

**VILLAGE OF GERMANTOWN
GENERAL GOVERNMENT & FINANCE COMMITTEE
MEETING MINUTES
September 23, 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 Kaminski were present. Trustee Vanderheiden was excused. Also present: Administrator Schornack, Finance Director Rath, Fire Chief Weiss (*left at 5:35 pm*), Planner Retzlaff, Clerk Goeckner and Deputy Clerk Tamborino.

APPROVAL OF MINUTES: *Motion (Kaminski/Baum) to approve the minutes from the August 19, 2014 meeting, carried.*

PUBLIC COMMENT: No one addressed the Committee.

UNFINISHED BUSINESS:

CAPITAL OUTLAY PLAN (2015-2020): Chairman Zabel stated after discussing with staff, it was decided to advise the committee to hold off on this item until the start of next year after 2015 budget meetings are over and the committee can work on Capital Outlay Plan (2016-2021). Administrator Schornack stated he would take hard copies of revisions. Fire Chief Weiss distributed the Fire Department's revised Capital Outlay Plan to the committee.

CONSIDERATION TO ADD CHAPTER 3, SECTION 3.15 CHANGE ORDERS TO VILLAGE OF GERMANTOWN MUNICIPAL CODE: Administrator Schornack's recommendation to the committee is to have staff prepare an ordinance stating all change orders are to be approved by the department head. If the change order exceeds \$5,000, the change order needs to be approved by the Village Administrator also. The Committee of Jurisdiction will be notified immediately by email of the amount and reason for the change order. The change order will then be placed on the next Committee of Jurisdiction agenda. *Motion (Kaminski/Baum) to approve preparing the ordinance as directed, carried.*

NEW BUSINESS:

NUVANTAGE EMPLOYEE RESOURCE AGREEMENT: Administrator Schornack recommends approving the agreement. The only change is for the fee structure. *Motion (Baum/Kaminski) to recommend Village Board approve the Nuvantage Employee Resource Agreement, carried.*

CONSIDERATION OF PAPERLESS POLICY & COST FOR VILLAGE BOARD: For the consideration of the Village going paperless, Clerk Goeckner is proposing a stipend of \$200 or \$300 for each of the elected officials at the start of their term for use of their personal device rather than buying laptops for every board member and plan commission member and having Village staff keeping them up-to-date. Basically the cost would be \$2700 for the initial set up.

CONSIDERATION OF PAPERLESS POLICY & COST FOR VILLAGE BOARD (Cont.):

In 2012 we calculated 26,000 sheets were used in packets from 12 of the 24 regular meetings. In 2013 it was approximately 19,000 sheets and for 2014 so far it's been 16,000 sheets from 9 random Village Board meetings. Planner Retzlaff mentioned large sheets are hard to review on all electronic device but currently permits are required to provide 26 sets of drawings, so that shouldn't be an issue. Finance Director Rath stated there are funds available now to cover the initial costs. Trustee Baum suggested discussing this at the Special Village Board meeting on Monday, September 29, 2014.

AWARD AUDITING SERVICES CONTRACT 2014-2017: Finance Director Rath sent out requests for proposals to state wide auditing firms for new auditing services 2014-2017. Five responses were received. It is staff's recommendation to retain Baker Tilly for auditing services 2014-2017. ***Motion (Baum/Kaminski) to recommend Village Board approve the Auditing Services Contract 2014-2017 from Baker Tilly in the amount of \$141,930.00, carried.***

COMMUNITY DEVELOPMENT DEPARTMENT REQUEST FOR AUTHORIZATION TO APPOINT/FILL FULL TIME BUILDING INSPECTOR POSITION: Planner Retzlaff discussed the request for appointing a full time Building Inspector and updating the job description. The hours have steadily increased, due to permit activity increasing to the point of making the need for a full time Building Inspector. Planner Retzlaff distributed graphs showing the changes throughout 2002 to present and reported on the activity. There will be a lot of inspection needs over the winter months, along with the industry's regional-wide problem of inspectors growing old and not a lot of young inspectors going into the trade. The demand is there with a lot of communities seeking help in the near future. Planner Retzlaff is asking to promote our temporary part time Building Inspector to the full time position. ***Motion (Kaminski/Baum) to recommend Village Board approve hiring the temporary part time Building Inspector to full time, carried.***

REQUEST TO AMEND ELECTRICAL & ASSISTANT BUILDING INSPECTOR POSITION DESCRIPTIONS: After reviewing the job descriptions, Administrator Schornack stated he is working on having all job descriptions set up uniformly and would like to slightly adjust the format on these. ***Motion (Baum/Kaminski) to recommend Village Board approve amending the Electrical and Assistant Building Inspector Position descriptions after staff finalizes for uniformity before the Village Board meeting, carried.***

REPORTS:

Monthly Year to Date Financials:

Revenue and Expense Report – All Funds: Finance Director Rath reviewed the payables with the Committee.

GENERAL GOVERNMENT & FINANCE COMMITTEE
MEETING MINUTES
September 23, 2014
Page 3

Health and Dental Plans: Finance Director Rath stated that both accounts are still tracking positively. The changes made a few years back have been positive.

Impact Fees Financial Reports: Finance Director Rath reviewed the report with the Committee. A lot of activity with single family housing and commercial.

Accounts Payable: The Accounts Payable report was reviewed. TIF 6 costs are showing unbilled until October.

Monthly Code Violation Reports: Building Inspection Department and Planning Department: The Committee reviewed the Code Violation Reports.

C.I.P. PROJECTS: Finance Director Rath stated there may be some carry overs. The Defibrillators were carried over from the following year and might be on hold until next year. Chief Weiss mentioned some hold ups on the standards. Staff will discuss the plans with Fire Chief Weiss.

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, no changes.

NEXT MEETING: Tuesday, October 21, 2014 at 5:30 p.m.

ADJOURNMENT: There being no further business, the meeting adjourned at 6:50 p.m.

Respectfully Submitted,

Timmerly Tamborino
Deputy Clerk