

VILLAGE OF GERMANTOWN
N112 W17001 MEQUON ROAD
GERMANTOWN, WI 53022

MEETING: COMMITTEE OF THE WHOLE

DATE AND TIME: TUESDAY, September 25, 2018 6:00 p.m.

LOCATION: Germantown Village Hall Board Room

- I. **CALL TO ORDER:** *This meeting has been given public notice in accordance with Section 19.83 and 19.84, Wis. Stats, in such form that will apprise the general public and news media of subject matter that is intended for consideration and action.*
- II. **ROLL CALL:**
- III. **APPROVAL OF COMMITTEE OF THE WHOLE MINUTES:**
October 10 and October 11, 2017.
- IV. **2019 BUDGET REVIEW INCLUDING CAPITAL FOR EACH DEPARTMENT:**
- A. Village Board.
 - B. Administration.
 - C. Clerk.
 - D. Finance.
 - E. Assessor.
 - F. Data Processing.
 - G. General Government.
 - H. Community Development - Building Inspection & Planning / Zoning.
 - I. Library.
 - J. Library Board Accounts.
 - K. Municipal Development.
 - L. Impact Fees.
 - M. Historic Preservation
 - N. Debt Service.
 - O. Health & Dental.
- V. **NEXT MEETING:**
- XI. **ADJOURNMENT.**

UPON REASONABLE NOTICE, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service please contact the Village Clerk at (262)250-4740 at least 2 days prior to the meeting.

Please note: It is possible that one or more members, and possibly a quorum of members, of other governmental bodies of the municipality may be in attendance at the above meeting to gather information. No action will be taken by any other governmental body at this meeting except by the governing body noticed above.

**VILLAGE OF GERMANTOWN
COMMITTEE OF THE WHOLE MEETING MINUTES
October 10, 2017**

- I. **CALL TO ORDER:** The meeting was called to order at 5:30 p.m. by Trustee Zabel.
- II. **ROLL CALL:** Present: Trustees Campbell, Myers, Hughes, Miller, Warren (5:58) and Zabel. Absent and excused: President Wolter, Trustees Baum and Kaminski. Also present: Administrator Kreklow, Public Works Director Ratayczak.

III. **NEW BUSINESS:**

A. Interviews for Village Clerk:

MOTION (Myers/Miller) to adjourn into Closed Session per Wis. Stats. § 19.85(1)(c) Considering Employment, Promotion, Compensation or Performance Evaluation Data of Any Public Employee Over Which the Governmental Body Has Jurisdiction.

Upon roll call vote, all in favor, carried.

MOTION (Warren/Hughes) to return to Open Session.

Upon voice vote, all in favor, carried.

MOTION (Hughes/Warren) to direct Administrator Kreklow to extend an offer of employment to the candidate for Village Clerk selected by consensus of the Board.

Upon voice vote, all in favor, carried.

IV. **ADJOURNMENT:**

The meeting adjourned at 8:32 p.m.

**Steven R. Kreklow
Village Administrator**

VILLAGE OF GERMANTOWN
COMMITTEE OF THE WHOLE
MEETING MINUTES
October 11, 2017

CALL TO ORDER: The meeting was called to order at 6:00 p.m. by Deputy Clerk Strebe.

ROLL CALL: Present: Trustees Baum, Campbell, Kaminski, Miller, Myers, Warren, and Zabel, Hughes (6:39), President Wolter (7:55). Also Present: Administrator Kreklow, Finance Director Rath and Deputy Clerk Strebe

MOTION (Zabel /Myers) to appoint Dave Baum as Pro Tempore, carried.

APPROVAL OF COMMITTEE OF THE WHOLE MINUTES: October 4, 2017

MOTION (Kaminski/Myers) to approve, carried.

2017 Budget Review Including Capital for Each Department:

A. DPW Administration/Engineering: Presented by Engineer Laning:

- Revenues:
 - Flat from 2017, small decrease, static
- Expenditures: Operating budget decrease.
 - Increase in vehicle maintenance/repair
 - Decrease in Software support
- Capital:
 - Bridge repairs \$10,000; County inspects every other year.
 - GPS controllers \$6,600; Surveyor use, phase in 1/year.
 - Well abandonment \$10,000; Fireman's Park, on Municipal water.
- Borrowed Capital:
 - Plotter-\$20,000: equipment for mapping and plans; shared with Departments.
 - Storm water relay-\$150,000: hire consultant and storm work.
 - Sidewalk program start-up-\$10,000: connections for enhancement/increase network; inspect and create list of defects/deficiencies; action plan to address trips/falls.
 - MS4 program evaluation-\$50,000: anticipate additional requirements.

Trustee Questions: related to timing and significance of bridge inspections/repairs, well abandonment requirement/maintenance cost, plotter equipment-maintenance increase-end of service life, positive feedback on sidewalk program, clarification on MS4 program evaluation presented by DPW Director Ratayczak; DNR requires inspection/testing of all pond outflow for toxicity-\$85,000 matching State Grant received. **MOTION (Myers/Kaminski) to remove \$10,000 from well abandonment and use toward roads, carried, 1 opposed (Zabel).** DPW Director Ratayczak addressed Civil Engineering lengthy vacancy; unable to fill over 2 months; study results support wage increase, put on GGF agenda for \$5,000 position wage increase; shared position; money left in 2017 budget from unfilled position, roll into 2018.

B. Building & Grounds: Presented by Highway, Park and Building Superintendent, Olszewski:

- Expenditures:
 - Contracted Services: cleaning contract increase by CPI.
 - Major building repairs:
 - Furnaces-VH final phase
 - Siding work on dormers

- Replace fire suppression piping: reoccurring breaches in piping; nitrogen generation system installed to slow corrosion process, pin-hole leaks-lose pressure-costly contractor repairs, thinner gauge pipe used, accelerated corrosion.
 - Police Department: flooring, roof repair.
 - Fire Station 1 & 2: nitrogen generation system.
 - Department of Public Works: steel service doors replacement.
 - Library: nitrogen generation system; designed for two floors, infrastructure where second floor would be, accessing higher areas problematic; interior painting-4 phases.
- Borrowed Capital:
 - Electronic sign
- Trustee Questions: Related to library sign cost.

C. **Highway:** Presented by Highway, Park and Building Superintendent, Olszewski:

- Expenditures:
 - Slight decrease in salt price/ton; surplus from previous season.
 - Roads: paving/patching/sealcoating/crack filling
- Capital:
 - Miscellaneous equipment: single cabinet upgrade at intersection of Highway 2 and Appleton Ave; contracted with Tapco.
 - Liftgate for trucks
 - Diggers hotline locate equipment- joint purchase with Utilities
 - Personnel: new locating shared position-20%, locate village infrastructure
- Borrowed Capital:
 - 2 patrol trucks: 3/4-ton pick-up and locate van-1/3 cost.
 - Road projects: 1.5 million-Engineering

Comments/Discussion: Finance Director Rath noted increase in Transportation aid received-actual \$129,628 higher than noted in budget. Discussion of projected capital borrowing, debt service, net impact.

Trustee Questions: Related to request of 2 patrol trucks, truck fleet size and rotation schedule, projection of future budget needs, route growth/staffing, maintain ask of \$400,000/year. **MOTION (Zabel/Baum) put additional funds of \$121,841 from Transportation Aids into asphalt/paving account.** Discussion related to purchase of trucks also considered roads, decreasing capital borrowing. **Failed, 1 for (Zabel), 7 opposed.**

D. **Parks:** Presented by Highway, Park and Building Superintendent, Olszewski:

- Expenditure:
 - Street tree maintenance: die back with Emerald Ash Borer
- Capital:
 - Roof replacement: Friedenfeld and Schoen Laufen pavilions
 - Stone path: Alt Bauer
 - Flood mitigation: walking path in business park off Washington
- Borrowed Capital:
 - Pick-up truck

Trustee Questions: Related to roof material, consideration of metal, building services/utilization. Future development near Friedenfeld Park, pulled out of Park and Recreation budget. **MOTION (Kaminski/Myers) to remove Friedenfeld roof project, carried.**

E. **Recycle:** Presented by Wastewater Superintendent, Zimmerman.

- Expenditure:
 - Curb-side pick-up increase, 2.21%
 - Drain oil: costly, no market
- Capital:
 - Compost screener- company used previously no longer doing service, cost prohibitive to rent equipment.

Trustee Questions: related to possible future revenue source with screening plant.

F. **Sewer:** Presented by Wastewater Superintendent, Zimmerman.

- Expense: Operational increases:
 - Lift station materials; usual suppliers' cost increases.
 - General Plant; based on historical trending.
 - 20% cost share employee; Diggers Hotline-up to 150 locates/day.
- Capital:
 - Continue MMSD-PPI project, 100% reimbursable.
 - Sewer main relay, eliminate lift station 2.
 - Interceptor sewer line-next phase
 - NE interceptor
 - Electric pumping equipment; emergency repair, no longer supported
 - PLC replacement for SCADA system, no longer supported
 - Locating equipment; Diggers Hotline
 - Transportation equipment: Sewer cleaner, Diggers Hotline locate vehicle-1/3 department split.

Trustee Questions: It was noted budget was discussed at Public Works meeting. Update on sewer lining project. DPW Director Ratayczak recommended Board vote on issue of hiring additional full-time staff, replacing current budgeted part-time, 60/20/20 department split between Highway, Water Utility and Sewer; no impact to Sewer and Highway as wages allocated when work is performed; managed by Water Utility. Total additional cost to Sewer \$32,000. **MOTION (Kaminski/Warren) to approve position from part-time to full time to be split between Water Department and Public Works, carried.**

G. **TIF 4 & 6:** Presented by Finance Director Rath.

- TIF 4:
 - No new projects; paying for debt service and incentives to companies.
 - Scheduled to close 2021; if enough revenue to pay debt, can close early, 2019, 2020 at latest; increase levy by 187,000-190,000 when closed.

Trustee Questions: Noted business agreements until 2021 need to be honored. Question regarding interest savings if closed early.

- TIF 6:
 - Not making much increment, may change-building in processes; Developers working with Plan Commission and Public Works.
 - Slight change-small expenditures, water and sewer locates, administrative salaries, debt service interest payment.

Trustee Questions: Paying interest only, no principal.

H. **Any Other Open Issues from Any Other Department:**

- Finance Director Rath addressed Assessor revaluation: cost \$370,000, budget of \$85,000 for maintenance, \$142,000 additional approved at previous budget meeting. Assessor stated most work done in 2018, would like \$300,000 in 2018, remainder in 2019. Discussion regarding revaluation timing/compliance and payment options. **MOTION (Hughes/Myers) to take additional \$72,500 needed from reserves, failed; opposed (Baum, Miller, Zabel, Warren, Kaminski).** Further discussion related to 2018 construction projects/increased

revenue/more money available in 2019. **MOTION (Miller/Zabel) to postpone revaluation to end of 2018 or beginning 2019, carried.** It was noted that motion from prior budget meeting approved \$142,000 from reserve; some money available if started in 2018; revaluation contract.

- Administrator Kreklow addressed Fire Department staffing and salary compression issues. Chief Weiss discussed budget adjustments/rework, allowing for two additional staff; tight budget, request for \$40,000 cushion.

Trustee Questions: Related to upgrade to paramedic level, ALS2 level billing/insurance payment/recovery, staffing, \$40,000 finance options. **MOTION (Kaminski/ Myers) to take 40,000 and place in contingency fund and hold, move if not needed, carried; opposed (Zabel).** **MOTION (Kaminski/Warren) to allow Fire Chief to hire 2 additional staff as presented, carried; opposed (Zabel).**

- Administrator Kreklow addressed pay adjustments related to compression issues in Police Department and Fire Department.
 - Discussion related to market comparison/analysis, horizontal inequities, compensation system, ongoing maintenance, funding options. Administrator Kreklow recommendation to budget small pool of funds into contingency account on regular basis, commitment to review salary positions on regular basis to address compensation issues. **MOTION (Kaminski/Warren) set aside \$15,000 to address salary inequities in addition to 2% already in budget, carried; opposed (Zabel).** Further discuss salary changes/recommendations above 2% at General Government and Finance meeting.

ADJOURNMENT: There being no further business, meeting adjourned at 8:09 p.m.

Respectfully Submitted,

Kathleen M. Strebe
Deputy Clerk