

**VILLAGE OF GERMANTOWN  
GENERAL GOVERNMENT & FINANCE COMMITTEE  
MEETING MINUTES  
March 28, 2017**

**CALL TO ORDER:** The meeting was called to order at 5:01 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, CDD Planner Retzlaff, Clerk Goeckner and Deputy Clerk Strebe.

**APPROVAL OF MINUTES:** None

**PUBLIC COMMENT:** Jim Danielson, Accurate Appraisal, available for questions for agenda item.

**UNFINISHED BUSINESS:**

- A. Payment to Accurate Appraisal**-Update to committee made by Schornack; holding payment of \$44,500, waiting for written notification from DOR that records meet compliance requirements. May need to pay new appraisal firm up to \$30,000 to bring assessment records up to standards, work that should have been done. No action recommended at this time unless committee would recommend otherwise.

Jim Danielson of Accurate Appraisal responded to letter from DOR and Administrator's comments. Items identified in the letter have been corrected per Accurate Appraisal, some items are technicalities based on interpretation. Danielson suggested meeting with Village members to clarify items addressed in letter from DOR. Chairperson Zabel suggestion to set up meeting with DOR and Accurate Appraisal; agreement of Administrator Schornack to also include DOR staff and additional Village staff/Board member to resolve issues. Trustee Warren does not want to spend more money or resources to resolve the issues; this should be between Accurate Appraisal and DOR. Agreement by Trustee Kaminski. Statement by Clerk Goeckner that it may not be realistic to have the suggested meeting with DOR prior to April GGF meeting and unsure the Village would get the resolution needed. Danielson states the contract indicates the opportunity to correct issues. Trustee Zabel stated the requirement of Accurate Appraisal to meet with DOR to correct issues and submit a letter of compliance to the Village from DOR indicating such before payment will be made. Administrator, Schornack request to file a formal complaint with DOR to resolve the matter as per direction of Village Attorney. Trustee Zabel suggested setting a date (April 15 or April 30, 2017) for Accurate Appraisal to submit a letter of compliance from DOR. Trustee Kaminski, questioning at what point is payment to be made to other assessing firm for work they are performing. Administrator Schornack is in agreement and indicates the payment being made to other assessing firm at this time is just their base of \$8,000/month; not paying on additional work of \$30,000. ***MOTION (Kaminski/Warren) set deadline of 4/15/17 to have Accurate Appraisal clear up all discrepancies with stamp of approval from DOR and present it to the committee in order to get consideration of payment; carried.***

- A. Public Officials Bonds/Insurance Resolution**-Trustee Zabel stated that when this item was last on the agenda, it was left that a draft letter would be done. Administrator Schornack states he is waiting on a couple of things, 1) there is a meeting scheduled with Alberta Darling on Friday, 03/31/17; 2) unaware of any legislation related to this having been introduced at this time, does not want to get ahead of this, so no letter has been drafted at this time. ***MOTION (Kaminski/Zabel) to postpone this agenda item until the next GGF meeting; carried.***

**NEW BUSINESS:**

- A. Germantown School District Request to Waive Building Permit Fees for \$84 Million Building Project** ñ Administrator Schornack, indicated there is a facility use agreement with the School District, that states the Village will forego any building permit fees up to \$1,000 and permits over \$1,000, the School District will pay. When the use agreement was developed in September 2015, there wasn't a vision of an \$84 million building project. In addition to permit fees, there may be impact fees, with fee totals estimated around \$200,000. Fees were put in the School District budget, however, costs have escalated. School District is requesting to waive or reduce the associated fees. Bob Soderberg, School Board President noted that many entities of the Village, including Park and Rec, utilize the school facilities throughout the year at no additional cost. Architectural drawings were passed out to board members. Jeff Holmes, District Administrator of Germantown School District, stated the reason for the waiver request is due to how the scale and scope of the project has evolved. The permit/impact fee dollars can be utilized for other costs, such as labor and material costs, which have escalated due to the passing of recent referendums in multiple school projects. Project cuts were made. The school works collaboratively with the Village; two government entities, seemingly counter intuitive to charge each other. Trustee Warren is in agreement with it being counter intuitive, but questions if there is a way to put a dollar value on the improvements to the citizens of Germantown. Trustee Kaminski states fee money can be used by the Village. Kaminski requests more definitive fee dollar amount and then may be in agreement to a percentage reduction, but will not agree to waiving the entire amount. Discussion of project timeline; project required to go to Planning Commission; School District encompasses 5 municipalities and runs its programs through the Village Park and Recreation Department. Chairman Zabel not in favor of waiving impact fees or staff fees. In 2007, two building inspector positions eliminated, leaving only one. With the size of project and all other up-coming projects, Village may need to contract out some inspection work. Did Town of Germantown waive fees; Town of Richfield has not been approached on waiving fees. No decision tonight; put on GGF agenda for May for further discussion and consideration.
- B. Authorization of Purchase-Used Mini-Van/SUV for the Park & Recreation Department: *MOTION (Kaminski/Campbell) approve request to purchase used mini-van/SUV for Parks & Rec in amount not to exceed \$15,000 with funding allocated to account 40-552-570-8520; carried.***
- C. Non-Represented Compensation Plan Pay Grade Assignment for Deputy Fire Chief-Career: *MOTION (Kaminski/Campbell) approval to change pay grade for the Deputy Fire Chief-Career.*** Administrator Schornack noted that there is another Deputy Fire Chief that is paid on-call and this will help distinguish the two; ***carried.***
- D. *\*\*Clerk Department Request for Temporary Staff for Records Management Work\*\****-Clerk Goeckner was approached by DPW Director to dispose of records stored at DPW. Before records can be destroyed, a list of records must be itemized and a request must be made to the State Historical Society for permission, which could take up to 6 months for response. Clerk Goeckner estimates it will take someone between 2 to 4 weeks, 20ñ40 hours/week, wage amount of \$10.00/hour to make the required itemized list; between \$800.00 - \$1,600.00 and is not budgeted for. Clerk is statutorily responsible for all municipal records. Chairman Zabel questioned if current staff would have time to do this in August as there aren't any more elections after April and liquor licenses will be issued in July. Clerk Goeckner responded that with the transition of new staff there is much to learn and will be using that time for catch up. Staff could do the task after hours or weekends, but then wages are \$30.00 to \$35.00/hour; using temporary staff would be more cost effective and facilitate it getting done sooner. Chairman Zabel also questioned if documents could be scanned in and saved. Clerk Goeckner responded this would not be necessary as what the Historical Society deems as disposable

has no historical value and there isn't enough room on computer server. Clerk Goeckner indicated a document imaging records management program would be beneficial to scan documents. Historical data of importance is sent to State for archiving. ***MOTION (Kaminski/Campbell) not to exceed \$1,600.00 to review documents and send to the State; Carried (3 in favor, 1 opposed-Zabel).***

**REPORTS:**

A. **Monthly Year to Date Financials:**

1.Revenue and Expense Report: Summary report presented by Finance Director/Treasurer, Rath, of all funds and departments through February showing what is being taken in for impact fees, TIF, health, dental. Will be receiving bonded funds tomorrow; expenditures for some of the larger items from Public Works. Auditors are reviewing books; report will be completed by end of June.

2.Health and Dental Plans

3.TIF 6 Summary

B. **Impact Fees Financial Reports:** Reported by Finance Director/Treasurer, Rath, smaller at this point as there is not much building at this time. It will increase with larger projects coming through. Fees related to referendum are above budgeted amount as this was not anticipated.

C. **Accounts Payable:** March 10, 2017 payables.

D. **Code Violation Reports:**

1. Building Inspection Department and Planning Department: Chairman Zabel noted complaints about maintenance of property from house burn off of County Line, Happy Hollow subdivision by Fire Department last year; with more training burns scheduled.

2. Planning Department

E. **C.I.P. PROJECTS:** Trustee asked about status of ambulance sent to Oregon. New ambulance due May 4th: progress can be seen on website: Northstar Braum Emergency Vehicles.

F. **Letter of Credit Summaries: Building Inspection Department, Public Works Department and Planning Department:** No comments noted.

G. **Summary of all Village Contracts:** Upcoming contracts on April 29<sup>th</sup> and May 1<sup>st</sup>; Highway, Engineering, and Fire Department-Emergency Service marketing-IM Respond, due May 31<sup>st</sup>. Fire alarms were approved at Public Works meeting.

**NEXT MEETING:** April 18, 2017 at 6:00 p.m.

**ADJOURNMENT:** No further business; adjourned at 6:13 p.m.

Respectfully Submitted,

Kathy Strebe  
Deputy Clerk