

**VILLAGE OF GERMANTOWN
GENERAL GOVERNMENT & FINANCE COMMITTEE
MEETING MINUTES
August 17, 2020**

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

ROLL CALL: Present: Chairperson Zabel, Trustee Members: Kaminski, and Wing. Trustee Myers absentee excused. Also present: Administrator Kreklow, Manager Tucker, Attorney Sajdak, Clerk Braunschweig, Director Rath, Director Retzlaff, Deputy Clerk Hubrich, and Associate Planner Zandt.

APPROVAL OF MINUTES: July 20, 2020 – **MOTION (Kaminski/Wing) to approve the July 20, 2020 minutes. Motion carried unanimously.**

PUBLIC COMMENT:

None.

NEW BUSINESS:

- A. Dheinsville Historical Society, Picnic License, Temporary Class “B” Fermented Malt Beverage and Wine License, for Annual Hunsrucker Oktoberfest,

Motion (Wing/Kaminski) to recommend Dheinsville Historical Society, Picnic License, Temporary Class “B” Fermented Malt Beverage and Wine License, for Annual Hunsrucker Oktoberfest, September 25 – September 27, Dheinsville Historical Park. Motion carried unanimously.

- B. Resolution 50-2020, Safebuilt Professional Services Agreement for Building Permitting & Inspection Services.

Director Retzlaff presented information and background regarding the Safebuilt Agreement for Inspection Services. This is driven by the desire to improve the level and quality of service as provided by the Community Development Department. The amount of time it takes to process an application from submittal to the property owner increased from 14 days in 2014 to 30 days in 2019. The delay is due to communication methods and antiquated paper forms. Director Retzlaff gave history to the department and prior procedures. The review of commercial and industrial plans process and timeline was discussed. This is a one-year contract window, ending December 31, 2021. The proposal includes one full-time inspector and one counter person, five days a week. Discussion ensued of the cost of inspections per our schedule of fees. This is a 62/38 percent split. The fee schedule will be reviewed. There is a special team for commercial plans utilizing digital plan review. Any fee change would be reviewed by the Village Board. Discussion ensued of the emergency inspection fee or after hours. Emergency examples are in the event of a fire and residents want to get back in to remove items and an inspector needs to inspect prior to entry. Meetings would include Board of Appeals. The invoices are monthly and would be discussed with the committee if necessary. This item is on the Village Board Agenda that follows.

Motion (Wing/Kaminski) to recommend Resolution 50-2020, Safebuilt Professional Services Agreement for Building Permitting & Inspection Services. Motion carried unanimously.

- C. Resolution 51-2020, Adoption of WI DSPS Commercial Plan Review Fee Schedule.

Director Retzlaff reviewed the commercial plan review and change of status to enable Safebuilt to provide reviews on the Village’s behalf. There is a fee schedule regarding the Commercial Plan DSPS Fee Schedule and delegation change. This will allow the Village to do commercial plan reviews and takes 30-45 days. This is a 90/10 split. Administrator Kreklow reported that many commercial / businesses will prefer this to shorten the amount of time. This item is on the Village Board Agenda that follows.

Motion (Kaminski/Wing) to recommend Resolution 51-2020, Adoption of WI DSPS Commercial Plan Review Fee Schedule. Motion carried unanimously.

D. Contract Reporting Policy.

Deputy Clerk Ben Hubrich presented information on a Contract Reporting Policy. Ben gave history to the contract report. He altered the report to address recent contracts and what needs to be reviewed. The report also shows the reports organized by department. The report is updated monthly for the General Government and Finance Committee Meeting.

Motion (Zabel/Kaminski) to adopt and send to Village Board. Motion Carries Unanimously.

E. Resolution 52-2020, Veridian Development Agreement for Veridian Homes, LLC, Agent for VHKE LLC, Property Owner - N104 W14942 Donges Bay Road

Motion (Kaminski/Wing) to forward to the Village Board Resolution 52-2020, Veridian Development Agreement for Veridian Homes, LLC, Agent for VHKE LLC, Property Owner - N104 W14942 Donges Bay Road. Motion Carried Unanimously.

OLD BUSINESS:

None.

REPORTS:

A. Monthly Year to Date Financials:

1. Revenue and Expense Report All Funds: The reports were reviewed. The revenues and expenses are being closely watched. Funds from the Cares Act and Elections Grant were received. Expenses are running lower due to open positions.
2. Health and Dental Plans: Director Rath reviewed the reports. Health plan claims are running high. There will be a Health Plan increase. The Health Plan will need review. Delta Dental plan going well.

B. Impact Fees Financial Reports: The report was reviewed.

C. Accounts Payable: July 25, 2020 and August 10, 2020 payables were reviewed.

D. Code Violation Reports: The report was reviewed.

E. C.I.P. PROJECTS: The reports were reviewed. There are outstanding projects. The library and village hall roofs came in lower. There will be additional funds to go to another project or offset debt. The library is paying for their portion of the roof.

F. Letter of Credit Summaries: The reports were reviewed.

1. Building Inspection Department – Reviewed.
2. Public Works Department– No Report. Nothing coming due.
3. Planning Department – Reviewed.

G. Summary of all Village Contracts: The summary of contracts were reviewed.

H. SCHEDULE NEXT MEETING: The next meeting will be on September 21, 2020 at 6:00 pm.

ADJOURNMENT: Chairman Zabel adjourned the meeting at 6:51 p.m.

Respectfully Submitted,

Deanna Braunschweig

Deanna Braunschweig
Village Clerk