

GENERAL GOVERNMENT & FINANCE COMMITTEE
MEETING MINUTES
JANUARY 25, 2011
VILLAGE HALL BOARD ROOM

CALL TO ORDER

Chairperson Zabel called the meeting to order at 6:30 p.m.

ROLL CALL

Members present: Chairperson Zabel, Trustees Hughes and Wing. Member absent: Trustee Werderman. Also present were Administrator Schornack, Finance Director Rath and Deputy Clerk Lofy.

APPROVAL OF MINUTES:

Motion by Wing, second by Hughes to approve the minutes from the December 28, 2010 meeting.

All voted aye. Motion carried.

PUBLIC COMMENT:

None

UNFINISHED BUSINESS:

None

NEW BUSINESS:

Motion by Hughes, second by Wing to move up item C. under New Business.

All voted aye. Motion carried.

6:35 p.m. – Trustee Werderman arrives

CONDITIONAL USE PERMIT TO ALLOW THE OPERATION OF A COMPOST FACILITY – WASTE MANAGEMENT

Attorney David Stewart, District Manager Steve Meyer and Site Engineer Michael Melan appeared for Waste Management to present information and answer questions from the Committee regarding a proposed compost facility. Discussion:

- A similar facility was located in the Town of Paris in Kenosha County, it was closed due to tonnage issues
- Host town was given right to inspect compost facility and royalties from
- The state regulates food waste limits
- Food waste issues include mold, seagulls and rodents
- Good management of compost facility stops nuisances
- Would like to see agreement with other communities
- Would need to check with Village Attorney on providing condition to provide free service to residents
- Already have compost for branches and yard waste in the Village
- Punch card system, which is used in Menomonee Falls, would complicate things

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Discussion continued:

- Looking for tub grinding service
- Food waste is strictly pre-consumer
- This will help the state stop food from going to a landfill
- 20,000 yards compost limited to 500 yards food waste
- Food waste is small portion of compost
- Waiting to finalize permit with the state due to possible code changes
- Village wants to see all specifics before approving
- DNR also regulates compost facility and needs to approve plan of operations
- Composting is good for the environment
- Site is served by Menomonee Falls water utility, which is billed to Germantown
- Water usage in the instance of fire would be billed to Waste Management
- Need to move compost out, not stock pile it
- State permit language will change if over 20,000 yards of compost
- The Village should have the right to fine for nuisances
- Would like to see Menomonee Falls facility
- Would like to see what information is submitted to the state for their permit before Village approval of the Conditional Use Permit

Motion by Zabel, second by Wing that item number five be added to the Conditional Use Permit stating that any water usage billed to the Village of Germantown by the Village of Menomonee Falls for the purpose of firefighting be billed to Waste Management. All voted aye. Motion carried.

Motion by Zabel, second by Werderman that item number six be added to the Conditional Use Permit stating that a plan of operations for the site would need to be approved by the Village of Germantown. All voted aye. Motion carried.

At this time, Chairperson Zabel called resident Steve Wesolowski forward to speak. He expressed concerns about the ability to fight fires at the proposed site and compost attracting seagulls.

Consensus of the Committee is to gather more information and continue discussion at the next meeting of the General Government and Finance Committee scheduled for February 22, 2011.

BUILDING AND INSPECTION FEES

Village Planner Retzlaff explained hand outs showing changes to current fees and additions of new fees. Discussion:

- Fireplace exam fee should be charged

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Discussion continued:

- Residential remodel fees seem high
- Good idea to be consistent in charging minimum inspection fee
- Failure to call for inspection fee is for procedures needing inspection that are done without inspection
- Inspections are done in a timely manner
- Permits expiring after one year require a reissued permit at half the original fee
- Common in other communities to have failure to call for inspection penalty
- Walls could need to be reopened if failure to inspect
- Dance hall permit inspection seems to be redundant
- New fee proposed for dance hall permit inspection is to cover department costs
- Other permit fees are not broke out for fire department or police department time either
- Look at dance hall permit fee and moving expiration to July 1st, same time as liquor license expiration

Motion by Werderman, second by Hughes to approve changes and additions to building and inspection fees as presented.

Motion by Hughes, second by Werderman to amend the motion to evaluate for 2012 approval the new fee for failure to call for inspection and the new fee for dance hall permit inspection.

All voted aye to amend. Motion carried.

All voted aye on the motion as amended. Motion carried.

Motion by Wing, second by Werderman to change residential remodel plan exam fee to \$50 total fee not \$50 per room fee.

All voted aye. Motion carried.

At this time, Village Planner Retzlaff passed out a hand out with proposed 2011 updates to the cost per device table for weights and measures license fees. Discussion:

- Shows the amount of money to be collected to cover the inspection of weight and measurement devices
- Shows breakdown of fee by device
- \$400 is added to state fees to cover our cost
- Would like to change code to adopt fees by resolution, not ordinance
- Should be adopting fees by resolution not ordinance

Motion by Wederman, second by Hughes to send the proposed 2011 cost per device table fees to Village Board with a positive recommendation and to direct staff to amend section 12.26 (7) of the Village Code to allow this to be adopted by resolution with fees based on the dollar amount needed annually by the state.

All voted aye. Motion carried.

VILLAGE BOARD MEETING TIME

Look at changing Village Code 2.02 (1) to starting regular Village Board meetings at 7:00 p.m. instead of current 7:30 p.m. Discussion:

- Later time so people can attend
- In code to standardize time
- Set time is easier and less confusing
- Some trustees have requested time change

Motion by Hughes, second by Werderman to forward to the Village Board with a positive recommendation to change the Village Board meeting time from 7:30 p.m. to 7:00 p.m. All voted aye excepting Zabel nay. Motion carried.

REPORTS:

Monthly, Year to Date Financials

Revenue and Expense Report – All Funds – Finance Director Rath stated that the reports are not complete for 2010. Adjustments and journal entries are still needed.

Health and Dental Plans – Finance Director Rath stated that dates of service for 2010 are being billed back to 2010. This could continue in the health plan for about another one and one half months yet. The dental billing is more current.

Intergovernmental Loans - Finance Director Rath stated a payment of \$53,000 was paid towards the loan.

Impact Fees Financial Reports – Finance Director Rath explained the report and stated there is little new construction.

TIF Financial Updates – No updates

Accounts Payable –

- 2010 dates will be charged back to 2010
- Should look at doing audit of recycling contract, paying for some units not picked up by Waste Management
- Especially check pick up for buildings greater than four family
- Hard to separate commercial and residential for some buildings
- Should staff audit or contract with outside agency

Motion by Wing, second by Hughes to send a recommendation to the Public Works Committee to consider doing an audit of recycling units in the Village. All voted aye. Motion carried.

Monthly Code Violation Reports:

Building Inspection Department and Planning Department – The empty used auto dealership located on the corner of Fond du Lac Avenue and Park Avenue was discussed regarding possibility to purchase. Administrator Schornack agreed to have staff look in to it.

C.I.P. Projects – Finance Director Rath explained the report and the projects carried over to 2011. It was stated that interest rates are still low but are starting to creep up.

Letter of Credit Summaries:

Building Inspection Department, Public Works Department and Planning Department – Administrator Schornack explained the need to pull the letter of credit for DBI.

Summary of all Village Contracts – Administrator Schornack presented the report.
Discussion:

- Still working on getting AT&T on the summary
- Most contracts coming up are fairly small
- Have been getting new motorcycle annually for lease
- Items \$3,500 or above go to Committee for approval
- Items \$5,000 or above go to Village Board for approval
- Attorney makes decision on who signs small dollar amount contracts
- What dollar amount should cause multiple bids on a contract
- State policy is to go out for bids on contracts \$25,000 and above
- This list is better than nothing, makes more aware

NEXT MEETING: The next meeting is scheduled for Tuesday, February 22, 2011 at 6:30 p.m.

ADJOURNMENT: The meeting was adjourned at 9:05 p.m.

Respectfully Submitted,

Christa Lofy
Deputy Clerk