

**VILLAGE OF GERMANTOWN
GENERAL GOVERNMENT & FINANCE COMMITTEE
MEETING MINUTES
August 19, 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 and Vanderheiden were present. Trustee Kaminski was excused. Also present: Administrator Schornack, Finance Director Rath, Fire Chief Weiss, Deputy Fire Chief Mike Maury and Deputy Clerk Tamborino.

APPROVAL OF MINUTES: *Motion (Baum/Vanderheiden) to approve the minutes from the July 29, 2014 meeting, carried.*

PUBLIC COMMENT: No one addressed the Committee.

UNFINISHED BUSINESS:

PRESENTATION BY FIRE CHIEF WEISS REGARDING FIRE PERSONNEL STAFFING: Fire Chief Weiss distributed and discussed his business plan request including benchmark research from area fire departments. Per ISO, Germantown is at .57 fire fighters per 1000 residents, which is lower than the average of 1 fire fighter per 1000. Our Fire Protection cost per resident is \$61.90, other comparable fire departments are higher. This year so far the fire department has had 257 calls on the weekends. There is not enough money in the budget for the rest of this year to keep weekend staffing. Controls are currently in place to reduce the overtime, but still not enough funds in the budget to cover costs. The Fire Department will need approximately \$147,000 to keep the weekend staffing for the rest of this year. Chief Weiss will be looking for approval of a referendum to be placed on the Spring Election ballot in April for manpower for the fire department. With a proper educational campaign, Chief Weiss thinks it will pass. *Motion (Baum/Vanderheiden) to recommend Village Board approve using \$140,000 from reserves to continue weekend staffing at the Fire Department until the end of the year, carried.*

ELIMINATE VILLAGE OF GERMANTOWN MUNICIPAL CODE CHAPTER 22-CABLE COMMUNICATIONS: After talking to legal counsel, Chairman Zabel would like to eliminate Chapter 22 from the Municipal Code. *Motion (Zabel/Baum) to direct Village Board to eliminate Chapter 22 – Cable Communications from the Village of Germantown Municipal Code per recommendation of the Village Attorney, motion carried.*

CAPITAL OUTLAY PLAN (2015-2020): *Motion (Baum/Vanderheiden) to postpone this item until the next General Government & Finance Committee meeting, carried.*

CONSIDERATION TO ADD CHAPTER 3, SECTION 3.15 CHANGE ORDERS TO VILLAGE OF GERMANTOWN MUNICIPAL CODE: Administrator Schornack would like Trustee Kaminski present for discussion on consideration to add Chapter 3, Section 3.15 Change Orders to Village of Germantown Municipal Code. *Motion (Baum/Vanderheiden) to postpone this item until the next General Government & Finance Committee meeting, carried.*

NEW BUSINESS:

T. E. BRENNAN COMPANY PAYMENT APPROVAL FOR PROGRESS BILLING ON LIABILITY INSURANCE RFP, INVOICE #17841 \$5,120.00: Finance Director Rath submitted an invoice from T. E. Brennan Company for the Village's Liability Insurance RFP. This is a progressive invoice in the amount of \$5,120.00. *Motion (Baum/Vanderheiden) to recommend Village Board approve the T. E. Brennan invoice in the amount of \$5,120.00, carried.*

2015 BUDGET: Chairman Zabel is asking the committee to give staff direction on the 2015 budget. Discussion occurred on various items of the budget. Administrator Schornack will put a matrix together for comparison over the years.

UPDATE ON VILLAGE PHONE SYSTEM: Administrator Schornack commented that the Village's phone system has been repaired and all is working well. We need to do some firmware updates. The system is about 6 years old.

REPORTS:

Monthly Year to Date Financials:

Revenue and Expense Report – All Funds: Finance Director Rath reviewed the payables with the Committee. Water and Sewer revenues are down due to the cooler weather.

Health and Dental Plans: Finance Director Rath stated that both accounts are running well. No changes needed for the 2015 budget. Working on the Silver Plan adding in more copays.

Impact Fees Financial Reports: Finance Director Rath reviewed the report with the Committee.

Accounts Payable: The Accounts Payable report was reviewed.

Monthly Code Violation Reports: Building Inspection Department and Planning Department: The Committee asked how complaints are being handled. Administrator Schornack stated they mainly go through the Planner/Zoning Administrator. There is an internal tracking system.

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, September 23, 2014 at 5:30 p.m.

ADJOURNMENT: There being no further business, the meeting adjourned at 7:34 p.m.

Respectfully Submitted,

Timmerly Tamborino
Deputy Clerk