

**VILLAGE OF GERMANTOWN
GENERAL GOVERNMENT & FINANCE COMMITTEE MEETING MINUTES
September 15, 2015**

CALL TO ORDER: The meeting was called to order at 6:00 p.m. by Chairperson Zabel.

ROLL CALL: Chairperson Zabel, Trustee Members Daniels (*arrived at 6:05 pm*), Kaminski, and Warren were present. Also present: Village Administrator Schornack, Finance Director Rath, Fire Chief Weiss, Public Works Director Ratayczak and Deputy Clerk Tamborino.

APPROVAL OF MINUTES: ***MOTION (Kaminiski/Warren) to approve the minutes from the August 27, 2015 meeting, motion carried.***

PUBLIC COMMENT: None

UNFINISHED BUSINESS:

Continued Discussion/Action Related to EMS Billing Companies: Fire Chief Weiss commented he still had questions after the last GGF meeting, so he invited the top two companies back to this month's meeting to give presentations. Michael Finn, Chief Executive Officer, and Chip Kramer, Senior Business Development Executive from LifeQuest Services presented their business first. Brad Roraff, Owner of 3 Rivers Billing stated his company basically does all the same things. Trustee Warren asked Finance Director Rath and Fire Chief Weiss their opinions on each company. Rath stated she's worked with 3 Rivers for 13 years and has no complaints. She's never dealt with LifeQuest. Fire Chief Weiss has only worked with 3 Rivers for a little over a year and has no complaints but feels there are glitches in the software, no fault of 3 Rivers. Other area fire departments use LifeQuest and none of them have had any complaints. Weiss feels there is an advantage to using the same billing company as area departments that are in the Q Med program. Trustee Warren stated the main issue was transferring to Image Trend software which 3 Rivers is willing to cover the costs for training on Image Trend software.

MOTION (Kaminski/Warren) to recommend the Village Board approve a 2 year contract with our current firm, 3 Rivers Billing, starting January 2016 through December 2017, motion carried unanimously.

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

Administrator Schornack reviewed the comments from the last meeting and put the comparisons from area municipalities with similar populations and job descriptions together. Schornack took the survey's median salary and compared it to Germantown's actual salaries. Chairman Zabel questioned the Community Development Director salary used verses Planner salary comparisons. Administrator Schornack emailed the trustees a copy of Resolution 20-10 changing the title and department to Community Development. Discussion followed. Trustee Kaminski feels the Planner deserves an increase whatever his title is and recommends next year the Village Board increase the salaries of the Engineer, Finance Director and Community Development Director/Planner.

MOTION (Kaminski/Warren) to recommend the Village Board direct staff to carry forward \$50,000 for next year to begin the process for the positions that are 20% or more under the median.

Administrator Schornack stated the budget is balanced right now, but auditors said we have 28% in reserves, and thinks the Village should take money out of reserves to cover this amount. Trustee Daniels supports Trustee Kaminski's motion but would like to amend it to \$75,000. Motion failed, not seconded.

Vote taken on original motion 3 ayes, 1 nay (Zabel). Motion carries.

Adopt Resolution No. xx-15 Establishing a Fund Balance Policy in Accordance with GASB Statement No. 54: Finance Director Rath explained the policy outlines the Village Fund Balance parameters in accordance with GASB Statement 54. It also includes statements of action when to replenish deficiencies and what to do with the surplus fund balance.

MOTION (Kaminski/Warren) to recommend Village Board approve Resolution xx-15 Establishing a Fund Balance Policy in Accordance with GASB Statement No. 54 with changes as discussed, motion carried unanimously.

NEW BUSINESS:

Resolution Authorizing The Application, Acceptance, And Expending Of Wisconsin Department Of Natural Resources Urban Forestry Grant Program Funds:

Administrator Schornack speaking for Park & Recreation Director Schroeder saying this resolution is a continuation of the same program in the past of treating Emerald Ash Borer and replacing trees. For 2016, the Park and Recreation Department is recommending a grant application be submitted for a WDNR Urban Forestry Grant for continued EAB management and activities. This grant, in the amount of \$15,705 would be utilized for the treatment of ash trees along Mequon and Pilgrim Roads and at the Department of Public Works Complex, and contracted services for replacement tree plantings.

MOTION (Warren/Kaminski) to recommend the Village Board approve the resolution authorizing the application, acceptance, and expending of Wisconsin Department of Natural Resources Urban Forestry Grant Program Funds in the amount of \$15,705. Motion carried unanimously.

Review of 2016 Preliminary Budget:

Finance Director Rath sent a separate pdf document not included in the packet. This is just an informational summary. Finance Director Rath also explained the Village's growth increase is 3% which means the Village can increase their levy by 3%. She stated the equalized value is 5% higher also. This does not include the referendum budget if the referendum passes on November 3, 2015.

T. E. Brennan Village Owned Property Insurance RFP Invoice Approval:

Finance Director Rath explained T. E. Brennan has been working on the 2016 renewal for Village Owned Property Insurance. Three quotes were received and T. E. Brennan will present their recommendation at the October General Government & Finance meeting. Their fee for services is \$3,500.

MOTION (Kaminski/Daniels) to approve the invoice to T. E. Brennan in the amount of \$3,500. Motion carried unanimously.

Review and Possible Creation of Administrative Procedures Manual:

Chairman Zabel mentioned combining all the administrative policies and procedures that aren't necessarily employee related to create an administrative procedures policy manual. Currently, Administrator Schornack creates an administrative policy when he sees necessary and distributes it electronically. When new employees start, they are not receiving the past policies. The committee directed staff to start this process and bring back to the next General Government and Finance Committee meeting.

REPORTS:

Monthly Year to Date Financials: Director Rath explained there is no August detail available at time of meeting. 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 stating in 2016 the Village will be adding employees that average 30 hours or more increasing the cost approximately \$140,000. 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.

C.I.P. PROJECTS: The committee reviewed the projects. Director Rath reported no changes from last month.

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, October 20, 2015 at 6:00 p.m.

ADJOURNMENT: There being no further business, the meeting adjourned at 7:50 p.m.

Respectfully Submitted,

Timmerly Tamborino
Deputy Clerk