

**Village of Fox Crossing
Special Meeting of the Board of Trustees – Budget Workshop
Municipal Complex – Arden Tews Assembly Room
Monday, October 19, 2020 – 5:15 pm**

Minutes

1. Call to Order

President Dale Youngquist called the workshop to order at 5:15 p.m. Clerk Darla Fink noted those present in person: President Youngquist, Trustee Michael Van Dyke, Trustee Kris Koeppe, Trustee Gregory Ziegler, Trustee Mark Englebert, and Trustee Dale McNamee. Trustee Barbara Hanson was present via teleconference.

Also present: Village Manager Jeffrey Sturgell, Director of Finance Myra Piergrossi, Director of Community Development George Dearborn, Director of Information Technology Tim Plagenz, Street Superintendent Randy Gallow, and Baird Consultant Brad Viegut (via teleconference). There were three attendees.

2. 201019-1:SP Resolution Awarding the Sale of \$11,855,000 General Obligation Corporate Purpose Bonds

MOTION: Trustee Ziegler; seconded by Trustee McNamee to approve as submitted. Baird Consultant Brad Viegut gave a presentation on the bids received for this General Obligation Bond. Motion carried.

3. 201019-2:SP Resolution Authorizing the Issuance and Sale of \$6,855,000 Waterworks System and Sewerage System Revenue Bonds of the Village of Fox Crossing, Winnebago County, Wisconsin, and Providing for the Payment of Bonds and Other Details with Respect to the Bonds

MOTION: Trustee Ziegler; seconded by Trustee Van Dyke to approve as submitted. Motion carried.

4. Budget Workshop #3

Information Technology

Director of Finance Myra Piergrossi noted there are no changes in proposed budget for payroll as compared to last year. The Professional Services Account includes: Village Website Redesign which was in the budget this year but was not accomplished and needs more funding to complete (Village cost \$14,500 offset with fund balance), Laserfiche Workflow upgrades to improve program features (Village cost of \$5,600), Security Penetration Testing (Village cost of \$4,568), and iSeries Operating System Upgrade (Village cost of \$2,870). In the Subscriptions and Dues and Mileage/Meals/Lodging Accounts there is an increase for the new GIS Coordinator to attend the conference for Wisconsin Land Information Association.

The Computer Equipment/Software Account includes typical annual replacement costs, a big screen TV/computer for the Finance Department conference room display (\$2,000), P-Card software rollover from 2020 due to training not yet being completed (\$8,050 offset with fund balance), Adobe Illustrator Software License for Associate Planner (\$2,000), printer/scanner for Finance Director Piergrossi's Microsoft Surface Tablet to be able to work remotely (\$1,000), security camera server and license upgrade for Wittmann and Fritsch Parks (\$6,000 offset with fund balance), and Soft Phone Software (5 Licenses) to transfer desk phones to an offsite computer when working remotely (\$3,500).

Director Plagenz is requesting to start the process of replacing the phones, rather than replacing all at once (approximately 100 phones throughout the Village buildings). The goal is to start with 15 phones in 2021 and continue year to year thereafter.

Municipal Complex

Director Piergrossi stated the Building Maintenance and Repair Account has increased based on account history and includes a water bottle filling station for the Street/Park area. The Capital Improvements Account includes a request to roll funds from the 2020 budget (\$77,000) for technology, furnishings, and equipment in the Storage Building once it is complete, installation of security glass/counter in the Community Development Department (\$20,000 offset with fund balance), signage throughout the interior of the Municipal Complex to update from Town of Menasha to Village of Fox Crossing, and upgrade the main hallway doors for electronic access (\$10,000 offset with fund balance).

Village Manager Sturgell stated he wanted to begin the discussion regarding the future building expansion. He stated he was looking for guidance from the Board as to how quickly we should be moving forward with the building expansion effort. The second phase of the project would include extending the west wing (Administration), extending the Police Department, and Park/Street areas. There are some immediate needs we need to deal with including the roof and carpeting throughout the Municipal Complex. The carpeting in the building is the original carpeting and is starting to wear; there is currently no carpeting in the budget. He explained the roof is in poor shape and is starting to fail; if we will not be moving forward with the building expansion anytime soon, we need to fully replace the roof to an estimated cost of \$175,000. If the building replacement is something the Board would like to move on in the near future, they will just continue to patch the roof as needed. There was discussion on different roofing styles based on the length of time prior to building expansion.

Street Department

Director Piergrossi stated there has been an increase in the Payroll Account to add one new street/storm laborer. All other payroll remained constant. Resurfacing Account has \$750,000 in the proposed budget with \$150,000 on the levy, \$100,000 from fund balance, and \$500,000 being borrowed. Road Repairs Account has a \$20,000 increase being offset by fund balance for deck repairs on the Jacobsen Road railroad overpass. The Salt Account increased as the state contract for salt went up \$2.97/ton from 2020 resulting in an increase of \$17,125.

The Capital Equipment Account includes requests for a 66" Vibratory Roller for shouldering and road repairs (\$120,000 offset with Clayton Settlement funds), 200 Gallon Mastic Melter for manhole and road repairs (\$75,000 offset with Clayton Settlement funds), and an Excavator for \$334,000 (Village cost of \$100,200 offset with Clayton Settlement funds). Currently, the budget for Valley Transit has not been approved, but they have given us their budget estimates. The net cost for Valley Transit and Dial-A-Ride is \$67,669. In the Equipment Replacement Fund, there is a request to replace a 1 Ton Diesel Truck for a Village cost of \$93,500 and a ½ Ton Diesel Pickup Truck for a Village cost of \$17,500.

Superintendent Gallow explained it's important to purchase the requested heavy equipment rather than renting them due to the long wait times to be able to rent these machines and the high cost for rent. The final decision was to purchase the excavator in the 2020 budget due to an approximate price increase of \$40,000 next year, and remove it from the 2021 budget. This item will be added to the ERF.

Stormwater Utility

Director Piergrossi noted the Payroll Account shows an increase for 20% of the new laborer in the Street Department. There was a request for an additional stormwater laborer which was cut. There is a suggestion to increase the stormwater rate by \$10 annually (from \$120 to \$130) which would come out to \$158,750 annually. These funds would be used to support stormwater capital projects for road reconstruction requirements to solve drainage problems. The current debt service with estimated new borrowing increases from the 2021 level by \$164,258; without any new borrowing the 2022 number remains at this level.

In the Professional Services Account there is an increase of \$20,000 for contracting services for drainage projects including the Mayer Street, Bridgeview Court, and Bridgeview Drive areas. The Culvert Maintenance Account increased by \$30,000 for purchasing materials for this drainage project. There is a new account, Water and Sewer, with a value of \$5,000 for water and sewer at the newly constructed storage building. This is charged here since the building has these services for cleaning the sweeper which is a stormwater item. The Capital Reserve Account includes \$233,800 (offset with savings) for the purchase of a new Excavator, \$18,500 for a Manhole Camera, \$70,000 for a Hydro-Seeder for mulching, seeding, and fertilizing ditch areas, \$16,500 for Storm's portion of replacing the 1 Ton Truck, \$17,500 for Storm's portion of replacing the ½ Ton Pickup Truck, and \$60,000 (offset with savings) for the drainage studies on Manitowoc Road and O'Hauser Park areas. Trustee Hanson expressed concerns on our stormwater utility being the highest cost locally. President Youngquist stated our utility is much newer than others in this area and we have a larger ERU size which comes out to a lower cost by lot square footage compared to others.

There was a discussion on the Village's engineering costs for the year and if we should start a search for different engineering firms to lower costs. McMahon is very experienced and has the Village's best interest in mind, but getting quotes from other firms to get a comparison may be beneficial. If we had our own engineer or engineering staff, we would pay considerably less, but would still need to contract out specialized engineers on almost every project.

Leaf Collection Program (Continued)

Village Manager Jeffrey Sturgell advised we now have concrete numbers for 2021 but the bottom line is we can offer the leaf collection program without increasing garbage costs to the residents in 2021. There will be an approximate savings this year of \$58,000 by switching to Harter's Disposal. The leaf collection program will be a supplemental program as the leaf bag pickup will still remain. By including leaf collection, Harter's will lower their bid further for an additional \$32,000 in savings, for a total of \$91,000 in savings.

There are labor costs involved by implementing the leaf collection program. They compared a three person crew to a two person crew for seven weeks of leaf collection. During the three heaviest leaf collection weeks, a second crew would be added. Village Manager Sturgell advised he is using the highest numbers possible, not using seasonal workers pay as that would be cheaper labor in order to give the Board a full estimate of what the costs could be. Superintendent Gallow advised on a three person crew, there would be one driver, one person operating the vacuum shoot, and one person raking leaves in areas with open ditches. A three person crew guarantees better clean up in areas. The minor ditch areas/curb and gutter areas could use a two person crew. He explained this is a very labor intensive process. The Board expressed their concerns regarding liability and injury to workers while raking in the ditches.

Superintendent Gallow advised the chipping program currently runs for five weeks, which will need to be cut when adding in the leaf collection program. Snowplowing comes up very quickly so

we may need to be flexible year to year as to how many weeks these programs run, but we need to plan for worst case scenario for budgeting. This program is for fall pick up only, not spring pick up. Equipment costs include the purchase of two leaf collection units for a total of \$224,000 which can be purchased with fund balance, the Clayton Settlement funds, or can be borrowed for over a period of 10 years with rates being so low right now. The expected life of these units is approximately 15 years. With estimates on tipping fees and fuel costs, it is estimated we will still have a little under \$8,000 in savings from 2020 garbage funds without the cost of equipment.

Capital Projects – Village & Storm

- **Clayton Avenue Resurfacing** (Jacobsen Road to ½ mile north of E. Shady Lane) \$480,000, already borrowed \$230,000 in 2020 for this project, but this was put on hold
- **Home Avenue Sanitary Sewer Replacement** (2 ½ inch binder installed in 2020 – still in progress, final layer in 2021) \$160,000 for the final surface layer, there is \$330,000 already budgeted for which can be rolled over into 2021 as the binder will not be done this year, but will still need to budget for the final layer in 2021
- **Stead Drive Sanitary Sewer Replacement** (2 ½ inch binder install in 2021, final layer in 2022) \$1,930,000 for sewer replacement, \$1,582,000 was already borrowed in 2020, final surface layer conducted in 2022 – similar in size to the Home Avenue project
- **Cold Spring Road Improvements with 10' Trail** (Jacobsen Road south to St. Mary's) looking to design and install a trail for the High School/Middle School, currently being designed by the engineers, \$63,000 previously borrowed in 2020 for this project to be rolled over
- **Jacobsen Road Urbanization with Trail and Storm Improvements** (County Highway CB to Irish Road) \$50,000 in budgeted funds, \$97,500 was borrowed in 2018 and \$34,500 borrowed in stormwater in 2018, the Jacobsen Middle Pond land acquisition and Jacobsen Road Cross Culvert Improvement project were both completed in 2020
- **Jacobsen Road and Roundabout Resurfacing** (Cold Spring Road to American Drive) \$170,000, continuation of this year's project on Jacobsen Road
- **Irish Road Resurfacing** (East Shady Lane to West American Drive) \$140,000, continuation of trying to clean up Irish Road
- **Stroebe Road and Causeway Reconstruction** (design and soil borings) \$53,000 in prior borrowing, Culvert Replacement and Water Main Replacement were completed in 2020
- **Winchester Road Reconstruction** (Green Bay Road to N. Lake Street design and soil borings) \$120,000 – also railroad improvements for quiet zone
- **Airport Road Reconstruction** (Racine Road to State Highway 47 – joint design with the City of Menasha) no cost in 2021, the Village will be invoiced by the City of Menasha as a percentage of the project in 2022. City of Menasha will be internally designing the project with their engineering staff in 2021 and the project will be constructed in 2022 – estimate for entire project cost to the Village in 2022 is \$1,100,000
- **West American Drive and Green Bay Road Concrete Panels** - \$60,000 to replace damaged panels
- **Road Resurfacing Program (Part 1)** \$750,000 total cost (\$500,000 borrowed in 2020, \$150,000 from levy, and \$100,000 from fund balance). Part 1 roads include Jennie Street (Bonnie Drive to Village limits), Eugene Avenue (Bonnie Drive to Village limits), and Goss Avenue. Home Avenue and Stead Drive have already been discussed but are included in resurfacing plans as well.
- **Road Resurfacing Program (Part 2)** includes Chain Drive
- **Road Resurfacing Program (Part 3)** includes Sumac Lane
- **Road Resurfacing Program (Part 4)** Part 4 roads include Julie Court, Benjamin Court, Alex Court, Martingale Lane (Whippletree Lane to Olde Buggy Lane), and Olde Buggy Lane (south of Martingale Lane)
- **Road Resurfacing Program (Part 5)** includes Shangra La Lane

- **TID #1 West American Drive Concrete and Median Improvements** (Irish Road to County Highway CB) \$300,000
- **SCBA Replacement** (currently soliciting for a Grant for a percentage of the cost) \$350,000 for replacement of the actual apparatus as they are at the end of their lives
- **Municipal Complex Roof** - \$175,000 (previously discussed)
- **Rydell Bridge Carryover from 2020** - \$25,000 from 2019 borrowing to complete the trail access portion of this project
- **Manitowoc Road Area Drainage Improvement Study** - \$30,000
- **O'Hauser Park Area Drainage Improvement Study** - \$30,000
- **West American Drive Drainage Improvements** (land acquisition and construction) \$1,000,000 (\$300,000 from 2019 borrowing)
- **East Shady Pond 2** (design and construction) \$1,450,000 for design and construction of the pond, there will be significant blasting needed due to high bedrock, and \$20,000 design cost for East Shady Lane Reconstruction of Storm Sewer
- **Jacobsen Road Middle Pond** (design and soil borings) \$50,000 from stormwater
- **Irish Road North Pond** (land acquisition) \$300,000, this is not an urgent pond, but is something we will need to obtain whenever we reconstruct Irish Road to the North
- **Irish Road South Pond** (design and soil borings) \$50,000, this property was acquired in 2020
- **Schildt Park Pond** (design and soil borings) \$50,000, this property was acquired in 2015

5. **Motion to Reconvene to the October 26, 2020 Budget Workshop Immediately following the Regular Village Board Meeting**

At 9:17 p.m., **MOTION:** Trustee Van Dyke, seconded by Trustee Koeppe to reconvene to the October 26, 2020 Budget Workshop immediately following 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.*