

**VILLAGE OF GERMANTOWN
GENERAL GOVERNMENT & FINANCE COMMITTEE
MEETING MINUTES
December 17, 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 Baum and Kaminski. Also present Administrator Schornack, Finance Director Rath, Clerk Goeckner, DPW Ludwig, Administrative Secretary Wick, and Deputy Clerk Micka. Absent and Excused: Trustee Vanderheiden.

APPROVAL OF MINUTES: *Motion Kaminski, second Baum, to approve the minutes from the November 19, 2013 meeting. Motion carried without negative vote.*

PUBLIC COMMENT: No-one addressed the Committee.

APPROVAL OF AGREEMENT BETWEEN WASHINGTON COUNTY AND THE VILLAGE OF GERMANTOWN FOR VOTING EQUIPMENT COST SHARE:

Clerk Goeckner reviewed the agreement with the Committee. The Washington County Clerk is proposing to purchase new election equipment in 2015. The proposal is for the County to pay 80% of the costs, and the Village to pay the remaining 20% of the costs. The payments would begin in 2016, and would be for a three year period.

Discussion followed:

- ✓ It is more efficient and cost effective if all municipalities in the county use the same equipment;
- ✓ If the Village chooses different equipment, we would be responsible for all programming costs;
- ✓ State Statutes require that municipalities pay the cost of voting equipment;
- ✓ Voting equipment must be certified by the State of Wisconsin;
- ✓ The Village would need an additional machine as a backup in case of equipment problems on election day and would be responsible for 100% of the cost; and
- ✓ Exact costs for the equipment are not known at this time, and the estimated 20% cost share for each machine is \$1,640.

Motion Kaminski, second Baum, to approve the Agreement Between Washington County and the Village of Germantown for Voting Equipment Cost Share. Motion carried without negative vote.

NON-UNION EMPLOYEE COMPENSATION INCREASES: Administrator Schornack reviewed his recommendation for a proposed 2% cost-of-living adjustment for non-union employees for 2014. He stated that non-union employees have not received a cost-of-living adjustment for four years, and funds are included in the 2014 budget.

Discussion followed:

- ✓ A pay for performance plan was approved to set goals and conduct performance evaluations in 2014 for increases effective in 2015;
- ✓ A 2% increase is included in the 2014 budget for non-union employees;
- ✓ Cost-of-living adjustments in surrounding municipalities and Village of Germantown Unions;
- ✓ Social Security Increases in the last four years;
- ✓ 2011 salary survey conducted by the Village of Germantown; and
- ✓ Some non-union employees received a bonus in 2012.

Motion Kaminski, second Baum, to forward to the Village Board with a positive recommendation a pay increase for non-union employees with the amount to be determined by the Village Board in a Closed Session meeting. Motion carried without negative vote.

REPLACEMENT OF BOARD ROOM AUDIO / VISUAL EQUIPMENT: Administrator Schornack reported that residents were not receiving the Time Warner signal, but for the Village Board meeting last night it was being received. He stated that more information is needed, and that some residents may not have the box or digital to receive the signal. He noted that there have been continual problems with AT&T equipment.

Clerk Goeckner did research on the problems with the equipment, contacted other municipalities for information, and reviewed the responses with the Committee. Residents with Time Warner can watch meetings on Channel 25 with a box and Channel 15.25 on other televisions. Administrator Schornack rebooted AT&T and the cable worked fine, but sometimes residents with U-Verse can receive channels from other municipalities and not from Germantown. She checked with other municipalities on the Clerk's network, and received information from West Bend on the equipment they use. She contacted the provider for West Bend, AVI Midwest, and they will evaluate our equipment at a cost of \$129 per hour. AVM would charge \$75 per hour to evaluate our equipment, and felt it may be a Time Warner issue.

Discussion followed:

- ✓ Possibility of a box recording the meetings and playing them back, which would cost approximately \$12,000;
- ✓ If streaming meetings on the website, a computer would need to be purchased and hooked up to our equipment and the internet
 - If storing 40 hours of video, cost should be less than \$1,000;
 - Install a video card for less than \$300; and
 - There is a line item of \$8,400 in the 2013 budget that can be carried over to cover these costs.
- ✓ The company that was to install the video equipment requested all money upfront prior to completing the work; and
- ✓ Recommendation that the equipment be looked at and provide solutions.

Motion Kaminski, second Baum, to move forward and hire a professional in an amount not to exceed \$1,000 to make a recommendation and to obtain quotes for the audio / visual equipment in the Board Room, and begin the process to stream Village Board meetings on the Village Website. Motion carried without negative vote.

REPORTS:

Monthly Year to Date Financials:

Revenue and Expense Report – All Funds: Finance Director Rath reviewed the reports with the Committee. The reports are through November, there is an additional five to six weeks of payroll remaining for this year, December had increased expenses due to salt and overtime for plowing, and this will be a positive year. Discussion followed on the 2014 capital projects, the Department Directors will be prioritizing projects, and discussion will follow at the January Committee meeting.

Health and Dental Plans: Finance Director Rath reported that both plans are doing well.

Impact Fees Financial Reports: No discussion.

Accounts Payable: Finance Director Rath reviewed the reports with the Committee.

Monthly Code Violation Reports: Building Inspection Department and Planning Department: No discussion.

C.I.P. PROJECTS: Finance Director Rath reviewed the report, and at the next Committee meeting there will a review of all projects.

Letter of Credit Summaries: Building Inspection Department, Public Works Department, and Planning Department: The Committee reviewed the reports.

Summary of all Village Contracts: The Committee reviewed the report, and discussion followed on the Waste Management contract.

NEXT MEETING: The next committee meeting is Tuesday, January 21, 2014 at 5:00 p.m.

ADJOURNMENT: There being no further business, the meeting adjourned at 6:12 p.m.

Respectfully Submitted,

Christine M. Micka
CMC/WCMC, Deputy Clerk