

**VILLAGE OF GERMANTOWN
GENERAL GOVERNMENT & FINANCE COMMITTEE
MEETING MINUTES
June 19, 2017**

CALL TO ORDER: The meeting was called to order at 5:32 p.m. by Chairperson Zabel.

ROLL CALL: Chairperson Zabel, Trustee Members: Miller, Kaminski, Baum-absent; also present: Finance Director Rath, Clerk Goeckner, Deputy Clerk Strebe, Deputy Clerk Bodoh, Village Attorney Sajdak, President Wolter-5:53 pm; Larry Ratayczak 6:06 p.m.

APPROVAL OF MINUTES: May 17, 2017 – ***MOTION (Zabel/Miller), carried; Kaminski abstained.***

PUBLIC COMMENT: None

UNFINISHED BUSINESS:

A. Proposed Ordinance Amendments:

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

Chapter 12 Licenses & Permits Section 12.02-Entertainment Permit (as amended)-

Background information as it relates to proposed ordinance amendments presented by Attorney Sajdak. Changes made after discussion during May meeting are: 1) Modernize code, removing phonograph, streamlining process. 2) Remove permit process. Changes focus on establishment outside premise as it relates to extending ending time and ability for review process, instead of creating new permit for noise. Zabel noted that permit requirements omitted from Chapter 9 were not put into Chapter 12, as far as decibel levels and property line distance. Those items, as it relates to manufacturing and industrial facilities, are contained in Chapter 17. Notice of outside premise is sent to adjacent property owners only when there is a new application, not upon renewal. Language within current Code indicates it is in violation if noise is heard at property line between hours of 10:00 p.m. and 6:00 a.m. Noise ordinance in Chapter 9 allows for exemption from time provisions as it relates to outdoor premise and has ability to specify requirements and days for exemption. Discussion as it relates to determination of permit issuance of outdoor premise extensions. Chairman Zabel noted that prior draft as it relates to possible revocation for violations was omitted. Attorney Sadjak stated that alcohol license statute has language within it as it relates to revocation and suspension. Also, contemplating creating a policy for license holders as it relates to violations that becomes one of the conditions to each new license that is then subsequently issued each year. A policy would help license holders as it would put them on notice of what is being looked at and help eliminate some uncertainty allowing them to better manage their business. Trustee Zabel noted a policy would help protect license holder as it states there needs to be a recorded violation, not just a complaint filed against them. Attorney Sadjak stated current code provision notes violations is grounds for non-renewal or revocation of license. Granting an outdoor premise extension, denotes failure to abide by rules will result in violation. Trustee Miller commented eliminating numeric violation requirement makes it more vague but makes it so establishments don't feel they have three strikes before permit will be revoked; Clerk Goeckner concurred. Clerk Goeckner commented the benefits to referencing Chapter 9 in Chapter 12 for ease of finding clarification when license holders have questions. Trustee Zabel noted changes made are now limited to only businesses holding a liquor license. Chapter 9 still affects establishments without outdoor premise. Officers can site operation violations under noise violation or permit, allows flexibility. Trustee Miller suggested outdoor premise extension for clarification in defining extended hours allowed. Attorney Sajdak explained language in current version gives flexibility. Chairman Zabel commented Chapter 12 allows for exclusion as it relates to time defined in Chapter 9. Trustee Kaminski stated

need to protect rights of homeowners. Attorney Sajdak stated language in Chapter 9 denotes noise that is loud, excessive and unnecessary to a person of reasonable sensibility. Trustee Kaminski questioned if ordinances are based on that of other municipalities. Chairman Zabel noted permit exclusions for community events such as, MAI-Fest, July 4th, school bands. Clerk Goeckner commented on effects of proposed ordinance changes on current licenses as it relates to outside premises; change to modify outdoor premise requires completion of a new outdoor premise extension application; 300' letters mailed to surrounding property owners. Trustee Kaminski commented on removal of decibel meters. Attorney Sajdak noted requirement of trained officers for decibel meter usage. ***MOTION (Kaminski/Miller) to move Chapter 9 and Chapter 12 on to Village Board with positive recommendation, (2 ayes-1 nay-Zabel), carried.***

- B.** Associated Appraisal Invoice dated April 1, 2017 Charge for Data Conversion-Electronic Compliance: Clerk Goeckner received e-mail from Mark Brown indicating original invoice will be voided; new invoice will be issued after agreement is reached of what is covered under digital compliance agreement and breakdown of Market Drive invoice is done. Mr. Brown wants to be apprised of July meeting date. Associated Appraisal will mail Assessment Change notices to property owners this week. Waiting for Market Drive installation on Village computers.

NEW BUSINESS:

- A.** Position Description-Village Administrator: Administrator position description updated by Administrator Schornack to match current responsibilities. President Wolters noted Search Firms may contact Trustees individually via e-mail for input on what they would like to see in Village Administrator. Potential candidates can view Village Website for information; brochure creation is time consuming and not necessary. ***MOTION: (Kaminski/Miller) to move on to Village Board, carried.***

REPORTS:

- A.** Monthly Year to Date Financials:
1. Revenue and Expense Report: Reports submitted by Finance Director, Rath. Reports under-reported as it was generated through 6/30 instead of 5/31. No foreseen budget expense issue.
 2. Health and Dental Plans: Finance Director, Rath. Several larger claims first 5 months; 3 people over \$45,000 amount. Report shows claim amounts without reimbursement. Not over budget; anticipate average of 4–5 claims. Reserve on hand of over a million dollars.
 3. TIF 6 Summary: Finance Director, Rath. DPW Director, Larry provided summary last month; relatively the same. Revenue from stone work still expected. Debt Service due in 2018.
- B.** Impact Fees Financial Reports: Reported by Finance Director, Rath. Picking up. Two projects open, Police Department and Recreation facilities planned.
- C.** Accounts Payable: May 25, 2017 and June 10, 2017 payables were reviewed.
- D.** Code Violation Reports:
1. Building Inspection Department - None
 2. Planning Department – Code violation report reviewed; some court dates have occurred, should have updates soon.
- E.** C.I.P. PROJECTS: Presented by Finance Director Rath. Radio system and consoles approved for Police Department. Ambulance project processed. Public Works equipment request. Construction on recreation facility. Project invoices usually in September or October.

REPORTS - continued:

F. **Letter of Credit Summaries:**

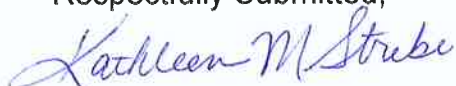
1. Building Inspection Department – None
2. Public Works Department - Filed
3. Planning Department – Filed; no expiration on some amounts noted.

G. **Summary of all Village Contracts:** Finance-Insurance Consultant, TE Brennan Company, will present at July meeting.

NEXT MEETING: July 26, 2017 at 5:30 p.m.

ADJOURNMENT: No further business; adjourned 6:44 p.m.

Respectfully Submitted,



Kathy Strebe
Deputy Clerk