

APPROVED MINUTES
Budget & Finance Committee Meeting
Tuesday, May 8, 2018 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: Trustees Olson and Kurtz.

Members Absent: None.

Village Board Members Present: Tr. Kruepke, Tr. Malcolm, and Tr. Lippold

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

2. Approval of Budget & Finance Minutes: April 10, 2018 Meeting.

Motion by Tr. Olson, second by Tr. Kurtz to approve the minutes for the April 10, 2018, meeting.

Vote: 3 ayes, 0 nays. Motion carried.

3. Approval of the April 2018 Treasurer's Report and Check Register.

The April Treasurer's Report and Check Register were reviewed.

Motion by Pres, Schwab, second by Tr. Olson to approve the April 2018 Treasurer's Report and Check Register.

Vote: 3 ayes, 0 nays. Motion carried.

4. Audited Financial Statements – December 31, 2017

Independent Auditor James R. Frechette reviewed the 2017 Audited Financial Statements. The fund balance has increased to over a million dollars, the Capital Improvement fund has \$2.3 million in the account, and both the Water and Sewer Utilities will be debt free in 2019.

Motion by Pres. Schwab, second by Tr. Kurtz referred the item to the Village Board for additional discussion, and recommend approval of the Audited Financial Statements.

Vote: 3 ayes, 0nays. Motion carried.

5. Tax Increment District #2 – Final Financial Statement

Independent Auditor James R. Frechette reviewed the final financial statement for Tax Increment District #2.

Motion by Pres. Schwab, second by Tr. Olson referred the item to the Village Board for additional discussion, and recommend approval of the Tax Increment District #2 Final Financial Statements.

Vote: 3 ayes, 0nays. Motion carried.

6. Agreement for Reconstruction of Cedar Creek Road.

Brian W. Kober reviewed the proposed agreement from the Town of Jackson for reconstruction of Cedar Creek Road. The road reconstruction consists of pulverizing the existing asphalt, grading for proper drainage and compaction, install a twenty-five foot wide three inch binder course on Cedar Creek Road from CTH P to the railroad tracks. The proposed cost sharing formula applies two-thirds to be paid by the Town of Jackson and one third (\$36,031.00) to be paid by the Village. The portion of Cedar Creek Road from railroad tracks east to Jackson Drive will be done when Laurel Springs Subdivision Addition No. 1 is constructed. There will be a cost sharing portion for the Town. The proposed ditching and shouldering for Cedar Creek Road will be completed and paid for by the Town. In exchange, the Village will proceed with ditching and shouldering along Jackson Drive from Creekside Drive to Creek Cedar Road. The Board of Public Works recommended the pedestrian path adjacent to the roadway be five feet wide instead of the proposed three foot width.

Motion by Pres. Schwab, second by Tr. Olson to recommend approval of the agreement for reconstruction of Cedar Creek Road with the road widened to accommodate the pedestrian path adjacent to the roadway of five feet wide instead of the proposed three foot width.

Vote: 3 ayes, 0 nays. Motion carried.

7. Resolution #18-12 – Preliminary Assessment 2018 Final Paving Miscellaneous Streets

Brian W. Kober reviewed the preliminary assessment for the 2018 Final Paving Miscellaneous Streets Project. The project is divided into four areas: Living Word Lane, Stonewall Drive and Georgetown Drive, Highland Road, and English Oaks Drive. Living Word Lane and Highland Road areas are recommended not to be special assessed. In both areas the north properties are located in the Town of Jackson and the special assessment will not be collected until the property is part of the Village. The second reason is the properties south of Highland Road do not benefit from the paving or have access to the streets being paved.

Motion Pres. Schwab, Second by Tr. Olson to recommend approval of Resolution #18-12 Preliminary Assessment 2018 Final Paving Miscellaneous Streets.

Vote: 2 ayes, 1 nay (Kurtz). Motion carried.

8. Bids for Ridgeway Drive Reconstruction Project.

Brian W. Kober reviewed the two bids received for the Ridgeway Drive Reconstruction Project. Vinton Construction Company is the low bidder with a bid amount of \$1,012,202.40. An informal information meeting was held with the residents prior to the Board of Public Works meeting. A breakdown of the bid in the categories of Jackson Sewer Utility, Jackson Water Utility, and Village expenditures was presented.

Motion Tr. Olson, second by Pres. Schwab to recommend approval of the bid from Vinton Construction Company in the amount of \$1,012,202.40.

Vote: 3 ayes, 0 nays. Motion carried.

9. Resolution #18-13 – Preliminary Assessment for Ridgeway Drive Reconstruction Project.

Brian W. Kober reviewed the preliminary assessment for Ridgeway Drive Reconstruction Project. The property owners in the proposed special assessment area will be special assessed for sidewalk and storm sewer lateral.

Motion by Tr. Olson, second by Pres. Schwab to recommend approval of Resolution #18-13 Preliminary assessment for the Ridgeway Drive Reconstruction Project as presented.

Vote: 3 ayes, 0 nays. Motion carried.

10. Review of Quotes for Tower #2 (Blue Tower) Cleaning and Inspection

The Jackson Water Utility Water Supervisor Dan Rathke received four quotes for the required DNR five-year inspection and interior cleaning of the blue water tower. The recommendation is to accept the low bid of \$2,200.00 from Water Tower Clean and Coat. Also, Water Tower Clean and Coat quoted a price of \$4,800.00 to clean and apply mildew inhibitor to the exterior of the white water tower. Five years ago the additional cleaning was \$6,000.00.

Motion by Pres. Schwab, second by Tr. Olson to recommend approval of the quote from Water Tower Clean and Coat for both the cleaning and inspection of the blue tower for \$2,200.00, and the cleaning and application of mildew inhibitor to the exterior of the white tower for \$4,800.00.

Vote: 3 ayes, 0 nays. Motion carried.

11. Pay Request #4 – SCADA System Project – LW Allen

Brian W. Kober explained pay request #4 contains change order #2 giving a credit of \$28,093.00 to the SCADA System Project. Pay Request #4 will close out the project, and all punch list items have been addressed.

Motion by Tr. Olson, second by Pres. Schwab to recommend approval of Pay Request #4 for the SCADA System Project in the amount of \$50,563.35.

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 7:30 p.m.

Vote: 3 ayes, 0 nays. Motion carried.

Respectfully submitted by: Brian W. Kober, P.E., Director of Public Works/Village Engineer