

**Village of Fox Crossing
Special Meeting of the Board of Trustees – Budget Workshop
Municipal Complex – Arden Tews Assembly Room
Monday, October 18, 2021 – 5:00 p.m. – 9:00 p.m.**

Minutes

1. Call to Order

President Dale Youngquist called the workshop to order at 5:00 p.m. Clerk Darla Fink noted those present including: President Youngquist, Trustee Kris Koeppe, Trustee Gregory Ziegler, Trustee Mark Englebert, Trustee Barbara Hanson, Village Manager Jeffrey Sturgell, Director of Community Development George Dearborn, Director of Finance Myra Piergrossi, Director of Information Technology Tim Plagenz, and Street Superintendent Randy Gallow. Excused: Trustee Michael Van Dyke and Trustee Dale McNamee. There was one attendee.

2. Presentation of Departmental Budgets

Information Technology

Director Piergrossi stated there are no payroll changes in this proposed budget. In the 0210 Professional Services Account, there is a request to rollover the website redesign costs for \$20,000 to the upcoming budget, offset with fund balance. The budget includes a request for continuing service for the Laserfiche Workflow software program for \$8,000 which began in 2020 and will continue for several years. They would like to upgrade this program in order to keep more documents electronically including absence request forms and invoices, rather than circulating paper forms through the necessary departments. There is also a request for Security Penetration (PEN) testing for \$6,525.

In the Computer Equipment/Software 0815 Account, which is IT's account for new or replacement items, there are requests for the annual computer replacement program for computers, servers, and software of \$27,650, a data storage device of \$7,000 (offset with fund balance), P-card software of \$8,050 (offset with fund balance), security network access for remote work for \$7,000, Fire Department mobile CAD license for \$1,000, and iPads for GIS and signing for \$1,190.

The Equipment Replacement Fund includes the continuing process to replace all phones throughout Village buildings for \$10,000. This is an ongoing process and will fund 15 more phones for 2022 of the approximately 100 total throughout our buildings. He will also be replacing the Police and Code Compliance Mobile Data Centers used in the squad vehicles for \$45,886. The Village Board asked if the squad computers can be repurposed in any way or sold to regain some of the cost. Director Plagenz advised he will be looking at a different model for a cheaper price that is similar to the type the Fire Department currently has. They would need to purchase new cradles when changing models, but it would cut the cost nearly in half. Trustee Hanson asked if the Village shops around for cellular service deals. Director Plagenz advised the Village switched to Verizon Mobile last year from Cellcom and so far has had better luck with service and cost.

The Board asked if the Village website can be used for more online functions including payments, filling out forms, etc. Director Plagenz advised that would entail a lot of additional maintenance and costs with the current software for a service that might not be heavily used to save minimal staff time. Trustee Koeppe advised they are not looking to eliminate personnel, but lower the workload for staff when possible.

Trustee Englebert asked for an update on the Assembly Room upgrade (sound and AV update), as these funds are being rolled into the 2022 budget at this time. Director Plagenz stated he has

contacted three different companies for quotes, but overall this project has been put on the backburner as he does not want to spend the money on the needed upgrades if the Assembly Room is going to be remodeled. The Board asked Director Plagenz to keep them informed as he moves forward with this project and advise if he needs additional funds.

Street Department

Director Piergrossi reminded the Village Board that Superintendent Gallow did have a personnel request for street/storm that has already been cut from this budget.

In the 0373 Resurfacing Account, there is the normal amount of \$750,000 with \$100,000 coming from fund balance, \$150,000 to be placed on the levy, and \$500,000 to be borrowed. In the 0374 Road Repairs Account, the amounts are higher than usual. There is a request for \$35,000 for deck repairs on the Jacobsen Road railroad overpass, offset with fund balance. Previously, \$20,000 was budgeted last year, but it was determined that amount would not be sufficient now that the project is being contracted out so an additional \$15,000 was budgeted this year. There is also a request for \$75,000 which will be offset with fund balance for additional concrete panel repairs on American Drive and the Green Bay Road area which will be completed the same time as the deck repairs. The 0375 Salt Account is budgeted for the same amount as last year, even though the price per ton has increased \$2.39/ton, there is a large quantity from last year left over to be used.

In the 0854 Capital Equipment Account, Superintendent Gallow is requesting a 3' commercial grade riding lawn mower which will be used to mow medians and the Municipal Complex for \$11,000 to be offset with fund balance. There is a request for \$106,250 for a Diesel F550 Super Cab 4x4 and Chassis Dump Truck which is distributed 85% to the Village and 15% to recycling, offset with settlement agreement funds. The Board asked why this vehicle is needed. Superintendent Gallow advised it will be used to pull the leaf collection vacuum and chipping machines, and will be used to efficiently transport the three man crew. Currently they will have to bring a chase truck along to be able to transport the crew which will be inconvenient for them and puts a lot heavier of a load on a smaller truck. His concern is longevity on the trucks as the weight of these machines in addition to the weight of leaves that are picked up, and the bouncing motion of the chipping machine is a lot on the smaller trucks. This new truck will also have 4 doors, so the crew can use just one vehicle. This truck will then go onto the Equipment Replacement Schedule, and noted these trucks always outlive their warranty. Currently, they are looking at not receiving this vehicle for possibly a year due to supply issues. Superintendent Gallow advised he does have trucks available to complete the leaf collection and chipping program but his concern is these vehicles won't last as long as normal due to the excessive wear and tear. He stated there is also not a lot of room in the cab due to all the extra controls, plowing equipment, etc., and they can't simply have a crew member sit in the back. The Board suggested replacing one of the F350s in the ERF with an F550 purchase down the road. They could then maintain the current number of trucks in the fleet, but improve the type of truck. There was another suggestion to sell the oldest truck in the ERF, and use it as a trade in towards this new vehicle. The Board confirmed this truck can be removed from the bubble list. They will start funding for this new truck on the ERF and note that Truck #2 will not be replaced. They will also re-evaluate this next year to further determine what is needed.

Director Piergrossi advised Valley Transit has not approved their budget yet, but based on their estimate there will be an increase of approximately \$1,700 from this year's budget. The Dial-a-Ride contract expires at the end of this year, so the rates will change for 2022. Her understanding is that Valley Transit sent out RFPs for this contract, but Fox Crossing has been kept out of the loop on this. At this time, Valley Transit is working on final contract verbiage, but stated she has not been part of the process so she is not sure how the Board would like her to handle this. If we want to maintain this service, we need to go through Valley Transit to get the grants which help maintain the costs. In recent years, trip numbers have decreased which lowers our cost on this. In

the past, we have typically followed the City of Neenah's lead on this contract as they use this service much more than Fox Crossing does. The Board agreed we can continue to follow Neenah's lead on this.

In the Equipment Replacement Fund, they are looking to replace the #23 Tandem Truck for \$195,500. This truck was previously 100% Village cost, but is now being split with Storm, so is only 85% Village cost. They are also replacing the #24 Tandem Truck which will remain an 85/15 split with stormwater for a cost of \$195,500. They would like to replace the 12 ton Trailer for \$20,000, and are requesting to increase the size of the Bucket Truck to be replaced for a taller extension and moved this vehicle up to a 2023 replacement. The current Bucket Truck is 30' tall but most trees are taller and require contracting the service out. The new Bucket Truck will be 55' to get the crew higher and will save on hiring out. Anything higher than 55' will still need to be contracted out. They have been using this machinery more often now that there is qualified staff in the Street Department who are able to complete this type of work. They will also use this machinery to assist with Christmas decorations and can allow the Park and Recreation Department to use when needed. This change results in a \$130,000 increase to the ERF which will be moved from General Fund.

The Board recessed for a break at 6:40 p.m. They reconvened at 6:57 p.m.

Stormwater Utility

Director Piergrossi stated they are recommending no change in the stormwater rate. They are able to stay at \$130/ERU due to the increased number of ERUs, therefore ERU revenue has still increased without a rate increase. The Drainage Review Fees have an increase of \$9,550. They are proposing an increase in the minimum fees and require developments to pay for any fee above permit costs. Currently, only the base fee is charged. Additionally, there is a transfer from debt service for the 2020 G.O. Bond premium which is being used to offset the debt service interest. Next year this additional revenue will not be there.

In personnel expenditures, the engineering technician/public works inspector position has already been removed. The 0540 and 0541 Depreciation Accounts are budgeted at \$181,433. She reminded the Board that we have stopped funding depreciation since most projects are new and not replacements since the stormwater system is so new. These funds will ultimately go into fund balance. In the 0610 and 0620 Debt Service Accounts, there is no new debt from 2021 so these accounts stayed consistent with only a \$3,170 increase. The proposed budget uses \$850,000 of ARPA grant funds for the Jacobsen Road Middle Pond design and construction to help decrease future debt costs. They are also recommending using \$367,000 from fund balance to fund the Bridgeview Court storm sewer culvert project and Mayer Street storm sewer project.

In the 0210 Professional Services Account, there is a decrease back to normal levels, as this was increased last year by \$20,000 for a project. In the 0214 Engineering Account, there is an increase for pre-erosion control of \$32,500 which relates to the need to complete more of this work to satisfy our MS4 requirements. She noted that using a contracted engineer for this service is cheaper than hiring additional staff when factoring in insurance, retirement, etc. Trustee Koeppe questioned if it would be more cost effective to hire an engineering technician to use for multiple Village departments and purposes rather than paying a contractor for specific services.

The 0231 Culverts Maintenance Account shows a decrease back to normal annual costs, as this was increased last year by \$30,000 for drainage projects that have been completed. The 0223 Water and Sewer Account has again been budgeted at \$5,000 for water and sewer at the new storage building, however we do not have a full year of expenses so this amount is an estimate. The 0910 Reallocations Account includes a transfer to general fund which is the result of the recent budget

amendment, and includes 10% of the Municipal Complex operation costs and the \$25,000 loan repayment. In the 0801 Capital Reserve Account, there is a request for a GPS unit to be used for updating storm sewer system maps for a cost of \$12,000, replacement of 15% of the #23 Tandem Truck for \$34,500 and replacement of 15% of the #24 Tandem Truck for \$34,500.

Capital Projects

Manager Sturgell went through the list of Street Capital Projects by order of priority for the upcoming year. 1. Airport Road Reconstruction (from Racine Road to STH 47) for design and construction which is split with the City of Menasha. The Village's share is \$572,000 and \$104,500 for the stormwater cost, for a total of \$676,500. The Village is responsible for 65.5% of the project cost and City of Menasha will be paying 34.5% of the project cost. The City of Menasha is currently designing the project and is the project manager on this. Superintendent Gallow advised they will be replacing the existing concrete, the north side of the road will have a trail connected to Racine Street, and advised a 5" asphalt roadway was chosen rather than using concrete.

2. Cold Spring Road Improvements to resurface East Shady Lane to Jacobsen Road, and for reconstruction from Jacobsen Road south to Zephyr Drive. They will be adding a 10' trail on the east side so there will finally be a trail to St. Mary Schools. The total cost for project is \$1.14 Million.

3. Jacobsen Road Middle Pond for design and construction at a cost of \$850,000 which they are suggesting using ARPA grant funds for. The Pond cost is currently an estimate, but this could be more depending on the amount of bedrock that needs to be blasted. Jacobsen Road (from CTH CB to Irish Road) Urbanization with trail and storm improvements including design and soil borings for a total cost of \$135,000 (\$97,500 of this total is from 2018 borrowing and the remaining \$37,500 is also from 2018 borrowing on the stormwater side).

4. Stroebe Road 16" water main upgrade from the railroad tracks to Northern Road in the amount of \$384,344 from the water account and the Stroebe Road and Causeway Reconstruction design and soil borings in the amount of \$53,000 which will come from prior borrowing. The culvert and water main replacement was conducted in 2020.

5. East Shady Lane Urbanization with 10' trail from CTH CB to Cold Spring Road for design and soil borings. The costs for this project include \$100,000 from streets, \$40,000 from storm, and \$50,000 from storm for East Shady Lane Pond II design. This project was bumped from 2021 as the need has fallen in priority until this development is being constructed.

6. Winchester Road Reconstruction from Green Bay Road to N. Lake Street for design and soil borings for the cost of \$120,000.

7. Road Resurfacing Program for a total cost of \$750,000, which will be split into eight parts.

Part I roads to resurface include Dunning Street (south of Gordon Street), Sunset Lane (south of Gordon Street), Lakeview Lane (south of Gordon Street), Frances Way, and Frances Street (from Lakeshore Drive to Dunning Street).

Part II roads to resurface include Gmeiner Road, Red Oak Lane, and Hickory Lane.

Part III roads to resurface include Green Street, Terrace Avenue, and Mission Street.

Part IV roads to resurface include Maplecrest Drive (from Calumet to West Foster Street) and West Foster Street (from Adams Street to the cul-de-sac).

Part V includes only Woodfield Court road resurfacing.

Part VI roads to resurface include Fox Run, Landing Blvd, and Starboard Drive.

Part VII includes only Haase Street (from Ehlers Road to terminus) road resurfacing.

Part VIII includes only Jacobsen Road (from the I-41 overpass to North Lake Street) road resurfacing.

Other 2022 Village projects include the demolition of the old storage building for a cost of \$50,000 which was included in 2020 borrowing. There is also a request for \$200,000 for the Municipal Complex roof. Funds had been set aside this year, but are going to be sent out for bid again soon with the understanding this project will be completed in spring. There has been an issue with materials not being available and prices rising quickly.

Stormwater Projects

1. West American Drive drainage improvements, land acquisition, and construction for a cost of \$2 Million (\$300,000 from prior borrowing).
2. Mayer Street Storm Sewer Project and construction for a cost of \$235,000, offset with storm fund balance.
3. Bridgeview Court Storm Sewer Culvert Project and construction for a cost of \$132,000, offset with storm fund balance.
4. Irish Road South Pond for design and soil borings for a cost of \$50,000. This land was acquired in 2020 and will be an important pond for the Irish Road reconstruction project.
5. Schildt Park Pond design and soil borings for a cost of \$50,000. This land was acquired several years ago as well.

Director Piergrossi advised our water rate study submission has been accepted, however she doubts the rate will be approved as is. She advised the Village did request an incremental step increase but it is unlikely that will be approved as the PSC does not prefer to take this route. The estimated timeframe is six months for full approval. The proposed budget includes a rate increase beginning on July 1st rather than January 1st to give the PSC enough time to complete the rate study. The proposed budget includes an estimated 22% water rate increase beginning July 1, 2022.

The Board had a lengthy discussion on the possible use of ARPA grant funds and Director Piergrossi and Village Manager Sturgell presented their ideas for these funds which includes using half of the funds on stormwater projects and half on water projects.

3. Motion to reconvene to the October 25, 2021 Budget Workshop Immediately Following the Regular Village Board Meeting

At 8:53 p.m., **MOTION:** Trustee Ziegler, seconded by Trustee Koeppe to reconvene to the October 25, 2021 Budget Workshop at 5:00 p.m. immediately prior to the Regular Village Board Meeting. 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.*