VILLAGE OF GERMANTOWN
GENERAL GOVERNMENT & FINANCE COMMITTEE
MEETING MINUTES
September 27, 2011

CALL TO ORDER: The meeting was called to order at 6:33 p.m. by Chairperson Zabel.

ROLL CALL: Chairperson Zabel and Trustee Members Hughes, Werderman and Wing. Also present Administrator Schornack, Park & Recreation Director Altergott, Finance Director Rath, and Deputy Clerk Micka.

APPROVAL OF MINUTES: ***Motion Werderman, second Wing, to approve the minutes from the August 23, 2011 meeting. Motion carried without negative vote.***

PUBLIC COMMENT: No-one addressed the Committee.

Motion Werderman, second Hughes, to move to New Business, Demonstration by Municipal Software for Online Billing. Motion carried without negative vote.

DEMONSTRATION BY MUNICIPAL SOFTWARE, INC. – ONLINE BILL PAY FOR UTILITY BILLS: Finance Director Rath introduced Rich Plese of Harris Computer Systems / MSI. The Village has been using the accounting software since 1988 for general ledger accounting, utility billing, and budget. Interest has been expressed for internet on-line billing, and she arranged for a presentation on this enhancement to the utility billing module.

Mr. Plese stated that he appreciated the Village as a long term customer, and provided a Power Point presentation for the Committee, which included the following:

- What is I-Connect?
  - ✓ Secure web application
  - ✓ Hosted by Harris Computer Systems
  - ✓ 24/7 online customer service for utility customers
  - ✓ Ability to send e-bill notification
  - ✓ Ability to send mass email communications to customers
- Technology Overview
  - ✓ Review of how the application works
- Implementation and Set-up
  - ✓ Hardware and software requirements
  - ✓ Advertise to your customers
  - ✓ I-Connect user name and password
- Value Statement
  - ✓ Increased level of customer service
  - ✓ Reduced labor costs
  - ✓ Increased cash flow by receiving payments sooner
  - ✓ Eases the burden of shut-off's
- Methods of Payment
  - ✓ Credit Cards
  - ✓ Debit Cards
  - ✓ E-Checks
- I-Connect Report
- Product Demonstration

Discussion followed:

- Providing a service
- Budget for utility billing
- Hosting fee
- One time set up / installation fee
- Per item fee for E-bill notification
- Credit card rates
- Residents have asked for this service

Motion Werderman, second Hughes, to forward to the Village Board with a positive recommendation approval of on-line bill pay for utility billing and further discussion. Motion failed due to a tie vote. Ayes: 2 (Hughes, Werderman). Nays: 2 (Wing, Zabel).

Motion Werderman, second Wing, to move to New Business, Waste Management Compost Facility Plan of Operation. Motion carried without negative vote.

WASTE MANAGEMENT COMPOST FACILITY PLAN OF OPERATION: Chairperson Zabel stated a condition was added to the permit that the final plan of operations be approved by the Committee.

Mike Melan of Waste Management was present for discussion. It was noted that official approval of the plan has not been received from the DNR. The consensus of the Committee was to wait for approval from the DNR before any further discussion is held.

Motion Hughes, second Wing, to move to New Business, Re-Classification of Senior Center Position. Motion carried without negative vote.

RE-CLASSIFICATION OF SENIOR CENTER POSITION: Park & Recreation Director Altergott reviewed the memo to the Committee regarding the title change from "Senior Center Office Assistant" to "Senior Center Coordinator" and placement in the non-union compensation plan.

Mr. Altergott reported that two years ago the Senior Center Director was laid off and the position of Office Assistant assumed most of the duties of day to day operations and scheduling. Mr. Altergott assumed the administration duties, which included the budget. The Office Assistant position is in the Clerical / Technical Union and performs management duties for the volunteers and drivers. He is proposing to reclassify the job description, which was reviewed by the Senior Center Advisory Committee and the Labor Attorney. The current position is hourly, and is proposed to become a salaried, exempt position. The position will have the same duties as the two Recreation Supervisors. He obtained comparable salary ranges from other communities, which ranged from $30,000 to $45,000.

Discussion followed:

- The proposal is to move the position to Pay Grade 10 ($38,000 to $45,000)
- The Recreation Supervisor job description is the same as the Senior Center Coordinator
- Current pay for the Office Assistant is $30,430
- The Senior Center Director's salary was at Pay Grade 7, Step 1, $32,693 when laid off in 2009

Mr. Altergott is asking the Committee to approve the job description and recommend a salary. Administrator Schornack stated that the new position and salary will be effective January 1.

Motion Werderman, second Wing, to approve the Senior Center Coordinator job description as presented and forward to the Village Board.

Discussion continued regarding the education / experience qualifications for the position. Mr. Altergott stated that the wording was recommended by the Labor Attorney to reclassify the existing employee.

Motion carried without negative vote.

Discussion continued on a salary recommendation for the position.

Motion Hughes, second Wing, to recommend a salary at Pay Grade 7. Motion carried without negative vote.

The Committee requested additional information for the comparables regarding exact salary of the employee and years of service.

HEALTH BENEFIT PLAN DISCUSSION (PLAN MODIFICATIONS): Finance Director Rath worked with Snyder Insurance on the proposal for changes in the health plan. She reviewed the proposal with the Committee, which included:

- Increase in deductibles
  - ✓ Gold Plan from $250 to $750 individual; $750 to $2,250 family
  - ✓ Silver Plan from $2,000 to $2,250 individual; $4,000 to $4,500 family
- Increase in annual co-insurance
- Increase in annual out of pocket
- Adding a co-pay
  - ✓ $20 office visit for primary care
  - ✓ $35 office visit for specialist
  - ✓ $50 office visit for urgent care
  - ✓ $125 emergency room (waived if admitted)
- Additional premium share
  - ✓ 5% premium increase; 12% employee match
- Change in prescription ranges
  - ✓ Currently $10 / $20 / $40; change to $10 / $35 / $70

Ms. Rath stated that there would be an estimated 5% savings in claims and $60,000 savings estimated with the proposal.

Cheryl Lindquist of Snyder Insurance was present for discussion. She answered questions from the Committee on the proposed changes to the plan.

Motion Wing, second Werderman, to forward to the Village Board with a positive recommendation approval of the proposed changes in the health insurance plan. Motion carried. Ayes: 3 (Werderman, Wing, Zabel). Nays: 1 (Hughes).

REVIEW OF LAND SALES BETWEEN WATER UTILITY AND TIF #4: Finance Director Rath reviewed the land purchase with the Committee. The Water Utility purchased land in TID #4 in 2005 for construction of Well #11. The 1.6978 acre parcel was not used, and it was determined that the Water Tower site would be a better use. An additional sliver of land next to the Water Tower site was purchased by the Water Utility. A determination needs to be made on whether TIF #4 should purchase back the unused land from the water utility and the cost. Ms. Rath suggested that the land be retained in the water utility as TIF #4 is not that solvent.

Discussion followed on the option of the water utility selling the land to the TIF, the price, and the property acquisition and settlement agreement figures.

Motion Hughes, second Wing, to follow the recommendation of the Finance Director and pay the water utility when the land sells. Motion failed due to a tie vote. Ayes: 2 (Hughes, Zabel). Nays: 2 (Werderman, Wing).

Motion Wing, second Werderman, directing that TIF #4 pay the water utility for the land. Motion carried without negative vote.

UPDATE ON ACT 10 AND WISCONSIN RETIREMENT CONTRIBUTIONS TO END OF YEAR: Finance Director Rath reviewed the memo with the Committee. The projected amount for deduction from employee paychecks for the Wisconsin Retirement by year end is $40,230. The unbudgeted savings could be used to pay towards the unfunded liability loan from the Sewer Utility. The loan balance is currently $137,000, and the projected payment from existing budget calculations would be $56,000. If the liability payment was not made in 2012, it could reduce the budget by approximately $55,000.

Discussion followed on possible uses for the $40,000 savings for 2011.

Motion Wing, second Hughes, to use the $40,000 of savings from the implementation of Act 10 to pay towards debt to the Sewer Utility Unfunded Liability Loan, and not make the payment in 2012. Motion carried without negative vote.

REPORTS:

Monthly Year to Date Financials - Revenue and Expense Report – All Funds – No discussion.

Health and Dental Plans – Finance Director Rath reviewed the report with the Committee.

Trustee Wing was excused from the meeting at 9:28 p.m.

Impact Fees Financial Reports – Finance Director Rath reported that three new homes were added in Hilltop Highlands Mobile Home Park.

TIF Financial Updates – No report.

Accounts Payable – No discussion.

Monthly Code Violation Reports:
Building Inspection Department and Planning Department – No discussion.

C.I.P. Projects – Finance Director Rath answered questions from the Committee.

Letter of Credit Summaries:
Building Inspection Department, Public Works Department, and Planning Department – Administrator Schornack answered questions from the Committee.

Summary of all Village Contracts – Discussion followed on the legal services contract expiring on March 1, 2012, and if the Village should send out RFP's or if the contract is on auto renewal. Consensus of the Committee is to have Administrator Schornack discuss the contract renewal with Attorney DeStefanis prior to further discussion.

MEETING DATES:

- ✓ The next regular meeting is scheduled for Tuesday, October 25, 2011 at 6:30 p.m.
- ✓ The November meeting will be held on November 22, 2011 at 6:30 p.m.
- ✓ The December meeting is scheduled for December 27, 2011 and will need to be rescheduled.
- ✓ A meeting will need to be scheduled for re-writing and re-structuring the employee manual. Finance Director Rath and Administrator Schornack recommend the Labor Attorney be present at a Committee of the Whole meeting to discuss benefit levels and new rules. Administrator Schornack will discuss with Village President Wolter a possible meeting on Thursday, October 13, 2011 at 6:00 p.m.

ADJOURNMENT: There being no further business, the meeting was adjourned at 9:48 p.m.

Respectfully Submitted,

Christine M. Micka, CMC/WCMC
Deputy Clerk