

**SPECIAL VILLAGE BOARD MINUTES  
WEDNESDAY, SEPTEMBER 24, 2014  
5:00 P.M.  
BOARD ROOM, MUNICIPAL BUILDING**

Roll Call

Pledge of Allegiance – President Lamerand

Present: Trustees Stevens, Meyers, Compton, Landwehr, Swenson, President Lamerand

Absent: Trustee Wallschlager

Others: Administrator Cox, Clerk Igl, Police Chief Rosch, Police Captain Bagin, Fire Chief Wilde, Assistant Fire Chief Dean, Finance Director Bailey, Public Works Director Einweck, Library Director Massnick, Recreation Director Yogerst, Reporter Steve Martinez

1. Consideration and discussion regarding the proposed 2015 Village budgets:

Administrator Cox provided a general introduction to the 2015 proposed budget.

a. Administration/Municipal Building/Elections/Village Board

It was stated that no change is proposed in the administration operations portion of the General Administration budget. Continued use of electronic technology such as continuing the electronic newsletter, GIS updates and expanded use of the Laser Fiche software for electronic files are planned for 2015. No replacement of existing office equipment is requested in 2015.

Clerk Igl stated that carpet had been replaced in the administration offices along with additional painting of offices. In addition, underground piping was installed in 2014 for connectivity with phone and internet service providers. No changes are proposed for the municipal building operations for 2015. Staffing for building maintenance is provided by Public Works at a .50 full-time equivalent.

Clerk Igl stated that the Village is now a Self-Provider in the Statewide Voter Registration System with Waukesha County no longer providing services in the system. Staff has access to SVRS and will continue to receive training as needed to support election administration in the system. This change is less costly for the Village. In addition, tracking of absentee ballots and managing Election Inspectors records will be much more efficient in SVRS. The Election budget proposed is significantly decreased from 2014 as there are only two elections scheduled for 2015. President Lamerand asked whether the hourly rates paid for Election Inspectors are comparable to those paid in other municipalities. Clerk Igl stated that they are in line based on recent survey results.

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The Trustee Operations portion of the Village Board budget is proposed to remain the same as 2014. It was stated that there will be an increase in trustee wages in 2015.

b. Library

Library Director Massnick provided an update to Library operations including the continuing changes to technology. It was stated that the cooperation between libraries in the Federated Library System is a great advantage with one million items circulated in the system. She commented that even with the advancement of technology available to residents the volume of books and materials utilized at the library with a circulation of over 200,000. She stated that there is heavy usage of the library by children including over 900 children participating in the Summer Reading Program. Director Massnick stated that the implementation of the quiet area has received a favorable response from patrons.

Director Massnick stated that programming at the Library continues to expand with program attendance of well over 5,000. A new program to assist individuals with memory issues is planning to launch.

Director Massnick thanked her Library Board for their support. She also thanked Administrator Cox and the Village staff for their continued interest and assistance during the year.

c. Recreation/Community Education

Recreation Director Yogerst presented the highlights of 2014 including the partnership with the Hartland-Lakeside School District which has allowed the offering of additional recreation programs including an upcoming adult fitness class. A partnership with Aurora was also formed in 2014 with three free classes offered.

It was stated that the Splash Pad at Nixon Park officially opened for its first full season on May 24 and closed on September 1. It was stated that the shelters at the Splash Pad were heavily utilized.

Two concerts were held at the Nixon Park Fine Arts Center on Tuesday nights with the goal of adding more next summer. Three Movies in the Park events were held with the first two at Nixon Park and the third at Cushing Park in Delafield.

Director Yogerst stated that a number of new programs had been offered and that she plans to continue increasing program offering and publicity of their offerings to the community. It was stated that the summer camps and

before/after school programs are going well.

The issue of concession stand sales was discussed and it was suggested that signs listing hours of operations and menu items be placed in the park shelters as this may increase sales.

d. Fire/Ambulance

Fire Chief Wilde stated that the Department continues to have difficulty in staffing a 24-hour EMS response team as an Intermediate (Paramedic) service. He stated that there is one staff member receiving training currently at a cost of approximately \$6,500. Staff is required to sign a 3 year contract with the Department prior to attending the training which is paid for by the Department. He stated that there are currently 10 paramedics on staff yet there are times when it is necessary to utilize part-time staff from other department to fill in.

Chief Wilde stated that effective Jan. 1, 2015 there will be a reduction in service area as the Village will no longer service the Town of Merton north of Beaver Lake Road for EMS service. He stated that this service will be provided by the Merton/North Lake Fire Department.

Chief Wilde stated that the Department continues to get new staff as four interviews are scheduled for the next Police and Fire Commission meeting. The hourly rate for the paid-on-call firefighters is \$12.77. It was stated that the Village needs to stay competitive to draw staff.

e. Police

Police Chief Rosch thanked the Board, Administrator Cox and the staff for their continued support of the Department. Chief Rosch provided overview of several programs conducted in the PD. He stated that the safe school initiative includes officers conducting a daily walk through of the schools. Crossing guards are in place at six locations in the Village on school days. Chief Rosch stated that the vehicle registration program continues to be active and the new medication collection boxes are being utilized.

Chief Rosch stated that the SMART team has now expanded to five counties and the Critical Incident Team is now the largest in the State with great cooperation between departments. He stated that cyber crime has increased dramatically requiring a large number of staff hours. It was stated that the Department deployed the use of Narcan in 2014 to address heroin overdose calls.

The property room is slated for a remodel in 2015 along with the replacement of two patrol vehicles. He stated that approximately 35,000 miles are driven by each patrol squad per year. Factors for considering which vehicle to purchase

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for a squad were discussed including costs and room for both the driver and prisoners.

Chief Rosch stated that the Department will be working on the accreditation process hoping to be complete in November 2015. There are currently 27 to 30 accredited departments in the state.

- f. Department of Public Works including: General Public Works; Environmental Services; Cemetery; Parks; Water and Sewer Utility Expenditures; Capital Projects

DPW Director Einweck provided a review of 2014 operations stating that the department had experienced a difficult winter with water main breaks and frozen services. The Department took over construction management from the Village engineer saving approximately \$40,000. Director Einweck stated that the Department is involved in planning for developments that are expected to begin construction in 2015. He stated that a storm water study is being considered with a DNR grant applied for in the amount of \$75,000.

Director Einweck stated that the Department will be extending the life of vehicles with additional maintenance. He stated that the major snow/ice events last winter were costing with 50 – 60 ton of material used per event. A new pickup truck for use by the Operations Supervisor is included in the 2015 proposed budget.

It was stated that the Village has officially taken over the Lutheran Cemetery. President Lamerand asked that staff begin consideration of a columbarium in 2015.

Director Einweck stated that no major water main work is planned but that the usual maintenance activities will take place in 2015. Sewer main work is similar with only spot repairs being planned while flow monitoring continues.

Changing the lighting downtown to LED was briefly discussed.

- f. General Fund Revenues, Water and Sewer Utility Revenues, Inspection Department, Cable TV, Debt Service, Corporate Reserve and all other Revenue and Expenditure Funds

Finance Director Bailey stated that general property taxes are increasing 0.9% from net new construction. Revenues will increase slightly due to expected increases in park rentals with the splash pad and permit revenue with the potential of several future developments. Outside services and contract decrease due to the change in the Fire and EMS boundaries with the Town of Merton. Director Bailey stated that there is a decrease in the workers'

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compensation insurance as a significant claim comes off the books in 2015.

Director Bailey stated that a water utility rate increase of 3% effective the first quarter will result in an average \$.83 per month increase. A sewer rate increase of 5% will result in an increase of approximately \$1.56 a month. It was stated that all special assessments have been collected.

It was stated that TIF 4 currently has no TIF increment. The anticipated development of capital plaza will create an increment for this TIF district. TIF 5 (Culver's) will have enough increment in 2015 to cover the payment required on the loan.

Impact fees collected will be used in 2015 to purchase cameras for the police department and village hall lobby areas. In addition, the fire department will be using these funds to purchase tactical vests for EMS staff.

Director Bailey stated that no borrowing is anticipated at this time. Corporate Reserve funds will be used to purchase two squad vehicles, maintenance on two of the DPW dump trucks, purchase of a new DPW pickup truck, purchase of a walk behind saw for DPE, purchase of a new network server and computers for the library and Cable TV is purchasing video equipment.

2. Motion (Compton/Landwehr) to adjourn. Carried (7-0). Meeting adjourned at 7:32 p.m.

Respectfully submitted,

Darlene Igl  
Village Clerk