

VILLAGE OF WESTON, WISCONSIN
BOARD OF TRUSTEES- BUDGET RETREAT

September 10, 2018, at 8:00 a.m.

1. **Meeting called to order by President Ermeling at 8:01 a.m.**
Ermeling called the regular Board of Trustees meeting to order at 8:01 a.m.
2. **Pledge Allegiance to the Flag.**
3. **Roll Call by Clerk.**
Roll call indicated 3 Board of Trustee members present.

Trustee	Present
Ermeling, Barb	YES
Ostrowski, Kevin	NO
Zeyghami, Hooshang	NO
Ziegler, Jon	NO
Wally Sparks	YES
Mark Maloney	YES
Yee Xiong	NO

4. **Public Comments.**
No comments.

PRESENTATIONS

5. **Article on setting priorities**
Trittin referred to the board packet and suggested keeping item number 8 (page 10) if the "Setting Our Priorities" article in mind while discussing the proposed budget. Sparks thought it was a good article and mandated items must come first. Higgins stated the priorities are listed in the comp plan. Donner suggested focusing the day on what the board thinks is right. Sparks would like to see something formalized in the future regarding working with neighboring communities. Donner asked about the responses received. Maloney commented this is not a competition between communities and the response has been positive in the past. Agreements should be found that are beneficial for all communities. Donner gave the example of the Town of Weston, where the Village bills them for services provided. The discussion then turned into the Intergovernmental challenges with the Town of Weston.
6. **Article on the future of local government**
7. **2018 Budget Presentation and Discussion**
Intergovernmental opportunities/challenges were discussed first. Higgins discussed that there is no formal agreement with the Town of Weston. She suggested charging a flat fee for services provided and gave examples of how the Town of Weston has us on retainer and is not covering their fair

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share. Maloney asked who was on the board for the town and inquired how many residents are in the town. It was indicated there are 600 residents. Higgins said the codes and zoning in the town don't jive with the Village and the Village has not been compensated appropriately. She would like to see a formalized agreement with the Town. Sparks suggested the Village prioritize intergovernmental relations and build relationships with Rothschild and Schofield. The Village needs to emphasize consolidation and sharing resources. Maloney stated Schofield needs help and wants to work together. Rothschild and Schofield work very well together and share services/equipment without having a contract. Sparks stated there is a big difference between contracting and sharing. Contracting out does not build relationships and we need to start consolidating efforts and keep our service levels where they are at. Wodalski gave a couple of examples of the Village helping Schofield and Rothschild without expecting anything in return. Donner reviewed other intergovernmental opportunities/ challenges such as utility service in Village of Rothschild and fixed base meter reading cooperative agreement with all the Wausau urban area communities. Sparks suggested having a conversation with Schofield regarding the building Schofield purchased that is big. The Village is lacking space and could work with Schofield to obtain more space. Sparks stated the bottom line is saving money, which could be done by partnering with other communities. Sparks wants department heads from the surrounding communities to meet with one another to start building relationships and finding ways to make it work.

The meeting then turned into discussing the goals of the budget retreat. Trittin gave an overview of things changing across the board to include health insurance cost and wage allocations. Trittin stated to keep the priorities in mind, long term goals, short term goals, and that this is all preliminary.

Weinkauf stated the purpose of the Clerks/Communications Department is to include providing administrative support to the boards/committees/ departments, administer licensing, voter registration, elections, custodian of all papers and records, manage employee benefits, process payroll, custodian of corporate seal, direct callers with general information and run the front counter. The core services of the Clerks/Communications Department include licensing, elections, public records custodian, employee resources, front counter services, nuisance ordinance enforcement, meeting administration, and resident communications. The farmers market, special events (rummage sale, Irish Fest), communication (newsletter/social media), public relations (business expo, business p.m.'s, SABA, ribbon cuttings) are quality of life items the Clerks/Communications Department oversees. Ermeling asked why Hodell attends all the Irish Fest meetings and Maloney stated that equal attention should be paid to all the special events. Maloney stated funding needs to shift from private events, like Irish Fest, to community events. Sparks asked how much time is spent on the rummage

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sale. Crowe stated there is quite a bit of time preparing the map. The food truck rally was discussed, and it was determined it is not an event the Village should facilitate. Events like the food truck rally and Irish Fest need to be channeled through the CVB, so the Village can be uniform and not play favoritism. Ermeling asked if Village staff attended just Village ribbon cuttings and Higgins stated Hodell and Wehner try to go to all Village ribbon cuttings. Proposed changes for the Clerks/Communications Department include electronic poll books, background checks for licensing, train the trainer program/exit interviews/HR consulting, election inspectors, and newsletter. Total requested increase for Clerks/Personnel/Elections is \$3,287 (.875%) and decrease for the newsletter is \$6,000 (24.49%). There was discussion on the newsletter and whether it should change to quarterly or two times annually. Maloney suggested a spring and fall issue for the newsletter. A vote will be taken at C-team to determine whether the newsletter would be quarterly or two times a year. Weinkauff educated the board on the electronic poll books and the benefit of having them. Weinkauff also discussed the special projects the Clerks/Communications Department is involved in.

The meeting was then turned over to the Finance department. Trittin stated the purpose of the Finance Department is to manage financial resources. Core services of finance are accounting, budgeting, money management and property tax billing and collection. Proposed changes for finance is an increase of \$8,385 (2.92%) due to projected increase in insurance. Projects for 2019 include P card implementation, and TIF project management (Camp Phillips Centre/TIF administration).

Josh Finke, with SAFER, then presented. The purpose for SAFER (EMS/Fire) includes fire suppression, fire code enforcement, public relations/education, haz mat response, mutual aid, ALS intercepts/transfers, technical rescue, and emergency medical response. Historic call volumes were then discussed. Needs for SAFER includes staffing (4 year plan to rotate 5 PT firefighters to 5 FT firefighters, staff each firehouse staffed 24/7/365 with 2 FTE and 2 PTE, 5th PTE for 12 hours during peak call time, FTE administration assistant) and capital equipment (building updates for station 2, replace 2 engines, 3 ambulances, 1 ladder truck in the next 5 years, smaller expensive engines and 3-5 year old ladder truck instead of new). Maloney asked about the possibility of leasing the equipment. Finke stated they try to get 20 years out of their equipment and leases are 5 to 10 years. Station 2, in Weston, does not need a ton of updates, but just some upgrades that shouldn't be too costly. Proposed budget increase of \$177,136 (Expenditures increase of \$146,154 and decrease in revenue of \$65,000). Total increase of \$177,136 (Rib Mtn. \$56,966.94 and Weston \$120,169.06).

Osterbrink then presented on Parks/Recreation. The core services of the Parks and Recreation department are maintenance, operation and

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improvement of parks, and trails, provide recreational opportunities, provide safe athletic fields, provide picnic facilities, operation of aquatic center, provide additional park and rec facilities to meet changing village needs, and improve quality of life for Village residents. The current service level of the Parks and Recreation Department include Director, Aquatic Center Manager, Arborist, 3 Park Maintainers, and 30+ seasonal staff. Maloney asked if more slides would be added to the Aquatic Center and the response was no. The cost benefit of a slide was briefly discussed. Unmet needs for the Parks and Recreation Department include staffing to keep up with the workload, maintain/replace facilities and equipment, and ability for growth and maintaining current service levels. A conversation was had regarding contracting out the mowing responsibilities. Work performed for outside groups via the Parks and Recreation Department include line painting and field preparation for Everest Youth Baseball, Wausau Home Educations, Everest Youth Football, special events, and park reservations. Total proposed increase for the parks department for 2019 is \$35,500 (9.79% to general fund and another \$12,000 in capital budget if the dog park fence is replaced). Total proposed increase for the Aquatic Center without the increase for labor expenses is \$31,000. Projects for 2019 includes employee review process, pool manual update, beverage service agreement, Weston warming house conversion, maintenance projects at Aquatic Center, feasibility study for sports complex, funding for Hwy J launch, Urban Forestry Management Plan, repairs to irrigation system, noxious, nuisance and tree ordinance updates, and develop plan/begin construction at Prohaska Family Park. Future capital projects include replace pool heater, replace hot water heaters, replace concession stand, shade structure at Aquatic Center, crane for removal of pool pumps, replace outdoor shower grates, replace posts/roping around slides, dugouts at Robinwood, log slice refinishing, and replace restroom facility at Yellowbanks.

The next budget presentation was for the Planning and Development Department. The purpose of the Planning and Development Department is to improve quality of life, public safety, preservation of property values, maintain order in the Village, and to provide solution orientated services to the community. Core services include planning, zoning, building inspections, permitting, ordinance enforcement, refuse and recycling, economic development, municipal facilities management, and addressing. Current service level is Director, Building Inspector (also Maintenance director), Assistant Planner, Property/Building Inspector, Planning/Environmental Technician, Taxpayer Engagement Coordinator and Refuse and Recycling Intern. Twenty nineteen major projects for the Planning and Development Department are Camp Phillips Centre, zoning ordinance update, TIF administration, enforcement project, entryway/wayfinding sign plan, Schofield Ave corridor plan, refuse and recycling contract, chamber eco dev project, land development services audit implementation, comp plan monitoring and implementation, addressing and permit FAQ's. Unmet needs for the Planning and Development Department are 3-5-year strategic plan,

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housing needs study, clarification of level of service the department should be providing the Town of Weston (currently no contract signed), defined economic development program, staff member dedicated to economic development, business retention/recruitment program and TIF funding matrix. Proposed budget changes for the Planning and Development Department for 2019 are an increase of \$13,892 (7.42%) for Community Development and \$11,699 (6.06%) for Building Inspections.

Clay Schulz with the Everest Metro Police Department (EMPD) presented next. The core services of EMPD are serving 18,000 citizens and patrol 40 square miles, handle 16,000 calls/year, enforce state/local laws and respond to emergencies. The biggest unmet need is losing proactive time due to mental health calls, and the growing meth/heroin problem. EMPD's issue is whether to reduce staff to two or three officers on the road, which is not enough, or increase overtime to the unmet needs to keep up with services. Moving forward, EMPD is wondering what the expectation is as Weston grows. EMPD requests a status quo budget with increases in wages, computer and squad equipment upgrades, insurance, vehicle maintenance and fuel. Estimated total increase to the Village is \$55,945 (2.20%). Some desired upgrades EMPD has are tasers, MSC's, arbitrators, light bars, building upgrades, and Superion computer project.

The next presentation was on the municipal center by Donner, Tatro and Maguire. There was an evaluation done on the municipal center in 2016 to determine whether the facilities were sufficient for the needs. The assessment showed the safety building facilities had enough space, but the space is poorly configured. Assessment of the Aquatic Center demonstrated the facility is well maintained but repair replacements items total \$1.0M. Assessment of the municipal center showed inadequate office space, shop space, non-ADA compliant restrooms, inadequate restrooms/showers for staff, asbestos removal, and MEP systems totaling \$1.0M of repairs. Recommendation of the municipal center was to replace it with a 99,221 sf facility. There has not been a decision made to proceed with building a new facility, but Tatro and Maguire have done some research for repairs/remodeling. The concept is to remodel the front entry way, which would make the offices more secure and would cost about \$20k. The remodel would also include two circulation doors, an emergency exit in finance, which brings the cost to \$32k. Perimeter fencing would also be added for security. The safety building also has repairs that would need to be done to include masonry, repair and painting, heating system, and parking lot pavement. Finke asked how much the study in 2016 cost and how it's a waste of money when staff already knows what must be done. Donner asked how credibility would be shown to residents and discussion continued regarding the municipal center. The cost of the 2016 evaluation was \$69,200. Spark's opinion is something needs to be done with the building and it should be moved off the main drag so that a commercial business could be established. Ermeling thinks the Village needs to stop

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putting band-aids on the municipal center and build something that suits the needs. Sparks agrees but thinks it needs to be determined whether it will be one big campus or whether there would be separate buildings for the municipal center and DPW. It was determined an updated study should be done, the safety aspects of the municipal center and safety building should be addressed, and that discussion should happen with Schofield in terms of a DPW joint building. The conversation turned into a discussion about debt service and the tax levy as the GO debt drops off in 2020 and 2021. Capital projects for 2019-2020 were presented and discussed for the proposed borrowing.

The next budget presentation was for the Public Works and Utilities. The purpose of Public Works and Utilities is to promote/enhance public safety, public health and sanitation, commerce and economic development and quality of life. Major services provided are snow plowing, street maintenance, storm water, and sanitary sewer collection. Unmet needs consist of outdated facilities, staffing levels, and infrastructure maintenance deficit. Ermeling inquired whether the new Operations Manager could be split with utilities. That is yet to be determined. Proposed changes for the 2019 public works budget is an increase of \$162,884 (8.56%) over the 2018 amended budget (after \$84,000 Foremost fund allocation). \$135K of the increase is for surface maintenance and \$25K is for improvements to brine tanks and technology for plow trucks.

The final budget presentation was for Technology Services. Core services of the Technology Services are Graphical Information Systems (asset management, utility mapping, application development, application technical support, GIS data creation and support, cartography, general mapping), business operations (technology support/help desk, hardware management, project management, solution implementation, network security, training), assets managed (servers, network hardware, Mitel phone system, personal devices, automated water meters, IP/network devices, virtual networks), solutions managed (caselle, sensus, beehive, adobe, office365...)

Major projects for 2019 consist of asset management implementation, ArcGIS enterprise implementation, server replacement, sql server upgrade, ipad implementation, gps replacement, and agenda management implementation. Unmet needs are network equipment replacement, application development assistance, agenda management, media services, and broadband. Proposed changes in the information technology budget consist of a decrease of \$3,134 (1.35%).

The estimated 2019 expenditure change is \$517,425. 46.66% of the Village's general fund budget is wages/fringes. Staffing level has fallen victim to the budget goal of keeping tax rate at a threshold number and the result has become providing less service with fewer people. The question was asked where the \$517,425 would come from. The hope is to prioritize the comp plan instead of just focusing on the tax rate. A loss of revenue is projected for

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2018. If tax rate is kept at \$6.34, the levy is increased by \$65,645. One cent of taxes is worth \$11,458. The board would like the departments to separate the needs from the wants and look at the long-term goals for the Village. Preliminary allocations show the village is allocating 7.13% of total wages/fringes to TIF for 2019. Budgets will be reworked depending on expectations.

No action was taken on the budget presentation.

WORK PRODUCT TRANSMITTALS

8. Acknowledge July 2018 Financials- All Funds

No action taken.

NEW BUSINESS

9. Approve limited term employment agreement letter with Pinsonneault

No action taken but will be presented at BOT meeting on 9/17/2018.

REMARKS FROM TRUSTEES

REMARKS FROM THE PRESIDENT

FUTURE ITEMS

FUTURE ITEMS

10. Next meeting date(s):

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|----------------------------|------------------------|
| - Sep 17, 2018 @ 4:30 p.m. | TIF #1 Public Hearing |
| - Sep 17, 2018 @ 6:00 p.m. | Regular Meeting |
| - Oct 15, 2018 @ 6:00 p.m. | Regular Meeting |
| - Oct 29, 2018 @ 6:00 p.m. | Special Budget Meeting |
| - Nov 19, 2018 @ 6:00 p.m. | Regular Meeting |
| - Dec 17, 2018 @ 6:00 p.m. | Regular Meeting |

11. Announcements.

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**WITH NO OTHER PLANNED BUSINESS, THE MEETING IS ADJOURNED UNTIL
September 17, 2018 @ 4:30 P.M.**