

## VILLAGE OF GERMANTOWN

N112 W17001 MEQUON ROAD

GERMANTOWN, WI 53022

MEETING: **COMMITTEE OF THE WHOLE**

DATE AND TIME: **WEDNESDAY, OCTOBER 11, 2017 6:00 p.m.**

LOCATION: **Germantown Village Hall Board Room  
N112 W17001 Mequon Road**

- 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 4, 2017
- IV. 2017 Budget Review including Capital For Each Department:
  - A. DPW Administration/Engineering
  - B. Building & Grounds
  - C. Highway
  - D. Parks
  - E. Recycle
  - F. Sewer
  - G. TIF's 4 & 6
  - H. Any Other Open Issues from Any Other Department
- V. Next Budget Meeting: Schedule if needed
- VI. 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 4, 2017**

**CALL TO ORDER:** The meeting was called to order at 6:06 p.m. by President Wolter in the Village Hall Boardroom.

**ROLL CALL:** Present: President Wolter, Trustees Campbell, Hughes, Kaminski, Miller, Myers, Warren, and Zabel. Absent: Trustee Baum. Also present: Administrator Kreklow, Finance Director Rath, DPW Director Ratayczak, Fire Chief Weiss, Police Chief Hoell, Water Superintendent Haugen, and Deputy Clerk Strebe

**APPROVAL OF COMMITTEE OF THE WHOLE MINUTES:** June 5, 2017 and September 19, 2017.

**MOTION (Zabel/Myers) to approve, carried.**

**APPROVE MEETING DATE OF OCTOBER 9, 2017 FOR COMMITTEE OF THE WHOLE TO CONDUCT INTERVIEWS FOR THE VACANT VILLAGE CLERK POSITION:**

Meeting to conduct interviews for the vacant Village Clerk position will be Tuesday, October 10<sup>th</sup> at 6:00 p.m.

**MOTION (Zabel/Warren) to take Item G, Water, first; carried**

**2017 Budget Review Including Capital for Each Department:**

**A. Police:**

- Revenues:
  - Continue vest grants
  - Grant Administrator for Washington County for Traffic grants
  - Mid-Moraine Municipal Court-court penalties and costs, will be using more aggressive system than TRIP, will see dramatic increase in penalties received.
- Expenditures: Operating budget less than 2017 - Increases -
  - Communications software
  - Gas

Wage compression; money in budget to correct due to officer retirement. Finance Director Rath noted that with full staff, reduced overtime, ability to incorporate wage increases without budget change. **MOTION (Miller/Myers) to approve \$3,000 wage increase to Lieutenants, Captain and Chief.** President Wolter noted he would not vote for it as it is not what was proposed. Myers rescinded second; failed due to lack of second. **MOTION (Hughes/Warren) to approve wages as originally presented by Chief Hoell, carried.**

- Capital:
    - Officer equipment: ballistic plates, rapid response bag equipment
    - Request 2 squads.
    - Training room chairs (25); host 8-hour training sessions.
    - 2 lap top computers for training opportunities.
- Discussion related to vehicles being replaced, possibility of use for other department, replacement determination, computers/exchange servers, borrowing, when to address salary compression, salary ordinance/allocation, some money in budget. Administrator Kreklow to prepare report of department head salaries.

**2017 Budget Review Including Capital for Each Department-continued:**

- B. **Emergency Government:** Emergency sirens; maintenance and upkeep, office expense, update manual.
- C. **Canine Fund:** Well received by community, receive donations. Addition of dog.
- D. **Asset Forfeiture:** Receive less from Washington County multi-jurisdictional drug unit, limited staff to put in as investigator; more time spent in drug unit, more funds received.
- E. **Honor Guard:** New as of last year; well embraced by community, 100% community donations. Biggest expense, uniforms and new member.
- F. **Fire Department:**
  - Revenue: 9.74% increase; increase in number of runs ambulance, rates revised as recommended by 3<sup>rd</sup> party billing contractor. Trustee Miller noted tank inspections just started; Chief Delain recently certified tank inspector.
  - Expense: Operating budget; overall budget decrease of .61%.
    - Non-borrowed capital:
      - Station stop/go lights identifying bay door up/down.
      - Station 2 intercom system, currently use pager.
    - Capital borrowing:
      - Ladder truck; new 1.5 – 1.75 million; maintenance/up-keep-\$200,000
      - Personnel:
        - Deputy Chief Delain, wage compression. President Wolter noted had 2 Deputy Chiefs, stipend increase from \$350.00 to \$600.00/month for additional hours/every other week rotation and increased responsibility; now every third week rotation, but stipend was not reduced. **MOTION (Miller/Kaminski) reduce Deputy Chief monthly stipend from \$600.00 to \$350.00 in 2018, carried.** Trustee Miller recommendation to make Chief Delain wage increase part of study.
        - 4 staff; increase in ambulance calls; Village growth, Saxony Village, Presbyterian home, Gables. Discussion on utilization of additional personnel, cost of additional staff/financing (budget cuts, use of contingency funds, TIF's, development growth revenue impact), surrounding municipalities/per capita cost, response times, upgrade to paramedic level/rate increase, mutual aid, dispatch moved to County, future budget item. Administrator Kreklow suggested meeting with Chief Weiss to lay out in structured format, options, status quo and proposals, use of reserves, TIF's, provide more information to Committee to make decisions.

**2017 Budget Review Including Capital for Each Department-continued:**

- G. **Water:** Paul Haugen, Water Utility Superintendent.
  - Expense: Operating Items with increases:
    - Antenna project, shared sanitary sewer and water utility project; not giving quality of service, near end of life.
    - 4 wells out of 6 have doors that need to be worked on or replaced, don't close properly; 2 water towers need maintenance.
    - Water treatment and maintenance:
      - Storage facilities-Tower 1; part to drain water tower has failed, also control altitude valve needs to be replaced.
      - Transmission distribution expense- redo of water system model; view of distribution grid from office, recommend upgrade 3-5 years.

**2017 Budget Review Including Capital for Each Department-continued:**

G. **Water-continued:**

▪ Capital Projects:

- New well-land acquisition
- Asphalt drive at well 11.
- Water main relay project, follows 2018 paving projects.
- Maintenance for valve and hydrant replacement-annual replacement process.
- Meter replacement program
- Upgrade some office furniture.
- Locator for infrastructure; related to Diggers Hotline; shared between DPW.
- 2003 GMC and 2005 Chevy Van, need to be replaced.
- Staff needs: provided staffing history, increase in workload related to Village growth and shift/increase in responsibilities.

Discussion on water main replacement list as it relates to age/cast iron, size (6" to 8"), break history, approval of project expenditures-varies on footage, number of fittings (money pool), aggressive schedule; 5-year plan-depends on selected road projects, cost/financing/borrowing. Also discussed new well related to location (consideration of land in TID #6) and depth; necessity to prepare for probable future developments. Also discussed actual cost of additional employee and need.

- H. **Assessor** - Revaluation: Finance Director Rath presented: Associated Appraisal recommends walk-through revaluation, cost \$370,000, 70-80% entrance rate; drive-by revaluation not recommended, due to poor record quality, may cause more problems. Split revaluation cost in two budget years is \$142,500; \$85,000 in budget for maintenance. Discussion related to contract length, previous assessor contract/outstanding invoice, financing options/use of reserve, reserve amount (28.87% of budget end of 2016; withdraw \$500,000=25.63%), reserve amount used for some 2015 capital costs, reserve growth. **MOTION (Kaminski/Campbell) to take \$137,500 out of reserve to pay for half of Revaluation; carried.**

**ADJOURNMENT:** There being no further business, meeting adjourned at 8.37 p.m.

Next Committee of the Whole – Budget meeting will be Wednesday, October 11, 2017 at 6:00 p.m.

Respectfully Submitted,

Kathleen M. Strebe  
Deputy Clerk