

Village of Holmen

2014 Annual Budget

La Crosse County, Wisconsin

To Be Adopted: 11/14/2013

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

Village Trustees:

**Rich Anderson
Bill Ebner
Neal Forde
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Village of Holmen 2014 Budget

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Village of Holmen

2014 Budget Timeline

<u>Description</u>	<u>Date</u>
2014 Budget Requests Discuss w/ Committees	August 1 through August 6
Meet with Department Heads	August 12 through August 16
Discuss Draft Budget w/ Board (Sp. Village Bd.)	September 30 (Mon. 6:00pm)
Discuss Final Budget w/ Board (Sp. Village Bd.)	October 10 (Thurs. 6:00pm)
<i>Reserved (Sp. Village Bd. if needed)</i>	<i>October 14 (Mon. 6:00pm)</i>
Publish Proposed Budget	October 25
Public Adoption Meeting (Sp. Village Bd.)	November 14 (Thurs. 6:30pm)
Finalize All Required Forms	November/December 2013
Submit Budget Documents to State and County	December 2013
Mail Tax Bills	December 2013

**Village of Holmen
2014 Budget
Statement of Budget Priorities and Issues**

The Village of Holmen is a community of 9,288 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 the Budget includes approximately \$3 million more for the development of the new Police Station.

Village of Holmen
Statement of Financial and Programmatic Policies and Goals
2014 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. This Budget includes a GO Bond to payoff \$2.5 million line of credit (facilities acquisitions & TIF); and approximately \$3 million more for the development of the new Police Station.

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, adding new employee positions should be done with caution. This proposed 2014 Budget allows for the addition of a new FT Police Officer and a PT Public Works Laborer, both beginning on July 1, 2014.

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

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
2014 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:

- C/O Election Machines (\$12,100)
- No additional requests

Village of Holmen
Statement of Departmental Goals and Objectives
2014 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:

- No additional requests

**Village of Holmen
Statement of Departmental Goals and Objectives
2014 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:

- Addition of new FT Police Officer, beginning July 1, 2014
- Compensation adjustments to conform to new Labor Agreement
- Expense increases for annual gas, training, attorney and equipment
- C/O Replace copy machine (\$7,500)
- C/O Purchase new police shield (\$2,500)

TOTAL CAPITAL: \$10,000

Village of Holmen
Statement of Departmental Goals and Objectives
2014 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
2014 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
2014 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:

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|---|------------|
| • Costs associated with Annexation, Planning and TIF Studies | (\$20,000) |
| • Costs associated with ED, participation in LADCO and Joint Tourism Groups | (\$10,000) |

**Village of Holmen
Statement of Departmental Goals and Objectives
2014 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:

- None
- Finalize building and site design in tandem with Police Station

TOTAL CAPITAL: None

**Village of Holmen
Statement of Departmental Goals and Objectives
2014 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 Jetter / Vac Truck (Split w/ Sewer & Water) | (\$50,000) |
| • C/O Spot Storm Sewer Repairs | (\$5,000) |
| • C/O Stormwater Engineering for Sand Lake Rd. | (\$10,000) |
| • C/O Bobcat replacement (1/4 th cost) | (\$375) |

TOTAL CAPITAL: \$65,375

**Village of Holmen
Statement of Departmental Goals and Objectives
2014 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:

- C/O Bobcat replacement (1/4th cost) (\$375)
- C/O Jetter / Vac Truck (Split w/ Sewer & Water) (\$50,000)
- C/O Well #5 & #6 Inspection & Restoration (\$50,000)
- C/O Water meter change outs (\$38,000)

TOTAL CAPITAL: \$138,375

- Borrow reserve funds to cover 50% TIF Expenses (\$55,000)

TOTAL POSSIBLE FROM RESERVE: \$55,000

**Village of Holmen
Statement of Departmental Goals and Objectives
2014 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:

- | | |
|--|-------------|
| • C/O Bobcat replacement (1/4th cost) | (\$375) |
| • C/O Jetter / Vac Truck (Split w/ Storm & Water) | (\$260,000) |
| • C/O North Star Lift Station Pumps | (\$25,000) |
| • C/O Engineering Force Main for new Station Costs | (\$200,000) |

TOTAL CAPITAL: \$485,375

- | | |
|--|------------|
| • Borrow reserve funds to cover 50% TIF Expenses | (\$55,000) |
|--|------------|

TOTAL POSSIBLE FROM RESERVE: \$55,000