VILLAGE OF GERMANTOWN
GENERAL GOVERNMENT & FINANCE COMMITTEE
MEETING MINUTES
April 19, 2016

CALL TO ORDER: The meeting was called to order at 6:03 p.m. by Chairperson Zabel.

ROLL CALL: Chairperson Zabel, Trustee Members Kaminski, Daniels and Warren were present. Also present: Village Administrator Schornack, Finance Director Rath and Deputy Clerk Dobratz.

APPROVAL OF MINUTES: ***MOTION (Daniels/Kaminski) to approve the minutes from the March 29, 2016 meeting, motion carried. Approved.***

PUBLIC COMMENT: None

UNFINISHED BUSINESS: None

NEW BUSINESS:
Authorization to Pay Invoice for 2016 Summer Recreation Guide:
Park & Recreation Director Schroeder explained 6,000 additional 2016 Summer Recreation Guides were printed to market in the Colgate, Richfield and Hubertus areas. The mailing cost increased by approximately $1,500.00. Enrollment is up and revenues are at an all-time high. Typically 9,000 guides are printed at a cost of $3,400.00. Trustee Kaminski agreed it is a good idea and a good investment. Trustee Daniels inquired about leaving guides at local businesses and also how many go to waste. Park & Recreation Director Schroeder stated copies are left at schools and libraries for further distribution and not a lot of guides are left over.
MOTION (Daniels/Warren) to recommend approving payment of the American Litho invoice in the amount of $4,930.00 for the 2016 Summer Recreation Guide. Motion carried unanimously.

Update of Fee Schedule Listing:
Finance Director Rath explained the sample list of Fee Schedule from the City of Mequon. Trustee Kaminski asked to also obtain the Village of Menomonee Falls fees and other surrounding communities to see if our fees are in line with them. Focus on all the fees and establish a list of fees to have in one place. Trustee Zabel stated to create the form and send to all department heads. Once completed, place it on the Village web site. Trustee Kaminski said the second phase would be to focus on Zoning and Conditional Use Permits. Finance Director Rath stated the Finance Department and Administration would be responsible for the list and keeping it up to date. Trustee Daniels would like to have each department provide suggestions and feedback if fees should go up or down

Froedert Health Risk Assessment Agreement:
Finance Director Rath stated we contract with Froedert Workforce Health for physical and random drug testing. They provide services for the yearly Health Risk Assessment. It is not a mandatory program. The pricing is $5.00 higher than last year, generally under $3,500.00 and Director Rath can sign the agreement.
MOTION (Kaminski/Warren) to authorize Finance Director Rath to sign the agreement and keep the costs below $5,000.00. Motion carried unanimously.

REPORTS:

Monthly Year to Date Financials: The committee reviewed the financials and placed them on file. Finance Director Rath said the Fiscal year is not as balanced because carry over is included. Chair Zabel stated that they are where they should be for the first quarter.

Revenue and Expense Report – All Funds: Finance Director Rath said the report revenues are quarterly.

Health and Dental Plans: Finance Director Rath stated both plans are positive looking. The audit is complete and we are finished with 2015. Going forward, tracking current expenses.

TIF 6 Summary: No changes since last month, everything is covered at this point.

Impact Fees Financial Reports: Finance Director Rath explained it is empty but it is still early to take out building permits.

Accounts Payable: Items on the Accounts Payable report placed on file.

Monthly Code Violation Reports: Building Inspection Department and Planning Department: Administrator Schornack reported Community Development Director Retzlaff is in the process of modifying the form and has updated the comments.

C.I.P. PROJECTS: Finance Director Rath stated it is empty but it will change in May.

Letter of Credit Summaries: Building Inspection Department, Public Works Department and Planning Department: The Letter of Credit summaries were reviewed and placed on file. Finance Director Rath said funds were received from Continental and the note was paid off this morning. Any savings will go back to asset.

Summary of all Village Contracts: Administrator Schornack reviewed the contracts and stated more will be coming. Trustee Warren inquired about the salt supply and how it ended. Administrator Schornack received the report on it today and will email the committee. Currently we have a good reserve. Trustee Warren asked about the blanks lines for Marine Biochemists. Chair Zabel stated two contracts are going out for bids and it will be at a future Public Works & Highways Committee meeting.

NEXT MEETING: Monday, May 16, 2016 at 5:30 p.m.

ADJOURNMENT: There being no further business, the meeting adjourned at 6:44 p.m.

Respectfully Submitted,

Jilline Dobratz
Deputy Clerk