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Village of Elm Grove Finance and Licensing

October 19, 2021

Present: George Haas, Ben Haas, John Domaszek joined via Zoom

Also Present: Staff members-Monica Hughes, Dave De Angelis, Sarah Muench, Dave Kastenzholz, James Gage, Jason Kubiak and Library Board President Dave Hecker, Jon and Sue Robinson.

Mr. Haas called the meeting to order at 7:05pm. There was not a quorum at that point. Those present began discussion of the department budgets

Library

Library Director, Sarah Muench, presented her budget. The committee asked how the library operations were in 2021 compared to 2020 and prior years. Ms. Muench indicated that they have seen a definite pickup in library usage in 2021 over 2020 but they were not back to the 2019 level at this point. The library has resumed its normal hours and feel most patrons are returning. There has been an increase in the electronic material usage but physical lending has also remained popular. It was noted that the copy machine expense is budgeted lower in 2021 which is the result of the copy lease ending and the library now owning. It is operating well so there are no plans for a new copier at this time.

Health Insurance

George Haas asked if the Village has received any updates on health insurance. Monica Hughes noted that we have received a renewal of our current plan at 9% increase. Our broker feels this can be lowered and we are waiting for further information and possible design changes. The budget includes a 10% increase so we will be able to meet this current renewal rate but would like to obtain additional savings.

Library Gift

The Village operates a Library Gift Fund which is strictly supported by donations to the library and under the direction of the Library Board. The Village does not budget for this as there are no guarantees of future donations. The main supporter has been the Friends of the Library. It was noted the substantial contributions received in past years and the support this provides to the library for materials, programming and equipment.

EMS

Dr Jon Robinson was present for questions on the department budget. There is little change to the 2021 budget other than the move of the 2021 capital items requested to this budget as new equipment. Monica Hughes explained that these items, a defibrillator and training manikin, would be paid for by funds on hand from previous years and have no effect on the tax levy for 2021. Dr. Robinson also discussed the challenges of the department and recruiting new volunteers. It was noted this was also discussed at the recent Administrative and Personnel meeting and staff will begin to look at the Village's options for the future.

Martha Kendler arrived at 7:20pm

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Fire

Chief Dave Kastenholz presented his budget. There was little change as compared to prior years. George Haas asked when the last change was made to the on call program and if the levels are appropriate. It was noted that the pay per call was increased about 2 years ago from \$25 to \$30.

Court

Police Chief Gage discussed this budget and the dispatch and police budget which he oversees. He noted the only increases are wage and benefits. The committee discussed the wages for court clerk and bailiff which are charged to the court budget. The clerk represents 65% of the court/police clerk's annual salary. The other 35% is in the police budget for administrative assistance there. Dave De Angelis noted this is not a conflict. The bailiff charge represents the cost of having a police officer in attendance at court night. It represents the average wage cost of an officer and not a specific officer and his rate. The bailiff is assigned by staffing.

Glenn Schrubbe arrived at 7:35pm

Dispatch

The dispatch budget was reviewed. The committee questioned the 8% increase to health insurance if the budget reflects a 10% increase. Staff noted that the budget reflects the current employee elections to type of insurance coverage depending on their personal family needs. The 911 maintenance is our share of the maintenance of the system we participate in with Muskego and Mukwonago. The salary increase is for current employees moving up the wage step levels of the department and does not reflect departmental wage increases.

Police

The police budget was reviewed noting little change. The committee discussed the staff structure and how it has changed in the last 5 years. It was noted the only change was a 2nd detective position but the overall staff number of 17 officers has remained the same. Due to the size of our department all officers are available to respond to calls if needed including supervisory administrative positions. Chief Gage discussed the challenges of recruiting in the current environment. The department is currently trying to hire 2 positions that will fill the openings after the planned retirements of the chief and assistant chief in January 2022. The department has been given approval to hire now and begin the training to facilitate a smoother transition.

John Domaszek left the meeting at 8:00pm.

Tax Incremental District Fund (TIF)

Monica Hughes reviewed the TIF budget noting it is comprised of the original project and the amendment for the development of the Heritage Senior Living. The original TIF project was the stormwater management plan in 2005 which the Village paid for with 20 year general obligation bonds. The annual increment of the TIF is not enough to pay for the annual debt payment so funds are being advanced internally from the debt, general and sewer funds. At the completion of the 20 years (2025) the increment will pay back these advancements, which is estimated to be by 2028. Staff noted they are currently working with Ehlers, our financial advisors, to possibly amend the current TIF for the creek daylighting and a time extension. The Heritage increment pays for the water installation and a PayGo obligation to the developer.

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Donation

The Village has a donation fund which accounts for donations received and the associated expenditures. The main expenses are downtown flower baskets, concerts and movies in the park, EMS training, and fire equipment. The Village began segregating the donations during the splash pad construction.

Debt Fund

Monica Hughes reviewed the debt fund, noting the current debt obligations and the annual payments. The committee discussed the fund balance advancement to the TIF of \$850,000 which will be available for other purposes when paid back by the TIF district, currently estimated as 2028.

Other Business

The committee discussed next Monday's regular finance meeting and if additional time was needed for the budget discussion. The committee agreed that it did not but would like to begin at 6:45pm to allow for sufficient time to consider 2 operator license applicants. George Haas noted they have been invited to attend the meeting due to information in their backgrounds. It was decided the meeting should begin at 6:45pm. Glenn Schrubbe noted he will not be in attendance at next Monday's meeting.

Adjournment

George Haas and Ben Haas moved and seconded to adjourn at 8:20 pm. Motion carried.

Respectfully,
Monica L. Hughes