

**VILLAGE OF GERMANTOWN
GENERAL GOVERNMENT & FINANCE COMMITTEE MEETING MINUTES
August 27, 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, Kaminski, and Warren were present. Also present: Village Administrator Schornack, Finance Director Rath, Fire Chief Weiss, Clerk Goeckner and Deputy Clerk Tamborino.

APPROVAL OF MINUTES: ***MOTION (Kaminiski/Daniels) to approve the minutes from the June 17, 2015 meeting, motion carried.***

PUBLIC COMMENT: None

UNFINISHED BUSINESS:

Non-Union Employee Compensation Adjustments Needed to Meet Area Median Pay for Comparable Positions:

Administrator Schornack reviewed the comparisons from area municipalities with similar populations and job descriptions. Schornack took the survey's median salary and compared it to Germantown's actual salaries. Some positions are missing, like the Deputy Clerks and a few positions in Engineering, that need to be added. The bottom number shows us we are below the median salary by approximately \$156,000 overall. Administrator Schornack's recommendation over the next several years would be to put money aside during the budget process to raise these positions up. The other thing to look at is setting a pay plan range with starting salary, middle range to high range. Trustee Kaminski is in support of this compensation adjustment plan but would like to see which communities are really low and which communities are really high. Administrator Schornack also handed out a spreadsheet with each non-union employee's years of service in their current position and with the Village overall. More discussion followed about certain positions and possibly prioritizing positions. Chairman Zabel feels performance evaluations and educational requirements need to be included in the decision making and doesn't think this should be an across the board decision. Chairman Zabel would also like verification on the Community Development Director/Planner job title.

NEW BUSINESS:

Acceptance of 2014 Comprehensive Annual Financial Report and Communication to Management Report:

Senior Manager Amanda Blomberg with Baker Tilly presented the year end 2014 results with the committee. The Village's Unassigned percentages are very high, which is good. This shows strong financial health. Auditors take the Unrestricted Fund Balance and compare it to the annual expenditures, this shows how much of the year's cost is on hand. The Village is at 28%, which is well over the 16.72% recommendation. The Communication to Management Report is required information that needs to be given to the Board from the auditor.

MOTION (Kaminski/Warren) to recommend to the Village Board the acceptance of the 2014 Comprehensive Annual Financial Report. Motion carried unanimously.

RFP for EMS Billing Services:

Chief Weiss reported he sent four bids out for Requests for Proposals, they are included in the packets. Chief Weiss recommends the Village change companies for EMS Billing Services to Life Quest Services from 3 Rivers. He suggests moving to Life Quest Services for several reasons. Chief is interested in a Q-Med program from years ago that Germantown opted out of which combined several communities into one contract with Life Quest.

RFP for EMS Billing Services (Cont.):

Also hospitals are now using Image Trend software and can download reports directly from Emergency Medical Technicians, Life Quest will cover the bridge from Pro Phoenix software, which is what the Village currently uses, to Image Trend software. Initial billing would be 6%. After 120-150 days it would be 7%. They are their own collection company, so after billings go to collection their percentage would be 28%. Finance Director Rath mentioned the Village has been with 3 Rivers since 2003. This company is at 6.5% across the board and they do not have a tier change until it goes to collections down the road which is then at 28%. Director Rath did some calculating from last month's EMS bills and there was a \$2,000 difference costing more if the Village switched to Life Quest. Also tracking the different tier level amounts per bill would be more time consuming than currently. Three Rivers is willing to train the conversion to Image Trend for no charge as well. Larry Knuth from EMS Billing Systems, subsidiary of Paratech, stated they are interested in placing a bid for billing services but never saw the RFP. The committee stated it is too late for this year but suggested making this a one year contract so others can bid next year. ***MOTION (Kaminski/Daniels) to continue with 3 Rivers Billing through 2016.*** Discussion. ***MOTION (Daniels/Kaminski) to amend the motion to post-pone this item until next month's GGF meeting to make sure Three Rivers is comparable to Life Quest.*** More discussion. ***Vote for the Amendment, all aye. Vote for the Motion with amendment, all aye.***

Timetable for Preparation of 2016 Budget:

Chairman Zabel stated the committee needs to set dates for the Committee of the Whole to discuss department budgets for 2016. Finance Director Rath mentioned the County needs the approved budget by November 25, 2015. Director Rath recommends publishing two different budgets, one with the referendum passing and one without by October 21, 2015. Suggestions for the Committee of the Whole budget meetings are scheduled for Wednesday, September 23 at 6:00 p.m. to discuss the Department of Public Works budget. The second meeting is Tuesday, September 29 to discuss Public Safety's budget at 6:00 p.m. The third Committee of the Whole meeting is set for Thursday, October 8, 2015 at 6:00 p.m. for the Village Board's budget. ***MOTION (Kaminski/Daniels) to add these dates to the Special Village Board meeting agenda for August 31, 2015, motion carried unanimously.***

T. E. Brennan Insurance Consultants, Approval of Annual Retainer \$5,626.68: Finance Director Rath explained the T. E. Brennan Annual Retainer fee invoice. ***MOTION (Kaminski/Warren) to recommend the Village Board approve the payment of T. E. Brennan Insurance Annual Retainer in the amount of \$5,626.68, motion carried.***

Amending Ordinance No. 8-94 Establishing Unreserved Fund Limits: Finance Director Rath explained our existing policy is between 10-15% which is not a good benchmark for the Village to be at, it is low. Trustee Kaminski thinks it should be between 18-25% and Chairman Zabel feels it should be between 15-20% due to the amount of funds in the account.

Adopt Ordinance No xx-15 Amending Chapter 3.12 of the Municipal Code of Germantown to make certain changes relating to Unassigned Fund Balance:

MOTION (Kaminski/Warren) to recommend the Village Board adopt the Ordinance amending Chapter 3.12 of the Municipal Code by changing the percentages to 16-25%, motion carried (3-1, Zabel).

Adopt Resolution No. xx-15 Establishing a Fund Balance Policy in Accordance with GASB Statement No. 54:

MOTION (Kaminski/Warren) to postpone adopting the Resolution to establish a fund balance policy until next month's GGF meeting, motion carried.

Agreement for Assessment Services for 2016, 2017 and 2018. The Village Board may enter into closed session per Wis. Stats. §19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility and then re-enter open session to take such action as it deems appropriate:

MOTION (Kaminski/Warren) to move this item to the October 5, 2015 Village Board meeting in closed session, motion carried.

REPORTS:

Monthly Year to Date Financials: Director Rath explained the monthly year to date financials stating the General Fund is good, showing no problems. The committee will receive summaries from now on instead of detailed reports.

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

Health and Dental Plans: Director Rath reviewed the plans. The health plan has a large surplus which will be needed as costs are unknown for next year. Plus a lot of bills come through November and December due to elective surgeries.

Impact Fees Financial Reports: Director Rath stated Impact fee rules have changed to not needing a specific date for projects anymore but now it needs to be done in a reasonable amount of time. The Village does need to come up with a plan for the police department's funds as well as the parks one.

Accounts Payable: Items on the Accounts Payable report were discussed and the report was placed on file.

Monthly Code Violation Reports: Building Inspection Department and Planning Department:

The committee reviewed the report and discussed violations that have recently been added. Chairman Zabel was asking about the maintenance on Mequon Road and wondering why it wasn't on the list. Administrator Schornack commented that it has not been ticketed.

C.I.P. PROJECTS: The committee reviewed the projects. Director Rath reported the projects usually accumulate in September and October. This report is until the end of July.

Letter of Credit Summaries: Building Inspection Department, Public Works

Department and Planning Department: The Letter of Credit summaries were placed on file.

Summary of all Village Contracts: Administrator Schornack summarized the Village contracts.

NEXT MEETING: Tuesday, September 15, 2015 at 6:00 p.m.

ADJOURNMENT: There being no further business, the meeting adjourned at 8:21 p.m.

Respectfully Submitted,

Timmerly Tamborino
Deputy Clerk