

It is expected that a quorum of the personnel committee, board of public works, plan commission, and administration committee will be attending this meeting; (although it is not expected that any official action of any of those bodies will be taken).

**City of Menasha  
Common Council  
2021 Budget Review Session**

**1. Join the meeting from your computer, tablet or smartphone.**

<https://global.gotomeeting.com/join/339805157>

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**100 Main Street, Menasha  
Wednesday, November 11, 2020  
5:00 p.m.**

**REVISED AGENDA**

- A. CALL TO ORDER
- B. PLEDGE OF ALLEGIANCE
- C. ROLL CALL
- D. TEMPORARY SUSPENSION OF THE RULES OF THE COMMON COUNCIL AND MAYOR /TEL WEB CONFERENCE
- E. PEOPLE FROM THE GALLERY TO BE HEARD ON MATTERS PERTAINING TO THE AGENDA (five (5) minute time limit for each person)
- F. PUBLIC WORKS


|                              |                             |                                |
|------------------------------|-----------------------------|--------------------------------|
| Engineering-Page 80          | Sidewalk Excavation-Page 92 | Weed Control-Page 102          |
| Street Construction-Page 82  | Street Lighting-Page 94     | Lift Bridges-Page 173          |
| Street Excavation-Page 84    | Parking Lots-Page 96        | Recycling-Page 199             |
| Snow & Ice Removal-Page 86   | Canal Maintenance-Page 97   | Sewage Utility-Page-215        |
| Street Signs-Page 88         | Refuse Collection-Page 99   | Stormwater Utility-Page 221    |
| Sidewalks/Crosswalks-Page 91 | Commercial Refuse-Page 100  | Public Works Facility-Page 234 |
|                              |                             | Street Equipment-Page 245      |
- G. PARKS AND RECREATION


|                        |                              |                             |
|------------------------|------------------------------|-----------------------------|
| Parks-Page 163         | Forestry-Page 182            | Resthaven Cemetery-Page 155 |
| Recreation-Page 167    | Marina-Page 188              |                             |
| Swimming Pool-Page 169 | Building Maintenance-Page 43 |                             |
- H. ATTORNEY/CLERK/ELECTIONS


|                                  |                    |                             |
|----------------------------------|--------------------|-----------------------------|
| City Attorney-Page 21            | City Clerk-Page 24 | Municipal Court-Page 27     |
| Property Insurance-Page 22 & 239 | Elections-Page 26  | Personnel/HR-Page 33        |
|                                  |                    | Self-Funded Dental-Page 243 |
- I. MAYOR/COMMON COUNCIL


|               |                        |                               |
|---------------|------------------------|-------------------------------|
| Mayor-Page 19 | Common Council-Page 16 | Civic Commemorations-Page 171 |
|---------------|------------------------|-------------------------------|
- J. DEBT/BORROWING/RECAP
- K. ADJOURN

# Department of Public Works Budget Presentation

Adam Alix– Director of Public Works

Corey Gordon– Deputy Director of Engineering

Thad Brown– Deputy Director of Municipal Operation

Travis MacDonald– Public Works/Park Superintendent

# 2020 Accomplishments

- Manitowoc St Reconstruction
- Paved Seventh St, State St, DePere St, Ninth St, Nicolet Blvd, Abby Ave, and Resurfaced a section of Racine St.
- Repaired a section of pavement on Marquette St to extend life of street.
- Continued with increased crack filling program to extend pavement life
- Began construction of the new Public Works Facility

# Public Works Facility Project



# Public Works Facility Project





# Seventh St & Depere St Project



## Racine St Project

# 2021 Budget Overview

| <b>Public Works</b>         | <b>2020</b>            | <b>2021</b>            | <b>2021</b>          | <b>2021</b>   |
|-----------------------------|------------------------|------------------------|----------------------|---------------|
|                             |                        |                        |                      | <b>%</b>      |
| <u>Operations</u>           | <u>Adjusted Budget</u> | <u>Proposed Budget</u> | <u>Budget Change</u> | <u>Change</u> |
| Municipal Buildings         | \$ 116,547.00          | \$ 117,422.00          | \$ 875.00            | 0.75%         |
| Engineering                 | \$ 183,170.00          | \$ 188,154.00          | \$ 4,984.00          | 2.72%         |
| Street Construction         | \$ 736,686.00          | \$ 732,590.00          | \$ (4,096.00)        | -0.56%        |
| Snow & Ice Removal          | \$ 355,919.00          | \$ 368,536.00          | \$ 12,617.00         | 3.54%         |
| Signs & Markings            | \$ 231,531.00          | \$ 236,869.00          | \$ 5,338.00          | 2.31%         |
| Sidewalks & Crosswalks      | \$ 141,226.00          | \$ 147,413.00          | \$ 6,187.00          | 4.38%         |
| Street Lighting             | \$ 176,539.00          | \$ 181,138.00          | \$ 4,599.00          | 2.61%         |
| Parking Lots                | \$ 38,695.00           | \$ 47,216.00           | \$ 8,521.00          | 22.02%        |
| Canal Maintenance           | \$ 1,028.00            | \$ 1,028.00            | \$ -                 | 0.00%         |
| Refuse Collection/Disposal  | \$ 903,189.00          | \$ 922,429.00          | \$ 19,240.00         | 2.13%         |
| Weed Cutting                | \$ 42,365.00           | \$ 48,451.00           | \$ 6,086.00          | 14.37%        |
| Lift Bridges                | \$ 90,625.00           | \$ 99,545.00           | \$ 8,920.00          | 9.84%         |
| <b>Total General Fund</b>   | <b>\$ 3,017,520.00</b> | <b>\$ 3,090,791.00</b> | <b>\$ 73,271.00</b>  | <b>2.43%</b>  |
| Recycling Solid Waste       | \$ 251,922.00          | \$ 249,570.00          | \$ (2,352.00)        | -0.93%        |
| Recycling Yard Waste        | \$ 166,652.00          | \$ 167,392.00          | \$ 740.00            | 0.44%         |
| Recycling Appliances        | \$ 25,580.00           | \$ 21,375.00           | \$ (4,205.00)        | -16.44%       |
| <b>Total Recycling Fund</b> | <b>\$ 444,154.00</b>   | <b>\$ 438,337.00</b>   | <b>\$ (5,817.00)</b> | <b>-1.31%</b> |
| <b>Total Public Works</b>   | <b>\$ 3,461,674.00</b> | <b>\$ 3,529,128.00</b> | <b>\$ 67,454.00</b>  | <b>1.95%</b>  |
|                             |                        |                        |                      |               |
|                             |                        |                        |                      |               |

# Municipal Buildings pages 42 & 43

- No significant changes
- Lease with MJSD holds rent payments the same until July 1, 2023

# Engineering – pages 79 & 80

- No significant changes
- 50% cost of three new computers -\$2,700



# Street Construction — Pages 81-84

- 20-10 Pavement Maintenance
  - Crack filling increased from \$70,000 to \$75,000
- 24-05 Small Projects
  - Selected street repairs to extend life of streets
- 30-18 Supplies
  - Concrete, Asphalt, Stone - \$35,000
  - Lead service street repairs - \$20,000
  - Crusher Rental - \$27,500
  - Miscellaneous - \$5,000
- 82-02 Construction
  - Remainder of Nicolet Blvd - \$154,151
  - Overlay sections of Plank Road - \$20,000

# Snow/Ice Removal – pages 85 & 86

- 30-15 Tools & Equipment
  - Plow blades - \$18,000
  - Brooms Inventory - \$2,000
- 30-18 Supplies
  - Salt - \$77,100
  - Abrasives - \$1,000

# Street Signs/Marking– pages 87 - 89

- 20-10 Pavement Maintenance
  - Traffic Line Painting – long lines - \$10,000
    - Outsourced to Calumet County
- 21-02 Engineering
  - Signal Timing Study
    - Improve Traffic Flow
    - Offset With Grant Funds
- 30-18 Supplies
  - Paint/glass beads/signs/sign materials - \$15,000
- 80-05 Other Equipment
  - Share of Lift Attachment- \$5,500

# Sidewalks & Crosswalks – pages 90 & 91

- 30-18 Supplies
  - Concrete, Rebar, etc - \$17,000
  - Detector Plates - \$8,000
  - Nicolet Blvd Project - \$1575
  - (470 Fund Supplies - \$30,000)

# Street Lighting – pages 93 & 94

- 24-04 Specialize Equipment
  - Decorative light installation on Villa Way at County LP - \$6000
- 30-15 Tools & Equipment
  - Share of Lift Attachment - \$2,750
- Main Street decorative light replacement or refurbishment pushed back until 2022 in conjunction with street light replacement with Racing St Bridge Project

# Parking Lots – pages 95 & 96

- 30-18 Department Supplies
  - Pedestrian crossing in Broad Street Lot - \$6,000



# Refuse Collection – pages 98 – 100

- 25-01 Other Municipalities
  - Tipping Fees \$270,900
    - Increase in fees and tonnages
  - WDNR License \$4,300
- 30-15 Tools & Equipment
  - Carts/Cart Parts \$7,000

## Weed Control – pages 101 & 102

- Increase due to accounting change for summer help wages

## Lift Bridges – pages 172 & 173

- Full or nearly full season still reimbursed by the State
  - Increase due to
    - Unemployment \$11,000
    - Fiber Optic \$2,500

# Recycling – Solid Waste – page 200 & 201

- 15-01 Health
  - Decrease of \$5,328 – Budgeted employee not carrying City offered insurance
- 25-01 Other Municipalities
  - Increase of \$1,600 due to increases in both tonnages and tipping fee

# Recycling – Yard Waste – page 202 & 203

- Made up of 44% of overall yard waste costs
- Reflects costs of drop site at the Public Works Facility
  - Moving drop site to Bucklin's
    - Reduce Temp Wages and Payroll Expenses \$2,669
    - Increase Management \$660
    - Equipment Rental reduced \$4,400

# Recycling – Appliances – pages 204 & 205

- 15-01 Health
  - Decrease of \$3,135 – Budgeted employee not carrying City offered insurance.



## Sanitary Sewer Fund

|                                  | 2020 Adjusted Budget  | 2021 Proposed Budget  | 2021 Budget Change    | 2021%<br>Change |
|----------------------------------|-----------------------|-----------------------|-----------------------|-----------------|
| Engineering                      | \$ 169,348.00         | \$ 174,424.00         | \$ 5,076.00           | 3.00%           |
| Maintenance & Construction       | \$ 775,313.00         | \$ 630,167.00         | \$(145,146.00)        | -18.72%         |
| Treatment Plant                  | <u>\$1,032,817.00</u> | <u>\$1,011,797.00</u> | <u>\$ (21,020.00)</u> | <u>-2.04%</u>   |
| <b>Total Sanitary Sewer Fund</b> | \$1,977,478.00        | \$1,816,388.00        | \$(161,090.00)        | -8.15%          |

## Storm Water Utility Fund

|                                       | 2020 Adjusted Budget | 2021 Proposed Budget | 2021 Budget Change  | 2021 %<br>Change |
|---------------------------------------|----------------------|----------------------|---------------------|------------------|
| Engineering                           | \$ 212,864.00        | \$ 221,484.00        | \$ 8,620.00         | 4.05%            |
| Street Construction                   | \$ 447,225.00        | \$ 236,701.00        | \$(210,524.00)      | -47.07%          |
| Street Cleaning                       | \$ 188,518.00        | \$ 189,577.00        | \$ 1,059.00         | 0.56%            |
| Snow & Ice Removal                    | \$ 54,741.00         | \$ 69,139.00         | \$ 14,398.00        | 26.30%           |
| Storm Sewers & Drains                 | \$ 746,427.00        | \$ 609,578.00        | \$ (156,849.00)     | -20.46%          |
| Parking Lots                          | \$ 16,454.00         | \$ 16,587.00         | \$ 133.00           | 0.81%            |
| Recycling Yard Wastes                 | <u>\$ 194,815.00</u> | <u>\$ 213,406.00</u> | <u>\$ 18,591.00</u> | <u>9.54%</u>     |
| <b>Total Storm Water Utility Fund</b> | \$ 1,881,044.00      | \$ 1,556,472.00      | \$ (324,572.00)     | -17.25%          |

# Sewer Utility Fund –page 216 - 219

- 21-02 Engineering
  - Televised Inspections \$35,000 – Increase of \$5,000
  - Industrial Monitoring \$30,000
  - Digger's Hotline \$2,300
- 24-04 Specialized Equipment
  - Paris St lift station pump rebuild - \$5000
- 24-05 Small Projects
  - Shift some amounts from Construction to Small Projects
  - I/I Home Grant Program - \$50,000
  - Lateral Repairs/Reconstruction - \$90,000
- 29-05 Vehicle Rental \$90,000 – Increase of \$20,000
- 82-02 Construction
  - Melissa Street Relining \$50,000
  - Street Project Portion \$30,000

## Storm Engineering – page 223 - 224

- 30-12 Computer
  - Share of three new computers - \$1,350
- 30-15 Tools and Equipment
  - Share of cost of GPS survey equipment upgrade - \$7,500

# Storm Street Construction – pages 224 - 226

- 30-18 Supplies
  - Concrete & Supplies - \$17,500
  - Crushing Stone - \$7,500 (Increase of \$4,500)
- 82-02 Construction
  - Curb & Gutter portions of Street Projects - \$82,500

## Storm - Street Cleaning – page 225 - 228

- No Significant
  - Service level to meet storm water best management practices.

## Storm - Snow & Ice Removal – page 228

- 29-05 Equipment Rental
  - Increase vehicle rental - \$30,000



# Storm Sewers & Drains – page 227 - 230

- 21-02 Engineering
  - Digger's Hotline \$2,350
  - Sewer Televising/Cleaning \$25,000 – Increase of \$10,000
- 24-05 Small Projects
  - Rear Lot Drainage program \$15,000
  - Miscellaneous Repairs \$20,000
  - Nature's Way Pond Rehabilitation – Phase I \$1,000
- 82-02 Construction
  - Broad Street Pipeburst \$55,000
  - Storm Manhole/Inlet/Pipe Repairs \$30,000
  - Eighth Street Storm Related Costs \$38,400
  - Baldwin Street Storm Related Costs \$74,600
  - Lake Park Villa Pond Rehabilitation \$100,000
  - Winnipeg Street Drainage Ditch Rehabilitation - \$35,000

## Storm - Yard Wastes – pages 229 & 230

- No significant changes overall
- Made up 56% of overall yard waste costs
- Budget reflects drop site at the Public Works Facility
  - Moving site to Bucklin's
    - Reduce Temp Wages/Payroll Exp. \$3,366
    - Increase Management \$840
    - Equipment Rental Reduced \$5,600

# City Garage Fund

|                               | 2020 Adjusted Budgeted | 2021 Proposed Budget | 2021 Budget Change | 2021 % Change |
|-------------------------------|------------------------|----------------------|--------------------|---------------|
| Public Works Facility         | \$1,065,926.00         | \$1,115,407.00       | \$49,481.00        | 4.64%         |
| Street Equipment Replacement  | <u>\$ 549,000.00</u>   | <u>\$ 556,000.00</u> | <u>\$7,000.00</u>  | <u>1.28%</u>  |
| <b>Total City Garage Fund</b> | \$1,614,926.00         | \$1,671,407.00       | \$56,481.00        | 3.50%         |

# Public Works Facility – pages 233 - 237

- 38-01 Fuel Decrease of \$22,500
- 80-05 Other Equipment
  - \$40,000 Part & Pallet Racking – Work Benches - Furniture

## Street Equipment – page 245

- #1004 – 2006 Rear Load Refuse Truck - \$215,000
- #3058 – 1997 Tractor/Broom - \$60,000
- #0009 – 2006 Utility /Pick Up Truck - \$35,000
- #2003 – 2005 Pick Up Truck (Engineering) - \$32,000
- #2013 – 2003 Pick Up Truck (Engineering) - \$32,000
- #2015 – 2008 Pick Up Truck (Health/Env.) - \$32,000
- Public Works Facility Construction Project - \$150,000



# Capital Improvements Fund – page 280

- General Obligation Debt Projects
  - Street/Sidewalk Construction
    - Lisbon Ave (Rehabilitation) – Tayco St to Pacific St \$61,250
    - Eighth St (Rehabilitation) – Milwaukee St to DePere St \$210,000
    - Milwaukee St (Rehabilitation) – Seventh St to Ninth St \$150,000
    - Appleton St (Rehabilitation) – Third St to Fourth St \$95,000
    - Southfield Avenue (Mill & Overlay) – Manitowoc Rd to Midway Rd \$174,000
    - Jefferson St (Rehabilitation) – DePere St to Appleton Rd \$100,500
    - Baldwin St (Reconstruction) – Fourth St to Plank Rd \$75,500
    - Racine Street – Design Only \$75,000
    - Midway Road Sidewalk (Assessed) \$35,000
    - Sidewalk Replacement Program \$30,000
  - Other Construction
    - Salt Shed Roof Replacement \$45,000

## TIF District #10 – page 295

- Downtown Decorative Street Lights \$52,000 – Pushed back 2022 in conjunction with Racine St Bridge Project

## TIF District #12 – page 303 & 304

- Lake Park Villas Street Reconstruction - \$640,000
- HWY 114 trail connection \$10,000

# Street Selection Process

- No clear policy or plan to guide the selection process
- Primarily has been based on the PASER rating system
  - Lowest rated streets given more consideration (Generally more costly)

## Going Forward

- Establishing a policy to manage our roadways
  - Street classification a factor (Arterials, Collectors & Secondary)
  - Establish funding levels (Percentage of budget that is proportioned to each classification)
  - Utility considerations are factors (Sanitary, Storm & Water)
  - Increased/planned maintenance (Crack Seal, Street Patches)
  - Inconvenience to public (Racine St & Ninth St)
  - Look into alternate funding options (Wheel Tax, Transportation Utility)

# Street Selection Process

Need to manage the entire road/transportation system

- Utilize available funding more effectively
  - Apple Ct  
\$18,210 Investment – 20 yr life – 51 ADT = \$48.91/1000 vehicles
  - Eighth Street  
\$210,000 Investment- 30 yr life – 1800 ADT = \$10.65/ 1000 vehicles
  - Ninth Street  
\$125,000 Investment – 20 yr life – 3800 ADT = \$4.62/ 1000 vehicles
- Invest funds to delay rehabilitation/reconstruction
  - Increased crack filling
  - Increase pavement section repairs
  - Mill/Overlay to lower life cycle cost & inconvenience to public
  - Repair Sections to extend life



# PARKS AND RECREATION DEPARTMENT

2021 Budget Review





# 2020 Park Project Highlights



- Completed the first phase of Jefferson Park Vision Plan
  - parking lot near the Jefferson Park pavilion
  - removal of the west diamond at Jefferson Park with open space in preparation for new playground at Jefferson Park
  - added two half-court basketball courts near Jefferson School
  - Installation of gateway features at 3<sup>rd</sup>/Konemac & Ice St/Kargus Dr.
- Regraded/Seeded a section of Smith and Shepard Parks to improve drainage
- Installed additional playground equipment at Clovis Grove Park along with poured-in-place surfacing to improve accessibility beneath the playground equipment
- Repair of Gilbert Trail shelter foundation and shoreline



# 2020 Recreation Highlights



Smith Park Pickleball Courts

- Transitioned Recreation Supervisor Position to Recreation/Senior Services Manager position to work cooperatively with Health Dept to manage Senior Center operations
- Retirement of Director of 30 years with the department

- Established an Instagram page to better connect with residents and program supporters and continued to creatively connect with residents and program supporters through our Facebook page
- Created and distributed a sponsorship brochure to increase awareness of our community special events and how local businesses can become involved and support the community
- Increased staff training including customer service, trauma-informed care overview, mandated reporting, back-pocket games and COVID specific protocol to prepare them for real life scenarios while in the



Camp Champs Day Camp



## 2020 Recreation Highlights (cont'd)



A Day in the Park Senior event



Scarecrow Scamper

- Successfully started a new day camp program while collaborating with MJSD to offer free lunch and snack to all Day Camp participants
- Hosted 2020 Day in the Park Senior event with other local Recreation Depts. and the YMCA
- Celebrated the 40<sup>th</sup> annual Grunski Runski
- Added Fall special event (Scarecrow Scamper)
- Seeing increase in participation by about 25% in Fall 2020 vs. Fall 2019



Grunski Runski



# 2020 Menasha Pool Highlights

## Pool

- Pool managers attended state aquatic workshop offering opportunities to network and learn current aquatic trends and enhance our pool operations and management
- Rehabilitation of pool house (including lobby, office, male/female changing rooms) with new paint, epoxy floor and benches
- Successfully offered a safe aquatic experience for staff and guests during a pandemic
- Collaboration with school district to offer an African-American focused intro to water/water safety class
- Repair of substantial leaks that had led to higher water and chemical use



Safety Drill

# Forestry

- Recognized by National Arbor Day Foundation as a Tree City, USA for the 37<sup>th</sup> consecutive year.
- Removed approximately 55 ash trees in poor condition
- Treated approximately 100 ash trees for EAB that were deemed in good condition and desired locations
- Submitted an Urban Forestry grant requesting \$25,000 for completion of the Emerald Ash Borer management plan

# Cemetery

- Continue to focus on aesthetic improvements: planted flowers at entrance of facility and continued high level of turf care



# Marina

- By end of 2020, replace two existing underground fuel tanks with one underground tank
- Successful operational year despite slow start and concerns of pandemic; more family/all-day boating



Menasha Marina

# Trails

- Completed construction of Nature's Way trail on the north side of the Menasha Conservancy
- Crack-filling and sealing of Jefferson Park and Barker Farms Park trail
- Realigned a portion of the Jefferson Park trail to accommodate continuation of shorewall construction



Nature's Way Trail

# Looking Ahead to 2021...



Clovis Grove Playground Expansion

- Maintain and upgrade our existing facilities and infrastructure, but also improve our parks, trail systems and recreation services to make Menasha a great place to live, work and recreate!

# Cemetery & Parks Budget Changes

## Cemetery-pg. 155

### 24.03 Buildings

- Repair of stone wall

## Parks-pg. 163

### 10.01 & 10.02 Wages and Salaries

- Redistribution of wages of the Parks & Recreation Director and Clerk to more accurately reflect distribution of workload
  - Director: 52% Rec, 35% Parks, 8% Pool, 5% Forestry
  - Clerk: 75% Rec, 17% Parks, 8% Pool

### 24.03 Buildings

- Includes Jefferson Park Basketball Court landscaping
- Camera System at Hart Park
  - Number of Calls
    - 2019=111 Total Calls; 66 high-alert calls
    - 2020=127 Total Calls; 49 high-alert calls
    - \*high-alert calls include damage property, drugs, disturbance, theft, weapons, reckless driving, suspicious person/vehicle/situation
    - Represents about 200 hours of documented police time in 2019/2020



# Camera System

- Currently working with IT & Facilities staff to make cost-effective and suit needs
  - Cameras around building facing bathroom and under overhang of shelter; others mounted to view basketball court, skatepark, playground/ice rink
  - Ones on Building: Will be recessed into soffit with only lens available; designed to be durable
  - Approx: 300 ft. viewing distance
  - Will record 24/7 and store on site for 14 days; will automatically overwrite after 14 days
  - Easily able to connect to other video management systems
  - Facilities staff will run cable and install into soffits; vendor will configure and train our staff

# Recreation

- Continue to review and improve the quality and promotion of existing programs and special events and introduction of new programs/events with the goal of increasing registration and attendance while ensuring we are meeting the needs of our community residents
  - Currently seeing a 2:1 of Menasha residents using reciprocity to FC
  - 2019 FC to Men: 147 program participants/56 pavilion rentals
  - 2019 Men to FC: 300 program participants/73 pavilion rentals/111 CC rentals
  - Seeing increase in participation by about 25% in Fall 2020 vs. Fall 2019
- Continue to build community business and organization relationships to increase program and event awareness and sponsorship
- Continue program collaboration with other City departments and neighboring service providers (i.e. MJSD and Boys and Girls Club, Menasha Library, Youth Go). Aligns with department goal of strengthening collaborative relationships with like-minded departments and organizations
- Enhance the look of the Recreation guide and expand distribution
- Build a volunteer network and database to build community engagement

# Recreation-pg. 167

## **10.01 & 10.02 Salaries/Wages**

- Redistribution of wages of the Parks & Recreation Director and Clerk to more accurately reflect distribution of workload
  - Director: 52% Rec, 35% Parks, 8% Pool, 5% Forestry
  - Clerk: 75% Rec, 17% Parks, 8% Pool

## **10.08 Wages – Temp Help**

- \$2,700 for Hart Park Programming designed to increase positive interactions and deter criminal behavior
  - Estimating offering programs 2-3x/week for 12 weeks
  - Will be variety of programming for youth, teen and families
  - Working on partnership with Youth Go to offer programming as well

## **30.12 Computer**

- Laptop for Recreation Staff - Summer Camp program & Tiny Tots program

## **33.01 Mileage**

- Recreation staff use their personal vehicle to travel to parks and programs and carry supplies to events



# Pool

- Replace VSD Transfer pump to improve efficiency of pool maintenance and save energy
- Begin replacement of lounge chairs on pool deck
- Partner with other city agencies including MJSD and Boys and Girls Club and private businesses to support, expand and enhance programming and events.
- Review operations to ensure our hours, programs and services match the community needs to increase awareness and usage of the Menasha Pool

## POOL – pg. 169

### 10.01 & 10.02 Wages and Salaries

- Redistribution of wages of the Parks & Recreation Director and Clerk to more accurately reflect distribution of workload
  - Director: 52% Rec, 35% Parks, 8% Pool, 5% Forestry
  - Clerk: 75% Rec, 17% Parks, 8% Pool

### 22.05 Water/Sewer

- Substantial leaks repaired in 2020

### 24.04 Specialized Equipment

- Replacement of lounge chairs
- VSD Transfer Pump



# FORESTRY

## Goals

- Pursue annual Tree City, USA designation
- Continue carrying out Emerald Ash Borer management plan with the removal and replacement of approximately 80 ash trees in poor condition over 12" in District's 5, 6, 7 and 8 with the assistance of the Urban Forestry Grant applied for in 2020
- Increase communication on our Facebook page and website to increase public awareness of our EAB plan and the benefits of urban forestry
- Update City's tree inventory and place in WI DNR's Community Tree map software



## Forestry – pg. 182

### 10.02 Salaries

Redistribution of wages of the Parks & Recreation Director to more accurately reflect distribution of workload: Director: 52% Rec, 35% Parks, 8% Pool, 5% Forestry

### 20.06 Lawn Care

Includes \$25,000 for Urban Forestry Grant

### 30.12 Computer

Tablet for Arborist for fieldwork

### 30.15 Tools & Equipment

Share of lift for the tool cat

### 30.18 Supplies

Includes tree replacement

## Stormwater Forestry – pg. 223

### 30.18 Supplies

Includes EAB Treatment, tree removal and replacement

## Marina-pg. 189

### 24.03 Buildings

Includes Dumpster Enclosure Relocation

## CIP – pg. 279

- Fundraise and design of new community-focused inclusive/all-abilities playground at Jefferson Park
  - Estimated at \$610,000 with \$510,000 donation
- Renovation of Barker Farms Park basketball park
  - Replacement of court & basketball goals
  - Has not been renovated since park was built
- Replacement of Smith Park pavilion roof
  - Project delayed a few years ago to focus on Memorial Bldg. roof
- Grading/Seeding of Koslo Park baseball diamond
  - Needed project to improve drainage

## CIP (continued)

- Electric Panel Upgrades in parks/greenspaces
  - Part of a cycle of upgrades annually; estimating 2/year
  - Marina & Clovis Grove Tennis Cts. in 2021
- Crack fill and seal the Manitowoc Rd., Province Terrace and Trestle trails
  - Continuation of maintenance program which began in 2020
- Lawson Canal (pg. 298)
  - Currently working on canal and adjacent land acquisition
  - Next step: design and engineering





Thank You!

Questions?



The background features abstract green geometric shapes. On the left, a solid green trapezoid points upwards. On the right, a complex arrangement of overlapping translucent green triangles and polygons creates a layered, crystalline effect. The text 'Budget Recap' is centered in a green, sans-serif font.

# Budget Recap



# Capital Improvements (Borrowing) - Page 278-281

- ▶ Proposed borrowing for 2021 Projects
  - ▶ General Obligation Debt-\$1,711,529
  - ▶ General Obligation Debt-Developer-\$1,212,900
  
- ▶ Projects by Department-Page 278 & 374
  - ▶ Fire Department-\$92,179
    - ▶ Fire Equipment Replacement Program-\$10,043 (Menasha 40.17% share)
    - ▶ Replace (2) Inspector Vehicles-\$32,136 (Menasha 40.17% share)
    - ▶ Station 35 Shower Remodel-\$50,000 (Menasha 100%)

# Capital Improvements (Borrowing) - Page 278-281

- ▶ Library- Page 279 & 451
  - ▶ Building Automated Controller Upgrade-\$36,600
  
- ▶ Parks-\$701,500 (\$191,500 to be borrowed)-Page 279 & 388
  - ▶ Jefferson Park Playground-\$610,000 (\$510,000 expected donation)
  - ▶ Barker Farm Basketball Court-\$20,000
  - ▶ Smith Park Pavilion Roof-\$30,000
  - ▶ Koslo Park Grading/Seeding-\$15,000
  - ▶ Electric Panel Upgraded-\$8,000
  - ▶ Manitowoc Rd Trail Crack Fill/Seal-\$5,000
  - ▶ Province Trail Crack Fill/Seal-\$6,000
  - ▶ Trestle Trail Crack Fill/Seal-\$7,500

# Capital Improvements (Borrowing) - Page 278-281

- ▶ Police-\$340,000-Page 279 & 438
  - ▶ Public Protection Facility Roof-\$287,000
  - ▶ Shower Remodel-\$50,000
  - ▶ Dehumidification-\$3,000
  
- ▶ Streets-\$861,300-Page 280 & 463
  - ▶ Racine St Design
  - ▶ Lisbon, Eighth, Milwaukee, Appleton, Southfield, Jefferson, Baldwin
  
- ▶ Sidewalks-\$144,950-Page 280 & 462-463
  - ▶ Various Street Projects
  - ▶ Midway Road-Special Assessed
  - ▶ Sidewalk Replacement Program

# Capital Improvements (Borrowing) - Page 278-281

- ▶ Salt Shed Roof-\$45,000-Page 280 & 462
- ▶ Developer Projects-Page 330
  - ▶ Lake Park Heights Subdivision-\$1,212,900



# CITY OF MENASHA

## Assessed Tax Rates for Budget Years: 2013 - 2021

|           |                 | <i>Winnebago County</i>           |  |   | <i>Calumet County</i>             |  |   |
|-----------|-----------------|-----------------------------------|--|---|-----------------------------------|--|---|
| Levy Year | Budget Year     | City of Menasha Assessed Tax Rate | Amount   | % Change                                | City of Menasha Assessed Tax Rate | Amount   | % Change                                |
|           |                 |                                   | Change in Assessed Tax Rate from previous year | in Assessed Tax Rate from previous year |                                   | Change in Assessed Tax Rate from previous year | in Assessed Tax Rate from previous year |
| 2012      | 2013            | \$ 10.2236                        |  |   | \$ 10.1587                        |  |   |
| 2013      | 2014            | \$ 10.3401                        | \$ 0.1165                                      | 1.14%                                   | \$ 9.6268                         | \$ (0.5319)                                    | -5.24%                                  |
| 2014      | 2015            | \$ 10.1729                        | \$ (0.1672)                                    | -1.62%                                  | \$ 10.7137                        | \$ 1.0869                                      | 11.29%                                  |
| 2015      | 2016            | \$ 10.3383                        | \$ 0.1654                                      | 1.63%                                   | \$ 10.3590                        | \$ (0.3547)                                    | -3.31%                                  |
| 2016      | 2017            | \$ 10.5701                        | \$ 0.2318                                      | 2.24%                                   | \$ 10.6513                        | \$ 0.2923                                      | 2.82%                                   |
| 2017      | 2018            | \$ 10.8184                        | \$ 0.2483                                      | 2.35%                                   | \$ 10.7057                        | \$ 0.0544                                      | 0.51%                                   |
| 2018      | 2019            | \$ 10.8899                        | \$ 0.0715                                      | 0.66%                                   | \$ 11.0406                        | \$ 0.3349                                      | 3.13%                                   |
| 2019      | 2020            | \$ 9.6760                         | \$ (1.2139)                                    | -11.15%                                 | \$ 9.5211                         | \$ (1.5195)                                    | -13.76%                                 |
| 2020      | 2021 (Proposed) | \$ 9.7766                         | \$ 0.1006                                      | 1.04%                                   | \$ 9.8340                         | \$ 0.3129                                      | 2.83%                                   |

# Tax Levy Limit

- ▶ Proposed 2020 Tax Levy-\$10,498,251
  - ▶ Allowable Levy-\$10,423,690
  - ▶ Additional allowable increase (adjustment for previous year's unused levy)
    - ▶ -\$146,998
    - ▶ Proposing to use \$74,561 of allowable increase amount
- ▶ Levy greater than \$10,475,808 would require a 2/3 majority vote

**CITY OF MENASHA**  
**Calculation of Annual Expenditure Restraint Payment**  
**2019 - 2021 Budget Years**

| Line #   | 2019 Budget Limit<br>for 2020<br>ERP Payment | 2020 Budget Limit<br>for 2021<br>ERP Payment | 2021 Budget Limit<br>for 2022<br>ERP Payment |
|--|--|--|--|
| 1) Net New Construction during year                                  | \$ 10,771,900                                | \$ 10,814,200                                | \$ 7,241,300                                 |
| 2) 1/1/20xx Equalized Valuation                                      | \$ 1,117,040,500                             | \$ 1,177,560,800                             | \$ 1,196,723,000                             |
| 3) Percent Increase  | 0.964%                                       | 0.918%                                       | 0.605%                                       |
| 4) Adjustment Factor   | 60%  | 60%  | 60%  |
| 5) <b>Adjusted Percent Increase</b>                                  | <b>0.578%</b>                                | <b>0.551%</b>                                | <b>0.363%</b>                                |
| 6) Maximum Allowable Increase  | 2%   | 2%   | 2%   |
| 7) Your Growth Factor (lesser of Line 5 or Line 6)                   | 0.578%                                       | 0.551%                                       | 0.363%                                       |
| 8) <b>Consumer Price Index (increase from Oct. 1st - Sept. 30th)</b> | <b>2.4%</b>                                  | <b>1.9%</b>                                  | <b>1.4%</b>                                  |
| 9) <b>TOTAL BUDGET GROWTH LIMIT for Expend. Restraint Program</b>    | <b>3.0%</b>                                  | <b>2.5%</b>                                  | <b>1.8%</b>                                  |

|  |               |               |                     |
|--|---------------|---------------|---------------------|
| Previous Year's Expenditure Restraint ACTUAL Amount Used | \$ 17,990,922 | \$ 18,194,017 | \$ 18,629,887       |
| Expenditure Restraint Limit MAXIMUM Increase             | 3.0% 539,728  | 2.5% 454,850  | 1.8% <b>335,338</b> |
| Current Budget Year Expenditure Restraint MAXIMUM Amount | \$ 18,530,650 | \$ 18,648,867 | \$ 18,965,225       |

Computation of Actual Expenditure Restraint Amount Used:

|  |               |               |               |
|--|---------------|---------------|---------------|
| General Fund Budget Adopted (Proposed)                       | \$ 17,766,506 | \$ 18,196,140 | \$ 18,638,082 |
| Plus: Budget Carryforward Resolution into Next Year          | \$ 145,000    | \$ 138,893    | \$ -          |
| Plus: Recycling Fund Tax Levy                                | \$ 324,511    | \$ 336,854    | \$ 326,937    |
| Plus: Post Employment Sick Leave Tax Levy                    | \$ -          | \$ -          | \$ -          |
| Plus: Waverly Sanitary District Tax Levy                     | \$ -          | \$ -          | \$ -          |
| Less: Recycling Fee Payments                                 | \$ (42,000)   | \$ (42,000)   | \$ (44,100)   |
| Net Expenditures for Exp. Restraint Limit - ACTUAL           | \$ 18,194,017 | \$ 18,629,887 | \$ 18,920,919 |
| ACTUAL Percentage of Exp. Restraint Limitation Increase Used | 1.1289%       | 2.3957%       | 1.5622%       |

|                                 |                  |
|---------------------------------|------------------|
| <b>Exp. Limit Amount UNUSED</b> | <b>\$ 44,306</b> |
|---------------------------------|------------------|

# General Obligation Debt

- ▶ 12/31/18-\$31,573,216
- ▶ 12/31/19-\$27,365,585 (46.48% of limit)
- ▶ 12/31/20-\$37,568,491 (62.8% of limit)
  - ▶ Includes Public Works Facility Interim Financing
- ▶ 12/31/21-\$25,419,095 (41.15% of limit)
  - ▶ *estimate*



# Future Tax Rate Reductions

- ▶ 2022 Budget-Decrease \$.12 (Steam Plant Debt)
- ▶ 2024 Budget-Decrease \$.37 (Close TID #9)
- ▶ 2025 Budget-Decrease \$.04 (Close TID #4)
- ▶ 2028 Budget-Decrease \$1.05 (Steam Plant Debt)
  - ▶ Offset some by paying more towards USDA loan to payoff sooner
- ▶ 2030 Budget-Decrease \$.05 (Close TID #7)
- ▶ 2031 Budget-Decrease \$.25 (Remainder of Steam Plant Debt)