

MEETING:	REGULAR MEETING OF THE COMMITTEE OF THE WHOLE
DATE AND TIME:	Tuesday, October 24, 2023 6:30 PM
LOCATION:	Germantown Village Hall Board Room N112 W17001 Mequon Road

MINUTES

- 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.*

The Committee of the Whole was called to order by President Dean Wolter at 6:32 PM.

II. **ROLL CALL:**

Present: Trustee David Baum, Trustee Phil Hudson, Trustee Terri Kaminski, Trustee Jan Miller, Trustee Rick Miller, Trustee Bill Neureuther, Trustee Jolene Pieper(via WebEx), President Dean Wolter

Also Present: Philip Cosson of Ehlers, Finance Director Matthew Uselding, Deputy Clerk Kasie Miller, Support Service Manager Erin Hirn, Community Development Director Jeffrey Retzlaff, Park and Recreation Director Guilford Standridge, and Recreation Supervisors Patti Heinen and Sandy Doss.

Absent:

Excused: Trustee Dennis Myers

III. **APPROVAL OF MINUTES:**

A. October 17, 2023

Motion: Approve October 17, 2023 Committee of the Whole Minutes as presented

Motioned By: Phil Hudson

Seconded By: David Baum

Yes: David Baum, Phil Hudson, Terri Kaminski, Jan Miller, Rick Miller, Bill Neureuther, Jolene Pieper, Dean Wolter

No: None

Abstain: None

Motion Passed (Yes 8, No 0, Abstained 0)

IV. 2024 ALL OTHER BUDGETS REVIEW

A. TIDS

Philip Cosson from Ehlers presented reports for TIDs 6, 7, 8 and advised there was no report for TID 9 as there was no reporting requirement until 2024.

Highlights for TID 6: Base Value \$2,796,000, Incremental Value as of 01/01/2022 \$41,604,200, Year End Fund Balance \$260,967, Possible Close Out 2031/2032. TID 6 is in great financial shape, with a positive fund balance going forward. The last site is currently being developed, therefore there aren't many expenditures expected.

Highlights for TID 7: Base Value \$9,642,400, Incremental Value as of 01/01/2022 \$23,673,900, Year End Fund Balance \$462,645, Possible Close Out 2033. TID 7 has a large amount of cash flow due to Developments (Capstone Building #2 and #3) and the possible shortfall in payments through the JW Speaker Agreement. Nothing has been resolved at this point and 2024 would be considered their first shortfall payment, however, the bottom line is still in the positive for this TID.

Highlights for TID 8: This is a strong, mixed use district with healthy cash flow. Base Value \$640,700, Incremental Value as of 01/01/2023 \$180,681,200, Year End Fund Balance -\$686,651. The negative balance will get wiped out in 2024. Developments are Zilber building #6 and Dickman - Golden Pet. Cosson advises there are multiple opportunities for the Village for this TID: close out early, expand the TID, or use funds to donate to creation of a new TID (however, this wouldn't occur for another 6-7 years-2029). Ehlers will provide the Board information and calculations if the TID were to close in 2029 and financial impacts.

Cosson concludes that, overall, the Village's TIDs are performing better than what is seen across the State.

B. Impact Fees

Impact fees are calculated by ordinance, which, per Community Development Director Retzlaff advised, if a change were requested then an analysis should be conducted on existing facilities (Administration is currently looking into this). No major changes are noted to the Police and Fire Department's Impact Fees while the Library and Recreation has a decrease in expected revenue.

C. Historic Preservation

No major changes are noted for the Historic Preservation Budget. Trustee Rick Miller confirmed that the largest expense is hanging framed photographs on the walls of Village Hall.

D. Recreation Facility

No major changes are noted for the Recreation Facility budget.

E. Senior Van Replacement

Uselding notes no major changes for the Senior Van Replacement budget, and that revenues are relatively flat. There is a balance which will be seen at the 10/25/2023 meeting, an estimated \$30,000.

F. Health

The Health Insurance Fund has a built-in 3% increase. Trustee Neureuther questioned the increase, however, Support Service Manager Erin Hirn advised staff wanted to build in a cushion even though the cost of the health insurance renewal for employees did not increase. Hirn further advised that the number of users stayed the same for the insurance, and the State normally has 14% built-in.

G. Dental

Uselding notes a slight increase for users of the Dental Insurance, but there are no major changes.

H. Debt Service

The Debt Service Fund budget has slightly decreased in comparison to last year. There is a \$22,451 decrease in Debt Service Levy due to not bonding capital projects and the use of reserves.

I. Inspection Services

There is a decrease in salary and wages for the Inspection Services budget due to the elimination of the Code Enforcement Office position. Also, there is a decrease in the Safebuilt contract due to the decrease in projected development, and a decrease in projected development revenues. Trustee Neureuther inquired about the trend of new homes being built in the Village. Community Development Director Retzlaff advised that new home development has slightly decreased from last year and is trending to continue decreasing in 2024, but only slightly. Trustee Baum questioned outsourcing versus internally hiring for the Inspection Services. Retzlaff advised that Safebuilt has done a great job at providing a variety of skilled inspectors when needed and to hire outside of Safebuilt there may be difficulty in finding qualified inspectors who can fill the variety of needs the Village has. Retzlaff advised the Village is negotiating the current revenue proportions with Safebuilt, however, with no yearly contract assurance, Safebuilt is pushing back. Retzlaff advised it would be worth keeping Safebuilt and to reevaluate as time continues.

J. Planning & Zoning

Uselding notes that salaries and benefits comprise 75% of the Planning and Zoning budget, and the biggest change is the requirement to do a housing study per the

Wisconsin Department of Revenue. The WI DOR study was required in 2019, however, the Village was exempted for four years from the reporting requirement. Trustee Pieper questioned the Tracy Cross Housing Study that is being done by the County and if that would be sufficient to fulfill the WI DOR's housing study. Retzlaff advised that, although there may be overlap in the studies, the Tracy Cross Housing Study(as it stands) would not meet the statutory requirements of the WI DOR's Study.

Motion: To ask the Tracy Cross Study if they can modify the Village's current study to include the WI DOR requirements (which would satisfy the WI DOR Housing Study) and for Tracy Cross to advise: 1. If they can they do the additional requirements, 2. At what cost for the additional work, and 3. The timeframe.

Motioned By: Jolene Pieper

Seconded By: Jan Miller

Yes: David Baum, Phil Hudson, Terri Kaminski, Jan Miller, Rick Miller, Bill Neureuther, Jolene Pieper, Dean Wolter

No: None

Abstain: None

Motion Passed (Yes 8, No 0, Abstained 0)

Trustee Hudson questioned Retzlaff if the Village was jeopardizing funds from the County by having this side agreement with Tracy Cross. Retzlaff was unsure and would ask that question in addition to finding the answers made by the motion of Trustee Pieper.

K. Recreation

Salaries and benefits make up roughly 67% of the Recreation budget. A 6% decrease in part-time salaries, a \$19,000 decrease in program supplies and expenses, and revenue remaining flat.

Park and Recreation Director Gil Standridge recognized the outstanding work of their instructors during the recent Kennedy Middle School incident and commended them for keeping students safe and comforted, and keeping parents informed during the incident.

Budget-wise, Standridge, along with Supervisors Patti Heinen and Sandy Doss, noted multiple budget cuts in programming(31 programs), training(Summer Staff to receive 4 hours of training; CPR only to Supervisor Staff at Kids Club), maintenance(Baseball Field Tech) and renovations(Tennis Court cracks), elimination of part-time positions(summer office assistant), the reduction of Kids Club hours, and their efforts to reduce costs associated with their magazine publication. On a positive note, Standridge notes the growth of Music in the Park,as well as the increase in donations and increase in park shelter reservations. Parks and Recreation plan to generate more revenue by increasing the number of Farmer's Market vendors, raise fees for Kids Club, and only a small increase in park rental fees as they have already been

raised. Trustees Neureuther, Hudson and Jan Miller brought up concerns about the deteriorating tennis courts and possibility to save on school fees by keeping tennis programs within the Village Parks. Standrige advised it has been 6 or 7 years since the court has been renovated, and he estimates that in one year the court will be unusable. ARPA funds could be used for the renovation; however, the school has enough courts as to not spread instructors thin and across the Village. Standridge notes the conversion of the tennis courts into pickle ball courts, or possibly a dual use.

L. Senior Center

No major changes are noted for the Senior Center Budget. Uselding advised that maintenance/repair/renovation of the building would be within the buildings and grounds budget.

M. Data Processing

Uselding notes the consolidation of the telephone(hard line not cell phone), copier, and internet expenses. Trustee Pieper feels it should be separated to keep track of costs per Department.

Motion: Separate the Telephone, Copier and Internet Expenses into Individual Departments per cost based on use.

Motioned By: Jolene Pieper

Seconded By: None

Motion Failed due to lack of a Second

Support Service Manager Erin Hirn advised it is possible to separate the copier by usage, however, not for telephone or internet. Trustee Jan Miller inquired about the Tyler Munis cost, which was explained that the total was \$125,000, which is allocated through the General Fund, Water and Sewer. Trustee Pieper questioned the Library fund's telephone budget, and per Trustee Baum's request, Hirn will provide a tabulation of the Village's phone bills and a summary per Department.

N. Clerk

Uselding advised the increase in salary for the Clerk's Budget is due to the separation from the Finance Department, which in the past salaries were reflected in the Finance Budget only. Also, there are four elections in 2024, one of which is a presidential election. The 2016 and 2020 budgets were reviewed to help reflect the increases in supplies and election inspector salaries.

O. Village Board

No major changes for the Village Board Budget. Legal services comprise 45% of this budget.

P. Administration

A salary decrease is seen in the Administration Budget due to the elimination of the Budget Manager position. Also, the wellness expense was moved into the Health Fund. Trustee Jan Miller questioned the small decrease in the salary. Uselding explained that only a portion was removed as salaries are allocated to other funds. The salaries for the Administrator and Support Service Manager are not solely funded within the Administration Budget and are also allocated to the General Fund, Water and Sewer Utility, and TID(for Administrator only).

Q. Finance

Noted are a decrease in salaries due to the separation of the Clerk and Finance departments, along with the re-allocation of expenses for operating supplies. There was also an increase in State Aid (\$497,000) and a \$50,000 decrease in personal property exemption aid.

R. Assessor

Uselding notes there are two contracted years left with Associated Appraisals and within the ARPA Budget there is a recommendation to the Village for an interim market update.

S. General Government

Noted are the pay adjustment performance of 3% for Village Employees while a 4% pay adjustment for those under the Department of Public Works Union Contract.

T. Capital Fund

A list of departments and their requested projects was provided, along with their borrowing, estimated roll-over, and other funding sources. The Capital Services Fund is linked with the Debt Service Fund in that Capital Service is considered the borrowing and Debt Service is the payment. Ultimately, the Village Board decides which project is funded. Trustee Kaminski commented that in Quarter 1, roughly February of 2024, the borrowing is looked at and the Board picks through the projects. Trustee Baum and Pieper inquired about the switches and access points project. Support Service Manager Erin Hirn advised the current switches for the computers are old and not supported, while the access points relate to the WIFI access points around the building. Capital Data has provided a quote for the Village, but it is not the most current. Hirn will provide the Board with the quote and a breakdown of the switches and access points. Trustee Jan Miller inquired about the Tyler Munis roll-over, which was due to the outstanding software implication for payroll and modules for applying for permits online.

U. ARPA

Uselding provided the updated ARPA numbers relating to funds allocated, funds spent

in 2022 and 2023, and remaining funds. \$1.3 million is projected remaining 2024. Staff provided a list of recommended projects. One note is that if the Intermin Market Update is not done by 2026, the State will mandate a full revaluation as the Village would be 2 years out of compliance.

Motion: Table Discussion of ARPA Budget to the Committee of the Whole Meeting on 10/25/2023.

Motioned By: Terri Kaminski

Seconded By: David Baum

Yes: David Baum, Phil Hudson, Terri Kaminski, Jan Miller, Rick Miller, Bill Neureuther, Jolene Pieper, Dean Wolter

No: None

Abstain: None

Motion Passed (Yes 8, No 0, Abstained 0)

V. **NEXT MEETING DATE:** *October 25, 2023 @ 6:30 PM - Village Hall Board Room*

VI. **ADJOURNMENT:**

The meeting was adjourned at 9:19 PM.