

**VILLAGE OF GERMANTOWN
GENERAL GOVERNMENT & FINANCE COMMITTEE
MEETING MINUTES
July 29, 2014**

CALL TO ORDER: The meeting was called to order at 5:30 p.m. by Chairperson Zabel.

ROLL CALL: Chairperson Zabel and Trustee Members Baum, Kaminski and Vanderheiden. Also present Administrator Schornack, Finance Director Rath, Parks & Recreation Director Casperson, Fire Chief Weiss, Clerk Goeckner and Deputy Clerk Tamborino.

APPROVAL OF MINUTES: *Motion (Kaminski/Vanderheiden) to approve the minutes from the June 24, 2014 meeting, carried.*

PUBLIC COMMENT: No one addressed the Committee.

UNFINISHED BUSINESS:

MOTION (Kaminski/Vanderheiden) to move to item V. B, carried.

UPDATE ON VILLAGE'S IT NEEDS, STEVE STORRS, IT PLANNING: Steve Storrs from Schultz-Bernstein & Associates distributed and presented an I.T. Support Maintenance Agreement proposal. Discussion took place regarding hours, virus attacks, emergencies and back up. Finance Director Rath mentioned having an in-house committee with Steve Storrs to use his recommendations and expertise for putting together a computer use policy, discuss back up procedures, and future planning. *MOTION (Baum/Kaminski) to recommend Village Board approve the I.T. Support Maintenance Agreement estimating \$2,170 per month from SBA for the remainder of the year, carried.*

Finance Director Rath will add the agreement to the budget for next year and will have departments start inventorying equipment for Steve Storrs to put an inventory list together.

MOTION (Baum/Vanderheiden) to move to item VI. A, B and C, carried.

2013 COMPREHENSIVE ANNUAL FINANCIAL REPORT; ANALYSIS – BAKER TILLY VIRCHOW KRAUSE: Amanda Blomberg from Baker Tilly Virchow Krause distributed and reviewed the 2013 Comprehensive Annual Financial Report. *MOTION (Kaminski/Baum) moved to recommend Village Board accept the 2013 Comprehensive Annual Financial Report, carried.*

MOTION (Vanderheiden/Kaminski) to move to item VI. C and part of V. A, carried.

PRESENTATION BY FIRE CHIEF WEISS REGARDING FIRE PERSONNEL STAFFING AND CAPITAL OUTLAY PLAN, FIRE DEPT: Fire Chief Weiss distributed and discussed Initial Full Alarm Assignment Capabilities, ISO Ratings, Fire Response Times and a list of Equipment for the Capital Outlay Plan. After discussion, Fire Chief Weiss was advised to bring additional information to the next General Government and Finance Committee meeting on August 19, 2014.

MOTION (Baum/Vanderheiden) to move to item VI. E, carried.

REVIEW PUBLIC GRANT POLICY: Ordinance 17-13 Section III B. 12.05 (4) was discussed. Village Administrator Schornack stated this item was added to the agenda to discuss if coin operated machines can be part of this grant as an event or a project. The Kiwanis have a project with coin operated candy machines that benefit children. ***MOTION (Baum/Vanderheiden) to recommend Village Board approve the Public Grant application for Kiwanis coin operated candy machines project, carried.***

MOTION (Kaminski/Baum) to move to item VI. B, carried.

ALT BAUER PARK PARKING LOT – ACCEPTANCE OF BID AND APPROVAL TO USE DOT REFUND FROM FREISTADT ROAD BRIDGE PROJECT: Park and Recreation Director Casperson discussed the project costs. ***MOTION (Kaminski/Vanderheiden) to recommend Village Board approve the Payne and Dolan bid in the amount of \$75,170.80 and to use the \$19,210 rebate from the Freistadt Road Bridge project to cover additional costs, carried with Baum voting nay.***

MOTION (Baum/Vanderheiden) to defer item V. A. Capital Outlay Plan to next month, carried.

MOTION (Baum/Kaminski) to defer item V. C. Eliminate Village of Germantown Municipal Code Chapter 22-Cable Communications to next month, carried.

RFP AUDIT SERVICES TIMELINE: Finance Director Rath discussed the RFP Audit Services timeline. The Committee advised staff to go ahead with getting auditing proposals and recommendations.

2015 BUDGET CALENDAR: Finance Director Rath asked the committee what dates work best for setting Committee of the Whole budget meetings. Budgets will be distributed on September 9, 2014. At the August 18 Village Board meeting, the Board will set the first Committee of the Whole meeting to discuss the 2015 budget.

CONSIDERATION TO ADD CHAPTER 3, SECTION 3.15 CHANGE ORDERS TO VILLAGE OF GERMANTOWN MUNICIPAL CODE: Current change order procedures were discussed and if the procedures need to change. ***MOTION (Kaminski/Baum) to put this item on next month's General Government and Finance Committee agenda with recommendations from Village Administrator Schornack, carried.***

REPORTS:

Monthly Year to Date Financials:

Revenue and Expense Report – All Funds: Finance Director Rath reviewed the payables through June with the Committee. She noted that Fire Department salaries and energy costs need to be watched throughout the remainder of the year. Line item overages need to be watched carefully and Finance Director Rath will mention this at the next Director's meeting. Water and Sewer revenue are down due to the cooler weather.

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Health and Dental Plans: Finance Director Rath stated that both accounts are running well. The Fire Department needs to be watched regarding weekend staffing and working over 30 hours.

Impact Fees Financial Reports: Finance Director Rath reviewed the report with the Committee. She spoke with the Police Department about the use of their funds, and they will need the funds for the garage expansion. The Park & Recreation Department is thinking of using some of their impact fees for connecting park trails.

Accounts Payable: The Accounts Payable report was reviewed.

Monthly Code Violation Reports: Building Inspection Department and Planning Department: The Committee discussed complaints received on weeds and junked vehicles.

C.I.P. PROJECTS: Finance Director Rath reviewed the invoices received for projects.

Letter of Credit Summaries: Building Inspection Department, Public Works Department, and Planning Department: The Committee reviewed the report.

Summary of all Village Contracts: The Committee reviewed the report.

NEXT MEETING: Tuesday, August 19, 2014 at 5:30 p.m.

ADJOURNMENT: There being no further business, the meeting adjourned at 8:26 p.m.

Respectfully Submitted,

Timmerly Tamborino
Deputy Clerk