

**VILLAGE OF GERMANTOWN
GENERAL GOVERNMENT & FINANCE COMMITTEE
MEETING MINUTES
June 17, 2019**

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

ROLL CALL: Present: Chairperson Zabel, Trustee Members: Baum, Miller, and Kaminski. Also present: Clerk Braunschweig, Finance Director Rath, Administrator Kreklow, Fire Chief Delain, Attorney Sajdak, and Manager Tucker.

APPROVAL OF MINUTES: May 20, 2019 – **MOTION (Kaminski/Baum) to approve the May 20, 2019 minutes. Motion carried unanimously.**

PUBLIC COMMENT: No public comment.

NEW BUSINESS:

- A. Resolution 42-2019, Associated Appraisal Consultants Inc. - Agreement for Maintenance Assessment Services, in an amount not to exceed \$85,000 per year.
Director Rath reported on the item. She had contacted Associated Appraisal in regard to the continuation of the agreement. This is the same prices of \$85,000 per year for a three year maintenance agreement. The assessor does not have regular business hours. Open Book is in September of this year. Board of Review is in October.
Motion (Kaminski/Miller) to Recommend Approval of Resolution 42-2019, Associated Appraisal Consultants Inc. - Agreement for Maintenance Assessment Services, in an amount not to exceed \$85,000 per year. Motion Carried Unanimously. Zabel commented not to place on the Consent Agenda.
- B. Resolution 43-2019, Budget Amendment – Line Item Transfer Allocate Contingency Wages to Departments.
MOTION (Kaminski/Baum) to Recommend Approval of Resolution 43-2019, Budget Amendment – Line Item Transfer Allocate Contingency Wages to Departments. Motion Carried Unanimously.
- C. Request for Proposal, Banking Services – Process Adjustment.
Director Rath reviewed her memo in regard to banking services. The current policy requires the Village to seek competitive bids for primary banking services every three years. The current agreement with US Bank expires in November. Staff is requesting to extend the agreement to four or five years or as needed.
MOTION (Kaminski/Baum) to Continue with US Bank for Banking Services and report back with any changes. Motion Carried Unanimously.
- D. Fire Department Administrative Assistant Change to Full-Time.
Fire Chief Delain came to the podium. He gave history of the position. In 1999 until early 2002, the Village Fire Department and Department of Public Works shared an Administrative Assistant. The time was split between the Fire Department and Department of Public Works. Then the person was terminated from employment. Since 2016 the Village Fire Department has had a part-time administrative assistant. The Fire Department has grown and call volumes have grown since 2016. The administrative assistant performs payroll duties, preparing monthly and annual reports, answers permit questions, billing questions, and specializes in IT assistance. Chief Delain is requesting for the position to be upgraded to Full-Time status due to the growth.
MOTION (Baum/Miller) to approve the Fire Department Administrative Assistant Change to Full-Time, with the 9,817 additional for this year. Zabel commented to review at budget time.

Discussion of next year's budget ensued. Motion Carried. Zabel voted no.

OLD BUSINESS:

A. Update on Fire Station 1. No Report.

REPORTS:

A. **Monthly Year to Date Financials:**

1. Revenue and Expense Report All Funds: Finance Director Rath reviewed the reports. There are no concerns.
2. Health and Dental Plans: Director Rath reviewed the reports. There is an uptick in Health Plan Processing. There will be upcoming expenses in the Health Plan.

Impact Fees Financial Reports: The report was reviewed.

B. **Accounts Payable:** April 25, 2019 and May 10, 2019 payables were reviewed.

C. **Code Violation Reports:** The reports were reviewed. Nothing New.

1. Building Inspection Department.
2. Planning Department.

D. **C.I.P. PROJECTS:** The reports were reviewed.

E. **Letter of Credit Summaries:** The Letter of Credit Summaries were reviewed. Prairie Glen Letter of final sidewalk was mentioned. Zilber Letter of Credit will expire in August and has been reduced.

1. Building Inspection Department – Reviewed.
2. Public Works Department– Reviewed.
3. Planning Department – None.

F. **Summary of all Village Contracts:** No Report.

SCHEDULE NEXT MEETING: The next meeting will be on July 15, 2019 at 6:00 pm.

ADJOURNMENT: Chairman Zabel adjourned the meeting at 6:04 p.m.

Respectfully Submitted,

Deanna Braunschweig

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Village Clerk