

**VILLAGE OF GERMANTOWN  
GENERAL GOVERNMENT & FINANCE COMMITTEE  
MEETING MINUTES  
August 17, 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. Also present: Finance Director Rath, Village Administrator Schornack and Deputy Clerk Raymond.

**APPROVAL OF MINUTES:** ***MOTION (Kaminski/Warren) to approve the minutes from the July 28, 2016 meeting, carried.***

**PUBLIC COMMENT:** None

**UNFINISHED BUSINESS:**

**Update On Fee Schedule Listing:**

Trustee Kaminski would like to know about property maintenance fees. Why is a permit needed to start construction? Would be good to have Community Development Director Jeff Retzlaff at October meeting. Chair Zabel compared to Mequon. Wanted to see if we were out of line. Trustee Kaminski suggested sending CDD Retzlaff an email about questions she has. Trustee Kaminski will send all questions to Administrator Schornack.

***MOTION (Zabel/Kaminski) to move fee schedule to October meeting, carried.***

**Update on Establishing a Public Improvement Reserve Fund:**

Finance Director Rath contacted Attorney Sajdak about need to establish a fund. Attorney Sajdak stated they had done that for another community and would provide her with a copy. Director Rath questions how long we will be able to hold on to money and what we could hold on to it for. Trustee Kaminski would like to know if this should be part of budget process. By October, there may be a resolution to set up the fund. What fund is for will be debated at Village Board. Chair Zabel suggested to set meeting for first week of October. Director Rath stated it could be a part of Committee of the Whole meeting.

**Discussion of Wage Increases & Adjustments for Certain Village Positions- Update:**

Administrator Schornack stated he and Finance Director Rath were to come up with options. Asked all Department Directors what are their expenditures are for the rest of the year. If there will be a little bit more in revenue than expenditures, could take some of that and give to two or three people that were under the 20% to put them at median. Administrator Schornack stated we could keep .5% to use at end of year based on evaluations. Would like to wait one more month to come up with three options; wait to have a full committee until October. Training will be set up for Directors to learn how to do evaluations before end of year. Contacted the UW Extension for free training. Trustee Kaminski stated we have to show good faith. Schornack said there are only two people that are under. Trustee Warren is concerned that funding it with excess, the following year we would have to find another source. Director Rath stated should be in 2017 budget. Predicting revenues will not be as high nor will expenditures for next year.

***MOTION (Kaminski/Warren) to postpone until October meeting, carried.***

**Financial Service RFP/Set Interview Dates:**

Administrator Schornack stated he and Finance Director Rath would like to put off to another meeting. Discussion of which meeting to hold interviews at, (GGF or C.O.W.), length of interviews, timing of meeting (October, before Village Board), how many firms for RFP's and ask for chart listing all fees. Admin. Schornack to create RFP. Set for October meeting.

**Pilot for Presbyterian Homes:**

Trustee Kaminski agrees with pilot. Has researched pilot and is justifiable way to recoup some of the cost. Chair Zabel stated they should pay whatever tax rate is that year times their value. Discussion of pilots: Life Church pays taxes on commercial, but \$10K max on property around church, want to recoup for Fire, look at religious aspect of it, and Kaminski to obtain more information from Presbyterian homes, before October meeting. Discussion of other approvals needed. Goes to Village Board on August 29<sup>th</sup>.

**NEW BUSINESS:** None

**REPORTS:**

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

**Revenue and Expense Report – All Funds:** Finance Director Rath stated revenues are down, mostly in the building fees. Expenses aren't out of line.

**Health and Dental Plans:** Finance Director Rath stated health insurance should end the year in the positive. Will meet with Auxiant for mid-year review.

**TIF 6 Summary:** Finance Director Rath stated original plan was to get a loan, but never did. Administrator Schornack stated may not need extra money. Admin. Schornack stated we have rock crusher and rocks we don't use for roads is ours to keep and will start selling it.

**Impact Fees Financial Reports:** Finance Director Rath reported fees increased some. Director stated Recreation and Police have projects coming up that will use those funds up.

**Accounts Payable:** Accounts Payable report placed on file.

**Monthly Code Violation Reports: Building Inspection Department and Planning Department:** No discussion.

**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:** No discussion.

**NEXT MEETING:** September 20, 2016 at 6:00 p.m.

**ADJOURNMENT:** There being no further business, the meeting adjourned at 6:21 p.m.

Respectfully Submitted,

Tanya Raymond  
Deputy Clerk