

**VILLAGE OF GERMANTOWN
GENERAL GOVERNMENT & FINANCE COMMITTEE
MEETING MINUTES
August 20, 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, Kaminski and Vanderheiden. Also present Administrator Schornack, Finance Director Rath, Park & Recreation Director Casperson, Clerk Goeckner (arrived at 5:13 p.m.), Fire Chief Pollpeter (arrived at 5:12 p.m.), Deputy Fire Chief Maury (arrived at 5:12 p.m.) and Deputy Clerk Micka.

APPROVAL OF MINUTES: *Motion Kaminski, second Baum, to approve the minutes from the July 16, 2013 meeting. Motion carried without negative vote.*

PUBLIC COMMENT: No-one addressed the Committee.

ORDINANCE AND POLICY FOR GRANT PROGRAM FOR FEE REIMBURSEMENT FOR NONPROFITS OR COMMUNITY GROUPS: Administrator Schornack stated that at the last meeting the Committee requested that the ordinance be forwarded to the groups that organize events in Germantown for their input. The ordinance was forwarded to the directors for Mai Fest, Oktoberfest, and Life Church. Positive feedback was received from Aaron Cole of Life Church and Jeff Dhein for Oktoberfest. Chris Yatchak, the director for Mai Fest, will provide input at this meeting.

Chris Yatchak, N116 W15041 Brownstone Ct., spoke on the proposed policy. He thanked the Committee for simplifying a process for requesting fees to be waived for non-profit organizations. He expressed some concerns with the grant program requirements. He questioned the need for a budget, since it is difficult to determine the amount of business support each year, and weather also plays a factor in the success of the event. He suggested that each group provide proof of non-profit status and that the requirement for submitting the articles of incorporation or statement of existence be deleted.

Fire Chief Pollpeter and Deputy Fire Chief Maury arrived at 5:12 p.m.
Village Clerk Goeckner arrived at 5:13 p.m.

Discussion followed, noting the following:

- ✓ Application requirements:
 - Eliminate the requirement for a budget under Section 3 in the application requirements;
 - Eliminate the requirement to prove how the organization's event benefits the Germantown Community under Section 2(vi) in the application requirements;
- ✓ Simplifying the application requirements;

GENERAL GOVERNMENT & FINANCE COMMITTEE
MEETING MINUTES
August 20, 2013
Page 2

Discussion continued:

- ✓ Organizations provide proof of 501(3)(c) status with initial application to be kept on file;
- ✓ Applicant complete an application for the event and a short form to request the grant;
- ✓ Additional staff time is required with this process;
- ✓ The Village Attorney felt there may be a liability concern and suggested the grant program; and
- ✓ The Village Clerk will check with other municipalities to see if there are problems with this issue.

Motion Vanderheiden, second Kaminski, to direct staff to develop an application for the Grant Program for Fee Reimbursement to be approved at the September Committee meeting. Motion carried without negative vote.

Motion Baum, second Vanderheiden, to move to the following agenda items: New Business, Authorization to Hire Full-time Park and Recreation Secretary; and New Business, Increase Pay for Fire Department Deputy Chief's Due to Weekend Staffing.

Motion Kaminski, second Baum, to amend the motion to move to the following agenda items: Unfinished Business, Village Copy Machine Quotes; New Business, Authorization to Hire Full-time Park and Recreation Secretary; and New Business, Increase Pay for Fire Department Deputy Chief's Due to Weekend Staffing. Motion to amend carried without negative vote. Motion as amended carried without negative vote.

VILLAGE COPY MACHINE QUOTES: Clerk Goeckner reviewed the bids that were received for leasing contracts for Village copiers. Quotes were received from three companies: Gordon Flesch Company (current provider), Office Copying Equipment, and Central Office Systems.

Review and discussion followed on the three quotes:

- ✓ The current lease expires in September, 2014;
- ✓ Gordon Flesch proposal:
 - Current monthly lease is \$2,152.40, which increases 10% annually;
 - Provided two options: Canon machines (currently using) and Sharp machines;
 - The color copier is the only machine that does not staple;
 - Three hole punch and fax capabilities can be added as options;
 - Canon machines monthly lease is \$1,868.45, for a monthly savings of \$284.04;
 - Sharp machines monthly lease is \$1,522.47, for a monthly savings of \$630.02; and
 - Costs increase 10% each year.

GENERAL GOVERNMENT & FINANCE COMMITTEE
MEETING MINUTES
August 20, 2013
Page 3

Discussion continued:

- ✓ Office Copying Equipment proposal:
 - Quoted all Sharp machines;
 - Monthly lease is \$1,610.60, for a monthly savings of \$541.89;
 - Lease amount includes three hole punch;
 - Machines are all individual leases; and
 - There is no annual increase in pricing.
- ✓ Central Office Systems proposal:
 - Quoted all Konica Minolta machines;
 - Reconditioned machines monthly lease is \$1,921.84, for a monthly savings of \$230.65;
 - New machines monthly lease is \$2,104.51, for a monthly savings of \$47.98; and
 - All machines are I-Pad, I-Pod, and Droid device compatible.

Motion Kaminski, second Vanderheiden, to forward the quote from Office Copying Equipment for Sharp Copy Machines at a monthly cost not to exceed \$1,610.60 to the Village Board for approval. Motion carried without negative vote.

AUTHORIZATION TO HIRE FULL-TIME PARK AND RECREATION SECRETARY:

Park & Recreation Director Casperson reviewed his request to hire a full-time Park and Recreation Secretary with the Committee. On July 12, the part-time employee resigned after 14 years of employment. The position was $\frac{3}{4}$ time, averaging 33 hours per week. His department is requesting to hire a full-time employee at 40 hours per week. The recommended starting salary is \$13.00 per hour, and the previous employee's pay rate was \$16.28 per hour. A wage and benefit breakdown for the department with 2014 projections was provided to the Committee.

Discussion followed:

- ✓ The position would be advertized;
- ✓ What duties the full-time employee would perform during the slow time in the office;
- ✓ If the person would be able to help in other departments;
- ✓ Wage and benefit comparisons for hiring two part-time employees vs. one full-time employee;
- ✓ Coordination of duties and work space issues for part-time employees;
- ✓ Pay rate, as this is a union position and a new position is not being created; and
- ✓ The Union will need to be contacted.

Motion Kaminski, second Baum, to approve the position for a full time Park and Recreation Secretary at an hourly rate of \$13.00, pending the ability to obtain approval from the Union.

The Committee requested information on the cost difference for two part-time positions or one full-time position.

Motion carried without negative vote.

INCREASE PAY FOR FIRE DEPARTMENT DEPUTY CHIEF'S DUE TO WEEKEND

STAFFING: Finance Director Rath reviewed the memo regarding the pay for Deputy Chief's for weekend staffing. The Village Board approved the 2013 Side Letter for Paid on Call (POC) Weekend Staffing, but it only addressed pay for the EMT/Firefighters. She is requesting direction to proceed with payroll for the weekend staffing. The Fire Department request is for an increase from \$325.34 per month to \$650.00 per month.

Fire Chief Pollpeter and Deputy Fire Chief Maury were present to provide information and answer questions from the Committee. The Deputy Chief's only supervise POC employees. The shifts are Tuesday – Tuesday, 4 shifts, with weekend shifts Friday from 6:00 p.m. to Monday at 6:00 a.m. The Deputy Chief's visit the fire stations to verify that POC duties are being completed. They also have administrative duties, meetings, HR duties, and scheduling. The Fire Chief takes on supervision if the Deputy Chief's are on vacation. The increase in duties has doubled, and that is why they are requesting an increase in pay.

Motion Vanderheiden, second Kaminski, to approve the increase in pay for the Fire Department Deputy Chief's to \$650 for six months, retroactive to July 1, 2013. Motion carried without negative vote.

REVIEW OF VILLAGE CODE REGARDING ISSUANCE OF LICENSES OR PERMITS TO PERSONS HAVING DELINQUENT TAXES, CHARGES AND FEES:

Chairperson Zabel requested this item be placed on the agenda due to issues with delinquent taxes. The Village Attorney reviewed the code, and a draft ordinance was prepared.

Discussion followed:

- ✓ The provisions under 12.01(3)(a) and (b), would prevent the issuance of permits;
- ✓ If the ordinance is too restrictive to businesses;
- ✓ Payment is received from the County for property taxes;
- ✓ The County should be addressing delinquent property taxes;
- ✓ If businesses were not allowed to expand due to delinquencies, it could hurt the economy;
- ✓ Personal Property taxes are due January 31;
- ✓ Real property taxes are delinquent if ½ is not paid by January 31;
- ✓ If any department is checking for delinquent municipal court forfeitures, parking tickets, utility bills, ambulance bills, etc.; and
- ✓ Denial of license, permit or certain approvals needs to be better defined in the ordinance.

Motion Kaminski, second Baum, to direct staff to rewrite Section 12.01 of the Municipal Code to better define parameters, and to delete approval of Certified Survey Map and Planned Development District under Section 12.01(7). Motion carried. Ayes: 3 (Baum, Kaminski, Vanderheiden). Nays: 1 (Zabel).

PERFORMANCE EVALUATION AND PAY PLAN: Administrator Schornack reviewed the revisions that were requested by the Committee at the April and June meetings. The Committee had requested four items to be included:

- ✓ Communication Officers added to the Plan: The Union was disbanded and the position is now non-union;
- ✓ Park & Recreation Temporary and Seasonal Employees: These positions are not necessary in the plan, as there is a separate plan with lower wages for these positions. The steps were removed and a range was established that was passed previously;
- ✓ Deputy Chiefs: The pay is a stipend and was approved on this agenda; and
- ✓ It was questioned if employees are required to belong to a union, or be covered under this plan? Employees are not required to belong to a union, but are covered under the contract with the union.

Discussion followed:

- ✓ The purpose of the Performance Evaluation and Pay Plan;
- ✓ If the Pay Plan is used, it needs to be funded by the Village Board each year;
- ✓ A determination needs to be made on how the funds will be used: across the board increases or pay for performance;
- ✓ Each Department Director and the Administrator evaluate differently;
- ✓ The League of Municipalities does not provide salary information;
- ✓ History of how the pay grades were established;
- ✓ Surveys from other municipalities were requested on salary information; and
- ✓ If the employee should provide information on the evaluation form regarding how they saved money for the Village.

The Committee consensus was to direct staff to make updates to the plan and discuss further at the September meeting.

GENERAL BANKING SERVICE AWARD OF CONTRACT (NOVEMBER, 2013 – OCTOBER, 2016): Finance Director Rath stated that Request for Proposals (RFP) are requested every three years for general banking services. RFP's were received from four banking institutions in the Village (US Bank, Associated Bank, First Bank Financial, and Chase Bank).

GENERAL GOVERNMENT & FINANCE COMMITTEE
MEETING MINUTES
August 20, 2013
Page 6

Finance Director Rath reviewed the information with the Committee. The contract covers general checking accounts and checking accounts for payroll, health and dental, etc. Proposals were sent to all Germantown banks, and four were returned. She stated that the main objective is protection and liquidity of village funds, and a comprehensive service package to streamline and enhance banking services. All bids received were very competitive and very diverse, service fees were comparable, interest paid on funds was compared, and the percentage paid on investments was reviewed.

Finance Director Rath stated that she does not like to change banks, but felt that US Bank provided the best package. We are currently using First Bank Financial, which was second lowest with their bid. US Bank had the lowest bid, and is offering \$3,500 as credit to make the change.

The Committee reviewed the costs and services included in each of the four bids.

Motion Kaminski, second Baum, to approve the recommendation for Village General Banking Services with US Bank. Motion carried without negative vote.

UPDATE ON 2014 BUDGET AND TAX LEVY: Finance Director Rath provided preliminary information to the Committee for the 2014 budget preparations.

Discussion followed:

- ✓ New Debt (difference between 2013 and 2014) = \$358,420;
- ✓ Net New Construction of 1.24% = \$112,232;
- ✓ 50% of TID's #3 and #4 is \$169,814;
- ✓ \$640,467 added to the levy;
- ✓ The tax rate could legally be increased by 8 cents per \$1,000;
- ✓ Debt (Pre 2005 and Post 2005);
- ✓ Concerns for 2014:
 - Fire Department Staffing;
 - Department Equipment Purchases; and
 - General Wage Increases.
- ✓ Act 25 – Utility Privacy Issues:
 - New Act effective July 5, 2013;
 - Addresses Customer Utility Privacy;
 - Usage history discussed in a public meeting would require a signed waiver from the user;
 - Increase in costs if postcards cannot be mailed for utility billing;
 - Delinquent utility bills placed on taxes (tax bills are public); and
 - The Village has never handled collections.

GENERAL GOVERNMENT & FINANCE COMMITTEE
MEETING MINUTES
August 20, 2013
Page 7

Finance Director Rath will provide budget books to the Village Board members by September 9th. Committee of the Whole meetings have been scheduled on three Thursdays to review each department budget.

REPORTS:

Monthly Year to Date Financials:

Revenue and Expense Report – All Funds: Finance Director Rath stated that she sends a pdf file to each Board Member, and asked if a hard copy was necessary. She noted that the general fund and expenses are tracking well, and the water revenue projection is lower, but the biggest quarter is the third quarter.

Health and Dental Plans: Finance Director Rath stated that both are tracking positively, the dental plan budget will be kept the same for 2014, the health plan budget could stay the same depending on the stop loss numbers, and there are less employees on the plan. Ms. Rath will provide more information at the September meeting.

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.

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, September 17, 2013 at 5:00 p.m.

ADJOURNMENT: There being no further business, the meeting was adjourned at 7:35 p.m.

Respectfully Submitted,

Christine M. Micka, CMC/WCMC
Deputy Clerk