

MEETING:	REGULAR MEETING OF THE COMMITTEE OF THE WHOLE
DATE AND TIME:	Tuesday, October 1, 2024 Immediately Following the Public Works & Highways Committee Meeting Starting at 5:30 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.*

Village President Dean Wolter called the Committee of the Whole meeting to order at 6:23 PM.

II. **ROLL CALL:**

Present: Trustee David Baum, Trustee Phil Hudson, Trustee Terri Kaminski, Trustee Jan Miller, Trustee Rick Miller, President Dean Wolter, Trustee Meg Cutts, Trustee Robert Warren

Also Present: Village Administrator Steve Kreklow, Finance Director Matthew Uselding, Village Clerk Donna Ott

Absent:

Excused: Trustee Jolene Pieper

III. **APPROVAL OF MINUTES:**

A. September 30, 2024

Motion: Approve as presented

Motioned By: Trustee Baum

Seconded By: Trustee Cutts

Yes: Trustee Baum, Trustee Kaminski, Trustee Jan Miller, Trustee Rick Miller, President Wolter, Trustee Cutts, Trustee Warren

No: None

Abstain: Trustee Hudson

Motion Carried by Voice Vote (Yes 7, No 0, Abstained 1)

IV. **BUDGET REVIEW:**

- A. Departmental Budget
 - 1. Recreation
 - 2. Senior Center
 - 3. Engineering
 - 4. Highway, Parks, Buildings & Grounds
 - 5. Residential Yard Waste
 - 6. Water Utility
 - 7. Sewer Utility

Before addressing the departmental budgets, Finance Director Uselding provided an update on the state aid that the Village will be receiving for the 2025 budget. He stated that the Village has received \$160,339 more in State Transportation Aid than was originally included in the 2025 Recommended Budget. However, the Village did receive slightly less Shared Revenue and Utility Aid, so the net available funds in excess of what was budgeted totals \$135,922. He noted that options for the available funds to be considered are reducing the tax levy, restoring seal coating levels to pre-2024 levels, increasing funding for Recreation and/or Library, and decreasing permit revenues.

1). Recreation

Uselding highlighted the levy neutrality, revenues, expenses, and positions of the 2025 Recreation Budget. Major changes include a \$20,000 increase in part-time salaries and wages, a \$10,000 increase in program supplies and expenses, and a \$42,000 increase in Misc. Revenues due to successful fundraising for the Music at the Pavilion event series. Park and Recreation Director Gil Standridge and Recreation Supervisor Sandy Doss were available to answer questions.

Standridge and Doss advised that the Recreation Department retains approximately 25 part-time employees during the school year and 60 part-time employees during the summer. They advised that the department struggles with retention of staff for some programs due to a competitive wage market. Standridge stated that the Recreation Department would like to increase the funding for the Music at the Pavilion program so that more popular bands can be brought in, which would result in higher attendance and higher revenue. Doss advised that between sponsorship and beer sales, the Music at the Pavilion program pays for itself and netted approximately \$26,000 this summer. Administrator Kreklow commended the Recreation Department for how well they managed through a difficult year of budget cuts; Trustee Kaminski echoed his sentiments. Standridge thanked the Department of Public Works for all the assistance they provide for Music at the Pavilion events, as well as the new event sponsors that have been gained through the work of Highways, Parks, Buildings & Grounds Superintendent Scott Anderson.

2). Senior Center

Uselding highlighted the levy support, revenues, expenses, and positions of the 2025 Senior Center Budget. There were no major changes to the Senior Center Budget. Park and Recreation Director Gil Standridge was available to answer questions.

Trustees questioned whether the Senior Center could provide more programming with the current amount of staff; Standridge advised that the staff is always striving to

improve and adjust programming, and that they are currently working to fill the vacant Strength and Balance Instructor position so that program can continue.

3). Engineering

Uselding highlighted the levy support, revenues, expenses, and positions of the 2025 Engineering Budget. Major changes include a decrease in revenue in Public Charges for Services and the proposed addition of an Asset Manager Position. Public Works Director Matthew Mortwedt was available to answer questions.

Mortwedt discussed the expected decrease in need for contracted services now that the Department is fully staffed. He provided details about the proposed duties of the new Asset Manager position, including identifying and tracking equipment, developing a process for repairs/maintenance and demand-based work for equipment, the transition of knowledge in the Department as employees retire, and assisting with the Geographic Information System (GIS). Uselding echoed the importance of tracking assets and their depreciation, which would help the Finance Department during the audit. Mortwedt advised that this position will allow the Village to improve its reporting quality for auditors and regulatory agencies. He also advised that the Department has been successful in applying for grants, and this position may be beneficial in this process. He also provided insight into the Department's intern program and an overview of Village storm water pond management.

4.) Highways, Parks, Buildings & Grounds

Uselding highlighted the levy support, revenues, expenses, and positions of the 2025 Highways, Parks, Buildings, & Grounds Budget. The largest driver of revenue is State Transportation Aid, which was approximately \$160,000 higher for 2025 than expected, as previously stated. Major changes included an increase to the Tree Planting/Maintenance Budget (\$70,000 increase). Other major expenses are the Waste Management Contract (\$750,000), Cleaning Contract (\$188,000), and State Salt Contract (\$260,000). Additionally, the Village budgets for Non-Borrowed Capital Projects. Highways, Parks, Buildings, & Grounds Superintendent Scott Anderson was available to answer questions.

Anderson advised that the decrease in the Snow and Ice budget is because the 2024 budget was temporarily increased to allow for moving salt over to the new Public Works building; he also advised that the Village is starting to use more brine in its snow and ice removal, which increases efficiencies. Anderson explained the \$8,000 increase in materials and supplies, stating that their road striping schedule is broken into even and odd years, and odd years have a larger list of roads to be restriped. Village signage also falls into this category. Anderson explained the \$10,000 increase in fleet maintenance, stating that the Department balances the need of new equipment with a maintenance cycle of the current fleet to keep everything in working order. Uselding explained that the \$69,000 increase in Misc Equipment is for the Non-Borrowed Capital Projects, and that fluctuations are expected among Non-Borrowed Capital Projects across all departments; Anderson advised that the specific increase in the HPBG budget is due to a utility transfer from the Highway Department for the jet vac purchased a few years ago, as well as restoration of brush pick-up equipment, purchase of a front end loader bucket and scale, and repurposing a used Fire Department vehicle to use for highway operations. Regarding employees, Anderson

advised that the employee count is relatively consistent with 2023 count, and that one position is currently open. There are 2 temporary positions and 8-10 part-time employees hired seasonally. The pay range for these employees is adopted by the Village Board, and the Department attempts to be competitive in the market within this range. Anderson explained the increase in the training budget, which now includes the funding for Commercial Driver's Licenses training for employees.

5.) Residential Yard Waste

Uselding highlighted the levy support, revenues, expenses, and positions of the 2025 Residential Yard Waste Budget. The only revenue the facility receives is some state aide revenues for recycling (approximately \$24,000 a year). Increases in expenses are largely due to the Waste Management contract and the annual increase associated with it. Kreklow advised that the Village is in year three of a seven-year contract with Waste Management, and the contract includes a 2-4% increase each year. Mortwedt provided details regarding the new process for obtaining a permit sticker for usage of the facility. He advised that the usage of the facility will remain free for residents, and the requirement of a permit will disallow folks living outside the Village to use the facility.

6.) Water Utility

Uselding highlighted the levy support, revenues, expenses, and positions of the 2025 Water Utility Budget. Major changes include an increase in depreciation as infrastructure ages, increases in debt service payments, and a slight decrease in operating expenses. Uselding also provided a list of Water Utility Capital Projects. Water Superintendent Paul Haugen was available to answer questions.

Haugen advised that they are starting to replace the Village's oldest meters (10 years old), and stated that they expect to replace 300-400 a year going forward. Wolter expressed accolades for the redesign of the water tower. Haugen advised that the newly repainted water tower is now fully operational, and Tower 4 should be operational within two months.

7.) Sewer Utility

Uselding highlighted the levy support, revenues, expenses, and positions of the 2025 Sewer Utility Budget. Major changes include the implementation of 4% rate increase adopted in FY24, an increase in MMSD charges (\$235,055 capital charges and \$439,075 user charges), and an engineering study of Old Farm/Main St (\$100,000). Wastewater Superintendent Tim Zimmerman was available to answer questions.

Zimmerman provided context regarding the MMSD charges, stating that we pay based on equalized value. He also spoke regarding the Lift Station on Old Farm Rd, and how the Department is addressing the odor it currently emits. Zimmerman advised that while Capital expenditures remain steady for now, the Department is planning for upcoming expenditures to improve the Main Street and Old Farm lift stations so that they can keep up with the growth of the Village. He advised that no relining projects are forthcoming, but they will proceed with maintenance lining as needed. Zimmerman advised that Lift Station 6 may potentially move locations in the future.

V. NEXT MEETING DATE:

A. October 8, 2024 - 6:00 PM

VI. ADJOURNMENT:

Village President Dean Wolter adjourned the Committee of the Whole meeting at 7:56 PM.