

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

MEETING: COMMITTEE OF THE WHOLE

DATE AND TIME: THURSDAY, October 15, 2020 6:00 p.m.

**LOCATION: Germantown Village Hall Board Room
N112W17001 Mequon Road**

NOTICE: Pursuant to the current recommendation of the Centers for Disease Control and Prevention limiting the size of public gatherings, capacity within the Board Room will be limited. Members of the body and citizens may also attend the meeting virtually through the WebEx platform, Meeting #: 126 200 1608 Password: ksCuJP3pn66 which can be accessed by phone at 408-418-9388 or by logging on <https://villageofgermantown.my.webex.com/villageofgermantown.my/j.php?MTID=m61181f23c11e562fe107bad5b2015772> Citizens wishing to view the meeting are encouraged to watch the live broadcast of the meeting through Channel 25 on Spectrum cable, or the livestream on the Village's website. Citizens not wishing to attend the meeting personally or virtually may submit any public comments by sending an email to comments@village.germantown.wi.us by 4 p.m. on the day of the meeting so that it can be provided to the members of the body for their consideration.

- 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:** September 30, 2020 and October 7, 2020
- IV. **2021 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. Library.
 - I. Library Board Accounts.
 - J. Municipal Development.
 - K. Impact Fees.
 - L. Historic Preservation.
 - M. Debt Service.
 - N. Health & Dental.
 - O. 2021 Full Budget Review / Questions.

V. PUBLICATION OF THE 2021 BUDGET PUBLIC HEARING NOTICE.

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
September 30, 2020**

CALL TO ORDER: The meeting was called to order at 6:25 p.m. by Clerk Braunschweig. Motion (Zabel/Myers) to elect Tr. Wing as Chair ProTem. Motion Carried Unanimously.

ROLL CALL: Present: President Wolter (arrived at 6:58 p.m.). Trustees, Miller, Myers, Pieper, Wing, Zabel and Hudson (6:35 p.m.) were present. Pieper called in. Trustees Baum, Kaminski, Pieper (after 6:36 pm) were absent excused. Also present: Administrator Kreklow, Clerk Braunschweig, Manager Tucker, Police Chief Snow, Fire Chief Delain, and Director Schroeder. Clerk's Note: This was a partial Virtual Webex Meeting.

2021 BUDGET REVIEW INCLUDING CAPITAL FOR EACH DEPARTMENT:

Director Rath gave an overview of the budget. She reported on the increase of Net New Construction, New Debt, Jurisdictional Transfer of Golden Road, and Rescinded Taxes. The presented budget is balanced. There is an increase of 5.45%. Slight tax increase of 27 cents per thousand.

There are new positions in the budget, the police department records clerk and the fire department personnel changes. Salary increases are in the budget. The Building Inspection has moved to a contracted service.

Police.

Chief Snow gave an overview of the Police Department Budget. He reported on increases in medical supplies. Squad car account is up slightly. The records clerk is a personnel request carry over from 2020. Chief Snow reviewed the process for records requests. Discussion ensued of the Dispatch and the last study was seven years ago.

Phil Hudson arrived at 6:35 p.m.

Emergency Government.

The Emergency Government Budget was reviewed. No questions.

Trustee Pieper was excused from the meeting. (6:36 p.m.)

Canine Fund.

The Canine Fund was Reviewed. No questions.

Asset Forfeiture.

The Asset Forfeiture was Reviewed. No questions.

The laws on the forfeiture have changed. The distribution is from a division of the forfeitures received.

Honor Guard.

The Honor Guard was Reviewed. No questions.

Fire Department.

Chief Delain gave an overview of the Fire Department Operational Budget. Account 5500 has been increased by \$15,000 due to vehicle repairs. Personnel included the conversion of three paid on premise is to full time. This is due to paid on premise is a dwindling supply of people and have paid overtime to fill the spots.

The capital budget includes \$300,000 for the replacement of an ambulance and \$200,000 for cardiac monitors. Cardiac monitors are replaced every ten years. There was a request for a portable battery powered extrication equipment for accident responses but were not able to fit that in. This was \$40,000.

Personnel also includes an increase for the Fire Department Clerk. This will be on the next Village Board Meeting.

Discussion ensued of paid on premise to full time. The budgeted amount for paid on premise was \$150,000. This amount with the over-time amount is going toward the full-time salaries.

The additional lieutenant is added for an additional supervisor level. The battalion chiefs are being filled by regular fire-fighters. This allows for an additional supervisor. The lieutenant position would be a promotional opportunity.

Discussion ensued of the overtime that is created due to situations when someone is in on a trade day. Then most senior person that day gets a differential in pay plus overtime.

Historically this has been underbudgeted and we are bringing the budget closer to actual. Discussion ensued of the total salaries and wages for the Fire Department. Replacing the paid on premise with full time to address the over-time issues. There is work to eliminate the step pay and create as a stipend amount rather than overtime.

Recreation.

Director Schroeder gave an overview of the budget. The Park & Recreational Department has felt the financial impact of Covid. There is a decrease of revenues of \$150,000. Discussion ensued of the decrease of revenues.

President Wolter arrived 6:58 pm.

Expenses have also decreased by about \$150,000. Modifications were made in the part-time salaries by \$26,000. The 3800 account was decreased by \$30,000. The facility rental account was reduced by \$65,000, to match the 7318 account.

The publishing account reduced from \$24,000 to \$8,000. The brochures will be distributed via social media and on-line. Miscellaneous park items were reduced by \$40,000.

The Capital Budget includes two items. The Festhalle parking lot and screening the portable restrooms and the feasibility study of the Kinderberg Park Splash Pad. The playground is 22 years old. Discussion ensued of the parking challenges and feasibility study.

Recreation Facility Fee.

There are two accounts. The expenditures are for the fields, turf, irrigation. No questions.

Senior Center

Reviewed and impacted by Covid. No questions.

Senior Van

The Senior Van budget was reviewed. Discussion ensued of the purchase of the van purchase of a few years ago and the previous van lasted ten years.

ADJOURNMENT.

ADJOURNMENT: There being no further business, the meeting adjourned at 7:20 p.m.

The next regular meeting of the Village Board will be on Monday, October 5, 2020 at 7:00 p.m.

The next Committee of the Whole meeting will be on October 7th at 6:00 pm and then October 15th at 6:00 pm.

Respectfully Submitted,

Deanna Braunschweig

Deanna B. Braunschweig, WCMC/CMC
Village Clerk

**VILLAGE OF GERMANTOWN
COMMITTEE OF THE WHOLE MEETING MINUTES
October 7, 2020**

CALL TO ORDER: The meeting was called to order at 6:00 p.m. by Clerk Braunschweig. Motion (Zabel/Myers) to elect Tr. Baum as Chair ProTem. Motion Carried Unanimously.

ROLL CALL: Present: President Wolter (arrived at 6:25 p.m.). Trustees, Baum, Kaminski, Hudson, Miller, Myers, Pieper, Wing, and Zabel. Also present: Administrator Kreklow, Clerk Braunschweig, Manager Tucker, Director Ratayczak, Superintendent Zimmerman, Superintendent Haugen, and Superintendent Anderson. Clerk's Note: This was a partial Virtual Webex Meeting.

2021 BUDGET REVIEW INCLUDING CAPITAL FOR EACH DEPARTMENT:

Engineering.

Director Ratayczak came to the podium. He gave an overview of the Engineering Budget. The budget included consultant engineering firms and GIS. There is an increase for software support. Capital items include collection of in-house survey items and updated components. The personnel includes open positions to be filled.

Discussion ensued of the capital items. The capital items include the Computer Software for GIS data collection, the Public Works campus design and construction and sidewalk programs. Discussion ensued of the campus design and construction placeholder at \$23,400,000. The \$23,400,000 does not include the police building but includes some of the related expenses such as site preparation. Discussion ensued to leave a placeholder number and continue with the design process.

Building & Grounds.

Superintendent Anderson came to the podium and reported on the Building and Grounds Budget. The increase in expenditure line items are from historical data of previous budgets. The Bell House and Wolf Museum are increased. The Fire Department and Library building increase due to the trends. The non-borrowed capital includes carry over from 2020 that were not filled due to COVID. The capital borrowing includes two boiler replacements at the library. They are \$30,000 a piece, as strictly a budget number.

Discussion ensued of painting the library heat registers. Staff is looking have an outside service powder coat them.

Maintenance and repair for Bell Museum is included as there are rotting windows and rotting doors, furnaces and plumbing. Discussion ensued that some projects will carry over to 2021. There were 5,000 in 2020 to carry over to 2021.

One building has the split timbers and was rotted and replaced with flat cedar board and it does not match. The stucco started to drop down this was a patch. Will work with a sub-contractor that did some of the bead work.

Highway

Superintendent Anderson reported on the Highway Budget. Commented on added personnel.

President Wolter arrived at 6:25 p.m.

Discussion ensued of the centerline and edging and traffic signal and repair. Equipment maintenance and repair is in the budget as well as salt and garbage pick-up.

A portion of the GIS maintenance contract is included. The retaining wall on Mequon and Squire is included. The capital budget includes looking for a second concrete breaker, backhoe and patrol truck with plow and salter. The tandem axle truck is to carry salt and brine and to pre-treat roads. Also, included \$400,000 for street light improvements along Mequon road.

Discussion ensued of the solid waste contract in line 7950. The initial proposal was a five-year contract.

Chair Pro-Tem Baum turned meeting over to President Wolter.

Parks

Superintendent Anderson gave an overview of the Parks Budget. This budget included a change in gas and oil, increase in grounds to get in line with the trend. Non-borrowed capital includes carry over for zero turns not purchased in 2020 and painting at the splashpad in Kinderberg. There are monies carried over in the tree service due to the Emerald Ash Borer.

Borrowed capital includes the potential of sealing and striping of Friedenfield Park and the replacement of a front line pick-up truck vehicle.

Line 4100 decreased due to contracted service moving from two accounts to one account.

Discussion ensued of the \$15,000 for painting of the splash pad. The paint has been flaking. The paint chips are sharp and were in the filter. This needs to be completed for safety reasons.

The Village has eight zero turn mowers. We are not purchasing a zero turn every year. This is the carry over from 2020. The lifespan of a zero-turn mower is 6-8 years.

Discussion ensued of the street tree maintenance. The tree removal in parks and streets on GIS are getting close to removal completion. The outskirts of the Village are the areas that need work.

Recycle

Superintendent Zimmerman came to the podium. He reported the recycle budget and the reduction in curbside due to the change in what the Village is picking up.

Water Utility

Superintendent Haugen came to the podium. He gave an overview of the Water Utility Budget. The Budget follows a historical trend. He highlighted pumping expense maintenance and extending the service life of the floors by epoxy coating. The water treating expense and cost evaluation of chlorine analyzers was commented on. The GIS tracking infrastructure valves have been located during construction for an accurate system to manage. Water main repairs and hydrant repairs have increased.

The Capital Budget was reported on. The meter install program has stalled due to Covid-19. Looking at an accelerated approach with contracted services for the meter install program. Also looking to install ac units at 2 or 3 well housings. The well houses need efficient cooler environments. He reported on PLC replacement at 4-5 wells that the SCADA controllers are in..

Director Rath reported on the utility revenues. The first quarter were lower than anticipated. The third quarter as off by \$50,000. The water rate increase amount is unknown at this time. 2020 revenues will be on budget.

Discussion ensued of the reserve account for the water tower. The water tower painting will be rolled over to 2021.

Sewer Utility

Superintendent Zimmerman gave an overview of the sewer utility. The budget is flat. Liftstation decrease due to maintenance completion. Batteries for two-way radios are \$1,000 each. The capital includes two telescopic isolation valves at \$22,000. Carry over of \$500,000 for the Wrenwood lift station. Collecting Mains and accessories at \$600,000 is a carry over. Interceptor lining is in place for \$2.378 Million. Increased by \$1.22 Million to complete the project. \$15,000 for integration. Updating the tablets in field with chromebooks.

Capital Improvements include a plow to be added to a truck, replacement of a 2004 truck, replacement of a jet back, and replacement of the confined space equipment van.

Community Development – Building Inspection

Director Retzlaff came to the podium. He gave an overview of the building inspection budget. \$387,000 in revenues through the month of September has been generated. Year end for 2020 is slightly less than projected; however there is recent news of a 130,000 square foot building now projecting at \$435,000 of revenue. Expenses were discussed with the Safebuilt Contract. 2021 projecting a higher residential and industrial development. There is a new commercial plan review as an alternative. For 2021, he is projecting 35 new family permits and 20-30 new multi-family permits. In 2020 there have been 31 single family permits with another 3 in process and 1 two family permit and 1 four family permit. The overall change is to replace the building inspection with SafeBuilt Contracted Service.

Community Development – Planning / Zoning

Director Retzlaff gave an overview of the Planning / Zoning Budget. To date the revenues are at \$65,000. Projecting \$70,000 year end. Now with additional activity may see \$80,000 – \$85,000 revenue. Expenses are on track. The comprehensive plan project will get back on track with the October 12, 2020, Plan Commission meeting. There is new potential development on Holy Hill Road. Every year there are one or two large building projects that boost the revenues.

TIF Districts 6, 7, and 8

The TIF Districts were then reviewed. TID 7 is specific to JW Speaker.

TID 6 will cover its debt. TID 7 is complete. TID 8 increment is doing well. Discussion ensued of the districts and the Joint Review Board that will meet in December.

Discussion ensued of the right turn lane on Lannon Road in TID 6. Is this still a requirement?

Tr. Zabel commented that at the Village Board meeting the Fire Department Budget was reduced by \$6,000.

ADJOURNMENT.

ADJOURNMENT: There being no further business, the meeting adjourned at 7:32 p.m.

The next Committee of the Whole meeting will be October 15th at 6:00 pm.

Respectfully Submitted,

Deanna Braunschweig

Deanna B. Braunschweig, WCMC/CMC
Village Clerk