

**VILLAGE OF GERMANTOWN
GENERAL GOVERNMENT & FINANCE COMMITTEE
MEETING MINUTES
November 19, 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 Vanderheiden. Also present Administrator Schornack, Finance Director Rath, Clerk Goeckner, Park & Recreation Director Casperson, Water Superintendent Driver and Deputy Clerk Micka. Absent and Excused: Trustee Kaminski.

APPROVAL OF MINUTES: *Motion Baum, second Vanderheiden, to approve the minutes from the October 22, 2013 meeting. Motion carried without negative vote.*

PUBLIC COMMENT: No-one addressed the Committee.

Motion Baum, second Vanderheiden, to move to Agenda Item under New Business: Water and Wastewater Utility Refund, Commercial Customer, Billing Error. Motion carried without negative vote.

WATER AND WASTEWATER UTILITY REFUND, COMMERCIAL CUSTOMER – BILLING ERROR: Finance Director Rath reviewed her memo to the Committee. An error was discovered for the quarterly billing to a large commercial customer. The company has two meters, one is a water only sprinkling meter, the other is for general water and sewer service. Water Utility personnel determined that the sprinkling water only meter was also a deduct meter, and the water usage of the one should have offset the usage of the other. The account setup has been in existence since the building was constructed, and the error has been corrected. PSC regulations require errors in billing go back to the install date of the meter, not to exceed the last six years. The refund amount has been calculated to be \$24,279.14. Of that amount, \$6,079.13 is from the Water Utility and \$18,200.01 is from the Wastewater Utility. The options are to issue a check or to include a credit on the account. A credit would be issued with the approval of the customer. PSC requires interest to be paid on credits not settled within 60 days.

Motion Baum, second Vanderheiden, to approve the Water and Wastewater Utility refund of \$24,279.14 to a commercial customer due to a billing error. Motion carried without negative vote.

Finance Director Rath will discuss the credit option with the customer.

Motion Baum, second Vanderheiden, to move to Agenda Item under New Business: Approval of the Purchase of Park Picnic Tables in the Amount of \$4,970.00. Motion carried without negative vote.

APPROVAL OF THE PURCHASE OF PARK PICNIC TABLES IN THE AMOUNT OF

\$4,970.00: Park and Recreation Director Casperson stated that the Village Board approved \$5,000 for picnic tables in the 2013 budget. On October 3, 2013 the Department purchased fourteen picnic tables from Lee Recreation. The purchase required approval from the Committee, which was an oversight on his part. The Department received quotes from three companies, and the quote from Lee Recreation was the lowest.

The Committee asked if the tables were heavy, and Park and Recreation Director Casperson stated that they are a pressure treated wood that is heavier than aluminum. He stated that more tables are required in the parks, as they are moved around for the different festivals in the Village.

Motion Baum, second Vanderheiden, to approve the purchase of 14 picnic tables from Lee Recreation in the amount of \$4,970.00. Motion carried without negative vote.

ORDINANCE AMENDING SECTION 2.09 OF THE MUNICIPAL CODE OF GERMANTOWN RELATED TO STANDING COMMITTEES OF THE GERMANTOWN VILLAGE BOARD: Trustee Zabel reviewed the e-mail response from Attorney Sajdak to three questions from the Committee.

Motion Baum, second Vanderheiden, to amend Section 2.09(2)(a) to read: each trustee appointed to a minimum of 2 standing committees, committees, boards and/or commissions". Motion carried without negative vote.

Motion Baum, second Vanderheiden, to approve Section 2.09 as amended.

Motion Baum, second Vanderheiden, to add (b) under Section 2.09(2) to define meeting quorums as greater than 50% of committee members, and to adjust the remaining sub letters based on the changes and additions. Motion carried without negative vote.

Motion Baum, second Vanderheiden, to add (f) under Section 2.09(2) to state that if the chairman of the standing committee is not present, the remaining members (if less than a quorum, which is 2 instead of 3 on a 4 member committee) may call the meeting to order and appoint an ex officio member to make a quorum. Motion carried without negative vote.

Motion to approve as amended and forward to the Village Board with a positive recommendation carried without negative vote.

An opinion from the Village Attorney was requested to amend Section 2.09(4) to state "all matters requiring Village Board action shall come with a recommendation from the committee, Village President, or Administrator".

CLERK'S OFFICE POSITION: Clerk Goeckner reviewed with the Committee her request to fill a vacancy in the Clerk's Office. On September 27, the position of PC Technician/Deputy Clerk was vacated by resignation. She is requesting a change to the title of this position to a second full time Deputy Clerk and to fill the position as soon as possible.

Clerk Goeckner stated that when reviewing the job duties performed by the prior PC Technician/Deputy Clerk and comparing it with the job description, she realized the majority of the duties performed by that position were Deputy Clerk duties, with PC Technician duties completed when possible. The Clerk's Office has expanded; there are eight election bills being considered which will have a greater impact on election duties; there are increased demands during times of elections, licensing and record keeping requirements; and the position description was updated further for actual duties performed by that position. When the PC Technician duties had to be put off or denied, staff had to turn to outside contractors to assist with technology related issues to resolve any computer problems. The Clerk's Office previously had a staffing reduction, which prompted the outsourcing of several duties to other departments, and she is working to bring these duties back to the Clerk's Office. If this vacancy is approved, it will allow her to advertise, hire and train someone in enough time for the upcoming 2014 election cycle.

Clerk Goeckner stated there was discussion at a staff meeting with other Department Directors the need for an IT position. When the position was combined with the Deputy Clerk position, the duties of Deputy Clerk took precedence over IT issues. The Village has a contract for IT support, but there is also a need for someone to perform the day-to-day duties for telephone, cable, copiers, tape backups, etc. The Finance Director is handling many of those duties at this time, but there is a need for IT support to handle all the equipment issues.

Clerk Goeckner reviewed the Clerk's Office staffing of other communities similar in size to Germantown with the Committee.

Discussion followed regarding IT requirements for the Village: the number of employees, computers, and cash registers at Village Hall; support is also needed at Public Works, Senior Center, Library, Fire Departments, and Police Department; some current staff have expertise to help when needed; and the possibility of contracting for all IT requirements. Discussion continued, noting that a Human Resources Director is needed for the Village; if the person hired as Deputy Clerk could help out in other departments if needed; the Deputy Clerk positions are part of the Technical/Clerical Union; and the position title has been changed from Deputy Village Clerk to Deputy Clerk.

Motion Baum, second Vanderheiden, to forward to the Village Board with a positive recommendation approval of the Deputy Clerk job description and approval to fill this position. Motion carried without negative vote.

AMENDING SECTION 12.02(7)(b) RELATING TO INTOXICATING LIQUOR AND FERMENTED MALT BEVERAGE LICENSE CONDITIONS AND RESTRICTIONS:

Discussion was held between the Committee and the Clerk regarding the conflict in the Village Code under Chapter 12 for general provisions and the provisions for issuing liquor licenses. On May 2, 2011, the Village Board adopted Ordinance #8-11, which eliminated the requirement for real property taxes to be paid prior to issuing liquor licenses. Since that time, there is one liquor license holder that has not paid property taxes for 2010, 2011 and 2012. The Village Board recently adopted Ordinance #18-13 approving changes to Section 12.01(a) and (b). There is a conflict between this section and Section 12.02(7)(b). The Clerk's Office is requesting that the requirements for issuing licenses in these two sections of the Code be consistent to eliminate potential challenges to these requirements by applicants for permits and licenses.

Motion Baum, second Zabel, to make the license conditions and restrictions, denial of license or permit under Section 12.02(7)(b) of the Municipal Code relating to Intoxicating Liquor and Fermented Malt Beverage Licenses, consistent with the General Provisions, denial of license or permit, Section 12.01(7) of the Municipal Code. Motion carried. Ayes: 2. Nays: 1 (Vanderheiden).

SETTLEMENT AGREEMENT, VILLAGE GENERAL FUND OR WATER UTILITY – FUND ADJUSTMENT:

Finance Director Rath reviewed the settlement agreement to Donna & Lee Peter in the amount of \$5,000. The amount was processed through the Water Utility expense account 50-742-530-6730 by the Finance Department. It was questioned at the last meeting why the expense was not processed through the Village General Fund (10). Moving the expenditure from the Water Utility to the Village General fund was discussed, and a motion and majority vote would be required to move this expenditure.

Motion Baum, second Vanderheiden, to re-allocate \$5,000 from the Water Utility to Judgement and Settlement Account #10-518-530-9150. Motion carried without negative vote.

POLICE AND FIRE COMMISSION SALARY SCHEDULE: Finance Director Rath stated that the Police & Fire Commission members are paid for a maximum of twelve meetings per year by resolution. The Commission will exceed the twelve meetings this year, and requested permission to be paid for any additional meetings. Discussion noted the amount paid for each meeting is approximately \$125.00.

Motion Baum, second Vanderheiden, to amend the 2013 salary and compensation schedule for the Police and Fire Commission to extend the maximum number of meetings from 12 to 15 for 2013. Motion carried without negative vote.

Trustee Baum was excused from the meeting at 6:30 p.m.

REPORTS:

Monthly Year to Date Financials:

Revenue and Expense Report – All Funds: Finance Director Rath stated that she received the balance of the Shared Revenue, and she noted that revenue accounts are running true, the \$40,000 rollover for Fire Department salaries should be accurate, there are no problems in the expense budget, and she discussed interest calculations with the Committee.

Health and Dental Plans: Finance Director Rath reported that both accounts are positive, and we are in a good position for 2014.

Impact Fees Financial Reports: Finance Director Rath stated that the impact fees are growing due to the Blackstone Creek development.

Accounts Payable: No discussion.

Monthly Code Violation Reports: Building Inspection Department and Planning

Department: Administrator Schornack provided an update to the Committee regarding the Krueger property.

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

Letter of Credit Summaries: Building Inspection Department, Public Works Department, and Planning Department; No discussion.

Summary of all Village Contracts: Administrator Schornack and Finance Director Rath reviewed the report with the Committee. Discussion followed, noting that some items are not contracts, but licensing fees. The Committee requested that Administrator Schornack add a column to the report to determine if an item is a contract or annual fee.

NEXT MEETING: The next committee meeting will be Tuesday, December 17, 2013 at 5:00 p.m.

ADJOURNMENT: There being no further business, the meeting was adjourned at 6:50 p.m.

Respectfully Submitted,

Christine M. Micka, CMC/WCMC
Deputy Clerk