

**VILLAGE OF GERMANTOWN
GENERAL GOVERNMENT & FINANCE COMMITTEE
MEETING MINUTES
March 26, 2012**

CALL TO ORDER: The meeting was called to order at 4:32 p.m. by Chairperson Zabel.

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

APPROVAL OF MINUTES: *Motion Wing, second Hughes, to approve the minutes from the February 28, 2012 meeting. Motion carried without negative vote.*

PUBLIC COMMENT: No-one addressed the Committee.

Motion Wing, second Hughes, to move to New Business: Memo from Park & Recreation Director Brett Altergott requesting unpaid days off for regular part-time employees for bereavement leave. Motion carried without negative vote.

MEMO FROM PARK AND RECREATION DIRECTOR BRETT ALTERGOTT REQUESTING UNPAID DAYS OFF FOR REGULAR PART-TIME EMPLOYEES FOR BEREAVEMENT LEAVE: Park and Recreation Director Altergott reviewed his memo with the Committee requesting a policy update to include three unpaid days off for permanent part-time employees for bereavement leave so they would not be forced to use vacation time. The current policy allows for three paid days off for bereavement leave for full-time employees, while permanent part-time employees must use paid time off. He noted that there were two incidents in the last two months for permanent part-time employees needing bereavement leave, and that this policy would also affect Library personnel.

Discussion followed, noting that regular part-time employees are classified as working over 20 hours a week with five years of employment; part-time employees need to work part-time continuously; this policy affects the Park and Recreation Department and Library employees; and if the policy should be changed to include the same language used for vacation time.

Motion Wing, second Hughes, to direct staff to draft a policy for bereavement leave for regular part-time employees to be prorated and paid the same as for vacation. Motion carried without negative vote.

RESOLUTION – AUTHORIZING THE WRITE-OFF OF DELINQUENT ACCOUNTS RECEIVABLE (AMBULANCE): Finance Director Rath discussed her memo regarding the proposed resolution for the write-off of delinquent accounts receivable for ambulance invoices.

Motion Hughes, second Wing, to forward the proposed resolution authorizing the write-off of delinquent accounts receivable for ambulance invoices to the Village Board with a positive recommendation. Motion carried without negative vote.

RESOLUTION – AUTHORIZING THE CHARGE-OFF OF UNCOLLECTED 2010

DELINQUENT PERSONAL PROPERTY: Finance Director Rath discussed her memo with the Committee regarding uncollected 2010 delinquent personal property taxes. The Village's share is \$4,701.45 and the majority of the accounts are either out of business or no longer in the Village.

Motion Wing, second Hughes, to forward the proposed resolution for the charge-off of uncollected 2010 delinquent personal property taxes to the Village Board with a positive recommendation. Motion carried without negative vote.

CREDIT CARD SERVICES AGREEMENT – BETWEEN THE VILLAGE OF GERMANTOWN AND EMPLOYEE / STAFF MEMBER:

Finance Director Rath discussed the proposed agreement with the Committee. The credit card company requires an individual's social security number for the credit cards even though they are in the name of the Village. The individual card holder is responsible for the charges and payment along with the Village. The cards are assigned to individuals, but are used by more than one employee, so a request is being made for an agreement to protect the individual's who are being asked to submit their social security number for a Village card, and also to have a procedure in place when the Village needs a new card or for renewal.

Motion Hughes, second Wing, to forward the proposed credit card services agreement between the Village of Germantown and Employee / Staff Member to the Village Board with a positive recommendation.

LETTER FROM GEORGE HERRO ON BEHALF OF THE GERMANTOWN KIWANIS CLUB REQUESTING WAIVER OF VENDING MACHINE FEES:

Administrator Schornack reviewed the request received from the Germantown Kiwanis Club requesting waiver of vending machine license fees. The Club is considering purchasing coin operated candy machines throughout the Village and is requesting that the Village waive the coin operated machine license fee for non-profit organizations.

Motion Wing, second Hughes, to approve waiving the coin operated machine license fee for the Germantown Kiwanis Club.

It was noted that an amendment would be needed to the Village Code to allow for waiving of fees for non-profit organizations.

Motion Zabel, second Wing, to amend the motion and direct staff to update the code to allow the Village Board to waive fees for non-profit organizations.

Motion to amend carried without negative vote.

Motion to approve as amended carried without negative vote.

Motion Hughes, second Wing, to review the code for coin operated machine licenses during the 2013 budget review. 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 discussed the last stop loss payment received and answered questions from the Committee.

Impact Fees Financial Reports: Finance Director Rath reviewed the report with the Committee.

TIF Financial Updates: No report.

Accounts Payable: Finance Director Rath answered questions from the Committee.

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

C.I.P. PROJECTS: Finance Director Rath reported that the finalization of the loan is tomorrow and the finalization of carry-over for the capital projects will be on the next Village Board agenda.

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: No discussion.

MEETING DATES: The next committee meeting will be Tuesday, April 24, 2012 at 6:30 p.m.

ADJOURNMENT: There being no further business, the meeting was adjourned at 5:34 p.m.

Respectfully Submitted,

Christine M. Micka, CMC/WCMC
Deputy Clerk