

**VILLAGE OF GERMANTOWN
GENERAL GOVERNMENT & FINANCE COMMITTEE
MEETING MINUTES
March 19, 2013**

CALL TO ORDER: The meeting was called to order at 5:02 p.m. by Chairperson Zabel.

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

APPROVAL OF MINUTES: *Motion Kaminski, second Vanderheiden, to approve the minutes from the February 26, 2013 meeting. Motion carried without negative vote.*

PUBLIC COMMENT: No-one addressed the Committee.

VILLAGE COPY MACHINE QUOTES: A memo was provided to the Committee from Clerk Goeckner stating that bids and proposals will be brought to the Committee when they are finalized.

**RESOLUTION – APPROVING AMENDMENTS TO THE 2013 BUDGET –
GERMANTOWN COMMUNITY LIBRARY WACCOOL DISTRIBUTION (Staff Bonus):**

Finance Director Rath stated that the Germantown Community Library Board voted to amend the Library County budget line items to allow a 4% bonus to the library employees. The Village Attorney determined that since the Library's County Funds are budgeted through the General Fund, the resolution would need to be passed by the Village Board.

Motion Vanderheiden, second Kaminski, to approve the proposed Resolution for Germantown Community Library WACCOOL Distribution. Motion carried without negative vote.

RESOLUTION – CHARGE OFF OF 2011 PERSONAL PROPERTY: Finance Director Rath reviewed the proposed resolution with the Committee. The amounts applicable to other taxing authorities have been charged back, the majority of the accounts are either out of business or no longer in the Village, and accounts that are still deemed collectible will be pursued by Waukesha County collections. Finance Director Rath answered questions regarding the businesses listed on the resolution.

Motion Kaminski, second Vanderheiden, to approve the proposed Resolution for the Charge off of 2011 Personal Property. Motion carried without negative vote.

RESOLUTION – WASTEWATER UTILITY RATES (RATES APPROVED BY VILLAGE BOARD 5/16/2011 – RESOLUTION ESTABLISHING THE RATE NEVER ADOPTED):

Finance Director Rath stated that during the audit, it was noted that the Village Board approved the Wastewater Utility rates, but a resolution was not adopted.

Motion Vanderheiden, second Kaminski, to approve the Resolution establishing the Wastewater Utility Rates approved by the Village Board on May 16, 2011. Motion carried without negative vote.

IT SUPPORT MAINTENANCE AGREEMENT WITH SCHULTZ-BERNSTEIN:

Administrator Schornack reviewed the proposed IT Support Maintenance Agreement with the Committee.

- ✓ All village buildings would be included in the agreement;
- ✓ The agreement is for duties beyond the regular PC Technician work;
- ✓ Service would be done during regular business hours;
- ✓ Response time would be a guarantee of less than four business days;
- ✓ Support would include server maintenance, operating system support, network infrastructure support, backup system maintenance and verification network documentation, security updates, performance tuning, internet performance, interoffice VPN tunnels, client system setup and support, antivirus maintenance, printer setup and support, remote access, and email maintenance and support;
- ✓ Hourly rate of \$65/hour (current rate is \$90/hour); and
- ✓ Guaranteed monthly service of sixteen hours.

Discussion followed:

- ✓ The dollar amount spent the last few years on support and maintenance;
- ✓ Monthly service hours can be adjusted;
- ✓ Steve Storrs from Schultz-Bernstein & Associates performs IT work, is our main contact for all server related issues and purchases, is familiar with our equipment, and he built the servers;
- ✓ Police Department and Fire Department are receptive to the agreement;
- ✓ Public Works Department uses a different company;
- ✓ Issues and problems with our servers;
- ✓ PC Technician is used extensively for troubleshooting;
- ✓ Funds are available in the accounts; and
- ✓ More information is needed on costs before approving an agreement.

Motion Kaminski, second Vanderheiden, to postpone action on the IT Support Maintenance Agreement with Schultz-Bernstein until further information is provided on current hours being used and verification that the Public Works Department will participate in the agreement. Motion carried without negative vote.

GENERAL GOVERNMENT & FINANCE COMMITTEE
MEETING MINUTES
March 19, 2013
Page 3

REPORTS:

Monthly Year to Date Financials:

Revenue and Expense Report – All Funds: No discussion.

Health and Dental Plans: Finance Director Rath reviewed the summary for 2012; the carry-over for the health plan is not final; the audit will be conducted the first week of April; and the new health care law is effective for 2014. Discussion continued on the requirements of the new health care law.

Impact Fees Financial Reports: No discussion.

Accounts Payable: No discussion.

Monthly Code Violation Reports: Building Inspection Department and Planning

Department: The Committee reviewed the reports, and questioned the time frame for a response from the Village Attorney regarding the exterior building modifications for Gander Mountain. Administrator Schornack will contact the Attorney for a response.

C.I.P. PROJECTS: No discussion.

Letter of Credit Summaries: Building Inspection Department, Public Works

Department, and Planning Department: The Committee reviewed the reports, and questioned any follow-up on Timothy Wheaton for the Success Enterprises project. Administrator Schornack will check on this project, and report back to the Committee.

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

NEXT MEETING: The next meeting will be held on Tuesday, April 23, 2013 at 5:00 p.m.

ADJOURNMENT: There being no further business, the meeting was adjourned at 5:50 p.m.

Respectfully Submitted,

Christine M. Micka, CMC/WCMC
Deputy Clerk