

VILLAGE OF GERMANTOWN  
N112 W17001 MEQUON ROAD  
GERMANTOWN, WI 53022

**MEETING:** COMMITTEE OF THE WHOLE

**DATE AND TIME:** TUESDAY, October 1, 2019 6:30 p.m.  
Immediately following Public Works but not before 6:30 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: September 24, 2019**
- IV. **2020 BUDGET REVIEW INCLUDING CAPITAL FOR EACH DEPARTMENT:**
- A. Engineering.
  - B. Building & Grounds.
  - C. Highway.
  - D. Parks.
  - E. Recycle.
  - F. Community Development - Building Inspection & Planning / Zoning.
  - G. Recreation.
  - H. Recreation Facility Fee
  - I. Senior Center
  - J. Senior Van
  - K. Water Utility.
  - L. Sewer Utility.
- V. **NEXT MEETING: Tuesday, October 8th**
- XI. **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 24, 2019**

**CALL TO ORDER:** The meeting was called to order at 6:00 p.m. by Pres. Wolter.

**ROLL CALL:** Present: President Wolter, Trustees Baum, Hughes, Miller, Myers (6:09 p.m.), Wing, and Zabel. Trustee Warren and Kaminski excused. Also present: Administrator Kreklow, Finance Director Rath, Director Ratayczak, Director Schroeder, Manager Tucker, and Clerk Braunschweig.

**2020 Budget Review including Capital for Each Department.**

Administrator Kreklow introduced the Budget. He pointed out key issues that included the property tax levy, revaluation, and closure of TID #4. There is an increase in the levy that is relative to net new construction. There is an increase related to debt service.

Because of the closure of TID #4 and net new construction. On average there will be minimal impact on the average tax bill. With the revaluation there are changes in the property assessment.

Last year three positions were added to the Fire Department.

This year there were five requested positions. The Clerk's Office requested a deputy Clerk, the Police Department requested a records clerk, and the Public Works Department requested three positions, one mechanic and two operators.

The requests were reviewed. The Clerk's Office deputy clerk and one operator in the department of Public Works remain in the budget.

Administrator Kreklow reported on two additional revenue sources. There will be a charge for use of the survive alive house. Currently, the primary user is the Germantown School District with Special Education Classes and in light of the charges they are marking to the Village and their approach. The budget allows for the charge to the school district for the use of the facility. This is \$30,000 for rental of facility. An additional revenue is \$30,000 for the use of the recycling center. \$1 per use fee for drop offs at the center. There are approximately 36,000 drop offs at the recycling center per year.

The Village is very conservative with revenue projections which has built up the fund balance. Currently the fund balance is above the policy.

In the budget there is a 2% increase for pay and compensation for Village Employees based on union contracts. The plan is for non-union to be distributed based on performance.

Village Board:

Director Rath reported that this budget is consistent. Attorney fees and legal fees may change. The additional in 2018 was from labor attorney.

Administration:

The administration budget allows for the wellness program. There are more speakers and more avenues for employee education in the wellness program. Office supplies increased.

Clerk:

Clerk Braunschweig reported on the upcoming 2020 Presidential Election and the need for the additional Deputy.

Finance:

Director Rath reviewed the revenues in the Finance area. She pointed out the interest in the investments. There is a plan for expenditures to occur after revenues are received. Some expenditures may be put off until the revenues are in place to offset the expenditures.

Assessor:

This item is contracted with Associated Appraisal after the revaluation.

Data Processing:

Director Rath reported on the item. She reported on Time Clock Plus that is in the budget for monitoring time sheets that will download into the payroll. Manager Tucker explained the Social Media Archiving software that is included. This will allow the Village to archive social media for the Library, Police Department, Fire Department, Park & Recreation, and Village Hall. It is a flat fee. We are at the lowest end for cost and it is dependent on the number of records. Rath commented that there is spam filtering and fire wall in place.

General Government:

Director Rath reported on possible savings in personnel as we do not have 100% staffing all the time for cost adjustment. Overall salaries were reduced to allow for unfilled positions. Last year there were \$20,000 allocated for raises that were not spent yet.

Wing pointed out that this a lean budget. Administrator Kreklow there is not more than what we expect but also not less. The personnel cost adjustment is from historical information. The capital items will not be purchased unless we are going to hit the revenues. Interest earnings are locked in place for three years.

Library and Library Board Accounts:

Director Smith came to the podium to report on the Library and Library Board Accounts. She reviewed 2019. Circulation and attendance has increased. 2020 budget was approved by the Library board and includes an increase of \$2,500 for change in service modules. She reported on the County funding that is based on non-served residents.

The County presented a model for Joint Libraries for 2021, this is a change to how money is divided among the municipalities.

Library accounts: No real changes. The usual revenue, investments and interest. Similar to last year. Reroofing is projected for 2020. Money is set aside for capital items. The roofing is in the buildings side of the budget. This is borrowed Capital Budget.

Municipal Development:

Small account to keep track of development costs as well as the July 4<sup>th</sup> and Hotel Motel Fees.

Impact Fees:

Director Rath reported that there are four impact fees Police, Fire, Park and Recreation and Library.

Historic Preservation:

Director Rath is a special revenue. Miller reported on the Historic Preservation Commission. He would like to look at the fee for the historic properties to come out of this fund. The item will be a future discussion at General Government and Finance.

Debt Service:

Director Rath report on the Debt Service. The TIF 4 debt is finalized. Joint Review Board will meet in December.

Health & Dental:

Director Rath reported on the insurance. There are increases allowed from different employees and new employees.

The next meeting will be on October 1<sup>st</sup>, immediately following the Public Works meeting.

**ADJOURNMENT:** There being no further business, meeting adjourned at 7:26 p.m.

*Respectfully Submitted,*  
Deanna B. Braunschweig, WCMC/CMC  
Village Clerk