

**VILLAGE OF GERMANTOWN
GENERAL GOVERNMENT & FINANCE COMMITTEE
MEETING MINUTES
May 22, 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, Kaminski and Vanderheiden. Also present President Wolter (arrived at 6:03 p.m.), Trustee Ewert (arrived at 5:08 p.m.), Administrator Schornack, Finance Director Rath, Community Development Department Director Retzlaff, Police & Fire Commission Chairperson Adair, Members of the Germantown Fire Department and Deputy Clerk Micka.

APPROVAL OF MINUTES: *Motion Vanderheiden, second Kaminski, to approve the minutes from the April 30, 2012 meeting. Motion carried without negative vote.*

PUBLIC COMMENT: Lynnae Langmann, N99 W21950 Indian Parkway, addressed the Committee. She had questions and concerns regarding the Public Safety Director Position on the agenda. She asked for open discussion on the benefits and costs, questioned how the position was created, responsibility for job duties, and expressed staffing concerns.

BUILDING INSPECTOR VACANCY: Community Development Department Director Retzlaff was present to review his updated packet following the discussion at the last meeting.

Mr. Retzlaff gathered additional information and sample contracts from two municipalities for private inspection services. He also stated he was contacted by the City of West Bend regarding the idea of sharing building inspection services, where the Village would purchase inspection services from the City on a contractual basis.

Trustee Ewert arrived at 5:08 p.m.

The Committee reviewed and discussed the two contracts from other municipalities.

Discussion followed:

- Current hourly rate including expenses and benefits for the Electrical Inspector;
- The process that firms use to charge for full time services;
- Current Inspector is working 40 hours a week and the workload is increasing;
- If contracted services would provide additional inspectors if required;
- If this would continue to be a union position; and
- There is a plan for temporary help during the vacancy.

Mr. Retzlaff also discussed that the Water Superintendent has a cross-connection inspection program for \$7,000 / year, and the new inspector could be hired to do these inspections.

Discussion continued on options. The Committee consensus was to direct staff to gather additional information on shared services for discussion at the next meeting.

Motion Vanderheiden, second Baum, to move to New Business, Ordinance Creating Public Safety Director Position and Approving Job Description. Motion carried without negative vote.

ORDINANCE – CREATING PUBLIC SAFETY DIRECTOR POSITION AND

APPROVING JOB DESCRIPTION: Administrator Schornack presented the ordinance drafted by Attorney Sajdak creating the position of Public Safety Director.

Police & Fire Commission Chairperson Adair was present and expressed concerns regarding how the person is appointed, noting that the Police & Fire Commission would appoint the person for the position, and the Village would create the position.

Discussion followed on the job description:

- If it should incorporate the Police & Fire Commission;
- Work loads of Police Chief and Fire Chief;
- Both Chiefs will keep their positions and responsibilities;
- Director of Public Safety will oversee day to day responsibilities of both departments; and
- Village Administrator's duties will remain the same.

Patrick Adair, Chairperson of the Police & Fire Commission, spoke and expressed concerns with how the job description was written. He referred to the Police & Fire Commission manual on the process for hiring a Chief, and suggested a term limit for this position.

Larry Prodoehl, W140 N10111 Fond du Lac Avenue, spoke stating that term limits should be established first, he did not feel this position was needed, the Administrator should oversee personnel, and this would be more costly.

Ron Kohls, N140 W13501 Cedar Lane, stated he has resided here since 1977, has seen many foreclosures, and questioned the funding for this new position.

Lynnae Langmann, N99 W21950 Indian Parkway, questioned who is responsible for all job duties, where is the streamlining, and why is this position needed.

Administrator Schornack responded to the concerns brought forward. He stated he is not looking for a salary increase, the Police Chief might gain an additional \$10,000 for the new position and that he is also Director of Emergency Services, and that there will be more accountability, management, and coordination with the new position.

Discussion followed noting that this is an administrative position, the Fire Chief and Police Chief will direct activities and operations of both departments, it would be more efficient, and the Village Attorney and Labor Attorney were both involved in drafting the ordinance.

The Committee reviewed the proposed ordinance creating the Public Safety Director position, and suggested the following changes:

- Section 1.12(1) Appointment and Term (a) The Public Safety Director shall be a recommendation by the Administrator and Village Board and appointed by the Police and Fire Commission, for a term limit of three years.

Pat Adair, Police & Fire Commission Chairperson, stated that if the Village Board creates the position, term, and salary, interviewing and hiring is done by the Police & Fire Commission.

Trustee Baum was excused from the meeting at 6:00 p.m.

President Wolter arrived at 6:03 p.m.

Motion Kaminski, second Vanderheiden, to forward to the Public Safety Committee approval of the ordinance creating the Public Safety Director position with the suggested changes to Section 1.12(1)(a).

President Wolter addressed the Committee. He stated that this position is needed because it is best for Germantown, budgets would be in line with one administrator, and that the Police & Fire personnel are professionals and we support them with good management. He encouraged additional discussion on this position.

Trustee Ewert addressed the Committee. He stated that discussion on this item has changed often, he feels the first priority is to save money, and he suggested coming up with a solid plan.

Motion carried. Ayes: 2 (Kaminski, Vanderheiden). Nays: 1 (Zabel).

Discussion followed on the job description for the Public Safety Director.

- Police & Fire Commission does not discharge or discipline officers - once suspended, an officer can appeal to the Police & Fire Commission;
- If there is a citizen complaint, the Police & Fire Commission can do an investigation;
- Discipline is up to the Police Chief and Fire Chief;
- Police & Fire Commission can hire, fire, and discipline the Chiefs; and
- All Department Directors are accountable to the Village Administrator.

Motion Vanderheiden, second Kaminski, to forward to the Public Safety Committee approval of the job description and review of the flow chart for the Public Safety Director in compliance with the ordinance. Motion carried without negative vote.

Motion Vanderheiden, second Kaminski, to move to New Business, Presentation by Jim Mann of Ehlers & Associates. Motion carried without negative vote.

PRESENTATION BY JIM MANN OF EHLERS & ASSOCIATES: TIF DISTRICTS; TIMING AND LOGISTICS OF CLOSING OUT A TID; AND GENERAL DISCUSSION:

Jim Mann of Ehlers & Associates was present to discuss the TIF Districts with the Committee. He stated that the Village is in a position to close TIF #3 and TIF #5 in 2013 after revenues are collected and the new figures are available in August.

Administrator Schornack was excused from the meeting at 6:30 p.m.

Mr. Mann reviewed the following with the Committee:

- Tax Increment District No. 3 Tax Increment Projection Worksheet
- Tax Increment District No. 3 Cash Flow Pro Forma
- Tax Increment District No. 4 Tax Increment Projection Worksheet
- Tax Increment District No. 4 Tax Increment Projection Worksheet – Phase I
- Tax Increment District No. 5 Tax Increment Projection Worksheet and Cash Flow Pro Forma
- Process for closing a TIF
 - ✓ August 1 Equalized Value numbers are finalized
 - ✓ Numbers are sent to the Clerk to review for errors
 - ✓ Adopt a resolution
 - ✓ 60 days to notify the Department of Revenue
 - ✓ Auditors compile report

Mr. Mann concluded his presentation by answering questions from the Committee.

REVIEW AND UPDATE CHAPTER 1, SUBCHAPTER 2, OF THE MUNICIPAL CODE OF ORDINANCES REGARDING BOARDS AND COMMISSIONS:

Chairperson Zabel handed out information to the Committee the process for appointing boards and committees and how the current code is written. He is proposing that the code be uniform with the process used at the Organizational meeting in April.

Motion Kaminski, second Vanderheiden, to update the Municipal Code for the President to make appointments and approval by the Village Board. Motion carried without negative vote.

It was noted that the Police & Fire Commission and the Board of Zoning Appeals appointments are covered under State Statutes and Historic Preservation is covered under Chapter 26. Discussion followed on the appointment of Trustees on the five committees and if they serve until their term ends.

Motion Kaminski, second Vanderheiden, that the appointment of Trustees on the five committees be consistent with other annual appointments. Motion carried without negative vote.

Motion Zabel, second Kaminski, to eliminate the Cable Review Committee from the Municipal Code, with approval of the Village Attorney. Motion carried without negative vote.

Motion Vanderheiden, second Kaminski, to direct the Village Attorney to review the Germantown Community Development Authority. Motion carried without negative vote.

**RESOLUTION – APPROVING AMENDMENTS TO THE 2012 BUDGET –
GERMANTOWN COMMUNITY LIBRARY COUNTY NON-LAPSING FUNDS FY2011:**

Motion Vanderheiden, second Kaminski, to approve the Resolution for amendments to the 2012 budget relating to the Germantown Community Library County Non-Lapsing Funds FY2011. 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 reports with the Committee.

Impact Fees Financial Reports: Finance Director Rath reviewed the report with the Committee, noting that in 2015 the Park & Recreation Impact Fee will need to be refunded if funds are not spent.

TIF Financial Updates: No report.

Accounts Payable: No discussion.

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

C.I.P. PROJECTS: No discussion.

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

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Summary of all Village Contracts: Discussion followed, noting that information on how long the term of the contract is and what the contract is for would be helpful.

NEXT MEETING: The next committee meeting will be Tuesday, June 19, 2012 at 5:00 p.m.

ADJOURNMENT: There being no further business, the meeting was adjourned at 7:25 p.m.

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