

**Village of Fox Crossing  
Special Meeting of the Board of Trustees – Budget Workshop  
Municipal Complex – Arden Tews Assembly Room  
Monday, October 11, 2021 – Immediately Following Village Board Meeting**

**Minutes**

**1. Call to Order**

President Dale Youngquist called the workshop to order at 6:58 p.m. Clerk Darla Fink noted those present including: President Youngquist, Trustee Michael Van Dyke, Trustee Kris Koeppe, Trustee Gregory Ziegler, Trustee Mark Englebert, Trustee Dale McNamee, Trustee Barbara Hanson, Village Manager Jeffrey Sturgell, Director of Community Development George Dearborn, Police Chief Scott Blashka, Lieutenant Tim Callan, Police Administrative Assistant Erin LeMahieu, and Director of Parks and Recreation Amanda Geiser. There were three attendees.

**2. Presentation of Departmental Budgets**

**Police Department**

Village Manager Sturgell reminded the Village Board of the request for an additional Detective which has already been removed from the proposed budget, but noted this is the number one priority position to fill in the Village. He noted the union WPPA contract increases are already included in the payroll numbers. Revenues are down approximately \$5,000. There is an increase to the 0330 and 0335 Training Accounts of \$2,640 to include both in and out of state training. The Operating Supplies 0340 Account has an increase of \$11,300 due to increased ammunition costs and quantity needed, as the department has used most of their training supplies. Ammunition is hard to obtain right now, so they are looking to secure what they can at this time. There is also a request for \$4,100 for a portable radio and the associated programming fees, and \$3,000 for two additional body cameras, both of which will be offset with fund balance. Chief Blashka confirmed all officers currently have body cameras, but these are replacement units. The life cycle for most of the body cameras is nearly expired and advised they come with a three year warranty. These cameras are not included in the Equipment Replacement Fund at this time. The Uniform Allowance 0346 Account has the regular annual body armor replacements and additionally 14 MOLLE vests for \$4,900 which will be offset with fund balance.

In the Investigative Expenses 0392 Account, they are looking to add intersection cameras at County Road CB and County Road II for a total cost of \$15,000. Trustee Hanson asked what expenses are covered by the County as these are County roads. Manager Sturgell advised these will be Village owned security cameras so there is no County cost associated with this purchase. Chief Blashka advised this intersection is considered a high priority due to the new Neenah High School coming in and they are able to take advantage of the fiber already in this area. He confirmed this will not be a School District cost. There is also a request for a commercial grade refrigerator for evidence storage for \$4,000, which will be offset with fund balance.

Chief Blashka indicated he is requesting an additional squad car as the department is currently having to use the unmarked car for patrols and the department will certainly need another vehicle once the new High School opens. Village Manager Sturgell advised the Equipment Replacement Fund includes the purchase of three patrol vehicles with ancillary equipment, one AED unit, one radar unit, and two squad car cameras. The Board suggested keeping an older or higher mile model to be used by the School Resource Officer who likely won't be putting many miles on.

Manager Sturgell advised the extra detective requested will help with the high case load currently on our detectives, but will also provide a backup to the School Resource Officer during vacations,

trainings, etc., or to transport students when needed. Chief Blashka advised the two detectives the Village currently employs have 83 cases assigned between them, then add on the incoming school issues, any complex cases that take the entire department's assistance, etc. He just wanted to provide some backup as to why this position was requested, as this will certainly be needed when it comes to the 2023 Budget.

### Park & Recreation Department

Manager Sturgell stated the Park and Recreation budget is one of the most straight forward budgets this year with no large or new items requested. The Recreation Supervisor position has a requested increase to 260 annual hours to allow for 25 hours/week for 42 weeks of the year and 31 hours/week for the 10 summer weeks.

Other miscellaneous requests for this department include four security cameras and accompanying equipment at O'Hauser Park for \$7,000, offset with fund balance, as well as a self-pay credit card kiosk station for the disc golf course for \$10,000, which will be offset with disc golf funds. Director Geiser explained this kiosk will allow users to pay with their credit card for disc golf and will provide a receipt, instead of having to use cash which staff then has to count on a weekly basis and which can be quite time consuming. She stated they are in a good situation with disc golf funds, and have enough funds to pay for this kiosk and the associated credit card fees that come along with it. She stated annual passes and daily passes are up significantly from years past. Manager Sturgell advised there is also a request to update the Fritsch Park security cameras for \$5,200. The Trestle Trail LED light conversion joint project with the City of Menasha is also in the proposed budget with the Village's portion being \$14,100 which is offset with fund balance. If this would not be approved in the City of Menasha budget, we will wait until that approval occurs to complete this project to save on funds. The Parks Department is also requesting to convert the lights at Fritse Park at the same time for a cost of \$2,800, also offset with fund balance.

Trustee Englebert brought up the discussion from last week's meeting regarding the weed cutting barge used to handle the duckweed and algae accumulation around Stroebe Island. Manager Sturgell advised he already spoke with Mike Kading from the City of Neenah who explained the process and showed a map of the coverage area with the GPS pattern of exactly where this service is provided which occurs once per season in late July around EAA time. He advised an aquatic study must be accomplished by an aquatic engineer which must then be approved by the DNR, such approval is granted for three years at which time the study would need to be done again. Manager Sturgell is unaware of the aquatic study cost, but the weed cutting contractor's services for the City of Neenah area is \$7,500 per year. In the City of Neenah, this service is performed for a public purpose, specifically to keep the navigable channel open and for the public parks, not for residential properties. Trustee Englebert questioned if the contractor would even be able to get this machine through the locks to get the barge to the Stroebe Island area. GIS Coordinator Ohlinger was able to put together a map to compare Neenah's coverage area to the length of Stroebe Island, and Stroebe Island is longer than both sides of Neenah's waterway that the contractor cleared. Manager Sturgell advised he has the contact information for the contractor, but he hasn't contacted him directly yet. The City of Neenah does receive a small amount of private funding, but he did not detail the extent of this. The Village would also have to manage the transportation and pay to dispose of the duckweed/algae waste. The Board agreed it would be worth a call to check on price and if it's even possible to get the barge to the Stroebe Island area. The Board feels the Village could help to facilitate this program, but the residents that desire this service would likely need to bear the cost for this program.

### Debt Service Fund

Manager Sturgell advised the revenue account shows some special assessments and interest coming in. Special assessments have been decreasing year after year, as we don't do as many special assessment projects on the Village side as we used to. Most special assessments are on the Utility side. We are currently waiting for more solid numbers from Baird, therefore as of right now the 2021 borrowing figure is a preliminary estimate. Along with the debt premium offset, it is also suggested to bring in \$40,000 from fund balance to offset some of this year's debt costs, which is a decrease from last year. The Debt Service fund balance as of 12/31/2020 was \$1,572,231 with \$258,000 to offset future debt payments.

Manager Sturgell provided an update on Popping Fun, stating the total owed to the Village is \$5,000. They have already paid \$20,000 this year. As an aside, he also advised the Village just received further information on the dental insurance premium increase. The increase will only be 2%, rather than the 5% budgeted which will provide some cost savings.

### Miscellaneous Fund

Manager Sturgell advised there is a \$25,000 transfer from stormwater utility from a recently approved budget amendment. This delayed the payment from 2021 to a future year so the Village will still have a few years of this \$25,000 payment.

There is also a transfer of \$428,000 from the Clayton settlement funds to the building capital account which includes: replacing the deteriorating trench drains in the vehicle storage building, replacement of the existing front entrance concrete and all sidewalks at the Municipal Complex, replacing the HVAC systems in the vehicle storage building, reblasting and repainting the metal panels outside the Parks maintenance building, and purchasing a 30' scissor lift for high reach maintenance and repair projects for Village buildings rather than continuing to pay rent for this tool due to its high amount of use. Manager Sturgell advised the PILOT (payment in lieu of taxes) has increased, shared revenue continues to decrease, there is no expenditure restraint revenue, and franchise cable fees continue to slowly decrease which is out of the Village's control.

Manager Sturgell asked the Board to briefly discuss wages for the proposed budget. He stated the police Union contract calls for a 2.5% wage increase. He is requesting an across the board 2.5% raise for the non-represented employees which totals \$95,000 and an additional \$30,000 for market wage adjustments. He does not have a full plan for what exactly will be done with that fund, but he needs some guidance from the Bard to start planning and seriously looking at wages and benefits to retain current employees and be competitive to bring in new staff. As previously mentioned, the overall shift of the wage scale is 2.3% is based on the CPI benchmark from the State, which is where he obtained the 2.5% figure. Manager Sturgell suggested calling a Personnel Committee meeting to throw around some ideas on recruitment and retention.

3. **Motion to reconvene to the October 18, 2021 Budget Workshop which will begin at 5:00 p.m.**

At 8:53 p.m., **MOTION:** Trustee Van Dyke, seconded by Trustee Hanson to reconvene to the October 18, 2021 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.*