

TOWN OF CLAYTON

Special Town Board of Supervisors Meeting

Second CY 2020 Budget Review Workshop

Meeting Minutes

Noon – 2:00 P.M. on Tuesday, September 24th, 2019

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	EXCUSED
Supervisor Lettau	PRESENT
Supervisor Grundman	PRESENT
Supervisor Schmidt	PRESENT

Staff

Administrator Johnston	PRESENT
Assist. Admin. Straw	PRESENT
Clerk Stevens	PRESENT
Treasurer Schiessl	PRESENT
Public Works Foreman Pfankuch	PRESENT

II. Business:

A. Discussion/Recommendation: Review of any updates to the following Budgets resulting from the Board's Tuesday, September 17th, 2019 Budget Review Meeting:

a. Draft CY 2020 General Fund Revenue Budget

- Assistant Administrator Straw reviewed the General Fund Revenue Budget changes directed by the Board at the first budget review workshop

a. Draft CY 2020 Storm Water Management Utility Revenue Budget

b. Draft CY 2020 Storm Water Management Utility Expense Budget

c. Draft CY 2020 Storm Water Management Utility Capital Budget

- Assistant Administrator Straw reviewed the calculation process for the Storm Water Management Fees for commercial properties
 - Historically the engineering firm computed the fees and had implemented a rounding process in the calculation
 - Staff is recommending bringing the calculation process in-house in order to produce a more controlled and uniform procedure

- The Board discussed increasing the Equivalent Residential Unit (ERU) fee in order to fully fund the proposed projects facing the Town
 - Chair Geise noted that the Town of Neenah has recently approved an increase in their ERU from \$90 to \$110. He noted that the Town of Clayton has many storm water management issues and an increase in the ERU would be in order to fund the demands on the Town
 - Administrator Johnston recommended increasing the ERU fee by approximately 30 percent to \$105
 - The Board indicated the increase seemed reasonable and will take formal action at a later meeting
 - Assistant Administrator Straw reviewed the implemented changes directed by the Board at the first budget workshop
- a. Draft CY 2020 Solid Waste and Recycling Special Revenue Fund Revenue Budget
- b. Draft CY 2020 Solid Waste and Recycling Special Revenue Fund Expense Budget
- c. Draft CY 2020 Solid Waste and Recycling Special Revenue Fund Capital Budget
- Assistant Administrator Straw explained to the Board that it appears shortly after Advanced Disposal purchased Veolia, the veered from the rates as specified in the Veolia Contract overcharging the Town
 - Assistant Administrator Straw explained that she and Administrator Johnston have met with the Advanced Disposal Manager to discuss the situation and the Town will be compensated for the error over time with the changes they requested for the contract renewal.
 - Chair Geise mentioned that the new Board for the Town of Winchester is more open to intergovernmental cooperation and an offer to open the Town's Yard Waste Site to Winchester residents in exchange for sharing the cost of operations has been extended to Winchester. The proposal is before the Town of Winchester Board.
 - Chair Geise noted that cooperative agreements such as this are necessary in order to continue to offer the services the residents are demanding

B. Discussion/Recommendation: Review of the following General Fund Budgets:

- a. Draft CY 2020 General Fund Expense Budget, Public Works Line Items
- Assistant Administrator Straw explained that in 2020, the calendar results in 27 pay periods.
 - The additional pay period doesn't affect the hourly employees, but will impact the salaried employees
 - Salaried employees will either see a reduction in each pay period if their salary is divided over 27 pay periods rather than the usual 26 periods or they will receive what would amount to a "bonus" at the end of the year if the Board chooses to just fulfill the 27th pay period as part of the regular cycle
 - It was noted that if an employee earned and was awarded the regular increase of 3 percent, the distribution over 27 pay periods would be minimal on each pay period

- If the Board treated the 27th pay period as a regular part of the annual cycle, the Board would essentially be awarding an approximately 4 percent “bonus”
 - Chair Geise noted that if the 27th pay period was treated as part of the regular cycle and pay increases were not given to the salaried employees, the Town would actually save money because the increase would not become part of the base salary, but rather would be an additional payment at the end of the year
 - Assistant Administrator Straw reviewed the other changes made to the General Fund Expense Budget as directed by the Board at its first budget workshop
 - Assistant Administrator Straw reviewed the organization flow chart which detailed the organizational changes she and Administrator Johnston are proposing for 2020.
- b. Draft CY 2020 General Fund, Capital Expenditures Budget
- The Capital Expenditures for 2020 were briefly reviewed as presented

III. Adjournment

MOTION:

Motion to Adjourn by unanimous consent at 2:00 p.m.

Respectfully submitted,
Holly Stevens, Clerk