

**VILLAGE OF GERMANTOWN
GENERAL GOVERNMENT & FINANCE COMMITTEE
MEETING MINUTES
January 20, 2015**

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

ROLL CALL: Chairperson Zabel, Trustee Member Kaminski and Vanderheiden were present. Trustee Baum was excused. Also present: Administrator Schornack, Finance Director Rath, Public Works Director Ludwig, Park and Recreation Director Casperson, Fire Chief Weiss, Police Chief Hoell and Deputy Clerk Tamborino.

APPROVAL OF MINUTES: *Motion (Kaminski/Vanderheiden) to approve the minutes from the December 16, 2014 meeting, motion carried.*

PUBLIC COMMENT: No one addressed the Committee.

NEW BUSINESS:

RECREATION SUPERVISOR JOB DESCRIPTION: Park and Recreation Director Casperson reviewed the job description streamlining for uniformity and was approved at the Park and Recreation Committee meeting. *Motion (Vanderheiden/Kaminski) to accept the updated Recreation Supervisor job description, motion carried.*

APPROVAL OF INVESTMENT ADVISORY AGREEMENT: Ken Herdeman from Ehlers Investment Services distributed and presented a year to date roundup of investments and interest earned. There are no changes to the agreement from last year and no fee increase. *Motion (Kaminski/Vanderheiden) to recommend Village Board reaffirm the Investment Advisory Agreement with Ehlers for one year, motion carried.*

REVIEW 2015 CAPITAL ITEMS: *Motion (Kaminski/Vanderheiden) to move this to the Village Board as is, motion carried.*

REVIEW OF TIMELINE FOR BORROWING AND OVERALL DEBT: Maureen Shiel from Ehlers distributed and discussed the Preliminary Financing Report. The Village is currently at 26% of their borrowing limit, which is a comfortable position to be at for borrowing for 2015 projects. As for the potential borrowing timeline, the soonest Ehlers would be able to prepare the resolution for adoption for 2015 capital borrowing would be Monday, February 2nd. The sale could be Monday, March 2nd or Monday, March 16th. Jim Mann from Ehlers suggested moving quickly on the sale due to current low rates and the heavy sale calendar on both meeting nights in March. *Motion (Kaminski/ Vanderheiden) for Ehlers to go forth with the \$2.6 million included in the 2015 Capital Plan to prepare the resolution and paperwork for the February 2, 2015 Village Board meeting for the sale in March, motion carried.*

LETTER OF ENGAGEMENT TO RETAIN EHLERS AS DISSEMINATION AGENT FOR ISSUER CONTINUING DISCLOSURE REQUIRED UNDER SECURITIES AND EXCHANGE COMMISSION: Jim Mann from Ehlers explained when municipalities issue municipal debt they are bound to provide certain disclosure information to the marketplace. Ehlers used to include the filing with the fees charged in the annual debt issue. Due to the many changes by the SEC, Ehlers feels it necessary to charge separately for the ongoing service. The fee would be \$3,800 per year. ***Motion (Kaminski/Vanderheiden) to recommend the Village Board approve the \$3,800 fee annually for the Letter of Engagement to retain Ehlers as Dissemination Agent, motion carried.***

NON-UNION EMPLOYEE COMPENSATION INCREASES: Administrator Schornack is requesting a 2% raise in wages for non-union employees for the cost of living increases. Funds have been budgeted in the 2015 Budget for funding this increase. Chief Hoell explained officers are making the same amount or more money than their supervisors due to union wages versus non-union wages. There is not a lot of incentive for promotions. After a survey done a few years back, the Village is about 10% lower in wages than surrounding communities. Administrator Schornack would like to bring in a professional to look at the non-union pay plan. The Committee thought last year was the last year giving a general increase without performance evaluations. Future increases were going to be performance based. ***Motion (Kaminski/Vanderheiden) to forward this to the February 16, 2015 Village Board meeting with the recommendation to consider up to a maximum increase of 2% to be determined how that would be broken up, motion carried.*** Trustee Kaminski suggested having information on how many employees this will affect, what they are doing in Mequon, Cedarburg, Sussex, and Grafton. Trustee Vanderheiden suggested having the amount of a 1% increase, and the amount of a 1-1/2% increase. Administrator Schornack will do a salary survey before the meeting with selected positions and surrounding communities. Several Department Directors spoke to the Committee about their department issues.

APPROVAL OF WORKFORCE HEALTH SERVICES AGREEMENT 2015– OCCUPATIONAL HEALTH SCREENING & ASSESSMENT SERVICES: Finance Director Rath explained Froedtert Workforce Health Services provide the yearly Health Risk Assessment for employees, Pre-employment physicals, DOT drug screening as well as other occupational and HRA services. Their pricing is relatively the same as last year, plus the Village has a good working relationship with Froedtert. ***Motion (Vanderheiden/ Kaminski) to recommend the Village Board approve the Workforce Health Agreement in the amount of \$2,600 a year, motion carried unanimously.***

PUBLIC GRANT PROGRAM POLICY: Administrator Schornack discussed the Public Grant Program Policy recommending making some revisions to exclude things like sign permits and building permits. The policy should be changed to add “for fundraising events” and remove “projects” from some of the wording. The organizations should be required to pay the fee upfront and the Village will reimburse the organization.

PUBLIC GRANT PROGRAM POLICY (Continued):

Clerk Goeckner suggested putting a cap on the amount of the grant, and include no building or planning department fees will be waived. Administrator Schornack will edit the policy and bring it back to the General Government and Finance Committee.

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.

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, February 17, 2015 at 5:30 p.m.

ADJOURNMENT: There being no further business, the meeting adjourned at 7:23 p.m.

Respectfully Submitted,

Timmerly Tamborino
Deputy Clerk