

Town of Menasha Board of Supervisors Special Meeting - Budget Workshop  
Municipal Complex - Assembly Room - Monday, September 29, 2008

Minutes

1. CALL TO ORDER

Town Chair Arden Tews called the Special Meeting to order at 4:00 p.m. Present were Supervisors Gerhart, Hanson, Ziegler, Youngquist, Clerk Backman, Administrator Sturgell, Dir. of Finance Piergrossi, Court Manager Sue Hermus, Assistant Assessor Telfer, Community Dev. Dir. Dearborn, Barb Knaack, Mike Dillon, Jay Schroeder, Melvin Schultz.

2. BUDGET WORKSHOP

Director Piergrossi gave an overview of the Judicial budget citing the total expenditure up 10.73% for 2009 and with program revenues up 25.45%; an increase was shown in the Professional Service/Contracted account which is up 150% from 2008; explained the Commit/Warrant Fee account which will offset the Jail Lock-Up fee; and the Legal Counsel account was over 33%, due to two appeals in circuit court this year.

Judicial

Court Manager Sue Hermus explained the Judicial budget and stated the court will review the current bond schedule for increases in bond amounts for ordinances violations in 2009.

Supervisor Gerhart felt we should take a hard look at those violators using the system and feels they should pay higher fines. If our costs are up we should be getting more revenue. Supervisor Ziegler felt citations should be reduced; discussed violators that do not pay their fines on time where commitments are ordered; Winnebago County charges the Town \$22 per day.

Jay Schroeder, N. Lake Street, suggested adopting a policy to adjust fines by a percentage annually.

Supervisor Hanson asked about going after real property (businesses). The Board discussed the Training and Mileage/Meals/Lodging Accounts, questioned whether the seminars were mandatory, and where they are attended though it is not known at this time.

Assessor

Overall total expenditures decreased 2.26%. Discussed was the removal of funding in the amount of \$8,000 for the next reassessment. Supervisor Gerhart commented on doing a reassessment at a healthier time in our economy. Assistant Assessor Telfer noted the timeframe for doing a Town-wide reassessment is at least every five years to ten years at the most. Options for conducting a reassessment were discussed; hiring an outside firm or hiring personnel and performing it internally. Supervisor Hanson questioned the many overtime hours budgeted for which Assistant Assessor Telfer justified stating the hours are spent viewing homes during off hours in the evenings, but stated the department will also use flex-time so as not to consume much overtime. Other questions asked were the number/frequency of building inspections the Assessor has done. Staff stated it is seldom but does happen in the absence of the Building Inspector and Deputy Inspector. Supervisor Youngquist felt the budget was out of line due to the possible retirement of the Assessor and wanted more information. After discussion, both Supervisor Youngquist and Gerhart both supported leaving out the \$8,000 for a reassessment next year.

Sustainability Committee

Mr. Mike Dillon summarized sustainability; real outcomes; development of policies; explained strategies and 2008 accomplishments; along with the goals and objectives for 2009. Supervisor Youngquist noted there is no real budget for this committee but Mr. Dillon stated it sets up the policies and procedures for sustainability. Chairman Tews stated other communities can be shown its outcome by benefits and the good PR received by the Town.

Community Development

Finance Director Piergrossi gave an overview. Total expenditures for this department increased 1.55% overall. Projected revenues are half of what they were in 2005; not meeting their 2008 projections. Inspections have increased 2.64% for 2009; Community Development was down at 0.60% for 2009. Highlights were intern hours were reduced from 900 to 700 hours; there was an increase in Health Insurance when a new employee decided to take the insurance. In the Professional Services Contracted account, Administrator Sturgell reminded the Board that last year Director Dearborn requested \$20,000 to hire a consultant to review the

Comprehensive Plan. Administrator Sturgell cut that request last year and instead increased the intern hours so the intern could aid in the review of the Comp. Plan. This year, Administrator Sturgell has cut back the intern hours but the Comprehensive Plan review has not yet been accomplished. The Administrator wanted to make sure the Board was aware of it.

Supervisor Hanson inquired about the non-metallic mining program (we work with the mining companies); also inquired as to how often the comprehensive plan is done. Director Dearborn stated every five years and we're currently one year behind. Supervisor Hanson asked about the Training Account including WAPA and APA. Director Dearborn stated staff must attend to maintain certifications and must be a member of both organizations. Supervisor Gerhart commented that he would later look at what is necessary such as networking or professional certification/training, versus what is preferential or a luxury to the employee. Director Dearborn stated he will continue to look at increasing fees i.e. stormwater/permits though he wants to be cautious not to be too high and will seek comparables.

Supervisor Gerhart asked about usage of aerial photos currently in the budget. Director Dearborn explained their uses for stormwater and utilities, adding that LiDar is good for stormwater in determining elevations. Administrator Sturgell stated there is also a benefit when we're able to cost-share with the City. Supervisor Gerhart questioned the cost of radon kits (received grant of \$1500) and noted revenue was down, but Finance Director Piergrossi explained the kits are purchased except the department has not yet received the revenue from them. Director Dearborn stated in the end, the account should balance.

Barb Knaack, Irish Road, made comments about increasing hours for an intern and cutting back a full-time person. Finance Director Piergrossi asked for clarification. Director Dearborn then stated we would still have the same staff needs because the department hires by expertise; an intern simply can't do what an Associate Planner can. Administrator Sturgell stated when the previous Associate Planner left it was noticed and feels it all comes back to providing good customer service; gave examples of Dept. heads ability to do jobs but reduction in staff would have an impact. He explained how the Comm. Development Director fills in for the Administrator by attending various meetings in his place; the Deputy Building Inspector is here when the Building Inspector is out in the field; and feels we're down to the 'bare bones' for staff.

Ms. Knaack questioned the number of staff; does not want to see a reduction in customer service; questioned clothing/uniform expenses; utilizing aerial photos from Winnebago County to save expenses although Director Dearborn stated we are currently doing this.

At 5:35 pm, staff took a dinner break. They reconvened at 6:05 pm.

### Administration

This budget is lower overall for total expenditures by 4.61%. It was explained the services for the Administrator and the Administration Assistant salary is split between the General Fund and Utility. The Capital Replacement Fund decreased due to the Ford Contour budgeted in 2007 but did replace the vehicle. Chairman Tews noted the increase with mailing the town's newsletter but staff is looking at RFP's to reduce costs. The Board discussed various options of reducing the costs such as using Fox Valley Tech. students; utilizing different styles/formats for cost savings.

Supervisor Ziegler discussed union agreements and employees paying for some of the health care costs.

### Finance

Total Revenue for this budget overall is up 0.89% over 2008. Some changes were to eliminate a part-time clerk and utilize seasonal tax clerks for Utility bills and tax bills; change in the payroll split of 60/40; an increase in the Insurance account due to worker's comp. claims being higher which caused an adjustment in insurance rates; Supervisor Gerhart questioned whether higher insurance costs are due to the stormwater utility but Finance Director Piergrossi did not think so.

The Board and staff discussed our current method of making on-line payments with "Click to Gov"; Piergrossi also discussed another option of making payments by a machine located in the lobby and compared it to a TYME machine, but stated it's very expensive. She explained that use of a machine would not eliminate the need for an employee to help arrange payments or answer customer's questions.

Supervisor Hanson asked for clarification of the employee's positions in the Finance Dept.; Finance Director Piergrossi explained utilizing seasonal employees only when needed.

Jay Schoeder, N. Lake Street, asked about the shifting of money which is going onto the tax bills; Finance Director Piergrossi stated employee's positions are looked at each year when dividing the time between Town and Utility District to be true to the actual time spent in each department. Mr. Schroeder stated he had never seen a 'shift' to another direction and Piergrossi said there had been when (Paula Pagel, Accts. Mgr./Dep.

Treasurer) her job changed from the Utility District and has now shifted partly to the Town 50% and Utility 50%.

### Legislative

This is the Town Board's account; the total expenditure has changed with an increase in 2009 by 2.27% with a 2.93% levy offset. Board members inquired about membership to the Wisconsin Town's/Urban Town's Association and Chamber of Commerce.

Resident Jay Schroeder stated he wants the budget meetings televised.

Resident Barb Knaack questioned the presence of the Town's Attorney at every Town Board Meeting; she felt there were times the Attorney had to search for answers, and times when staff could answer questions in lieu of the Attorney. Administrator Sturgell felt with the potential of being sued, there should be an Attorney present to protect the Town. Also when unexpected questions arise by a resident, the Attorney would be able to chime in and answer them. Chairman Tews explained years ago the Attorney's schedule was cut back but it made it difficult when having to plan their schedule in advance. When Ms. Knaack questioned the Town Engineer's presence at the meetings, Chairman Tews explained McMahon Associates does not charge for their service. The Board asked about the large dollar amount in the Other Supplies/Expense account which staff attributed to the purchase of two plaques. A Board member suggested staff look at Appleton Trophy for better pricing.

### Additional Information

Finance Director Piergrossi directed staff and the Board to look at the Additional Info part of the budget and explained the inclusion of a 2009 Staffing Report for Full Time Equivalent Employees (excluding elected officials), and Organizational Charts by department.

### Debt Service

Finance Director Piergrossi gave a summary and noted total expenditures increased 4.85% for 2009, with a decrease of 0.17% in the levy. Finance Director Piergrossi noted the transfer to the general fund for the cost of HTE software maintenance for tracking special assessments; \$140,000 in the Developer contribution account for Gateway Meadows which she stated will eventually be gone; a transfer to Water & Wastewater Utilities for utility special assessments which the Town must pay.

Supervisor Youngquist inquired about where all of the Town's funds are located and Director Piergrossi directed Board members to the "Investment By Fund" schedule which she created; he questioned securing accounts with insurance and how collateral accounts work, and Piergrossi explained. She then gave a recap of all the funds and where they're distributed, along with the offer to move all monies all in one place if the Board wished to do so. However, Piergrossi explained there would be more risk with less security on investments so the Board chose to leave them as is.

In 2000, the Board made the decision to finance much of the Community Center project from the Open Space account. Finance Director Piergrossi explained the transfer of money to be made from the Park Open Space account to finance this remodeling. In the next couple of years, the Principal Debt Payment (2010) for the remodel almost doubles the amount of money available in the Open Space account.

### Capital Replacement Schedule

Supervisor Youngquist requested specifics on equipment replaced as well as balances. Finance Director Piergrossi explained and reviewed the Street, Fire, Police and Park Department replacement schedules. Administrator Sturgell explained the replacement of car #8 with a mini-van to allow staff more flexibility. Supervisor Gerhart asked why there was a redundancy with the Park and Street departments both replacing a tractor and questioned sharing this equipment. Chairman Tews placed the schedule on the bubble for discussion later.

At 8:03 pm, the Board members and staff took a 5-minute break.

### 5-Year Capital Improvements Program

#### Storm Water Management Implementation (Design & Construction)

Administrator Sturgell reviewed and described the purchase of 3 pond sites; Northern Road, Tayco Pond #2, and Schildt Park. Costs also include land acquisition, design and construction of Cold Spring Pond.

CTH 'AP' (Midway Road) Concrete Sidewalk - Earl St. to Oneida St. (Construction)

This joint project with the City of Menasha was cut back last year when the City came late in the project and there had not been much progress until now. An Intergovernmental Agreement will be written for the right-of-way. The City wants sidewalks on one side and an 8-foot asphalt trail on the other side; however the Board and staff questioned not having the road connect all the way to Racine Road and wondered whether it would be worth doing.

Irish Road Reconstruction including 10-foot Trail - CTH 'II' to Jacobsen Rd (Design)

This design of this project was taken out and moved to the 2010 budget, with construction in 2011. A quote of \$385,000 for resurfacing (versus construction) was received. Administrator Sturgell stated an alternative option to full reconstruction would be to resurface without the trail.

Lake Street Reconstruction w/Asphalt Trail - Fritse Park to Winchester Rd. (Design)

The project was originally divided into two parts; the southern portion designed in 2008 with construction in 2009, and the northern portion (just the opposite) designed in 2009 from Winchester Rd. to Fritse Park, with construction in 2010. Community Development Director Dearborn received a grant in the amount of approximately \$300,000 to be used for only the trail portion of the project. With the receipt of the grant, both the northern and southern portions of this project will be constructed in 2010.

Residential Road Reconstruction incl. Bartlein Ct., Jenny St. & Sandys Ln. (Design & Construction)

These roads are in terrible shape and first on the list to complete.

Reconditioning of E. Shady Ln. Storage Building (Replace salt shed garage door)

Discussion ensued about the storage building built in 1978 (being 30 yrs. old now) and Supt. Gallow described the bad condition it is in. Several departments currently use the building for cold storage and discussed where items would be stored during a proposed renovation. Chairman Tews would like to arrange a walk-through with staff to view the building.

Also in this budget is the salt shed door replacement. Street Supt. Gallow explained the door is currently broke and they have been trying to repair it but he feels replacement is eventually imminent.

The emergency generator backup system is not working correctly and Street Supt. Gallow explained. Replacement of the item has been put on hold for now.

Fiber Optic/Telecommunication Upgrade

The planning for this project began last year. The County however, will not allow us to cross the trestle trail and break fiber except to connect to the Menasha Police Station. The cost to hook up the Municipal Complex and Fire Station to the network is approximately \$300,000; there is interest by the Winnebago County Sheriff to cost-share with the project as well as Menasha Utilities. Sharing between all three would cost under \$200,000.

Wittmann Park Entrance Road, Tennis & Basketball Court or Playground Equipment

A pavilion may possibly be built by Menasha Soccer. If the pavilion is not constructed by Menasha Soccer, playground equipment may be installed by the Town instead.

Palisades Park Play area, Parking Lot & Basketball Court

This project was left in with the exception of the basketball court which was taken out of the budget.

Fritse Park Renovation

The project was held up due to the completion of Chapter 30, but the Parks Department is now ready to proceed.

East Shady Lane Reconstruction incl. 10-foot Trail - CTH 'CB' to Cold Spring Rd. (Design)

Project was discussed and then it was decided to move it to the 2010 budget. Administrator Sturgell had urged the Board to design in 2009.

Chairman Tews concluded the meeting with these thoughts: 1- Move 3 small items to fund balance (salt shed door, emergency backup system, E. Shady Ln. storage building); 2- Feels we do not need Fritse Park renovation at this time, but we do need a pavilion; 3- Encouraged Board members to think about the joint project with City of Menasha (Midway Road sidewalk); 4- Questioned the need for the emergency generator system; 5- Questioned renovation of the street garage; 6- Unless there is a direct need to do the E. Shady Lane project, we shouldn't spend the money right now.

3. **MOTION TO RECONVENE TO OCTOBER 3, 2008 AT 7:30 A.M.**

At this time, Supervisor Hanson asked Board members whether the next upcoming Budget Workshop scheduled for Friday at 7:30 a.m., could be moved to 6:30 a.m. Board members agreed and the Clerk will re-post a new agenda reflecting the time change.

At 9:05 a.m., MOTION: Hanson/Youngquist to reconvene to October 3, 2008 at 6:30 a.m. Motion carried unanimously.

Respectfully submitted,

Karen Backman, Town Clerk