

**VILLAGE OF GERMANTOWN
GENERAL GOVERNMENT & FINANCE COMMITTEE
MEETING MINUTES
August 30, 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. Trustee Baum was absent and excused. Also present: Finance Director Rath, Public Works Director/Interim Administrator Ratayczak and Deputy Clerk Strebe

APPROVAL OF MINUTES: July 26, 2017 – **MOTION (Kaminski/Miller), carried.**

PUBLIC COMMENT: Joyce Nelson, N99 W16781 Woodcock Rd; President of Germantown Library Board. August 23rd meeting, Library director performance review done, promoted last year; Library Board recommends salary adjustment, will address at budget meeting. Would like 2018 wage increases funded by Village; request filed with Interim Administrator.

UNFINISHED BUSINESS: None

NEW BUSINESS:

- A. T.E. Brennan Company Annual Retainer
Presented by Finance Director Rath; T.E. Brennan is insurance consultant liaison between insurance companies and claims processing; review policy annually. Retainer amount requires board approval. **MOTION (Kaminski/Miller) to approve T.E. Brennan Company Annual Retainer of \$5,834.49, carried.**
- B. Resolution-Budget Amendment-Allocate Contingency Funds to Departments to Cover Wage Increase
Presented by Finance Director Rath; Budget amendment, moving money from contingency fund to actual departments. **MOTION (Miller/Kaminski) to approve budget amendment resolution allocating contingency funds to departments to cover wage increases, carried.**
- C. .5% Contingency Remainder Wage Allocation
Presented by Finance Director Rath; 2017 budget contingency allotment after 1.5% wage allocation; direction on disbursement of funds. Trustee Kaminski stated would like money retained for purpose of disbursement to merit increases. Board approved 2017 2% increase; 1.5% allocated to all employees, .5% remaining for merit basis; department directors disburse .5% among department employees. Interim Administrator Ratayczak will follow process as documented last year. Final salary resolution presented to Board after completed. **MOTION (Miller/Kaminski) to disburse .5% contingency wage allocation to be distributed under the direction of the Interim Director, using the documented process, carried.**
- D. Discussion and Action on Building and Construction Permit Fees for Current School District Projects
CDD/Planner Retzlaff provided background of permits. Calculation of building permit fees based on predetermined rate schedule applied to measurable variables. Standard model for calculating building construction component; generally larger building requires more inspections, more time so larger fee; sliding scale per sq. ft. versus flat rate. Comparison of surrounding communities standard fee rate; alternative model used for projects involving renovation, can require as much inspection time as new construction. Using standard model may not generate revenue to cover actual inspection cost. Germantown uses

\$10/\$1,000 of construction value; good predictor of number and amount of inspection time. At times, use of standard rate inappropriate; significant renovation area but minor renovations, minimal inspection required. School District project to date, permit applications received from 3 of 4 school projects. Fees collected to date from high school for one project component \$15,600; County Line Elementary, permits received \$1,350; MacArthur Elementary, just plumbing and erosion fees \$700.00. All projects include new construction additions and renovations; would use both standard fee rate for new construction and alternative method for renovations. Expect submission of applications in BID package, to include construction, plumbing, electrical, HVAC; received only one so far, involved renovations and had issues. Estimates provided for project, but need break out of electrical, HVAC, subject to separate permit applications. Better way to calculate fees that doesn't result in project delays. Proposal of use of standard versus alternative rate; effort to keep cooperation going, process moving, reduce project delay. Request for school district referendum project, implement three basic policy directives for staff to calculate fees; involves significant amount of money, reduces total fees collected. 1) standard permit fee rate of \$.28 sq. ft. be used for new construction and renovation components when building area is available, 2) alternative permit fee rate of \$10.00/\$1,000 to be used for renovation when area not available or use when standard fee rate would result in unreasonable fee when compared to inspection required, 3) use of alternative permit fee rate based exclusively on value of construction for building components only. Data tables of development related fee estimates for school district referendum projects; effect of implementing policy would decrease fees collected. Trustee Miller asked if based on standard rate vs standard plus, will Village cover costs. CDD/Planner Retzlaff stated yes; based on projects and time schedule, potential cost to hire additional building inspectors - \$48,000 - \$75,000 temporary help. Yield on standard rate alone minimum is \$180,700. Trustee Kaminski asked if special rate would be used for any other projects. CDD/Planner Retzlaff proposing only for this project; a unique situation. Subjectivity with project when submitted, related to number and type of inspections required. CDD/Planner Retzlaff stated trying to accommodate their willingness to work with Village in terms of scheduling inspections for efficiency. Want to cover cost but not gouge. Method that stays within framework of current policy but accommodate school district. Trustee Kaminski stated under standard fee rate, charging 2/3 less than what would normally be charged; School District should have budgeted for the fees. CDD/Planner Retzlaff noted have in past charged hybrid, (Aurora office renovation to surgery center) component used for charging as new construction versus renovation; involved large area but type and number of inspections was small. Trustee Kaminski stated come up with rate for projects under Village umbrella; wants fairness for everyone. Public Works Director/Interim Administrator Ratayczak noted high cost to components of construction in comparison to sq. ft.; balance of sq. ft. price and construction cost. CDD/Planner Retzlaff stated alternate maybe a sliding scale model based on renovation cost; come up with system that doesn't add time, energy and resources and bog down process. Village rate not revised since 2008, decisions not made based on rate. Trustee Zabel noted method that is uniformly applied to everyone. Trustee Kaminski noted cannot support as based on estimates. **MOTION (Kaminski /Miller) to move on to Village Board for further discussion without recommendation, carried.**

- E. Ordinance No. 14-17, An Ordinance to Amend Certain Sections of Subchapter I of Chapter 1 of the Germantown Municipal Code Relating to the Appointment, Employment and Duties of Certain Village Officials

NEW BUSINESS-continued:

Recommendation of Attorney and labor Attorney to modify Municipal code to bring code into compliance with State law. **MOTION (Kaminski/Miller) to accept amendment to ordinance, carried.**

MOTION (Kaminski/Miller) to move agenda item F. to end of agenda, carried.

- F. Village Park and Recreation Director – Performance Review. NOTE: The Committee may enter into Closed Session per Wis. Stats. § 19.85(1)(c) for the purpose of considering the employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility and the will reenter open session to take such action it deems appropriate.
- G. Clerk's Office- Fill Vacant Deputy Clerk Position
MOTION (Miller/Kaminski) to approve deputy clerk position, carried.

REPORTS:

- A. **Monthly Year to Date Financials:**
1. Revenue and Expense Report: Reports submitted by Finance Director, Rath. Reports through end of July; half year in, no issues or concerns. With fees from Fairway Knoll and Saxony Village, already at budget for revenue. Other large revenue sources are Hotel/Motel and Cable fees, at half all coming in as expected. Expenses coming in at budget.
 2. Health and Dental Plans: Finance Director, Rath. Dental doing well, relatively small compared to Health. Health, keeping reserve intact; running a bit high.
 3. TIF 6 Summary: Finance Director, Rath. Made September 1st debt service payment. Received \$68,000 of \$120,000 from crushed aggregate; money to cover retainages.
- B. **Impact Fees Financial Reports:** Reported by Finance Director, Rath. RFP for Police Department impound project needs to be drafted; original design cost \$180,000, need to spend \$60,000 impact fee this year; has been 10 years, need to return money if not spent. Park & Recreation projects, tennis court and basketball court in process; impact fee spent. Money Village received as result of Fairway Knoll and JBJ projects, impact debt aids in payment of water utility and sewer fund.
- C. **Accounts Payable:** July 25, 2017, August 10, 2017, and August 25, 2017 payables reviewed.
- D. **Code Violation Reports:**
1. Building Inspection Department - None
 2. Planning Department
- E. **C.I.P. PROJECTS:** Presented by Finance Director Rath. Capital projects in progress; largest one not spent relate to road projects; invoices expected September – November.
- F. **Letter of Credit Summaries:**
1. Building Inspection Department
 2. Public Works Department–Filed
 3. Planning Department
- G. **Summary of all Village Contracts:** Report reviewed; contract for (4) Village Hall copy machines expired, Village owns. Monthly maintenance invoice; Vendor wants to upgrade.

NEXT MEETING: September meeting date not determined.

NEW BUSINESS:

- F. **MOTION (Miller/Kaminski) to go into closed session at 7:19 p.m., carried.** Closed session attendees: Chairman Zabel, Trustee Members, Kaminski and Miller. Also present: Trustee Myers, Park and Recreation Director, Schroeder and DPW Director/Interim Administrator, Ratayczak.

NEW BUSINESS-continued:

In closed session, discussion ensued; MOTION (Kaminski/Miller) to reconvene to open session, carried.

ADJOURNMENT: Chairman Zabel adjourned meeting at 7:44 pm

Respectfully Submitted,

Kathy Strebe
Deputy Clerk