

**VILLAGE OF GERMANTOWN
GENERAL GOVERNMENT & FINANCE COMMITTEE
MEETING MINUTES
May 17, 2017**

CALL TO ORDER: The meeting was called to order at 5:34 p.m. by Chairperson Zabel.

ROLL CALL: Chairperson Zabel, Trustee Members Miller and Campbell were present. Trustee Baum and Kaminski were absent and excused. Also, present: Village Administrator Schornack, Finance Director Rath, CDD/Planner Retzlaff, Public Works Director Ratayczak, Clerk Goeckner, Deputy Clerk Strebe, Village Attorney Sajdak

APPROVAL OF MINUTES: April 18, 2017 – ***MOTION (Zabel/Miller), carried***

PUBLIC COMMENT: None

UNFINISHED BUSINESS:

A. Associated Appraisal Update:

Mark Brown of Associated Appraisal was present to discuss April invoice. It was noted majority of invoice was for conversion of data from prior assessment database into Market Drive, owned by Assessment Technologies. Trustee Zabel commented that data conversion was part of original \$30,000 contract needed to come into compliance with Department of Revenue. Brown noted invoice was for digital compliance aspect and review of records. Invoice is separate from records maintenance agreement. Attorney Sajdak indicated records were in electronic format; converting data for use in Market Drive was necessary and understood to be part of contract; it is not bringing records into compliance. Added cost was understood to be for additional work required to correct existing assessment issues, not for data conversion. Brown indicated based on RFP, Village needed assessment services and had issues with prior assessment records; contract and maintenance agreement which updates property changes, was to solve those issues. Trustee Miller stated data conversion is part of set up fees, not part of maintenance or compliance. Brown noted part of invoice was to identify and address data issues. Trustee Zabel commented Associated Appraisal to review \$10,000 invoice and give detail and identify missing data that was necessary to come into compliance with DOR. ***MOTION (Zabel/Campbell) to table until updated invoice reflecting information added to bring records into compliance is provided, carried.*** Administrator Schornack asked for update of state of records. 2016 data values provided posted to internet, linked to Village website, will be updated with 2017 assessments after review is complete. Brown indicated reports have been run to identify data inconsistencies; review of approximately 300 sales in 2016 identified 84 properties having errors including condition, incorrect bedroom counts, incorrect bathroom counts, basement finish, outbuildings, fireplace, totaling approximately \$855,000 in assessed value omitted from tax roll due to incorrect data.

NEW BUSINESS:

A. Ehlers Investment Advisory Agreement Renewal & Investment Review-Presented By Kenneth J Herdeman:

Ehlers Investment has provided investment services for the Village since 2012. One-year advisory agreement for investment and debt services expired January 1, 2017; needs approval by Village Board. Portfolio review of investments. Suggested Investment policy, dated October 2012, be reviewed every at least every 3 years. To comply with State Statutes, investment maturity not greater than 5 years, to limit exposure to market risk,

NEW BUSINESS continued:

should be indicated. ***MOTION (Campbell/Miller) approve contract and forward to Village Board with positive recommendation, carried.*** Investment portfolio review by Herdeman. Investment policy objectives: safety, liquidity, and yield. Portfolio has slightly less than 50% CD's, approximately 45% US Government Sponsored Enterprise Securities, 1.5% Highly Rated Municipal Securities, 5% cash, waiting for investments to settle (May 3rd). Credit risk is minimal, liquidity risk and market risk (value change is based on interest rate) is very low. Village portfolio average rate of maturity is just less than 2 years; suggested average rate of maturity of about 3 years, which would increase overall yield by approximately ½%, which equates to approximately \$30,000-\$35,000 year. Total rate of return was 1.44% in comparison, LGIP paid .65%. Managed approximately \$11,000,000; gross earnings of \$137,000, less management fees of \$19,000, net return approximately \$118,000.

B. Proposed Ordinance Amendments:

Chapter 9 Public Peace & Good Order Section 9.07-Noise Disturbances Prohibited (as amended):

Attorney Sajdak provided background on ordinance origination; Village Board discussion of how to allow for entertainment venues to have after hours music under permit process. Proposed ordinances were prepared and presented to Public Safety and Plan Commission. Performance standards within zoning code used to enforce noise issues; intent was to be applied to commercial & industrial type noise, frequency and vibration. Proposed changes clarify use intent for bar/restaurant type, adjust standards, correct language tense, modernize (eliminate phonographs, add televisions), eliminate octave range, ease enforcement issues, current quiet hours kept 10:00 pm to 6:00 am.

Chapter 12 Licenses & Permits Section 12.07-Entertainment Permit (as amended):

Chapter 12-Proposed establishing permit process to allow entities to operate beyond current code limitations. Initial permit application followed by public notice, letter to surrounding property owners, restrictions noted. Discussion of details related to exceptions, hours, verbiage, decibel levels, variance for parades. Planner Retzlaff noted permit proposal differences: the one drafted by Village Attorney relates to noise level standards, while Planner's proposal narrowly focuses on enforcement mechanism, intended for businesses as it relates to music. License required, three noise standard violations in 12 months results in revocation of license. The two concepts could be harmonized. Clerk Goeckner noted clarification needed related to: time limitations-location may be determination, Village entity that reviews/approves entertainment license, and license period-should run concurrent with liquor license to reduce confusion. Zoning ordinance Chapter 17 to go to Village Board in June. ***MOTION (Zabel/Miller) Postpone action until June meeting; staff to work on details as discussed as it relates to timing, issues addressed, and combining proposed ordinances.*** Trustee Miller questioned permit requirement for outside premises. Concerns noted about PD knowing permits issued to each establishment. ***Carried.*** ***MOTION (Campbell/Miller) to take agenda items out of order, discuss item D, Policy on Taking Village Vehicles Home, carried.***

C. 2016 Health Plan Review:

Presented by Finance Director Rath: Comparative review by Auxiant, Village third-party health plan administrator. Graphs showing claims and participation comparisons between 2015 and 2016. Savings of \$735,000 with discount agreements, using Health Payment Systems. Village is self-funded; covers claims, plan is customized to Village needs,

NEW BUSINESS continued:

stabilized premiums. Reserve on hand to cover large claim costs. Policy runs January-January. Rates from stop/loss carrier in fall; adjustments made to plan as needed.

D. Policy on Taking Village Vehicles Home:

Presented by Public Works Director, Ratzyczak. Current policy allows for Highway and Utility Superintendents to take vehicle home, noting an assumed salary benefit of an unestablished amount. Highway Department and Sewer Department reorganization in 2002-2003, salaries arrived at with vehicle use benefit considered to be part of salary. Request taking of Village vehicle to and from work to be an optional benefit with a wage adjustment assigned for those that opt-out of the Village vehicle use. Research found indicates a benefit range of \$4,000 - \$8,000. Noted average distance of 30 miles/day at government rate .535 = \$4,173. Noted intangible benefit of vehicle not taken home, decrease chance of damage, decrease vehicle wear and tear. ***MOTION (Miller/Campbell) to create salary amendment for use of Village vehicle of \$4,000, carried.*** Not to be put on consent agenda for VB, put under New Business.

E. Filling Village Administrator Position:

1. Recommend Village Board to Fill Village Administrator's Position:

MOTION (Campbell/Miller) to forward recommendation to Village Board to fill Administrator position carried.

2. Discuss Process & Timeline to Fill Village Administrator's Position:

Administrator Schornack discussed option to use search firm; cost is approximately \$19,000; takes about 12 weeks to find, then 4-8 weeks to get on board. Another option is Village put job ad in ICMA newsletter, or Wisconsin City Managers Organization newsletter. Interview process should include all board members, also encouraged including Village directors. Current salary is \$101,000; salary comparison-Mequon Administrator salary \$130,000; Hartford Administrator salary \$115,000-\$117,000. 2015 salary survey indicated mean salary of \$115,000; median salary of \$112,000. Administrator Schornack would write ad if Village does not want to use search firm. Zabel approached by retired Administrator of Brown Deer; offered to be Interim Administrator. Miller suggested interviewing a couple of search firms; Campbell concurs as time is of the essence; RFP process would take too long. After discussion with Village President Wolters, Committee consensus to move forward with a Committee of the Whole meeting on June 5th after Village Board meeting to interview search firms for Administrator's position. Administrator Schornack to contact search firms.

3. Interim Administrator:

Administrator Schornack notes with current projects and personnel issues, recommended using current Department Director for Interim Administrator and adjust salary. Suggested talking with Department Directors with Zabel and/or President Wolter for interim internal search. ***MOTION (Campbell/Miller) to create committee for internal interim administrator search, carried.***

REPORTS:

A. Monthly Year to Date Financials:

1. Revenue and Expense Report: Reports submitted by Finance Director, Rath.
2. Health and Dental Plans: Finance Director, Rath commented plans are in good shape.
3. TIF 6 Summary: Finance Director, Rath submitted reports; may need to do resolution to move funds. Public Works Director, Ratayczak commented on aggregate contract, sale of industrial park lots and tree contract.

REPORTS continued:

- B. **Impact Fees Financial Reports:** Reported by Finance Director, Rath; took a jump due to increase in sewer connection fees at JBJ and Saxony Village, also impacting water utility. Additional permits for sewer in Brookside. Projects identified for Police and Recreation, available funds will be spent in current year.
- C. **Accounts Payable:** April 25, 2017 and May 10, 2017 payables were reviewed.
- D. **Code Violation Reports:**
 - 1. Building Inspection Department - None
 - 2. Planning Department – Code violation report reviewed; 2 code violations added. Stecker property on Meadow was closed out; was to go to trial today, storage pod was removed, now compliant, may dismiss citation.
- E. **C.I.P. PROJECTS:** Presented by Finance Director Rath; received capital project funds a month ago; a little movement. Comment by Chief Weiss, second ambulance chassis came back, installation of radios, stripping and logo, then ready for use. Chief Delain inspected truck and drove ambulance back from Oregon.
- F. **Letter of Credit Summaries:**
 - 1. Building Inspection Department – Occupancy Bonds: Mid-West Assisted Living/Tender Reflections-\$8,200 if requirements are met.
 - 2. Public Works Department - Filed
 - 3. Planning Department - Filed
- G. **Summary of all Village Contracts:** Not included; same as last month, per Administrator Schornack.

NEXT MEETING: June 19, 2017 at 5:30 p.m.

ADJOURNMENT: No further business; adjourned 8:02 p.m.

Respectfully Submitted,



Kathy Strebe, Deputy Clerk