

VILLAGE OF GERMANTOWN
COMMITTEE OF THE WHOLE
MEETING MINUTES
September 25, 2018

CALL TO ORDER: The meeting was called to order at 6:09 p.m. by Clerk Boldrey.

MOTION (Warren/Hughes) to elect Trustee Miller as Pro Tem until President Wolter arrives. Motion carried unanimously.

ROLL CALL: Present: President Wolter (6:12 PM), Trustees Hughes, Miller, Myers, Warren, and Zabel. Trustees Wing, Kaminski, and Baum were absent excused.

Also present: Administrator Kreklow, Finance Director Rath, Director Ratayczak, Director Retzlaff, Director Smith, Deputy Tucker, Clerk Boldrey.

APPROVAL OF COMMITTEE OF THE WHOLE MINUTES OCTOBER 10 AND OCTOBER 11, 2017:

MOTION (Zabel / Myers) to approve the minutes of October 10, 2017 and October 11, 2017. Motion carried unanimously.

2019 Budget Review Including Capital for Each Department:

- A. Village Board: Presented by Finance Director Rath.
- 2018 net construction growth was 2.003%, \$193,788 to be added to the levy or a 1.4 % levy increase.
 - The budget as presented is not balanced. There is \$236,695 outstanding due to Fire Department proposed changes.
Pres. Wolter arrived at 6:12 p.m.
 - Director Rath commented that the legal fee line item was increased under the Legislature tab.
- B. Administration: Administrator Kreklow commented that the primary change is the addition of a position. The vision is for the position to provide support for all departments in the areas of Information Technology and Human Resources. This position will continue to provide assistance to the Village Clerk's office. The transfer is from the Clerk's office to the Administrator's office. A portion of the salary would be paid by the Water and Sewer Utilities. There is temporary assistance for the Village Clerk's Office. The person will move to an empty office. The human resources responsibility has been spread over a lot of desks; there is a need for the item.
- C. Clerk: Clerk Boldrey reported that the major change is the personnel change. There are two elections in 2019. There will be capital expenditures this year for new poll booths and no capital expenditures for 2019.
Director Rath commented on the Hotel / Motel Tax. There is a change of maximum to be retained.
- D. Finance:
- Revenues: Director Rath reviewed the revenues. The Personal Property Aid Payment will be divided and given to taxing authorities. The State did not take into account the TIF Districts involved with this payment.
Tr. Zabel questioned the fees from cable as we seem to have a problem with the signals especially to AT & T. There needs to be some time and effort in the camera equipment.

The line item is in the legislative budget. Tr. Zabel suggested look at the improvements.
Tr. Miller has been a good resource.

- E. Assessor: Director Rath reported on the assessor budget line worksheet. The Village did not make final payment to Accurate. We have not heard anything more from Accurate. This includes the walk through and in 2020 this budget will go back to the previous budgeted amount. Tr. Warren questioned how do we know their information is complete.
- F. Data Processing: Finance Director Rath presented. Finance Director Rath presented that this is for the server in the Village Hall. There is a plan to go forward with a central exchange server. The email will be on its own server. The intention is that the server will be on a Capital Budget as a borrowed item. Discussion that computer items are usually not a borrowed item.
- G. General Government:
Revenue source mostly special assessment.
Expense: General expenses; gas and heat for Village Hall, wage increase until allocated.
- H. Community Development – Building Inspection & Planning / Zoning:
2018 Revenue: Director Retzlaff reported that 2018 has been a very busy year. Currently there is \$531,000 in revenue which is the highest ever; the revenue is \$95,000 over the 2018 budgeted revenue. 2018 year-end projected amount is \$610,000 which is \$174,000 over budgeted revenue. In 2017 revenue was \$266,000 over budgeted revenue. The Zilber and Briggs and Stratton project also brought in additional revenues. The revenues have been used to bolster reserves.
Director Retzlaff commented that eight of the nine last year's the budgeted revenues have come in over budget, cumulatively \$950,000 over budget. This is additional revenues.
2018 Expense: 2018 personnel expenses have been kept down by utilizing a part-time inspector with a flexible schedule.

2019 Revenue: 2019 projecting the same development activity as in 2018. Anticipating additional commercial development in 2019. Single family permitting does not yield large amount of revenues and requires more detail. In 2018 to date there have been only four single family permits issued. Since 2015 there has been a decline in single family permits. For 2019 single family permitting is expected to hit the curve and trend back up due to the upcoming subdivision projects such as: Prairie Glen, Harvest Hills, Wrenwood, and the Elm Lane. With those new single family homes, lots and plan review there is a need to fill the budgeted full-time position. 2019 revenue projecting 1% more revenue.
No permit fee increases are reflected in the budget but there will be some fee increases in October.

Planning and Zoning services:

2018 Revenue: The 2018 revenue is at \$86,000 which is \$3,000 over budgeted revenue. The year-end projected revenue amount is \$97,000 or \$13,000 over budgeted revenue.
2018 Expenses: Expenses are right on track. \$75,000 is for the 2050 comprehensive plan project.

2019 Revenue: Expecting a 2% increase over 2018, \$85,000 versus \$83,000. New subdivisions and rezoning to come in 2019.

2019 expenses: Will be slightly higher budget due to associate planner position with an annual salary of \$55,000.

Director Retzlaff commented that he is looking to enhance public activities. Need to move the department from a static reactive development to proactive community engaged department. Bringing a new person will address a lot of functions and activities that have been lacking.

Administrator commented that the Village Board and community does and should think carefully at adding new positions. This does have a direct impact on the public. We can expect on-going development pressures. The more proactive we can be, the more responsive we can be.

The additional assistance will be well used and help to be more proactive rather than reactive, based on schedules.

I. Library:

Director Smith commented in 2018 there was a large increase in usage and circulation. In 2018 the programs offered have doubled. Looked at unique ways to increase streamline processes and efficiencies.

The Washington County funding is an unknown amount from year to year. Payments are received from the previous quarter. Offering programming in a wider area. Looked at system automation fees. The Germantown Community Library serves about 11,000 residents outside of the Village of Germantown. ACT 420 has affected the Library budget. Waukesha County has 14 libraries. Washington County has 5 libraries.

Looking at adding funding in materials budget. Adding more books and audio and visual items. Adding additional hours in outreach funding to serve assisted living and independent living facilities.

There is an added part-time staff member for programming, circulation, outreach and reference desk.

Previously there was not any marketing. Now going to elementary schools, taste of Germantown and providing services.

Currently there is an open position. The PAQs are being reviewed as a lot of the staffing information is from 15-20 years ago and structured very differently. Looking at redirecting staff and work.

Administrator Kreklow reported that the activities are increasing circulation. The new position will see revenues grow as a result.

- J. Library Board Accounts: The Library Board Accounts are static. The library board is paid from the salary line items. The Friends Group have \$10,000 set aside for capital improvements. The Friends have approximately \$40,000 total that will partial be used for furniture and capital items. The money goes to summer programming, speakers, computers and barcode scanners. The Friends of the Library are very active.
- K. Municipal Development: Expenditures and the hotel motel expenditures are listed here as well as the Historical Society and Fireworks.
- L. Impact Fees: Director Rath reported on the Water, Sewer, Fire, Police Park & Recreation and Library. The revenues are an estimate. There are statutory limits of when it needs to

be spent. Administrator Kreklow is reviewing the statutory limits for the impact fees. Discussion ensued of what the impact fees can be used for.

Tr. Zabel commented that impact fees are meant for new growth. Discussion of an impact feasibility study ensued and to look at the fees at that time.

- M. Historic Preservation: Special Revenue item. This is their own fund for salaries and it is quite small. Tr. Miller reported that there will be a mailing to homes over 100 years old but that was sidelined due to applications.
- N. Debt Service: This is a place to segregate debt from other funds.
- O. Health and Dental: Director Rath reported on the plans. There will be additional plans for 2019 and changes to the dental plan. There is a fee per person per month for the third party additional oversight.

ADJOURNMENT: There being no further business, meeting adjourned at 7:56 p.m.

Respectfully Submitted,

Deanna L. Boldrey, WCMC/CMC
Village Board