Village of Elm Grove
Finance and Licensing
Budget Workshop
October 20, 2022

Present: Jim Koleski, John Schindler, Tom Shepherd, and Tom Michalski.   Ben Haas and Glenn Schrubbe <u>were absent.</u>

Also Present: Staff members-Monica Hughes, Dave De Angelis, Fire Chief Dave Kastenholz, Police Chief Jason Kubiak, Library Director Sarah Muench, Library Board President Dave Hecker, and Recreation Manager Jon Clemins

Jim Koleski called the meeting to order at 7:00pm

Budget Discussion

Fire Department
Dave Kastenholz presented his budget. He pointed out the increase in computer software. The department's current software is no longer maintained and they have identified a new program that will be used. The cost has increased but this provides needed recordkeeping that helps the department receive their state aid, the fire dues payment which is about $40,000.   The budget also includes the increase for the paid on call program. Jim Koleski asked what the goal of the increase is and how its success would be measured and reported to the board. Chief Kastenholz indicated that it is being proposed as a means to retain members and make our department more attractive to the limited firefighters available to surrounding municipalities. The committee also discussed the current fire vehicles we have and if any replacements are being considered. Chief Kastenholz stated that all vehicles are inspected and tested annually and no replacements are recommended at this time or in near future.

Library
Sarah Muench reviewed the library statistics included with the budget.   The library prepares an annual report for the state and this data was taken from the report. It provides some historical information on a number of library areas.   During the COVID period the library saw reduced usage but 2022 year to date information indicates positive increases. Sarah Muench reviewed the revenue generated through the crossover lending. Increases in expenditures are for wages and benefits as in other departments. Health insurance includes an increase to family coverage of an employee, which is expected at this time.   A small increase in computer costs is included as the library maintains its computer system independent of the Village for both its staff and public.

Library Gift Fund
The Library Gift Fund is included in the budget book but no budget is recommended. This fund is supported by donations and controlled by the Library Board. The Village records the activity in its consolidated financial statements and will do a budget adjustment at year end for the actual revenue and expenditures. It was noted this provides significant support to the library for materials and programming.

Recreation
Jon Clemins answered questions about his budget and the summer activities. He felt that staffing is the constant challenge with the department and a big component to the success of programs. He believes the Village could see positive growth in a number of programs, especially tennis and camp Elm Grove, if staff returns next year. New pickle ball courts are now ready and it's believed they will be well used.   A system for reservation of courts, costs, and access to the nets is currently being considered. This summer a shortage of lifeguards did not allow for private swim lessons and forced

reduced open swim hours. Pool expenditures were high in 2022 as the department dealt with some repairs to the splash pad, including replacement of one of the features. Cold temperatures early in the summer and pool heater breakdown accounted for higher gas costs. Wages increases were needed to hire seasonal staff but Jon Clemins believed we were paying similar wages for our lifeguards as surrounding facilities.

Court
The court budget includes the costs to run the municipal court and includes the wages for the elected judge, court clerk who works partially in the police department and a police officer working as a bailiff on court nights. Chief Kubiak explained the court operations and the normal times for court. The committee discussed the judge position and the wages and qualifications.

Dispatch
Chief Kubiak reviewed the dispatch budget.   The budget reflects wages and benefits of a fully staffed department. This is why wages are up and overtime is reduced from the current year estimated expenses.   This year the department has experienced turnover and training time. Radio costs are expected to increase per information received from Waukesha County.   We pay the county for our radio time usage. Chief Kubiak answered questions on the department operations and backup availability.

Police
Chief Kubiak also reviewed the police budget noting that wages represented full staffing, including the new SRO officer. A new expense is budgeted for timekeeping software. The department currently tracks employee time on paper and manual spreadsheets. The police lieutenant is spending a large amount of time every 2 weeks on payroll. The department is currently testing software designed for law enforcement to determine how and if it will work for them. This software may also be available for use by fire and EMS departments. It is believed this is important for saving personnel time, convenient for officers and to replace the obsolete SharePoint software that the spreadsheets are maintained on.   The budgeted cost is $2500. Chief Kubiak explained the mutual tactical units our department participates in and the small cost sharing increase expected in 2023. He also responded to questions concerning the reduced number of traffic stops in recent years. He indicated this can be attributed to COVID and not being fully staffed. His review of 2022 activity indicates an increased level for the current year.

Other Business
 The committee asked that another budget workshop be scheduled on Thursday November 3rd to discuss the overall budget and changes that may be recommended.   It was also recommended that a tentative meeting be scheduled on Thursday November 10 if needed.

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

Respectfully,

Monica L. Hughes