

NOTICE OF PUBLIC MEETING

A public meeting will take place at the time and place indicated below. The meeting is open to the public in keeping with Chapter 19, Subchapter IV, 1985 Wisconsin Statutes (Open Meeting Law).

Government Unit Conducting Meeting:

Finance Committee

Date: July 28, 2025

Time: 4:00 p.m.

Place: 410 Division Street – 2nd Floor Conference Room

AGENDA

1. Call to Order
2. Review Quarterly Financial Report
3. Discussion on Capital Improvement Plan
4. Adjourn

Posted: July 18, 2025

Prepared By: Shannon Greenwood, Clerk

Services are provided on an Equal Opportunity basis. Reasonable accommodation for alternative means of communication or access for individuals with disabilities will be made upon request. Please call 715-762-2436.



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Park Falls, WI 54552
Phone (715)762-2436 Fax (715) 762-2437
www.cityofparkfalls.com

To: Honorable Mayor and Finance Committee Members

From: Scott J. Kluver, Administrator *SSK*

Re: Initial Capital Planning

Date: July 21, 2025

Enclosed you will find a copy of the recently approved policy, and a rough listing of future proposed capital projects/expenses, and a very rough copy of the funding plan for 2026. These last two documents are very much works in progress; however, I believe it will give you a start on planning for 2026. Does the format make sense to you? Is there something different you would like to see? As we move forward with this, we can add additional details for future years and work to do a borrowing for a larger capital projects in two to three years. These documents are intended as a start to our new process, and we can refine and talk through the requests with the department heads at a future meeting as we work through it.

City of Park Falls Capital Planning Policy

(Approved 031025)

Purpose

In order to promote consistency and continuity in decision making related to capital improvement planning and to set the general parameters within which capital spending decisions are made, the following policy is established for the City's Capital Improvement Plan (CIP). As a matter of general policy, the goals of the Capital Planning Policy are:

- Provide guidance to management and the Common Council in regards to the CIP process
- Establish an order of precedence and completion
- Establish a timeline for the annual update process

Definitions

1. Capital Improvement Plan (CIP) – a blueprint for planning the City's capital expenditures. It coordinates the schedule of capital improvements and related financing and will be used as a management tool for the budget and planning process.
2. Capital Improvement – the purchase, construction, major repair, reconstruction or replacement of capital items such as: buildings, equipment, vehicles, roadways, culverts, storm sewers, or parks. The projects are usually of high cost (valued at \$5,000 or greater) and have a useful life of several years.

Capital Improvement Plan Process

Updates are made annually to the CIP. Approval of the CIP is not a commitment to finance approved projects, but is a statement of policy regarding the City's approach to meeting its future capital needs.

1. The City Administrator in conjunction with the Treasurer shall be responsible for coordinating the CIP process.
2. Projects should generally be foreseen ahead of time, preferably 2+ years to allow time for planning long-term financing strategies or methods.
3. Departments shall close or update prior year capital projects and identify new capital or funding needs.
4. Departments shall identify and develop new capital projects based upon identification by residents, the Common Council, administration priorities, and regional issues.
 - a. Department Heads shall complete a CIP planning worksheet for each initiative they are submitting for inclusion in the current plan. Each worksheet includes the name of the project, department, brief description, reason for the improvement/replacement, timeline, prioritization, project costs, and funding sources for the proposal.
5. The City Administrator and/or Treasurer will compile the planning worksheets and

present the proposed projects to the Finance Committee.

6. The Finance Committee will evaluate the requests and make a recommendation on a project's inclusion within the plan to the full Council.
7. Capital Improvement Plan is updated and approved by the Common Council.

The following timeline is recommended as the timeline guide for preparation of the annual update to the City's Capital Improvement Plan:

- | | |
|----------------|---|
| May- July – | Department Heads work on and submit capital requests for the future |
| July - August– | Finance Committee reviews and deliberates a recommendation to incorporate into a new Capital Improvement Plan |
| October - | Council adopts the Capital Improvement Plan |

Project Prioritization

Capital project requests and needs typically exceed available financing, and therefore have to be prioritized using the following scale:

1. Mandatory – The project is mandated by Federal or State law, regulation, court order, municipal agreement, contract, or it is an immediate health and safety issue that must be addressed.
2. High Priority – Project is likely a health and safety issue or may significantly affect operations or services that the City must address, at a minimum, within the next two to three years.
3. Average Priority – Project is highly desired, but is likely not a health or safety issue. The City should address this project at least within the next five years.
4. Fairly Low Priority – Project is more desirable than necessary and could be deferred several years before becoming an average or high priority.
5. Future Consideration – Project is clearly a long-term request; which is not necessary within the five-year planning period.

Capital Improvement Fund Financing

The financing of capital projects includes a variety of potential funding sources. The use of the following revenue sources is evaluated as part of the CIP process:

- | | | |
|----------------------------|---------------------------|-----------------------------|
| • Property Tax Levy | • Grants | • Intergovernmental |
| • User fees and charges | • Developer Contributions | • Financing |
| • Debt issuance | • Impact Fees | • Tax Incremental Financing |
| • Fund Balance or Reserves | • Donations | • Special Assessments |

Policy Considerations

Once the annual Capital Budget has been approved in December, Department Heads do not need further Council approval before implementing capital purchases, so long as bids/estimates come in at or below budgeted amount and a funding plan is in place. If bids/estimates come in higher, Department Heads must get Council approval before purchase is allowed. If bids/estimates come in lower than budgeted, any excess will be kept in the Capital Fund fund balance. Use of this fund balance for other projects must first be brought to the Council for approval. Council approval is also needed if a Department Head wishes to select a bid/estimate other than the lowest. In this process, it is noted that the Council retains its right to accept or reject any bids when the bidding process is used.

If an emergency capital purchase arises, an amendment would be made to the current year's budget, but not the Capital Improvement Plan.

CAPITAL WISH LIST

DPW EQUIPMENT											
YEAR	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2036
Air Compressor					\$60,000.00						
Front End Loader and Plow				\$330,000.00							
Tractor Backhoe					\$250,000.00						
Toolcat								\$100,000.00			
Mobile-Air-Compressor											
Motor Grader						\$300,000.00					
Wood Chipper									\$150,000.00		
Crack Sealer						\$100,000.00					
Compactor						\$5,000.00					
TOTAL	\$0.00	\$0.00	\$0.00	\$330,000.00	\$60,000.00	\$250,000.00	\$405,000.00	\$100,000.00	\$150,000.00	\$0.00	\$0.00
STREETS	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2036
Saunders South Reconstruction	\$150,000.00			\$275,000.00	\$275,000.00	\$250,000.00					
HWY 13 Upgrade											
Quad Axle Dumptruck				\$275,000.00							
Gravel Crushing					\$100,000.00						
Alleys 28 of 48 paving								\$150,000.00			
Pick up Truck			\$50,000.00				\$55,000.00				
Crack Seal Material		\$17,500.00									
5th Ave S Stub Paving			\$60,000.00								
Pave Railroad Parking Lots				\$73,000.00							
New Road Construction Including			\$1,500,000.00								
Cedar Street Paving Overlay-can				\$1,500,000.00							
Asphalt For General Paving		\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00	\$35,000.00	\$35,000.00	\$35,000.00	\$35,000.00	\$35,000.00	\$330,000.00
TOTAL	\$150,000.00	\$47,500.00	\$140,000.00	\$1,603,000.00	\$1,905,000.00	\$560,000.00	\$90,000.00	\$185,000.00	\$185,000.00	\$35,000.00	\$5,235,500.00
SEWER DEPARTMENT											
YEAR	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2036
Generator	\$50,000.00										
Sewer Pickup	\$45,000.00										
Vacuum Jetter Truck				\$300,000.00							
Generator - Boettcher Rd											
Bar Screen Grit Removal											
Sewer Camera											
TOTAL	\$12,000.00		\$300,000.00			\$75,000.00					\$12,000.00

[illegible]

CAPITAL FUNDING PLAN 2026

2026 Projects	Department	Cost	Grants	Water	Sewer	TID	Town Contribution	Proposed Borrowing	Other	Total City Levy Cost	Additional Notes
Crack Seal Material	Streets/DPW	\$17,500.00								\$17,500.00	
Asphalt for General Paving	Streets/DPW	\$30,000.00								\$30,000.00	
Sewer Camera	Sewer	\$12,000.00				\$12,000					
Sewer Main Repair	Sewer	\$15,000.00				\$15,000					
Line Locator	Water Department	\$6,000.00			\$6,000						
Mower	Cemetery	\$15,000.00								\$15,000.00	
Mower	Parks	\$15,000.00								\$15,000.00	
Chainsaw/ Equipment	Forestry	\$5,000.00								\$5,000.00	
Sidewalks and Trials	Forestry	\$50,000.00								\$50,000.00	
Air Conditioner	Library/City Building	\$20,000.00								\$20,000.00	
Security Improvement	Library/City Building	\$15,000.00								\$15,000.00	
Taser	Police Department	\$44,000.00									Can be paid for either in 2026 or 2028 - Byrne
Suit-Ice Rescue	Fire Department	\$620.00								\$620.00	Distrectionary Grant Program???
High Angle Rope Ascender	Fire Department	\$1,800.00								\$1,800.00	
Tires for Aerial Ladder Track	Fire Department	\$3,500.00								\$3,500.00	
Tempest 572HD Chain Saw	Fire Department	\$2,800.00								\$2,800.00	
21.5 Ton Maxi Force Air Bag	Fire Department	\$1,630.00								\$1,630.00	
17 Ton Maxi Force Air Bag	Fire Department	\$1,306.00								\$1,306.00	
10 Ton Maxi Force Air Bag	Fire Department	\$1,120.00								\$1,120.00	
Railroad Depot/Windows	City Hall	\$50,000.00								\$50,000.00	
Comprehensive Plan	City Hall	\$75,000.00	\$50,000.00							\$25,000.00	Grant is from DEHCR
2 Computers	City Hall	\$5,000.00								\$5,000.00	
		\$387,276.00		94000	6000	27000	0	0	0	\$260,276.00	