

Approved 9/26/22

Village of Elm Grove
Finance and Licensing
August 22, 2022

Present: Jim Koleski, John Schindler, Ben Haas, Tom Shepherd and Glenn Schrubbe. Tom Michalski arrived at 8:00am

Also Present: Staff members-Monica Hughes, Dave De Angelis, Sarah Muench, Jason Kubiak, Richard Paul Jr, Jon Clemins, and Dave Kastenholz

Jim Koleski called the meeting to order at 7:34am

Review and Discussion of Capital Budget

Village Manager, Dave De Angelis, provided a review of the capital budget and process. Monica Hughes then reviewed the overall budget, what was included, how department heads determined what to include and how the Village funds the capital budget. It was noted that the current draft of the budget would require a tax levy of \$871,000 as compared to \$607,000 last year. It was also noted that under state levy limits the Village will be allowed to increase its tax levy by approximately \$50,000. This tax levy will need to cover all operations and capital and remain within the levy limit. At today's meeting the department heads will present their requests and answer questions. The committee will have time again during the operation budget workshop to revisit capital. This allows the complete budget to be created and a full understanding of what needs the Village has and the required tax levy. The committee started with the general government budget.

General Government

Monica Hughes and Dave De Angelis reviewed the general government budget. The largest item is the computer replacement. The Village is completing the network and server upgrades this year and then will replace employee computer equipment in 2023. We have moved to a 5 year cycle so the network/server replacement is included again in 2027. Also in the budget are building upgrades for Village hall in 2023 and again in 2026 and 2027. The Village redirected funds in 2022 originally designated for the Village hall to the pool house to make upgrades requested by citizens and supported by the Village Board. Staff believes additional funding should be included in 2026-2027 to address the building needs. 2024 includes the final replacement of the flat roof on Village hall. This has been done over recent years in segments. The phone system was moved to 2023 due to system issues and maintenance. This aging system was moved forward from 2025 to 2023. Staff noted this could be an item supported by the ARPA funds the Village received.

Police

Police chief Jason Kubiak presented his budget. He noted the squad replacement cycle is replacement of 1 vehicle followed by 2 the following year. The department will complete the equipment changeover in 2023 which accounts for the higher pricing. After that point, the equipment will be able to be moved from an old to new squad. He reviewed the department's use of mobile data computers and vehicle video cameras which are included. These are an integral part of the daily operations and are included in their replacement cycled years. The TIME system is designated by the state and it was noted this item could perhaps be removed as they have not been required to update in recent years. In 2023 the Village will be hiring an additional police officer and will provide a school resource officer to Elmbrook schools to be placed at Pilgrim Park Middle School. The district will fund all costs of this officer including the initial capital costs which are included in the department budget.

The committee had a discussion of the Taser and body camera item that was included. The item was included 3 years ago and is now moving forward in the schedule. This was included due to the interest in body cameras and the belief that they may be required in the future through a state mandate. The

department was and still is exploring if they want to pursue this new technology if not required. This is a costly item with ongoing annual costs mainly due to storage. There was discussion on possible outside funding and if this should be recognized in the budget. It is currently reflected as a 100% Village cost. The chief will continue to monitor and will be having future discussion with the main vendor on system options.

The replacement of the ALPERS cameras is included. The Village has found the stationary downtown cameras to be very beneficial. They are currently evaluating the 1 in squad camera to determine its effectiveness. Security fencing of the back park lot is also included. This would be both a safety and security enhancement for Village property and employees. Staff noted this could be an item supported by the ARPA funds the Village received.

Fire

Fire Chief Dave Kastenholz review his department request. As in past year's the department continues to request an annual amount that can be used for equipment and turnout gear. This has been very beneficial to maintain the department equipment and having proper sized turnout gear for our paid on call staff. He reviewed the fire truck status briefly indicating that all equipment is tested annually and maintained well. At this time no new trucks are needed and that the reserve fund will assist in future needs identified. He also noted that the Ad Hoc committee is currently evaluating the future of the fire and EMS departments and there may be changes ahead.

Library

Sarah Muench, Library Director, presented her budget. She noted that the only item other than computers and computer equipment that is included the RFID tagging system in 2023. The county library system is offering financial assistance and encouraging local libraries to implement this tagging of materials system. At this time their support is promised through 2023. The other computer items are being included on their normal replacement cycles. It was noted that the library purchases its own computers outside of the Village process but is able to take advantage of special library program costing.

Recreation

Jon Clemins, Recreation Director, presented his budget. The recreation budget includes bi-annual requests for general funds available for the pool/splash pad and the baseball diamonds. The Village has found that the pool and now splash pad have repairs and maintenance needed and the ability to have the funds available allows staff to respond quickly and keep the facilities operational during our short season. The baseball fields require periodic maintenance to keep them in playable shape for the leagues and facilitate drainage. Trustee Koleski inquired about fund raising for some of the recreational needs. Staff noted there has been discussion in the past of a "Friends of Elm Grove Park" to raise funds but this has not gotten off the ground. Support is always looked for and appreciated. A number of recreational programs such as "Concerts in the Park" and "Movies in the Park" are supported by local civic organizations. The pool heaters are included in 2023. This item was originally planned for this year but due to higher costs and product availability it has been moved to 2023 with the goal to have the heaters replaced prior to the season. The budget also includes \$10,000 for upgrades to the playground equipment, a much used area of the park. The committee noted it may be appropriate to include additional funds in future years, perhaps every 3 years, to maintain our aging equipment.

Public Works

Richard Paul Jr., Public Works Director, presented his capital budget. His budget includes the replacement of equipment on a regular cycled schedule. Even with the schedule, equipment is always evaluated and if it is in good condition, the Village will postpone the purchase of its replacement. He

also noted that due to changes in the engines included in the trucks he has been able to extend the cycle life. Most of his equipment is sold at auction and due to recent demands has provided offsetting revenue for the replacement. Mr. Paul review each equipment piece and the department use of it. He noted that one of the 3 zero turn lawn mowers had to have an engine replaced so one of these can be moved out in the scheduling. As the committee and staff look at ways to reduce the needed tax levy for 2023, Mr. Paul noted that those his items are all needed, a number of them could be moved out a year to provide additional funding, such as the DPW roof replacement or the salt shed flooring. Committee member, Ben Haas, provided additional information on the industry and market trends. He noted that the belief is that the long lead times and scarcity of materials will continue in the next few years.

Mr. Haas left the meeting at 9:50am

Infrastructure

Monica Hughes reviewed the items included in the infrastructure budget which includes the replacement of lighting in the Village Hall parking areas, both front and back. This items has been moved out numerous times but we currently are having many issues maintaining the lighting. This is a safety issue for both the public and employees and it was noted that ARPA fund could be used for this item. The other items include the resurfacing of the parking lots here at the Village and at the public works yard. The final item is the transferring of funds in the capital budget for bridges to the Transportation Fund. The Village developed the Transportation Fund last year to allocate specific funding to the aging infrastructure. The transportation system includes the roads, along with bridges and pathways. The funding that was in the capital budget for bridges is recommend to be moved to meet the transportation needs.

EMS

Monica Hughes reviewed the EMS budget noting the only item is \$65,000 in 2026 to meet future equipment needs of the department. Staff also indicated that EMS Director, Dr. Robinson, has also applied for grant funding available to municipal EMS departments and we are waiting to hear if the Village will be awarded any funding. The application included a request to fund a new ambulance.

Transportation Fund

Due to the late time, it was decided that the committee will review the Transportation Budget at the upcoming monthly finance meeting on September 26, 2022. The meeting will start at 6:30pm to provide additional discussion time.

Other Business

No other business was discussed.

Adjournment

Tom Shepherd and Glenn Schrubbe moved and seconded to adjourn at 10:10am. Motion carried.

Respectfully,
Monica L. Hughes