



**Village of Bellevue Board of Trustees  
SPECIAL MEETING AGENDA**

**October 15, 2019 12:00 P.M.  
3100 Eaton Road - Bellevue, WI 54311**

*Notice is hereby given that the Bellevue Village Board may take action on any item listed within this agenda.*

**Village Board**

Steve Soukup, President  
Adam Gauthier, Trustee  
Dave Kaster, Trustee  
Tom Katers, Trustee  
John Sinkler, Trustee

**Administration**

Diane Wessel  
*Village Administrator*

Karen Simons, *Director  
Finance/Clerk-Treasurer*

Andrew Vissers,  
*Director  
Community Development*

Vacant, *Director Public  
Works*

Jack Mlnarik, *Fire Chief*

Adam Waszak, *Director  
Parks, Recreation and  
Forestry*

**Our Values**

- Dedication
- Quality
- Innovation
- Responsiveness
- Accountability
- Integrity
- Leadership

**PLEDGE OF ALLEGIANCE**

**CALL TO ORDER**

**ROLL CALL**

**A. CLOSED SESSION**

1. Discussion/Possible Action Following Closed Session: Recruitment for Director of Public Works – Per Wisconsin State Statutes 19.85(1)(c), the Board may move into closed session when considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

**B. 2020 PROPOSED OPERATING BUDGET AND 2020-2024 CAPITAL IMPROVEMENT PLAN (CIP) WORK SESSION**

1. Discussion/Possible Action: The Village Board will be conducting a work session with Village staff to review the 2020 Proposed Budget and 2020-2024 CIP. The 2020 Budget and 2020-2024 CIP will be considered for final approval following a public hearing on November 12, 2019.

a) Proposed 2020 Operating Budget:

1. Discretionary Policy Decisions to Reduce Levy
2. 2020 Vehicle Operations & Maintenance (VOM)
3. Public Works
4. Utilities
5. Information Technology & Geographic Information Systems (GIS)
6. Parks, Recreation, & Forestry
7. Buildings and Grounds
8. Community Development
9. Public Safety
10. General Government
11. Capital Budget

b) Proposed 2020-2024 Capital Improvement Plan (CIP)

**C. PUBLIC COMMENT**

*Public comments must be limited to items NOT on the agenda; Comments will be limited to five minutes in length. Commentators must state name and address for the record. The Board's role is to listen and not discuss/debate comments nor take action of those comments at the meeting.*

**D. ADJOURNMENT**

NEXT REGULAR MEETING: WEDNESDAY – OCTOBER 23, 2019

*Posted and notified: October 11, 2019  
Karen M. Simons, Director of Finance /Clerk-Treasurer, Village of Bellevue*

*Any person wishing to attend who, because of disability, requires special accommodations should contact the Clerk/Treasurer at (920) 468-5225, 2828 Allouez Avenue, at least 48 hours prior to the meeting so arrangements can be made. Attachments or other documents referenced in this agenda are available for view or copying at the Bellevue Village Office, 2828 Allouez Avenue, during normal business hours; on the Village website; or by contacting the Clerk/Treasurer at (920) 468-5225.*



# MEMORANDUM

Date: October 11, 2019

**To:** Village Board  
**Fm:** Diane Wessel/Administrator  
**Re:** **Discretionary policy decisions for 2020 general fund budget**

### 1. Apply revenues from VOM sale of vehicles to general fund revenue: \$34,000

Based upon current VOM fund balance and the proposed vehicle replacement expenditures for 2020-2025, the fund is capable of sustaining emergency replacement of our most costly piece of equipment. Currently, revenue from sale of equipment is retained in the VOM fund. This action would direct the revenue into the general fund. The amount is estimated and assumes replacement of a pickup truck and the jet vacuum truck.

Policy consideration: VOM would be hard pressed to sustain multiple substantial breakdowns or emergency replacements. Applying sale of vehicles for a single fiscal year is safe, however it is not recommended for multiple fiscal years.

Possible motion: Motion to transfer revenue from the sale of vehicles from the vehicle operations and maintenance fund to general fund revenues.

### 2. Reduce levy contribution to VOM: up to \$45,520

Based upon current VOM fund balance and the proposed vehicle replacement expenditures for 2020-2025, the fund is capable of sustaining emergency replacement of our most costly piece of equipment.

Policy consideration: The draft 2020 budget as presented includes a general levy contribution of \$214,593 for vehicle operations, maintenance, repair, and replacement. After additional budget analysis, staff feel, the levy contribution to VOM could be reduced up to \$45,520 based on the current budget revenues over expenditures of the VOM fund.

Possible motion: Motion to reduce levy contribution to the Vehicle Operation and Maintenance fund by \$\_\_\_\_\_.

Revenues - expenditures	\$79,520
minus sale of equipment revenue	\$34,000
<b>Remaining revenues in excess of expenditures</b>	<b>\$45,520</b>

### 3. Eliminate capital levy: \$25,000

The capital levy is intended to reduce future additional debt that will be incurred due to the newly created special assessment subsidies.

Policy considerations: elimination of capital levy increases required future debt service, which is more costly than capital levy due to interest.

Possible motion: Motion to remove the capital levy from the Village of Bellevue 2020 budget.

**4. Reduce roundabout contracted maintenance: \$8,000**

Contracted roundabout maintenance could be reduced to once every 3 years, with minor maintenance done by village summer staff.

Policy considerations: shifts contracted services to internal, may negligibly reduce aesthetics between contracted maintenance, requires future commitment to fund contracted repair/maintenance in future years.

Possible motion: Motion to reduce public works contracted maintenance by \$8,000 and direct staff to incorporate a budgeted item of contracted round about maintenance every 3<sup>rd</sup> budget year.

**5. Storage area network server system replacement: \$27,500**

This project is to replace servers that are beyond their life expectancy with a storage area network system. The total cost of the project is estimated to be \$90,000. Staff could prolong the replacement for 1 year by purchasing extended warranties for existing servers, perform upgrades, budgeting ½ the general fund levy in year 2020, ½ the general fund levy in 2021, and purchase the server in year 2021. Costs associated with prolonging the purchase are estimated at \$2,000 (warranties and upgrades) and inflation.

Policy considerations: This may only occur if the board commits to completing the project in year 2021, including committing funds in the 2021 budget. Prolonging the project may result in increased costs due to inflation and labor availability.

Possible motion: Motion to reduce the transfer from general fund to IT Capital Reserves by \$27,500 and to commit funds in the 2021 operating budget, for an amount sufficient to complete the SAN server replacement.

Motion to modify the Capital Improvement Plan project IT13 to reflect expenditures in years 2020 and 2021.

2020 Draft budget funding of SAN replacement	
Total estimated cost	\$90,000
Minus IT reserve fund balance (established with recently adopted fund balance policy)	\$31,540
Minus estimated IT fund balance from 2019	\$3,460
New levy needed to fund remainder of project	<b>\$55,000</b>

Possible revision to 2020 budget to fund SAN replacement	
2020 budget	\$27,500
2021 budget	\$27,500
	<b>\$55,000</b>

## **6. Parking lot maintenance: \$25,000**

Budget area: contracted services in parks (\$8,000) and buildings and grounds (\$17,000). This budget item is for maintenance (crackfill, sealcoat, and stripe) of parking lots at 2828 Allouez Ave, Josten South, Tiger Court, and Bethel Park. Staff could complete striping of parking lots using existing paint that the village has on-hand. This would address the striping of the parking lots, but would not complete the

Policy considerations: The village is behind schedule in recommended parking lot maintenance. Continued postponement of regular maintenance can shorten longevity and increase overall costs.

Possible motion: *Motion to postpone regular parking lot maintenance and remove parking lot maintenance of 2828 Allouez Ave, Josten Park South, Tiger Court, and Bethel Park parking lots from the 2020 budget.*

## **7. Spring Creek Trail Study: \$22,000**

While this is a discretionary expenditure, staff strongly recommends against removing this from the 2020 village budget.

Policy considerations: the combination of removing the original planned trail from the Willow Glen development and not completing a study for an alternate route is inconsistent with the Comprehensive Outdoor Recreation Plan, the Strategic Plan, and the Bellevue Comprehensive Plan and past commissions and board decisions. The trail has been included in Village plans for decades, the Park Commission recommended proceeding with the study due to elimination of possibility of the trail being developed as originally planned, the village continues to grow in population looking for recreational opportunities and increased quality of life, and not proceeding will likely result in another missed opportunity.

Background: The Willow Glen plat includes the area that was identified as a linear park along Spring Creek. This linear park/trail has been in the Village's Comprehensive Outdoor Recreation Plan for over 20 years. In October 2018, the Park Commission recommended that easements be negotiated for a future trail as condition of the approval of the Willow Glen subdivision. The Village Board approved the preliminary Willow Glen subdivision with the understanding of inclusion of the trail corridor. In January 2019, the developer of Willow Glen requested the trail requirement be removed and the Village board approved the plat, with removal of the trail inclusion requirement. The motion passed 3 (Katers, Soukup, Kaster) -2 (Sinkler, Gauthier). At that time, President Soukup asked that the Park Commission study alternative options for the removed trail. The Park Commission reviewed a Scope of Services for a trail study and recommended approval and funding of the study by Village Board. Staff presented the Scope of Services and Park Commission recommendation to proceed with a trail study along Spring Creek at the June 26 Village Board meeting. At that time, the board directed staff to include a trail study in the 2020 CIP.

**8. Canoe/kayak launch repair/re-installation: \$8,000**

While this is a discretionary expenditure, staff strongly recommends against removing this from the 2020 village budget. The project is to repair and re-install the kayak launch located at Manderly Way and was damaged by spring flooding.

Policy considerations: a decision to not meet village responsibility of maintenance and repair of grant-funded/partnership projects and purchases could negatively affect relationships with partners and grant funding opportunities for future projects. Furthermore, elimination of an American with Disabilities Act recreational opportunity will also reflect negatively on the Village of Bellevue because the 2012 ADA audit revealed that the Village has very limited opportunities for persons with limited or restricted mobility.

Background: The Kayak launch was a grant funded project completed through a partnership of the Village of Bellevue, the Wisconsin Department of Natural Resources, and the Fox-Wisconsin Heritage Parkway. Grant proceeds totaled nearly \$45,000 for the purchase and installation of the kayak launch and signage. The only expenditure required by the Village of Bellevue was annual commitment of \$150 membership fees to the Fox-Wisconsin Heritage Parkway for 7 years, which was paid for by Cedar Corp. The launch was completed in the summer of 2015. The useful life of the launch is estimated to be 20 years. The Village agreed to the conditions of the Fox-Wisconsin Heritage Parkway when we accepted the gift of the launch. These conditions include commitment to maintenance and upkeep for at least 7 years.

From the Fox-Wisconsin Heritage Parkway ADA Launch Prospective Brochure/agreement: Your community will have responsibility for launch upkeep over the 7-year gifting agreement period with the FWHP.

FWHP will inspect the landing once a year and retain a "hold option". Should a unit not be properly maintained by a community, FWHP reserves the right to transfer the launch to another community...

	<b>Levy impact</b>	<b>tax rate impact</b>	<b>2020 Impact to homeowner</b>
<b>DISCRETIONARY POLICY DECISION</b>			
Apply revenue from VOM sale of vehicles to general fund revenue	\$34,000	\$0.03	\$5.03
Reduce levy contribution to VOM	\$25,000	\$0.02	\$3.70
Additional reduction of levy contribution to VOM	\$20,520	\$0.02	\$3.04
Eliminate capital levy	\$25,000	\$0.02	\$3.70
Reduce roundabout contracted maintenance to once every 3 years	\$8,000	\$0.01	\$1.18
Extend SAN over years 2020 and 2021	\$27,500	\$0.02	\$4.07
Parking lot maintenance	\$25,000	\$0.02	\$3.70
Spring Creek Trail Study	\$22,000	\$0.02	\$3.26
Canoe/kayak launch repair/re-installation	\$8,000	\$0.01	\$1.18