

GENERAL GOVERNMENT & FINANCE COMMITTEE
MEETING MINUTES
NOVEMBER 21, 2011
VILLAGE HALL BOARD ROOM

CALL TO ORDER

Chairman Zabel called the meeting to order at 5:02 p.m.

ROLL CALL

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

APPROVAL OF MINUTES

Motion by Wing, second by Hughes to approve the minutes from the October 25, 2011 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.

TRAINING CLASS FOR WISCONSIN CONCEALED CARRY (CCW) PERMITS – APPROVAL OF FEE

Police Chief Hoell presented information on a proposed concealed carry training course to be taught by members of the Germantown Police Department.

Discussion:

- Training is still required for a concealed carry permit, no longer needs to be four hours
- Still feel four hours of training should be given
- Proposed \$80 per student fee
- Minimum seven students to cover cost of two officers to instruct class, maximum of thirty students per class
- Is this the role of government when the class is provided in the public sector
- Germantown Fire Department and Recreation Department offer training to the public
- Students would get good quality training by Germantown Police Department
- No preparation for the course would be completed during normal work hours
- Consider two-tier fee system with higher fee for nonresidents

Discussion continued:

- Do not want to compete with or take away business from the private sector
- Hunter safety course counts as training for concealed carry permit

Motion by Hughes, second by Wing to proceed with setting up the training course by setting the fee above the cheapest private sector rate, looking at a two-tier fee system for residents and non-residents and sending this item to the Public Safety Committee for approval.

Motion by Wing, second by Hughes to amend the motion to remove setting the fee above the cheapest private sector rate and to instead set the training course fee high enough to cover costs. Motion withdrawn.

Motion by Zabel, second by Wing to amend the motion to set the fee at a minimum charge of \$80 for residents with a non-resident fee to be established. Fees must cover all costs.

All voted aye to amend. Motion carried.

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

ONE-TIME COST OF LIVING ADJUSTMENT FOR NON-UNION EMPLOYEES

Administrator Schornack presented information to the Committee to explain the reason behind a one-time cost of living adjustment requested for non-union employees. He stated that without an increase next year, non-union employees have only received a 2% increase in the past four years. This has happened while the CPI has increased 1% to 2% each of the four years. He also stated that Social Security recipients will see a 3.6% increase next year. Non-union employees have seen deductions start for the State retirement system and health insurance costs are going up. According to a survey done by Administrator Schornack, some surrounding communities have seen raises each year. Money for this increase could be made available if the Village ends the year with a positive cash balance.

Discussion:

- The cost would be \$17,700 for a 1% increase for the non-union employees with \$15,000 coming from the general fund
- Does not include increase for library personnel
- Why are the communities in the survey located in Ozaukee county
- It was discovered that Jackson has only seen a 1% increase during the last four years and Hartford a 3% increase during the same time period
- Some big wage increases were received going into 2008 because of a wage study with step increases for non-union employees
- Wage study shows we are behind other suburbs
- Survey was sent to surrounding communities just asking for wage information, want to compare benefits too

5:35 p.m. – Trustee Werderman arrives at this time.

GENERAL GOVERNMENT & FINANCE COMMITTEE
MEETING MINUTES
NOVEMBER 21, 2011
Page 3

Discussion continued:

- People do not have time for surveys, follow up has to happen to have them completed and returned
- Communities are starting to use merit raises and reviews instead of an increase for all employees
- Everyone needs to get some cost of living increase
- Private sector employees are getting pay cuts and also paying more for insurance and retirement
- Need to specify this as one time payout not an increase to base pay
- Could spread one time increase over entire year or it could be paid out with a special payroll
- Should feel lucky to have a job
- Increases based on performance could promote people to step up performance

Motion by Wing, second by Werderman to forward this item to Village Board for discussion and have General Government & Finance Committee come up with a more comprehensive survey for surrounding communities.
All voted aye. Motion carried.

TRUSTEE BUDGET CHANGE REVISIONS FROM COMMITTEE OF THE WHOLE

Chairman Zabel presented his budget with explanations and memos from staff.

Motion by Wing, second by Hughes to forward this item to Village Board to be discussed with other budget items at the Village Board meeting later this evening.
All voted aye. Motion carried.

NUVANTAGE EMPLOYEE RESOURCE AGREEMENT

Administrator Schornack presented a change with the Life Works employee resource agreement. They stayed the same company but changed their name to NuVantage.

Discussion:

- Some dollar amounts have been lowered in the new contract
- Police and Fire contracts still require that the Village provides an employee assistance program

6:00 p.m. – Trustee Werderman leaves at this time.

Motion by Hughes, second by Wing to accept the change to the contract due to the name change.
All voted aye. Motion carried.

REPORTS:

Monthly, Year to Date Financials

Revenue and Expense Report – All Funds – It was mentioned that Recreation and Highway departments are showing negative numbers. Finance Director Rath stated that expenses are behind due to payable dates.

Health and Dental Plans – Finance Director Rath stated that the health plan is at budget or a little over. More employees are considering the Silver Plan in 2012. Employees on the Silver Plan tend to be more conscious of their health expenses due to the higher deductible.

Impact Fees Financial Reports – Finance Director Rath stated that the Village needs to spend this money in order to collect it. Building associations are not fond of impact fees.

TIF Financial Updates – No Activity

Accounts Payable – Finance Director Rath stated that this is accounts payable for November 10th only.

Monthly Code Violation Reports

Building Inspection Department – Administrator Schornack stated that the Buzdums did not respond to the violation at Family Fun Land. Even with no dumpster behind the building, people are dumping waste there. The Buzdums are still responsible for property maintenance and clean up even though the business is no longer open. To prevent people from dumping waste behind the building access could be restricted.

Planning Department – It was questioned if the Village Attorney made a decision on the fence issue at Cousins Subs. The CUP for the replacement fence they installed differs from the plan they used which was approved by Planning.

C.I.P. Projects – Finance Director Rath stated that about \$25,000 to \$50,000 in retainages need to come from this fund yet. A carryover resolution will be needed for projects that are left to do next year. It was also stated that this is the last year for the Lake Park ponds special assessment.

Letter of Credit Summaries –

Building Inspection Department – Nothing discussed

Public Works Department – Nothing discussed

Planning Department – Nothing discussed

Summary of all Village Contracts – Administrator Schornack stated that he had received a call from someone interested in submitting a bid for Village Attorney. He was also asked to remind staff that contracts need to come to Village Board and be signed by the Village President.

GENERAL GOVERNMENT & FINANCE COMMITTEE
MEETING MINUTES
NOVEMBER 21, 2011
Page 5

Discussion:

- Do maintenance agreements need to be signed
- Maintenance agreements are not contracts
- Will continue to go out for bids when contracts expire

6:28 p.m. – Trustee Werderman arrives at this time.

- Many contracts come due in December
- Need to talk to Village Attorney to see if maintenance agreements need to be signed by the Village President

NEXT MEETING DATE: The next meeting is scheduled for Monday, December 19, 2011 at 4:30 p.m. Depending on the amount of items to be discussed, the start time may be changed.

ADJOURNMENT: The meeting was adjourned at 6:32 p.m.

Respectfully Submitted,

Christa Lofy
Deputy Clerk