

MEETING:	REGULAR MEETING OF THE COMMITTEE OF THE WHOLE
DATE AND TIME:	Tuesday, October 8, 2024 6:00 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 6:00 PM.

II. **ROLL CALL:**

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

Also Present: Village Administrator Steve Kreklow, Finance Director Matthew Uselding, Support Services Manager Erin Hirn, Community Development Director Jeff Retzlaff, Village Clerk Donna Ott, Deputy Clerk Maddy Laufenberg

Absent:

Excused: Trustee Terri Kaminski

III. **APPROVAL OF MINUTES:**

- A. October 1, 2024 (Forthcoming)

No action taken. Minutes will be available for review ahead of the October 15 Committee of the Whole meeting.

IV. **UNFINISHED BUSINESS**

V. **NEW BUSINESS:**

- A. Departments Review
1. Non-Departmental
 2. Village Board
 3. Administration

4. Information Technology
5. Clerk
6. Treasurer
7. Community Development
8. Municipal Development

Finance Director Uselding stated that the following department budgets account for approximately 15% of the overall Village budget.

1.) Non-Departmental

Uselding highlighted the levy support, revenues, and expenses of the 2025 Non-Departmental Budget. He explained that the purpose of this account included Village Hall utilities, salary increases, bulk office supplies shared among departments, and other catch-all general fund expenses. Uselding advised that the largest change to this budget was due to the non-union performance bonus, as well as vacancies and turnover in staff.

2.) Village Board

Uselding highlighted the levy support, revenues, expenses, and positions of the 2025 Village Board Budget. The only change was an increase in operating expenses, which represents increased membership fees for the League of Municipalities and the Mid-Moraine Municipal Association. Trustee Pieper requested that Uselding provide more information about these increases. Trustees engaged in a conversation about trustee stipend rates and how they affect the Village's ability to attract candidates to serve on the Board. Kreklow will provide documentation about stipend trends from surrounding municipalities. Baum advised that prior to 2009, trustee stipends were tied to employee wage increases, but stipends have not been raised since 2009. Uselding, Kreklow, and Hirn also provided more insight into how Village Board expenses were broken out into different line items. Wolter requested that Uselding provide more information about the office supplies and general supplies line items,

3.) Administration

Uselding highlighted the levy support, revenues, expenses, and positions of the 2025 Administration Budget. Overall expenses are projected to go up approximately \$10,000, mostly due to salary increases, and slight increases in operating expenses due to rising membership fees. Village Administrator Kreklow and Support Services Manager Hirn were available to answer questions.

Uselding advised that the salaries are spread across several departments, and Trustee Baum reminded Village Board members that the Village Administrator received a mid-year salary increase. Kreklow explained that most professional development funds are used towards the end of the calendar year. Uselding explained the changes in equipment, postage, and copy machine budgets.

4.) Information Technology

Uselding highlighted the levy support, revenues, expenses, and positions of the 2025 Information Technology Budget. There were no major changes in this budget. Support Services Manager Hirn was available to answer questions.

Hirn advised that all phone, printer, and computer services were pulled into the IT budget in 2024 instead of spreading the cost across all departments. Hirn also provided information regarding our website hosting contract with Civic Plus. Trustee Pieper requested Uselding to provide current IT contracts for review. Uselding advised that the Village pays an annual fee plus a monthly usage fee to Tyler Munis and Capital Data; Trustee Pieper requested Uselding to provide information on how much the Village has paid Capital Data.

5). Clerk

Uselding highlighted the levy support, revenues, expenses, and positions of the 2025 Clerk Budget. Minor decreases are expected in license and permit revenues, as well as in election expenses. Village Clerk Donna Ott was available for questions.

Ott advised that the general supplies line item was combined with office supplies line item. She also advised that election supplies are expected to decrease because 2025 is a smaller election year. Uselding advised that the decrease in health insurance expenses is due to a vacant position in the department which was filled by an employee who declined Village health insurance.

6). Treasurer

Uselding highlighted the levy support, revenues, expenses, and positions of the 2025 Treasurer Budget. Uselding advised that the department will be fully staffed beginning Monday, October, 14, 2024. Uselding also advised that the Assessor's yearly fee is paid at the end of the year.

7). Community Development

Uselding highlighted the levy support, revenues, expenses, and positions of the 2025 Community Development Budget. Budgeted changes include a decrease in projected permit revenues due to decreased development in the Village. Community Development Director Jeff Retzlaff was available to answer questions.

Retzlaff advised that contracted services expenses decrease in proportion with contracting revenues. He also provided insight into Safe Built negotiations; Safe Built has agreed to change the proportionate share split of the revenues from a 45/55 split to a 50/50 split with the Village if the Village agrees to increase permit fees on an annual basis and to tie those increases to the Consumer Price Index. Retzlaff advised that the last fee increase was January 2023.

8). Municipal Development

Uselding highlighted the levy support, revenues and expenses of the 2025 Municipal Development Budget. Uselding advised that the Economic Development budget is distributed to Economic Development Washington County (EDWC) at the end of the year.

Motion: Remove \$10,000 EDWC budget item and direct it toward the Fourth of July expenditures

Motioned By: Trustee Pieper

Seconded By: Trustee Jan Miller

Discussion regarding the value of the Village's EDWC membership ensued. Kreklow advised that there are three EDWC membership tiers, and that the Village currently holds the middle tier (100 membership hours per year).

Motion Retracted by Trustee Pieper

Motion 2: Lower EDWC usage from 100-hour membership tier to 75-hour membership tier, with saved funds directed toward Forth of July expenditures

Motioned By: Trustee Pieper

Seconded By: Trustee Jan Miller

Kreklow advised that there are two options for unused membership hours: they can be rolled over to be used in the next year, or they can be cashed in to lower the next year's membership fee. To cash out the unused hours as a discount on the membership fee, you must remain in the same membership tier.

Motion to Amend: Wait until the end of the year to determine unused EDWC membership credits, then reflect that difference in the Fourth of July budget

Motioned By: Trustee Pieper

Seconded By: Trustee Jan Miller

Uselding advised that this change would need to be made in a budget amendment process with a supermajority vote.

Motion to Amend:

Yes: Trustee Hudson, Trustee Jan Miller, Trustee Cutts, Trustee Pieper

No: Trustee Baum, Trustee Rick Miller, President Wolter, Trustee Warren

Abstain: None

Motion Failed by Voice Vote (Yes 4, No 4, Abstained 0)

Motion 2:

Yes: None

No: Trustee Baum, Trustee Hudson, Trustee Jan Miller, Trustee Rick Miller, President Wolter, Trustee Cutts, Trustee Warren, Trustee Pieper

Abstain: None

Motion Failed by Voice Vote (Yes 0, No 8, Abstained 0)

VI. NEXT MEETING DATE:

A. October 15, 2024 - 6:00 PM

VII. ADJOURNMENT:

Village President Dean Wolter adjourned the Committee of the Whole meeting at 7:42 PM.

