

Village of Fox Crossing
Special Meeting of the Board of Trustees – Budget Workshop
Municipal Complex – Arden Tews Assembly Room
Monday, October 10, 2022 – Immediately Following Village Board Meeting

Minutes

1. Call to Order

President Dale Youngquist called the workshop to order at 6:57 p.m. Clerk Darla Fink noted those present including: President Youngquist, Trustee Michael Van Dyke, Trustee Kris Koeppe, Trustee Gregory Ziegler, Trustee Mark Englebert (via teleconference), Trustee Barbara Hanson, Village Manager Jeffrey Sturgell, Finance Director Jeremy Searl, Police Chief Scott Blashka, and Director of Parks and Recreation Amanda Geiser. Excused: Trustee Dale McNamee. There were five attendees.

2. Presentation of Departmental Budgets

Park & Recreation Department

Director Geiser introduced the Park Commissioners that were in attendance (Jim Beson, Kathy Sylvester, Chris McCoy, and Jason Patzwald). Director Searl stated there is an increase in park rentals and programming fees as we are starting to see some recovery following COVID-19. The Recreation Department's revenue is also increasing due to new and improved programs the department is now putting on. In payroll related expenses, there is a request to increase the pager pay rate for seasonal and full-time staff to get them closer to how other departments are treated for pager pay. There is a requested increase of 15 hours per week for the part-time office administrative assistant to cover vacation/sick time for other office staff. Finally, there is a request to increase the Recreation Supervisor to 30 hours per week on average. This position has increased the last couple years due to increased programming and needs of the department. There is also a decrease of 160 hours for seasonal employees, which comes out to one week each for four people.

Director Searl stated the \$10,000 for Woodland Prairie Park consulting services is included which will be rolled over from this year's budget and funded with fund balance. In the 0241 Account, there is an increase in overall cost for building repair and maintenance which is funded out of fund balance to include Palisades and Wittman Parks' plumbing fixtures and an increased allotment to fixing ongoing vandalism. Director Geiser advised they are trying to improve cameras at all pavilions, but it is a work in progress. In the 0340 Operating Expenses Account for the Disc Golf Program, there is an \$11,000 increase due to the proposed installation of a nine-hole beginner course, in addition to replacing tee signs and benches at the existing course which is all funded out of user fees and special revenue account. Those accounts have more than enough to cover all of these expenses and still remain at a healthy balance. Director Geiser advised the creation of the beginner course has not yet been approved by the Park Commission, as they wanted to get the budget approved before the Park Commission even considered it. Commissioner Beson noted this is considered a premier disc golf course and one of the more challenging courses in Wisconsin.

The Crack Seal Coating Account includes a request for \$12,000 for crack seal, seal coat, and striping at Wittman Park to be offset with fund balance. In the 0379 Trail Maintenance Account, there are requests for a curb ramp replacement on West American Drive for \$5,500 and installation of a trail curb ramp on Jacobsen Road near Gavin Road for \$3,500 to make both trails safer and ADA compliant and will be offset with fund balance. In the Capital Equipment Account, there is a request for a \$9,000 Toro mower broom attachment offset with fund balance to be able to use that machine for snow removal on the trails. There is also a request for \$105,000 for a Toolcat Utility Work Machine with bucket, broom, blower, snow blade, and salt/sand spreader attachments with

\$35,000 coming from the Disc Golf Course funds and \$70,000 to be offset with fund balance. In the Capital Parks Miscellaneous Account there is a request to add two cameras, add two covered picnic tables (\$12,000), extend the Palisades Park Trail, add a boat launch credit card kiosk (\$10,500 offset with boat trailer fees -similar to what was done at the Disc Golf course allowing customers to pay more conveniently), add a message board at Fritse Park by the boat launch (offset with boat trailer fees), and purchase 20 recycled plastic picnic tables (\$20,000 offset with fund balance). In the 0340 Operational Supplies Account, there is \$1,500 budgeted for a Smart TV and projector system to be used at the Community Center along with replacement of some blinds and general updates at the building.

The Equipment Replacement Fund has a replacement of the 1-ton dump truck (\$105,000 with \$70,000 from ERF and \$35,000 from fund balance) and a replacement the John Deere 6 foot mower (\$57,000 with \$40,000 coming from ERF and \$17,000 from fund balance). The amounts pulled from fund balance are due to price increases for both of these pieces of equipment. Director Geiser explained this is the state bid quote and the mower has already been ordered with previous approval from the Board at a recent Board Meeting. In Park Capital Projects Account, there is a request to renovate Buttes Des Morts Beach Park to include replacement of playground equipment, shoreline restoration, and the addition of a kayak launch (\$135,000 with \$40,000 offset with ERF and \$90,000 from borrowing). The Fritse Parking Lot addition project is included in this budget for a cost of \$28,800 offset with borrowing, along with the Friendship Trail paving project from Irish Road to Clayton Avenue, with the Town of Clayton completing the portion from Clayton Avenue to Highway 76 (total cost of \$475,800 with \$247,000 being paid by the Town of Clayton and \$228,800 which will be offset with borrowing).

Clerk & Elections

Director Searl stated there is one reserve liquor license included in revenues. The Bar Operators license revenues are projected to decrease as this is the off year on the bi-annual licensing schedule. There is a small increase requested in overtime hours for the Deputy Clerk needed during Election season and during conferences. There is a decrease in the 0210 Professional Services Account for the decreased number of background checks for bar operators. The 0320 Subscriptions and Dues Account includes the one-time fee for the Clerk's Certified Municipal Clerk Certification. The Training Account decreased due to only the Deputy Clerk attending the Clerk's Institute now that the Clerk has received her certification. Election related costs are decreased due to 2023 only having two Elections. The 0340 Operating Supplies Account includes a request for four new voting booths for the Municipal Complex and Pentacostals Church. The Capital Equipment Account includes the purchase of a new Badger Book server machine to keep as a backup.

Administration

Director Searl stated there is a request to roll the \$1,800 that was approved in last year's budget for a temporary staff person for Human Resources. Director Burdick is looking for some additional help to scan in a large backlog of personnel documents into our Laserfiche system, but she was unable to use these funds last year. Manager Sturgell stated Director Burdick has approximately 40 years of paper employment documents in our storage facility and her office which need to be sorted and scanned. If these funds are not used in the 2023 Budget, they will remove this budget item so it doesn't continue to roll from year to year. There are some small increases in the Village EAP and Risk Management Programs. In the 0398 Personnel Recruitment Account, there is a request for \$10,000 for a Village recruitment video to display at recruitment events and to include on the Village website similar to the Fire Department's recruitment video, which will be offset with fund balance. The Equipment Replacement Fund includes an increase due to the increased replacement cost for a minivan for an additional cost of \$14,000.

Assessor

Director Searl stated this is the final year of the five-year contract for full-value assessment with Accurate Appraisal. After 2023, we will need to go out for bid and come up with a plan on the Village's assessment method going forward. Manager Sturgell stated we are getting their services for a great price, and much less than paying a full-time on staff Assessor.

Legislature

Director Searl stated the 0814 Projects Account includes the completion of the sound improvement project for the Assembly Room. The sound equipment which was included in the 2022 budget has been ordered, but Director Plagenz is still waiting to receive it and is hopeful for installation yet this year. If not, these funds will be a rollover to 2023 and offset with fund balance. The additional equipment includes \$34,000 for audio visual equipment including the large TV's stationed around the room so we no longer have to rely on the drop down projector and \$40,000 for an upgraded camera, recording equipment, and live stream technology to provide the capability to live stream meetings in the future, all of which to be funded by fund balance.

Miscellaneous

Director Searl explained the transfers from water, sewer, and stormwater for administrative oversight which are standard transfers for their use of this building and staff. There is a transfer of \$25,000 from Stormwater Utility for debt repayment. There is a decrease of \$10,000 for Cable Franchise Fee revenue which is expected to continually decrease with the rise in streaming services. This year they have elected not to fund the Tree Removal for EAB program, which had been a \$10,000 annual payment. Currently this fund has \$72,000 available for EAB mitigation efforts which will go a long way. The non-representative wage adjustment is budgeted for \$155,000 with an additional \$10,000 for market wage adjustments, which equates to a 4% wage increase for non-represented employees.

Debt Service Fund

Director Searl stated that the Village borrowed in 2020, 2021, and 2022 at a premium. Some of the premium was designated to offset interest payments for 2022 and 2023. For the proposed budget we will use \$89,618 from these interest payments. We are also using \$75,000 from the Tax Stabilization Fund as compared to only \$40,000 used last year. This fund is a committed fund balance, which is self-imposed by the Village Board and earmarked for specific situations such as dramatic reductions in revenue, changes in economic or financial conditions, or unforeseen external factors. Based on the current inflationary state of the economy and the levy limit situation, they feel this is an appropriate circumstance for use of additional funds from this account. As of the end of 2021, there was \$2.6M in Tax Stabilization Fund balance. Director Searl stated the 2021 Debt Service Fund balance was \$1,429,121.

3. **Motion to reconvene to the October 17, 2022 Budget Workshop which will begin at 5:00 p.m.**

At 9:00 p.m., **MOTION:** Trustee Ziegler, seconded by Trustee Van Dyke to reconvene to the October 17, 2022 Budget Workshop which will begin at 5:00 p.m. Motion carried.

Respectfully submitted,

Darla M. Fink, Village Clerk

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