



Meeting:	Finance Committee
Place:	1293 Washington Ave., Cedarburg
Date/Time:	May 18, 2018 / 1:00 PM
Web Page:	www.town.cedarburg.wi.us
Posted:	May 17, 2018

Chair	Wayne Pipkorn	Town Administrator	Tim Rhode
Supervisor	Thomas Esser	Town Clerk/Asst. Administrator	Eric Ryer
Supervisor	Bill Wattson	Director of Public Works	Adam Monticelli
		Town Treasurer	Charles Pretty
		Deputy Town Clerk	Bonnie Erickson
		Town Attorney	Brad Hoeft

1. **CALL TO ORDER/PLEDGE OF ALLEGIANCE**
2. **Discussion and possible motion approving minutes from the 11/29/17 Finance Committee meeting**
3. **Discussion and possible motion regarding a financing for the Cedarburg Sports Complex**
4. **Update on the purchase of a new ASL refuse truck**
5. **ADJOURNMENT**

Notes:

A quorum of Town Board of Supervisors, Plan Commission, Parks & Recreation Committee, and/or Landmarks Commission may be present at this meeting for the purpose of gathering information and possible discussion on items listed on this agenda. However, unless otherwise noted in this agenda, no official action by any of the boards/commissions/committees listed above will be taken at this meeting.

**TOWN OF CEDARBURG
FINANCE COMMITTEE MEETING MINUTES
November 29, 2017**

Present: Wayne Pipkorn, Bill Wattson, Thomas Esser
Also Present: Tim Rhode, Town Administrator, Adam Monticelli, DPW, Eric Ryer, Asst.
Administrator/Clerk

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE

Chairman Pipkorn called the meeting to order at 1:00 p.m.

2. Discussion and possible motion approving minutes from the 10/25/17 Finance Committee meeting

Supervisor Esser moved to approve the minutes from October 25, 2017. Supervisor Wattson seconded, and the motion passed unanimously.

3. Discussion and possible recommendation regarding Town refuse/recycling

Administrator Rhode and Director of Public Works Monticelli stated that at the October Finance Committee meeting, direction was given by the Committee to research dual stream refuse collection and recycling. Since that time, staff contact two vendors to discuss the cost differential between a single stream and dual stream truck. Both vendors stated the price upgrade from a single stream to dual stream truck is approximately \$40,000 - \$50,000. Staff also explained another option moving forward after the Waste Management recycling collection contract expires in 3.5 years is to provide the service via an additional Public Works employee and truck. This option could possibly provide a higher level of service. The consensus of the Committee was to take no action at this time, and further research in future years.

4. Discussion and possible recommendation on the 2018 Town of Cedarburg Budget

Administrator Rhode noted there were few updates to provide since the last Finance Committee meeting other than the health insurance renewal rate should be received soon.

Seeing there were no substantive updates to the budget since the previous meeting, and noting the Committee recommended the proposed budget move forward as drafted at their October meeting, the Committee took no action at this time.

5. ADJOURNMENT

Supervisor Esser made a motion that was seconded by Supervisor Wattson to adjourn. The motion carried unanimously, and the meeting adjourned at 1:24p.m.

Respectfully Submitted,

Eric Ryer
Asst. Administrator/Clerk



Meeting Date: 5-18-18
Agenda Item: 3

TOWN BOARD OF SUPERVISOR MEETING MEMORANDUM

TO: Wayne Pipkorn, Chairman
Finance Committee

FROM: Tim Rhode, Town Administrator

MEMO WRITTEN: May 15, 2018

SUBJECT: **Agenda Item # 3:** Discussion and possible motion regarding financing for the Cedarburg Sports Complex

BACKGROUND

At their May 12th special meeting, the Town Board approved an offer to purchase 33.715 acres of property known as lot #4 of the Certified Survey Map that divided the parent parcel located at 8611 STH 60 for \$300,000, to spend up to an additional \$180,000 on property site improvements to be held in escrow, and to continue to negotiate for repayment of site improvements upon sale of lot #3. This project has become known as the Cedarburg Sports Complex.

Following that action, Town staff reached out to three architecture/engineering firms to gauge their interest in submitting proposals/qualifications to assist with initial concept planning for the Cedarburg Sports Complex. The three firms were RA Smith National, Groth Design Group, and Mayer-Helminiak. Staff met with individuals from each firm to discuss expectations for services and deliverables. The firms then composed and submitted their proposals to the Town.

During the 2018 Budget process, the Finance Committee met to discuss two important items for the project. First, the funding sources, and second, the cost of the project. I have attached the handout from that meeting as a historical reference. The November 2017 Finance meeting set forth the direction to refine the revenues and costs during the evolution of the project. Over the last 6 months, Elected Officials, Committee members, Staff, and consultants have been refining and finalizing the detail site plan, design, and cost of the project. As of this meeting, the process is complete and the project is out for bid. Thus, it's time to come full circle and return to the Finance Committee to update and finalize the funding and cost of the Sports Complex in anticipation of the bid opening and the awarding of the contract.

FUNDING OF THE CEDARBURG SPORTS COMPLEX

Over the last 8 months, the Town Staff has been honing the funding options which have been discussed for the Sports Complex. Cedarburg Sports Complex Budget, Exhibit B, has a full listing of the budget. As each step in the process became more defined, it allowed staff to get a better outline of the funding needs. The 5 major categories of funding for the project include:

- 1) General Fund Borrowing
Town Board took action to secure 1.6 million in State Trust Fund Loan
- 2) Impact Fees
The Town has collected impact fees from new residents for capital projects
- 3) Donations
The Park and Rec Committee is finalizing materials for donations
- 4) Grants
The Town has two grant applications submitted
- 5) General Fund Reserve
The Town has \$241,000 in Capital Projects Reserve

COST OF THE CEDARBURG SPORTS COMPLEX

The Cost of the project has been fluid as the site design, site plan, and finish products have evolved and adjusted based on the Committee designs and permitting process. The Town is ready to bid the project and has identified the key costs (keep in mind some are engineer's estimates). The Town will know the General contracted base bid for phase #1 on May 31st, @ 10 AM in Town Hall during the bid opening.

- 1) Site/Acquisition Cost
- 2) General Contract Bid with Alt's Phase # 1
- 3) Soft Cost
- 4) Field Build Out Phase #2

Please review the estimated cost outlined in Exhibit B.

NEXT STEPS

Following the Bid opening on May 31st, 2018, the Town Staff including the Town Attorney will review the bids and select for approval of the Town Board a general Contractor for phase #1 during our Town Board Meeting on June 6th, 2018.

ACTION REQUESTED

Staff requests the Finance Committee discuss and approve the financing plan for the Cedarburg Sports Complex.

ATTACHMENTS

- I. Finance Committee Funding Document from November 2017
- II. Exhibit B Cedarburg Sports Complex Budget 2018
- III. Site Plan layout

Sports Complex Concept Funding Plan



1

Land Acquisition/Improvements	
Land Purchase 33 acres May of 20	300,000
Common Improvements/Road	\$180,000
Recovery of 60K with Retail Lot Sal	(\$60,000)
Total Land/Improvements	420,000

Use of Reserves/Impact fee's
This phase has already been paid off

2

Phase # 1 Construction of Sports Complex		
Page	Description	Cost
1	Grading, Restoration & Drainage	\$755,860
2	Small Ballfield 200FT Outfield	\$122,450
4	Soccer/Flag Football Site	\$19,800
5	Landscaping	\$34,500
6	Electrical Service	\$100,000
7	Miscellaneous	\$213,250
	Subtotal	\$1,245,860
	Engineering Fee's and Permits	\$124,586
8	Contingency 15%	\$186,879
8	TOTAL	\$1,557,325

Town could borrow the money
Use of State Loan/Local Loan paying \$325,000/year off

3

Phase # 2 Build Out Sports Complex	
Description	Cost
Small Ballfield 200FT Outfield	\$122,450
Soccer/Flag Football Site Lights	\$100,000
Lighting Fields (2)	\$250,000
Miscellaneous	\$213,250
Subtotal	\$685,700
Contingency 15%	\$102,855
TOTAL	\$788,555

Phase # 2 Build Out Option could be all
Donations & Naming Rights No Use of Tax Dollars

Funding Sources

Key Revenue Sources Options	Description	Amount \$
Town Borrowing (State Loan, Local Loan)	The Town could borrow for phase #1 of the construction as it currently has about \$325,000 in debt service tax levy each year	TBD
Impact Fee's	The Town could use Current and Future Impact fee's to pay towards the Park and Recreation Project	\$150,000
Donation	The Town has started and will continue to work on Donation/naming rights to the facility with the park and Recreation Committee	TBD
Grants	The Town has identified several Grant opportunities and will apply for 2018 as well as future years based on our needs	TBD
General Fund Reserve	The Town has a General Fund Reserve which was used to cover the initial cost of the land for the project. The Town could use approximately 185,000 and still be at our required level of cash reserve	\$185,000
Referendum New Tax/Fee (No Recommended)	The Town always has the option to go out to the General Electorate of the Town and ask for a new tax to cover the cost.	TBD

Draft Plan for Discussion

The following is a draft financing structure for the Cedarburg Sports Complex. This document identifies the major cost and revenue sources that make up the current project plan. This plan is crafted by the Staff of the Town of Cedarburg and is intended to act as starting point for the discussion on how best to fund this project and at what level it should be funded. Again, this draft plan is intended to be a starting point for discussion based on the Staff's knowledge of our financial position and resources.

Draft Plan for funding the Cedarburg Sports Complex for discussion purposes would be as follows:

Land and Road Improvements

For the land acquisition, the Town has used a part of our 1.3 million dollar cash reserve up to this point. The Town has the option to borrow the funds to pay back our General Fund Reserve.

Phase #1 of Construction of Cedarburg Sports Complex

This part of the project would be the most difficult to acquire donations or grants as it mainly consists of infrastructure improvement. Moving dirt, building gravel road ways and parking lots. Additionally building the storm water and drainage for a 33 acres sports complex. This would also include engineering cost and permitting fees with the County and the State. This part of the project would be required to be bid out as a public project for items that the Town Staff are unable to do with our equipment and personal or subcontract ourselves. This phase #1 of the project accomplishes two rec baseball fields for our Little League program as well as space for our Flag Football and Soccer programs.

For this Phase I would plan to use \$150,000 of our impact fees and would borrow from either a local bank or the State of Wisconsin Land Trust Fund. Both could offer a low interest rate with flexible payment terms. As the Town has pre-paid our current debt back in April of 2017, we could use the \$325,000 of Tax Levy Debt Service to pay of this loan over the course of the next 4-5 years.

Phase #2 of the Construction of the Cedarburg Sports Complex

This phase of the project has more of the finishing items of the complex like additional fields, lighting, concession stands and playgrounds. These items may be more attractive for local businesses or generous members of the community to make donations to help cover the cost, and or naming rights.

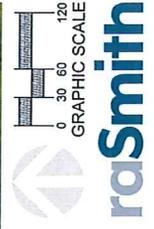
CEDARBURG SPORTS COMPLEX BUDGET 2018

Cedarburg Sports Complex Revenues

General Obligation Debt	\$1,350,000
Impact Fee's	\$280,000
Donations	\$0
Grants	\$0
Proceeds from Land Sale Lot #3	\$90,000
General Fund Project Reserves	\$241,000
Projected Revenue Total	\$1,961,000

Cedarburg Sports Complex Cost

Site/acquisition Cost	\$512,000
Phase # 1 General Contract Public Bid	~ \$1,085,000
Phase # 2 Field Amenities	
LL Fields 27k/per Field	\$108,000
Tee Ball Fields All 4 Fields	\$20,000
Pole Building Storage 40 X 60	\$80,000
Wells and Pumps	\$20,000
Soft Cost	
Engineering	\$98,000
Legal	\$5,000
Contigency	\$13,000
Dirt Purchased	\$20,000
Projected Cost Total	\$1,961,000



Cedarburg Sports Complex

Site Plan Rendering

FINANCE COMMITTEE MEETING MEMORANDUM

TO: Wayne Pipkorn, Committee Chair
Finance Committee

FROM: Adam Monticelli, Director of Public Works

MEMO WRITTEN: May 15, 2018

SUBJECT: Agenda Item #4: Update on the purchase of a new ASL refuse truck

BACKGROUND

The Town Board approved funds in the 2018 budget to purchase a new ASL refuse collection truck. The account utilized for this purchase will be the 2018 Capital Projects Fund. To date we've tested two refuse trucks during a week long process and have one more demonstration scheduled to be completed within the next two weeks. Staff is currently leaning towards one specific cab, chassis and packer based on the information and demonstrations we've completed. A final decision will be made once the last demonstration is completed. Specifications for the new packer are currently in the process of being completed and will be ready in time to be bid.

STAFF ANALYSIS

Once staff has completed all demonstrations a final specifications sheet will be developed and advertised for closed bids. Upon completion of the bidding process staff will bring a recommendation to the Town Board for final approval. An estimation of \$300,000 is what town staff expects to see during the process. Staff is targeting the process of bid opening and board approval to be completed by the July Town Board meeting.

An estimate of when the new truck will be onsite and operating as a town asset is TBD based on production from the factory, however, "as soon as possible" is our targeted date.

RECOMMENDATION

No recommendation at this time.

ACTION REQUESTED

No action requested.