

APPROVED MINUTES
Budget & Finance Committee Meeting
Tuesday, March 8, 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: Director of Public Works/Village Engineer Brian Kober, Fire Chief Aaron Swaney, Parks & Recreation Director Kelly Valentino, Police Chief Vossekuil and Village Clerk Dobratz.

Also Present: Robert Whitaker of McMahon Associates Inc.

2. Approval of Minutes for the Budget & Finance Meeting of February 8, 2022

Motion by Tr. Heckendorf, second by Tr. Matter, to approve the Budget & Finance meeting minutes of February 8, 2022.

Vote: 3 ayes, 0 nays. Motion carried.

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

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

Vote: 3 ayes, 0 nays. Motion carried.

4. Pay Request #23 – Municipal Complex Building

Director Kober commented a meeting is scheduled for tomorrow regarding delays and project schedule.

Motion by Pres. Schwab, second by Tr. Matter, to recommend Village Board approve payment for Pay Request #23 – Municipal Complex Building in the amount of \$388,603.01.

Vote: 3 ayes, 0 nays. Motion carried.

5. Authorization to Contract for Fire and EMS Organizational Review and Future Needs Analysis – Public Administration Associates

Fire Chief Swaney gave background information on the firms that were interviewed.

Public Administration Associates (PAA) provided the most competitive bid.

Motion by Pres. Schwab, second by Tr. Matter, recommend Village Board approve contracting with PAA for the Fire and EMS Organizational Review and Future Needs Analysis in the amount of \$30,500.00.

Vote: 2 ayes, 0 nays, 1 abstain (Tr. Heckendorf). Motion carried.

6. Contract for Engineering Services – Jackson Park Tennis Court Reconstruction Project

Director Kober stated the proposed project would address drainage issues. The work would also design the project and then facilitate a bidding process for construction. Park

Impact Fees will be funding the project. Parks & Recreation Director Valentino commented on design with two (2) pickleball courts on each of the three (3) tennis courts.

Motion by Pres. Schwab, second by Tr. Heckendorf, advise Village Board that funding is available for Engineering Services – Jackson Park Tennis Court Reconstruction Project.

Vote: 3 ayes, 0 nays. Motion carried.

7. Contract for Engineering Services – STH 60 (Main Street) Utility Reconstruction Project

Director Kober provided background information. Water and Sewer Utility will fund the project.

Motion by Tr. Heckendorf, second by Tr. Matter, to recommend Village Board approve Engineering Services – STH 60 (Main Street) Utility Reconstruction Project with contracted work with Gremmer and Associates in an amount not to exceed \$53,960.00.

Vote: 3 ayes, 0 nays. Motion carried.

8. Contract for Engineering Services – CTH P Utility Project

Director Kober explained water and sewer mains will be addressed starting from the Morning Meadows Phase 3 entrance north to STH 60. The project will be completed in 2023.

Motion by Tr. Heckendorf, second by Tr. Matter, to recommend Village Board approve the contract for Engineering Services – CTH P Utility Project with Gremmer and Associates in an amount not to exceed \$24,983.00.

Vote: 3 ayes, 0 nays. Motion carried.

9. Pay Request #4 – Coffee Connection Trail Project – Poblocki Paving

Director Kober stated work to be completed is \$26,127.14 in addition to the retainage amount of \$8,964.32. Pavement markings, signs and landscaping efforts are forthcoming.

Motion by Tr. Heckendorf, second by Tr. Matter, to recommend Village Board approve Pay Request #4 – Coffee Connection Trail Project – Poblocki Paving in the amount of \$14,256.47.

Vote: 3 ayes, 0 nays. Motion carried.

10. Citizens to address the Budget & Finance Committee

None

11. Adjourn

Motion by Pres. Schwab, second by Tr. Matter, to adjourn at 7:17 p.m.

Vote: 3 ayes, 0 nays. Motion carried.

Respectfully submitted:

Jilline Dobratz, *CMC/WCPC*
Village Clerk