VILLAGE OF GERMANTOWN
GENERAL GOVERNMENT & FINANCE COMMITTEE
MEETING MINUTES
May 27, 2014

CALL TO ORDER: The meeting was called to order at 5:30 p.m. by Chairperson Zabel.

ROLL CALL: Chairperson Zabel and Trustee Members Baum, Kaminski and Vanderheiden. Also present Finance Director Rath, Clerk Goeckner, Park & Recreation Director Casperson and Deputy Clerk Micka.

APPROVAL OF MINUTES: ***Motion Kaminski, second Baum, to approve the minutes from the April 15, 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 to the Committee on the board room equipment. AT&T is not broadcasting and have not responded with a bid to correct the problem; there have been audio problems since the April 21st Village Board meeting; AVI looked at the issues for approximately 1.5 to 2 hours and cannot replicate the issue; the audio is set up fundamentally incorrect: AVI would like to set up the equipment correctly to resolve the audio issue; and Clerk Goeckner and Park & Recreation Supervisor Masiarchin have no expertise with this equipment and have spent many hours attempting to resolve the issues.

Clerk Goeckner explained that one part of the equipment is to be shut off after the Village Board meeting is broadcast and this was left on; the power is cycled every Monday; and there is no control over who is in the equipment room in the Board Room, since staff cannot see the room.

AVI submitted a quote to set up the equipment correctly in the amount of $1,223.00 ($320.00 for equipment; the remainder is for labor), they had set up the original equipment in the 90's, and they determined that none of the current audio equipment was installed by them.

Motion Vanderheiden, second Kaminski, to approve payment of the invoice in the amount of $1,223.00 to AVI. Motion carried without negative vote.

UPDATE ON VILLAGE'S IT NEEDS: Steve Stors of Schultz Bernstein & Associates was present to review the Village's needs with the Committee. Mr. Stors reviewed his history with the Village. He has been in IT for a number of years; started with the Police Department about 15 years ago; Schultz Bernstein assists businesses with IT needs; he assisted the Village as needed; and about 1-1/2 to 2 years ago entered into a formal agreement (weekly) with the Village. He explained that he is being reactive, and would like to be proactive with his assistance. He works with the Police Department, Fire Department, Senior Center, DPW, and the Village Hall. His time is spent on projects and putting out fires. The Village IT requirements are simple, reliable, functional, with some issues requiring immediate attention.

Discussion followed:

- ✓ If the current arrangement is enough to handle the Village IT needs;
- ✓ Long term planning;
- ✓ Full time IT support is needed;
- ✓ The current arrangement is not keeping up with the Village demands;
- ✓ Concerns with the size of the village, updating, and security;
- ✓ Large projects;
- ✓ Fire Department and Police Department have significant IT requirements;
- ✓ Proactive relationship;
- ✓ New technology;
- ✓ Use of interns; and
- ✓ Using a consultant for IT requirements.

The Committee consensus was to direct staff to research firms for possible outsourcing of IT needs, determine the costs involved, and the possibility of a contract employee for part time in 2014 and possible full time in 2015.

AUTHORIZATION TO FILL DEPUTY CLERK POSITION – CLERK'S OFFICE: Deputy Clerk Micka is retiring after nearly 18 years with the Village, and Clerk Goeckner is requesting authorization to fill this position as soon as possible with another full time Deputy Clerk. The job description was updated with the most recent Deputy Clerk hiring in February. Clerk Goeckner will be looking for someone with experience, will contact applicants from the last hiring, and only advertise if necessary.

Motion Kaminski, second Vanderheiden, to authorize filling the full time Deputy Clerk position based on the current job description. Motion carried without negative vote.

Motion Kaminski, second Vanderheiden, to move New Business Item E – Authorization to Pay Invoice for 2014 Summer Recreation Guide. Motion carried without negative vote.

AUTHORIZATION TO PAY INVOICE FOR 2014 SUMMER RECREATION GUIDE: Park and Recreation Director Casperson reviewed the invoice with the Committee. Normally the printing costs do not require Committee approval, but is required this time because the Department printed additional guides in an attempt to capture more people in the Richfield, Hubertus & Colgate areas, which are located in the School District boundaries. Typically the printing costs are approximately $3,100.00; this invoice is for 14,500 guides at a cost of $4,672.50.

Motion Kaminski, second Baum, to approve the invoice to American Litho in the amount of $4,672.50 for the printing of 14,500 Park & Recreation 2014 Summer program guides. Motion carried without negative vote.

REVIEW OF COMMITTEES UNDER SECTION 1 OF THE MUNICIPAL CODE TO POSSIBLY ELIMINATE AND/OR MODIFY COMMITTEES: Chairperson Zabel stated that some committees are not meeting regularly, and he requested a review of the Boards and Commissions listed in Chapter 1 of the Municipal Code.

Discussion followed on Section 1.371, Germantown Community Development Authority and Section 1.373, Health Insurance Advisory Committee.

Motion Kaminski, second Baum, to eliminate the Utility Advisory Committee under Section 1.376 in the Municipal Code.

Discussion followed:

- ✓ The Committee has not met the last few years;
- ✓ There have not been a lot of projects the last few years;
- ✓ The struggle to obtain members on the Committee; and
- ✓ Duplication of duties performed by staff.

Motion failed. Ayes 2 (Kaminski, Vanderheiden). Nays: 2 (Baum, Zabel).

REVIEW OF BOARD OF HEALTH UNDER SECTION 11 OF THE MUNICIPAL CODE: The Committee discussed if the Board of Health listed under Section 11 of the Municipal Code was still required.

Motion Vanderheiden, second Baum, to obtain an opinion from the Village Attorney regarding eliminating the Board of Health listed under Section 11.01 and under Section 1.35 of the Municipal Code. Motion carried without negative vote.

ORDINANCE ELIMINATING THE CABLE REVIEW COMMISSION UNDER SECTION 22 OF THE MUNICIPAL CODE: The Committee discussed if the Cable Review Commission listed under Section 22 of the Municipal Code was still required.

Motion Kaminski, second Baum, to remove the Cable Review Commission from Section 22.24 of the Municipal Code.

Motion Kaminski, second Baum, to eliminate the Cable Review Commission if approved by the Village Attorney. Motion to amend carried without negative vote.

Motion as amended carried without negative vote.

AUDITING SERVICES 2014 & 2015; BAKER TILLY VIRCHOW KRAUSE CONTRACT EXTENSION: Finance Director Rath stated that the contract for auditing services will expire with the 2013 audit. The current policy states that the village will request proposals from qualified auditing firms every four to six years. An option was included with the current contract for two one year extensions at the discretion of the Village Board. A proposal was presented from Baker Tilly Virchow Krause for 2014 and 2015 auditing services. This firm has handled the village auditing services since 1989.

Discussion followed, noting that the Finance Department relies on their professionalism and expertise, they are a resource throughout the year for questions, and if there should be a change in auditing firms.

Motion Kaminski, second Baum, to direct the Finance Director to obtain Request for Proposals for the Village's auditing services. Motion carried without negative vote.

2014 BUDGET LINE ITEM TRANSFER; ALLOCATE CONTINGENCY FUNDS: Finance Director Rath stated that the line item transfer was to cover the 2% wage increase approved for this year.

Motion Baum, second Kaminski, to approve the Resolution for the 2014 budget amendment line item transfer to allocate contingency funds to departments to cover wage increases. Motion carried without negative vote.

2014 BUDGET LINE ITEM TRANSFER; DATA PROCESSING WAGES TO CLERK'S DEPARTMENT AND DATA PROCESSING EXPENSE: Finance Director Rath stated that the line item transfer was to cover the salary for the Deputy Clerk position that was filled in February, since the budget had allocated wages of ½ by the Clerk Department and ½ by Data Processing.

Motion Baum, second Kaminski, to approve the Resolution for the 2014 budget amendment line item transfer to transfer funds from Data Processing wages and benefits to Clerk's Department to cover salary for Deputy Clerk position and to fund contracted services in the data processing expense accounts. Motion carried without negative vote.

TIF #4 REIMBURSING WATER UTILITY FOR UNUSED LAND: Finance Director Rath presented an updated report on the land sale between the Water Utility and TIF #4. She reviewed the figures on the report with the Committee.

Motion Baum, second Kaminski, to approve the payment from TIF #4 to the Water Utility in the amount of $173,163.94. Motion carried without negative vote.

REPORTS:

Monthly Year to Date Financials:

Revenue and Expense Report – All Funds: Finance Director Rath reviewed the payables for the month of May to date with the Committee. She stated there are no issues with any budgets.

Health and Dental Plans: Finance Director Rath stated both accounts are tracking positively.

Impact Fees Financial Reports: Finance Director Rath reviewed the report with the Committee.

Accounts Payable: No discussion.

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

C.I.P. PROJECTS: Finance Director Rath stated that the loan closed in May providing the funds for these projects.

Letter of Credit Summaries: Building Inspection Department, Public Works Department, and Planning Department; The Committee requested verification from the Village Planner on River Lane Holdings which will expire on June 30th, and on McDonald's which will expire on June 7th.

Summary of all Village Contracts: No discussion.

NEXT MEETING: Tuesday, June 24, 2014 at 5:30 p.m.

ADJOURNMENT: There being no further business, the meeting adjourned at 7:26 p.m.

Respectfully Submitted,

Christine M. Micka, CMC/WCMC
Deputy Clerk