

**SPECIAL VILLAGE BOARD MINUTES
WEDNESDAY, SEPTEMBER 20, 2017
5:00 P.M.
BOARD ROOM, MUNICIPAL BUILDING**

Roll Call

Pledge of Allegiance – Trustee Meyers

Present: Trustees Stevens, Meyers, Compton, Landwehr, Swenson, Wallschlager,
President Pfannerstill

Others: Administrator Cox, Finance Director Bailey, DPW Director Einweck, Fire Chief
Dean, Police Chief Bagin, Deputy Police Chief Collura, Clerk Igl, Library Director
Massnick, Rec Director Yogerst

1. Consideration and discussion regarding the proposed 2018 Village budget:
 - a. General Introduction - Administrator Cox stated that the meeting will have a departmental focus with each department manager presenting information on not only expenses but also revenues associated with their department. Administrator Cox that the process for the development of the budget was the same as used previously. He stated that staff takes a conservative approach to budgeting.
 - b. Library – Library Director Massnick stated that the library is 120 years old this year. She stated that salaries for the library have been reduced slightly reflecting recent staff turnover and other staffing changes. She stated that digital media use continues to increase. The 2018 budget includes an increase in training expenses due to having new young staff members requiring continuing education. She stated that the part-time staff member providing janitorial services is working well. Building and maintenance are budgeted slightly higher to include maintenance to the roof to extend its life. Overall the library budget is up .5%.
 - c. Recreation/Community Education – Rec Director Yogerst stated that growth continues in the department resulting in an increase in revenues and an increase in expenses to pay for the additional program costs. Salaries are increased for 2018 to include more summer staff for camp and a time in service increase for a staff member. The dance academy for 2018 is decreased as the department didn't meet the anticipated numbers in 2017. It was stated that the movie screen in corporate reserves has been paid off and \$5,000 for the dance floor at To The Pointe will be paid off in 2019.
 - d. Police/CIT/MIU – Chief Bagin provided an update on the department for 2017 stating that there has been a lot of transition. He stated that there is an effort to review processes in the department which will continue into 2018. He stated that the biggest challenge that the department faces is the amount of time that it takes to investigate crimes. He stated that internet crimes are increasing.

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Officers are now writing subpoenas and warrants which were previously prepared by the District Attorney's office and this activity can consume hours. Chief Bagin stated that subpoenas are necessary to extract cell phone data if there is a connection to a crime and there is a reasonable belief that there is something on the phone related to the crime.

Chief Bagin stated that domestic crimes are increasing as well and take extensive staff time. Emergency detentions related to mental health issues continue to increase which also take more time now as the officers cannot make the assessment but rather have to call in a crisis worker.

Chief Bagin stated that the department is requesting a mid-year hire of an additional officer. Some of the additional hours generated would be dedicated as Detective or Investigator to aid this function in the department.

Cooperative efforts are being utilized to save money. Chief Bagin stated that the Village has pulled out of the metro drug unit, participates in the OWI Task Force (the Village is reimbursed for associated overtime), and participates in traffic initiatives to gain eligibility for grant money. He stated that grants funds have been used to purchase a portable speed sign, red wands for directing traffic and other traffic safety equipment.

Traffic enforcement revenues are projected to increase. Salary and benefits are increased which includes step increases for four officers in 2018 and includes the mid-year new hire. There was general discussion related to the feasibility of the Village having a full-time mechanic to perform vehicle maintenance. Corporate reserve included in the 2018 budget are for the purchase of ballistic shields which would equip the five primary vehicles at a cost of approximately \$2,750 each. Capital outlay for 2018 is for the third year of a four year plan to replace holsters for tasers.

Trustee Meyers suggested that the Police Department create a wish list of items to make the community aware of desires for equipment that could be donated.

- e. Fire/Ambulance –Chief Dean stated that the Fire Department will be 125 years old in 2018.

Chief Dean stated that the 2018 capital outlay includes an EMS purchase of a second LUCAS tool for approximately \$15,000. He stated that a donation of \$50,000 had been received for the purchase of defibrillators. Chief Dean stated that one ambulance is due for replacement and will need to be ordered by the end of 2017. He stated that the new ambulance will include an automatic lift at the back to load and unload patients.

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Chief Dean stated that the department is seeking to expand the EMS service territory and is working on a shared service agreement. The department budget requests the addition of two full-time paramedics and conversion of the part time Administrative Assistant to a full-time position. Additional territory and the associated ambulance billing would fund the additional staff. To be licensed as a paramedic department, we would need to have 24/7 coverage which takes four full-time equivalent staff members. After discussion, the majority of the Village Board asked that staff review the proposed budget to add two paramedics in 2018.

- f. Department of Public Works – DPW Director Einweck
 - i. General Public Works – DPW Director Einweck stated that one additional employee was requested in the 2018 budget. It was stated that funds equal to the general fund portion of an additional employee have been included in the contracted services portion of the municipal building fund. Those funds would be used to hire part time employees or contractors to perform light maintenance. This would free up time spent by DPW employees at the municipal facilities for other DPW related work.
 - ii. Environmental Services – DPW Director Einweck stated that this area of the budget includes funds for tree planting (to replace Emerald Ash trees removed) and funds related to projects recommended by the Environmental Corridor and Open Space Task Force. No rate increase for collection services is requested for 2018.
 - iii. Cemetery – DPW Director Einweck stated that a 108 space columbarium is planned for 2018 which will be the first piece of a phased project. Salaries listed under the cemetery are for seasonal staff to cut and trim. In 2018 work will be done to smooth an additional section of the former Lutheran cemetery. One string trimmer will be replace.
 - iv. Parks – DPW Director Einweck stated that park projects slated for 2018 include Nixon Park field reconstruction, repairing the tennis courts and updating the CORP. He stated that a park shelter at Centennial Park is planned for 2019 using impact fees.
 - v. Water and Sewer Utility
 - 1. Expenditures – Water Utility –. The budget includes funding a contract to oversee maintenance and capital updates for the Village.
Sewer Utility – Major work is scheduled in the next few years but will depend on development.
 - 2. Revenues – Water Utility - There will be no rate change in 2018.
Sewer Utility – A 5% rate increase is included in the 2018 budget.

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- g. Debt Service, including Debt Service Levy – The proposed 2018 budget shows an increase of about \$50,000 in debt service.
- h. Village Board/Administration/Finance/Elections/Municipal Building – Administrator Cox recommended eliminating these accounts from the discussion due to the late hour as the Board members had already discussed these in previous meetings.
- i. Inspection Department/Cable TV/other funds & divisions – Administrator Cox recommended eliminating these accounts from the discussion due to the late hour as the Board members had already discussed these in previous meetings.
- j. General Fund Revenues, including anticipated General Property Tax Levy

Administrator Cox stated that the increase for operations is roughly \$195,964. Property taxes for debt will increase \$50,541 which is a 4.2% increase. Overall the property tax levy increase will be \$246,505 or a 4.5% increase. This will equate to roughly a \$.11 per \$1,000 of assessed value increase.

- 2. Final determinations of Capital Improvement Program plan and consideration of a motion to direct staff to arrange the related borrowing.

Administrator Cox stated that \$313,400 of unused funds from 2016 will be used to fund certain upcoming capital improvements instead of borrowing for them. He stated that the Village will be looking at borrowing \$3,300,000 plus costs to fund CIP. The issuance could add as much as \$200,000 to the levy needed. This would be a cost of approximately \$61 per year per household.

Finance Director Bailey stated that the proposed 2018 budget includes \$123,000 in contingency. No general wage adjustment is included in the budget however a portion of contingency could be reallocated. He stated that a 2% across the board increase equals approximately \$80,000.

- 3. Adjourn

Motion (Wallschlager/Meyers) to adjourn at 9:35 p.m.

Respectfully submitted,

Darlene Igl
Village Clerk