

**VILLAGE OF GERMANTOWN
GENERAL GOVERNMENT & FINANCE COMMITTEE
MEETING MINUTES
July 28, 2016**

CALL TO ORDER: The meeting was called to order at 5:37 p.m. by Chairperson Zabel.

ROLL CALL: Chairperson Zabel, Trustee Members Daniels and Warren were present. Trustee Kaminski arrived at 6:09 p.m. Also present: Finance Director Rath, Village Administrator Schornack and Deputy Clerk Raymond.

APPROVAL OF MINUTES: ***MOTION (Daniels/Zabel) to approve the minutes from the June 22, 2016 meeting, carried.***

PUBLIC COMMENT: None

NEW BUSINESS:

Baker Tilly:

Finance Director Rath emailed comprehensive report, and placed on the website. Director Rath introduced Michelle Walter from Baker Tilly, Utility auditor. Overview of 2015 General Fund balance. Enough in retirement fund, everything is looking good.

MOTION (Zabel/Daniels) to move the Comprehensive Report to Village Board with positive recommendation, carried.

Assessing Firm Update:

Jim Danielson from Accurate Assessors - Goal is to re-evaluate before end of year. No one appeared before Board of Review. Things are going back up. It's been a relatively light year, no one has contested any assessments. Data is in multiple formats. Entire staff did training through Department of Revenue(DOR). He was not aware he had given up his license voluntarily, he said he hadn't, came as a shock. He cannot sign the roll until his license is reinstated automatically as of January 1, 2017. Administrator Schornack stated invoices will not be paid until Accurate is totally in compliance with DOR. Schornack will contact DOR to be sure Village is in compliance with them. Currently have a one-year contract with Accurate. Accurate will not need notification if the Village chooses not to move forward with them. Records in correct format are available if the Village chooses to go with another firm.

AT & T Long Distance:

Finance Director Rath stated Village has several AT&T accounts, separate bill for long distance. Nothing has changed as far as pricing. Proposing either a one or three-year contract. Contract is up in August. AT &T offered a one-year contract because contract renewal was on short notice. It's a state contract with state rates. Bill runs about \$90-\$115 a month for long distance. Pricing is always competitive. Administrator Schornack stated the only problem is communication with other buildings. August 12th we will be out of contract and the rates will jump 20%.

MOTION (Kaminiski/Warren) to approve three-year contract, carried.

Time & Attendance Payroll Software:

Finance Director Rath stated payroll is time consuming and paper heavy. Falling behind in other duties because payroll is so time consuming. Finance Director Rath asking for permission to look for payroll software. Big, costly project, may be \$40 -\$50,000. Needs payroll software that will allow her to keep all employee information in house. Trying to get to

segregation of duties. Trustee Kaminiski suggests to look into all options. Supply the committee with the data once it's done. Permission given.

T.E. Brennan:

Finance Director Rath stated T.E. Brennan is separate independent firm that consults with us on all sorts of insurance issues, mostly for property. Two years ago they helped us for a bid of our property liability insurance. They've helped in past with claims processing for a well that had gone down. Permission to pay \$5,000 bill and keep them as our consultants. \$5000 for this year, \$1000 for retainer.

MOTION(Warren/Daniels) to approve \$6,062.04 T.E. Brennan invoice for last year and go forward with a contract for \$5,000 for next year, carried.

Water and Sewer Billing Mailing Options:

Chairperson Zabel stated post office never delivers the right bill to the right address. Should we create something that will close the bill so no one will see it. Director Rath stated there will be a cost. Complaints about the post card throughout the years. Trustee Daniels stated there is more information on DMV postcard. Trustee Kaminiski stated we may need to compare card stock. Trustee Daniels stated we should look into software for email. Director Rath stated we could get a separate program where you can see your bill online like the electric company. Committee recommends looking into electronic version and software version to see which is cheapest.

Pilot for Presbyterian Homes:

Chairperson Zabel stated a development is coming in that is religious in nature, because of that they are tax exempt. The state has allowed a payment in lieu of taxes. Village provides services that have to be covered. Pilot reduces levy. Finance Director Rath stated Life Church came to Village and stated the most they would pay a year is \$20,000. Life Church pays taxes for buildings they have outside of the church. Administrator Schornack explained to them it is a prime financial location. Trustee Kaminiski needs to do more research before she makes a decision. If Village Board agrees to amend PDD it goes forward, if it doesn't agree it doesn't go forward. Administrator Schornack spoke with Menomonee Falls attorney and requested a copy of how they did their agreement. May need extra board meeting, possibly the last Monday in August.

Preliminary Budget:

Finance Director Rath preliminary budget calendar, tentative dates of when materials will be available. Discuss Committee of the Whole dates. Easier to email budget or put on zip drive. Trustee Kaminiski prefers paper copies. GGF and Public Works meetings are going back to Tuesdays. Committee of the Whole is tentatively scheduled for September 28th. Trustee Kaminiski will be back in the country on October 2nd. Send Tentative schedule to Village Board on August 15th.

2016 Election Equipment Budget:

Clerk Goeckner provided memo to committee for ADA Compliance. Chair Zabel stated Clerk Goeckner concerned that she will be audited at the polling places. Chair Zabel wants to know whether there will be fines or penalties if she isn't compliant. Finance Director Rath states Clerk Goeckner wants to be ADA compliant, trying to avoid negative press. Wants committee to know there will be some costs, may be a little higher than what she budgeted for. Clerk Goeckner wants to be proactive and is mindful of her budget. Administrator Schornack stated

the Clerk is looking at \$750-\$1000 per polling location. Trustee Kaminiski asked whether we could make the signs in house. Approved.

UNFINISHED BUSINESS:

Update on Fee Schedule Listing:

Director Rath wants to know whether we should publish the fee schedule. Trustee Kaminiski stated they need to review it a little more. Chair Zabel suggested that it should be moved to next agenda.

Update on Establishing a Capital Equipment Revolving Fund:

Chair Zabel stated we are sitting at 26%, roughly have about \$800 - \$900,000. Do we want to direct staff to adopt a capital equipment revolving fund? Trustee Kaminiski stated there no matter what we do there is going to be a problem on how the money will be split. Director Rath stated Village Attorney is going to send her what he has done for another community. Fund for a few years and not use. Use it for larger expenses that you are planning for, such as building fund. Capital fund for large expenditures. Carryover to the next GGF meeting.

Capital Outlay Plan Draft:

Administrator Schornack stated has been reduced from 20-year plan to 3 years. Have reviewed with all Department Directors and will be included in 2017 budget. Administrator Schornack suggested telling Department Directors this is what we want you to follow. Committee is giving staff direction staying within their planned budgets, anything outside of budget will need to explained.

Discussion of Wage Increase and Adjustments for Certain Village Positions:

Administrator Schornack stated there is .5% in budget for wage increases. Some positions are way behind average salaries for those positions in this region. Could take .5% and distribute it to people that are way behind. Finance Director Rath stated it is about \$25,000. Trustee Kaminiski stated we need to address this, especially those that are 20% or more behind. Trustee Daniels would like to know where we are trying to get them to. Administrator Schornack stated we should look at the three people who are really under, excluding the Administrator. Trustee Kaminiski stated we should check into just the three for now and would like to see data for next meeting.

Financial Services RFP – Update:

Finance Director Rath stated Administrator Schornack was going to do research of what other communities did in past. It bothers him when they do all the bonding work with Ehlers and if you ask them for something else, they charge an hourly fee. Trustee Kaminiski stated it never hurts to bid something out after a couple of years. Administrator Schornack suggested calling in all firms to interview. Trustee Warren asked to be excused and was excused.

REPORTS:

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

Revenue and Expense Report – All Funds: Chair Zabel stated this is the third month we have reported a negative. Finance Director Rath stated it is a negative \$62,000, but some payments aren't received until the end of the year. We are supposed to get a shared revenue payment that \$600k in November. She doesn't see any danger of going into the red. Biggest expense is salary.

Health and Dental Plans: Finance Director Rath reported they are doing well. Bringing in a self-funded plan, similar to Delta dental. Advantage of the network, to cost a lot less. 99% of providers are what we are using now.

TIF 6 Summary: Finance Director Rath stated the big bills haven't come in yet. Will look different once those come in.

Impact Fees Financial Reports: Finance Director Rath reported fees increased some. Mobile home area plans to expand.

Accounts Payable: Accounts Payable report placed on file.

Monthly Code Violation Reports: Building Inspection Department and Planning Department: Chair Zabel stated report is more thorough.

C.I.P. PROJECTS: No discussion.

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: Administrator Schornack stated nothing coming up for a month or so.

NEXT MEETING: Wednesday, August 17, 2016 at 5:30 p.m.

ADJOURNMENT: There being no further business, the meeting adjourned at 7:31 p.m.

Respectfully Submitted,

Tanya Raymond
Deputy Clerk