

Village of Holmen

2013 Annual Budget

La Crosse County, Wisconsin

To Be Adopted: 11/12/2012

**Nancy J. Proctor, President
Village of Holmen Board**

Village Trustees:

**Michael Dunham
Neal Forde
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Village of Holmen 2013 Budget

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Village of Holmen

2013 Budget Timeline

<u>Description</u>	<u>Date</u>
2013 Budget Requests Discuss w/ Committees	August 1 through August 7
Meet with Department Heads	August 13 through August 31
Discuss Draft Budget w/ Board (Sp. Village Bd.)	September 24 (Mon. 6:00pm)
Discuss Final Budget w/ Board (Sp. Village Bd.)	October 11 (Thurs. 6:00pm)
<i>Reserved (Sp. Village Bd. if needed)</i>	<i>October 15 (Mon. 6:00pm)</i>
Publish Proposed Budget	October 26
Public Adoption Meeting (Sp. Village Bd.)	November 12 (Mon. 6:00pm)
Finalize All Required Forms	November/December 2013
Submit Budget Documents to State and County	December 2013
Mail Tax Bills	December 2013

Village of Holmen
2013 Budget
Statement of Budget Priorities and Issues

The Village of Holmen is a community of 9,171 residents located approximately 7 miles north of La Crosse, Wisconsin. The Village maintains a number of departments to meet the needs of the community. Village departments include: Water, Sewer, Stormwater, Public Works, Zoning, Building Inspection, Police, Parks and Recreation, Library, Public Transportation and General Administration. The Village also participates in a joint Fire Department with the Townships of Holland and Onalaska and Joint Municipal Court.

Village Operational Mission Statement: To provide excellence in the delivery of municipal services, while preserving and enhancing the image of the community, through honest, fair, ethical, accountable and fiscally responsible leadership and team dedication.

Team Member Core Values: Integrity, Accountability and Credibility from: Honesty – Fairness – Professional Ethics – Respect – Dedication

General Priorities:

- Delivery of Outstanding municipal service and adherence to the Operational Mission
- Enhanced use of the Website and technologies that improve the quality of service, communication and cost impacts to the Village
- Economic development and land use planning; encouraging development within the 7 Bridges TIF District
- Development of the Southern Corridor; possible creation of TIF #3 (Hwy. HD improvements)
- Safe potable water supply
- Safe and compliant wastewater treatment
- Effective stormwater management
- Well maintained roads and streets, a well utilized public transportation system with community connectivity
- A well-equipped and trained Police Department
- A well-equipped and trained Fire Department and First Responders Unit
- Proper zoning and land division and a competent building inspection / compliance system
- Outdoor recreational activities accessible to all citizens
- Library access to all citizens
- Competent staff to administer local, state and federal rules and regulations; and proper administration of local elections

Issues:

- Levy increase only at “net new construction” levels
- Shrinking State funding; reduction in shared revenue, recycling and general transportation aides
- Growth in new infrastructure (increased demand), but increasing age of existing infrastructure and equipment
- Must complete a GO Bond to payoff \$2.5 million line of credit (facilities acquisitions & TIF); and consider approximately \$3 million more for long term capital improvements (street projects and connectivity) and development of the first facility.

Village of Holmen
Statement of Financial and Programmatic Policies and Goals
2013 Budget

The Village maintains a policy to completely fund its current year operating needs through the annual budget process. Capital projects are budgeted through a five-year plan in order to spread large costs out over a period of time. The Village maintains a fairly constant tax rate and avoids violent mill rate swings. Departments and programs are reviewed annually during the budget process. Additions to the departmental budgets due to increased growth or service demands are reviewed by the department heads and oversight committees. The Board takes final action on the consolidated budget.

Debt service payments are scheduled to have a minimal tax effect within the fastest payback period possible. It is the policy of the Village Board to not consume its future tax base with pure debt but to find a balance to best fit the tax burden of the Village taxpayer.

Historically, operating costs had generally been budgeted with an inflationary increase. These increases were adjusted annually based on the current consumer price index and local market conditions.

Additional employees are requested through the departmental budgeting process. Team members are hired to represent the values of the organization. It is the board's policy to be competitive within the employment market place when creating new positions, and maintaining its current employee base. Due to budget constraints and the lack of new revenue income, no additional employee positions will be added to the operational budget for any department in 2013. The budget does provide additional hours to the positions of Police Secretary and Clerk/Treasurer's Office/Administrative Assistant.

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Goals:

- Provide the best possible village services with the lowest possible cost and to promote the highest quality of life
- Provide resources to adequately fund village services
- Provide a well-equipped, staffed and trained working environment
- To respond to the needs of the community
- To fairly compensate employees
- To mitigate the tax burden to the greatest extent possible, while recognizing the need to spur development and increase the overall tax base

Village of Holmen
Statement of Departmental Goals and Objectives
2013 Budget

Department: Clerk/Treasurer, Records, Elections, Tax Assessments and Zoning

Services:

The department provides all administrative functions of the Village. Accounting, payroll, utility billing, citizen inquiry, tax collections, zoning administration, computer administration, budget preparation, insurance administration, debt administration, election administration, dog licensing, beer and liquor licensing, building permit applications, ordinance administration and enforcement and secretary functions for all departments except Police.

Goals:

The department maintains the following goals:

- Provide accurate and timely information to the public
- Conduct all activities of the office of Village Clerk
- Conduct all activities of the office of Village Treasurer
- Conduct all activities regarding those responsibilities for administrative oversight of the Village Utilities
- Conduct and provide oversight of all administrative operations regarding Payroll and Employee Resources
- Assist in the implementation of the Zoning Ordinance
- Act as a community resource for various inquiries
- Provide accurate and timely reports and information to Board members, Commission members and Department Heads
- Assist all departments when necessary
- Maximize paperless/wireless technology

Current Year Budget Implementation:

- Finalized the Village's intention to make the Office/Administrative Assistant a 1.0 FTE
- No additional requests

Village of Holmen
Statement of Departmental Goals and Objectives
2013 Budget

Department: Village Hall

Services:

The Village Hall provides space for all departments. It also provides meeting space for the Village Board, its committees and commissions. The Village Hall also provides space for a senior center, which is operated 5 days a week. Space is also provided to the Holmen Historical Society for historical displays.

Goals:

The department maintains the following goals:

- Provide adequate clean working spaces for the departments
- Provide adequate clean space for the Board and senior center
- Provide a community center that Holmen can be proud of

Current Year Budget Implementation:

- C/O Misc. Office Furnishings and Equipment/Needs (\$2,000)

TOTAL CAPITAL: \$2,000

**Village of Holmen
Statement of Departmental Goals and Objectives
2013 Budget**

Department: Police

Services:

The police department provides 24-hour coverage to the Village residents for police protection. The police also act as the head of the Village emergency service unit.

Goals:

The department maintains the following goals:

- To adequately train and equip police officers
- To provide 24 hour police protection
- To provide excellent community support
- To have the ability to handle emergency situations
- Provide reliable emergency sirens to all Village residents

Current Year Budget Implementation:

- Increase hours to the Police Secretary (10 additional hours per week)
- Operational increase for K-9 and other minor operational increases
- Expense increase due to Workers Compensation and Insurance
- C/O Replace and outfit new squad (\$27,000)
- C/O 2 AR-15 rifles with night sights (\$3,000)
- C/O Install Quickvoice and Smart Input to computers (\$2,400)
- C/O Portable surveillance equipment (\$2,000)

TOTAL CAPITAL: \$34,400

Village of Holmen
Statement of Departmental Goals and Objectives
2013 Budget

Department: **Fire**

Services: The fire department provides 24-hour volunteer fire protection to the Village of Holmen, Town of Holland and Town of Onalaska. The department also provides a first responders unit for emergencies.

Goals: The department maintains the following goals:

- To adequately train and equip firefighters
- To provide 24 hour fire protection
- To provide excellent community support
- To have the ability to handle emergency situations

Current Year Budget Implementation:

- None. Maintain the District Budget within a stable and fair amount so as to match current Village investment.

Village of Holmen
Statement of Departmental Goals and Objectives
2013 Budget

Department: Building Inspection

Services: The building inspection department provides inspections for all new construction, remodels and additions. The department also provides support to the administrative and public works departments for zoning and deterioration issues.

Goals: The department maintains the following goals:

- Provide professional inspector for all residential and commercial construction
- Stay current on all building codes
- Subcontract Building Inspection services
- Staff Coordination amongst Building Inspector, Public Works and Zoning Administration

Current Year Budget Implementation:

- None. Maintain a fair and equitable contract.

Village of Holmen
Statement of Departmental Goals and Objectives
2013 Budget

Department: Parks, Pool and Recreation

Services:

The park department provides recreational and social opportunity for all age groups, including spring, summer, fall and winter programming. The department maintains a number of neighborhood and community parks and recreational facilities including the Holmen Area Aquatic Center.

Goals: The department maintains the following goals:

- Provide recreational and social programs for all age groups within the Village
- Provide well maintained neighborhood and community parks and facilities
- Provide a well maintained aquatic facility
- Provide well trained and equipped staff
- Maintain Halfway Creek Bike Trail

Current Year Budget Implementation:

- Annual Bike Trail Maintenance via use of Trail Funds
- Throughout the year, P&R Committee will discuss additional use of Park Development Funds (up to \$180,000)
- **TOTAL PARKS CAPITAL: \$32,700**
 - C/O Tool Cat Replacement (\$2,000)
 - C/O Broom 68" for Tool Cat (\$4,000)
 - C/O Scissors Lift (\$5,000)
 - C/O Remodel Restrooms in Deer Wood (\$2,000)
 - C/O Convert Boiler Deer Wood (\$6,000)
 - C/O Z-Track Mower (\$13,700)
- **TOTAL RECREATION CAPITAL: \$2,200**
 - C/O Quick Start Tennis Lines in Deer Wood (\$2,200)
- **TOTAL AQUATIC CAPITAL: \$15,700**
 - C/O Pool Water Heater (\$8,000)
 - C/O Pool Chemical Controller (\$2,500)
 - C/O Lane Lines (\$2,500)
 - C/O Pool Mat Replacements (\$2,700)

**Village of Holmen
Statement of Departmental Goals and Objectives
2013 Budget**

Department: Public Works

Services:

The public works department performs the following services: snow removal, street signage, street painting, street maintenance and replacement administration, engineering, alley, curb and gutter and sidewalk maintenance and equipment maintenance.

Goals:

The department maintains the following goals:

- Provide safe, well maintained streets, alleys, sidewalks and multi-use trails
- Provide for well-maintained public right-of-ways
- Provide for a rotating street replacement plan
- Provide well trained and equipped employees
- Provide a means of public transportation

Current Year Budget Implementation:

- | | |
|---|-------------|
| • C/O Replacement (Trade-in) of Bobcat | (\$2,000) |
| • C/O DPW Vehicle (1/4 of \$37,500 = \$9,375) | (\$9,375) |
| • C/O Alley from Robert to Legion | (\$18,000) |
| • C/O Commerce Street from N. Star to W. end | (\$174,240) |
| • C/O Union Street, All | (\$89,760) |
| • C/O E. Roberts Street Sidewalk from 1 st Ave E. to 2 nd Ave. E. | (\$3,000) |
| • C/O 2 nd Ave. E. Sidewalk from Peterson to Anderson | (\$1,500) |
| • C/O Sandlake Road Engineering | (\$66,000) |

TOTAL CAPITAL: \$363,875

**Village of Holmen
Statement of Departmental Goals and Objectives
2013 Budget**

Department: Planning, and Community and Economic Development

Services: The Planning, and Community and Economic development department provides the initiative to plan and fund economic development within the Village.

Goals: The department maintains the following goals:

- Implement the policies of the Village's Comprehensive Plan
- Continue to develop zoning ordinances that are consistent with the Comprehensive Plan
- Provide support for economic development within the Village of Holmen
- Provide support for all planning and community development functions of the Village
- Provide support for all redevelopment opportunities in the Village
- Finalize and implement the plan for the investment of Public Facilities
- Promote development of Village of Holmen TID #2 and the Holmen Drive Corridor
- Possible creation of TID #3 (Hwy. HD improvements)
- Continue to build social and economic capacity by enhancing local and regional partnerships
- Support annexation and the consolidation of services when possible

Current Year Budget Implementation:

- Costs associated with the implementation of the Comprehensive Plan and TIF Studies (\$10,000)
- Costs associated with ED, participation in LADCO and Joint Tourism Groups (\$10,000)
- Costs associated with the implementation of an Impact Fee Needs Assessment and Study (\$10,000)

TOTAL CAPITAL: \$30,000

Village of Holmen
Statement of Departmental Goals and Objectives
2013 Budget

Department: **Library**

Services: The library department provides a well-stocked facility that is open to all area residents.

Goals: The department maintains the following goals:

- Provide a well maintained library facility to all Village residents
- Continue to facilitate development of a new library location

Current Year Budget Implementation:

- C/O New Chairs (\$1,500)
- Finalize a property location for a new library and begin investment in site needs, design

TOTAL CAPITAL: \$1,500

Village of Holmen
Statement of Departmental Goals and Objectives
2013 Budget

Department: Storm Water Management Utility

Services: Provide a mechanism and the means to protect local water resources including: street sweeping, weed and grass control, storm sewer administration, brush chipping and compost site maintenance.

Goals: The department maintains the following goals:

- Provide water quality and shore land protection along streams and lakes.
- Maintain the storm water management system.
- Planning for growth in the Village and future storm water management needs.
- Complying with new storm water management regulations.
- Correcting deferred maintenance of storm water management systems.
- Provide direct oversight and planning to all new construction/development re: stormwater management requirements
- Provide timely brush removal and chipping

Current Year Budget Implementation:

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|--|------------|
| • C/O Sandlake Road Engineering Design | (\$35,000) |
| • C/O BMP Design/Construction | (\$ 5,000) |
| • C/O Streambank Stabilization - annual | (\$ 5,000) |
| • C/O NR216 Compliance Fund (stormwater discharge) | (\$ 2,000) |
| • C/O Stormwater Engineering for Deer Wood Park | (\$10,000) |
| • C/O DWP vehicle replacement (1/4 th cost) | (\$ 9,375) |

TOTAL CAPITAL: \$66,375

**Village of Holmen
Statement of Departmental Goals and Objectives
2013 Budget**

Department: Water Utility

Services: Provide a safe supply of drinking water and fire protection

Goals: The department maintains the following goals:

- Provide a safe drinking water supply as cost effectively as possible
- Provide for fire protection with adequate flow through hydrants and mains

Current Year Budget Implementation:

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|---------------------------------------|------------|
| • C/O DPW vehicle replacement | (\$9,375) |
| • C/O Reservoir cleaning & inspection | (15,000) |
| • C/O Water meter change outs | (\$32,000) |
| • C/O Spot water repairs | (\$10,000) |

TOTAL CAPITAL: \$66,375

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|--|-------------|
| • Possible water main construction on Hwy. 35 | (\$135,000) |
| • Borrow reserve funds to cover 50% TIF Expenses | (\$55,000) |

TOTAL POSSIBLE FROM RESERVE: \$190,000

**Village of Holmen
Statement of Departmental Goals and Objectives
2013 Budget**

Department: Sewer Utility

Services: Provide treatment of the Village's waste water

Goals: The department maintains the following goals:

- Provide for environmentally safe and cost efficient treatment of the Village's waste water.

Current Year Budget Implementation:

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|--|------------|
| • C/O DPW vehicle replacement (1/4 th cost) | (\$9,375) |
| • C/O Facilities Plan Contract-remaining balance | (\$15,000) |
| • C/O Spot sewer repairs | (\$7,500) |
| • C/O Lift Station upgrades | (\$25,000) |
| • C/O Replace WWTP Headworks auger | (\$5,000) |
| • C/O Commerce Street Project | (\$5,000) |

TOTAL CAPITAL: \$66,875

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|--|-------------|
| • Hale Lift Station Replacement | (\$175,000) |
| • Borrow reserve funds to cover 50% TIF Expenses | (\$55,000) |

TOTAL POSSIBLE FROM RESERVE: \$230,000