

MEETING:	REGULAR MEETING OF THE COMMITTEE OF THE WHOLE
DATE AND TIME:	Monday, September 30, 2024 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 meeting was called to order by President Dean Wolter at 6:30 PM.

II. **ROLL CALL:**

Present: Trustee David Baum, Trustee Meg Cutts, President Dean Wolter, Trustee Robert Warren, Trustee Jan Miller, Trustee Rick Miller, Trustee Terri Kaminski, Trustee Jolene Pieper(via WebEx)

Also Present: Village Administrator Steven Kreklow, Finance Director Matthew Uselding, Library Director Trisha Smith, Police Chief Mike Snow, Fire Chief John Delain, and Chief Deputy Clerk Kasie Miller.

Absent: None

Excused: Trustee Phil Hudson

III. **APPROVAL OF MINUTES:**

A. October 25, 2023

Motion: Approve as presented

Motioned By: Trustee David Baum

Seconded By: Trustee Rick Miller

Yes: Trustee David Baum, Trustee Terri Kaminski, Trustee Jan Miller, Trustee Rick Miller, Trustee Jolene Pieper, President Dean Wolter, Trustee Robert Warren

No: None

Abstain: Trustee Meg Cutts

Motion Passed By Voice Vote (Yes 7, No 0, Abstained 1)

IV. **BUDGET REVIEW:**

- A. Review of Departmental Budgets
 - 1. Library
 - 2. Police Department
 - 3. Fire Department

Finance Director Matthew Uselding provided a general overview of the 2025 recommended budget. He estimates an average increase of \$251 to the resident's tax bill (for the average \$350,000 valued home). He notes that this is only the Village's portion as we do not have any information from the school or county what their impact may be on taxes. The increase for the Village is primarily due to the Police and Fire Referendum that passed in 2024 to add 10 Fire Fighters and 4 Police Officers.

1). Library Budget:

Uselding highlighted the levy support, revenues, expenses, and positions of the 2025 Library Budget. Major changes are the increased part-time salaries and wages (\$25,000), the restoration of hours (from 52 to 59 hours per week), and the reallocation of a full-time staff member from the PT line to FT line. Library Director Trisha Smith was available to answer the Trustees' questions.

Smith advised that the Library has around 20 part-time positions that range from 6 hours to 29 hours a week and that the budget is based on hours needed for tasks and not set per employee. As staffing levels increased, this caused an increase in other budget categories (Salaries, State Retirement, Life Insurance) which were questioned by Trustees. Smith advised that the Library stayed at similar 2024 budget numbers for books, audio visual, computer services, programming and marketing. Trustee Jan Miller mentioned the Library was waiting to hear about their application for a Federal grant for \$4.25 million which may change their budget. Smith advised they hoped to hear back on October 1, 2024 regarding their application. Smith notes that the funds would primarily be in their Capital Expense line and President Dean Wolter confirmed that the funds would not go toward salaries or any programs and only the build-out.

Motion: Postpone the Library Budget until the October 8, 2024 Meeting

Motioned By: Trustee Jan Miller

Seconded By: Trustee Meg Cutts

Yes: Trustee Jan Miller

No: Trustees David Baum, Terri Kaminski, Rick Miller, Jolene Pieper, Dean Wolter, Meg Cutts, Robert Warren

Abstain: None

Motion Failed By Voice Vote (Yes 1, No 7, Abstained 0)

Administrator Kreklow and Finance Director Uselding both noted that the October 15th Meeting would address the Captial Budget and any other specific budget items/wrap up items requested by Trustees to address. Trustee Jan Miller requested to have the Library budget revisited at the October 15th Meeting. With the Library going back to 2023 operating hours, Trustees Pieper and Warren requested to see what the impact

was on the 2024 Budget and the use of the Library with the reduced hours. Lastly, Trustee Pieper requested Finance Director Uselding to redistribute the Insurance and Bonds line item for all Departments to reflect it based on the amount of workers instead of a departmental based percentage. Uselding noted that the Police and Fire and Public Works would see a dramatic increase as they have more claims/insurance/bonds, however he would provide the specific data.

2). Police Department Budget:

Uselding highlighted the levy support, revenues, expenses, positions, and capital projects of the 2025 Police Department Budget. Major changes are the addition of four patrol officers (\$418,000), decrease in overtime (\$30,000), increase in uniform allowance (\$7,000) and increase in vehicle maintenance (\$11,000). Trustee Baum questioned why the overtime budget wasn't dramatically reduced as four more officers would be working. Kreklow advised that some overtime use would be reduced however, some situations the police officers handle (such as mental health hold transfers) take additional time which create overtime. Kreklow advised the overtime can be reported and monitored at the Public Safety Committee. Chief Snow was available by phone to answer the Trustees' questions.

Snow commented that they have not filled all available positions yet, and that currently the Police Department is on track to be under 2024 budgeted overtime by about \$2,000. Snow felt that the overtime could be reduced but would only be seen once the Police Department is fully staffed. Trustee Pieper requested that the contracted positions of the Police Department be compared to the Village's paygrades and be provided back to the Board. Additionally, Pieper requested a detailed line item for the Building Utility cost as there was an increase. Uselding explained the increase was due to rate increases with WE-Energies and the Village's utilities, however, he would provide the specific data. Lastly, Trustee Pieper requested the Village to look into other options (such as leasing or buying outside the State contract) for vehicle replacement to see if there were any cost savings.

3) Fire Department Budget:

Uselding highlighted the levy support, revenues, expenses, and positions of the 2025 Fire Department Budget. Major changes are the addition of ten Firefighter/EMS personnel (\$977,000), the decrease in overtime (\$20,000), increase in staff uniforms/equipment (\$10,000) and increase in workers' comp insurance (\$17,000). Uselding noted the 2025 budget reflects the full amount of staffing. Fire Chief John Delain was available for questions. Trustee Kaminski questioned the funding of the two positions added outside the referenda. Chief Delain explained that they originally asked for 12 Firefighter/EMS personnel, however, two were allocated from the 2024 General Fund Reserves and the referendum was proposed to fund the remaining 10 positions. Delain advised the overtime budget was kept conservative as one major incident could cause a mass amount of overtime. He noted that some examples of the current overtime use are due to injuries that lead to surgery and births of children. Lastly, Delain was confident that by the end of 2025 he would fulfill the 10 positions approved by the referenda.

Trustees were concerned that the monies received from the referenda were going into the General Fund and what would happen if positions weren't filled and there was a surplus. Administrator Kreklow and Finance Director Uselding advised that legally the money needed to go into the General Fund and that the money would not be spent on other Village items, such as road repairs. Kreklow advised that they can report to the Board showing how referenda money is being spent and Uselding noted that any positions not fulfilled that creates a surplus in referenda dollars would fall into the General Fund Reserve. Lastly, Kreklow reiterated that the Board could segregate or restrict a portion of the General Fund Reserves for any referenda dollars not spent entirely on Police and Fire in 2025.

V. NEXT MEETING DATE:

A. October 1, 2024 - Immediately Following Public Works & Highway Committee

VI. ADJOURNMENT:

President Dean Wolter adjourned the Committee of the Whole meeting at 8:05PM.