

**VILLAGE OF GERMANTOWN
GENERAL GOVERNMENT & FINANCE COMMITTEE
MEETING MINUTES
September 20, 2016**

CALL TO ORDER: The meeting was called to order at 5:00 p.m. by Chairperson Zabel.

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

APPROVAL OF MINUTES: ***MOTION (Warren/Zabel) to approve the minutes from the August 17, 2016 meeting, motion carried. Approved.***

PUBLIC COMMENT: None

UNFINISHED BUSINESS: None

NEW BUSINESS:

Thirteenth – Amended Agreement for the Operation of Mid-Moraine Municipal Court

Village Administrator Schornack stated this is something he had asked the court to do as he is on the Court Board. They have bylaws but the Mid-Moraine Court system does not any have rules or regulations on terms of office for the President, Vice-President, Treasurer and Secretary. They didn't have anything on voting procedures, how the positions would be changed out, or any bylaws concerning what the duties of the positions are. With the number of cities that are represented in the court system, this needs to be formalized. Worked with the Village Attorney and the attorney of the court system, John St. Peter. Section 3, paragraph (e) through paragraph (n) have been added. This was taken to the Court Board, they suggested some changes and then voted unanimously to support it. This needs to go to all the municipalities that are a member of the court system for approval. If approved by Village Board, then the Board President signs it. The agreement outlines the officers of the board, terms of office, term limits, establishing a nominating committee that would meet once a year to nominate members of the board. ***MOTION (Warren/Campbell) to recommend Village Board approve the Thirteenth – Amended Agreement for the Operation of Mid-Moraine Municipal Court with a positive recommendation, motion carried. Approved.***

NuVantage Employee Resource Agreement:

Village Administrator Schornack explained this the very same agreement as what we currently have this year. Fees changed a little bit for 2016 but no changes for 2017. It is a good program and it is required by some of the union contracts to have an employee resource program available. Reports are submitted on a monthly basis, no employee names are given. ***MOTION (Warren/Campbell) to recommend Village Board approve the agreement with NuVantage Employee Resource with a positive recommendation, motion carried. Approved.***

General Banking Services RFP-Award service contract for 11/01/16 to 10/31/19:

Finance Director Rath reported the results from the Request for Proposals (RFP) sent out in July to eight banks. Received three proposals back from US Bank, Westbury Bank and Waterstone Bank. RFP was for general banking service; general fund in which all checks are written, payroll, health/dental, taxes and Section 125 plan. All proposals were complete and most of the banks can provide the services we are looking for. A lot of things we are looking for are electronic services, deposits, web-site, statements, making payments, and also having

NEW BUSINESS Cont.:

a lock box for taxes. The fees structure for each was individualized, they all have different types of fees for different banking services that they provide. US bank has the State Contract, have the lowest fees, we have had them for three years. Waterstone Bank had the highest fees. Westbury will cover all banking fees and can provide all required services. Director Rath recommends staying with US Bank as currently there are no fees. Changing banking is difficult, time consuming and expensive. It's not a reason to stay or go but it is a reason not to change sometimes. Liz Bickhart, Commercial Loan Coordinator, from Westbury gave an overview to the committee. One thing she wanted to clarify was the letter of credit which would be the same as what we currently have. Also, the understanding of no fees is for a long term relationship. They want to keep the deposits local so lending stays local. The proposal is to waive all the fees in addition to offering an interest rate earning on all the deposit accounts, earning .6%. Trustee Warren asked if the presentation was different than the proposal. Director Rath stated it was the same as the proposal. Westbury has been great and they have done everything that has been asked from them and more. US Bank has good customer service, they have services with the State contract and purchasing, great tax collection services. Trustee Warren asked what prompted the RFP. Director Rath stated it is done every three years, the committee prompted it as it's done regardless of what is going on. Chair Zabel asked what the hardship is, time or money. Director Rath explained it's both, would have to have two banks open for about six months with double fees for a while. It's also timing, work for the Finance Department, many direct accounts, have to let vendors know, confusion with mortgage companies with taxes, confusion for the public and expense. Concerned with jumping around with banking every three years and doesn't see a reason to take business away from US Bank. Chair Zabel inquired if monetary numbers were looked at between the two, is there financial differences. Director Rath said there is some benefit with going to Westbury Bank, interest rate is significant but we aren't investing, it's banking with money in and out. There is a financial positive with Westbury Bank, some funds/benefit to Germantown financially. ***MOTION (Campbell/Warren) to recommend Village Board follow staff recommendations to keep General Banking Services with US Bank for 11/01/16 to 10/31/19 with a positive recommendation, motion carried. Approved.***

Election Equipment Purchase Requests:

Village Clerk Goeckner stated the laptops were purchased in June to use at the August 9th Election as a test case for registrations at the Polling Locations. Looking for permission after the fact for authorization to purchase the eight laptops. It was in the budget in 2016 to purchase 12 laptops but the eight laptops were more expensive. These laptops will be used for electronic poll books when it comes into play from the State, hopefully in 2017. Voting booths have not been ordered, have enough funds to purchase 24 voting booths through Election Source. Have been looking at three companies, cost is the same \$190.00 each. Only give a discount for ordering 50 booths, quote was with the discount for 24 booths and 48 booths. The 24 booths would be \$4,726.58 (without a discount). Hope to have funds at the end of the year to order and additional 24 booths, have a total of 75 booths to be replaced. Chairman Zabel clarified the booths are what you go into to mark the ballot. The current booths have been breaking and parts are no longer available. These fold up and collapse, have LED lights on them which is an upcharge. It is an ADA compliance as well. ***MOTION (Warren/Campbell) to approve the purchase of 24 voting booths in the amount of \$4,726.58 and eight laptops at a cost of \$5,592.00 based on the quotes presented. Motion carried unanimously. Laptop request to go to Village Board, Consent Agenda.***

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 said these are summary reports, revenues are under budget but expenses are also.

Health and Dental Plans: Finance Director Rath stated the plans are running very well, won't have to increase premiums next year for either plan. Will be able to reduce the General Fund portion of what has been added to it. We are self-insured and pay our own claims. If we have a low claim year, the money stays in the fund, may have some savings for next year.

TIF 6 Summary: Finance Director Rath explained this is an overview of money borrowed, what has been spent to date and where it is going. In the 2017 budget there will be tax for the interest or take it from reserve, discussion at budget time.

Impact Fees Financial Reports: Finance Director Rath reported the budget for 2017, projects have been identified for Police and Fire. A couple more came through last month, growing a little bit. Fire and Library impact fees were used for debt.

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

Monthly Code Violation Reports: Building Inspection Department and Planning Department: Trustee Warren inquired if the retaining wall was completed. Village Administrator Schornack stated the property owner is asking for a written statement from the Village Planner. The Inspection Department has approved completion. Village Administrator Schornack will follow up with Village Planner Retzlaff.

C.I.P. PROJECTS: Finance Director Rath stated quite a few projects are not complete. No issues, a large balance in one of the Parks and Building/Grounds line, chipper came in lower. Other funds would be used for capital project or to offset the debt.

Letter of Credit Summaries: Building Inspection Department, Public Works Department and Planning Department: The Letter of Credit summaries were reviewed and placed on file. Village Administrator Schornack will check with Village Planner Retzlaff on updates.

Summary of all Village Contracts: Village Administrator Schornack said a lot of contracts will need to be renewed by the end of the year. The listing of contracts will be included in October.

NEXT MEETING: Tuesday, October 18, 2016 at 6:00 p.m.

ADJOURNMENT: There being no further business, the meeting adjourned at 5:53 p.m.

Respectfully Submitted,

Jilline Dobratz
Deputy Clerk