

**VILLAGE OF GERMANTOWN
GENERAL GOVERNMENT & FINANCE COMMITTEE
MEETING MINUTES
March 29, 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, Daniels and Warren were present. Also present: Finance Director Rath, Clerk Goeckner and Deputy Clerk Tamborino.

APPROVAL OF MINUTES: ***MOTION (Kaminski/Warren) to approve the minutes from the February 23, 2016 meeting, motion carried.***

PUBLIC COMMENT: None

UNFINISHED BUSINESS: None

NEW BUSINESS:

Clerk's Office Position:

Clerk Goeckner explained Deputy Clerk Tamborino's last day in office is April 8, 2016 and the position needs to be filled as soon as possible with another full time Deputy Clerk or similar title. Clerk Goeckner is researching the possibility of changing the title and updating the job description for consideration of a Deputy Clerk II or something similar and will provide that information when complete.

MOTION (Kaminski/Warren) to recommend Village Board approve filling the vacant Deputy Clerk position with flexibility to rearrange the title and job description. Motion carried unanimously, but will be placed under New Business on the April 18th Village Board agenda.

Employee Policy and Procedure Manual Revision Relating to Filling an Open, Existing, and Budgeted Position:

Chair Zabel explained when we wrote this portion in the employee manual in 2008-2009 we stated each position needs to go through the committee of jurisdiction and also the Village Board. Chair Zabel is now wondering why we are doing this if it is an existing position and in the budget. Going through this process also adds four to six weeks to the hiring process depending on when the Committee of Jurisdiction's next meeting is. Trustee Kaminski thinks the committee of jurisdiction should be involved with this procedure. Clerk Goeckner said it takes time to go through committees first before hiring. Trustee Daniels said it would be nice to have a fluid process instead of staff having to wait weeks before placing an ad to hire, and thinks the Village Board needs to rely on the people the Village has in place to do their jobs appropriately. The Village Administrator needs to be the one leading the day to day operations including the hiring process, at least for certain level positions. Finance Director Rath stated the part that says positions should be reviewed by the committee of jurisdiction is appropriate but then the part that says Village Board shall grant approval of hiring, should just go to Directors.

MOTION (Daniels/Kaminski) to recommend Village Board modify the Employee Policy and Procedures manual under HIRING, PROMOTIONS, TRANSFERS AND ASSIGNMENTS, second paragraph, third sentence to: Some positions may require Village Board action as listed in Village Code.

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 said the report is only through February.

Health and Dental Plans: Both plans were discussed having a healthy balance.

TIF 6 Summary: No changes since last month.

Impact Fees Financial Reports: Trustee Kaminski asked if these fees can be used for updating the Library's website. Finance Director Rath said no their impact fees are still being used for paying off the building.

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 current violations. The committee would like the Village Administrator to have these updated as to what stage each of these violations are at and what is being done to take care of them.

C.I.P. PROJECTS: The committee discussed the projects.

Letter of Credit Summaries: Building Inspection Department, Public Works Department and Planning Department: The Letter of Credit summaries were reviewed and placed on file.

Summary of all Village Contracts: The Village contracts were reviewed and placed on filed.

NEXT MEETING: Tuesday, April 19, 2016 at 6:00 p.m.

ADJOURNMENT: There being no further business, the meeting adjourned at 6:55 p.m.

Respectfully Submitted,

Timmerly Tamborino
Deputy Clerk