

GENERAL GOVERNMENT & FINANCE COMMITTEE
MEETING MINUTES
MAY 21, 2013
VILLAGE HALL BOARD ROOM

CALL TO ORDER

Chairperson Zabel called the meeting to order at 5:33 p.m.

ROLL CALL

Members present: Chairperson Zabel, Trustees Baum, Kaminski and Vanderheiden. Also present were Administrator Schornack, Finance Director Rath, Clerk Goeckner and Deputy Clerk Lofy.

APPROVAL OF MINUTES

Motion by Kaminski, second by Baum to approve the minutes from the April 23, 2013 meeting.

All present voted aye. Motion carried.

PUBLIC COMMENT:

None

UNFINISHED BUSINESS:

MICROPHONES, AUDIO MIXER AND VIDEO MIXER FOR BOARD ROOM

Administrator Schornack introduced Michael Miles from Miles Pro Audio-Visual to present the Committee with more information on the subject matter.

Michael Miles discussed issues with the current system including weak channels on the audio mixers and microphones that cut out. He stated that his company did not install the two audio mixers currently used but did install new cameras and video equipment in the last ten years. He said the equipment was out dated and fixing it would not include a guarantee for further issues.

Discussion:

- Wiring should be in good shape and not the issue
- A gated audio system uses a microphone with no switch, it turns on when the person talks
- The current system is not gated so people need to switch their microphones on and off
- More microphones switched on in a system that is not gated causes the volume to go down
- The microphones quoted are similar to the current ones
- Each audio mixer has 8 inputs, need two to cover the current 12 inputs used
- Lapel microphones are more expensive but do a better job of picking up sound
- New audio mixers would help most with the current issues
- Look into replacing the podium microphone, getting a few more microphones for backups and replacing the audio mixers
- Audio equipment should be moved to be accessible from video equipment area

Discussion continued:

- Check with CivicPlus on new website and streaming meetings
- Miles Pro Audio-Visual has helped with many AT&T U-verse issues for free
- Nothing is budgeted for this equipment, would need to be included in next year's budget
- A new video mixer would make effects such as fade and split screen possible creating a more professional looking broadcast
- Could look into doing a direct feed not using a camera to show display materials from a computer at the meeting

The Committee directed staff to get pricing for different combinations of equipment and to find money in the budget to purchase the equipment.

VILLAGE COPY MACHINE QUOTES

This item was carried over from the previous meeting to this meeting. Clerk Goeckner said that due to an unexpected staff leave in the Clerk's office and the upcoming summer vacation schedules, she would need to move this item to the August General Government and Finance Committee meeting.

Motion by Vanderheiden, second by Baum to move this item, Village Copy Machine Quotes, to the August meeting of the General Government and Finance Committee.

All present voted aye. Motion carried.

AFFORDABLE CARE ACT – NEW HEALTH CARE REFORM RULES, “PAY OR PLAY”

Finance Director Rath presented more information on upcoming changes due to the new health care reform rules. She stated that the Patient Centered Outcome Research Trust Fund fee, totaling approximately \$268.00 for the Village, will be due July 31, 2013. The Transition Reinsurance Tax for 2014, totaling approximately \$16,884 for the Village, will be due December 2014. It was also stated that at this time there were eight employees that would need to be offered insurance under the new rules. If all eight employees took the offered insurance it would cost the Village approximately \$96,250.

Discussion:

- Need to start tracking employees close to 30 hours worked per week
- By October the Village needs to decide to offer insurance or not
- It's estimated that six of the additional eight employees that would qualify for insurance would take it
- One employee going to the exchange would trigger the \$2,000 per employee minus 30 employees fine for the Village
- Fines will start in 2015
- Could we drop 30 hour and up employees to 25 hours, use two employees to cover one
- One employee can offer consistency over the two employee approach
- Offering insurance could attract employees

Discussion continued:

- The Village is only required to offer insurance to employees and dependents, not spouses
- Not sure how much insurance rates will be through the exchange at this point
- Employees offered insurance but not taking it sign a waiver and would not be eligible for insurance through the exchange
- The insurance premium share for Village employees is well below the maximum amount allowed which is 9.5% of the employee's gross income
- The Village will continue to offer insurance in 2014 and monitor to see how things go
- Staff will need to monitor employees around the 30 hour per week mark

Motion by Kaminski, second by Vanderheiden to offer insurance to all employees working at least 1,560 hours per year starting in 2014.

All present voted aye. Motion carried.

NEW BUSINESS:

ACCEPTING ONLINE PAYMENTS FOR UTILITY BILLS

Finance Director Rath presented information on offering online payments for utility bills. Many other municipalities offer online payment for utility bills. The Village currently uses Point & Pay for online property tax payments. When a payment is made this way for property taxes the property owner pays the credit card fees. It was proposed that the Village absorb the fees for paying utility bills online because no fee is charged for credit card use in the office or over the phone. This would just be a payment porthole and not a history of bills paid.

Discussion:

- Start this process with utility bills and see if other payments could be made this way
- The fee for this would be \$1.50 per transaction if using credit cards (Visa & MasterCard only) or \$.65 if using an E-check
- The Village would only offer the choice of Visa or MasterCard for payment to keep the fees lower, Point & Pay has a utility rate agreement with them
- This would be the cheapest, quickest way to make online payments available for utility bills
- More and more people are looking to pay bills online
- Monitor the amount of fees being absorbed by the utility and possibly add to the flat rate for the utility as more people use this online pay option
- The cost of the online payment option proposed by CivicPlus for the Village's new website was slightly higher than Point & Pay
- Utility bills should be paid quicker and without all of the collection issues
- There is a 10% penalty to add utility payments to a tax bill
- Could start this process as early as July
- Park and Recreation increased program fees across the board to cover payment fees

Motion by Kaminski, second by Baum to approval utility bill payment online using Point & Pay.

All present voted aye. Motion carried.

ORDINANCE AMENDING 12.09(3) OF THE MUNICIPAL CODE OF GERMANTOWN RELATING TO THE APPLICATION REQUIREMENTS FOR FOOD VENDOR LICENSE

Clerk Goeckner informed the Committee of the current requirement of a physician's certificate to obtain a food vendor license. This can easily cost between \$60 and \$100 per employee for each food vendor. This issue was recently questioned by an applicant for a food vendor license. Washington County was contacted with this issue and they stated they were not aware of any other municipalities that required this certificate. The County asked to add the required proof of approval through the County before a license is issued by the Village to the application process. This way the Village would be assured that regulations were met through the County.

Motion by Baum, second by Kaminski to approve an Ordinance changing application requirements for a food vendor license to remove the physician's certificate requirement and add proof of approval from Washington County.

All present voted aye. Motion carried.

REQUEST FROM DEUTSCHSTADT HERITAGE FOUNDATION TO WAIVE TEMPORARY USE PERMIT FEE

Administrator Schornack provide information on a request from Deutschstadt Heritage Foundation to waive a Temporary Use Permit fee for Mai Fest 2013. Other fees were asked to be waived, which were waived by the Village Planner. The Temporary Use Permit will need to go on to Village Board for approval to waive the fee. This fee has been waived in the past.

Motion by Baum, second by Kaminski to forward approval of waiving the \$210 Temporary Use Permit fee for Deutschstadt Heritage Foundation and Mai Fest to Village Board.

All present voted aye, excepting Zabel. Motion carried.

Administrator Schornack read a statement from the Village Attorney at this time. The Village Attorney wrote that waiving of fees is not illegal but a better policy would be to setup a grant system to pay fees. He also stated in his letter that any fee refunded should be for something that benefitted the tax payers. He did not object to such a refund.

Discussion:

- Could go to the Tourism/Community Betterment Committee to refund fees
- Refunding fees through the Tourism/Community Betterment Committee would still be using Village money collected through the hotel/motel tax
- The fees should still be collected and then refunded to treat everyone equal
- To enforce fees they need to be collected and then refunded
- Start discussion for grant system not waiving of fees

REVIEW OF SECTION 3.08 OF THE MUNICIPAL CODE RELATING TO THE VILLAGE'S CLAIM PROCEDURE

Trustee Zabel explained section 3.08 of the Municipal Code. He stated that this section covered how money is spent and who needed to authorize purchases. He explained that he questioned this section due to a water study that was done for \$9,000 which needed Village Board approval but was then allowed to add a \$3,000 addendum that did not need approval. He stated costs should not be increased for a contract after approval.

Discussion:

- Should there be a new way to track costs added to a contract after approval
- Adding costs to original contracts can cause them to move to different areas of required approval
- Under \$3,500 requires Village President or Village Administrator approval but does not need Village Board approval
- Small amounts will get by higher approval one at a time but can add thousands of dollars to the cost
- It is easy to lose track of total costs when new items are added in small amounts
- The Village Administrator will treat costs differently if he knows they are part of a contract but does not always know they are part of a contract
- Should keep expenses related to a contract with the original contract as addendums to see the total cost
- Need a way to link new purchase orders with existing contracts
- The Village Administrator and Department Directors should monitor expenses added to approved contracts
- This does not happen regularly, looks like it is more a Ruekert-Mielke issue

The Committee directed staff to monitor expenses added to original contracts. Added expenses should still be part of the original contract as addendums.

REPORTS:

Monthly, Year to Date Financials

Revenue and Expense Report – All Funds – Finance Director Rath stated water usage should be going up as it does in the summer. Everything was tracking well. Building permits were up and revenues were tracking well. The water and sewer rate increases put into effect have helped. The utilities will continue to be monitored to see if future increases are needed.

Health and Dental Plans – Finance Director Rath stated that things were tracking positively. Big changes were coming for the health plan. The dental plan, which had more money than needed, was restructured to reduce its reserve. This was not a problem with the plan.

REPORTS: (continued)

Impact Fees Financial Reports – Finance Director Rath stated that activity was up at Blackstone Creek due to the Parade of Homes coming to this area.

Accounts Payable – Finance Director Rath stated that the funds for borrowing came in May 8th.

Monthly Code Violation Reports

Building Inspection Department – Administrator Schornack handed out a requested report to better track permits with a history of each permit. This was mainly requested to be able to track building permits which equate to growth. It was also stated that building inspection was trying to get by with a part-time inspector who was now working full-time hours. They also brought in a part-time employee to do plan reviews. This was due to complaints from the public about long wait times for permits.

Planning Department – Administrator Schornack answered questions on the Highland Road project stating that it was being monitored and should be well into cleanup. It was mentioned that others felt the project had slowed down. Administrator Schornack said he would talk to the Village Planner about it.

C.I.P. Projects – Finance Director Rath stated there was an option here for finding funds for video and audio equipment purchases. She pointed out the item Scheduling System under Law Enforcement with a balance of \$7,780 remaining after the project was finished. This was transferred from the 2012 General Fund, not borrowed, so it could be used for this purpose.

Letter of Credit Summaries –

Building Inspection Department – It was commented that Super-Lube had been taking a long time.

Public Works Department – Nothing Discussed

Planning Department – Nothing Discussed

Summary of all Village Contracts – Finance Director Rath stated that the line items for fountain install/remove and road salt could be removed from this report because they were completed. Finance Director Rath also updated the Committee on the first contracted visit from Steve Storrs for computer maintenance. He came up with possible cost savings by noticing a backup that was not running at the Fire Department, suggesting all Village networks start using the same anti-virus software and suggesting the Department of Public Works use the Village email addresses they were assigned.

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NEXT MEETING DATE: The next meeting was scheduled for Tuesday, June 18, 2013 at 5:00 p.m.

ADJOURNMENT: The meeting was adjourned at 7:30 p.m.

Respectfully Submitted,

Christa Lofy
Deputy Clerk