

**VILLAGE OF GERMANTOWN  
GENERAL GOVERNMENT & FINANCE COMMITTEE  
MEETING MINUTES  
April 30, 2012**

**CALL TO ORDER:** The meeting was called to order at 4:05 p.m. by Chairperson Zabel.

**ROLL CALL:** Chairperson Zabel and Trustee Members Kaminski and Vanderheiden. Also present President Wolter (arrived at 5:08 p.m.), Trustee Ewert, Administrator Schornack, Finance Director Rath, Park and Recreation Director Altergott, Deputy Clerk / PC Technician Lofy, Community Development Department Director Retzlaff, Attorney Sajdak, and Deputy Clerk Micka. Absent: Trustee Werderman.

**APPROVAL OF MINUTES:** *Motion Vanderheiden, second Kaminski, to approve the minutes from the March 26, 2012 meeting. Motion carried without negative vote.*

**PUBLIC COMMENT:** No-one addressed the Committee.

**REQUEST TO PURCHASE VILLAGE HALL SERVER:** Park and Recreation Director Altergott and Deputy Clerk / PC Technician Lofy were present to discuss the purchase of the Village Hall Server. The Village Hall server that holds all documents, spreadsheets, e-mails, etc. was included in the budget for 2012. Park & Recreation Director Altergott reviewed the two quotes received from Schultz & Bernstein and CDW-G for a server and installation. Mr. Altergott and Ms. Lofy answered questions from the Committee, and recommended purchase of the server from Schultz & Bernstein.

Discussion followed on the quotes for installation and state built contract.

***Motion Kaminski, second Vanderheiden, to forward to the Village Board approval of the quote from Schultz & Bernstein in the amount of \$8,812 for account #10-517-570-8100. Motion carried without negative vote.***

**BUILDING INSPECTOR VACANCY:** Community Development Department Director Retzlaff was present to review his packet and recommendation with the Committee. Electrical Inspector Downing is retiring from the Village and his last day of duty will be June 14. The electrical inspector position is the only building inspector position that is currently filled.

Discussion followed on the following topics:

- Employee Vacancy Justification Worksheet
- Recommendation Summary
- Detailed Discussion and Analysis
- Type and Availability of Private-Contractual Services
- Current Staff, Level and Quality of Service
- Cost (Revenue vs. Expense)

Discussion continued:

- Recommendations
  - ✓ Attempt to fill the vacant Electrical Inspector position with a new employee
  - ✓ Authorize the Village Administrator / Department Director to post a Job Notice
  - ✓ Authorize the Village Administrator / Department Director to revise and rename the “Electrical Inspector” Job Description to reflect all the various duties, responsibilities and required certifications
  - ✓ Authorize the Village Administrator / Department Director to retain contractual services from an independent contractor(s) in the event the hiring process extends beyond June 14

***Motion Kaminski, second Vanderheiden, to authorize staff to retain contractual services if there is a gap with the hiring process, and provide additional information at the next committee meeting. Motion carried without negative vote.***

#### **REVISIONS TO THE VILLAGE SIGN CODE REGARDING ELECTION AND**

**RUMMAGE SALE SIGNS:** Attorney Sajdak discussed possible revisions to the election sign code. He proposed a simple change to address the concern of interpreting the code.

Attorney Sajdak suggested the following revisions to Section 9.19(2), of the Municipal Code, Requirements and Restrictions for Posting of Signs:

- (a) Remain the same
- (b) Add “with the consent of the property owner”
- (c) Language changed to add “not placed on Village property”
- (d) Keep language that signs are placed only on the buildable side of any public sidewalk

President Wolter arrived at 5:08 p.m.

Discussion followed with the committee recommending an additional change under (f) that the resident has the right to remove signs.

***Motion Kaminski, second Vanderdeiden, approve the revisions under (b) and (f) of Section 9.19(2) of the Municipal Code and forward to the Village Board. Motion carried without negative vote.***

Attorney Sajdak asked for direction from the Committee on what to specifically identify in the code regarding rummage sale signs. Discussion followed, noting that there are issues with temporary signs (church and community events); rummage sale signs put out on Friday and removed by Public Works crews; and no staff to enforce the code on weekends. There have been many complaints received from residents when rummage sale signs are removed by staff if not placed correctly. Chapter 17 addresses

temporary signage, and it is questioned if rummage sale signs should be under this section or treated as election signage.

***Motion Kaminski, second Vanderheiden, to direct staff to modify rummage sale signs with Chapter 17 of the Municipal Code. Motion carried without negative vote.***

**REVIEW AND UPDATE CHAPTER 1, SUBCHAPTER 2, OF THE MUNICIPAL CODE OF ORDINANCES REGARDING BOARDS AND COMMISSIONS:** Trustee Zabel stated that there are variations with the appointment process, especially with the appointment term, if it is an annual appointment or for the term of the elected trustees.

The Committee consensus was to obtain additional information from Attorney Sajdak and table this item until the next committee meeting.

**REPORTS:**

**Monthly Year to Date Financials:**

**Revenue and Expense Report – All Funds:** Finance Director Rath reviewed the revenue and expenses through April. She reported that revenues were healthy, expenses are not an issue, water utility is tracking normal, and the sewer utility increase has been implemented. Finance Director Rath asked if the committee would like a report from Ehlers & Associates for guidance on investments for reserve funds and a better rate of return. The consensus of the committee was to schedule a presentation from Ehlers at a future meeting.

Attorney Sajdak was excused from the meeting at 6:43 p.m.

**Health and Dental Plans:** No discussion.

**Impact Fees Financial Reports:** Finance Director Rath reviewed the report with the Committee, noting that home construction is low.

**TIF Financial Updates:** No report.

**Accounts Payable:** No discussion.

**Monthly Code Violation Reports: Building Inspection Department and Planning Department:** Administrator Schornack answered questions from the committee.

**C.I.P. PROJECTS:** Finance Director Rath noted that borrowing funds have been received.

**Letter of Credit Summaries: Building Inspection Department, Public Works Department, and Planning Department:** No discussion.

**Summary of all Village Contracts:** Administrator Schornack reported that updates were received from Department Directors.

**MEETING DATES – Discuss Future Meeting Dates and Times:** The committee discussed options for future meeting dates and times. It was the consensus of the Committee to meet on the Tuesday following the second Village Board meeting of the month at 5:00 p.m. The next committee meeting will be Tuesday, May 22, 2012 at 5:00 p.m.

**ADJOURNMENT:** There being no further business, the meeting was adjourned at 5:58 p.m.

Respectfully Submitted,  
Christine M. Micka, CMC/WCMC  
Deputy Clerk