

TOWN OF CLAYTON

Town Board of Supervisors – Budget Workshop #5

Meeting Minutes

7:00 P.M. – 7:54 P.M. on Tuesday, October 4, 2011

Town Office Meeting Room, 8358 County Road T, Larsen, WI 54947

I. Call to Order:

A. Pledge of Allegiance, Notice Verification, Roll

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

a. Board of Supervisors

Chair Luebke	PRESENT
Supervisor Lettau	PRESENT
Supervisor Grundman Erdmann	PRESENT
Supervisor Schmidt	PRESENT
Supervisor Geise	PRESENT

b. Staff

Administrator Johnston	PRESENT
Clerk Nester-Huebner	PRESENT
Treasurer Bowen	PRESENT
Public Works Foreman Pamerter	PRESENT
Town Engineer Madsen	ABSENT (Excused)

II. Open Forum – Non-Agendized Town-related Matters:

A. No open forum items

III. Business:

A. Discussion/Recommendation: Fifth Budget Workshop – Town Board review and consideration of the Town’s Draft Revenue, Expenses, and Capital Expenses Budgets for CY 2012.

1. Tuesday, October 4<sup>th</sup>, 2011, is the fifth and final scheduled CY 2012 Budget Meeting.
2. As in the past, the Administration has always maintained that the Town’s Annual Budget is a Policy Statement from the Town Board relative to its taxation and spending priorities.
3. At the Board’s direction, the Administration has generated a revised Draft CY 2012 Operating Budget for the Town.
4. This is the Administration’s eighth revision of the Draft Budget Document and represents what was requested by the Board at the September 20<sup>th</sup>, 2011 Budget meeting.

5. Additionally, the Administration has printed the adjusted Solid Waste and Recycling Utility revenue and expenses line items to reflect the new contract proposal submitted by Veolia ES Solid Waste Midwest, LLC.
6. For simplicity the Solid Waste and Recycling revenue fee has been kept at the same rate as it was in CY 2011 (\$ 187.59); this fee is charged to residents on their taxes.
7. Budgeting Issues
  - a. The Draft Budget document (Revision 8) continues to have a nominal positive variance.
  - b. The Board's changes brought the Town's CY 2012 Town/Fire Hall reconstruction/renovation of the Draft Document.
  - c. By adding the costs of the Town/Fire Hall project into the Town's CY 2012 Budget, the Board is bringing transparency to the project costs and to the CY 2012 Budget.
8. Budget Meeting Review
  - a. The Board will need to finish reviewing the individual Solid Waste and Recycling Budget Line Items, as these were not covered at the Wednesday, September 20<sup>th</sup>, 2011, Budget Review meeting.
  - b. If the Board agrees with the Administration's recommendations, it will need to approve Resolution 2011-025: A Resolution authorizing the Town Board to increase the Town's CY 2012 Levy by the carry forward of the unused Levy Limit funds in the amount of \$ 5,505.93 (0.5% of CY 2010 Levy).
  - c. This approval will need to be made by a Super Majority of the Board (4 of 5 Supervisors).
9. Board review and general discussion of CY 2012 Draft Solid Waste and Recycling Utility.
10. Board review and general discussion of CY 2012 Draft Revenue Budget.
  - a. Options for increasing revenues.
11. Board review and general discussion of CY 2012 Draft Expense Budget.
  - a. Options for reducing expenses.
12. Board review and general discussion of CY 2012 Draft Capital Expenses
  - a. Options for managing capital expenses.

**MOTION:**

Motion by: Supervisor Geise

Seconded by: Supervisor Schmidt

Direct staff to draft Resolution 2011-025: A Resolution authorizing the Town Board to increase the Town's CY 2012 Levy by the carry forward of the unused Levy Limit funds in the amount of \$ 5,505.93 (0.5% of CY 2010 Levy).

CARRIED by unanimous voice vote.

- B. Discussion/Recommendation: Town Board review and consideration of Resolution # 2011-025: A Resolution authorizing the Town Board to increase the Town's CY 2012 Levy by the carry forward of the unused Levy Limit funds in the amount of \$ 5,505.93 (0.5% of CY 2010 Levy).
1. Carry-Forward Allowed up to a Limit
    - a. If a municipality's allowable levy in 2010 was greater than its actual levy in 2010, the governing body may vote to increase its 2011 levy limit by the

difference between these two amounts, as determined by the Department of Revenue, up to a maximum of 0.5% of the actual levy in 2010.

- b. The carry-forward Resolution must be passed by an extraordinary vote.
- c. If the governing body consists of at least five (5) members, then the carry-forward Resolution must be passed by a three-fourths majority vote (4 votes).

Carry Forward Calculation for the Town of Clayton:

CY 2010 General Fund Tax Levy (CY 2010 Audit):	\$1,101,185.00
CY 2010 Allowable Municipal Levy Limit Worksheet:	<u>\$1,204,455.00</u>
Allowable Carry Forward Levy:	\$ 103,270.00
Allowable Carry Forward Levy Limit: (0.5% of CY 2010 Levy)	<b>\$ 5,505.93</b>

- 2. Each Board member received a Draft copy of Resolution # 2011-025: A Resolution authorizing the Town Board to increase the Town’s CY 2012 Levy by the carry forward of the unused Levy Limit funds in the amount of \$ 5,505.93 (0.5% of CY 2010 Levy).
- 3. The Administration has advised the Board to increase Town’s Levy by the allowable amount in order to minimize the future impact of borrowing on the Town’s Debt service levy.
- 4. Additionally, the Board should consider ending the Town’s annual reassessment process in order to realize the revenue from any natural growth the Town experiences over the next few years.
- 5. These activities and the additional funds they may generate in conjunction with other money saving steps taken during the course of CY 2012 should lower the Town’s borrowing needs in future years.
- 6. Please be advised that any borrowing the Town Board does should be for Capital Investments and not for operating revenues.
- 7. If the Board agrees with the Administration’s recommendation a motion would be in order to direct staff to take the following actions:
  - a. To approve, by a super majority (4 of 5 Supervisors), Resolution # 2011-025: A Resolution authorizing the Town Board to Increase the Town’s CY 2012 Levy by the Carry Forward of the Unused Levy Limit Funds in the Amount of \$ 5,505.93 (0.5% of CY 2010 Levy).
  - b. To schedule and post the meeting notice for the Town Electors Meeting to approve the proposed CY 2012 Tax Levy and CY 2012 Transportation Budget.
  - c. To finalize the Town’s CY 2012 Draft Budget based on the Administration’s recommendations relative to staffing in both the Town Office and the Town Public Works Department.
  - d. To finalize the Town’s Budget Summary for presentation at the Town Electors Meeting.
  - e. To prepare the Town’s Mill Rate calculation and to update the Board on the Town’s proposed Mill Rate as it is available.

**MOTION 1:**

Motion by: Supervisor Schmidt

Seconded by: Supervisor Geise

Direct staff to schedule and post the meeting notice for the Town Electors Meeting to approve the proposed CY 2012 Tax Levy and CY 2012 Transportation Budget.

Roll Call:

Supervisor Grundman Erdmann = yes

Supervisor Schmidt = yes

Supervisor Lettau = yes

Supervisor Geise = yes

Chair Luebke = yes

CARRIED by 5-0 roll call vote.

**MOTION 2:**

Motion by: Chair Luebke

Seconded by: Supervisor Schmidt

Finalize the Town's CY 2012 Draft Budget based on the Administration's recommendations relative to staffing in both the Town Office and the Town Public Works Department.

(Recommendations: Lay off 1 Public Works employee in the Spring of 2012; Eliminate the Clerk position and the Administrator position becomes the Administrator/Clerk position effective with the Town Board Reorganization meeting in April, 2012)

Roll Call:

Supervisor Grundman Erdmann = yes

Supervisor Schmidt = yes

Supervisor Lettau = no

Supervisor Geise = yes

Chair Luebke = yes

CARRIED by 4-1 roll call vote.

**MOTION 3:**

Motion by: Supervisor Schmidt

Seconded by: Supervisor Grundman Erdmann

Finalize the Town's Budget Summary for presentation at the Town Electors Meeting.

Roll Call:

Supervisor Grundman Erdmann = yes

Supervisor Schmidt = yes

Supervisor Lettau = yes

Supervisor Geise = yes

Chair Luebke = yes

CARRIED by 5-0 roll call vote.

**MOTION 4:**

Motion by: Supervisor Geise

Seconded by: Supervisor Grundman Erdmann

Finalize the Town's Budget Summary for presentation at the Town Electors Meeting.

Roll Call:

Supervisor Grundman Erdmann = yes

Supervisor Schmidt = yes

Supervisor Lettau = yes  
Supervisor Geise = yes  
Chair Luebke = yes  
CARRIED by 5-0 roll call vote.

**MOTION 5:**

Motion by: Supervisor Geise

Seconded by: Supervisor Schmidt

Direct staff to prepare the Town's Mill Rate calculation and to update the Board on the Town's proposed Mill Rate.

Roll Call:

Supervisor Grundman Erdmann = yes

Supervisor Schmidt = yes

Supervisor Lettau = yes

Supervisor Geise = yes

Chair Luebke = yes

CARRIED by 5-0 roll call vote.

IV. Upcoming Meeting Attendance

A. October 6<sup>th</sup>, 2011 – WTA Winnebago Unit Meeting (Town of Neenah Town Hall)

B. October 23<sup>rd</sup>, 2011, through October 26<sup>th</sup>, 2011 – WTA Annual Convention (Green Bay, WI)

V. Board Member Requests for Future Agenda Items

A. No request for future agenda items.

VI. Adjournment – 7:54 P.M.

**MOTION:**

Motion by: Unanimous consent

Adjourn.

CARRIED

Respectfully submitted,  
Susan Nester-Huebner, Town Clerk