

TOWN OF CLAYTON

Special Town Board of Supervisors Meeting

First CY 2014 Budget Review Workshop

Meeting Minutes

7:00 P.M. – 8:00 P.M. on Tuesday, September 15<sup>th</sup>, 2015

Town Office Meeting Room, 8348 County Road T, Larsen, WI 54947

I. Call to Order:

A. Notice Verification, Roll

1. Town Board Chairman Geise called the meeting to order at 7:00 P.M.
2. Pledge of Allegiance recited.
3. Meeting properly posted at three locations in the Town.
4. Roll

a. Board of Supervisors

Chair Geise	PRESENT
Supervisor Reif	PRESENT
Supervisor Lettau	ABSENT
Supervisor Grundman	PRESENT
Supervisor Schmidt	PRESENT

b. Staff

Administrator Johnston	PRESENT
Treasurer Straw	PRESENT
Deputy Hathaway (WCSD)	PRESENT (7:05 p.m.)

II. Business:

A. Discussion/Recommendation: Town Board Review of the following Draft CY 2016 Budgets:

- a. Update to the Board on revenue options for the Town’s CY 2016 Storm Water Management Utility Budget
- b. Draft CY 2016 Fire Department Operating Budget
- c. Draft CY 2016 Fire Department Capital Budget
- d. Draft CY 2016 First Responders Operating Budget
- e. Draft CY 2016 First Responders Capital Budget

Attached, please find draft copies of the following CY 2016 Budgets:

- a. Update to the Board on revenue options for the Town’s CY 2016 Storm Water Management Utility Budget
- b. Draft CY 2016 Fire Department Operating Budget
- c. Draft CY 2016 Fire Department Capital Budget

- d. Draft CY 2016 First Responders Operating Budget
- e. Draft CY 2016 First Responders Capital Budget

### **Update to the Board on revenue options for the Town's CY 2016 Storm Water Management Utility Budget – II A (a)**

The first item on the Agenda is an update on the Board's revenue options for the Storm Water Management Utility. Specifically, the Board asked staff to calculate the revenue impact of a \$5 or \$10 increase in the Residential Equivalent Unit (REU) fee. As shown on the attached spreadsheet (the final sheet of a 70-page document) a \$5 increase in the REU fee will generate an additional \$13,000.00 +/- and a \$10 increase in the REU will generate an additional \$27,000.00 +/- . Although not insignificant, these dollar values do not allow the Town to increase the amount of storm water management work staff can accomplish or to contract for any substantial work. The Administration is recommending that the Board keep the REU fee as it is until the Town makes the final debt service payment to the Town of Menasha in CY 2016. This will free up approximately \$37,000.00 +/- in the Storm Water Management Utility Budget and with the additional funds generated by a small fee increase the Board would have upwards of \$50,000.00 to do additional storm water management work in the Town. With \$50,000.00 the Board would have the option of looking at the Town's Public Works Department staffing levels or be able to contract for significant additional work.

#### Discussion:

- Administrator Johnston discussed at this time to put this issue aside and leave the fees as they are. We are limited with the number of people we have working in Public Works. In the future possibly hire another employee or a general contractor.
- Treasurer Straw discussed Residential Equivalent Unit (REU) potential fee increases. Will be substantial for manufacturing companies.

### **Draft CY 2016 Fire Department Operating Budget and Draft CY 2016 Fire Department Capital Budget – II. A (b) (c)**

Because there is a substantial change in how the Town will be operating and funding the Fire Department and the First Responder Unit, the Administration is recommending that the balance of this review session be dedicated to those Operating and Capital Budgets. Please be advised that there is no Revenue Budget for these operations since they are funded with General Fund Revenue through the Tax Levy. And, in order to simplify the change in how the Fire Department and First Responder Unit is funded and controlled, the Administration is not recommending any capital expenditures in CY 2016. The Administration would like to advise the Board that staff is looking at the option of funding a full time position of Fire Chief. Additionally, as the Board looks at these Budgets, the Administration is not looking for final approval of the Budgets -- only preliminary approval pending the Board's final review of the Town's CY 2016 Revenue, Operating, and Capital Budgets along with the Administration's recommendations to the Board to balance the Town's CY 2016 Budget.

## Discussion:

- Administrator Johnston discussed that the Town of Clayton can run the Fire Department at a savings.
- Discussed the possibility of hiring a Full-Time Fire Chief and his required training. Chief Rieckmann discussed the benefits of hiring a Full-Time Fire Chief and defined NIMS (National Incident Management System). Standard procedures to be followed by different agencies. Clarified that the proposed budget is covering 40 fire fighters.
- Discussed the option of Dylan Meyer responding to Town of Clayton fires during the day.
- Discussed the option of Tom Spierowski training for Fire Fighter 1 so he could respond during the day also.
- Discussed a conversation with the Winchester Town Chair relative to a government contract/agreement between Winchester and Clayton.
- Discussed capital expenditures vs. operating expenditures.
- Administrator Johnston discussed the fees to change the logos to Town of Clayton along with uniform changes, etc.
- Administrator Johnston discussed how to have at least 4 people at a minimum to respond during the day when most of the volunteer firefighters are working their jobs. Our office could make adjustments to make the schedules work. Administrator Johnston also gave a line by line description of the budget items. Average salaries for a fire chief is in the range of high 60's to low 70's. Discussed training sessions through FVTC, etc.

**Draft CY 2016 First Responders Operating Budget and Draft CY 2016 First Responders Capital Budget – II. A (d) (e)**

There are two specific issues the Board should keep in mind. The first is that the Fire Department Budget is based on a full compliment (40 volunteers) staff and the apparatus in the Clayton Fire Station. The second is that the First Responder Unit Budget is funded as if it were not split from the Town of Winchester. The Department Officer, Cindy Pfankuch (Cindy) was not sure what was happening with the process and the Administration recommended fully funding the Unit with the possibility of adjusting the Budget as the process becomes more certain. Additionally, since the Fire Department and First Responder Unit are part of the Town's General Fund Budget, the Administration has removed the Office Supplies and Legal Services Line Items from their respective Budgets.

As a point of reference, the Administration has in the past stated that the Town could operate its own Fire Department and First Responder Unit at a savings from the Town's CY 2015 Budget. If the Board were to approve the Fire Department Budget, as presented, without the full time Chief the savings to the Town from the CY 2015 funding level would be approximately \$43,000. The Administration is asking the Board to consider using those savings and some additional funding to improve the level of service being offered to the Town's residents. The Administration is confident that, at the end of this process, it can present a balanced CY 2016 Budget to the Board and the Town's residents.

Discussion:

- Administrator Johnston discussed the needs of the First Responders. Many of the items that are used by the First Responders and are only good for so long before they are used. There are items that simply could not be cut in the budget.
- Directed staff to roll the Fire Department and First Responder budgets t the General Fund Budget.

III. The meeting was adjourned by motion and unanimous consent at 8:00 p.m.

Respectfully submitted,  
Laurie L. Goffard, Deputy Clerk