VILLAGE OF GERMANTOWN
GENERAL GOVERNMENT & FINANCE COMMITTEE
MEETING MINUTES
May 16, 2016

CALL TO ORDER: The meeting was called to order at 5:33 p.m. by Chairperson Zabel.

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

APPROVAL OF MINUTES: ***MOTION (Kaminski/Warren) to approve the minutes from the April 19, 2016 meeting, motion carried. Approved.***

PUBLIC COMMENT: None

UNFINISHED BUSINESS:

Update of Fee Schedule Listing:

Finance Director Rath put together a spreadsheet which went to Department Directors. It included the sample from City of Mequon. Administrator Schornack received Conditional Use Permit (CUP) fees from two other communities. City of Menomonee Falls charges $1,000.00 for a CUP permit. The Village of Grafton charges $200.00 for the fee and a $500.00 planning review deposit. Trustee Kaminski commented on the Village of Grafton being interesting, as a conditional use could be anything. Looking at the zoning, seeing if it is allowed and possibly changing zoning. Trustee Zabel stated a Conditional Use Permit has to be approved by the Village Board. Village Board can then recommend to Plan Commission to update Zoning Codes. Chapter 17, Zoning Code, each modification requires a Public Hearing. Administrator Schornack stated he can send an email to the surrounding municipal administrators on these fees. Finance Director Rath stated she will have updates from staff at the next General Government & Finance (GGF) meeting.

NEW BUSINESS:

Discussion on Creation of a Fund for Capital Equipment and Buildings:

Administrator Schornack explained the reason for this is last year some of the trustees were discussing an Equipment Replacement Revolving Fund as we have a lot of equipment. One way to do this would be to take the capital improvement spreadsheet that was done a few years ago, which had figured out when to buy equipment, working it out to keep the mill rate about the same and use this. Instead of looking at a 20 year spreadsheet, look ahead for three years at the equipment that would be purchased. Some departments like the Fire Department aren't up to date. The Department Directors have been asked if they have changes in the next three years, to submit them. By the next meeting, the first three years of the capital outlay plan will be redone. It will show which changes or suggested changes are to be made. Then, maybe start an equipment replacement fund possibly next year but not use it right away. Try to budget and put money in it each year for the next three years to build it up. Financially the reserve account is doing well and one thing that could be done is to take money out of that account, put it in the equipment reserve account, don’t spend it and add to it each year for the next two years to build it up. Eventually get to a place where all the equipment wouldn’t have to be budgeted. It would be set-up to purchase from the equipment replacement account. The other thing discussed is to not use this new fund, if set-up, for construction. Could take construction out of bonding yet if it's big construction, like $25,000 or more and bond for that. A lot of small equipment wouldn't have to be taken out of general fund. Administrator Schornack can put numbers together for the next meeting. Chair Zabel stated if

NEW BUSINESS Cont.:

this is going to be done, the attorney would have to write up a draft on creating this fund. Finance Director Rath said the auditors suggested creating another fund, a revolving fund so it's its own separate fund. Administrator Schornack stated the only time money would be taken out of that fund would have to be recommend to the Village Board for approval by the GGF Committee. Trustee Kaminski inquired on what the remaining percentage would be left in the general fund if $400,000 would be taken out. Finance Director Rath stated 23.19% would be left, a 2% difference. Trustee Kaminski stated if money is used from that fund it has to be used for some type of capital expenditure, roads need something like this too. Trustee Warren asked if it is just equipment and why this better than the way it is currently being done. Chair Zabel said it would be less borrowing at budget time. Administrative Schornack commented that it helps in allocating some money out of the reserve the account in things you want to do. Trustee Kaminski asked where the majority of the rainy day fund comes from. Finance Director Rath states it is the fees coming in, spending maybe labor issues, or projects that didn't go, extra revenues which were not expected.

2016 Election Salaries and Temporary Help for Election Related Work in the Clerk's Office:

Clerk Goeckner stated in reviewing what the budget is and what has been spent so far, it's on track to be $20,000 over budget after the November election. A lot of what caused this is the April Election turnout of 66% plus. Two or three times as many poll workers were scheduled in April than what is typical. The budget was based on 2012 Elections. In order to get everything done, additional election inspectors have been required for in-office absentee voting, entering Election Day Registrations, filing and pulling registrations. The request is to increase the budget or at least make the committee aware that the budget may be possibly $20,000 over. Requesting an additional 500 hours for election inspectors to help both in the office and at elections. The hourly wage for Chief Inspectors is $11.00 an hour and other inspectors are at $9.50 per hour. Trustee Kaminski explained after filling in for someone at one of the districts, every single body at the American Legion Hall was constantly busy. The number of voters voting for the first time traffic, having to register and get all the paperwork done, was amazing. Absentee voting is becoming more the norm, people don't go to the polling location to vote and two people have to work on absentees during that day. Nothing can be done about it, nothing can be done to control it. Trustee Warren asked if the additional person was included in the $20,000 overage. Clerk Goeckner stated yes and explained at election time normally two additional inspectors are brought in to help with in-office absentee voters. In November, three or four inspectors will be brought in just to help keep up with absentee processing. The Saturday before the April Election, additional inspectors were in the office working a 10 hour day. Chair Zabel asked if this was consistent throughout the state with the new laws and new regulations, additional hours being required and costs going up. Clerk Goeckner explained there is a high turnover in Deputy Clerks because of the additional hours and demands. Clerks are all having a hard time finding Election Inspectors, recruitment is very difficult. We would like to add an additional 50 poll workers. Had 80-85 workers in April. Right now we don't have enough workers to be floaters to fill in for inspectors to even have breaks. Chair Zabel stated the committee has been made aware of it and will keep an eye on it. Clerk Goeckner said this is all labor, no purchases are in it but additional equipment is needed to accommodate splitting the poll books and having extra people. Part of the reason for asking for the additional hours is for in office help from election inspectors, permission to be able to continue to bring someone in right way. Chair Zabel said the committee doesn't have a problem with it and to keep the Administrator posted.

REPORTS:

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

Revenue and Expense Report – All Funds: Finance Director Rath stated the Building Inspection Fees are lower than anticipated.

Health and Dental Plans: Finance Director Rath stated both plans are doing very well. Large reserve balance in the health fund, thinks it will be growing with the rules of the 30 hours and up, paying for the insurance but saving on the hours of labor. If it stays this high, might be able to reduce the subsidy from the village side. Dental has a small reserve, it is where it should be.

TIF 6 Summary: No changes.

Impact Fees Financial Reports: Finance Director Rath explained Park & Recreation can use impact fees for a new Basketball Court, playground upgrades cannot be used. Public Safety to be reminded to work on using the fees.

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

Monthly Code Violation Reports: Building Inspection Department and Planning Department: Administrator Schornack stated he will speak to Community Development Director Retzlaff for more detailed updates.

C.I.P. PROJECTS: Finance Director Rath stated no money was spent, didn't have the money until May 11, 2016. The bond sale went through and have the funds for refunding. The single axel and tandem axel patrol check was cut but held until the funds came in.

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: Finance Director Rath reported this will be updated next month, will have a new one that will expire in December. Had a meeting with a new account representative from AT&T, wanted information on current contracts and hasn't heard back.

NEXT MEETING: Wednesday, June 22, 2016 at 5:30 p.m.

ADJOURNMENT: There being no further business, the meeting adjourned at 6:24 p.m.

Respectfully Submitted,

Jilline Dobratz
Deputy Clerk