VILLAGE OF GERMANTOWN
GENERAL GOVERNMENT & FINANCE COMMITTEE
MEETING MINUTES
October 22, 2013

CALL TO ORDER: The meeting was called to order at 5:05 p.m. by Chairperson Zabel.

ROLL CALL: Chairperson Zabel and Trustee Members Baum (arrived at 5:07 p.m.), Kaminski, and Vanderheiden. Also present Administrator Schornack, Finance Director Rath, Clerk Goeckner and Deputy Clerk Micka.

APPROVAL OF MINUTES: ***Motion Kaminski, second Vanderheiden, to approve the minutes from the September 17, 2013 meeting. Motion carried without negative vote.***

It was noted that the minutes stated that a quote was requested from T.E. Brennan to prepare RFP's for liability insurance services. The quote will not be prepared until 2014, and the liability insurance services carrier will remain the same.

Trustee Baum arrived at 5:07 p.m.

PUBLIC COMMENT: No-one addressed the Committee.

REVIEW OF VILLAGE CODE REGARDING ISSUANCE OF LICENSES OR PERMITS TO PERSONS HAVING DELINQUENT TAXES, CHARGES AND FEES: Trustee Zabel stated that this item was sent back to the Committee from the Village Board for further discussion. The Washington County Treasurer was present to answer any questions.

Trustee Zabel had requested that Administrator Schornack obtain information from Department Directors on which delinquencies were being verified by staff when applications for licenses or permits are received.

Administrator Schornack read a response from Planning and Zoning Administrator Retzlaff. Applications received requiring Plan Commission or Village Board approval are distributed to the Public Works Department, Engineering Department, Fire Department, Police Department, and Inspection Department for a review to be completed in ten days. The Planning Assistant then checks with the Finance Director for any outstanding property taxes or special assessments. Applications that are received that do not require Plan Commission or Village Board approval are checked for outstanding taxes or special assessments.

Village Clerk Goeckner was present to review the procedures used in the Clerk's Department. A memorandum is sent to the Finance Director requesting information on delinquent personal property taxes, special assessments, utility bills, and real estate taxes for any license applications received. She noted that if it is required to verify other delinquencies, a policy could be created to obtain this information.

Discussion followed:

- ✓ If it should be stated in the code that applicants more than 6 months delinquent could not be issued permits;
- ✓ If parking tickets are included, how many outstanding tickets would be allowed before a permit could be issued;
- ✓ If *may* should be used instead of *shall* under Section 12.01(7);
- ✓ If businesses that cannot pay their taxes should be issued permits; and
- ✓ An applicant for a permit that was 1-1/2 years behind in their real estate taxes is one of the reasons that this ordinance is being discussed.

Washington County Treasurer Jane Merten was present to discuss the process for delinquent taxes. A 1-1/2% per month charge is assessed when the first installment is delinquent, retroactive to February 1st. If the second installment is delinquent, a 1-1/2% per month charge is assessed, retroactive to February 1st. The 1-1/2% charge is set by state law. Ms. Merten noted that since the Germantown Village Code was revised deleting the requirement that real estate taxes be paid prior to issuing a liquor license, there is one liquor license holder that has not paid real estate taxes in 2010, 2011, and 2012.

Discussion continued:

- ✓ If there is any leverage to make applicants pay delinquent taxes;
- ✓ If all delinquencies listed in the code are not being verified, the code should be modified;
- ✓ Applicants complain if they cannot be issued a permit due to delinquencies; and
- ✓ There is a process for appealing administrative decisions in the Code by the Administrative Review Appeals Board, which is comprised of the Village President, a Trustee, and one citizen member.

Motion Kaminski, second Baum, to amend Section 12.01(7)(a) to exclude the following as delinquent: <u>special charge for current services, municipal court forfeiture, parking ticket, utility bill, and ambulance bill,</u> to amend Section 12.01(7)(b) to exclude the following as delinquent: <u>sewer bills and special charge for current services,</u> and to insert after real property taxes: <u>in excess of 6 months.</u>

Discussion continued:

- ✓ If delinquencies should be mandatory or discretionary (shall or may); and
- ✓ Establishing a process for appeals.

Motion Kaminski, second Baum, to add (c) under Section 12.01(7) in the Village Code stating that an appeals process shall be in place with the Administrative Review Appeals Board.

Motion to amend carried. Ayes: 3. Nays: 1 (Vanderheiden).

Motion as amended carried. Ayes: 3. Nays: 1 (Vanderheiden).

Administrator Schornack will request the language for the appeals process from the Village Attorney.

PERFORMANCE EVALUATION AND PAY PLAN: The Village Board sent this item back to the Committee for further discussion due to questions on the last two sentences in the second paragraph on page 3 of the document regarding the pay for performance portion of the program, which stated that the decision of the Village Administrator shall be final. Discussion followed, noting that the Village Board can always over-rule the Administrator, and some employees may be dissatisfied with the decision of their supervisor regarding the pay for performance dollar amount.

Motion Kaminski, second Baum, to amend the Performance Evaluation and Pay Plan document on page 3 to delete the sentence "The decision of the Village Administrator on how funds are allocated shall be final" and the last sentence to state "The Village Administrator will determine the allocation of performance pay given to each director for that director's pay and advise the Village Board accordingly prior to finalization." Motion carried without negative vote.

The Committee discussed setting the pay grade for the Fire Chief. Administrator Schornack provided a memo to the Committee regarding the salary of the Fire Chief and population numbers for several municipalities. Discussion followed, noting that some firefighters are earning more than the Fire Chief due to overtime; if the pay grade for the Police Chief should be higher than the pay grade for the Fire Chief; and that the Police Chief also serves as the Emergency Government Director.

Motion Kaminski, second Vanderheiden, to recommend the salary for the Fire Chief at Pay Grade 24. Motion carried without negative vote.

2014 STOP LOSS INSURANCE RENEWAL: Finance Director Rath reviewed the results of the health insurance renewal for stop loss. The Village is self-funded, and bids are requested every year for the stop loss carrier. A bid was received from Auxiant Gerber Life, other bids were requested by Snyder Insurance, and many insurers declined to bid or were uncompetitive.

Ms. Rath reviewed the renewal information received from Auxiant Gerber Life. The current specific deductible option of $35,000 per person could be kept or increased to $40,000 per person. If the current option of $35,000 is kept, the fixed cost premiums would increase 9.9% from $417,838.32 per year to $459,384.60 per year. If the specific deductible is increased to $40,000, the premiums would decrease by 3.8%. The average number of participants that go over the specific deductible is six. If this stays true, an additional $30,000 in claims would be spent and we would still save $28,000 in premiums. The 2014 projected budget is $470,000.

Motion Baum, second Kaminski, to approve renewal of the 2014 Stop Loss Insurance with Auxiant Gerber Life for Option 2. Motion carried without negative vote.

<u>NUVANTAGE EMPLOYEE RESOURCE AGREEMENT:</u> Administrator Schornack reviewed the employee resource agreement (employee assistance program) with the Committee. The administrator reviewed the wording in the new agreement against the wording in the current agreement and determined that they are the same except for the fee structure. The fees increased from $90 per session to $95 per session, and the Critical Incident Response increased from $175 per hour to $250 per hour. He noted that the program is not heavily used, and that it was used 4 times during the last quarter. The union contracts require that an employee assistance program be in place.

Motion Vanderheiden, second Kaminski, to forward the NuVantage Employee Resource Agreement to the Village Board with a positive recommendation. Motion carried. Ayes: 3. Nays: 1 (Baum).

<u>ORDINANCE AMENDING SECTION 2.09 OF THE MUNICIPAL CODE OF GERMANTOWN RELATED TO STANDING COMMITTEES OF THE GERMANTOWN VILLAGE BOARD:</u> Trustee Zabel stated that he had a discussion with Clerk Goeckner regarding the requirements in the Municipal Code for appointing an ex officio member to serve on a standing committee in the event a quorum is not present for a meeting. The Code states that a minimum of three trustees is appointed to each standing committee, and the Village President appoints 4 members to each committee. 50% of a committee would equal 2 members to make a quorum. Clerk Goeckner also stated that she raised questions on the requirement in the Code that minutes were forwarded to the Village Board after Committee approval.

Discussion followed, and the Committee felt that more information is needed in order to discuss this section of the code.

Motion Kaminski, second Baum, to postpone amending Section 2.09 of the Municipal Code relating to Standing Committees of the Village Board to a future meeting. Motion carried without negative vote.

<u>REPORTS:</u>
<u>Monthly Year to Date Financials:</u>

<u>Revenue and Expense Report – All Funds:</u> Finance Director Rath reported that the General Fund is positive, there is no problem with expenses, and the utilities and sewer accounts include the 3rd quarter billing, with the exception of the billing for industrial water.

<u>Health and Dental Plans:</u> Finance Director Rath reported that the accounts look good, the health plan is running well, and that any December bills received in January and February will be billed back to 2013. Ms. Rath reviewed the savings report from Health Payment Systems, noting that there was additional savings of $189,695.

Impact Fees Financial Reports: Finance Director Rath reviewed the report with the Committee. She noted that fees were received from Blackstone Creek and some industrial projects. She reviewed the expenditure requirements for impact fees with the Committee.

Trustee Kaminski was excused from the meeting at 6:20 p.m.

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

Monthly Code Violation Reports: Building Inspection Department and Planning Department: Administrator Schornack answered questions from the Committee.

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, noting that he has each department director review the summary each month. Finance Director Rath stated that J. Mauel & Associates is the program that the County uses for taxes.

NEXT MEETING: The next committee meeting will be Tuesday, November 19, 2013 at 5:00 p.m.

ADJOURNMENT: There being no further business, the meeting was adjourned at 6:38 p.m.

Respectfully Submitted,

Christine M. Micka, CMC/WCMC
Deputy Clerk