

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

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

ROLL CALL: Chairperson Zabel and Trustee Member Wing. Also present Trustee Ewert, Administrator Schornack, Finance Director Rath, and Deputy Clerk Micka. Absent and excused: Trustees Hughes and Werderman. Chairperson Zabel appointed Trustee Ewert to sit on the Committee in the absence of two trustee members.

APPROVAL OF MINUTES: *Motion Wing, second Ewert, to approve the minutes from the January 24, 2012 meeting. Motion carried without negative vote.*

PUBLIC COMMENT: No-one addressed the Committee.

REVIEW BOARD OF ZONING APPEALS APPLICATION FEE: At the request of the Committee, the Village Clerk performed a survey of municipalities in Washington County requesting information on fees for Board of Zoning Appeals. The Committee reviewed the survey, noting that our fees are higher than some municipalities; copies are required by several municipalities, while we make the copies; one municipality required a bond; and most municipalities did not refund the fee.

Discussion followed regarding refunding of the application fee if the appellant could prove they were right. It was noted that the Village Planner's review of the fee included all staff time involved with an appeal. The Committee consensus was to allow the appellant to request refunding of the fee, and the decision would be made on a case-by-case basis.

Motion Wing, second Ewert, to include language on the Board of Zoning Appeals application that appellants disputing an administrative decision that win their case can appeal to the Village Board to have the fee refunded. Motion carried without negative vote.

Motion Wing, second Ewert, to move to New Business, Request for Funds for Resurfacing of the Kinderberg Park Tennis Courts. Motion carried without negative vote.

REQUEST FOR FUNDS – RESURFACING OF THE KINDERBERG PARK TENNIS COURTS: Park & Recreation Director Altergott reviewed his request for preventative maintenance of the Kinderberg Tennis Courts.

Motion Wing, second Ewert, to forward to the Village Board approval of the bid from Frank Armstrong Enterprises at a cost not to exceed \$16,668 to resurface the tennis court at Kinderberg Park. Motion carried without negative vote.

RESOLUTION – ESTABLISHING A FEE SCHEDULE FOR WEIGHTS AND MEASURES DEVICES REQUIRED UNDER SECTION 12.26 OF THE MUNICIPAL CODE: *Motion Ewert, second Wing, to approve the resolution establishing a fee schedule for weights and measures devices. Motion carried without negative vote.*

WORKFORCE HEALTH SERVICES AGREEMENT – OCCUPATIONAL HEALTH SCREENING AND ASSESSMENT SERVICES: Finance Director Rath reviewed the agreement with the Committee. The agreement covers health risk assessments, random drug screenings, and new hire physicals.

Motion Wing, second Ewert, to approve the agreement with Workforce Health Services Agreement for one year. Motion carried without negative vote.

EMPLOYEE DEMOGRAPHICS REPORT: Trustee Zabel requested a spreadsheet of from the Finance Director of current employees broken down by age and total hours of benefit sick accrual.

The Committee reviewed the report and the effect on the budget for sick payouts. Finance Director Rath would like to create a fund in the budget for future retirement sick payout benefits.

Motion Ewert, second Wing, to place the Employee Demographics Report on file until the 2013 budget review. Motion carried without negative vote.

CONCEAL CARRY CLASS REVENUE REPORT: The Committee reviewed the report requested by Trustee Zabel from Finance Director Rath giving an overview of the class costs and revenue generated.

REPORTS:

Monthly Year to Date Financials:

Revenue and Expense Report – All Funds: Finance Director Rath reviewed the reports with the Committee. The summary sheets for utilities ended in the black, a rate increase in January will help the sewer utility, maintenance expenses for utilities have gone down, and a more concise report will be provided next month.

Health and Dental Plans: Finance Director Rath reported that the 2011 claims are slowing down, \$172,000 is outstanding as revenue for stop loss claims for health, and the plan took a big hit this year. Discussion followed regarding possibly using extra revenues to boost the health plan. The Dental Plan is doing well, and Finance Director Rath stated that the annual maximum of \$1,000 could be raised.

Impact Fees Financial Reports: Finance Director Rath reviewed the report with the Committee. Fire and Library are using their funds for debt; water is paying for debt on the well; Police could get an extension for three years or stop collecting and give the money back; and Park and Recreation is for growth, and there may be a way to redo the fee to a Chapter 236 fee. Finance Director Rath will provide more information at the next meeting.

TIF Financial Updates: No report.

Accounts Payable: No discussion.

Monthly Code Violation Reports: Building Inspection Department and Planning Department: The Committee reviewed the monthly code violation reports.

C.I.P. PROJECTS: The Committee reviewed the C.I.P. project report.

Letter of Credit Summaries: Building Inspection Department, Public Works Department, and Planning Department: The Committee reviewed the Letter of Credit Summary reports.

Summary of all Village Contracts: Administrator Schornack answered questions from the Committee on the Village Contract report.

MEETING DATES: The next committee meeting will be Tuesday, March 27, 2012 at 6:30 p.m.

ADJOURNMENT: There being no further business, the meeting was adjourned at 7:38 p.m.

Respectfully Submitted,

Christine M. Micka, CMC/WCMC
Deputy Clerk