

**VILLAGE OF GERMANTOWN
N112 W17001 MEQUON ROAD
GERMANTOWN, WI 53022**

MEETING: COMMITTEE OF THE WHOLE

DATE AND TIME: TUESDAY, October 8, 2019 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 MINUTES: October 1, 2019**
- IV. **2020 BUDGET REVIEW INCLUDING CAPITAL FOR EACH DEPARTMENT:**
 - A. Police.
 - B. Emergency Government.
 - C. Canine Fund.
 - D. Asset Forfeiture.
 - E. Honor Guard.
 - F. Fire Department.
 - G. TIF Districts 6, 7, & 8.
 - H. 2020 Full Budget Review / Questions.
- V. **PUBLICATION OF THE 2020 BUDGET PUBLIC HEARING NOTICE.**
- VI. **NEXT MEETING: Tuesday, October 15th if needed**
- VII. **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 1, 2019

CALL TO ORDER: The meeting was called to order at 6:35 p.m. by Pres. Wolter.

ROLL CALL: Present: President Wolter, Hughes, Kaminski, Miller, Myers, Wing, Warren, and Zabel. Trustee Baum was absent excused. Also present: Administrator Kreklow, Finance Director Rath, Director Ratayczak, Engineer Nitschke, Highway Superintendent Olszewski, Wastewater Utility Superintendent Zimmerman, Water Utility Superintendent Haugen, Director Schroeder, Park and Recreation Intern Collin Gadaire, Manager Tucker, and Clerk Braunschweig.

APPROVAL OF MINUTES: September 22, 2019.

Motion (Miller/Myers) to approve the minutes. Motion carried unanimously.

2020 Budget Review including Capital for Each Department.

Administrator Kreklow introduced and distributed information on the five year capital improvement plan. Capital Planning is an ever changing and modifying plan. The plan details larger amounts in 2021 and 2024 because there is a plan to incorporate full construction of a DPW facility in 2021 as well as a new Police Station in 2024. Sidewalks are included at 10,000 per year, and stormwater flood control at 500,000 per year is planned. This is meant to give a context for future planning.

Engineering:

Village Engineer Nitschke came to the podium. He pointed out the increase in consulting services fees due to the GIS program funneled out of engineering. Currently engineering is holding fast with inspection services and survey services. The equipment will need to be addressed in future budgets.

There is a 60% increase in the copier line item for the plotter use by other departments. The new plotter that works exceptionally well. There is a significant amount of use for the Parks Department and the Plan Department. Administrator Kreklow commented that these are all in the General Fund.

Engineering Capital Items were discussed. Engineer Nitschke commented on the Engineering Capital Items and the LRIP program and modifications to the original LRIP plan. The Village looks at 2020 for the LRIP funds. LRIP is available every two years. Old Farm Road base material needs replaced and spot repair on the curbs. The utilization of mill and overlay was discussed. This will allow for other areas to be worked on.

We are in the feasibility study process of the DPW building. There would be borrowing of 900,000 for the design of the building. If we did not need the 900,000 for design, it would be applied toward the borrowing of the construction of the building.

Information has been gathered from other communities. The initial estimate was provided by Ehlers. Those numbers can be useful for defining the ballpark; however, there is deviation depending on each municipalities operations. Other communities and their information efficiencies has been and is being reviewed by staff.

Building and Grounds:

Superintendent Olszewski commented that the budget is status quo with building repairs. 51,000 is allocated for Fire Department Station Two for the transfer switch, Furnace and A/C repairs.

The budget allows for beam repair at the Wolf Haus and repair and maintenance of the Bell Museum.

There is repair and maintenance at the library with the heating and HVAC system. It is a boiler system. The construction of no second floor when planned for a second floor is difficult to maintain. There is roof replacement for the Village Hall and Library.

Highway:

Superintendent Olszewski commented that three additional staff was requested, two operators and one mechanic. He commented that the department is falling behind on crack filling and street sweeping. Same staff levels have been in place for the past fifteen years. More staff is needed. The additional staff request has been vetted down to one full-time person.

There was a significant increase in salt prices. Public charges of 8,000 in salt sales to school district. Village cost is built in. The school district is allotted 100 ton at \$80 per ton.

Uniform and towels increased by 40%.

Village pond maintenance of aerators is privatized out. Some of the Village owned ponds are treated.

The asphalt paving item shows that it is half of previous year; however, there was a significant carry over. The actual amount is to be the same. The Village has a relatively new crack filling machine. Street and Alley is miscellaneous raw materials. The carry-over of asphalt line item was discussed.

Mequon and Squire have a berm that needs maintenance. Due to the configuration of the land, the corner will need a retaining wall. The Village will maintain the retaining wall.

Traffic study of Mequon / Division / Squire Road will come forward in November.
A Patrol Truck is in the cycle to be replaced. The vehicle will be in full fleet use all year.

Parks:

Superintendent Olszewski commented that there is status quo with the budget. This includes six employees mowing. Street Tree maintenance is higher due to the emerald ash borer in contracted services. The trees for emerald ash borer have been identified. There are approximately sixty trees. Discussion of the emerald ash borer damaged trees ensued.

Director Schroeder commented on the pathway to Spassland, there were monies included for the pathway with a culvert under the asphalt. There was pricing for a boardwalk; however, long term maintenance was expensive. This was in last year's budget. Engineer Nitschke commented that it could be part of the Old Farm Road Project.

Discussion of Jefferson Ditch and a boardwalk ensued. The problem is the fluctuating water level. The areas are best left natural because of the water fluctuation of the water level. There are kids in the summer cutting their own path. Any possibility of expanding a better access or a deck or pier for long term. Would have to make paths that would not be washed out with the ponds. Internally, it has been discussed to dredge the ponds. Other municipalities have enhanced with boardwalks for residents and enhanced the natural feel.

Recycle:

Sewer Superintendent Zimmerman came to the podium. He commented that there is nothing changing operationally. Curbside pick-up is at a 2% increase. There was discussion to bid this out.

There is an increase in the user fee of \$30,000, approximately \$1 per visit. Administrator Kreklow commented that this is part of the Village process. It makes sense to identify the service. This is a policy option. He distributed information of other municipalities that charge for a similar service.

MOTION (Zabel/Wing) Elimination of the recycling fee.

Discussion ensued of the cost of running the recycling center and the equipment use charge on the compost and wood chip material.

There are approximately 36,000 trips to the recycling center annually. The location was discussed. Surrounding communities are charging fees. Discussion ensued of the charge at \$1 per trip or an annual fee. Looked at different options such as punch cards, annual permits, or \$1 per visit.

Discussion ensued of revenue sources and recycling pick up of multi-family. Director Ratayczak commented that a lot of research was done in 1994. Years ago the Village manufactured dumpsters and delivered to businesses. Very recently interns went through developer's agreements identifying recycling. The DNR and State dictate the pick-ups. The data needs to be reviewed.

Motion failed.

Myers commented he would like to see it as a permit fee.

MOTION (Myers/Kaminski) Set the Annual Recycle fee at \$25 per year. There would be no dollars collected at the site. Discussion of a punch card process and sticker ensued.

Motion withdrawn for future discussion. The fee will be discussed at the Public Works meeting.

Sewer Utility:

Sewer Superintendent Zimmerman commented that there is not a lot of change. He commented there will be a lot of carry over expenditures because work just commenced on Wrenwood subdivision. He commented on the Jet Pack Sewer Cleaner. Departments are sharing a truck for various operations.

Director Rath commented that MMSD made a change from 2.8 million to 2.783 million.

Contract with Lanzo has not been fulfilled so it will go to 2020. Fond du Lac avenue is not completed.

Community Development - Building Inspection Planning & Zoning:

Director Retzlaff came to the podium. He reported on Building Inspection Planning & Zoning.

The Building Inspection services had a good year in 2019 with 421,000 in permit fees. The year-end projection is 451,000. With another quarter and an average fourth quarter of 30,000 could see 531,000 by the end of the year. This is 90,000 over the budgeted revenue.

The revenue budget projection for commercial development is 472,000.

40 new single family permits are projected for 2020.

Projects expect to see new Prairie Glen, Harvest Hills, Wrenwood, Heritage Park North addition, and Woodland Ponds Estates.

Permit fee increases are suggested for select categories in the building fee areas. Some fees have not increased since 2008.

Full-time building inspector position needs to be filled late this year because of uptick in single family construction. He is looking to hire a Full-Time building inspector. This position is in the budget.

Planning and Development services generated \$129,000 in revenue to date in 2019 which is \$44,000 over budget. The projection for 2020 is 100,000.

2019 budget in expenses are on track. The 2050 plan will be completed in 2020.

2020 expenses anticipate the 2050 plan completion in May or June. There are training expenses.

Recreation:

Director Schroeder came to the podium. He commented on the revenue accounts. The recreation fees show a decrease. Currently there are more opportunities for kids that overlap with park and recreation. There is now a recreational facility fee. Revenues are at 1,075,000. Bottom line revenues are projected to increase 3.43%. Currently, revenues are behind. Historically, at 85% revenue recovery.

Director Schroeder pointed out the facility rental of \$100,000. This is dependent on location. Operating budget is up 6.8%.

Director Schroeder distributed information on the 2020 Capital Improvements for the materials and labor for the Firemen's Park Multi-Purpose Shelter Building Phase 2. There will be bid

opening next week. \$16,000 was approved to FestHalle from the Tourism Commission. A request has not been submitted to the Tourism Commission for the Firemen's Park Building.

Recreation Facility Fee:

Director Schroeder reported on the item. There are balances in the accounts to utilize other revenues.

Senior Center:

Director Schroeder reported that this is a status quo budget. Still planning that the County will have their reimbursable grant program.

Senior Van:

A new van was purchased in 2018. There is still collection from the senior van fares. Ridership is continued on a steady base.

Water utility:

Water Superintendent Haugen came to the podium. He reported on the pump expense maintenance for 2020 for the internal piping replacement in the building. The outside pipe replacement would be contracted out. He reported that there will be rehab on well number 11.

The SCADA equipment needs replaced as the PLCs are coming to end of service life and need replaced if possible.

Director Ratayczak commented that there are approximately 300 meters that cannot be read. The department is working to replace the meters. These meters estimate billing.

Director Rath commented that the water billing is now a full page. Email is available as well as electronic bill pay as well. Painting of the well tower was discussed.

ADJOURNMENT: There being no further business, meeting adjourned at 9:13 p.m.

The next Committee of the Whole Budget Meeting is scheduled for October 8, 2019.

Respectfully Submitted,

Deanna B. Braunschweig, WCMC/CMC
Village Clerk