

**VILLAGE OF GERMANTOWN
GENERAL GOVERNMENT & FINANCE COMMITTEE
MEETING MINUTES
December 16, 2014**

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

ROLL CALL: Chairperson Zabel and Trustee Member Kaminski were present. Trustees Baum and Vanderheiden were excused. Trustee Miller replaced Trustee Baum in his absence. Also present: Administrator Schornack, Finance Director Rath, Park and Recreation Director Casperson, Planning Director Retzlaff and Deputy Clerk Tamborino.

APPROVAL OF MINUTES: *Motion (Kaminski/Miller) to approve the minutes from the November 17, 18 and December 1, 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 reviewed the proposed revisions to the “Building/Plumbing/Electrical Inspector II” description seeking approval to replace the “Electrical Inspector” job description. This revised position would include all aspects of building inspection as well as property maintenance and erosion control, requiring a higher level of education, experience and certification in commercial building inspections than the Building/Plumbing/Electrical Inspector I job description. *Motion (Kaminski/Miller) to approve the revisions to the Electrical Inspector job description and change it to the Building/Plumbing/Electrical Inspector II job description, motion carried.*

NEW BUSINESS:

LOCAL GOVERNMENT PROPERTY INSURANCE FUND PREMIUM 2015: Finance Director Rath is requesting the Property Insurance Premium payment be made in 2014 before January 1, 2015 to save 1% or approximately \$400. *Motion (Kaminski/Miller) to approve paying the invoice early from the State of Wisconsin Office of the Commissioner of Insurance to save 1%, motion carried.*

ALT BAUER PARKING LOT – CHANGE ORDER: Park and Recreation Director Casperson stated the Alt Bauer Parking Lot project is 86% complete. The project still needs a second asphalt lift and restoration. That portion will be completed in 2015. To ensure the asphalt portion of the parking lot would not fail, the contractor had to remove additional subgrade material. As a result of this, the project is over budget by \$2,010.18. *Motion (Miller/Kaminski) to approve the change order in the amount of \$2,010.18 and to use the funds from the Freistadt Road Bridge Project/DOT refund, motion carried.*

SPASSLAND FITNESS EQUIPMENT - PURCHASE: Park and Recreation Director Casperson stated this was a project that started back in 2010. The Friends of Parks and Recreation donated \$9,006.72 toward the purchase of new equipment with the understanding the Village would match their donation. The best quote for fitness equipment received was from Lee Recreation in the amount of \$17,381.00. Lee Recreation will store the equipment over the winter and the Public Works staff will install the equipment in the spring of 2015. ***Motion (Kaminski/Miller) to recommend Village Board approve the purchase from Lee Recreation LLC in the amount of \$17,381.00, 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 the bottom line looks great right now but a lot of these accounts carry over to 2015 closing out the year usually in February. Revenues for the Inspection department are all positive and have helped.

Health and Dental Plans: Finance Director Rath reviewed the Health and Dental Plans. Health and Dental claims will be received in the next couple months that will be deducted in 2014 yet.

Impact Fees Financial Reports: Finance Director Rath reviewed the report with the Committee. The Police department mentioned they will be putting a second level on their garage. A plan is needed to be able to keep the funds longer than 7 years.

Accounts Payable: The Accounts Payable report was reviewed and placed on file.

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. Kim Rath sent out an email to Department Directors regarding any project's status having more invoices.

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, January 20, 2015 at 5:30 p.m.

ADJOURNMENT: There being no further business, the meeting adjourned at 6:13 p.m.

Respectfully Submitted,
Timmerly Tamborino
Deputy Clerk