

**VILLAGE OF GERMANTOWN
GENERAL GOVERNMENT & FINANCE COMMITTEE
MEETING MINUTES
August 28, 2012**

CALL TO ORDER: The meeting was called to order at 5:00 p.m. by Chairperson Zabel.

ROLL CALL: Chairperson Zabel and Trustee Members Baum (arrived at 5:08 p.m.), Kaminski and Vanderheiden. Also present Attorney Sajdak, Finance Director Rath, Park and Recreation Director Altergott, and Deputy Clerk Micka.

APPROVAL OF MINUTES: *Motion Kaminski, second Vanderheiden, to approve the minutes from the July 17, 2012 meeting. Motion carried without negative vote.*

PUBLIC COMMENT: No-one addressed the Committee.

INTERNET SERVICE AT VILLAGE HALL: Park & Recreation Director Altergott reviewed the memo from Administrator Schornack to the Committee. The Village is looking at increasing the internet speed and Time Warner Cable informed the Village that higher speed coaxial internet service will be available in the fall. Mr. Altergott stated this option would be a short term solution, the cost is \$73.55 per month, and the Village Administrator will direct Time Warner to switch Village Hall to the new higher speed service when it is available. The Germantown Community Library will be contacted to see if there is interest in joining the Village Hall internet service.

ORDINANCE AMENDING SECTION 9.19 OF THE MUNICIPAL CODE OF GERMANTOWN RELATING TO THE REGULATION OF ELECTION CAMPAIGN

SIGNS: Attorney Sajdak reviewed the proposed ordinance with the Committee. Village President Wolter has requested that the attorney review the current ordinance. Attorney Sajdak reviewed the history of the ordinance. The Village had a policy in place for a long time for placement of campaign signs in public right-of-way and most residents are not aware of the right-of-way line, noting Pilgrim Road as an example. The policy was updated a few years ago, and that change created problems with the last few elections.

Trustee Baum arrived at 5:08 p.m.

Attorney Sajdak reviewed the proposed ordinance. He cited first amendment rights, signs are prohibited in some areas and allowed in others, and not being more restrictive than necessary. He noted that the proposed ordinance meets these goals. At the last election, calls were received from the Democratic Party and some citizens with concerns of signs being placed for preferred candidates. The proposed ordinance changes were suggested by the Democratic Party of Wisconsin requesting signs be prohibited in public right-of-way. He stated that the proposed ordinance leaves the Village with the least potential liability.

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Attorney Sajdak continued discussion with the Committee, noting that surrounding communities are also changing their ordinances and not allowing campaign signs in right-of-way. The current code content is neutral designed to achieve appropriate governmental interest. Discussion followed on the 9.19(2)(f) amendment for removal of campaign signs not placed properly in the Village.

Motion Baum, second Vanderheiden, to approve the proposed ordinance amending Section 9.19 of the Municipal Code relating to the regulation of election campaign signs.

Terry Bessler, W157 N9780 Glenwood Road, spoke to the Committee. He stated he has lived in the village for 25 years, his property is north of Cousins, he has always been able to place signs in the right-of-way, and he felt the proposed ordinance takes away his rights.

Jeff Christenson, 5th Congressional Chair of the Democratic Party, spoke to the Committee. He stated that this issue was brought forward because of a concern with the way the current ordinance was written. Public property rights were given to adjacent property owners, and the request is for equal access to public owned property, not private property. He stated that abutting property owners should not have rights over the public right-of-way.

Motion carried. Ayes: 3. Nays: 1 (Zabel).

Attorney Sajdak was excused from the meeting at 5:45 p.m.

VILLAGE WEBSITE UPGRADE PROPOSAL: Park & Recreation Director Altergott reviewed the proposal with the Committee. He stated there have been inquiries from a few Trustees about updating the village website. The Village is tied to Ruekert & Mielke (R&M) with the GIS system, and the last update took place in 2008. The current site allows staff to update the news and announcements area and the rest of the updates are done by R&M on Tuesdays and Fridays at 3:00 p.m. The current site was an improvement, but lacks the features that allow staff to effectively communicate with the public.

Mr. Altergott contacted two firms with experience in the design of government websites looking for budget numbers for discussion. *Civic Plus* only focus is government websites and is used by Brookfield and Menomonee Falls. *Wisnet.com* has government and private customers, and is used by Washington County and Mayville.

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Discussion followed:

- Functionality of the current Village website;
- Looking at local firms for comparison;
- Contacting the Chamber of Commerce for information;
- If competitive bids should be requested;
- The two firms contacted are hosted out of state;
- The ability for staff to provide information quickly and accurately on the website;
- Obtaining more information as to what the Village requirements are for the website;
- Contacting other government agencies as to why they use their current firm; and
- If room tax money can be used for the website fees.

The Committee directed Park & Recreation Director Altergott to provide more information for discussion at the September Committee meeting.

OVERVIEW/SUMMARY OF OPEN BOOK – Jim Danielson of Accurate Appraisal:

Jim Danielson of Accurate Appraisal was present to summarize the Open Book period with the Committee. He noted that the market is down; equalized value is down \$100 billion; assessments are up \$4 million due to new construction; in 2011 the assessment ratio was 102.6%; and the assessment ratio is up to 107% (residential is 109% and commercial is 105%). He reported that 36 residents responded to open book, half in person and half by phone. The Board of Review heard one case and upheld the property value. There was a decrease of \$1.7 million in assessments, and one third was for one property.

Mr. Danielson concluded his report by answering questions from the Committee.

AGREEMENT WITH ACCURATE APPRAISAL FOR ASSESSMENT SERVICES:

Jim Danielson of Accurate Appraisal reviewed the proposed agreement with the Committee that provided four options. He reported that the last market revaluation was done in 2008. The next revaluation year will be up to the Board.

Motion Kaminski, second Baum, to approve Option B for a three year contract with Accurate Appraisals, with one year market revaluation, at a cost of \$54,500 per year. Motion carried without negative vote.

Chairperson Zabel directed that this item be placed under New Business at the next Village Board meeting.

Motion Kaminski, second Baum, to move to agenda item Insurance Brokerage Services Presentations. Motion carried without negative vote.

INSURANCE BROKERAGE SERVICES PRESENTATIONS: Al Campbell of Eagle America Health and Carmen Winkelman and Cheryl Lindquist of Snyder Insurance were present for discussion.

Al Campbell, W164 N11139 Kings Way, addressed the Committee. He has been in the health insurance field for 35 years and is very active in the state association, serving as an officer and on the board. Eagle America Health works with self-insured plans, and he would like to review our plan and offer health care alternatives for the Village. He stated he does not use an Agent of Record Letter and is requesting the opportunity to bid on the Village insurance brokerage services.

Discussion followed on Agent of Record Letters. The letter is used for property, casualty and liability insurance, and would lock out other businesses. It was noted that the letter is not normally used for health insurance.

Carmen Winkelman of Snyder Insurance provided a binder of information for the Committee and gave a presentation which included:

- Executive Summary of Snyder Insurance Agency:
 - ✓ Background of staff;
 - ✓ Partial list of clients; and
 - ✓ Letters of Recommendation
- Services Provided:
 - ✓ Core Services;
 - ✓ Financial Impact;
 - ✓ Plan Administration;
 - ✓ HPS graph;
 - ✓ Plan design;
 - ✓ HSA plans;
 - ✓ Data analysis;
 - ✓ Human Resources tools; and
 - ✓ Insurance seminars
- Wellness Services; and
- Human Resource Services

Cheryl Lindquist explained the fee structure and the process for obtaining quotes for services.

A long discussion followed on obtaining quotes for insurance brokerage services; stop loss carrier quotes; fully insured quotes; and all types of brokerage services, with all agents in attendance providing input.

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Finance Director Rath stated she is comfortable with Snyder Insurance and the service they provide to the Village. She has built a relationship of trust with the company, and has contact with them almost daily. She questioned what items should be requested for an RFP for health insurance brokerage services. Discussion noted that the following information should be requested: the cost of stop loss coverage; what does the company charge (per employee or per month fee); the percentage of stop loss fees; and a list of services provided.

A long discussion followed between the Committee, staff, and insurance representatives. The consensus of the Committee was to direct staff to obtain quotes for services to be discussed at the October Committee meeting from the two firms present.

AFLAC/WAGeworks MEDICAL CARE EXPENSE REIMBURSEMENT

AGREEMENT: Finance Director Rath discussed the medical care expense reimbursement agreement with the Committee. Aflac is changing the provider that administers the employee medical care reimbursement service to WageWorks. Aflac has administered this service at no cost to the Village as long as they had employee access for their other services. WageWorks will charge \$5.50 per month per employee for this service. Kathy Reeves, our Aflac representative, will cover the monthly cost for October, November, and December. An agreement will need to be signed for the three month period with WageWorks.

Snyder Insurance informed the Village that other companies offer this service, including our third party administrator, Cypress Benefit Administrators. The Finance Director will research other companies to determine their cost for this same service and bring the information back for discussion at a future meeting.

Motion Kaminski, second Baum, to approve the three month contract with WageWorks while other options are researched. Motion carried without negative vote.

DISCUSSION ON 2013 BUDGET PROCESS: Finance Director Rath prepared information for the Committee to review for the 2013 budget meetings. The following attachments were reviewed by the Committee:

- 2012 Equalized Values - \$2,248,649,300, a drop of 4%;
- TID Valuations;
- Net New Construction Report – 0.71% Growth;
- Preliminary Property Levy Worksheet; and
- Point & Pay – online tax payment program.

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Finance Director Rath noted that the state allowable budget limit is \$10,742,181. She would like to implement the County Point & Pay as an option for tax payments. Washington County uses Point & Pay and will provide the service at no cost to the Village. There is a credit card fee that would be paid by the resident.

The Committee reviewed the information in the packet and discussed the budget process.

REPORTS:

Monthly Year to Date Financials:

Revenue and Expense Report – All Funds;

Health and Dental Plans;

Impact Fees Financial Reports;

Accounts Payable;

Monthly Code Violation Reports: Building Inspection Department and Planning Department;

C.I.P. PROJECTS;

Letter of Credit Summaries: Building Inspection Department, Public Works Department, and Planning Department;

Summary of all Village Contracts; and

Status of Building Inspection Services.

Chairperson Zabel asked if there were any questions from Committee members on any of the reports on the agenda.

Discussion followed on the calendar of meeting dates for the budget discussions that are normally held on Thursdays in September and October. Finance Director Rath was directed to contact Board members for their availability on other evenings and revise the meeting dates.

NEXT MEETING: The next committee meeting will be Tuesday, September 18, 2012 at 5:00 p.m.

ADJOURNMENT: There being no further business, the meeting was adjourned at 7:57 p.m.

Respectfully Submitted,

Christine M. Micka, CMC/WCMC
Deputy Clerk