

**VILLAGE OF GERMANTOWN
GENERAL GOVERNMENT & FINANCE COMMITTEE MEETING MINUTES
June 17, 2015**

CALL TO ORDER: The meeting was called to order at 5:32 p.m. by Chairperson Zabel.

ROLL CALL: Chairperson Zabel, Trustee Members Daniels and Kaminski were present. Trustee Warren was excused. Also present: Finance Director Rath and Deputy Clerk Dobratz.

APPROVAL OF MINUTES: ***MOTION (Daniels/Zabel) to approve the minutes from the May 20, 2015 meeting, motion carried.***

PUBLIC COMMENT: None

UNFINISHED BUSINESS: None

NEW BUSINESS:

Replacement of Server - Village Hall Virtual Server to replace existing APP Server and Engineering Server:

Director Rath explained this is mostly a replacement for the Engineering Department's server. In tangent with them getting a new server, instead of them getting a server and Village Hall getting an upgraded application server, they have been combined in the budget this year. The dollars together that are used for the budget is for the secondary server. The App server hosts printer drivers, miscellaneous application and Rec Trac. The new server is to be an expandable virtual server similar to the models at the Police Department. Steve Storrs, computer consultant, is making the proposal. The amount that is in the budget is \$13,650, will not go over. Second processor, Microsoft exchange license and network equipment for the rack can be done at a later date. ***MOTION (Kaminski/Daniels) to recommend the Village Board replacement of server-Village Hall virtual server to replace existing APP Server and Engineering Server not to exceed \$13,650, motion carried unanimously.***

Water and Wastewater Utility Refund Commercial Customer – Billing Error:

Director Rath stated three larger commercial customers have two meter's, one is an outside water only "sprinkling" meter, the other is for general water and sewer service. During routine meter change outs, utility personnel found that the "sprinkling" water only meter was also a "deduct" meter, wherein the water usage of the one should have offset the usage of the other. The account setup has been in existence since installation. The three accounts are fixed and will be correct in the future. PSC regulates errors in billing and requires when a misreading is found, you have to go back six years. Customers will be called and it is up to them if they want a credit on the account or a refund check. Discussion on what is being done to preventing this from happening again. The Utility Clerk has reviewed all the accounts again and asked the Utility Department to go and check all the meters again. A card is received and they say sprinkling meter but it might not be a deduct meter, terminology has to be communicated between the two departments. ***MOTION (Kaminski/Daniels) to approve the total refund amount of \$51,676.63 as a refund or credit depending on what the customer requests, motion carried unanimously.***

Resolution – Approving Amendments to the 2015 Budget:

Director Rath discussed this is a standard yearly resolution. The Library gets funds from the County, non-lapsing funds. County line items funds carry over from year to year if not fully expensed. This was passed by the Library Board unanimously in May 2015.

MOTION (Daniels/Kaminski) to recommend the Village Board to approve the Resolution to amend the 2015 budget with the Germantown Community Library County unexpended revenue allocations, motion carried unanimously.

REPORTS:

Monthly Year to Date Financials: Director Rath explained the information is through May. Inspection fees were slow but are now caught up.

Revenue and Expense Report – All Funds: The committee reviewed the reports and placed on file.

Health and Dental Plans: Director Rath reviewed the plans, they are running cleaning. The health plan has a surplus which will be needed as costs are unknown for next year.

Impact Fees Financial Reports: Director Rath stated the Impact fees are not running as high as last year, construction is down. Discussion on any potential new subdivisions starting in the future.

Accounts Payable: Items on the Accounts Payable report were discussed and the report was placed on file. Chair Zabel questioned contracted services, R. A. Smith Willow Creek Review, T.I.F. 6. Director Rath explained and clarified the expenditure.

Monthly Code Violation Reports: Building Inspection Department and Planning Department: The committee reviewed the report and discussed violations that have been in process for a year. Requesting Administrator Schornack to provide updates to the committee.

C.I.P. PROJECTS: The committee reviewed the projects. Director Rath reported the Patrol Truck – cab is over budget but the others will be less. Trustee Kaminski discussed a house on Mequon Road that will be raised and could potentially be a Fire Department burn project.

Letter of Credit Summaries: Building Inspection Department, Public Works Department and Planning Department: The Letter of Credit summaries were placed on file. Three remain from Planning Department. Discussion on upcoming projects.

Summary of all Village Contracts: Director Rath summarized the Village contracts. Three from the Police Department are pending. The Harley Davidson motorcycle is switched out once a year.

NEXT MEETING: Wednesday, July 29, 2015 at 6:00 p.m.

ADJOURNMENT: There being no further business, the meeting adjourned at 6:04 p.m.

Respectfully Submitted,

Jilline Dobratz
Deputy Clerk