

**VILLAGE OF GERMANTOWN
GENERAL GOVERNMENT & FINANCE COMMITTEE
MEETING MINUTES
December 19, 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, Park and Recreation Director Schroeder and Deputy Clerk Dobratz.

APPROVAL OF MINUTES: ***MOTION (Warren/Kaminski) to approve the minutes from the November 22, 2016 meeting.*** Chair Zabel stated he opposed the PILOT agreement with Presbyterian Homes to be placed under New Business on the Village Board Agenda. ***Motion to accept the November 22, 2016 minutes as corrected, motion carried. Approved.***

PUBLIC COMMENT: None

UNFINISHED BUSINESS:

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:

Chair Zabel stated this is to bring the ordinance into compliance, as of January 1, 2017, members are to be appointed with a one year term. ***MOTION (Kaminski/Campbell) to move forward with 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 to the Village Board with a positive recommendation, motion carried. Approved.***

NEW BUSINESS:

School District Facility Fund Purchase

Park and Recreation Director Schroeder explained this project is for replacing the cables on the post/net system for both gymnasiums at Kennedy Middle School. The existing post are very heavy old steel and the floor plates are cracking, aren't as safe as they should be. The quote is for materials to put in aluminum standards, replacing 12 floor plates, post pads, nets, turn-key operation and installation by a contractor for a total of \$12,162.00, utilizing the Recreation Facility Fee Fund. The School District Building Committee is in favor of the project, mutually beneficial for both programs. Trustee Warren asked if the Village is paying for all of it, no cost share from the School District. Park and Recreation Director Schroeder stated the School District indicated they did not have money in this year's budget for replacement. In this particular case, Park & Recreation brought it up as it was a need that they saw and there hasn't been a lot of use of the facility fund. Trustee Warren asked if anything really defines the use of the money. Park and Recreation Director Schroeder said the Intergovernmental Agreement is for funding projects that are mutually beneficial. He is comfortable with one bid, not a lot of contractors do this install and the majority is for materials. Chair Zabel said if any work is being done in the gyms by the school to make sure it is completed before this project begins. ***Motion (Warren/Campbell) to move forward with the School District Facility Fund Purchase to the Village Board with a positive recommendation, motion carried. Approved.***

Proposal from Global Sight and Sound to Update Video and Audio Equipment in the Village Board Room

Trustee Miller stated money is in the 2016 budget for improvements of audio visual equipment in the Board Room. Out of three companies, Advance Communications, Metro Sound and Global Sight and Sound, only Global Sight and Sound submitted a proposal. Chair Zabel questioned the bid regarding the 70" monitor, if it can it be eliminated since a new 21" monitor was purchased for the camera room. Trustee Miller explained it is a direct feed from the projector right out as a broadcast instead of through

NEW BUSINESS CONT.:

the cameras. Looking at replacing the projection system with a TV on the wall, get a much better view but it can be subtracted. Second phase is the cameras, if going to High Definition they would need to be replaced. Discussion continued on upgrade HD compatibilities of TV, cameras and cable. Trustee Kaminski inquired on total budget and new microphones. Trustee Miller stated this phase includes four microphones which would include a spare. Discussion continued on the 50" monitor in the camera room, the reasoning is multiple previews are sent to one monitor. Four different pictures on one screen on a 21" monitor would not be viewable. The quad will be two different feeds, the third feed is the Power Point from the Clerk's Office and the fourth is the program feed. Trustee Warren inquired about the 70" screen in the Board Room and the timeframe for all work to be completed. Global Sight and Sound stated it would take approximately one month total, would be down three days. Continued discussion on placement of the TV screen. One option would be to have two smaller screens, one on each side of the room. It would have some additional cost for screens, wiring, splitters and mounting. ***Motion (Kaminski/Warren) to recommend Village Board to enter into a contract with Global Sight and Sound not to exceed \$20,000.00 to update Video and Audio Equipment in the Village Board Room adding two monitors and all changes as presented tonight for with a positive recommendation, motion carried. Approved.*** Finance Director Rath stated the amount can be rolled over. A carry over resolution will be done so the work will be completed next year and paid for next year.

Ordinance Amending the Municipal Code of Germantown as it Relates to Rescheduling of Certain Meetings of the Village Board:

Chair Zabel explained the ordinance is being amended to bring Municipal Code into compliance as it relates to rescheduling certain meetings. ***MOTION (Kaminski/Warren) to recommend Village Board approve the Ordinance Amending the Municipal Code of Germantown as it Relates to Rescheduling of Certain Meetings of the Village Board with a positive recommendation, motion carried. Approved.***

Salary Amendment Merit Adjustment Resolution

MOTION (Warren/Campbell) to move forward to Village Board the Salary Amendment Merit Adjustment Resolution with a positive recommendation, motion carried. Approved. Finance Director Rath stated the merit adjustment was a one lump sum and then will be added to the base wage going forward January 2017.

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. Finance Directed Rath explained this is year to date through November. Received bulk of the shared revenue payment and utility payment. Utilities are doing well and fourth quarter bills will be going out.

Health and Dental Plans: The committee reviewed and placed them on file. Both look good.

TIF 6 Summary: Finance Director Rath spoke with Public Works Director Ratayczak and will finalized the actual amounts, finalized for year end. Trustee Warren inquired about the selling of the excessive rock. Village Administrator Schornack stated a contractor purchased all of it for a Department of Transportation project, everything has been sold at a good price.

Impact Fees Financial Reports: Finance Director Rath reported the Police Department has a capitol project. Using impact monies to offset the loan costs, same as with the Library and Fire Departments.

REPORTS CONT.:

Accounts Payable: Items on the Accounts Payable report was placed on file. Finance Director Rath stated the reimbursement back to the health and dentals plans were paid out.

Monthly Code Violation Reports: Building Inspection Department and Planning Department:

The committee reviewed and placed them on file. Chair Zabel noted the violations are highlighted when closed.

C.I.P. PROJECTS: Finance Director Rath commented a memo was sent out to Department Directors to go through listing of open projects and let her know which accounts will be closed and what amounts will need to be rolled over to next year for ongoing projects.

Letter of Credit Summaries: Building Inspection Department, Public Works

Department and Planning Department: The Letter of Credit summaries were reviewed.

Summary of all Village Contracts: Village Administrator Schornack stated some will be carried over until February and March.

NEXT MEETING: Tuesday, January 17, 2017 at 6:00 p.m.

ADJOURNMENT: There being no further business, the meeting adjourned at 6:39 p.m.

Respectfully Submitted,

Jilline Dobratz
Deputy Clerk