

**VILLAGE OF GERMANTOWN
GENERAL GOVERNMENT & FINANCE COMMITTEE
MEETING MINUTES
November 18, 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 Kaminski, Vanderheiden and Baum were present. Also present: Administrator Schornack, Finance Director Rath, Clerk Goeckner, Park and Recreation Director Casperson, Public Works Director Ludwig and Deputy Clerk Tamborino.

APPROVAL OF MINUTES: *Motion (Kaminski/Baum) to approve the minutes from the September 23 and October 21, 2014 meetings, motion carried.*

PUBLIC COMMENT: No one addressed the Committee.

UNFINISHED BUSINESS:

REVIEW AND APPROVE REVISIONS TO “ELECTRICAL INSPECTOR” JOB DESCRIPTION (COMMUNITY DEVELOPMENT DEPARTMENT): Planner Retzlaff was unable to attend the meeting last minute but drafted an email to Administrator Schornack that was read to the committee. The new “Building/Plumbing/Electrical Inspector II” description is replacing the “Electrical Inspector I” description. The committee had several questions they would like answered before making a decision. ***Motion (Kaminski/Vanderheiden) to postpone this item to the next regular General Government and Finance Committee meeting, motion carried.***

NEW BUSINESS:

VILLAGE HALL HOURS – Discussion: Chairman Zabel explained he's received comments asking why the village hall isn't open until 5:00 p.m. Staff contacted 15 surrounding communities to compare hours. Brookfield and Franklin were the only two municipalities open until 5:00 p.m. The majority were open 8:00 a.m. to 4:30 p.m. Clerk Goeckner spoke regarding extending hours during election time. Security would be an issue plus staff already works overtime during elections to get daily work done. The Committee decided to keep an eye on it and watch it around election time.

TEMPORARY HELP FOR ELECTION RELATED WORK IN THE CLERK'S OFFICE:

Clerk Goeckner is requesting temporary help after the last election due to the higher than usual turn out of voters and new registrations. There is an accumulation of election related work that needs to be completed as soon as possible including over 1,200 new voter registrations. All 10,472 votes need to be scanned into the voting system and reconciled with other documents as well as filing maintenance according to State requirements. ***Motion (Kaminski/Baum) to hire temporary election inspector help not to exceed 200 hours in 2014, motion carried unanimously.***

T. E. BRENNAN PAYMENT APPROVAL OF PROGRESS BILLING ON RFP LIABILITY INSURANCE \$4,727.11: Finance Director Rath is looking for approval of the T. E. Brennan progress billing on the Liability Insurance RFP in the amount of \$4,727.11. The RFP is higher than initially estimated due to additional companies submitting proposals, delays in agents getting information to them correctly and extra trips for presentations at meetings. ***Motion (Kaminski/Vanderheiden) to recommend Village Board approve the T. E. Brennan payment of \$4,727.11 with the understanding that any further work for the RFP is covered in the current dollar amount of the proposal, motion carried unanimously.***

HARRIS LOCAL GOVERNMENT APPROVAL FOR ANNUAL MAINTENANCE 2015 ACCOUNTING MODULES – FINANCE DEPARTMENT: Finance Director Rath is requesting approval for the annual support and maintenance agreement for 2015 from Harris Local Government which is the accounting software used by the Finance Department. ***Motion (Vanderheiden/Baum) to recommend the Village Board approve the Harris Local Government Annual Maintenance agreement for 2015 for the amount of \$ 14,120.26, motion carried unanimously.***

REPORTS:

Monthly Year to Date Financials:

Revenue and Expense Report – All Funds: Finance Director Rath reviewed the payables with the Committee stating we will probably be over budget with the heating bills. We will need to increase that line item for next year. Revenues for the Inspection department are positive.

Health and Dental Plans: Finance Director Rath reviewed the Health and Dental Plans.

Impact Fees Financial Reports: Finance Director Rath reviewed the report with the Committee. Administrator Schornack sent a memo to the Police Department about their items but have not heard anything back yet.

Accounts Payable: The Accounts Payable report was reviewed.

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

C.I.P. PROJECTS: Road projects will be carried over to next year.

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

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

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NEXT MEETING: Tuesday, December 16, 2014 at 5:30 p.m.

ADJOURNMENT: There being no further business, the meeting adjourned at 6:30 p.m.

Respectfully Submitted,

Timmerly Tamborino
Deputy Clerk