VILLAGE OF GERMANTOWN
GENERAL GOVERNMENT & FINANCE COMMITTEE
MEETING MINUTES
April 18, 2017

CALL TO ORDER: The meeting was called to order at 6:00 p.m. by Chairperson Zabel.

ROLL CALL: Chairperson Zabel, Trustee Members Miller, Kaminski and Baum were present. Also, present: Village Administrator Schornack, Finance Director Rath, CDD Planner Retzlaff, Clerk Goeckner and Deputy Clerk Strebe; President Dean Wolter.

APPROVAL OF MINUTES: March 28, 2017 – ***Motion (Kaminski/Baum); carried***

PUBLIC COMMENT: None

UNFINISHED BUSINESS:

A. **Germantown School District Request to Waive Building Permit Fees for $84 Million Building Project:**
Representative for School District not available. Discussion. ***MOTION (Kaminski/Baum) not to waive fees.*** Administrator Schornack received e-mail from School Superintendent asking Village Committee to hold on decision until project contractor can provide information requested by committee and allows for more accurate project accounting. It was noted that School District paid all fees for Rockfield School expansion; waiver of fees was not asked for. Port Washington had a $50 million building project; waiver of fees was not asked for by that school district. CDD Planner Retzlaff prepared handouts showing fee estimates of $444,794 associated with School District project. Kaminski stated that those dollars should be utilized for Village projects such as Country Aire road work or new plow truck. ***Carried.***

B. **Payment to Accurate Appraisal:**
Administrator Schornack indicated no letter has been received from DOR or Accurate indicating they are in compliance. All invoices from Accurate Appraisal for last year have been held; invoice total $44,500. Monthly invoices from Associated Appraisal have been paid; recent invoice shows $11,000 additional payment request for work that Accurate Appraisal should have done; $10,000 of that payment was to Assessment Technologies-Andy Pelke's firm. Comments by Village President, Wolter, Village did not breach Accurate Appraisal contract, Accurate did not provide assessment records that met compliance standards of DOR as indicated by the contract; Village then chose to hire a different assessment firm. ***MOTION (Kaminski/Miller) retain the $44,500 and pay nothing to Accurate Appraisal, carried.***

C. **Public Officials Bonds/Insurance Resolution:**
Bill number has been assigned; e-mail correspondence will be sent to Alberta Darling & Dan Knoble; bond insurance is redundant as Village has insurance coverage. Remove item from future agendas.

NEW BUSINESS:

A. **Payment to Associated Appraisal for Electronic Property Records Compliance:** Administrator noted additional $11,000 was noted on Associated Appraisal invoice above monthly fee of $7,000 - $8,000. Kaminski asked how far is Associated Appraisal in rectifying the records. Rath noted invoice indicates payment is for data conversion; additional invoices will be for correcting errors. Zabel indicated data conversion was part of the contract. ***Motion (Kaminski/Baum) to defer payment & have Associated Appraisal attend next monthly meeting to explain and itemize the $11,000 payment.*** President Wolter indicates invoice lacks itemization, wants to know what is being done to bring records into compliance. It was noted that assessment records are not on Village website. Clerk was notified that open book

NEW BUSINESS continued:

and board of review timeline (May to June) will not be met; noting later date of August 3rd for BOR. Miller commented data conversion is part of compliance contract; part of set up fees. ***Carried.***

B. Review and Acceptance of 2016 Public Service Commission Report-Water Utility: Zabel briefly commented on report items. Rath reported account numbers somewhat follows monthly general ledger reports.

REPORTS:

A. **Monthly Year to Date Financials:**
1. Revenue and Expense Report: Rath comments, not heavy fee activity during first three months.
2. Health and Dental Plans – Rath commented, was good idea to partner with Delta Dental, Village is self-insured, claims run through Delta, which offers discounts. Health insurance; larger claims coming through, heavy reserve allows ability to absorb.
3. TIF 6 Summary: Rath presented; a lot of expenses, except retainages, already paid; small balance (approx. $350,000) in the bank, will pay smaller costs that come through; may need a short- term bridge in 2018 to make some debt service payments until dollars come in from construction. Revenues still expected from crushed rock; road projects used some and will be invoiced.

B. **Impact Fees Financial Reports**: Reported by Finance Director/Treasurer, Rath, building permits are picking up.

C. **Accounts Payable:** March 25, 2017 and April 10, 2017 payables. Staff that does accounts payable is on medical leave. No longer billing back to 2016. Audit will be complete at the end of June.

D. **Code Violation Reports:**
1. Building Inspection Department - None
2. Planning Department – Code violation report reviewed.

E. **C.I.P. PROJECTS:** Presented by Finance Director Rath, not spending from new borrowing, but cleaning up some carry over. Payoff of 2007 note; amount of retained money from Blackstone, used as a yearly offset of debt service; early payoff resulted in, approx. $60,000 interest savings. Miller asked about ambulance chassis; second one not back.

F. **Letter of Credit Summaries:**
1. Building Inspection Department - None
2. Public Works Department - Filed
3. Planning Department - Filed

G. **Summary of all Village Contracts:** Mention of contracts nearing expiration.

NEXT MEETING: May 17, 2017 at 5:30 p.m.

ADJOURNMENT: No further business; adjourned at 6:55 p.m.

Respectfully Submitted,

Kathy Strebe

Kathy Strebe, Deputy Clerk