COMMITTEE OF THE WHOLE
BUDGET MEETING MINUTES
SEPTEMBER 13, 2012
VILLAGE HALL BOARD ROOM

CALL TO ORDER
Chairman Wolter called the meeting to order at 6:03 p.m.

ROLL CALL
Members present: Chairman Wolter, Trustees Baum, Daniels, Ewert and Zabel. Member absent but arriving later: Trustee Hughes. Members absent: Trustees Kaminski, Vanderheiden and Werderman. Also present were Administrator Schornack, Finance Director Rath, Deputy Clerk Lofy, Fire Chief Pollpeter, Police Chief Hoell, Captain Snow, Captain Karpinski, Captain Franke and Lieutenant Hass.

Finance Director Rath presented a summary of the 2013 Budget to the Committee. The proposed budget came in at about $5,000 less than the maximum allowed levy increase. A raise in the levy can be made due to a .71% growth in net new construction and an increase in debt of $112,000 for the Village. Some debt will be offset by the Blackstone Creek development and Build America Bonds. A total of $59,841 of the levy will be needed for debt service. After everything is taken into account, the maximum allowed increase in the levy is $177,904 which the proposed budget is just shy of. At this point, the proposed budget would increase the levy by 1.68% with a tax increase of about 3.25%.

2013 BUDGET REVIEW: Police
Police Chief Hoell presented information on the Law Enforcement portion of the budget. The budget presented was much like the budget presented last year with the usual increase in gas and oil costs. The increases for both are just a guess and out of the police department's control. The Police Department has become very aggressive seeking out grants to try to offset the budget. They are also trying to absorb operating increases in other parts of the budget.

6:08 p.m. – Trustee Hughes arrives at this time.

Due to increases in work load, personnel are requested but not in the budget at this time. The addition of another police clerk is needed. Volunteers are being utilized for this but cannot keep up. A possible solution would be looking at hiring two part time employees which would save the Village the cost of benefits.
The Village will see about a $100,000 increase in pay for duty disability next year. The Village is also required to pay retirement for many of the police department personnel. The amount paid for retirement will be increasing next year.
Discussion:

- No new personnel are allowed for in the budget
- Increases in labor and benefit costs make it hard to spend in other areas
- As always, labor and benefits make up the highest portion of the budget
- Police department and fire department could use the same cross trained person to help with paperwork
- Now is the time to start questioning and cutting from the budget, not at the Village Board meeting to adopt the budget

Discussion continued:

- Application server will be 7 years old, needs to be replaced
- Squad video is back in the budget and a top priority
- Squad video will help cut investigation and court time
- Applying for a grant for the speed trailer would lower the cost by $5,000

Captain Snow presented information on the need for a new scheduling system due to the current system being outdated. This item is budgeted at $14,000. New software would be installed on a police department server. Updating the current system software would move it to a web based program but the cost would be much higher.
Discussion:

- New scheduling system could run on current server
- Police recruit testing line item should stay at $3,000 due to increase in costs and possible retirements

Police Chief Hoell was asked to rank Law Enforcement 2013 Budget Capital Outlay by importance. He ranked them as follows –

1. Server Replacement
2. Squad Video Cameras
3. Scheduling System
4. Speed Trailer or Security System Upgrade

Discussion:

- Budget shows 3 year trends for line items
- Office supplies higher due to new paper used for ticketing system, not sure what expenses will be
- County wide radio system has added to hardware and software support
- Should look closer to cut line items to pay for other items in the budget
- Chevrolet Caprice patrol vehicle is the better option for tall officers, is rear wheel drive and was picked in officer tests
- Squads are being replaced at 125,000 miles, up from replacement at 80,000 miles in the past
- Fleet van is 17 years old and should be replaced, $27,000
- Life expectancy of a squad video camera is 7-10 years and can be moved to replacement vehicles
- Gas storage tank control should have been replaced this year
- Building & Grounds Superintendent Olszewski's budget will include some building issues for the police department

Police Chief Hoell stated that the Emergency Government portion of the budget will remain the same with no new projects.

<u>2013 BUDGET REVIEW:</u> Fire
Fire Chief Pollpeter presented information on the Fire Protection portion of the budget. The budget did not change much but does include increases for a new copy machine and EMS uniforms. The number one concern is the need for personnel due to the

2013 BUDGET REVIEW: Fire (cont.)
growth of the Village. This cannot be ignored and is creating issues staffing the stations. Employees trained and certified by the Village are leaving for full time departments. Dive Team Maintenance and Dive Team Training & Travel are included as bolded line items in the budget for discussion at the next Public Safety Committee meeting. At this meeting it will be decided whether to keep the program or end it. If the program is ended, selling the equipment will be discussed.

Captain Karpinski presented information on the Miscellaneous Equipment line item under Capital Items in the budget. This includes annual software licensing for and modules to be added to the fire department's Firehouse software. Adding the CAD Interface Monitor would help to make better use of the whole system. Adding Mobile Response would show other routes to the fire call and where other responders are on the scene. The Barcoding Software would make inventory and maintenance easier. Items could be scanned when out for maintenance instead of making manual entries.
Discussion:

- Verizon has the best government contract
- Verizon will provide needed static IP addresses, other providers will not
- Equipment updates are needed due to new standards set by the American Heart Association
- Current Bluetooth enabled equipment is first generation and needs to be updated
- Need new thermal imaging cameras
- One of the current thermal imaging cameras is 13 years old, large and unreliable
- Station #1 first out engine has the best thermal imaging equipment
- There is no fire department vehicle that goes to every call

Captain Franke presented information on the budget item Forcible Entry Trainer, $8,000. This piece of equipment is the only practical way to give hands on training. A door can only be destroyed once but this trainer can be used many times. Without this trainer, most firefighters are only trained by book. Most training for firefighters is done at the training facility located at Station #2.

Fire Chief Pollpeter was asked to rank Fire Protection 2013 Budget Capital Outlay by importance. He ranked them as follows –

1. Phillips Monitor Upgrade
2. Thermal Imaging Cameras or Quad Gas Meters
3. Forcible Entry Trainer
4. Smart Board for Station 2

Lieutenant Hass presented information on the budget item Quad Gas Meters, $6,000. If new meters were purchased, current meters would be moved to different uses. The new meters would replace worn equipment and are better technology. One meter would also go to Unit 1764 which currently does not have a meter.

Discussion:

- 2014 budget will include a large vehicle purchase for the fire department
- This budget includes 4 new computers for vehicles that currently do not have computers
- Could iPads be used in place of computers
- iPads are not as sturdy as the proposed Panasonic CF-31 laptops and would need to be replaced more often

SET DATE AND TIME FOR NEXT BUDGET REVIEW MEETING:

After discussion, the following dates and times were set for future budget meetings –

- Monday, September 24, 2012 at 5:30 p.m.
- Wednesday, October 3, 2012 at 6:00 p.m.
- Wednesday, October 10, 2012 at 6:00 p.m.

ADJOURNMENT

The meeting was adjourned at 7:55 p.m.

Respectfully submitted,

Christa Lofy
Deputy Village Clerk