VILLAGE OF GERMANTOWN
GENERAL GOVERNMENT & FINANCE COMMITTEE
MEETING MINUTES
January 21, 2014

CALL TO ORDER: The meeting was called to order at 5:06 p.m. by Chairperson Zabel.

ROLL CALL: Chairperson Zabel and Trustee Members Baum (arrived at 6:13 p.m.), Kaminski and Vanderheiden. Also present President Wolter (arrived at 5:27 p.m.), Administrator Schornack, Finance Director Rath, Clerk Goeckner, Park & Recreation Director Casperson, Deputy Fire Chief Maury, and Deputy Clerk Micka.

APPROVAL OF MINUTES: ***Motion Kaminski, second Vanderheiden, to approve the minutes from the December 17, 2013 meeting. Motion carried without negative vote.***

PUBLIC COMMENT: No-one addressed the Committee.

UPDATE ON REPLACEMENT OF BOARD ROOM AUDIO / VISUAL AND CABLE EQUIPMENT: Clerk Goeckner reviewed her memorandum with the Committee and provided an update on the progress for replacement of the equipment. Clerk Goeckner and Administrator Schornack met with a technician from AVI on January 8th to review the current equipment and provide suggestions.

Discussion followed:

- ✓ AT&T U-Verse:
  - The biggest issue is with this equipment;
  - View Cast Box was sent to the manufacturer to have the fan repaired and receive updates occurring since the last service in 2012;
  - AT&T's Public Access channel will be down during this time for at least a month; and
  - Replacement of the box is approximately $6,500.00.
- ✓ Time Warner Cable:
  - Switched to full digital, with some customers not able to connect properly;
  - Unable to view output from camera room;
  - A converter box is needed in order to see the output for the access channel in the camera room;
  - The box can only be obtained from Time Warner at an estimated monthly charge of $1 per month; and
  - Difficulty in connecting with Time Warner;
- ✓ Scrolling of meeting agendas and information notices on cable:
  - This issue was remedied today.

Discussion continued:

- ✓ Scheduling software for running playback:
  - Scheduling software of the Village Board meeting and County Board meeting is on another stand alone computer located in the camera room off the Village Board room;
  - Computer is old and running on Windows 98;
  - Scheduling software is not on the Village's network and not available anywhere else in Village Hall;
  - The equipment had been turned off for some time, it is now plugged into a battery backup, and Village Hall power is re-set on a regular basis;
  - AVI assisted with learning the process for reviewing, setting up, and scheduling the playback; and
  - Due to the current system, we are unable to tell if the Village Board and County Board meetings scheduled for playback are working properly.
- ✓ Audio equipment:
  - Problems with microphones - Administrator will replace by purchasing on-line at a reduced cost;
  - Current audio equipment had a 2013 authorization for replacement at a cost of approximately $8,400; and
  - The equipment appears to be working and is not anticipated to be replaced as previously considered.
- ✓ Video/camera equipment:
  - This equipment appears to be running and is not anticipated to be replaced at this time.
- ✓ Streaming Village Board meetings on the Village website:
  - Live Stream of Village Board meetings on the website with the capability of storing approximately 40 hours of meetings, which is an estimate of 12 months of Village Board meetings;
  - Additional equipment is needed (video card at a cost of approximately $300, and computer equipment at a cost of approximately $1,500); and
  - The computer would need to be connected to the broadcasting equipment and hardwired for an internet connection.

Discussion continued:

- ✓ Recording and playback equipment:
    - A quote was requested from AVI for upgrade and replacement of recording and playback equipment;
    - Upgrade would resolve equipment problems and the need for a new computer for the scheduling program and a new computer for the meeting and information program to scroll on the public access channel;
    - Upgrade would make components of cable/audio/visual program simpler and more efficient;
    - Upgrade would allow for the live streaming of meetings on the website;
    - Upgrade would network the programs and equipment to be set up and worked on from individual desktops; and
    - Upgrade would safeguard all of the programs involved through our backup tapes and server/network accessibility.
- ✓ Final Summation:
    - Time spent with AVI was very beneficial;
    - Recommendation to wait prior to making any new purchases until it is known exactly what is required for the entire system;
    - Proceed with live stream through the website; and
    - The Clerk has spent between 30-40 hours on this process.

President Wolter arrived at 5:27 p.m.

Discussion followed, with the suggestion of possibly conducting a survey on the website to gather information on resident's thoughts on upgrading the equipment; many municipalities are struggling with equipment needs and no-one to fix them; the computer investment for live streaming on the website; revenue sources from Time Warner and AT&T; and the possibility of checking with the School District on what equipment they are using.

Consensus of the Committee was to move forward with creating a survey of residents to obtain demographic information and determine who watches the cable access channel, to proceed with streaming of meetings on the website, and to obtain information on the costs associated with upgrading the equipment. Clerk Goeckner will provide an update at the next Committee meeting.

AUTHORIZATION TO FILL FULL-TIME SENIOR COORDINATOR POSITION AND APPROVAL OF JOB DESCRIPTION: Park & Recreation Director Casperson read his memorandum to the Committee. Senior Coordinator Jean Brill will be retiring on March 31, 2014, she has worked for the Village for thirteen years, and has been at her present position for five years.

The Senior Center is a standalone facility that operates Monday through Friday from 8:00 a.m. to 4:30 p.m., with evening and weekend rentals. The Center is managed by one person, the Senior Coordinator with the assistance of a part-time secretary (averaging 12 hours per week) and volunteers.

Mr. Casperson reviewed the job duties, which include managing the center and developing, implementing, and overseeing programs, workshops, trips, speakers, and special events. The Senior Center underwent an expansion in 2008, and a staffing reduction in 2009, with both adding to the Coordinator's workload.

Mr. Casperson requested that the Committee evaluate the Senior Coordinator pay grade. This position performs the same functions as a Recreation Supervisor, but is assigned a lower pay grade. The Senior Coordinator pay grade is a 7, and the Recreation Supervisor pay grade is a 10.

Mr. Casperson has worked since his hiring to streamline operations, improve communications, and increase efficiency in his department. He is requesting approval of the job description and to hire a new person in order to avoid any interruptions in the department.

Discussion followed:

- ✓ Pay grade 7 has a pay range of $32,693 to $40,218;
- ✓ Pay grade 10 has a pay range of $38,006 to $46,755;
- ✓ The position was created in 2011;
- ✓ Current pay for the position is $33,837;
- ✓ Most municipalities do not have this type of position;
- ✓ Help is provided from the Park & Recreation Department; and
- ✓ If the pay grade for the position should be increased.

Motion Vanderheiden, second Kaminski, to forward to the Village Board the recommendation to hire a Senior Coordinator with the proposed job description and the current pay grade.

It was noted that the Village Board may review the pay grade in the future.

Motion carried without negative vote.

APPROVAL TO PAY INVOICE FROM ECONOMIC DEVELOPMENT WASHINGTON COUNTY (EDWC) IN THE AMOUNT OF $10,000.00: ***Motion Kaminski, second Vanderheiden, to approve payment of the invoice in the amount of $10,000.00 to Economic Development Washington County (EDWC) for the 2014 investment. Motion carried without negative vote.***

CAPITAL OUTLAY PROJECTS FOR 2014 – REVIEW AND PRIORITIZATION:

Finance Director Rath reviewed the proposed 2014 capital projects with the Committee. The total of projects with the borrowing is $3,080,000; the amount of reserve is 21% at 2012 year end; if cash is used for capital and not borrowed, it could be down to 18% - 19%; to maintain 18% reserve, $305,038 is needed; to maintain 19% reserve, $305,038 is needed; her recommendation for reserve is 19%; interest rate for borrowing is 1.75% to 3%; and interest is low on bank account balances.

Discussion followed on the projects that should be paid from cash reserves, with the following projects recommended to be removed from the borrowing:

- ✓ Replace UPS System under Police Department at $30,000;
- ✓ Mercom Audio Logger under Police Department at $45,000;
- ✓ Server Array Cluster under Police Department at $30,000;
- ✓ Replace Rifles under Police Department at $18,000;
- ✓ Replace Squad Rifle Mounts under Police Department at $13,000;
- ✓ Computers & Software (2 CF-31 computers & Netmotion Licenses) under Fire Department at $23,000;
- ✓ Turn out gear & boots under Fire Department at $50,000;
- ✓ Communications Equipment – 6 portables + 1 mobile under Fire Department at $20,000;
- ✓ Fork Lift under Highway Department at $20,000;
- ✓ Iron Worker-tool to cut/bend/fabricate Steel under Highway Department at $30,000; and
- ✓ Ash Tree Removal under Parks at $25,000.

Discussion followed on the projects that should be removed from the plan, and the following projects were recommended:

- ✓ Stream Bank Stabilization under DPW Administration and Engineering at $60,000; and
- ✓ $45,000 for the drainage ditch subdivision enclosures to be removed from the Asphalt Paving Road Projects under the Highway Department.

Trustee Baum arrived at 6:13 p.m.

Motion Kaminski, second Vanderheiden, to recommend to the Village Board approval of the Capital Outlay Projects for 2014 with the recommended changes to be taken from cash reserves, and to recommend that any future capital borrowing only be done for projects anticipated to last ten years or more. Motion carried without negative vote.

CAPITAL OUTLAY PLAN (2011 – 2030) – REVIEW AND REVISION: ***Motion Kaminski, second Baum, to postpone action on this item to the next Committee meeting in order to obtain updated numbers for the Plan. Motion carried without negative vote.***

REPORTS:

Monthly Year to Date Financials:

Revenue and Expense Report – All Funds: Finance Director Rath reviewed the report with the Committee. She noted that wages are current; revenue from the hotel/motel room taxes has not been received; there is two months of ambulance billing to be received; budget will be clean at year end; the budget is as tight as can be managed; labor costs are tight; building inspection revenue is positive; and sewer connection fees are positive.

Health and Dental Plans: Finance Director Rath reported that the year ended positively. A payment in the amount of $142,000 is expected from the stop loss carrier for the health plan, and the dental plan is down $20,000 as expected.

Impact Fees Financial Reports: Finance Director Rath reviewed the impact fees received, and noted that a plan needs to be developed for the Police Department Impact Fee; if there is no plan, the funds may need to be refunded.

Accounts Payable: No discussion.

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

C.I.P. PROJECTS: Finance Director Rath reviewed the report and noted that she will bring a carry-over resolution to the next Committee meeting for approval.

Letter of Credit Summaries: Building Inspection Department, Public Works Department, and Planning Department; Administrator Schornack reviewed the reports with the Committee. He stated that the bank requires funds to be collateralized, and the Committee requested a report from the Finance Department on future agendas.

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

NEXT MEETING: Discussion followed on the time for the meeting, and it was decided to meet at 5:30 p.m. on Tuesday, February 18, 2014.

ADJOURNMENT: There being no further business, the meeting adjourned at 6:43 p.m.

Respectfully Submitted,

Christine M. Micka, CMC/WCMC
Deputy Clerk