

Town Board of Supervisors Special Meeting  
Budget Workshop  
Municipal Complex - Assembly Room - September 17, 2007

Minutes

1. CALL TO ORDER

Town Chair Arden Tews called the Special Meeting to order at 4:08 p.m. Present were Chairman Tews, and Supervisors McQuillan, Hanson, McNamee and Youngquist. Others present were Administrator Sturgell, Clerk Tweedie, Dir. of Finance Piergrossi, Dir. of Comm. Dev. Dearborn, Dir. of Parks & Rec. Kading, , Fire Chief Kiesow, Dep. Fire Chief Phillips, Assessor Eiberger, Asst. Assessor Telfer, Police Chief McCants, Police Admin. Coord. Hales, Lieut. Blashka, Admin. Lieut. Seaver, Lieut./Detective Jahsman, Jay Schroeder

2. BUDGET WORKSHOP

Assessor's Department

Finance Director Piergrossi presented the Assessor's budget, gave highlights and discussed.

Alternative Energy

Administrator Sturgell gave a presentation of the pay back and costs of the alternative energy program.

Community Development Department

Finance Director Piergrossi presented the highlights. Some of the items discussed were the increase in intern hours, and rise in the intern's hourly wage. Under professional services contracted, \$3,000 is for the Comprehensive Plan, and \$12,000 for aerial photos which will be split between Community Development and the Utility District. The staff car for the Building Inspector will be replaced and the current vehicle transferred to Planning Department. The Contour will be sold. Supervisor McNamee noticed revenue going down and asked Dir. Dearborn how the department is assisting in generating commercial and industrial growth and how it is being promoted. Dearborn explained through his involvement in various committees, through the use of brokers, realtors, developers, local market analysis, the Foreign Trade zone and more. Chairman Tews requested that a billboard be erected to promote the Northwest Interceptor. Supervisor McNamee wants the Town Board to look at incorporation within the next twelve months. Supervisor McQuillan commented that by the Town's utilization of solar panels, wind turbines and other means of renewable energy and conservation, this would facilitate in our Town getting noticed.

Fire Department

Finance Director Piergrossi gave highlights. Dir. Piergrossi stated public protection funds are not available to offset the budget this year. A T-1 phone line has been added to both Fire Stations, although if/when fiber optics was installed would eliminate the use of the T-1s; increase in the budget for uniforms, and medical exams though the Administrator and Fire Chief will review the exam schedule each year. Vehicle replacement will consist of a 2002 Crown Victoria squad car, with a Ford Explorer. Later, Supervisor Youngquist suggested adding additional money for vehicle replacement in order to replace with an Expedition instead of an Explorer.

The 1990 water tanker will eventually need replacement due to the inside tank badly rusting, but an alternative to selling the truck early would be to cover the rust with a sprayed bed liner at a cost of approximately \$5,800. Supervisor Youngquist recommended the repair be made, and the amount was added back into the budget.

Discussed was the use of staff vehicles in various departments and staff vehicles going home at night with particular staff. Chief Kiesow and Dep. Chief Phillips explained.

Chairman Tews asked about sharing the training officer with other communities and if we are getting free cadets from Fox Valley Technical College. Chairman Tews also inquired about paid-on-call firefighters sleeping at the fire stations.

Other items discussed were paid-on-call firefighters' WI Retirement, the increase in hourly non-represented employees' wages, and Fire Department impact fees that have been collected.

At 5:53 p.m., staff broke for dinner. Supervisor Youngquist left at this time to hold a Listening Session at the Community Center, and would return when the meeting ended.

At 6:25 p.m., staff reconvened to continue the budget meeting.

#### Police Department

Finance Director Piergrossi gave a summary of this department's budget. At this time, Supervisor Youngquist returned and joined the meeting at 6:30 p.m.

Discussion continued as Police Chief McCants explained that the Lieutenant's overtime included not only extra hours, but working during holidays; Hourly O.T./Police Union is under budget, and the board members suggested reimbursing the Lieutenant O.T. from this fund; suggested internal budget transfers during the year if necessary. The Board felt Lieutenant O.T. should be increased based on year-to-date and projections. Hourly/General Union fund for communication technicians had increased due to number of maternity/family leaves within the department.

For vehicle replacement, three new vehicles will be purchased; a 2004 Expedition will be replaced with a 2008 Expedition; two 2008 Crown Victorias will be purchased to replace a 2006 Crown Victoria (marked squad) and a 1999 Crown Victoria (unmarked squad). The Police Dept. would like to retain the 1999 Crown Victoria to use as a staff vehicle.

Chief McCants offered to research other alternatives for animal shelters due to high transportation costs. Various in-state and out-of-state training conferences were reviewed for the upcoming year to include firearms training, taser, death investigation, crime prevention, and homicide investigators.

#### Finance Department

Director Piergrossi explained the decrease in professional services due to GASB 45. Overall, there has not been much change in the Finance Department budget. In the budget is a part-time Finance Clerk for six hours per day, and although the position was vacated by an employee who left, it currently remains vacant to re-evaluate the position to determine its need. Supervisor McNamee asked where temporary help has been obtained for this department. Director Piergrossi explained temporary help is used during tax time by hiring Sue Wisneski, an intermittent employee who usually worked in the position of Tax Clerk for a number of years so she is trained in this capacity.

#### Administration

Finance Director Piergrossi presented the budget for Administration; there was an increase in costs for the Town's Newsletter mailings and a decrease in revenues due to less ads being placed (that rises during local elections when Candidates place more ads); increase in personnel by adding two hours for Deputy Clerk duties; legal expenses for the Town's attorney has increased with current issues; payout for unemployment has increased; Professional services includes a salary study, and carry-over for future incorporation.

Drug and alcohol testing was discussed. Supervisor McNamee inquired about random testing being performed routinely for Police and Fire Department employees. However, Police Admin. Coordinator Kathy Hales stated that a number of years ago, a grievance had been filed and since that time there have been no random drug tests within the department, however newly hired employees are tested.

Supervisor McQuillan asked whether an employee could be called to be tested when under suspicion by a department head. Unbeknownst to the board members and staff that this had been occurring, they expressed concern. Chairman Tews had asked Admin. Coordinator Hales to check the Police Department's Union Contract and report back with her findings.

Risk management increased for employee safety related items and continued training. Also discussed was the purchase of a defibrillator for the Community Center; the Town would like to find an organization that may assist in donating one.

#### Legislative

The Legislative budget was presented by Finance Director Piergrossi and she suggested board members review their current goals and objectives which are in the budget. Supervisor McNamee requested that the 2008 Program Goals & Objectives, No. 1 be amended. The goal currently reads, "To work with Administrator and staff to create strategic goals", and recommended adding the words, to develop a strategic plan which includes a vision, goals, objectives, measurements, and a mission statement.

Supervisor McNamee requested \$15,000 be placed in the budget for a consultant to develop the strategic plan for the Town of Menasha. Supervisor McNamee would like to see goals in place for the department

heads to follow so they have a direction and can align their goals with the Town's future goals. Supervisor McQuillan tried to convey that she felt board members make individual decisions and it is not expected that they have consensus. She stated the Town Board varies depending upon an election and who is sitting on the board. Supervisor McQuillan further stated a strategic plan could change when the board members change; and if the board members put a plan together the question may arise, what if the residents do not want or like the strategic plan?

Resident Jay Schroeder, North Lake Street, asked Administrator Sturgell where the \$65,000 for the three potential full-time firefighters was in the budget. Administrator Sturgell agreed that it did not appear in the budget and stated it was too late for revision by the time this information came out from the Fire Department Ad-Hoc Committee. He also stated he would look at this again next year. Administrator Sturgell stated it had been discussed with Fire Chief Kiesow, and the topic also appeared in a Post Crescent article where it was explained. Mr. Schroeder questioned the timing of the grant application which he stated came up at the last minute. Chairman Tews stated he hopes to get a grant to assist the Fire Department. More discussion ensued about obtaining grants, and Supervisor Youngquist commented that there may be many more grants which may be applied for we do not know about. Supervisor McQuillan added that she had been on the Ad-Hoc Committee, and the members' focus (at that time) was on the firefighter's response time and the needs of the department.

Supervisor McNamee asked whether the strategic planning would be in the 2008 budget, and Finance Director Piergrossi suggested the board could go into Fund Balance since it is a one-time expenditure, if that was acceptable to the board members. Supervisor Hanson stated she did not want to utilize that fund unless absolutely necessary. Supervisor McQuillan felt she needed more information. Supervisor Youngquist suggested it remain in the budget for now, but suggested they look at other options.

Final comments from Chairman Tews: He stressed that the board should know where they are with Debt Service, before borrowing; Storm water management-a 20% level of total suspended solids needs to be met in 2008 and the Town has five years to reach 40% reduction in removal of total suspended solids; In the Capital Projects portion of the budget, Chairman Tews requested that under 'Storm Water Management Implementation', the column for Estimated Engineer's Costs be removed from the spreadsheet. Supervisor McNamee questioned the removal of the information and whether something was being hidden from the public. Tews answered that this was not his intention to hide anything by removing the engineer's costs, and stated they are already built into the Final Costs to the Town in the third column which remains, and explained.

Chairman Tews proceeded: He requested the Vehicle Replacement Fund be carefully reviewed again by staff before the end of the Budget Meetings to be sure we are going down the right path. Finance Director Piergrossi explained that vehicles/equipment is always reviewed by the departments prior to presenting their budget. Chairman Tews requested a chart showing vehicle detail and Piergrossi stated the vehicle detail was included with the budget information.

Finance Director Piergrossi asked the board members whether they would like to push the date of the Budget Meetings out further due to the slowness of the State to provide municipalities with levy limits. It was agreed to set the date of Tuesday, November 27, 2007 for the Public Hearing.

3. MOTION TO RECONVENE

At 9:20 p.m., MOTION: McQuillan/Hanson to reconvene to the September 19, 2007 Budget Workshop.

Respectfully submitted,

Karen J. Tweedie, Town Clerk