

# Draft

**Village of Elm Grove**  
**Finance and Licensing**  
**Operating Budget Workshop**  
**October 14, 2020**

Present: George Haas

Jeff Behring, Pat Kressin, Kim Irwin, and Martha Kendler participated electronically.

Also Present: Monica Hughes, Dave De Angelis, Dave Kastenholz, Jim Gage, Jerod Mikkelsen. Sarah Muench and Library Board President Dave Hecker participated electronically.

Mr. Haas called the meeting to order at 7:03 pm.

## **Library**

The discussion began with the library. Monica Hughes reviewed the revenue lines noting the continued strong support received through the Waukesha County system for crossover lending. Also noted was the decline in revenues in 2020 as a result of the library being closed and now open with reduced hours due to Covid. In 2020 there will be some wage savings due to the closure though the Village paid unemployment to a number of employees out of work during the closure. The state has provided some grant assistance for this and the Village has submitted for reimbursement. Savings anticipated in 2020 are being used to support \$10,000 of library expenditures in 2021. Sarah Muench, Library Director, reviewed expenditure lines. She noted a change some costs from computer expense to electronic materials. In the past years a number of costs for providing electronic material have been charged to computers not properly representing the library's investment in materials and offerings to the public. Staff has identified these costs and the 2021 budget will reflect the costs to the new lines. The overall budget dollars will not change but will be reclassified. The computer expense line in 2020 reflects some onetime costs for computer and Wi-Fi setup which should not be needed in 2021 and thus not budgeted for. The 2021 computer budget does reflect an increase to actual services for participating in the Waukesha system and for the library's outside computer vendor support. It was noted the usage of library computers has declined each recent year and the question of how many physical computers will be need in the future arose. Ms. Muench indicated that while the computer usage has decrease the Wi-Fi usage is steady. The library provides public Wi-Fi available to patrons. At this time there is not plan to change the number of available computers which is six.

## **Library Gift Fund**

It was noted that the Village also has a Library Gift Fund incorporated in its financial statements. This is a fund fully supported by donations and under the direction of the library board. The Village does not budget for this fund but its revenue and expenses are included in the overall Village financial records. This fund has annually provided a substantial amount to the library for materials, programs, and physical assets.

## **Fire Department**

Dave Kastenholz, Fire Chief, presented his budget. Chief Kastenholz is new to the position, appointed after the retirement of Bill Selzer. Chief Kastenholz introduced himself and noted his long history with the department. He indicated the budget is similar to the current year and calls to date are similar to 2019. The largest expense is the paid on call and is budgeted the same as the current year. An increase has been included of \$2000 as the fire trucks age and perhaps more maintenance is required. He also noted

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that the department will not have some expenditures in 2020 due to Covid such as fire prevention and training but anticipates returning to the same expenditure level in 2021.

A committee member commented on statements heard from the public about possibly selling a piece of newer equipment. Chief Kastenholz indicated there is no plan for any change/sale of equipment. He felt this may be stemming from the Rapid Response vehicle purchase a few years ago. The department has worked with the vendor on a number of issues mainly covered by warranty but is committed to the vehicle and has no plans to sell it or any other vehicle.

Dave De Angelis then updated the committee on the engine failure in the Village's secondary engine. This is the truck that is not scheduled to be replaced. It was noted that the main use for this vehicle is carrying large diameter hose to the scene when needed and carrying 1000 gallons of water, which is important without municipal water. Future plans were to consider other ways of carrying the hose such as a pickup truck. The Village has looked into repairing it which is expected to cost about \$25,000 but the vendor believes the Village would get 7-10 years of additional use from it. Staff is recommending moving forward with the repairs using funds in the capital budget fire truck fund allowing continued current operations and allowing the department to prepare for the change in future years considering firefighting technology and the Village. It was noted a new truck is about \$500,000. The committee supported repairing the current engine.

## **Emergency Medical Services**

Dr. Jon Robinson, EMS Director, was present to answer questions on his department budget. Monica Hughes explained the savings in 2020 which is due to unfilled police positions and allocating that savings to the purchase of the Lucas chest compression machine in 2021. This item would be removed from the capital budget and supported with EMS funding. A new item for malpractice insurance is included in the draft budget but after discussion with our insurance company the department and Dr Robinson are covered under our current plan. This item will be removed. The Administrative and Personnel committee at their meeting on October 12<sup>th</sup> approved the Village paying for a light bar and installation on Dr. Robinson's personal vehicle allowing him to respond more quickly to calls. The cost of this will be added to the budget which is estimated at \$1500. The new effect will be a savings of \$3000.

## **Court**

Jim Gage, Police Chief, reviewed the court budget noting little change to the 2020 budget. In 2020 due to Covid court was cancelled for 2 months. Legal expense is down for 2020 due to no court, lower enforcement due to staff openings and no zoning issues currently.

## **Dispatch**

Jim Gage presented the dispatch budget. It was noted that the department had a number of open positions this year and some FMLA leaves which amounted to more overtime. The overtime budget for 2021 has been increased after reviewing the historical trends of recent years. The equipment line for 2020 will be over budget due to equipment damaged through a lighting strike. The Village insurance will reimburse for this loss. Increasing costs for communications are show with an increase budget for 911/ Prophoenix. It was noted this is the communication costs for the police department and our other emergency departments and not specifically for dispatch. A question arose on the costs and changes in service if the Village would move to the county dispatch system. It was noted there would be a reduction in personnel costs and some communication but the costs budgeted would not be eliminated. It would also change the service level for residents and the expected response time.

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## **Police**

Jim Gage presented the police budget noting they have returned to full staff one month ago. The new department members are experienced officers and the training time should be much less. He noted that due to the open positions in the police department and staff participating in special task forces in our surrounding area, revenue from fines and forfeitures was down in 2020.

The committee also discussed the proposed changes to the initial capital budget for the department. Chief Gage is now proposing to eliminate the vehicle replacement in 2021 which would have been the detective vehicle and postponing replacement until 2023. At that time the department will look to replace the current Expedition with a van and equipment inside more conducive to investigative work. He is also requesting to use part of the savings, \$15,000, for new light bars on vehicles in 2022. The estimated overall savings is \$21,000.

## **Recreation**

Jerod Mikkelsen, Recreation Director, presented his department budget. He indicated that the 2021 budget was prepared with the assumption it will be a non-Covid year and normal operations. The department operated the pool and most of the planned summer activities this past season. He noted that revenue was good for the pool, lessons, Camp Elm Grove and tennis. No concessions were sold and gazebo rentals were down due to Covid. It was noted that wage expenditures were much higher than budgeted due to increased staff levels requested by the recreation committee in response to the virus. The Village is eligible and will be receiving reimbursement for approximately \$11,000 of these costs through a state grant program. Next year's wages reflect a lower budgeted number. Fees will be evaluated prior to next season to try and cover costs of operating specific programs including credit card fees.

## **Contingency**

Monica Hughes noted that the budget includes \$100,000 in contingency as has been past practice. This allows the Village to respond to unexpected needs during the year.

## **Other Business**

No other business

## **Adjournment**

Kim Irwin and Martha Kendler moved and seconded to adjourn at 8:20 pm. Motion carried 5-0.

Respectfully,

Monica L. Hughes