

**Town of Menasha Board of Supervisors Special Meeting - Budget Workshop
Municipal Complex - Assembly Room - Friday, October 3, 2008**

Minutes

1. CALL TO ORDER

Town Chair Arden Tews called the Special Meeting to order at 6:30 a.m. Present were Supervisors Gerhart, Ziegler, Youngquist, Hanson @ 6:32, Clerk Backman, Administrator Sturgell, Dir. of Finance Piergrossi, Community Dev. Dir. Dearborn, Fire Chief Kiesow, Deputy Chief Phillips, Fire Dept. Assoc. Jentz, Dir. Parks & Rec. Kading, Street Superintendent Gallow, Barb Knaack, Mike Dillon, Jay Schroeder, Paul Eisen.

2. BUDGET WORKSHOP

Administrator Sturgell reviewed the list of proposed Town streets and storm sewer projects for 2009. Stormwater management 2008 accomplishments were the purchase of a high efficiency street sweeper, meeting the 2008 20% particulate reduction goal, acquisition of Cold Spring pond property, and submission of three stormwater grant applications.

Stormwater Management 2009 Goals

2009 goals are land acquisition and design of Northern Road, Millcreek, Tayco #2, and construction of the Cold Spring pond. Proposed is approximately \$1.7 million dollars with \$850,000 in borrowing. Administrator Sturgell explained that the State cut money for DNR stormwater grants but the Town may still receive a \$160,000 grant for construction of the Cold Spring pond. Chairman Tews directed Comm. Dev. Dir. Dearborn to send a letter to our State Representatives regarding stormwater requirements and wishes the public would express their views as well. Discussion ensued regarding the formation of the stormwater utility. With the slow economy and another charge for this utility possibly showing on the utility bills had caused Board members to question whether we should step back and slow down a bit. Supervisor Youngquist was not in favor of slowing down; he feels it becomes a bigger cost and therefore harder to accomplish in the future. He hopes we can remove some of the cost of stormwater operations from the levy by charging appropriately for the work of the Assessor and other involved departments. Finance Director Piergrossi also was not in favor; we'll have more future costs and said we must think hard before pushing this off due to the need for more ponds in the future. Administrator Sturgell stated that the purchase of the pond sites now was important, but we could always slow down on construction if DNR allowed. He also noted the draft Intergovernmental Agreement with the City of Menasha to split the costs based on particulate reduction for the Tayco #2 Pond will be on the October 13 budget meeting for approval.

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

Another joint project with the City of Menasha; Administrator Sturgell stated he wants a commitment from the City for this project. Last year, the City said they would proceed so the Town placed \$202,000 into the budget. (The Town ended up only borrowing \$40,000 for the right-of-way). The Board members felt the project would make more sense if the sidewalks were completed on Airport Road and Midway Road all the way to Racine Road. They discussed which road was of more importance at this time and agreed Airport Road (2010) was but must address this with City of Menasha. The Board questioned safety when walking west on Midway Road toward Hwy. 441. Administrator Sturgell stated he would bring the board's concerns to the City of Menasha.

E. Shady Lane Reconstruction incl./10-Foot Trail - CTH CB to Cold Spring Rd.

Administrator Sturgell passed out an old resolution from March 2005 reminding Board members of future development along E. Shady promising a 10-foot wide asphalt bike/pedestrian trail between American Drive and Cold Spring Road. This is described as a large scale project that would ultimately require a large amount of lead time prior to beginning the project in order to facilitate adjustments in utilities and talk with residents living along this road. There would be trees and bushes removed as well as some of the property owner's landscaping along the south side of the road due to it being in the Town's right-of-way. Water mains would be moved from the north side to the south side of the road, 18" sewer main replaced with 24" main, change from rural to curb & gutter and a 10-foot asphalt trail added on the south side of the road.

Irish Road Reconstruction incl./10-Foot Trail - CTH II (Winchester Rd.) to Jacobsen Rd.

The road project was discussed for either full reconstruction to include a trail at potentially \$2 million or; the reconstruction of Irish Road from CTH II to Jacobsen Road at a cost of approximately \$385,000. Supervisor Hanson inquired as to how long a resurface/repair would last. Street Supt. Gallow stated about 10 years. Board members agreed the resurfacing would be needed at some point, although not all feel the need for sidewalks and trails everywhere; stating the trails either do not all connect together or do not go anywhere, and should be put in where they make sense; Jacobsen Road. Dep. Chief Phillips however, stated with the potential of a school being built in the future, felt children would need a way to walk to school. Park Commissioner Dillon stated the Park Commission had drafted three plans for trails and will present them to the Town Board for recommendation.

At this time, 7:40 am, staff took a 5-minute break before presenting Park projects.

Park Department Budget

Present were Park Director Kading and some Park Commission members. Discussed was the decrease in Park programs for the coming year, a cut in the Professional Service/Contracted account, increase in Building Repair & Maintenance due to vandalism, Crack Sealing Program added for parking lot repairs (moved from Street Dept.), Telephone account increased due to the T-1 line being added, Public Service & Education increased but was offset by revenue from ticket sales. The Capital Equipment account decreased due to not paying into the fund for a tractor, a pickup truck, and play equipment for O’Hauser Park this year. Vehicle maintenance has dropped from 2008.

Park Director Kading explained there were no open space funds this year due to funds being used for a debt obligation for the Community Center remodeling from 2001.

Supervisor Youngquist would like to see the Equipment Replacement funded (depreciation value) 100%. It has been put on hold for review again on October 16th.

Supervisor Hanson asked what the ratio was of summer staff per child, and Director Kading stated one per eight children, and one staff member to every six of the much younger children. Director Kading shared the fact that he struggles with competition on the cost of our fees as compared to other municipalities.

Chairman Tews discussed the issue with weed control and noted he has seen an increase in neglect; Finance Director Piergrossi stated we’re budgeting for it and it only covers the expense, though Director Kading would like to see a change in policy where the Town reaps more and wants to increase fees for these violators.

Comments were made about receiving more reimbursement from the vandalism that has been occurring.

Director Kading stated he continues to move forward on sponsorship for parks: such as “Friends for the Parks” and wants to formally organize this on his own outside of the Park & Rec. Dept.

Fritse Park Renovation

Regarding grants, Park Commission members are holding off until everything with Chapter 30 is completed and then will discuss their options with Board members. Park Commissioner Dillon stated they would like to set a meeting with the Park Commission and the Town Board to work things out with this project jointly. Approximately \$18,000 of the \$400,000 borrowed in 2007 has been spent for an archeology study and Chapter 30 costs, and they discussed. Chairman Tews asked whether a pavilion had been planned to be built in 2009, and Park Director Kading said no. Chairman Tews stated he wants to justify the amount budgeted for this project.

Wittmann Park Improvements

Administrator Sturgell stated the backbone of this project was the drainage which was installed in 2007. This year in 2008, the parking lot bio-infiltration was put in. In 2009, Park Director Kading will be working with Menasha Area Soccer; they need additional field space. Two options were presented:

Option A: To install new entrance way, tennis courts, walking trail, basketball court and remove existing asphalt parking lot; or

Option B: Install new play equipment and other park-related equipment (benches, etc).

Supervisor Hanson requested if a pavilion was put in, she wishes to see a nameplate in place for recognition. Street Superintendent Gallow stated he is on the Board for the soccer club and can arrange to have a builder for the pavilion, and would assist with seeking donations for the project around the 3rd week of October.

Supervisor Youngquist suggested that if Option A was done this coming year, could Option B be incorporated into the 5-year plan.

Park Director Kading added that the \$120,035 would be spent no matter what project would be done in 2009. Resident Dale McNamee questioned why the park project was not shown in the Equipment Replacement Fund.

Palisades Park

In regard to stormwater management, Director Kading stated the drain tile was completed; playground and asphalt roadway renovation was needed; described three playground areas or 'pockets', which would be consolidated into two; budgeted \$164,000 for additional parking stalls, basketball courts and new play equipment areas.

Other comments: Supervisor Ziegler proposed use of a one-year old used vehicle for half the price of a new vehicle, though Director Kading stated brand new vehicles may be purchased through State bids cheaper. Resident Jay Schroeder hopes to see the Fritse Park facilities addressed, particularly the bathrooms.

At 8:45, the Fire Department budget was presented.

Fire Department Budget

Highlights were the significant cut in the Equipment Replacement Program; \$58,500 funding for Ladder 40 was removed from the budget; Engines 40 and 41 were not funded for one year of savings at \$59,400. Slight increases were realized in the WI Retirement account and Fire Call Premium account. The Telephone account showed an increase due to the T-1 line installed. The Clothing/Uniform Allowance account had slightly increased due to higher cost of firefighter personal protective clothing; the Crack Sealing Program was added for parking lot maintenance; no equipment will be purchased from the replacement fund next year; Finance Director Piergrossi must add \$14,955 into the Medical Insurance account for a current employee who chose to take insurance and had not had insurance in the past.

After discussion of rising steel costs and replacing vehicles, Supervisor Youngquist requested all vehicle replacement funding be put back in the budget and depreciation fully funded. Fire Chief Kiesow noted there would be a significant increase in the cost of vehicles in 2010, and explained that the cost to upgrade to a new engine could be upwards of \$200,000 or more. He stated that P41's current vehicle resale value is approximately \$70,000 and is estimated to decrease each year by about \$10,000. Chief Kiesow also added there could be ramifications if we don't replace equipment. Supervisor Ziegler asked whether we had looked at other facilities that build fire engines, and Chief Kiesow said if looking anywhere other than Pierce Mfg. it would be a lower-end vehicle. Other board members agreed to patronize Pierce if prices stay competitive. Supervisor Youngquist then recommended returning the \$150,000 back into the replacement fund; and continue to reevaluate the amounts each year as inflation increases. Finance Director Piergrossi stated all departments are re-looking at replacement costs of their vehicles due to recent steel prices going up. Cost saving ideas from Board members were the sharing of vehicles with other communities, however Chief Kiesow stated problems could arise as to who gets to use the vehicle when they need it. There is mutual aid for using the water tanker truck; it's one we can share due to lack of fire hydrants. Pooling purchases between several municipalities and getting a discount from the supplier was discussed but sporadic purchasing and when/who they buy from may create problems. Sharing training tapes was suggested (some cost upwards of \$450-\$1,500), and staff explained they had already begun doing this as a cost-saving measure.

Unemployment was discussed and Finance Director Piergrossi stated this is split by departments now- most was coming from the Fire Department. The Board feels it should not be charged back to us. The Finance Department will be looking into this.

Water pumper truck maintenance costs had incurred; it is not pumping water adequately and Chief Kiesow explained.

In the Hourly Wages/Non Rep account, the Board and staff discussed their part-time data entry employee, a co-op student budgeted for 200 hours, and firefighter's overtime. Supervisor Hanson wanted to put the data entry employee and co-op student on hold for now. Fire Chief Kiesow explained the student had already been hired and is receiving credit for school; however the last part of the year from Sept. to Dec. could possibly be cut from the budget.

Chief Kiesow and Training Officer Sweeney explained how their department shares their training between other municipalities such as tearing down buildings (Valley Fair Mall), conducting tanker operations, and handling wildland fires, as some. Chairman Tews felt we should be reimbursed but Chief Kiesow explained we don't charge because the departments all take turns reciprocating.

Resident Barb Knaack stated she felt the need to increase our number of paid-on-call firefighters and suggested ways of working smarter such as using Blackberries to download information to computers, and reducing overtime.

Resident Jay Schroeder suggested bidding out for our health insurance and Chief Kiesow stated a request for proposals went out and was received; have a report for Town's population by year per number of firefighters we've had; wants lights and sirens for POC; asked how we're preparing for 2010 levy override.

When Chairman Tews asked about increasing firefighters, versus response time, Chief Kiesow discussed costs involved; wages, and stated he's currently working on a pay plan which would reduce costs in the budget.

Staff took a break at 9:50 am, and reconvened at 10:00 am.

Fiber Optic/Telecommunication Upgrade

Administrator Sturgell explained our hope to connect into Fox Net Fiber in three different phases with connection of the Municipal Building and Fire Station #40, and eventually connect to the Water Plant and Fire Station #41. Network Administrator Plagenz and Administrator Sturgell received an update from the County, however; Winnebago County will not allow the Town to break glass (fiber) where we originally wanted to, so now we must connect into the network via the Menasha Police Station port. Through discussions, Menasha Utility as well as the Winnebago County Sheriff's Department expressed interest in going over the trestle trail and sharing in the costs. Approximately \$300,000 has been budgeted for the Town's portion with \$40,000 already borrowed in 2008. The balance would be split between the Town paying 80% and Utility paying 20%. The cost for Phase 1 is \$294,752 but would be further reduced with cost sharing. According to Network Administrator Plagenz, we can only share in the construction costs but not the fiber.

Lake Street Reconstruction w/Asphalt Trail - Butte Street to Winchester Road (Design)

Administrator Sturgell stated we received a grant for \$303,000 which will cover 80% of the project, leaving the Town's portion of 20% to construct the trail. In looking ahead to construct the trail in 2010, Administrator Sturgell stated the grant must be used in 2010-2011, unless the Town can justify an extension.

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

Street Superintendent Gallow explained these roads must be totally reconstructed. Proposed were adding more gravel and possibly one more inch of asphalt to the road's surface.

Board and staff discussed Manitowoc Road which is currently in the 2011-2013 budget; costs would be very significant from Melissa Street to Oneida Street. This would be a joint project with the City of Menasha however; they haven't the money at this time for the project. Staff's thoughts were to resurface the road now as opposed to reconstructing it. Talks with the City will continue.

Salt Shed Door Replacement

Street Superintendent Gallow described the salt shed door which over the years has been corroded from salt and is now becoming a safety hazard. The board agreed to the replacement with a poly door. Supt. Gallow will come back with quotes to present to the Board.

Emergency Generator Hookup/Backup System

After an accident, Street Superintendent Gallow began looking at the backup generator for the street garage. He explained the need to have the capability of having an adapter plug on site to hook up the generator and run it; ability to identify separate loads and have different breaker panels. He will be looking to bid out for an electrician.

Reconditioning of E. Shady Lane Storage Building

This 30-year old building has been used by staff for cold storage and is in need of repair or replacement due to increased rust and holes forming in the walls and roof, and it is infested with mice. Options discussed were to replace the first 8 feet from ground level up with new sheeting on the walls, remove windows and doors, and repair or replace the roof. Repair seemed to be the most sensible due to the higher cost to tear down and replace the entire building. However, Administrator Sturgell stated the Park Commission had an interest in the project due to the building being located in the CB Park area and could be an eye-sore if left there. The project is on hold for now.

After discussion of all the above projects, Supervisor Youngquist proposed the following for the upcoming budget:

1) Leave Equipment Replacement Fund in	\$ 155,000
2) Proposed increase in vehicle maint. (Fire)	12,000
3) Original fund balance offset	80,000
4) Leave in emergency generator	10,000
5) Add reassessment cost back in	8,000
6) Fire Dept. health insurance	<u>15,000</u>

Equals: \$ 280,000 from undesignated fund balance

Assistant Assessor Telfer felt that there would be better growth next year. Supervisor Gerhart questioned whether we should wait until the following year for a reassessment and not take from the undesignated fund balance. Chairman Tews agreed. He also suggested we reevaluate stretching out of the life/use of our Town vehicles, though Finance Director Piergrossi stated we are already doing this.

Supervisor Youngquist asked Finance Director Piergrossi the affects of going under our 10% debt rating as we go through the rough times the Town is struggling with right now.

3. **MOTION TO RECONVENE TO OCTOBER 16, 2008 AT 5:00 P.M.**

At 11:57 a.m., MOTION: Hanson/Ziegler to reconvene to October 16, 2008 at 5:00 p.m. Motion carried unanimously.

Respectfully submitted,

Karen Backman, Town Clerk