

**VILLAGE OF GERMANTOWN
GENERAL GOVERNMENT & FINANCE COMMITTEE MEETING MINUTES
October 20, 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, Kaminski (*arrived at 6:25 pm*), and Warren were present. Also present: Village Administrator Schornack, Finance Director Rath, Clerk Goeckner, and Deputy Clerk Tamborino.

APPROVAL OF MINUTES: ***MOTION (Warren/Daniels) to approve the minutes from the September 15, 2015 meeting, motion carried.***

PUBLIC COMMENT: None

UNFINISHED BUSINESS:

Review and Possible Creation of Administrative Procedures Manual: Administrator Schornack explained past discussion and suggested sending an email to all department directors asking to forward to him any administrative department policies they may have so he can create an electronic manual. This manual would be useful for new employees. It was recommended to keep the Police and Fire Departments out of the manual but reference them. Administrator Schornack and Finance Director Rath will send an email to the Departments regarding their administrative policies and will forward to the committee over the next couple months.

NEW BUSINESS:

2016 Property Insurance Renewal – Quotes and Recommendation, Bob Burnside, T.E. Brennan: Bob Burnside from T. E. Brennan presented his analysis of property renewal rates for the Village. EMC and Chubb were the most competitive. The Chubb property quote is \$55,955 which is \$645 lower than the EMC property quote of \$56,600. The main difference between the two quotes is the flood coverage. EMC includes a \$2,000,000 occurrence limit for flood with a \$50,000 deductible but excludes 9 locations due to their proximity to flood zones. The Chubb quote provides a \$5,000,000 occurrence flood limit with a \$50,000 deductible except for 5 locations that have a \$1,500,000 flood limit with a \$100,000 deductible.

MOTION (Warren/Daniels) to forward to the Village Board following T. E. Brennan's recommendation for the 2016 Property Insurance renewal to proceed with the Chubb proposal of \$52,895 total premium starting January 1, 2016 with the \$2,000,000 Business Income/Extra Expense option. Motion carried unanimously.

Bob Burnside from T. E. Brennan said a Village Board Resolution will need to be passed to leave the LGPIF.

2016 Stop Loss Renewal, Health Fund – Quotes and Recommendation:

Finance Director Rath explained this is for our annual stop loss carrier which is bid out every year. The Village is self-insured. The Village pays insurance claims per person up

to \$40,000-45,000 and anything above that the Village's insurance carrier reimburses. Carmen Winkelman, Benefits Consultant with R&R Insurance explained all the options. Winkelman and Rath both recommend staying with the Village's current carrier, Gerber Life.

MOTION (Daniels/Warren) to recommend the Village Board proceed with Option #2 Gerber Life \$45,000 deductible with a total fixed cost of \$396,417.08 for the 2016 Stop Loss Renewal of the Health Fund. Motion carried unanimously.

Ambulance Accounts to Collections and Receivables Adjustment:

Finance Director Rath explained it is necessary to have old delinquent ambulance billings removed from the general ledger of the Village in order to maintain proper accounting controls and procedures.

MOTION (Kaminski/Daniels) to forward to the Village Board approval of the resolution authorizing the write-off of delinquent accounts receivable – ambulance through August 2015 in the amount of \$48,332.77. Motion carried unanimously.

Discussion/Action Regarding Section 12.06 – Public Dances and Dance Halls of the Municipal Code:

Clerk Goeckner discussed section 12.06 – Public Dances and Dance Halls of the Municipal Code and how hard it is to police who should have one and how to regulate it. The fee for a dance license is \$10 per dance or \$100 annually. The Village currently has 3 annual licenses and 8 individual which most of those fees are waived because they are from non-profit organizations. Discussion about other permits required by the Village already cover most of the concerns.

MOTION (Kaminski/Daniels) to direct staff to create a resolution repealing Sections 12.06 and 12.07 from the Village Code for the next Village Board meeting. Motion carried and will be placed under New Business on the Village Board agenda.

Clerk Goeckner will have the Police Department, Fire Department and the Community Development department create memos for the Village Board with their recommendations.

REPORTS:

Monthly Year to Date Financials: The committee will reviewed the financials and placed them on file.

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

Health and Dental Plans: Director Rath discussed the plans stating there is a healthy balance going into 2016.

Impact Fees Financial Reports: Director Rath stated Impact fees have slowed down.

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, November 17, 2015 at 6:00 p.m.

ADJOURNMENT: There being no further business, the meeting adjourned at 7:37 p.m.

Respectfully Submitted,

Timmerly Tamborino
Deputy Clerk