VILLAGE OF GERMANTOWN
GENERAL GOVERNMENT & FINANCE COMMITTEE
MEETING MINUTES
May 24, 2011

CALL TO ORDER: The meeting was called to order at 6:30 p.m. by Chairperson Zabel.

ROLL CALL: Chairperson Zabel and Trustee Members Hughes, Werderman (arrived at 6:53 p.m.), and Wing. Also present Administrator Schornack, Village President Wolter (arrived at 7:07 p.m.), Trustee Vanderheiden, Finance Director Rath, Clerk Knaack (arrived at 7:32 p.m.) and Deputy Clerk Micka.

APPROVAL OF MINUTES: ***Motion Wing, second Hughes, to approve the minutes from the April 26, 2011 meeting. Motion carried without negative vote.***

PUBLIC COMMENT: No-one addressed the Committee.

Motion Wing, second Hughes, to move to the reports on the agenda. Motion carried without negative vote.

REPORTS:
Monthly Year to Date Financials:

Revenue and Expense Report – All Funds – Finance Director Rath reviewed the report with the Committee. She reported that there is a small concern with lower building inspection revenues and noted that planning revenue and hotel / motel revenue is higher than normal. She also noted that expenses are running normal.

Health and Dental Plans – Finance Director Rath included the quarterly report updated from Health Payment Systems. Health claims are a little high, but she expects them to even out. Dental claims are running smooth and there are no concerns.

Impact Fees Financial Reports – Finance Director Rath reported three impact fees were collected.

TIF Financial Updates – Finance Director Rath reported one closing in TIF #4 and she has received the check.

Accounts Payable – The Committee reviewed the 10th and 25th payables. Finance Director Rath answered questions from the Committee.

Monthly Code Violation Reports:

Building Inspection Department and Planning Department – It was questioned who is responsible for enforcement of temporary signs, and if that also included political signs. Administrator Schornack responded that Planner Retzlaff is responsible for enforcement of sign issues. Discussion followed on interpretation of the code regarding election signs, and it was noted that this item will be discussed at the next Village Board meeting.

C.I.P. Projects – Finance Director Rath reported that the loan proceeds were received, the 2010 ambulance was paid for and picked up, and the fire engine was ordered. Discussion followed on the bid for the engine.

Trustee Werderman arrived at 6:53 p.m.

Finance Director Rath reviewed the discussion regarding the fire engine bid for Trustee Werderman.

Letter of Credit Summaries:

Building Inspection Department, Public Works Department, and Planning Department – No discussion.

Summary of all Village Contracts – No discussion.

GUIDELINES REGARDING PROCESS AND FUTURE DEVELOPMENT FOR GRANTING TIF INCENTIVES IN TID #4: Chairperson Zabel stated that this item is on hold at this time.

WATER UTILITY MULTI-FAMILY RESIDENTIAL RATE: PUBLIC SERVICE COMMISSION RESPONSE: Finance Director Rath contacted the Public Service Commission for information on what was needed to create a multi-family residential water rate. Mr. Jeffrey Ripp stated that the appropriate way to handle this would be a full rate case. He suggested that instead of filing a simplified rate case in 2013 or 2014, that the Village go ahead with another full rate case and implement the new rate code.

Motion Wing, second Hughes, directing the Village not to do a simplified rate case, and to prepare a full rate case next year. Motion carried without negative vote.

RESOLUTION REGARDING DESIGNATION OF OFFICIAL NEWSPAPER: Chairperson Zabel requested a resolution from the Village Attorney to revoke the GermantownNow as the official newspaper and authorizing posting and the Village website as the official methods of publication of legal notices. A question was raised if we will need to still designate in the resolution GermantownNOW as the newspaper for publications required by statute.

Motion Werderman, second Hughes, to approve the proposed resolution with any adjustment recommended by the Village Attorney for GermantownNOW by state statute. Motion carried without negative vote.

President Wolter arrived at 7:07 p.m.

PROCEDURES FOR APPROVING CLOSED SESSION AND COMMITTEE OF THE WHOLE MINUTES: Chairperson Zabel asked that this item be discussed by the Committee. Administrator Schornack stated that he is not aware of any municipality that approves closed session minutes. If minutes are approved, they cannot be discussed at a regular Village Board meeting. Committee of the Whole minutes could be approved at the Village Board meetings.

Discussion followed regarding if a closed session could be held after a regular meeting to approve closed session minutes; if a copy of the minutes should be distributed to the Board members; there is an opportunity for the minutes to get out to the public; Board members could review the minutes in the Clerk's Office; minutes could be handed out at the meeting; and if it is necessary to approve closed session minutes.

Motion Wing, second Werderman, to forward with a positive recommendation to the Village Board procedures for approving Committee of the Whole and closed session minutes at the end of Village Board meetings.

Motion Werderman, second Hughes, to amend the motion to state that the Administrator should obtain an opinion from the Village Attorney regarding approving closed session minutes during a closed session at the end of a regular meeting. Motion to amend carried without negative vote.

Motion to approve as amended carried without negative vote.

REDISTRICTING OF THE VILLAGE OF GERMANTOWN – Discussion of Statutory Responsibilities: Trustee Zabel requested this item be discussed at the meeting. Administrator Schornack stated that there was a communication problem which was resolved this morning between himself, Trustee Zabel and Clerk Knaack.

Trustee Zabel stated that the Village has 60 days to create wards in the Village following approval of the County Supervisor Districts at the County Board meeting. He recommends the Committee create the wards at a special meeting, he has the software and computer program, and would project the information on the screen at the meeting. If County boundaries are changed, the County requires a valid reason for the change.

Discussion followed regarding if special meetings would be scheduled to create the wards and if the meetings would be open to the public and public input would be allowed.

Trustee Vanderheiden addressed the Committee. He talked to the County and Germantown is the only municipality that has an elected official in charge of redistricting, the Clerk should be creating the wards – this should not be done by the Committee, the Clerk went to a seminar, was moving forward with the process, it was taken away from her department, and this is not appropriate. He stated that the Committee has two trustees from District 4 and two trustees from District 2, the redistricting affects all districts, and there is no representation from District 1 and District 3.

Clerk Knaack arrived at 7:32 p.m.

Clerk Knaack reviewed the process that had started with a meeting in March that she attended at the County that was conducted by the GIS Department and the County Clerk. She stated that the County has a redistricting committee and the maps are drawn by the GIS Department. A staff meeting was held with the Clerk, Planner, Engineers, Public Works Director, Deputy Clerks and Administrator. A team was assembled in May and was set to move forward. The Village Clerk does not have the access code and will only be doing the legal process. Trustee Zabel is the only person that was given the access code as directed by the Village Administrator in an E-mail sent to the County Clerk.

Discussion continued:

- ✓ The process could become political;
- ✓ The County GIS Department will provide assistance;
- ✓ Staff started the process and the project was taken away from the Clerk's Office;
- ✓ If the Trustee can be part of the group already formed;
- ✓ How and why the code was given to a Trustee;
- ✓ Per State Statute, wards are created first; Trustee Zabel suggested the Committee create Trustee districts first; and
- ✓ Special meetings of the General Government & Finance Committee will be held to draw wards and will be open to public input.

President Wolter addressed the Committee. He felt that the wards could not be drawn during one meeting and that two meetings should be scheduled. He felt that the procedures are best discussed within a group first and then publicly during a meeting.

NEXT MEETINGS: The Committee scheduled two special meetings for redistricting on Wednesday, June 8 at 6:30 p.m., and Tuesday, June 14 at 6:30 p.m. Deputy Clerk Micka and Finance Director Rath will be excused from the special meetings. The next regular meeting is scheduled for Tuesday, June 28, 2011 at 6:30 p.m.

ADJOURNMENT: There being no further business, the meeting was adjourned at 8:00 p.m.

Respectfully Submitted,

Christine M. Micka, CMC/WCMC
Deputy Clerk