

**Village of Fox Crossing
Special Meeting of the Board of Trustees – Budget Workshop
Municipal Complex – Arden Tews Assembly Room
Monday, October 12, 2020 – Immediately Following the Village Board Meeting**

Minutes

1. Call to Order

President Dale Youngquist called the workshop to order at 6:30 p.m. Clerk Darla Fink noted those present in person including President Dale Youngquist, Trustee Michael Van Dyke, Trustee Kris Koeppe, Trustee Gregory Ziegler, Village Manager Jeffrey Sturgell, Director of Finance Myra Piergrossi, Director of Community Development George Dearborn, Chief of Police Tim Seaver, and Police Captain Pete DeBoer. Trustee Mark Englebert and Trustee Barbara Hanson were present via teleconference. Excused: Trustee Dale McNamee. There were three attendees.

2. Budget Workshop

Police Department

Finance Director Myra Piergrossi stated wage costs are similar to last year and all Union Contract increases are included in this proposed budget. They are looking to increase Crossing Guard pay to \$14.00/hour as it's been very difficult to recruit workers for this position. The Training Account is increased by approximately \$2,600 this year for FBI Academy graduation (rollover from 2020), Detective Death Investigation School, FBI Master Public Information Officer Course, and Mobile Device Examiner cost. The Operating Supplies Account is increased due to the request for rifle upper receivers being purchased (offset with fund balance) and portable radio and programming needed as backup. There is an increase in the Accreditation and Awards Account due to the annual onsite accreditation process and fee coming in 2021.

There is a \$13,000 expenditure requested in the Investigative Expenses Account for intersection cameras at County Road CB & W. American Drive which will be offset with fund balance. Chief of Police Tim Seaver stated he thinks it would be beneficial for many departments and should anything ever happen at the hotel or Kwik Trip, we would have it on camera. He stated these are the first to be installed in the Village with hopes of more to be installed in the future. He advised part of the cost is the Village doing the installation work which will save on costs and noted that any damage that happens to a traffic light can be assessed to the responsible party.

In the Equipment Replacement Fund, the Police Department is requesting to replace two squad cars, one staff vehicle, an additional AED, ballistic shields, a radar unit, and one squad camera. Captain Pete DeBoer stated they are currently using the new squad pickup truck which has been a big success with being able to put a deck box full of equipment in the back including road flares, cones, spike stripes, etc. This vehicle provides much more room for equipment transport, includes room to transport one adult and is 4-wheel drive which will help during the winter months. The initial startup for the purchase of the truck was only \$700 more than an interceptor vehicle and they will more than recoup that on resale.

Chief Seaver noted he did request a software program which provides assistance from attorneys to create new policies as well as update old policies. It is expensive to purchase and maintain, but he believes it's an important tool for the Village to have. Most surrounding Police Departments have this program and saw reduced claims while using the program. He stated this is something to consider for the future. Trustee Ziegler suggested looking into sharing the cost of this with

another local municipality or even multiple municipalities. Director Piergrossi advised fund balance could be used for purchase of this program, but not for the annual maintenance costs.

Community Development

Director Piergrossi stated the proposed budget for this department is very consistent as compared to last year. The Professional Services Contracted Account has an increase of approximately \$4,000 due to commercial electrical expenses which is a contracted out service. There is an increase in the Inspections Office Supplies Account of \$1,500 for three plan storage containers and clips for the Building Inspector. Director of Community Development George Dearborn advised there are no requests for additional personnel; the Code Enforcement Officer in the Police Department is helping, but they're hoping for that position to have increased hours in the future. Complaints have increased dramatically which could be due to more people being at home much more which has resulted in numerous fence permits. The Department is now doing the FEMA program which requires more effort for the department and training on this has begun. In the long-term, the department may need to look at the staffing level. The Training Account is way down this year due to many conferences moving to an online forum which saves on travel, hotel, etc., but hoping to go back to a normal level next year. Director Dearborn advised Grants are not the way they used to be; depending on what happens in future, if there is an influx in funds for capital expenditures, then there may be Grant funds available.

Village Clerk

Director Piergrossi noted there is a significant decrease in payroll due to budgeting for a training overlap period in the previous year's budget. Clerk Maintenance Services Account increased for e-code annual maintenance costs. Legal and Display Ads Account increased due to history in the cost of ads. The Training Account includes the second year of the WMCA Clerk's Institute for both the Clerk and Deputy Clerk. Capital Office Equipment increased for the purchase of a new desk for the Clerk to better configure the office structure. There is a significant decrease in the proposed budget in the Elections Account due to only having two elections in 2021. Director Piergrossi noted the previously purchased Badger Books are now being transferred to the Equipment Replacement Fund. There is also a request for two additional Badger Books to be purchased for Central Count absentee ballot processing. Clerk Fink spoke highly of the Badger Books currently in use and encouraged the purchase of two more for 2021.

Debt Service

Director Piergrossi stated this section is for the Village only, and does not include anything for the utility debt. The numbers in the proposed budget are all estimates from Baird until we have final numbers. Baird assumed we would receive a debt premium and that we would be using the debt premium towards paying debt service, which is required. We are bringing in \$60,000 from fund balance to the debt stabilization fund to offset debt payments. The Miscellaneous Revenue Account has no value as we no longer have this subsidy coming in for revenue as this debt has been paid off. The levy limit will not be increased for any debt service; we will use the flat percentage of Net New Construction pulling what is needed for debt service and putting the rest towards general fund. As an aside, PoppingFun still owes the Village but have been good at making payments lately, paying a total of \$17,500 this year, leaving only \$32,500 due at this time.

Tax Increment Districts (Continued)

Director Piergrossi advised it has been brought to her attention that we will need to add more costs than what was presented at last week's meeting. There needs to be some concrete panel

replacements on W. American Drive with a cost of approximately \$44,000 which needs to come out of TID #1 as it is in the TID #1 area.

Fire Department Ladder Truck ERF Discussion (Continued)

Discussion continued on the consideration of funding Ladder Truck 40 in the Equipment Replacement Fund for the future. If it's a relatively low impact on the residents, such as increasing the mill rate by \$.05, it would be a good place to start and would generate over \$89,500 next year to add into the ERF. This could be re-evaluated yearly. In the end, the full amount may not be funded, but some funding would be better than none when looking at future needs of the Fire Department. They could also put the sale proceeds from the previous ladder truck into the ERF as well, which is currently not in the proposed budget. The Board was in full agreement to put sale proceeds into the ERF and add \$.05 to the mill rate to fund the Ladder Truck on the ERF this year. They will look at this again during next year's budget to see what, if anything, can be put into ERF.

Garbage & Recycling Discussion

Village Manager Jeffrey Sturgell gave an overview of the garbage cost situation with and without leaf removal costs. Winnebago County has increased their landfill fee by \$1.00 per ton. The County recycling fee also increased by \$5.00 per ton. There is a decrease in costs by switching to Harter's Disposal rather than Advanced Disposal, with an overall savings of \$56,000. The purchase of a new grapple attachment has been requested by Street Superintendent Randy Gallow for the chipping equipment to make it easier for them to transfer wood and chipping. Another \$50,000 has been added for the purchase of additional garbage carts as they are extremely low on inventory and will need to place an order soon. Superintendent Gallow would prefer to go with one base for both garbage and recycling carts with different color lids. The Board stated they would like to go with a simple option that will be easy for the residents and Harter's Disposal to understand and save on costs as much as possible. The proposed budget keeps the annual garbage rate to residents the same while adding in leaf collection services. The group decided they will need to have further discussion at next Monday's meeting regarding leaf collection with Superintendent Gallow.

3. **Motion to Reconvene to the October 19, 2020 Budget Workshop at 5:15 p.m.**

At 8:58 p.m., **MOTION:** Trustee Van Dyke, seconded by Trustee Koeppe to reconvene to the October 19, 2020 Budget Workshop at 5:15 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.*