

**APPROVED MINUTES**  
**Budget & Finance Committee Meeting**  
**Tuesday, October 9, 2018 at 7:00 p.m.**  
**Jackson Village Hall**  
**N168W20733 Main St.**  
**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 Olson and Kurtz.

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

Staff Present: Brian Kober, Fire Chief Swaney, Kelly Valentino, Police Chief Vossekuil, John Walther and Jilline Dobratz.

**2. Approval of Budget & Finance Minutes: September 11, 2018 Meeting.**

Motion by Tr. Kurtz, second by Tr. Olson to approve the minutes for the September 11, 2018, meeting.

Vote: 3 ayes, 0 nays. Motion carried.

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

The September Treasurer's Report and Check Register were reviewed. Tr. Kurtz had one question on WPRAs, summer tickets. Kelly Valentino explained these are the discounted tickets that are sold all summer and are reconciled at the end of the season. Usually make about a \$1,000 which goes toward conferences.

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

Vote: 3 ayes, 0 nays. Motion carried.

**4. Resolution #18-21 – Establishing a Refund Policy for Overpayment of Taxes**

Motion by Pres. Schwab, seconded by Tr. Olson to recommend Village Board approval of Resolution #18-21-Establishing a Refund Policy for Overpayment of Taxes.

John Walther stated it costs as much as \$5.00 to generate and mail a refund check.

Vote: 3 ayes, 0 nays. Motion carried.

**5. Pay Request #3 – Ridgeway Drive Reconstruction Project**

Motion by Pres. Schwab, second by Tr. Olson to recommend Village Board approval of Pay Request #3 – Ridgeway Drive Reconstruction Project in the amount not to exceed \$370,876.87.

Brian Kober gave an update and is having a final walk thru this Friday with the contractor. The final landscaping will be completed and a few mailboxes will be moved.

Vote: 3 ayes, 0 nays. Motion carried.

**6. Pay Request #1 – Final Paving Miscellaneous Streets Project**

Motion by Pres. Schwab, second by Tr. Kurtz to recommend Village Board approval of Pay Request #1 – Final Paving Miscellaneous Streets Project in the amount not to exceed \$271,680.89.

Brian Kober commented \$6,706.05 for retainage is being held until May 2019.

Vote: 3 ayes, 0 nays. Motion carried.

**7. Resolution #18-22 – Final Special Assessment Highland Road Water Main Project**

Motion by Pres. Schwab, seconded by Tr. Olson to recommend Village Board approval of Resolution #18-22 – Final Special Assessment Highland Road Water Main Project. Brian Kober stated there is no special assessment for KNL Trinity Homes LLC as they didn't benefit from the project, but they are in the overall assessment project. Mr. Holz must put in sidewalk and if they don't pay, we can special assess the property.  
Vote: 3 ayes, 0 nays. Motion carried.

**8. Resolution #18-23 – Final Special Assessment Stonehedge Drive Storm Sewer Project**

Motion by Pres. Schwab, seconded by Tr. Olson to recommend Village Board approval of Resolution #18-23 – Final Special Assessment Stonehedge Drive Storm Sewer Project. Brian Kober commented it came in lower. The inlet needs to be fixed and are pulling the cost out of the project. Public Works will be fixing the inlet themselves.  
Vote: 3 ayes, 0 nays. Motion carried.

**9. Resolution #18-24 – Final Special Assessment Final Paving Miscellaneous Street Project**

Motion by Pres. Schwab, seconded by Tr. Kurtz to recommend Village Board approval of Resolution #18-24 – Final Special Assessment Final Paving Miscellaneous Street Project. Brian Kober said the unit cost is \$237.27.  
Vote: 3 ayes, 0 nays. Motion carried.

**10. Review of Quotes for New Salt Storage Building**

Brian Kober stated he did not get another proposal. The quote received is within the means of program per Cedar Corporation. Pres. Schwab asked if the company has the capacity to get the work done this fall. Brian Kober commented they will get it done by October 31, 2018 or there is a price increase. Tr. Kurtz questioned how much more is needed to be spent on the DPW building. Brian Kober said they are moving the fence that the impound lot is on. Paving the South side of the building and the bulk water station needs to be put in it. Then the old Street Department can be vacated. Tr. Olson inquired if quotes were received for a bag drop off area for brush. Also, requested a business case study on what it would save on staffing. Brian said the major cost is putting in a road. Motion by Pres. Schwab, seconded by Tr. Olson to recommend Village Board approval of Jim Pfantz Construction proposal for the Salt Storage Building in an amount not to exceed \$62,000.  
Vote: 3 ayes, 0 nays. Motion carried.

**11. Establish Meeting Dates for Budget Workshops**

Dates have been set for October 23, 2018 and November 8, 2018 at 7:00 p.m.

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

None.

**13. Adjourn.**

Motion by Pres. Schwab, second by Tr. Olson to adjourn at 7:17 p.m.  
Vote: 3 ayes, 0 nays. Motion carried.

Respectfully submitted:

Jilline Dobratz, *CMC/WCMC*  
Village Clerk/Treasurer