

**VILLAGE OF GERMANTOWN
GENERAL GOVERNMENT & FINANCE COMMITTEE
MEETING MINUTES
November 27, 2012**

CALL TO ORDER: The meeting was called to order at 5:04 p.m. by Chairperson Zabel.

ROLL CALL: Chairperson Zabel and Trustee Members Baum, Kaminski and Vanderheiden. Also present Administrator Schornack, Clerk Goeckner, Finance Director Rath, and Deputy Clerk Micka.

APPROVAL OF MINUTES: *Motion Baum, second Kaminski, to approve the minutes from the October 16, 2012 meeting. Motion carried without negative vote.*

PUBLIC COMMENT: No-one addressed the Committee.

TEMPORARY HELP FOR ELECTION RELATED WORK IN THE CLERK'S OFFICE:

Clerk Goeckner reviewed her request for temporary office help in the Clerk's Office. Due to the unusual number of elections in 2012, there is an accumulation of election related work to be completed. There were approximately 2,000 voter registrations for the June and November elections which need to be filed. Also, there are voter registrations that need to be pulled from the files due to cancellations.

Discussion followed:

- Temporary help would alleviate overtime by full time staff;
- The request is for a maximum of 100 hours at a pay rate of \$8.50 per hour;
- If there are funds available;
- Clerk's Office did not budget for the recall elections - reserve funds are available;
- This work needs to be completed through the Clerk's Office; and
- There are election inspectors available to complete this work.

Motion Baum, second Kaminski, to approve temporary help in the Clerk's Office for a maximum of 100 hours at a pay rate of \$8.50 per hour. Motion carried without negative vote.

EHLERS & ASSOCIATES – POSSIBLE CLOSEOUT OF TIF #3 AND TIF #5: Jim Mann of Ehlers & Associates was present to discuss the possible closeout of Tax Incremental Finance District #3 (Industrial Park) and Tax Incremental Finance District #5 (Washington Square Mall) in 2013.

The following items were discussed:

- Tax Increment Projection Worksheets;
- Cash Flow Pro Forma;

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Discussion continued:

- TID # 3 – Compelled under statutes to close, as it is past expenditure period;
- TID #4 - Cash flowing and it will pay off at end of cycle;
- TID #5 – Value dropped and unless there are additional projects, it can be closed;
- TID Closure Process
 - ✓ Adopt resolution;
 - ✓ Notify Department of Revenue (DOR) within 60 days;
 - ✓ Submit Form PE-209 between April 15 and May 15 to DOR;
 - ✓ Submit Final Accounting for Terminated Tax Increment District Agreement Form PE-223;
 - ✓ Submit Form PE-110 within 12 months of DOR receipt of closure notification;
 - ✓ Prepare Excel Accounting Spreadsheet; and
 - ✓ Distribute any excess revenues to the overlapping taxing jurisdictions.

Further discussion followed, and the Committee requested that the Resolution be placed on the March agenda for approval.

EHLEH'S INVESTMENTS – UPDATE ON INVESTMENT PORTFOLIO: Ken

Herdeman from Ehlers Investments was present to review investment transactions with the Committee.

The following items were discussed:

- \$8,830,000 was identified to invest;
- Investment Security type, amount and rate;
- Investment Holdings Report and maturity expiration; and
- Fees will be close to what the previous advisor charged.

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

AFFIRM THE 2013 PAGER PAY AND PROTECTIVE GEAR REIMBURSEMENT

LEVEL: Finance Director Rath reviewed her memo for pager pay and protective gear reimbursement. The Employee Policy & Procedure Manual states additional compensation is allowed for employees carrying a pager for a full workweek. The current compensation level is \$100 per week that included (2) Highway Department employees, (1) Parks Department Employee, (1) Water Utility Employee, and (1) Sewer Utility Employee.

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The Employee Policy & Procedure Manual also allows reimbursement of protective gear. Currently, the DPW and Engineering/Inspection staff can receive \$40 per year for reimbursement of work boots and/or other protective gear.

Discussion followed:

- Funds are included in the 2013 budget;
- Dollar amount is set by the Board;
- Procedure is set at the department director level;
- If this is normal practice in other communities;
- Supervisors have phones and vehicles for emergencies; and
- If more information is needed to make a decision.

Motion Vanderheiden, second Kaminski, to forward the pager pay and protective gear reimbursement level to the Public Works & Highways Committee for discussion and action.

Motion Kaminski, second Baum, to amend the motion to approve the pager pay and protective gear reimbursement level as presented, and to forward this item to the Public Works & Highways Committee for further discussion.

Motion to amend carried without negative vote.

Motion as amended carried without negative vote.

REPORTS:

Monthly Year to Date Financials:

Revenue and Expense Report – All Funds: Finance Director Rath reviewed the report with the Committee. She stated that several items in the General Fund are carried over to 2013 (County Library, hotel/motel tax, capital, website design, and some budgeted items). Ms. Rath concluded her report by answering questions from the Committee.

Health and Dental Plans: Finance Director Rath reviewed items that need to be completed with the new health care laws going into effect.

Impact Fees Financial Reports: The Committee reviewed the report.

Accounts Payable: No discussion.

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

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Report on Permits for Gehl's Guernsey Farms: Administrator Schornack read an e-mail from Planner Retzlaff regarding the permits for Gehl's. Information was requested from Gehl's on which roof-top units had permits. The file in the Inspection Department is extensive, and there is no information on which permit belongs to each HVAC unit.

C.I.P. PROJECTS: Finance Director Rath reviewed the report and stated that some projects may show up on a carry-over resolution for approval by the Committee.

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

Summary of all Village Contracts: The Committee reviewed the report.

Status of Building Inspection Services: No update.

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

ADJOURNMENT: There being no further business, the meeting was adjourned at 6:25 p.m.

Respectfully Submitted,

Christine M. Micka, CMC/WCMC
Deputy Clerk