

**VILLAGE OF GERMANTOWN
GENERAL GOVERNMENT & FINANCE COMMITTEE
MEETING MINUTES
June 22, 2016**

CALL TO ORDER: The meeting was called to order at 5:34 p.m. by Chairperson Zabel.

ROLL CALL: Chairperson Zabel, Trustee Members Kaminski and Daniels were present. Trustee Warren was absent and excused. Also present: Finance Director Rath, Park & Recreation Director Schroeder, Clerk Goeckner, Fire Chief Weiss and Deputy Clerk Dobratz.

APPROVAL OF MINUTES: ***MOTION (Kaminski/Daniels) to approve the minutes from the May 16, 2016 meeting, motion carried. Approved.***

PUBLIC COMMENT: Clerk Goeckner introduced new Deputy Clerk Tanya Raymond.

UNFINISHED BUSINESS:

Update of Fee Schedule Listing:

Finance Director Rath emailed the update and it's a work in progress. Trustee Kaminski would like to postpone until the next meeting. A few departments are submitting information. Trustee Daniels asked if it will be searchable when it is put on the web. Clerk Goeckner stated each department could post their fees on their department page. Finance Director Rath stated a hot link will be worked on for the web.

Update on Establishing a Capital Equipment Revolving Fund:

Finance Director Rath stated she doesn't have any information. She spoke to Village Attorney Sajdak about putting a resolution together. This will be worked on.

NEW BUSINESS:

Assessing Firm Update:

Chair Zabel stated this has come into question as it's a one year contract. They are to come into compliance with state laws and provide the records that are required. Mr. Daniels sent an email to Village Administrator Schornack that he will not have his license for 2016. We are waiting for a letter from the State. Clerk Goeckner stated currently our assessor on record is Brad Cupp with Accurate. Board of Review is on July 12, 2016 and another Open Book is on June 28, 2016. The assessment role we have on file now is from before the original open book. After July 12, we will know where we are at for the final assessed value. Our records have not been brought into compliance. Chair Zabel stated payment has not been made yet nor will be until the work is completed. Trustee Kaminski explained the big unknown is if a new assessment firm needs to be hired, the budget could go up 4 or 5 times. Finance Director Rath said the higher number is in the budget anticipating needing the funds for 2017. Funds can be carried over into the next year. Clerk Goeckner is awaiting the letter and if the records aren't complete, the new contract will secure us getting those updated by the new firm. Chair Zabel stated it will be on the next agenda.

School District Facility Fund Purchase:

Park & Recreation Director Schroeder has attended a couple of School District Building Committee meetings in the last six months discussing a variety of different facility use type of issues. The school district is looking at installing security cameras in the four elementary school gyms as well as the high school gyms. This is a request on their behalf to utilize the Recreation Facility Fee Fund, specifically the portion that is called the School Facility Fund.

NEW BUSINESS Cont.:

The current balance in that account is \$66,000. The last time there was any substantial utilization of funds in this account was 2012 for a security door at Kennedy Middle School. Equipment installation of 18 cameras is \$31,097, proposal to the Village is to utilize the fund on a 50/50 basis in the amount of \$15,548. It's a project that is a mutual benefit for the both the School District and the Village, the recreation programs use all the gyms. Trustee Kaminski stated the money is already in the reserve account and inquired on uses. Park & Recreation Director Schroeder explained it is mutually beneficial for the permitted uses, areas of the building in which we have activities. Security cameras are always a good measure to have. There is a safety and security type purpose for it. ***MOTION (Daniels/Kaminski) to approve the expenditure, not to exceed \$15,548 for the purchase of the 18 security cameras to be taken out of the Recreation Facility Fee Fund, motion carried. Approved.***

Resolution Approving Amendments to the 2016 Budget – Line Item Transfer, Contingency Wage Account Allocation:

Finance Director Rath explained this is a budget line item transfer. When the budget is started the funds are in general government for possible increases in salary for the year. Funds aren't allocated for specific departments until it's for certain of where the funds are going. With the passing of the resolution for the 1.5 percent for increases and the settlement of the Highway Department Contract, the funds move to the actual budgets where they are being expensed.

MOTION (Kaminski/Daniels) to approve the resolution amendments to the 2016 Budget line item transfer, contingency wage account allocation, motion carried. Approved.

Possible License and Permit Amendments:

12.09 Food Vendors

Clerk Goeckner provided samples from other communities. One question is a food vendor who is inside a park for an event when rented by the chamber or group who aren't being licensed and should they be. Inspections are done by the State, then the vendor goes to Washington County for a license. Difficulty is when some of the establishments are cooking at a state certified kitchen and bringing the food into an event. The license would cover them in Germantown for the year. Trustee Kaminski questions why the Village of Germantown requires a license. Clerk Goeckner recommended to pull the fees from the ordinance so it doesn't ever have to be changed in the ordinance and put it in the fee schedule. Trustee Kaminski stated not to change anything at this time and wait until the fee schedule is updated in the next 30 to 60 days. Clerk Goeckner explained sometimes the ordinances lack direction, if there's a large liability issue for the Village then they will go to the board. Part of the request is to clean up the language and make it understandable. Will research on what is statutorily required. Questions liability on the Villages part if they aren't licensed or checked by us. Will ask Chief Hoell as to what kind of problems it might cause if there's no regulation. We are regulating mobile units/food trucks, we aren't regulating anyone who has a restaurant. Chair Zabel stated to postpone for further research.

12.10 Parade Permits

Chair Zabel speaks on dedicated onsite fire and police department with a possible fee. Chief Weiss stated the ordinance could have language in regards to the size of the crowd then it's required to have an ambulance or fire truck standing by. May want to have a dedicated unit for events that they would be charged back for. Discussion followed on adding to the

NEW BUSINESS Cont.:

ordinance verbiage regarding the Village President or Police Chief have the ability to cancel or change an event. Clerk Goeckner stated any nonprofit organization can go through the Public Grant Program to get fees reimbursed. Revocation language would be beneficial to have in the ordinance. Also, would like to change the name to Special Event Permit. Trustee Kaminski stated multiple people should make the decision to call off an event; including the Village President, Police Chief and the Fire Chief. Chair Zabel added Director of Public Works and Village Administrator. A five member panel, having three out of the five agree, a quorum to make the decision. An item would be added; special consideration for some type of an emergency of the location to occur when you have a majority of the five member panel, the Village President, Village Administrator, Police Chief, Fire Chief and Director of Public Works. Three out of the five need to convene to revoke the permit. Discussion continued on overtime fees and additional fees. Chair Zabel advised consulting with legal to define usual and customary, those terms can be defined in many different ways, need to spell out so those applying for a permit know what usual and customary are. The committee is comfortable with including any other departments as required. Chair Zabel stated it should read, the fee structure is approved by Village Board by ordinance, will determine the fee yearly. Clerk Goeckner questions adding a late fee should it be less than two weeks prior to the event, committee agrees. The Fire Chief consideration will be looked into with the attorney. Agreed changes will be made and brought back to GGF with more information from the attorney.

12.17 Junk Dealers

Trustee Zabel agrees with the referral going to the Village Board, adding conditions. Name can be changed to Junk/Recycling Dealers, then headline on 12.17 covers both. ***MOTION (Kaminski/Daniels) to recommend Village Board approve the possible title change to 12.17 Junk/Recycling Dealers with a positive recommendation, motion carried. Approved.***

Discussion of Wage Increases and Adjustments for Certain Village Positions

MOTION (Kaminski/Daniels) to postpone until next month's GGF meeting to have the full committee and Village Administrator present, motion carried. Approved.

Capital Outlay Plan (2017-2019) Draft

Chair Zabel explained the draft, during budget time they will be going through line item by line item. Clerk Goeckner would like to start looking towards a building for storage of election equipment and records. The building would need to be climate controlled for the equipment, 50 degree temperature. The Police Department is working on a new garage bay, could be something similar to that. Trustee Kaminski asks if there are places we can lease. Clerk Goeckner states we need accessibility and has talked to Department of Public Works about getting a large enclosed trailer, storage to go from polling location to polling location. Chair Zabel states this is a start, how to move large dollar items out into a Capital Revolving Fund. As far as buildings and building spaces, the Building Committee should start looking at plans. Start using that committee to look at building needs and try to expand those needs. As an outside source, members of that committee have the skills, suggest they meet and discuss the ideas with Department Heads to see what is on there want list and how to achieve it. ***MOTION (Kaminski/Daniels) to have the Building Committee take a look at the Village needs for buildings in the next four to five years and report back to committee in the next couple of months, motion carried. Approved.***

NEW BUSINESS Cont.:

Investment Advisory Firm Survey

Finance Director Rath reported in November 2015 Ken Herdeman from Ehlers had the contract for 2016 for investment services and information, the fees had gone up. Spoke with a fellow community who just went through the RFP process and she sent the results of their advisory RFP. Fee structures quoted are all similar, close in charges. Ehlers does have safe keeping and custodial services built into their fees. Others companies will assist but they charge a fee. Looking at two types of ways to do the investment strategy, non-discretionary firm and discretionary firm. Ehlers is nondiscretionary and doesn't do anything without talking to committee or staff first. Discretionary is given guidelines of what is wanted, who to invest with and dollar amount, they make decisions within the parameters. It comes down to relationship, trust and reputation, not just looking at fees. Chair Zabel states it is always advisable to go to RFPs, rates always change a little bit. The final decision on it doesn't have to be the lowest rate. Trustee Kaminski inquired how many years we have had Ehlers. Finance Director Rath states since 2012. Interview two or three firms at GGF. RFP for full financial services; bonding, investments and borrowing. Currently no contract for the bonding side and Ehlers contract ends February 1, 2017. **MOTION**

(Kaminski/Daniels) to direct staff for financial RFP with big firms only that can handle both bonding as well as investment services, motion carried. Approved.

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 revenue sources are down. Decrease of what was projected, no big subdivisions are going in. Some projects are coming. Inspection Department stated permits are being pulled from Hilltop. Expense side is running fine. The Police Department had turnover, paying them overtime to get them up to speed.

Health and Dental Plans: Finance Director Rath reported they are doing well. A couple of large claim cases came through, nothing to worry about. Changes to the budget if things stay the same.

TIF 6 Summary: Chair Zabel stated hopefully things will fall into place in no time.

Impact Fees Financial Reports: Chair Zabel reported not a lot of stuff going on, nothing new. Police Department and Park & Recreation have projects to use impact fees up.

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

Monthly Code Violation Reports: Building Inspection Department and Planning Department: Chair Zabel explained this has been updated. More comments as to what is happening with each violation.

C.I.P. PROJECTS: Finance Director Rath said not a lot of movement yet but will be shortly.

REPORTS Cont.:

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 on AT&T, called several times. They want to give quotes on new services, she explained she wants quotes on current services and will bring updates next month.

NEXT MEETING: Monday, July 25, 2016 at 5:30 p.m.

ADJOURNMENT: There being no further business, the meeting adjourned at 7:25 p.m.

Respectfully Submitted,

Jilline Dobratz
Deputy Clerk