credit Reduction for the Laurel Springs Villas as requested by Belinski Homes from \$39,669.00 to zero.

Vote: 3 ayes, 0 nays. Motion carried.

7. Contract for IT Services 2022-2024 – Pros 4 Technology

Administrative Keller stated funding is available for the contract as rates for services have been budget. For uniformity and protection for all departments, there is one consolidated contract for IT services. It locks in prices for the length of the contract. Motion by Pres. Schwab, second by Tr. Matter, to recommend Village Board approve Contract for IT Services 2022-2024 by Pros 4 Technology as presented.

Vote: 3 ayes, 0 nays. Motion carried.

8. Sale of Village Property – Financial Management Review

Motion by Pres. Schwab, second by Tr. Heckendorf, to recommend Village Board approve the receipt of funds to the General Fund for the Sale of Village Property and the repayment of \$17,600.00 to Water Utility as presented.

Vote: 3 ayes, 0 nays. Motion carried.

9. 2022 Weights and Measures Memorandum of Understanding – WDATCP

Administrator Keller stated the contracted rate for services with the State of Wisconsin will decrease, and inspections will revert to a two-year schedule instead of an annual inspection schedule.

Motion by Pres. Schwab, second by Tr. Heckendorf, to recommend Village Board approve 2022 Weights and Measures Memorandum of Understanding with the Wisconsin Department of Agriculture, Trade, and Consumer Protection.

Vote: 3 ayes, 0 nays. Motion carried.

10. Review of Proposed Jackson Police Department Fitness Incentive Program

President Schwab stated the Personnel Committee met immediately prior to the Budget & Finance Committee meeting and instructed Staff to continue working with the Police Association on the agreement. No action was taken.

11. Review of Engineering Service – Eagle Dr & STH 60 Intersection Design

Director Kober provided background information. It was stated the proposal as presented does not include appraisal fee in the event land would need to be purchased. There are costs savings if this project is completed in concert with the Wisconsin Department of Transportation 2024 resurfacing project on STH 60. Potential grant funding will be sought by Staff which could provide an opportunity for an 80/20 split for construction costs where the Village would pay 20 percent.

Motion by Pres. Schwab, second by Tr. Heckendorf, to recommend Village Board engage services with DAAR Engineering for the Eagle Drive and STH 60 Intersection Design and proceed with Grant applications as possible to recoup funds.

Vote: 3 ayes, 0 nays. Motion carried.

12. Review of Sewer and Water Accounts with Uncollectible Balances

Director Kober stated the uncollectible balances are from residents who are deceased, have filed for bankruptcy, or other scenarios that Staff have found to be too difficult to track the individuals down.

Motion by Tr. Heckendorf, second by Tr. Matter, to recommend Village Board approve writing off the Sewer and Water Accounts with Uncollectible Balances in the amount of \$4,027.50.

Vote: 3 ayes, 0 nays. Motion carried.

13. Review of Quotes for Televising Interceptor Sanitary Sewer

Director Kober commented three quotes were received with the lowest quote received from Great Lakes TV Seal Inc.

Motion by Tr. Heckendorf, second by Tr. Matter, to recommend Village Board approve the contract with Great Lakes TV Seal Inc. for Televising Interceptor Sanitary Sewer in the amount of \$26,183.30.

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 7:26 p.m.

Vote: 3 ayes, 0 nays. Motion carried.

Respectfully submitted:

Jilline Dobratz, *CMC/WCPC*
Village Clerk

Minutes noted with correction by overstrikes for omission and underscores for additions.
Approved on June 14, 2022.