

Town Board of Supervisors Special Meeting  
Budget Workshop  
Municipal Complex - Police Training Room - September 19, 2007

Minutes

1. CALL TO ORDER

Town Chair Arden Tews called the Special Meeting to order at 3:45 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, Park Commissioners Dillon, Lynch, Voigt & Campbell, Park Foreman Pavlak, Park & Recreation Supv. Geiser, Network Administrator Plagenz, Jay Schroeder

2. BUDGET WORKSHOP

Finance Director Piergrossi presented the Judicial budget, with revenue increases seen in court costs and ticket writing.

Information Systems

Finance Director Piergrossi presented the budget and gave highlights. The department added a 20-hour help desk person. Computer Equipment/Software costs are up due to replacement of current imaging software, an e-mail archival appliance (almost required now due to open record requests), and purchase of three GIS licenses for expanded usage within the Community Development Department and other Town departments. Training costs are up, but Network Administrator Plagenz explained all program training including HTE for all departments who utilize it comes out of this budget. The Capital Replacement Fund includes replacement of the telephone system. Computer License & Maintenance costs include the initial purchase of a Microsoft Enterprise Agreement which encompasses a large percentage of the software used by the Town. Finance Director Piergrossi stated \$7,948 was transferred from the Equipment Replacement Fund to offset this account.

Network Administrator Plagenz gave details of the part-time assistant's duties. It would consist of smaller projects such as website posting and resolving computer issues in order to relieve Network Administrator Plagenz to work on much larger projects. Chairman Tews asked about an available work area should the position be filled prior to completion of the new computer/office area and security room. Adm. Plagenz said it would not be difficult. Someone could plug in a computer anywhere at least temporarily. Board members agreed in hiring a person as early in 2008 as possible to allow more time to learn the position.

Network Administrator Plagenz gave a presentation on the Fiber Optics/Telecommunication Upgrade and gave an explanation of this project which has been in the budget starting in 2005. He described fiber optics as a fiber backbone which shoots information quickly through plastic ("glass") at amazing speed. He stated once the fiber optics are paid initially, there are minimal future costs to the Town. This budget included Phase One of the project split between the Utility District and the Town at a total cost of \$214,368 (Town's portion: \$182,213).

A map was presented (also attached) to show the path fiber optics will take:

(2008) Phase One: Town Offices to Fire Station #40 to FoxNet Fiber (East Side of Little Lake BDM)

Phase Two: East Shady Lane / Cold Spring Road to Water Plant Office

Phase Three: Fire Station #41 to FoxNet Fiber (near UW Fox Valley Extension)

At 4:45 p.m., staff took a dinner break. The meeting continued at 5:15 p.m.

Park and Recreation Department

Finance Director Piergrossi presented the highlights. Discussed were personnel; Park laborers are now in the Union; one seasonal worker to go to extended hours; the Customer Service Assistant increased by 52 hours.

Vehicle replacement included a 1995 3/4-Ton Chevy pickup for a 2008, and a 1988 Case Front End Loader for a 2005. The Case 380B is not usable, and due to its age did not want to place an extensive amount of money into repairs. The Town Board agreed to replace both vehicles.

Park & Rec. Director Kading handed out a memo which included a summary of budget cuts prior to the budget meeting (attached). Also included was a proposed list of reductions for 2008 budget, and other goals and objectives, accomplishments of the Park & Rec. Department, and Chart comparisons.

Director Kading announced there would be a resolution on Monday night's meeting to approve a bid for completion of the foundation for a parking lot at Wittmann Park, and explained.

Other items discussed: Professional Services Contracted; money for the concept plan for CB Park; various improvements for Palisades Park, O'Hauser Park and Schildt Park.

Cut from the budget in Capital Projects was \$23,000 for the CB Park design/plan. Resident Jay Schroeder stated he was present when he heard people say they wanted CB Park so wanted to see the project get started. The town board members responded that the project is starting with \$21,200 that has been budgeted for a CB Park concept plan in 2008.

Chairman Tews asked about replacement of a 6' aerator for \$6,300 and questioned whether the item could be taken out of Open Space Funds. Discussion ensued. Park & Rec. Director Kading and Finance Director Piergrossi stated the Open Space Fund cannot be used for equipment; suggested the future development of Anunson Farm Park or CB Park could utilize the Open Space Fund.

Administrator Sturgell presented a list of features desired for the improvement of Fritse Park. Discussed were: 1. Restrooms with running water, 2. Seawall/Boat launch, 3. New entry way, 4. Play equipment, 5. ADA accessibility, and 6. Parking.

After discussion, the Board decided to leave in the \$400,000 for the Fritse Park improvements for now and when borrowing in February or March 2008, make a decision then. Administrator Sturgell stated he wanted to use previously budgeted funds for the above items and thereafter work out a future plan. He added that the Town would like to keep the Heritage Center possibility in its future. Park and Rec. Director Kading stated he would work out a plan and bring it back on board with the developer and the public who have an interest in working on this project. Kading further stated two Grants have been written and that a possible third will be written to assist with the Fritse Park projects.

At 6:40 p.m., Supervisor Youngquist was ill and left the meeting.

Board members reviewed a punch list of items for the parks such as signs, swings, grills, bike racks and more. Supervisor McNamee asked about the replacement of decorative park benches and suggested the Town first seek out companies who may desire donating a bench with their name placed on it. Park and Rec. Director Kading and other board members agreed with the idea.

#### Debt Service

Finance Director Piergrossi discussed the Schedule of Indebtedness, the December 31 debt service balance, annual debt principal and interest payments. She displayed various charts of loans, loan amounts by year, and proposed borrowing; reviewed GO Debt versus Capacity. Approximately \$15,000 will need to be transferred to water utility and \$15,000 to wastewater utility to pay special assessments with the tax increment per a Citizen Bank Agreement.

#### General Government

This budget was reviewed by Finance Director Piergrossi and discussed was miscellaneous and shared revenues, shared services paid each year, office supplies and postage increase; transfer of undesignated balance reserve. Board members asked about the overtime budgeted for the Town's custodian. Piergrossi stated it has always been in the budget for things such as floor cleaning and carpet shampooing required during non-working hours. The custodian also assists with winter plowing when needed.

#### Special Revenue Funds

Finance Director Piergrossi presented this budget and gave highlights. In 2008, Chairman Tews requested leaf pickup be extended through the first week of December; discussed the GREAT Grant which is joint with the City of Menasha and City of Neenah; the Per Capita Grant for economic development - possible 2008 uses were discussed such as more advertising, site visits, and utilizing an Intern. Donations were discussed.

Additional Information was reviewed and included Staffing Charts by department, and 2008 Staffing Report of Full-Time Equivalent Employees, excluding Elected Officials.

Finance Director Piergrossi asked the board members whether they would like to push the date of the last Budget Workshop for final decisions out further due to the slowness of the State to adopt a budget which may include levy limits. The date was set to: Monday, October 29, 2007 at 4:00 pm for Utility budgets and Final Decisions by the Town Board of Supervisors to immediately follow.

Before adjournment, Chairman Tews stated (at the last Budget Workshop Meeting of Sept. 17, 2007) he had requested removal of the engineer's costs from one of the Capital Projects in the 2008 budget. Supervisor McNamee questioned whether something was being hidden from the public and disagreed with him removing the cost column.

Chairman Tews asked that a statement be made as part of this record: "I did not mean to hide anything from the public, but was trying to protect the Town."

At this time, Supervisor McNamee asked for his statement to be part of the record: "We need to be transparent (to the public). And I did not accuse Chairman Tews of hiding anything."

3. MOTION TO RECONVENE

At 8:18 p.m., MOTION: Hanson/McQuillan to reconvene to the October 29, 2007 Budget Workshop.

Respectfully submitted,

Karen J. Tweedie, Town Clerk