

**APPROVED MINUTES**  
**Budget & Finance Committee Meeting**  
**Tuesday, September 12, 2017 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 Kurtz, and Trustee Olson.

Village Board Members Present: Trustee Kruepke, Trustee Kufahl.

Staff Present: John Walther, Brian Kober, Kelly Valentino, Chief Dolnick, and Chief Swaney.

**2. Approval of Budget & Finance Minutes: August 8, 2017, Meeting.**

Motion by Tr. Kurtz, second by Tr. Olson to approve the minutes for the August 8, 2017, meeting.

Vote: 3 ayes, 0 nays. Motion carried.

**3. Approval of the August 2017 Treasurer's Report and Check Register.**

The August Treasurer's Report and Check Register were reviewed. 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. Addition to Fee Schedule – Abandoned Vehicle Fee.**

Motion by Tr. Olson, second by Tr. Kurtz to recommend approval of the Addition to the Fee Schedule – Abandoned Vehicle Fee.

Vote: 3 ayes, 0 nays. Motion carried.

**5. Review of Cedar Corp. Professional Service Proposal Public Safety Building.**

The Board of Public Works recommended approval of the Cedar Corp. Professional Service Proposal Public Safety Building. Corey Scheidler and Ron Dalton of Cedar Corp were present.

Motion by Pres. Schwab, second by Tr. Kurtz to refer the item to the Village Board for consideration without recommendation for approval.

Vote: 3 ayes, 0 nays. Motion carried.

**6. Review of Change Order #1 – SCADA Project – Altronex Control Systems.**

The Board of Public Works recommended approval of the change order #1 – SCADA Project – Altronex Control Systems. The total change order is \$33,524. Some computers will not be replaced and this will offset the change order.

Motion by Tr. Olson, second by Tr. Kurtz to recommend approval of the change order #1 – SCADA Project – Altronex Control Systems in an amount not to exceed \$33,524.

Vote: 3 ayes, 0 nays. Motion carried.

**7. Review of BID for TIF #4 Paving Project.**

Brian recommended the portion of the bid that included Alcan Court, Alcan Drive and Delaney Court as these are in TID #4. The project will be completed by September 28<sup>th</sup>. The alternative items will be rebid for next year. This is 100% TID Expense. TP Concrete will work at \$35 a linear foot for the curb and gutter.

Motion by Tr. Olson, second by Pres. Schwab to recommend the bid on Alcan Court, Alcan Drive, and Delaney Court in an amount not to exceed \$252,840 plus curb and gutter.

Vote: 3 ayes, 0 nays. Motion carried.

**8. Update on Reconstruction of Water and Street Department Building and Salt Storage Options.**

Brian Kober reviewed a memo on what needs to be completed. The ventilation of the garage is one of the major items. Everything is being done as cheap and efficient as possible. The offices inside are being painted. The plumber is reinstalling the fixtures and the electrician is reenergizing the outlets. Brian reviewed a memo on expenses and upcoming expenses in an amount of \$255,321 spent so far. Discussion of a salt shed ensued. The original cold storage building will not work as the chlorides will eat the equipment stored in the building. The salt and equipment need to be stored separately. They have a tarp and frame structure for \$3,200 and will then use concrete blocks from the old building and pour a concrete floor and seal it. It will be on a concrete pad that is one foot higher than the flood plain. The current shed is 15x30 and can store enough salt for approximately one winter storm.

**9. Resolution 17-18 Final Resolution Authorizing the Levy of Special Assessments Against Benefited Property Associated with Chateau Drive Project.**

Motion by President Schwab, second by Tr. Olson to recommend approval of Resolution 17-18 Final Resolution Authorizing the Levy of Special Assessments Against Benefited Property Associated with Chateau Drive Project.

Vote: 3 ayes, 0 nays. Motion carried.

**10. Discussion of Closing out Buteyn – Peterson Contract – Wilshire Drive Project.**

The project manager from Buteyn – Peterson has emailed and called the Village threatening a lawsuit for closing the contract and withholding the retainage. Brian recommends holding back the \$5,000 and closing the contract due to the incomplete landscaping. The Board of Public Works recommended closing the contract and using retainage to complete the landscaping.

Motion by Pres. Schwab, second by Tr. Kurtz to close out the Buteyn Peterson Contract and withhold the \$5,000 retainage. Village staff is authorized to complete the work that has not been done.

Vote: 3 ayes, 0 nays. Motion carried.

**11. Resolution #17-19 Resolution Requesting an Annual Equitable Distribution of Twenty Five Percent of the Washington County Local Sales Tax to All County Municipalities.**

Motion by Pres. Schwab, second by Tr. Kurtz to approve Resolution #17-19 Resolution Requesting an Annual Equitable Distribution of Twenty Five Percent of the Washington County Local Sales Tax to All County Municipalities.

Vote: 3 ayes, 0 nays. Motion carried.

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

None.

**13. Adjourn.**

Motion by Pres. Schwab, second by Tr. Olson to adjourn at 7:32 p.m.

Vote: 3 ayes, 0 nays. Motion carried.

Respectfully submitted by: Deanna L. Boldrey, Village Clerk-Treasurer