

**APPROVED MINUTES**  
**Budget & Finance Committee Meeting**  
**Tuesday, June 14, 2016 at 7:00 p.m.**  
**Jackson Village Hall**  
**N168W20733 Main St.**  
**Jackson, WI 53037**

**1. Call to Order & Roll Call.**

President Schwab called the meeting to order at 7:00 p.m.

Members Present: President Schwab, Trustee Olson & Kurtz.

Members Absent: None

Staff Present: John Walther, Brian Kober, Fire Chief Swaney, Police Chief Dolnick, Jim Micech, and Jim Frechette.

**2. Approval of Budget & Finance Minutes: May 10, 2016, Meeting.**

Motion by Tr. Olson, second by Tr. Kurtz to approve the minutes for the May 10, 2016, meeting.

Vote: 3 ayes, 0 nays. Motion carried.

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

The May Treasurer's Report and Check Register were reviewed. The Antique Fire Truck Account was questioned on the Treasurer's Report. This is an account of funds from the Fire Department Fundraising set aside specifically for the repairs of the antique fire truck. Tr. Kurtz commented that her husband Scott is a mechanic will donate time to repairs needed on the antique fire truck.

Motion by Tr. Olson, second by Tr. Kurtz to approve the Treasurer's Report and Check Register.

Vote: 3 ayes, 0 nays. Motion carried.

**4. Engineering Service for Industrial Drive Sidewalk Project.**

Brian reported that there was a request from a citizen during the April election to put in a sidewalk on Industrial Drive on the West side of the Street from Green Valley #2 to Main Street. The estimate is from Gremmer & Associates. The Board of Public Works recommended approval of Gremmer & Associates engineering bid in an amount not to exceed \$14,888. This does not include inspections. There would be special assessments associated with the project. This does fall in the sidewalk policy. Gremmer does have the mapping of the Village and has previously worked in the Village.

Motion by Pres. Schwab, second by Tr. Olson to recommend the Village Board approve the Gremmer & Associates engineering bid for sidewalk engineering on Industrial Dr. in an amount not to exceed \$14,888.

Vote: 3 ayes, 0 nays. Motion carried.

**5. Pay Request #1 – Wilshire Drive Reconstruction Project.**

Brian Kober reviewed the status of the project and pay request. The Board of Public Works recommended approval of pay request #1 for the Wilshire Drive Reconstruction Project in an amount not to exceed \$292,297.62. The curbing and sidewalk is being prepped. All the utility is done except for the adjustment of man holes. The project is on schedule. Motion by Tr. Olson, second by Pres. Schwab to recommend the Village Board approve pay request #1 for the Wilshire Drive Reconstruction Project in an amount not to exceed \$292,297.62.

Vote: 3 ayes, 0 nays. Motion carried.

**6. Jackson Fire Department Items.  
Building Repairs, Truck Repairs, and Gear Washer.  
Upgrade of Ambulance Technology and Stryker Cot & Loading System.**

Fire Chief Aaron Swaney reviewed and reported on the Fire Department items.

Chief Swaney is looking for approval to move forward on ambulance technology. They do not have computers in the ambulances to do the reporting from the field. In 2017, they are to be paperless. Chief Swaney is looking for three computers, two for the ambulances and one for the fire inspector. The Village is the only area ambulance service that supplies the hospitals with paper reports versus the digital reports. The use of the computers and software will assist with detailed reporting from the field. Discussion ensued of the software and laptops. Pres. Schwab commented that from the quotes the max of the software would be around \$14,700 and a minimum just over \$13,000. Motion by Pres. Schwab, second by Tr. Olson to recommend to the Village Board that the Fire Chief proceed with finding the best software and computer system to service the Fire Department needs for submittal and approval.

Vote: 3 ayes, 0 nays. Motion carried.

Chief Swaney reported on the Stryker Cot Loading System. This system is recommended by the NFPA standards and most other area departments do have a similar loading system. This will eliminate back injuries. This enables those that are not very tall or strong to operate the cots. This was discussed in 2014 when an ambulance was purchased. The different options were reviewed. The current cots will need to be upgraded or replaced. Chief Swaney recommended to look at least one new cot for the new ambulance. The other cot is a little bit newer. The old cots can be traded in. Motion by Pres. Schwab, second by Tr. Kurtz to recommend to the Village Board that the Fire Chief proceed with finalizing quotes for the cot and loading system for submittal and approval.

Vote: 3 ayes, 0 nays. Motion carried.

Chief Swaney reported on repairs for the engine fire truck. The transfer case is grinding every time it is put into gear. The repair cost is \$6,282.31.

Motion by Pres. Schwab, second by Tr. Olson to recommend to the Village Board that Fire Department complete repairs as needed on fire engine not to exceed \$6,282.31.

Vote: 3 ayes, 0 nays. Motion carried.

Chief Swaney reported on the commercial washer that is not working. The current models were purchased in 1992. The gear washer is needed to wash the gear to remove the carcinogens. Current models have seized up and are not repairable. The Fire Department towels are being washed at the laundry mat in the Village.

Motion by Pres. Schwab, second by Tr. Olson to recommend to the Village Board approve the purchase of the Wasco 30 lb washer in an amount not to exceed \$5,271.10.

Vote: 3 ayes, 0 nays. Motion carried.

Chief Swaney reported on Fire Department building repairs. The modine heater was cracked and leaking gas, carbon dioxide. The heater and air conditioning in office also does not work. Discussion of the repairs ensued.

Motion by Pres. Schwab, second by Tr. Kurtz to recommend to the Village Board approve the quote by Horsch & Miller in an amount not to exceed \$13,936.

Vote: 3 ayes, 0 nays. Motion carried.

**7. 2015 Audit.**

Jim Frechette was at the Budget & Finance Committee Meeting. Motion by Pres. Schwab, second by Tr. Olson to refer the 2015 Audits to the Village Board.

Vote: 3 ayes, 0 nays. Motion carried.

**8. Citizens to address the Budget & Finance Committee.**

None.

**9. Adjourn.**

Motion by Tr. Olson, second by Tr. Kurtz to adjourn at 7:36 p.m.

Vote: 3 ayes, 0 nays. Motion carried.

Respectfully submitted by Deanna L. Boldrey – Clerk/Treasurer