

**VILLAGE OF GERMANTOWN
GENERAL GOVERNMENT & FINANCE COMMITTEE MEETING MINUTES
February 23, 2016**

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

ROLL CALL: Chairperson Zabel, Trustee Members Kaminski, Miller and Warren were present. Also present: Village Administrator Schornack, Finance Director Rath, Park & Recreation Director Schroeder, Fire Chief Weiss, and Deputy Clerk Tamborino.

Chair Zabel stated Trustee Miller is filling in for Trustee Daniels.

APPROVAL OF MINUTES: *MOTION (Kaminski/Warren) to approve the minutes from the January 26, 2016 meeting, motion carried.*

PUBLIC COMMENT: None

UNFINISHED BUSINESS:

Department, Administrative, Boards and Commissions Policies and Procedures: Administrator Schornack still needs the fire department and police department policies. These department policies will be all in one and centrally located for all department directors. Administrator Schornack will get this in electronic form for each department and will be the person who keeps it updated. It will be up to each Department Director to make sure their new employee gets a copy of it. Trustee Kaminski stated there are some updates needed. This draft needs to be given to each department head to review and update. Trustee Miller stated this also needs to be reviewed annually.

MOTION (Kaminski/Miller) to have this manual reviewed and updated annually by each department and approved annually at the March General Government and Finance Committee meeting. Motion carried unanimously.

NEW BUSINESS:

2016 Payment to Economic Development Washington County:

MOTION (Kaminski/Warren) to recommend Village Board approve the 2016 payment to Economic Development Washington County for \$10,000. Motion carried unanimously.

Vantage Trust II Multiple Collective Investment Funds Trust – Participation Agreement – to Adopt the Vantage Trust II Funds (“VT II Funds) for our VantageCare Retirement Health Savings (“RHS”) Plan – Tyge Olson, ICMA-RC Representative available for questions:

Finance Director Rath introduced Tyge Olson from ICMA. When an employee retires any money available in their sick bank goes into a retirement health savings account for them. Tyge Olson answered questions regarding a change to the funds available for investment through the Retirement Health Savings Plan. At retirement, the balance of an employee’s unused sick accrual, at 50-55% value, is placed in the VantageCare Retirement Health Savings Plan.

Vantage Trust II Multiple Collective Investment Funds Trust – Participation Agreement – to Adopt the Vantage Trust II Funds (“VT II Funds) for our VantageCare Retirement Health Savings (“RHS”) Plan – Tyge Olson, ICMA-RC Representative available for questions: (Continued)

It appears that the fund is introducing a new series of Collective Investment Trust Funds, the Vantage Trust II Funds. The Village must adopt the VTII by board action to participate.

MOTION (Kaminski/Warren) to forward the adoption of the new Vantage Trust II fund for the VantageCare Retirement Health Savings Plan to the Village Board. Motion carried unanimously and will be placed on the Consent Agenda of the next Village Board meeting.

State of Wisconsin, Department of Revenue – State Debt Collection Agreement – To use the DOR for our primary collection agency for delinquent ambulance charges:

Finance Director Rath gave brief summary that it is in our best interest to use the State of WI Debt Collection Services for delinquent accounts and to use them as our primary collections agency. There is no collection fee to pay, the fees are added to the patient's debt. We will still use American Accounts & Advisors as a secondary collection agency for debts that we don't have social security numbers for.

MOTION (Miller/Kaminski) to recommend the Village Board approve the State of Wisconsin, Department of Revenue State Debt Collection Agreement to use the DOR for our primary collection agency for delinquent ambulance charges. Motion carried unanimously.

Resolution – Approving Amendment to the 2016 Budget, Capital Account and General Fund Carry Over:

Finance Director Rath explained several projects are not complete and the funding needs to be carried over to 2016.

MOTION (Kaminski/Warren) to forward the resolution to Village Board with recommended approval. Motion carried unanimously.

Resolution – Authorizing the charge off of uncollected 2014 Delinquent Personal Property Taxes:

Finance Director Rath discussed the listing of delinquent 2014 Personal Property Taxes. The amounts applicable to other taxing authorities have been charged back. The Village's share is \$2,268.13. The majority of the accounts are either out of business or no longer in the Village. Other accounts that are still deemed collectible will be pursued by Waukesha County collections or pursued internally.

MOTION (Warren/Miller) moved to recommend the Village Board approve the Resolution authorizing the charge off of uncollected 2014 delinquent personal property taxes in the amount of \$2,268.13. Motion carried unanimously.

Resolution – 2016 Annual Weights & Measures Fee:

MOTION (Kaminski/Warren) to recommend the Village Board approve the 2016 Annual Weights & Measures Fee Resolution.

Village Labor and Equipment Rates – 2016:

Public Works Director Ratayczak distributed handouts and explained at the last few Public Works meetings the committee discussed wages. In 2016, staff is recommending a Labor Rate Schedule that reflects actual labor cost including wages, benefits and a 15% addition for administrative cost.

MOTION (Kaminski/Miller) to recommend the Village Board approve the policy establishing wage rates using direct costs plus 15% for overhead. Motion carried unanimously.

MOTION (Kaminski/Warren) to recommend the Village Board approve both labor and equipment rates as submitted. Motion carried unanimously.

Employee Compensation Increases for 2016:

Administrator Schornack gave a summary of some of the options for employee increases for 2016. The Village Board included in the 2016 budget the equivalent of a 2% increase for most employees. Trustee Kaminski stated she is okay with a flat rate increase of 1.5% plus a .5% bonus for the “high achievers”, but still feels the committee needs to revisit adjustments of the lower than average salaries. Administrator Schornack said if we are holding back .5% for bonuses, the employee should be made aware, then base their bonus off of their performance evaluation at the end of the year. Trustee Kaminski stated only employees with a rating of 3.0 and higher would receive a 1.5% increase.

MOTION (Kaminski/Warren) to recommend the Village Board give a 1.5% compensation increase to employees with acceptable performance or higher, reserving .5% for an additional merit increase for employees that did exceptional work based on their performance evaluation by their supervisor. Vote taken (3) aye, (1) nay (Zabel).

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 included a comparison report from Auxiant in the packet.

TIF 6 Summary: Finance Director Rath gave a brief summary of the borrowing for TIF 6.

REPORTS (Continued):

Impact Fees Financial Reports: Park and Recreation Director Schroeder distributed a memo from the Park and Rec Committee regarding use of impact fees. Their choices are Kinderberg Park basketball court and Dheinsville Park play equipment. Finance Director Rath stated as long as the funds are used for new facilities it can be used from impact fees, not allowed to refurbish old equipment.

Accounts Payable: Items on the Accounts Payable report were discussed and the report was placed on file. Anything with a 2015 date went back to 2015 accounts.

Monthly Code Violation Reports: Building Inspection Department and Planning Department: The committee reviewed the report and discussed violations that have recently been added. Trustee Warren asked what the additional time frame is after the first violation and would like to have dates added to the report under action taken by village staff.

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.

Summary of all Village Contracts: Administrator Schornack summarized the Village contracts and stated At&T is done now and the Washington County Sheriff's Office was just received.

NEXT MEETING: Tuesday, March 29, 2016 at 6:00 p.m.

ADJOURNMENT: There being no further business, the meeting adjourned at 7:55 p.m.

Respectfully Submitted,

Timmerly Tamborino
Deputy Clerk