

**VILLAGE OF GERMANTOWN
GENERAL GOVERNMENT & FINANCE COMMITTEE
MEETING MINUTES
September 17, 2013**

CALL TO ORDER: The meeting was called to order at 5:01 p.m. by Chairperson Zabel.

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

APPROVAL OF MINUTES: *Motion Kaminski, second Baum, to approve the minutes from the August 20, 2013 meeting. Motion carried without negative vote.*

PUBLIC COMMENT: No-one addressed the Committee.

APPROVAL FOR AGREEMENT WITH T.E. BRENNAN, PROPERTY INSURANCE CONSULTANT - \$5,076.21: Finance Director Rath reviewed her memo to the Committee. The invoice from T.E. Brennan, property insurance consultant, in the amount of \$5,076.21, covers the period of August, 2013 to August, 2014 and is the retainer and prior year expenses. The average annual retainer is \$3,800 to \$3,900 per year, with any additional amounts covering extended services. During 2012 and 2013, Sandra Coutant helped recover costs for Well #11.

Sandra Coutant of T.E. Brennan was present and provided a handout to the Committee outlining her services. She stated that her company has been working with the Village since 1972. She explained that three times a year she provides help with renewal negotiations, provides a complete report for the Finance Director, requests copies of Workers Compensation claims to review, and conducts a complete review of all village policies, excluding health and dental plans.

The Committee asked questions of Ms. Coutant, and held discussion on the following topics:

- ✓ Disappointment with current liability insurance carrier for the Village;
- ✓ Discussed a claim for a water main break denied by the insurance company that the Village Board felt should have been paid;
- ✓ The insurance company agreed to pay \$5,000 for the claim, and the Village paid \$5,000 on the claim;
- ✓ The Village was protected by state statutes for the claim denial;
- ✓ Inspectors discounted some damage to the home on the claim;
- ✓ If T.E. Brennan could help the Village with bidding projects;
- ✓ Additional fees would be charged by T.E. Brennan to provide services for insurance Requests for Proposals (RFP's); and
- ✓ Discussion on the additional work on Well #11 that increased the amount of the invoice.

GENERAL GOVERNMENT & FINANCE COMMITTEE
MEETING MINUTES
September 17, 2013
Page 2

The Committee requested a quote from Sandra Coutant of T.E. Brennan to prepare RFP's for liability insurance services. Ms. Coutant stated that she would provide an estimate to the Finance Director this week for this service. It was noted that RFP's should be sent out by October 15th, and the Village Board will need to approve the quote for any additional services provided by T.E. Brennan.

Motion Kaminski, second Baum, to approve the agreement with T.E. Brennan, Property Insurance Consultant for the period of August, 2013 to August, 2014, and payment of the invoice in the amount of \$5,076.21. Motion carried without negative vote.

ORDINANCE AND POLICY FOR GRANT PROGRAM FOR FEE REIMBURSEMENT FOR NONPROFITS OR COMMUNITY GROUPS: Administrator Schornack reviewed the changes that were made to the Public Grant Program Policy as requested by the Committee at the last meeting. Under the application requirements on page 2, the following items were eliminated:

- ✓ The articles of incorporation;
- ✓ The requirement to prove how the organization's event would benefit the Germantown Community, and
- ✓ The requirement to provide a budget.

Administrator Schornack reviewed the eligibility criteria on the Application for Public Grant Program. He contacted the City of Franklin for their application, and used that information on the form. A waiver is included on the last page of the application. It was noted that the articles of incorporation and a budget were still included on the application form under "additional information to be included with submission of the application".

Motion Kaminski, second Baum, to approve the ordinance adopting "Public" Grant Program and amending the Municipal Code of Germantown as it pertains to fee waiver provisions for nonprofit and other similar community organizations and approving Public Grant Program Policy. Motion carried without negative vote.

REVIEW OF VILLAGE CODE REGARDING ISSUANCE OF LICENSES OR PERMITS TO PERSONS HAVING DELINQUENT TAXES, CHARGES AND FEES: Administrator Schornack reviewed the changes made to the proposed code that were requested by the Committee at the last meeting. Under Section 1 of the proposed ordinance, certified survey maps and planned development district was removed from the language for denial of license or permit. He noted that this was the only change that was made to the proposed ordinance. The Committee expressed concerns with businesses not being issued licenses and permits due to delinquent taxes, charges, fees or tickets.

Motion Baum, second Kaminski, to forward the ordinance amending Section 12.01(7) of the Municipal Code of Germantown as it relates to the payment of taxes, assessments and similar charges before approval of licenses or permits to the Village Board for approval. Ayes: 2 (Baum, Zabel). Nays: 1 (Kaminski).

PERFORMANCE EVALUATION AND PAY PLAN: Administrator Schornack reviewed the item that was added to the performance appraisal and development report that was requested by the Committee at the last meeting. Item 12, Cost Saving Measures, was added as the last item on the form, which stated "Rate the degree to which the employee has suggested and, if within their authority, has implemented their ideas to save the Village money and make Village operations more efficient. Note the employee's ideas below and whether or not those ideas have been implemented".

Motion Kaminski, second Baum, to forward the Performance Evaluation and Pay Plan for full-time and part-time non-union employees to the Village Board for approval. Motion carried without negative vote.

Trustee Zabel requested that this item be placed under new business on the Village Board agenda, not under the consent agenda.

REPORTS:

Monthly Year to Date Financials:

Revenue and Expense Report – All Funds: Finance Director Rath reported that year to date revenues are tracking well. She noted that building inspection fee revenues are nearly at budget, and any other fee revenues received will be a plus. The Committee discussed other revenue accounts, and Finance Director Rath reviewed and explained the revenue account for bank interest.

Finance Director Rath reported that expenses are running well, and reviewed the Fire Department accounts and utility accounts with the Committee.

Health and Dental Plans: Finance Director Rath reported that the health and dental accounts are running positive, and noted that she will have renewal information at the next Committee meeting.

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

Accounts Payable: No discussion.

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

GENERAL GOVERNMENT & FINANCE COMMITTEE
MEETING MINUTES
September 17, 2013
Page 4

C.I.P. PROJECTS: Finance Director Rath reviewed the report with the Committee.

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

Summary of all Village Contracts: Administrator Schornack reviewed the report with the Committee.

NEXT MEETING: The next committee meeting will be Tuesday, October 22, 2013 at 5:00 p.m.

ADJOURNMENT: There being no further business, the meeting was adjourned at 6:08 p.m.

Respectfully Submitted,

Christine M. Micka, CMC/WCMC
Deputy Clerk