

**VILLAGE OF GERMANTOWN
GENERAL GOVERNMENT & FINANCE COMMITTEE MEETING MINUTES
January 26, 2016**

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, and Warren were present. Also present: Trustee Miller, Village Administrator Schornack, Park & Recreation Director Schroeder, Public Works Director Ratayczak, Police Chief Hoell, Fire Chief Weiss, Clerk Goeckner and Deputy Clerk Tamborino.

APPROVAL OF MINUTES: ***MOTION (Kaminski/Daniels) to approve the minutes from the December 21, 2015 meeting, motion carried.***

PUBLIC COMMENT: None

MOTION (Kaminski/Daniels) to move to Item VI. C) Agreement with K-Consult to Assist Village Staff with Negotiating New Agreements for Telephone Service, motion carried.

Agreement with K-Consult to Assist Village Staff with Negotiating New Agreements for Telephone Service: Administrator Schornack contacted Joe Kitzinger, owner of K-Consult, to give a proposal for negotiating three new contracts for the Village. Mr. Kitzinger presented his proposal to the Committee stating he was initially hired in 2007 to look over all of the Village's contracts with AT&T. He found several items in the contracts that the Village did not need for a savings of about \$3,000 a month or \$36,000 annually for the Village. Mr. Kitzinger was hired again in 2011 at an hourly rate to look over the AT&T contracts again. In 2014, Finance Director Rath handled the contracts in-house with a sales representative from AT&T. This year AT&T said they do not have AT&T sales representatives for government entities and that they outsource the work to a third party company called West Corp to take care of government businesses. Finance Director Rath stated she and the Village Administrator do not have the expertise to understand the contracts for the whole Village's phone system.

MOTION (Daniels/Zabel) to forward to Village Board the agreement with K-Consult to assist village staff with negotiating new agreements for telephone service.

Trustee Warren said he'd like to see the agreement restructured for K-Consult to be a percentage amount of what he saves us, not an hourly rate. Mr. Kitzinger stated he is not interested in working for a percentage. He saved the Village a substantial amount of money in 2007 and doesn't think there will be much of a savings in the contracts this time around.

Vote taken on the motion was 2 aye, 2 nay (Kaminski, Warren).

MOTION (Kaminski/Daniels) to move to Item VI. B) Review 2016 Capital Items, motion carried.

Review 2016 Capital Items: Finance Director Rath distributed a listing of approved capital projects and explained there are quite a few areas where the Village can reduce the debt. The Village Engineer let the Finance Director know that the Village will be receiving funds from the DOT for about \$43,400 from the Donges Bay Design payback which will help pay off the debt with DOT. The Village can cover that in full with a monthly payment plan for two years, no interest. Anything \$60,000 or less will be covered under remaining funds from 2015. The Village could lower the debt from \$2.6 Million to \$2.5 Million. Capital can be reduced by using funding in reserves not spent in 2015. Finance Director Rath is anticipating close out of 2015 to have a positive cash flow and funding from projects borrowed for in past that have been restructured can also be used to offset costs items. Discussion of carry over and actual cash balance, which is at 25%. With additional carry over and revenue resources the Village could take funds to keep balance between 20 & 25%.

MOTION (Zabel/Kaminski) to recommend Village Board approve borrowing at \$2.67 million for capital projects as listed. Motion carried and will be placed under New Business of the next Village Board meeting.

UNFINISHED BUSINESS:

Mutual Cooperation Agreement Under the National Affordable Housing Act (The HOME Consortium Program):

MOTION (Kaminski/Warren)) to forward the Mutual Cooperation Agreement Under the National Affordable Housing Act (The HOME Consortium Program) to the Village Board with recommended approval. Motion carried unanimously and will be placed on the Consent Agenda of the next Village Board meeting.

Review and Possible Creation of Administrative Procedures Manual:

MOTION (Kaminski/Warren) to postpone this item to the next GGF meeting to organize the administrative policy. Motion carried.

NEW BUSINESS:

Fire Department Special Referendum Election Costs/Invoice: Clerk Goeckner created a cost analysis for the Special Referendum Election and explained to the Committee this was not in the budget. Trustee Kaminski asked the Finance Director how these costs are normally handled. Finance Director Rath said if the Committee decides to do anything, she would send the Fire Department a bill. That amount would go into the Clerk's revenue account, and show as an expense on the Fire Department's budget. This would be to mainly show the cost of the election. The Committee decided to leave it as is.

Resolution to Request Not To Change the Definition of Undeveloped Lands Assembly Bill 582: Chair Zabel stated there is a public hearing on February 10th for this Bill. Administrator Schornack said he will check with area municipalities to see if any of them are writing a resolution. Chair Zabel said he will look into tomorrow night at the Mid-Moraine Dinner meeting.

REPORTS:

Monthly Year to Date Financials: The committee reviewed the financials and placed them on file. No issues were discussed.

Revenue and Expense Report – All Funds: Finance Director Rath sent the latest Revenue and Expense Reports to the Committee in an email. 2015 was a great year. The Village received more building inspection fees than expected, gas prices went down plus it was a milder winter. The waste and recycling contract for November and December also saved money.

Health and Dental Plans: Both plans were discussed having a healthy balance going into 2016. Still capturing 2015 costs. Finance Director Rath is meeting with the third party on wrapping up the year and will present everything next month and there will be an audit in March.

TIF 6 Summary: Finance Director Rath gave a brief summary of the borrowing for TIF 6 stating the Village is not paying on the principal yet, just paying interest.

Impact Fees Financial Reports: Discussion on the Police Department and the Park and Recreation Department's fees that need to be used soon. Administrator Schornack will talk to those departments to come up with ideas and bring it back to GGF in March.

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 discussed the projects.

Letter of Credit Summaries: Building Inspection Department, Public Works Department and Planning Department: Administrator Schornack discussed the Letter of Credit summaries and will check with the Planning Director on Machining Concepts.

Summary of all Village Contracts: Administrator Schornack summarized the Village contracts stating some of them have changed and will be updated next month.

NEXT MEETING: Tuesday, February 23, 2016 at 6:00 p.m. Trustee Miller was asked to attend next month's meeting for Trustee Daniels who will be unavailable.

ADJOURNMENT: There being no further business, the meeting adjourned at 7:45 p.m.

Respectfully Submitted,

Timmerly Tamborino
Deputy Clerk