

**VILLAGE OF GERMANTOWN
GENERAL GOVERNMENT & FINANCE COMMITTEE
MEETING MINUTES
November 21, 2017**

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

ROLL CALL: Present: Chairperson Zabel, Trustee Members: Baum, Miller and Kaminski. Also present: Administrator Kreklow, Finance Director Rath, Attorney Sajdak, Public Works Director Ratayczak and Deputy Clerk Strebe

APPROVAL OF MINUTES: October 24, 2017 – **MOTION (Baum/Miller) to approve, carried.**

PUBLIC COMMENT: No public comment.

UNFINISHED BUSINESS: None

NEW BUSINESS:

- A. Associated Appraisal-Discussion and Approval of \$30,000 Charge for Electronic Property Records Compliance/Data Conversion.
Discussion related to property records compliance issues with Department of Revenue, requirement of Assessor contract, request for further breakdown of Assessor hours and details related to invoice. Administrator Kreklow noted Assessor did not have further breakdown of invoice but stated hours exceeded the invoice amount. **MOTION (Kaminski/Baum) to schedule meeting with Assessor to go over invoice, carried.** Staff directed to contact Department of Revenue to verify compliance status of records. Attorney Sajdak indicated he was impressed with technical skills of Assessor at Board of Review.
- B. NuVantage Employee Assistance Program Contract Renewal 11/01/17-10/31/18.
Finance Director Rath, noted e-mails had been sent to previous Administrator, as a result, annual contract renewal is a little later than usual, annual fee remains the same but a \$2.00 increase per session fee, four sessions/participant. **MOTION (Baum/Miller) to approve as presented, carried.**
- C. Administrator Review of Ehler's & Associates Service Agreement.
Administrator Kreklow noted publication input/alert of approval process for modification to Ehler's contract related to creation of TID #7. Ehler's provides Village ongoing financial assistance and direction. Feasibility analysis done for proposed TID #7 creation approved at meeting with staff and Village Board president; later presented at Village Board meeting. Viewed as change order to contract; policies and procedures of Village Code indicates such direction should have been presented to General Government and Finance Board for preliminary approval with final approval at Village Board. Public input by Mr. Wing, believes Municipal Code was unintentionally broke; creates mistrust with public; suggests public acknowledgement. Discussion related to requirements/clarification of change order, scope of service/contract, review/modification of Village policies, procedures and Municipal Code, Developers Agreements review, change of Administrators possible reason for oversight. Mr. Wing noted goal is transparent government; controversial TID creation, solidifies public opinion, creates public resistance; rezoning was fast tracked, eroding public trust.

REPORTS:

- A. **Monthly Year to Date Financials:**
 - 1. Revenue and Expense Report: Reports submitted by Finance Director, Rath; report does not include shared revenue and utility payment. Revenue increase is result of increase quantity of building inspection fees; expenses as expected.

REPORTS-continued:

2. Health and Dental Plans: Finance Director, Rath noted expecting increase in health plan claims typical at end of year. Cost savings with third party dental administrator, Delta Dental.
 3. TIF 6 Summary: Finance Director, Rath; some projects to be completed; may need to borrow money from other funds short-term to make debt interest payment; new construction in 2018 won't impact until 2019. DPW Director, Ratayczak noted Discount Ramps to begin construction; MLG indicating another company also close to beginning construction.
- B. **Impact Fees Financial Reports:** Reported by Finance Director, Rath; Police garage project needs to have costs to retain impact fee; Fire Department, Library and Recreation projects assigned costs.
- C. **Accounts Payable:** October 25, 2017 and November 10, 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; road projects complete, invoices expected; playground equipment installation will be carry-over to 2018; resolution for project carry-over. Blackstone funds result of loan pre-payment savings; can be used for C.I.P., and sale of fixed assets.
- 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; updates/changes noted.

NEXT MEETING: December 19th, 6:00 p.m.

ADJOURNMENT: Chairman Zabel adjourned meeting at 6:56 p.m.

Respectfully Submitted,

Kathy Strebe
Deputy Clerk