VILLAGE OF GERMANTOWN
GENERAL GOVERNMENT & FINANCE COMMITTEE
MEETING MINUTES
March 18, 2014

CALL TO ORDER: The meeting was called to order at 5:03 p.m. by Chairperson Zabel.

ROLL CALL: Chairperson Zabel and Trustee Members Baum (arrived at 5:45 p.m.), Kaminski and Vanderheiden. Also present Administrator Schornack, Finance Director Rath, Clerk Goeckner, Park & Recreation Director Casperson, Park & Recreation Supervisor Masiarchin, and Deputy Clerk Micka.

APPROVAL OF MINUTES: ***Motion Kaminski, second Vanderheiden, to approve the minutes from the February 18, 2014 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 gave an update on the Board Room audio/visual equipment and cable equipment. She has moved forward on the purchase of a computer to live stream meetings on the website, and Steve Stors and Joe Masiarchin have been working on the streaming process. AT&T is still not broadcasting, Time Warner cable is running, and verification is needed to determine if the playback is working. A quote was received from AVI, but no action has been taken on the quote at this time.

Trustee Zabel reported that he has contacted Senator Darling's Office to obtain information on if cable companies are required to provide equipment following changes made to the law in 2007.

Clerk Goeckner will continue to update the Committee at each monthly meeting.

Motion Vanderheiden, second Kaminski, to move to New Business Item A, 2014 Capital Projects Debt Financing and Possible Refunding Issue, and New Business Item B, Authorization to Utilize Funds for the 2014 Emerald Ash Borer (EAB) Response Plan. Motion carried without negative vote.

2014 CAPITAL PROJECTS DEBT FIINANCING AND POSSIBLE REFUNDING ISSUE:

Jim Mann of Ehlers was present to review the Preliminary Finance Plan handout he provided to the Committee.

Mr. Mann reviewed the following:

- ✓ Pages 1, 2 & 3 – Schedule of Bonded Indebtedness, General Obligation Debt as of January 1, 2014;
- ✓ Page 4 – General Obligation Debt, Base Debt Plan;
- ✓ Page 5 – 2013 Estimated Project Costs & Financing Plan. Option 2 ($3.8 million bond was discussed);
- ✓ Page 6 – General Obligation Debt – Option1. (Discussed structured debt and 5 year and 10 year projects); and
- ✓ Page 7 – General Obligation Debt – Option 2. (The refund was added in, with a net difference of $37,000 in savings).

Mr. Mann concluded his report by answering questions from the Committee.

Motion Kaminski to forward the proposal to the Village Board for a report and more discussion. Motion withdrawn due to lack of a second.

Motion Zabel, second Kaminski, to forward Option 2 to the Village Board with a positive recommendation. Motion carried without negative vote.

AUTHORIZATION TO UTILIZE FUNDS FOR THE 2014 EMERALD ASH BORER (EAB) RESPONSE PLAN: Park and Recreation Director Casperson reviewed his memorandum with the Committee.

Mr. Casperson reported that a public tree inventory and evaluation was completed by Wachtel Tree Science in 2006. Since that evaluation, there have been numerous removals, replacements, and changes to the inventory and health of the urban forest. The changes have not been updated in the Village's GIS system. He contacted Wachtel Tree Science for a quote to re-inventory, and they submitted a cost of $13,000 for the public trees on the streets, and a cost of $6,000 for the parks and public facilities. Also included was an EAB Readiness/Implementation Plan at a cost of $2,200. The streets with the greatest ash tree population are Mequon Road and Pilgrim Road.

Mr. Casperson contacted MATC and UW-Stevens Point Intern Program for information, and he is proposing to hire an intern for the summer from UW-Stevens Point. If an intern was hired for 12 weeks, the total compensation would be $5,961.12, which includes an hourly rate of $11.00, social security and workers' compensation.

Mr. Casperson reviewed the plan for treatments, removals, and replacements of ash trees. He also discussed public awareness about EAB, noting that an intern could assist the Village with efforts to educate the public. The educational goal is to provide the community with strategies, tools, and techniques that will be used to protect the community's urban forest against EAB. He reviewed the seven ways that the educational goal would be accomplished.

Trustee Baum arrived at 5:45 p.m.

Motion Vanderheiden, second Baum, to recommend approval of one intern at twelve weeks for a total compensation of $5,961.12. Motion carried without negative vote.

Finance Director Rath noted that a budget amendment resolution would be required to take $20,000 from Capital Projects and transfer to the Park & Recreation budget.

Motion Baum, second Vanderheiden, to approve the Emerald Ash Borer (EAB) Response Plan at the budgeted amount of $25,000 and to direct staff to draft a resolution to amend the budget. Motion carried without negative vote.

Motion Kaminski, second Vanderheiden, to move to New Business Item C, Approval to Purchase Computers and Equipment for the Park and Recreation Department's Senior Center Computer Lab, and New Business Item D, Update on the Village's IT Needs. Motion carried without negative vote.

APPROVAL TO PURCHASE COMPUTERS AND EQUIPMENT FOR THE PARK AND RECREATION DEPARTMENT'S SENIOR CENTER COMPUTER LAB: Park and Recreation Director Casperson reviewed his memorandum with the Committee. The Senior Center computer lab was built with the expansion in 2008. The computers in the lab are seven years old. In 2013, the lab held 76 classes with 379 participants, and in total the computer lab was used by 572 people for classes and general use. Last fall four out of the eight computers crashed.

The Park and Recreation Department and the Village IT Consultant are recommending replacement of all computers at the Senior Center Lab, which are not budgeted expenses. The computers will contain new operating systems and new software. The total cost for replacement would be $6,256.00. Finance Director Rath noted that $11,938.00 is available from the Senior Center Office Equipment account.

Motion Kaminski, second Baum, to approve the purchase of computers and equipment for the Park and Recreation Department's Senior Center Computer Lab in the amount of $6,256.00 to be taken out of account #40-554-570-8420. Motion carried without negative vote.

UPDATE ON VILLAGE'S IT NEEDS: Park and Recreation Director Casperson reviewed his memorandum with the Committee. As of September, 2013, the Village no longer has an employee dedicated to the Village's IT needs, but there is still a need for IT support. Mr. Casperson and Mr. Masiarchin from the Park and Recreation Department agreed to assist with the Village's IT needs. The Village contracts IT services with Schultz-Bernstein and Associates.

Mr. Casperson reported that from January 13 to March 10, there have been 57 IT requests. In the same time span there were 40 working days (Monday – Friday), with an average of 1.425 IT requests per day. An IT Needs Survey was distributed to Village Departments to inventory their IT equipment and evaluate their IT needs. He also provided to the Committee a Community IT Survey, which asked other municipalities similar in size about their IT structure.

The Committee discussed the survey, the number of employees of the Village, the number of Village computers, and the IT needs of the Village. The consensus of the Committee was to direct staff to bring back a plan for meeting the Village IT needs. It was noted that there are no funds available for a full-time IT employee.

Motion Kaminski, second Baum, to continue with New Business Items on the agenda. Motion carried without negative vote.

AMENDED 2014 SALARY RESOLUTION; ADDING HISTORIC PRESERVATION COMMISSION PER MEETING PAYMENT, AND ADDING SENIOR CENTER OFFICE ASSISTANT: Finance Director Rath discussed the proposed amendments to the 2014 salary resolution. There are two changes to be made: After April 15, Historic Preservation Commission members will be paid a monthly stipend of $20 per meeting, and the Senior Center part time position will be moved from the Recreation Program expense account to the Senior Center expense account.

Motion Baum, second Kaminski, to approve the amended 2014 salary resolution. Motion carried without negative vote.

RESOLUTION AUTHORIZING THE CHARGE OFF OF UNCOLLECTED 2012 PERSONAL PROPERTY TAXES: Finance Director Rath reviewed her memorandum with the Committee.

Motion Kaminski, second Vanderheiden, to approve the resolution authorizing the charge off of uncollected 2012 Personal Property taxes and to forward to the Village Board with a positive recommendation. Motion carried without negative vote.

UPDATE CLAIMS PROCEDURE UNDER SECTION 3.08 OF THE MUNICIPAL CODE: Administrator Schornack discussed his memorandum with the Committee.

The Village's claim procedure was last updated in 2003. He is proposing to update the procedure since the current dollar thresholds are very low. He noted the Public Works Department is preparing over 500 purchase orders each year. Mr. Schornack requested information from surrounding communities as to their policies, and discussed the results with the Committee.

Discussion followed on the current policy and possible changes to be made.

Motion Kaminski, second Baum, to increase the purchase order approval from $500 to $2,000, and to keep the remaining claims procedures the same.

Motion Kaminski, second Baum, to amend the motion to increase the purchase order approval to $1,000 for budgeted items.

Motion to amend carried 3-1 (Zabel).

Motion as amended carried 3-1 (Zabel).

RESOLUTION APPROVING AMENDMENTS TO THE 2014 BUDGET; CAPITAL AND GENERAL FUND CARRYOVER: Finance Director Rath reviewed her memorandum with the Committee. The first section details existing Capital projects that were funded in 2013 and need completion in 2014. The second section is 2013 General Fund items that will either be completed in 2014 or are a standard non-lapsing fund such as the Library County revenue and the Hotel/Motel tourism funds. The third section details 2014 Capital Projects that will be funded with General Reserve Funds, rather than borrowing new money.

Motion Kaminski, second Baum, to forward to the Village Board with a positive recommendation approval of the resolution approving amendments to the 2014 budget. Motion carried without negative vote.

RESOLUTION ESTABLISHING THE 2014 FEE SCHEDULE FOR WEIGHTS AND MEASURES DEVICES REQUIRED UNDER SECTION 12.26 OF THE MUNICIPAL CODE: ***Motion Kaminski, second Baum, to accept the resolution establishing the 2014 fee schedule for weights and measures devices required under Section 12.26 of the Municipal Code. Motion carried without negative vote.***

CAPITAL OUTLAY PLAN (2011 – 2030): Administrator Schornack reviewed the 12 page plan handout with the Committee. The Park & Recreation Department prepared a separate page for park improvements. Mr. Schornack noted that the plan will need more work, and the Village cannot afford all the projects listed in the plan. He reviewed the changes that came through Committee review, existing P&I payments, and estimated future P&I payments. The Committee discussed the proposed projects and interest rates.

The Committee consensus was to continue discussion at the April Committee meeting.

REPORTS:

Monthly Year to Date Financials:

Revenue and Expense Report – All Funds: Finance Director Rath reviewed the report with the Committee. Discussion followed on possible ways to simplify the report.

Health and Dental Plans: Finance Director Rath reported that the health and dental plans ended 2013 on a good note.

Impact Fees Financial Reports: No discussion.

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

Letter of Credit Summaries: Building Inspection Department, Public Works Department, and Planning Department; Administrator Schornack reviewed the reports with the Committee.

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

NEXT MEETING: Tuesday, April 15, 2014 at 5:00 p.m.

ADJOURNMENT: There being no further business, the meeting adjourned at 7:23 p.m.

Respectfully Submitted,

Christine M. Micka, CMC/WCMC
Deputy Clerk