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

**CALL TO ORDER:** The meeting was called to order at 6:02 p.m. by Chairperson Zabel.

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

**APPROVAL OF MINUTES:** ***MOTION (Warren/Campbell) to approve the minutes from the October 18, 2016 meeting, motion carried. Approved.***

**PUBLIC COMMENT:** None

**UNFINISHED BUSINESS:**

**2017 Assessment Services:**

Village Administrator Schornack reported that Associated Appraisals Consultants and Tyler Technologies were contacted for Annual Assessment Reports for three communities that they currently perform assessing services for. Associated Appraisals emailed costs, $85,000.00 for a Maintenance Year and $294,500.00 for an Exterior Reevaluation Year. Tyler Technologies has not provided costs yet. Other option is to stay with Accurate Appraisals, they have not been paid this year. Trustee Kaminski said that Accurate Appraisals is not on the table, currently have two firms, wanted to look at three firms per minutes from last month and with not having all costs, postpone until the next meeting. Village Administrator Schornack stated the assessors who submitted proposals in the past were contacted, took out Grota Appraisals and Accurate Appraisals. Should not wait beyond tonight to make a recommendation to the full board because of end of year deadlines and assessments of construction that is partially done needs to be completed. Also, an assessor is needed to give personal properties at the mobile homes. ***MOTION (Kaminski/Warren) to move forward with 2017 Assessment Services to the Village Board without a recommendation, staff is to provide numbers at the next Village Board meeting as it relates to cost for their services, motion carried. Approved*.**

**Legal Services:**

Village Administrator Schornack stated the narrative includes what the surrounding municipalities pay for legal services. Currently the Village of Germantown is paying $90.00 per hour, increasing to $120.00 an hour. Legal bill are being kept in line as Thursday morning meetings have been reduced. ***MOTION (Kaminski/Warren) to retain Attorney Brian Sajdak at the new billing rate of $120.00 an hour starting January 1, 2017, motion carried. Approved*.**

**Proposal for Financial Advisor Services and Investment Advisor Services**

Finance Director Rath gave a summary on the points for comparison, went through the three proposals to determine what they will do and some of their costs. Springsted currently doesn’t have investment services for customers, they do bond proceeds only. Using Ehlers who is in partnership with Ameritrade, they do a lot of our investing for discretionary funds. Proposals are from Springsted, Baird and Ehlers. Baird does have cash management type of program, similar to what we have, not major investments. Between Baird and Ehlers as far as bonding, Ehlers will continue with a flat rate. Baird is pricier on some other things like TID creation and updates for analysis. Baird has guidance on continued disclosures which means they give the Finance Director pointers on what to do, how to do it and where to post it. Ehlers monitors it and does it for us, TID creation is from beginning to end with creation of all documents. Baird does a lot of assisting, save on some of the costs, a specific hourly rate was not given. Village Administrator Schornack commented Ehlers started charging awhile back when called for services, have good experience with Ehlers. Other firms will charge for services

## UNFINISHED BUSINESS CONT.:

too. Trustee Warren asked if dollar wise if it was comparable. Finance Director Rath explained the costs, bonding issues and continuing disclosure which is filed every year. Ehlers might be higher but getting more services, higher with TID creation but lower with bonding. We do more bonding then TID creation. Seem to be more of a complete product and have seen increases with investments. Don't have an actual contract and the Village can stop using them at any time. ***MOTION (Warren/Campbell) to continue using Ehlers as financial advisor, motion carried. Approved*****.**

**Distribution of Remaining 2016 Funds for Increases for Employees Covered by the Non-Represented Employee Compensation Plan**

Village Administrator Schornack explained this is for discussion on how to allocate the .5% that is still in the 2016 budget to use and distribute pertaining to an employee's evaluation. Staff recommendation, each department would receive an allotment of money equivalent to .5% of the employee's salaries/wages that are in the Non-Represented Compensation Plan to distribute as the department director desires with the approval of the Village Administrator. It goes through the payroll system but the department director, based on the evaluations, would inform the Village Administrator and Finance Director on how the allotment is to be broken down. If the year ends up in the black, would come back to committee to take whatever money is left and set it aside next year to be used for the people who are way below where they should be to bring them up. Trustee Kaminski said the formula sounds fine, if that person is stellar, they deserve it and also asked what the dollar amount is. Finance Director Rath stated taking .25% of the people who would be available, its $14,000.00 to $15,000.00, total of 50 employees. Trustee Zabel stated this is a merit raise, salaries will increase. Employee has to get a 3% or better on their performance evaluation to receive it. Asked what happens to the department heads merit raises. Village Administrator Schornack explained it will be distributed amongst the department heads, same thing as with the Non-Represented employees. Chair Zabel commented the Village Administrators evaluation needs to be done. Also, a salary resolution would have to be adopted this year. The committee is in consensus with staff recommendation to go ahead with .5% merit raises as presented by staff.

**PILOT Agreement – Presbyterian Homes**

Village Administrator Schornack stated the Payment in Lieu of Taxes (PILOT) agreement went with the agenda packet. Attorney Sajdak and the Presbyterian Homes attorney are in agreement with it. Have a new Exhibit B. Payment in Lieu of Taxes is now figured on full General Fund mill levy, example illustration yields a little over $50,000.00 a year in taxes. Chair Zabel stated according with Wisconsin Statue § 70.11, the only thing the PILOT can be used for is the assisted living portion of that building. The apartments, phase 2 are taxable. The PILOT agreement is a condition of the developer's agreement. Steve Nornes from Presbyterian Homes is comfortable with the numbers as presented. ***Motion (Kaminski/Warren) to move the PILOT agreement forward to the Village Board for approval with an updated Exhibit B, carried. 3 in favor, 1 opposed (Zabel) Item will be placed under New Business of the next Village Board meeting.*** ***~~Approved.~~***

## NEW BUSINESS:

**Amendment to TechwarePC, LLC Tower Lease Agreement**

Village Administrative Schornack gave information on the tower lease agreement with TechwarePC, LLC to have the option of leasing water tower #3 located at N112W13575 Mequon Road instead of Water Tower #2, N101W15201 Starlite Drive. The Water Superintendent would rather lease Water Tower #3. The County is looking at putting a radio system overlay on Water Tower #2. In 2006 the agreement with TechwarePC, LLC included three towers, currently they are on a communication tower at Fire Station #2. The revised agreement was worked on with the Village Attorney, the amendment takes off Water Tower #2 and puts on Water Tower #3. The lease agreement specifies the rent and annual inflation factor, which isn't changing. ***MOTION (Kaminski/Warren) to recommend Village***

**NEW BUSINESS CONT.:**
***Board approve the first amendment to the lease to change Water Tower #2 to Water Tower #3 with a positive recommendation, motion carried. Approved.***

**An Ordinance Amendment Section 1.378(3) of the Germantown Municipal Code as it Relates to the Terms of Office for Members of the Tourism Commission**
Village Administrator Schornack reported the ordinance was just received and handed it out to committee members. ***MOTION (Kaminski/Warren) to postpone to December General Government & Finance meeting, motion carried. Approved.***

**REPORTS:**
**Monthly Year to Date Financials:** The committee reviewed and placed them on file.

**Revenue and Expense Report – All Funds:** The committee reviewed and placed them on file.

**Health and Dental Plans:** The committee reviewed and placed them on file.

**TIF 6 Summary:** Finance Director Rath stated the Public Works Director reported most of road work for all projects is complete. Will have a report next month.

**Impact Fees Financial Reports**: Finance Director Rath reported they picked up. Two capital projects in Recreation and Police Departments. Recreation Department will completely cover the project. Police Department building project will be half covered.

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

**Monthly Code Violation Reports: Building Inspection Department and Planning Department:** The committee reviewed and placed them on file.

**C.I.P. PROJECTS:** Finance Director Rath commented these are complete now. Final bills will be coming in. Some projects will carry over.

**Letter of Credit Summaries: Building Inspection Department, Public Works Department and Planning Department:** The Letter of Credit summaries were reviewed. Aurora Health Care and MD Development are about finished. Community Development Director Retzlaff will be made aware.

**Summary of all Village Contracts:** Village Administrator Schornack stated they will be working into January and February with them. This goes out monthly to all Department Directors.

**NEXT MEETING:** Monday, December 19, 2016 at 6:00 p.m.

**ADJOURNMENT:** There being no further business, the meeting adjourned at 6:54 p.m.

Respectfully Submitted,

Jilline Dobratz
Deputy Clerk

**Minutes noted with corrections by overstrikes for omission and underscores for additions. Approved on: December 19, 2016.**