

**VILLAGE OF GERMANTOWN**  
**COMMITTEE OF THE WHOLE**  
**MEETING MINUTES**  
**September 19, 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 Baum, Campbell, Miller, Myers and Zabel. Absent and excused: Trustee Kaminski, Hughes and Warren  
Also present: Finance Director Rath, DPW Director/Interim Administrator Ratayczak, Fire Chief Weiss, Library Director Smith and Deputy Clerk Strebe

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

- A. Village Board: Presented by Finance Director Rath.
- 2018 Budget to match to maximum allowed levy. 2017 net construction growth was .662%, equates \$63,000-\$64,000 to be added. Preliminary figures, need final from Assessor, manufacturing and transportation aids. Maximum levy is approximately 2.73% higher than last year. Assessor is recommending revaluation, not in budget. Request for additional staff for Fire Department, not in budget; no new positions in budget. Money allocated for wage increase, building inspection increase for additional part-time help or position if warranted. Same as 2017, over budget this year; \$20,000 for 2017 equipment upgrade, nothing currently in 2018 budget; agenda item on General Government & Finance.
- Trustee Zabel request to go out of order, start with Library.
- B. Administration: Finance Director Rath: Only change is increase in salary due to new Administrator.
- C. Clerk: Change at State regarding amount of hotel/motel tax revenue allowed to use in Budget, remainder for Tourism budget. No change to licensing; increase to elections-will be 4 elections. 2017 budget had \$34,000 for agenda management system and election equipment, will have carry-over.
- D. Finance:
- Revenues: Contains many items not categorized anywhere else; PILOT, shared revenue, Cable TV, franchise fees, lease payments, interest; projected to be lower due to drop in franchise fees as well as less PILOT. Utility payment increase and interest increase.
  - Expense: Mostly salaries.
- E. Assessor: Suggested revaluation, \$227,000/year; may split into 2 years as a solution; money not in budget; would need to cut somewhere or borrow. Discussion of information related to revaluation; outcome of 2016 sales.
- F. Data Processing: Finance Director Rath presented: Left same as prior year. Hardware, software, IT consultant. Trustee Miller suggested outsourcing e-mail versus maintaining server; agenda item on General Government & Finance.
- G. General Government: Finance Director Rath presented:
- Revenue source mostly special assessment.
  - Expense: General expenses; gas and heat for Village Hall, wage increase until allocated. Higher than 2017, including cost of living increase for Library.

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

- H. Inspection: CDD Planner Retzlaff presented:
- Revenue: 2017 on track to exceed the \$500,000 milestone. Expect increase in revenue trend to continue with Saxony Village, Willow Creek Business Park activity, School District projects, Prairie Glen II, 43-lot single family subdivision not requiring sanitary sewer, reconstituted Redwood Subdivision project; a lot of activity expected in 2018.
  - Expense: Requesting additional money for additional Building Inspector position. Discussion related to change in fee rate structure increasing revenue, need for additional staff.
- I. Library: Joyce Nelson, President of Library Board presented budget and supporting documents to Board.
- Utility expense decreasing due to installation of LED lighting; \$80,000 - \$75,000.
  - Request to be included in contingency funds for 2018 raise.
  - Benefit line increase due to employee changes.
  - Increase for Director; joined Monarch system in December; salary information-Germantown 4<sup>th</sup> largest library of 12 in system, Director second lowest paid; requesting \$7,000 increase, not currently funded in budget; with increase, will still remain second lowest paid Director in system.
- Discussion regarding carry-over dollars annually, effects of Act 420 enactment, effects of residents using libraries in other Counties, formula difference for revenue source-different budget structure. **MOTION (Myers) to add \$7,000 to Library Director salary; motion failed for lack of second.**
- J. Library Board Accounts: Finance Director Rath noted, Library has 2 budgets; Library budget and Library Board budget-revenues they take in; also needs to be passed.
- K. Recreation: Director Schroeder presented:
- Revenue: Positive numbers in program enrollment; concern with School District added programming component to Summer school program that competes with Village program offerings. Year-To-Date revenues \$729,000 in Recreation program, compared to 2016 revenue of \$717,000. 2018 expected \$30,000 less than 2017 due to inability to use School during project; used St. Boniface for programs-summer camps and before and after school programs; cost associated with use. No place to hold 2018 Summer camps; use Parks for 3 weeks in Summer. Revenue impacts due to school referendum projects. Park rental fees, donations, advertising.
  - Expense: Budget proposed increase of \$7,500, less than 1% from 2017. With uncertainty of where to hold Summer programs, added \$10,000 in 3800 account-Programs, Supplies, and Expense; St. Boniface rental increase; amount offset by savings related to health insurance and insurance bonds. Discussion related to impact of School District referendum projects and expanded School summer school programs on Recreation programs, potential revenue from rental of new performing arts pavilion. Discussed capital borrowing-5 proposed items totaling \$215,000: (1) Fireman's Park aging pavilion, master concept plan for Park development, multi-purpose building, (2) Friedenfeld Park electric service; football field, MaiFest utilized generators for event, Germantown Soccer Club; run electrical service; beneficial to groups

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

- and activities in Park; long term master plan included shelter pavilion, (3) Friedenfeld Park paving remaining pathways, (4) Spassland Park basketball (5) Spassland Park playground replacement, keeping up with consumer product and safety guidelines. President Wolter proposed redirecting paving pathways and electrical from Friedenfeld Park to Fireman's Park to support new performing arts pavilion. Trustee Baum concurred as proposed subdivision near Friedenfeld Park creates plan uncertainty. **MOTION (Baum/Myers) move \$75,000 from both Friedenfeld Park projects to Fireman's Park for pathways and lighting.** Trustee Zabel suggested restroom facility on northside of Park. Park and Recreation Director, Schroeder noted restrooms will be part of a future building project. President Wolter commented cost would exceed \$75,000, need pathways for seniors and disabled, and lighting to start. Trustee Zabel commented, not to earmark money for specific project in Fireman's Park. **Carried.**
- L. Senior Center: Director Schroeder presented:
- Revenue: Increase in rentals; day trips implemented to meet needs. Program fees down. Federal and County money for nutrition program. Budget revenue remains the same for 2018.
  - Expenses: Decreased \$7,500-completed gift shop remodel last year, no proposed changes to staffing or supplies. Borrowing capital, propose replacing 2007 Van used for Senior transportation programs. \$2,850 in senior van fares; \$27,000 currently in senior van replacement fund; 2,000 riders per year. Vehicle research, Para-Transit, ease of entry, greater ridership; van currently holds four passengers. Ridership increase; Gables does not offer transportation to appointments or shopping. Fairway Knoll completion will increase ridership. Discussion of Para-Transit features, side entry and rear entry and purchase price, \$55,000.
- M. Planning: Presented by CDD Planner Retzlaff.
- Revenue: Slight increase, subdivision plats expected, activity in Willow Creek Business expected.
  - Expense: Summer intern position for anticipated planning activities and code enforcement issues.
  - Allocating additional funds for consulting services to fund plan update, 41-corridor, 20/20 plan, Main Street. RFP's for upcoming projects.
- N. Municipal Development: Tourism for Village promotion; paid for by hotel/motel stays. President Wolter noted law change made it separate entity; they are own governing body for disbursing funds. Trustee Zabel commented Park & Recreation can ask for money for park projects. President Wolter noted would need to have stated designation. Pay \$10,000 to Washington County for Economic Development, pay heat, electric and phone at Historical Society, pay Village portion of 4<sup>th</sup> of July fireworks contract.
- O. Special Revenue:
1. Recreation Facility Fee:
    - Proposed revenues-\$35,600.
    - Proposed expenditures-\$33,000; athletic portion mainly utilized for soccer field maintenance. School District portion historically accumulated; used for volleyball systems, security cameras, mutually

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

- agreeable projects. Village own expense, last used for upgrading recreation software for program registration and Park shelter reservation. Projected decrease in School District portion with inability to use facilities due to referendum projects.
2. Historic Preservation:
  3. Impact Fees:
    - Revenues-increased with Fairway Knoll and Saxony Village developments.
    - Police Department Impact Fee: Finance Director Rath noted \$60,000 coming out this year for building project; \$130,000 next year for same project.
    - Fire Impact Fee: Used for building Fire Station 2; \$30,000 offset for reduction of debt service.
    - Library Impact Fee: Used for construction of Library; \$30,000 decrease debt service; impacted by residential component of Saxony Village; commercial projects don't bring addition to Library or Park impact fees.
    - Park Impact Fees: Kinderberg Park basketball court project started. Discussion on impact of two upcoming subdivisions to Park & Recreation.
  4. Senior Van: Discussed under (L) Senior Center expenses.
- P. Health & Dental: Finance Director Rath presented: Good reserve in both plans; good job with premiums and expenses; Village self-insured. Revenues expected to be lower than expenses; will have to draw down on reserves. Don't see need to raise premium, has remained same for four years; lower amount tax payers put towards. Village pays all claims up to \$45,000 out of pocket; reduces stop-loss premium Village is charged; had 2-3 claims over \$45,000 this year, average is 6. Renewal quotes expected in October; Dental plan was switched to Delta Dental, doing well, premium dollars stretching with discount, no changes.

Fairway Knoll agreement, portion tax exempt, PILOT program; State requires reduction in levy; project not complete on January 1, 2017, PILOT won't be in effect for 2017 tax bill; 2017 tax bill will show school referendum. Trustee Baum questioned if any TIF's coming off; TIF 4 off in 2020.

**MOTION (Baum/Zabel) move Police & Fire Budget meeting from Wednesday, September 27th to Wednesday, October 4th, at 6:00 p.m., carried.**

**ADJOURNMENT:** There being no further business, meeting adjourned at 8.34 p.m.

Respectfully Submitted,

Kathleen M. Strebe  
Deputy Clerk