

**VILLAGE OF GERMANTOWN
GENERAL GOVERNMENT & FINANCE COMMITTEE
MEETING MINUTES
March 26, 2018**

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, Kaminski, and Miller. Also present: Administrator Kreklow, Clerk Boldrey, Finance Director Rath, and Deputy Clerk Tucker.

APPROVAL OF MINUTES: February 20, 2018 – **MOTION (Baum/Miller) to approve. Motion carried.**

PUBLIC COMMENT: No public comment.

NEW BUSINESS:

- A. Resolution 25-2018 – Approving Amendments to the 2018 Budget – Capital Account & General Fund Carry Over. Finance Director Rath reported on the carry over from 2017 to 2018. The dollar amount for capital improvements is \$1,375,728, and for General Fund the amount is \$272,881. The Hotel Motel Tax amount roll over is at \$92,516 for a balance of \$191,084. Discussion ensued of the carry over items. The Land Use Plan is a planned carry over. The final lift for Main Street was not done. Part of the road work is paid for by the Water and Sewer.
Motion by (Baum/Miller) to approve recommendation of Resolution 25-2018. Motion carried unanimously.
- B. Resolution 26-2018 – Authorizing the Charge-off of Uncollected 2016 Delinquent Personal Property Taxes. Kim reported on the item. These are deemed uncollectable. This year it is higher due to Gander Mountain Bankruptcy.
Motion by (Kaminski/Baum) to approve recommendation of Resolution 26-2018. Motion carried unanimously.
- C. Ordinance 06-2018, An Ordinance Amending Chapter 3.08, Claims Procedure of the Village Of Germantown Municipal Code.
Michelle Tucker reported on the ordinance and reviewed other community's codes. She reviewed the changes with department heads. The larger range amounts were discussed since they are already budgeted amounts. The committee directed to have the auditors review prior to the Village Board meeting.
Motion by (Baum/Miller) to approve recommendation with range number updates to section 2 (s) of less than \$2,500 for department head or department delegate authorization, up to \$7,500 Village Administrator authorization, up to \$15,000 Committee Authorization, and Over \$15,000 for Village Board Authorization. Motion carried unanimously. Zabel commented that the items will not be placed on consent agenda.
- D. Resolution 27-2018 – Adoption of Purchasing Policy.
Because the policy was not in the packet, Motion by (Kaminski/Miller) to bring item back to next month's meeting with numbers updated. Motion carried unanimously.
- E. Update on the Interim Fire Chief Position and the Fire Chief Hiring Process.
Administrator Kreklow reported that John Delain has been appointed as the acting fire chief. Steve will pull together some numbers for the committee in regards to compensation. The

PFC recommended and requested that the Village use a professional search firm for the hiring of a Fire Chief. Steve has reached out five different firms and asked them to put together some proposals. He is looking at analyzing the department for needs and direction. Also discussed were having two department heads. Steve commented he would like them item to go before the April 16, 2018 meeting.

REPORTS:

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

1. Revenue and Expense Report All Funds: Finance Director Rath reported that a lot of the activity goes back to 2017. The numbers ending for 2017 look good. There will be a significant increase to reserve balance.
2. Health and Dental Plans: Finance Director Rath reported that both plans ended fairly well. The Village may want to look at changing the base deductible. There is a discount program for the vendors.
3. TIF 6 Summary: The report was reviewed. Majority of the expenses are gone. The sign is up. Balance on hand is \$26,000. Another payment due in September. There is \$135,000 in reserve at MLG. Closing of TIF 4 could be short term loan option. There will be planting of trees and landscaping.

B. **Impact Fees Financial Reports:** The report was reviewed. There has been a little activity for the beginning of the year.

C. **Accounts Payable:** February 25, 2018 and March 10, 2018 payables were reviewed.

D. **Code Violation Reports:**

1. Building Inspection Department.
2. Planning Department.

The code violation reports were reviewed. Administrator Kreklow is working with Planner Retzlaff and staff. The report showed a couple court dates.

E. **C.I.P. PROJECTS:** Kim reported on the carry overs. The borrowing is pending for completion on April 5.

F. **Letter of Credit Summaries:**

1. Building Inspection Department – Reviewed.
2. Public Works Department– Reviewed.
3. Planning Department – Reviewed.

G. **Summary of all Village Contracts:** Contracts were reviewed and no changes from last month.

SCHEDULE NEXT MEETING: There will be a meeting on April 16, 2018 at 6 pm.

ADJOURNMENT: Chairman Zabel adjourned meeting at 6:11 p.m.

Respectfully Submitted,

Deanna L. Boldrey

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Village Clerk