



# Town of Menasha

2000 Municipal Drive, Neenah, WI 54956

Submitted for approval on 11/14/05

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## TOWN BOARD OF SUPERVISORS

### SPECIAL MEETING

BUDGET WORKSHOP - Thursday, October 13, 2005 at 5:00 p.m.

### Minutes

#### 1. CALL TO ORDER

Chairman Arden Tews called the workshop to order at 5:00 p.m.

**Members Present:** Arden Tews, Town Chair Supervisors Jay Schroeder; Barbara Hanson; Jerry Jurgensen, & John Zaborsky

**Others Present:** James Archambo, Administrator Myra Piergrossi, Dir. /Finance  
Jeanne Krueger, Clerk George Dearborn, Dir./Comm. Dev. Susan Phillips, Dep. Fire Chief  
Michael Kading, Dir. /Parks & Rec Clarence Peterson Bob Liedl Kevin Lisowe  
Randy Gallow, Street Supt. Jeff Roth, Water Supt. Keith Kiesow, Fire Chief  
Mike Lynch, Park Comm. Steve Laabs, Wastewater Supt. Sue Hermus, Court Mgr.  
Len Kachinsky, Municipal Judge Kurt Schodorf Russ Handevitd

#### 2. BUDGET WORKSHOP

Admin. Archambo handed out an overview of the proposed 2006 budget. The majority of board members agreed to leave all items remain with the exception of Fiber Optics; Card Readers & the O'Hauser Park paving project. Also agreed upon was \$679,500. for reconstruction of Westfield & Millbrook subdivisions with Tumblebrook subdivision as an alternate. Agreed upon further was a reduction from \$51,000 to \$40,000 for a Street Department tractor.

Chairman Tews stated both fire station (#40 located at Cold Spring & Jacobson and #41 located at 1000 Valley Rd.) renovations/expansions should be decided by the residents at the Nov. 15<sup>th</sup> Budget Hearing asking the residents to vote on both Station 40 & Station 41 separately.

**MOTION:** Zaborsky/Jurgensen to adopt to approve the budget package including all updates on pages 1 & 2 as attached as presented this 13<sup>th</sup> day of October, 2005.

**MOTION:** Tews/Schroeder to amend the motion to implement a 2 degree heat reduction for all municipal buildings without changing the budget. Regarding the AMENDMENT, motion carried unanimously. Regarding the Main Motion, motion carried with Supv. Schroeder voting NAY.

#### 3. MOTION TO ADJOURN

At 8:12 p.m., **MOTION:** Hanson/Schroeder to adjourn. Motion carried.

Respectfully submitted,

Jeanne Krueger, CMC  
Town of Menasha Clerk

Budget: 05/10/13  
Budget subsp.

**UPDATES:**

Account Number	Account Description	Amount	Description
101-5300-650.03-31	Gasoline	\$ (55,211.00)	Changed Calculation Formula
101-5300-432.01-01	Highway Aid	\$ 35,039.00	
101-5100-600.03-13	Newsletter Printing	\$ 4,773.00	
101-5100-432.04-01	Exempt Computer Aid	\$ (249,860.00)	Legal Question Related to DOR
101-5100-530.08-55	Equipment Replacement - Admin	\$ 859.00	Modified Replacement Value to Current State Bid
101-5100-580.08-55	Equipment Replacement - Assessor	\$ 1,253.00	Modified Replacement Value to Current State Bid
101-5200-630.08-55	Equipment Replacement - Inspection	\$ 964.00	Modified Replacement Value to Current State Bid
101-5600-730.08-55	Equipment Replacement - Comm Dev	\$ 964.00	Modified Replacement Value to Current State Bid
101-5300-650.08-55	Equipment Replacement - Street	\$ 346.00	Modified Air Compressor Replacement Value
101-5200-620.08-55	Equipment Replacement - Fire	\$ 17,451.00	Modified State & Non-State Inflation Factors
101-5300-650.08-55	Equipment Replacement - Street	\$ 3,605.00	Modified State & Non-State Inflation Factors
101-5500-710.08-55	Equipment Replacement - Park	\$ 7,306.00	Modified State & Non-State Inflation Factors & Cost Adjustments
101-5500-710.08-55	Equipment Replacement - Park	\$ 595.00	Update to 2006 Purchase costs results in Depreciation decrease
101-5100-560.08-55	Equipment Replacement - Info Systems	\$ 2,928.00	Modified State & Non-State Inflation Factors
101-5200-610.08-55	Equipment Replacement - Police	\$ 2,875.00	Modified State & Non-State Inflation Factors, Chg Salvage Value
101-5500-710.08-14	Capital Other Equipment - Park	\$ 1,000.00	Decrease in cost of trailer to \$5,300
Various	Short Term Disability	\$ 1,717.83	Updated with no increase in premium
Various	Finance Clerk	\$ 4,037.00	75% FTE
101-5100-590.02-21	Electricity	\$ 1,031.00	Adjusted to 7.4%
101-5100-540.03-25	LEGAL & DISPLAY ADS	\$ 1,000.00	Publication in Bridge & News Record when not legally required
101-5100-590.08-21	Board Transferred Lighting to GF from CPF	\$ (12,100.00)	
101-5100-480.01-00	Interest Recalculation	\$ 16,281.00	Updated to reflect current & estimated LGIP rates
Various	Police Officer	\$ 5,161.00	
101-5100-410.01-00	Prepaid Special Assessment Calculation	\$ 52,683.00	Recruitment timeline has been extended due to external factors to 2/1/06
101-5100-590.02-22	Natural Gas-Municipal Complex	\$ (9,405.00)	Assumes 40% increase
101-5200-620.02-22	Natural Gas-Fire	\$ (1,487.00)	Assumes 40% increase
101-5500-710.02-22	Natural Gas-Park	\$ (185.00)	Assumes 40% increase
101-5500-720.02-22	Natural Gas-Recreation	\$ (680.00)	Assumes 40% increase
101-5300-671.02-10	Fixed R/ ADA Paratransit	\$ (12,360.00)	
101-5300-672.02-10	Elderly Transportation	\$ (258.00)	
101-5300-431.03-02	Federal Transportation Aid	\$ 34,189.00	
101-5300-432.01-02	State Transportation Aid	\$ 5,615.00	
101-5100-600.05-10	Do not video tape meetings on the east-side	\$ 1,575.00	\$525/mtg for taping meetings held on east-side
	Insurance	\$ (8,909.25)	Insurance Recalculation
		<u>\$ (147,207.42)</u>	

## PROPOSED CHANGES:

Account Number	Account Description	Amount	Description
101-5500-710.02-17	Park Equip Rental / Contracted	\$ 2,000.00	Vehicle Rental
101-5500-710.08-12	Park Cap - Vehicle	\$ 1,100.00	Purchase New General Fleet Minivan E85 (\$16,385) & Transfer Staff Vehicle to Park
101-5100-410.01-00	Levy	\$ 1,520.00	Levy Freeze Limit (No individual Tax Increase)
101-5100-600.03-99	CONTINGENCY FUND	\$ 16,724.00	Rollover of Unspent Contingency from 2005
101-5300-492.09-00	Rollover of Unspent Resurfacing less Gas	\$ 19,322.00	To be used for 2006 Resurfacing
Various	Telephone	\$ (9,342.00)	In Lieu of Capital Expenditure
Various	Training - ALL Departments	\$ 1,872.50	Cut 5%
Various	Mileage, Meals, Lodging - ALL Departments	\$ 3,009.61	Cut 15% + \$9.31
Various	Court Manager	\$ 5,718.00	Position full-time 4/1/06
Various	Recreation Supervisor	\$ 2,765.00	Position full-time 4/1/06
101-5200-610.08-55	Cap Replacement - Ancillary Equip	\$ 8,464.00	Fund 1st year depreciation at 50% for new items
101-5500-710.08-55	Cap Replacement - Westfield & Kippenhan Parks	\$ 2,344.00	Fund 1st year depreciation at 50% for new items
101-5300-650.08-55	Cap Replacement - Slope Mower	\$ 1,911.00	Fund 1st year depreciation at 50% for new items
101-5200-620.08-55	Cap Replacement - SCBA	\$ 11,527.00	New Equip in 2006, no depreciation
101-5100-590.02-21	Purchase Light Fixtures & Install in 2005	\$ 14,575.00	2005 BUDGET AMENDMENT NEEDED
	Electricity - Municipal Complex	\$ 467.00	Additional month electric savings due to lighting fixtures
	Administrator 1%, DOF 1%, Joan 1%, Tina 5%, Lisa 5%, Kelly 25%	\$ 19,094.00	Garbage Fund Allocation of duties, increase garbage rates an additional \$3.41 per household
Various	HOURLY/GENERAL UNION - SD	\$ 10,155.19	Assumes Step System Agreement or Delayed Hire
101-5300-650.03-75	SALT & CHIPS	\$ 2,434.65	Reduce Salt and Chips by 5%
101-5300-650.02-32	DITCHING	\$ 1,150.00	Decrease 5%
101-5200-610.01-40	PER DIEM	\$ 350.00	Reduce allocation to 6 meetings
5xxxx 310 000	OFFICE SUPPLIES	\$ 441.75	Decrease 2.5%, Continue bulk purchasing, i.e. paper by the pallet & state contract
5xxxx 341 000	POSTAGE/SHIPPING	\$ 830.60	Decrease 2.5% - Number of mailings will be limited or substituted
	Reduce appropriation for 150 year celebration by	\$ 5,000.00	Difference plus any additional funds would have to be private
Various	Intern - CD	\$ 3,224.12	reduce by 50% for 2006 Limit number of projects and/or citizen survey
101-5600-730.02-10	Professional Services contracted - CD	\$ 3,500.00	Cost/Benefit Analysis study delayed to 2007
	Christmas Decorations/Street Banners	\$ 5,000.00	eliminated for 2006
101-5100-560.08-15	COMPUTER EQUIP/SOFTWARE	\$ 12,050.00	Occupational Licensing Software/leave funds rolled over use for Retracting Web & Credit Card and HTE Web Citizen Service Center
	GRAND TOTAL	<u>\$ 147,207.42</u>	
		<u>\$ 0.00</u>	

## OTHER POSSIBILITIES

Account Number	Account Description	Amount	Description
	Increase Levy in Violation of Levy Freeze	\$ 147,207.42	Approx \$4.93 assessed tax rate, Penalty???
	Create Storm Water Utility to pay for GF Operation Costs	\$ 147,207.42	Minimum, however we may be able to acct for \$200,000 of costs
101-5300-680.02-38	STORM SEWERS	\$ 30,800.00	Use Stormwater Utility to fund Management Plan
101-5100-410.01-00	Assessed Value Manufacturing Updated Estimate	\$ (37,397)	Decrease of Levy to maintained a \$4.78 assessed tax rate or it would be \$4.81, 0.6% increase
101-5100-590.02-22	Natural Gas - Municipal Complex	\$ 2,654.52	Decrease 2 degrees calculated on 6 heating months
101-5200-620.02-22	Natural Gas - Fire	\$ 524.66	Decrease 2 degrees calculated on 6 heating months
101-5500-710.02-22	Natural Gas - Park	\$ 52.21	Decrease 2 degrees calculated on 6 heating months
101-5500-720.02-22	Natural Gas - Recreation	\$ 191.87	Decrease 2 degrees calculated on 6 heating months
101-5100-590.02-22	Natural Gas - Municipal Complex	\$ 3,981.78	Change hours of office operations (4 - 10hr days) (to 55 degree on off days)
Various	Provide the "Bridge" only through the website	\$ 6,480.00	Net saving between expense & revenue
Various	Finance wages & OT	\$ 675.00	Offices closed for New Year's Eve holiday
	Staff Vehicle-Park	\$ 4,500.00	POLICY CHANGE
	Bucket Truck & Post Driver -Street Trailer-Park	\$ 19,700.00	POLICY CHANGE
		\$ 5,300.00	POLICY CHANGE
101-5200-610.08-55	Vehicle Replacement Fund - PD	\$ 1,562.00	Keep 1 PD Squad for an additional year (trial period)
101-5200-610.03-55	Vehicle Maintenance - PD	\$ (1,500.00)	Increase in Maintenance due to additional year for Squad
101-5100-580.02-10	Assessing Professional Services	\$ 4,000.00	Fund Revaluation 50% of last year