

**Town of Menasha Board of Supervisors Special Meeting - Budget Workshop
Municipal Complex - Assembly Room - Monday, September 20, 2010**

Minutes

1. Call to Order

Chairman Tews called the special meeting to order at 5:00 p.m. Clerk Karen Backman was requested to take roll call. Board members present were Chairman Arden Tews, Supervisor Dennis Gerhart, Barbara Hanson, Greg Ziegler, and Dale Youngquist. Administrator Jeffrey Sturgell and other department heads and staff attended throughout the workshop. Winnebago County Supervisor and Resident, Paul Eisen was in attendance.

2. Budget Workshop

Judicial

Finance Dir. Myra Piergrossi gave an overview of the 2011 budget. Municipal Judge Len Kachinsky, staff, and Board members discussed possible ways to increase revenues; although fines were raised last year, the Board asked whether there were some other areas in which to increase revenue; suggested were potentially reducing hours of Police officers attending court. Judge Kachinsky explained officers receive compensation for time spent as well as the Town Attorney's time and described their duties. Representation by the Town Attorney was more likely an area to look at for cost savings and ideas were presented such as staying within the parameters of the time court or trial begins (6:00 pm). Chairman Tews stated the Board would look at this more closely.

Dir. Piergrossi explained that the Information Technology department was looking at new software for Municipal Court to manage fines. It would interface with the Municipal Court, the Town's Police Department, and the WI Department of Transportation. Network Administrator Tim Plagenz gave details about the product and its cost, and Administrator Sturgell commented on the advantages using the software would have to the Police Department. Municipal Court Clerk Sue Hermus explained how the software would greatly reduce the current time spent to devote to other daily duties. The Board suggested putting the item on hold for now.

Information Technology

An overview was given. There was an 11.57% overall decrease in expenditures and a 6.8% increase to the levy offset; this included rollover funds to offset purchasing an imaging software program for use by all departments. Removal of these funds would mean a 5.83% increase in expenditures. Director Piergrossi and Adm. Plagenz explained various computer equipment purchases and annual computer equipment replacements such as server upgrades, and software products including the Microsoft Office Upgrade (3rd year of a six-year agreement); as well as the Municipal Court's software (budgeted over 3 yrs). The Board asked about certain computer equipment being shared by departments such as Utility and Stormwater, and staff explained how the cost is split between them in this budget. Computer licenses are handled the same. Network Administrator Tim Plagenz requested increasing the part-time PC Network Technician's hours in the I. T. Department to full-time. The Board discussed percentage splits as it relates to equipment by departments.

Clerk

An overview was given. Some highlights discussed were a decrease in the Elections budget due to having only two elections in 2011; another was delaying replacement of five 1995 original Optical Scan (OS) voting machines, which had been budgeted for the last couple of years, and instead moved funds into the Capital Replacement fund with a small portion going toward repair of one machine. With a recent change in the voting machine vendor and unsettled matters with getting new machines certified by the state, Clerk Backman had requested and was granted authorization to purchase two refurbished 2002 OS voting machines. Therefore, Administrator Sturgell explained there would be a new timeframe in the budget for replacement of the three existing 1995 voting machines; they were extended out to 2012; (original 1995 machines will be kept for spares/parts). Due to the recent purchase of two refurbished voting machines, replacement for these was extended out to 2015.

The Clerk budget was then discussed. Liquor and other miscellaneous licenses were reviewed; there was an 8.6% increase due to part-time Health Insurance made available for a new part-time Deputy Clerk starting in October; assumptions for the Deputy Clerk's wages were discussed as well as the need to increase the position to full-time.

Fire Department

Dir. Piergrossi gave a budget overview. Firefighters' training and wages were discussed; the Telephone account decreased due to removal of the T-1 line and having fiber optics installed; the Accreditation/Awards account increased (re-accreditation is the 2nd time in ten years); crack sealing/stripping the Station 40 parking

lot - put on hold for now. No equipment replacement this year; reviewed costs of other miscellaneous items in the budget in detail.

Chair Tews questioned the rather high budget projection for 2010 hourly non-represented part-time employees' payroll, and staff explained the department is working toward decreasing hours in accordance with the direction of the Board's request.

Supervisor Greg Ziegler asked about the requirement of the number of firefighter volunteer hours/calls; firefighter training; having six paid-on-call (POC) firefighters on WI Retirement and paying POC unemployment; POC performing inspections and necessity of re-inspections, and potentially reducing some complimentary services.

Administrator Sturgell explained that the Town received an additional \$40,223 in shared revenue from the State today which can be deducted from our levy limit.

Due to the Town's millage rate going over \$5.00, Administrator Sturgell stated the Town qualified and applied for the expenditure restraint program. Not knowing what the Town would receive, an amount of \$5,000 was budgeted, however Administrator Sturgell announced that \$43,562 had been received today.

Supervisor Ziegler asked the length of time the position of the Public Education Safety Instructor had been in the department, and Chief Kiesow went on to explain the broader duties of the position; Public education was discussed and Supervisor Ziegler expressed his feelings of the money being spent participating in public events. Chief Kiesow explained how this is a part of what the firefighters do in bringing neighborhoods together by making themselves visible, such as bringing a fire truck or other vehicle to an event. Chair Tews encouraged getting grants and Chief Kiesow stated they attempt to get grants whenever possible, and gave examples such as the Fire Assistance Grant for fire hose; Safety Day demonstrations and others. Supervisor Ziegler suggested generating Town revenue by having a fee for events. Chief Kiesow explained a donation was given for one event attended however he feels we must act cautiously when requesting donations. Supervisor Ziegler encouraged hosting a Town-wide event such as a car show or other fundraisers to put the funds raised toward covering costs for events.

The Board discussed the Town's contribution into WI Retirement for firefighters, which Finance Director Piergrossi stated is based on their wages. They further discussed reducing contributions by the Town into the WI Retirement plan across all of the departments.

Finally, Finance Director Piergrossi summarized items thus far cut from the budget or to be reviewed at a later budget meeting; Review crack sealing the parking lot at Station 40, cut 2 wheel chocks in Fire Dept., possibly cut training and service hours in Fire Dept., review all departments' percentages of contribution into Wisconsin Retirement program.

3. **Motion to Convene Into Closed Session**

Pursuant to Wis. Stat. 19.85(1)(c) at 8:06 p.m., MOTION: Youngquist/Ziegler to convene into closed session, specifically to discuss non-represented employees pay plan and wages. On roll call, motion carried unanimously to go into closed session.

At 8:15 p.m., Chairman Tews called the closed session to order. Present were all board members, Administrator Sturgell and Comm. Dev. Dir. George Dearborn. Discussed was the Town Assessor's position. Director Dearborn was present (20 min.) but left after this discussion. Discussion continued about non-represented employees' wages and step changes to the pay plan.

At 11:05 p.m., pursuant to 19.85(2) of the WI Stats, MOTION: Hanson/Youngquist to reconvene into open session. No decision was made concerning the Town Assessor's position.

4. **Motion to Reconvene to September 29, 2010 at 5:00 pm**

At 11:05 p.m., MOTION: Youngquist/Gerhart to reconvene to September 29, 2010 at 5:00 p.m. Motion carried unanimously.

Respectfully submitted,

Karen Backman, Town Clerk

Note: *These minutes are not to be considered official until acted upon at an upcoming regular meeting, therefore, are subject to revision.*