

APPROVED MINUTES
Budget & Finance Committee Meeting
Tuesday, February 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: Administrator Jen Keller, Director of Public Works/Village Engineer Brian Kober, Fire Chief Aaron Swaney, Parks & Recreation Director Kelly Valentino and Village Clerk Dobratz

2. Approval of Minutes for the Budget & Finance Meeting of January 11, 2022

Motion by Tr. Heckendorf, second by Tr. Matter, to approve the Budget & Finance meeting minutes of January 11, 2022 as corrected.

Vote: 3 ayes, 0 nays. Motion carried.

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

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

Vote: 3 ayes, 0 nays. Motion carried.

4. Pay Request #22 – Municipal Complex Building

Motion by Pres. Schwab, second by Tr. Matter, to recommend Village Board approve payment for Pay Request #22 – Municipal Complex Building in the amount of \$79,557.04.

Pres. Schwab withdrew his motion, Tr. Matter concurs.

Motion by Pres. Schwab, second by Tr. Matter, to recommend Village Board approve payment for Pay Request #22 – Municipal Complex Building in the amount of \$79,557.04 subject to reduction of Change Order #12.

Vote: 3 ayes, 0 nays. Motion carried.

5. Change Order #12 – Municipal Complex Building

Motion by Pres. Schwab, second by Tr. Matter, advise Village Board that Change Order #12 – Municipal Complex Building falls within the parameters of the building budget.

Vote: 3 ayes, 0 nays. Motion carried.

6. Village Board Room Furniture Proposals – Municipal Complex Building

Director Kober gave background information on the Village Board dais proposals.

Motion by Pres. Schwab, second by Tr. Heckendorf, advise Village Board that all three proposals fall within the budget of the project.

Vote: 3 ayes, 0 nays. Motion carried.

7. Request for Letter of Credit Reduction – Laurel Springs Addition #1

Motion by Tr. Matter, second by Tr. Heckendorf, to recommend Village Board approve Request for Letter of Credit Reduction – Laurel Springs Addition #1 in the amount of \$138,012.00.

Vote: 3 ayes, 0 nays. Motion carried.

8. Pay Request #3 – Coffee Connection Trail Project – Poblocki Paving

Motion by Tr. Heckendorf, second by Tr. Matter, to recommend Village Board approve Pay Request #3 – Coffee Connection Trail Project – Poblocki Paving in the amount of \$196,799.84.

Vote: 3 ayes, 0 nays. Motion carried.

9. Pay Request #4 – Willow Ridge Drive Reconstruction Project – Soper LLC

Motion by Tr. Matter, second by Tr. Heckendorf, to recommend Village Board approve Pay Request #4 – Willow Ridge Drive Reconstruction Project – Soper LLC in the amount of \$190,109.18.

Director Kober stated the retainage amount is \$19,720.82 for landscaping and any defects.

Vote: 3 ayes, 0 nays. Motion carried.

10. Pay Request #5 – 2020 Road and Utility Project – Hunters Road – Wondra Construction, Inc.

Director Kober commented this is the final payment and will close out the project. This is a local road program which will be submitted to the County and WisDOT for reimbursement after Village Board approval.

Motion by Tr. Matter, second by Tr. Heckendorf, to recommend Village Board approve Pay Request #5 – 2020 Road and Utility Project – Hunters Road – Wondra Construction, Inc. in the amount of \$23,436.56.

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. Matter, to adjourn at 7:15 p.m.

Vote: 3 ayes, 0 nays. Motion carried.

Respectfully submitted:

Jilline Dobratz, *CMC/WCPC*
Village Clerk