

TOWN OF CLAYTON
 Special Town Board of Supervisors Meeting

Second CY 2021 Budget Review Workshop
 Meeting Minutes

Tuesday, September 22, 2020 - 2:00 – 4:00 p.m.
 Town Office Meeting Room, 8348 County Road T, Larsen, WI 54947

I. Call to Order

- Pledge of Allegiance
- Verification of Notice
- Meeting Roll

Board of Supervisors

Chair Geise	PRESENT
Supervisor Reif	PRESENT
Supervisor Lettau	PRESENT (arrived at 2:04 p.m.)
Supervisor Grundman	PRESENT
Supervisor Wisnefske	PRESENT

Staff

Administrator Straw	PRESENT
Clerk Stevens	PRESENT
Treasurer Schiessl	PRESENT

II. Business:

A. Town Board review of the following Draft CY 2021 Budget Items:

The Board reviewed revised draft copies of the material relating to the review of the Town’s CY 2021 Budgets including a draft mill rate worksheet that reflects the potential increase in the mill rate for the Town. Administrator Straw reminded the Board the mill rate is a calculated number that reflects both the increase in the Town’s overall value and the Town’s levy limit. She noted over the past number of years, the Board and the Administration has gone to great lengths to keep the Town’s mill rate under \$3.00 per \$1,000 of value. While keeping the mill rate under \$3.00, the Town has continued to operate on a limited budget. Administrator Straw noted although she is confident that the Town will be able to sell the property along the Highway 10 corridor, it is not customary to add the anticipated revenue to the budget to balance, which was the practice of the former administration. Administrator Straw said she will continue to work towards balancing all of the budgets as the budget review process moves forward.

a. Draft CY 2021 General Fund Revenue Budget

- Administrator Straw noted the State shared revenues, specifically the Transportation Aids, for the upcoming year, are not announced until sometime in October. She said she would like to wait for the notice before committing to the budget. While she does not anticipate an increase, she has to recognize that there could potentially be a decrease.

- The Board discussed the General Fund Expenses Budget including staffing and wages. Several questions were brought forward relating to staffing and the need to proactively plan for future growth of the Town, and as a result the expansion of staffing positions.
 - Administrator Straw noted she anticipates the legal counsel fees to be significantly lower in 2021, since the agreements with Fox Crossing have been established.
 - Supervisor Reif inquired about the costs being incurred for the additional planning work being performed by the Town's Planner. Administrator Straw was unsure of the additional costs, but she would review it and report back to the Board at the next workshop.
- b. Draft CY 2021 Debt Service Fund Revenue and Expense Budget
- a. Draft CY 2021 Storm Water Management Utility Revenue Budget
- b. Draft CY 2021 Storm Water Management Utility Expense Budget (includes Capital Expenditures)
- a. Draft CY 2021 Solid Waste and Recycling Special Revenue Fund, Revenue Budget
- b. Draft CY 2021 Solid Waste and Recycling Special Revenue Fund, Expense Budget (includes Capital Expenditures)
- The Board discussed the Revenue generated by the Solid Waste and Recycling Fee charged to residents; and the projected expenses relating to standard operations
 - Administrator Straw noted the garbage and recycling fee has not been increased since 2014 at which time the fee was increased from \$187.60 to \$200 per household.
 - Administrator Straw explained an increase now from \$200 to \$230 would generate an additional \$48,000 in revenue.
- a. Draft CY 2021 TID #1 Sewer/Water Infrastructure, Revenue Budget
- b. Draft CY 2021 TID #1 Sewer/Water Infrastructure, Expense Budget
- B. Discussion/Recommendation: Review of the following General Fund Budgets:
- a. Draft CY 2021 General Fund Expense Budget, Public Works Line Items
- Administrator Straw explained she had combined the major road maintenance lines into a single budget line item
 - She also noted the Public Works Department has begun to purchase better quality tools to build a better inventory
- b. Draft CY 2021 General Fund, Capital Expenditures Budget
- Administrator Straw reviewed the proposed Capital Expenditures for the office which included \$10,000 for computers and office equipment
 - Administrator Straw reviewed the proposed Capital Expenditures for the Fire Department which included 2 battery powered exhaust fans; Firefighter gear replacement; 2 air bags, controller, hoses, 2 inline relief/shutoff valves; and the replacement of the manual transmission to an automatic transmission in the Tanker

- Administrator Straw reviewed the proposed Capital Expenditures for the Department of Public works which included an F550; an F250 crew cab truck for supervisor; and an enclosed job trailer to haul small tools and equipment.

III. Adjournment

MOTION:

Motion to Adjourn by unanimous consent at 4:00 p.m.

Respectfully submitted,
Holly Stevens, Clerk