

Approved 10/24/23

Village of Elm Grove
Finance and Licensing
Budget Workshop
October 12, 2023

Present: Jim Koleski, John Schindler, Tom Shepherd, Glenn Schrubbe, and. Rusty Zosel. Ben Haas was absent

Also Present: Staff members-Monica Hughes, Tom Harrigan, Katherine Gehl, Brian Naylor, Jason Hennen, Logan Kein, Sarah Muench and Library Board President Kim Irwin.

Jim Koleski called the meeting to order at 6:30 pm

The agenda included the review of individual departments

Library

Library Director, Sarah Muench, presented her budget and answered questions from the committee. Sarah Muench explained the request included for market adjustment for library staff. Currently the library rates for its employees are below market and she has lost a number of employees recently to higher paying positions elsewhere. Recent applicants have also expressed that the wage rate offered was not sufficient and they were pursuing other opportunities. This was the main change in the budget from prior years and it is hoped that this will allow her to maintain current employees and recruit new people. The library recently reduced its hours due to staffing shortages. Finance Director, Monica Hughes, explained that the current budget reflects these market adjustments and is being financed in 2024 from library savings in the past 2 years for open positions and health insurance savings for employees participating in the opt-out program offered by the Village. Library Board President, Kim Irwin, confirmed the Library Board's support for these market increases and also indicated they believe the Library should have an increased staffing level of one full-time librarian and the merging of 2 part-time assistants to a full time position. At this time these are not included in the budget but the library is currently undergoing a long term strategic plan and believes that staffing levels and future library needs will be addressed. When the study is completed the Library Board will be making this available to the Village Board and community.

Library Gift Fund

The Village operates a Library Gift Fund to record donations to the library and the associated expenditures. This fund is under the authority of the Library Board and not budgeted on an annual basis as it is dependent on donation support. Staff noted the large contributions that this fund provides annually for material and programming support. They also noted the strong support of the Friends of the Library and their continued contribution through this fund.

Fire

Fire Chief Brian Naylor presented the department budget. He noted there is very little change to current operations. Chief Naylor stated that he had submitted a request to the Administrative and Personnel Committee to increase the pay per call for 2024 from \$30 to \$40. This was supported by the A&P committee and is currently included in the budget. Changes were made to increase the duty company pay for 2023 and the department is not expected to use all the estimated funding. This is due to not seeing an increase in the number of members committing to Duty Company. It is believed that the increased pay per call can be funded in 2024 at the current budgeted level and will reward the members for their work. Chief Naylor also indicated he is looking further at the current pay schedule and opportunities to retain and increase membership but at this time does not have a

recommendation. The pay structure has a number of components which have been in place for years and the department needs to evaluate these in light of the current work environment. He noted he has lost a number of members recently who have had opportunities for full time employment in other communities.

Court

Police Chief, Jason Hennen, reviewed the municipal court budget. This budget includes the cost to operate the municipal court including salary of the elected judge, court clerk (shared position with police department) and court bailiff (police officer assigned to court during sessions). This budget also includes the Village's legal expense for prosecution of cases. The committee noted that the legal costs have increased and questioned if additional court costs can be charged to the defendant as part of their citation. The committee also questioned the ability of the Village to set the citation/fine levels and if they can be increased recognizing our rising costs. Chief Hennen indicated he would look further into this for possible changes allowed in 2024. He noted that the Village pays a portion of the fee to the state and county.

Dispatch

Chief Hennen also presented the dispatch budget. This budget includes the cost of 6 full-time dispatchers and related communication costs to operate the center. It was noted the Village will be moving to independent operation of its 911 system from a current partnership with the City of Muskego and Village of Mukwonago. This transition is available now through ATT and Muskego has committed to the new program. The program will allow the Village to operate independently and pay on a monthly basis as compared to large capital equipment purchase that was shared and coordinated by Muskego in the past. This program was brought to the committee in March of 2023 and received support. The Village is expected to move to the program in mid-2024.

Police

Chief Hennen discussed the police budget noting the inclusion of an additional police officer. He explained the need for the officer and changes to staff over the years. He described the interest staff has to use more time off and have flexibility. He also indicated the challenge of supporting community projects such as DARE and staff attending trainings during staff shortages. Chief Hennen had provided additional material to the Administrative and Personnel Committee for their meeting. While they supported the request for an additional officer they noted the constraints of the budget and suggested that the position be implemented beginning in the second quarter of 2024. Staff also discussed the changes from purchase to lease of a number of equipment of the department. In 2024 the annual cost of FLOCK cameras is included and it is anticipated that in 2025 and 2026, Tasers, squad video cameras and possibly body cameras will need to be funded annually from operations. Previously they were included in capital.

Recreation

New Recreation Director, Logan Kein, was introduced to the committee. Assistant Village Manager, Katherine Gehl, oversaw the recreation department operations over the past 10 months. They presented the budget for 2024. It was noted that the Village had a successful summer under Ms. Gehl's direction. Revenues are budgeted to reflect 2023 operations. Staff will be reviewing fees and programs and will be making recommendations to the recreation committee to insure the department provides residents with desired recreation opportunities and that fees are appropriate. Increases were made to pool and gazebo rentals in mid-2023 so the full effect is not represented in 2023 revenues.

Expenditures reflect the pay increases given to recreation employees in 2023 to compete with limited staff in the current environment. These increases were funded in 2023 without a budget adjustment due to the open position savings at recreation manager position. Staff will evaluate costs for 2024

and opportunity for possible savings with a number of programs, credit card fees, and printing. Also will evaluate the instructor fees paid.

Contingency

Monica Hughes reviewed the contingency which is currently budgeted at \$250,000 as compared to \$100,000 in 2023. This will be needed to fund any employee wage increases and associated benefit costs given, any wage market adjustments needed, changes implemented to fire Paid On Call program and general Village expenses that may be incurred in 2024. The committee questioned if this was sufficient to meet those needs and suggested consideration of possible additional funding.

Emergency Medical Services

Monica Hughes presented the EMS budget noting that it includes the costs of the increased paid on call program implemented in January of 2023 and increased as of June 1 2023. The current budgeted costs includes 'crew' coverage for 24 hours -365 days at the recommended level of one ALS and one BLS responders. Currently the department has gained new BLS members and most shifts are covered, they are still working to increase the ALS membership. If a shift is not staffed, responders are paid for the call. Committee members questioned the Police EMT wages reflected in the department budget. This reflects a portion of the police officers wages paid for being EMT certified which is a requirement of the department.

Capital Budget

The committee then discussed the capital budget. Monica Hughes noted that there have been no changes to the budget since the original presentation. She noted that in light of the need to reduce the levy or find additional funding that there are a number of items that were added in 2024 instead of the policy to try and plan for 5 years out. She also noted that of these items the reconstruction of the basketball court is included at \$36,000 while recent estimates have been over \$60,000. If this item is to remain- the committee should understand it is not funded. There was discussion of what should be done to the court per the recreation committee and what quotes have been obtained. Staff is looking for further direction on what specifically should be requested and type of vendors used. Jim Koleski also asked about the Downtown Master Plan, noting it is not currently in the budget and the Board has requested to begin this process in 2024. The Village will need to hire a consultant to facilitate this process as it has done in the past. Staff will look into this further and bring a recommendation forward on cost to be included.

Other Business

No other business. Due to scheduling conflicts for some members, the October 19th workshop was cancelled and the regular Finance meeting on Tuesday October 24th will begin at 5pm to allow the budget workshop items to be reviewed and discussed at that time.

A final budget workshop was scheduled for Thursday November 2nd at 6:30pm but committee members will not be available. The committee discussed options and decided on October 31st. They asked staff to poll members on their preferred time- morning or evening on that day.

Adjournment

Tom Shepherd and John Schindler moved and seconded to adjourn at 8:50 pm. Motion carried.

Respectfully,
Monica Hughes