

**VILLAGE OF GERMANTOWN
GENERAL GOVERNMENT & FINANCE COMMITTEE
MEETING MINUTES
April 16, 2018**

CALL TO ORDER: The meeting was called to order at 6:00 p.m. by Chairperson Zabel.

ROLL CALL: Present: Chairperson Zabel, Trustee Members: Baum, Kaminski, and Miller. Also present: Administrator Kreklow, Clerk Boldrey, and Deputy Clerk Tucker.

APPROVAL OF MINUTES: March 26, 2018 – **MOTION (Miller/Baum) to approve. Motion carried unanimously.**

PUBLIC COMMENT: No public comment.

NEW BUSINESS:

- A. Review and Acceptance of 2017 Water Utility PSC Report.
The report is informational only and has been filed with the Public Service Commission.
- B. Resolution 29-2018, Authorization to Proceed with an Agreement with Ehlers to Provide a Feasibility Analysis of a Tax Incremental District.
Motion by (Kaminski/Baum) to forward Resolution 29-2018 to the Village Board. Tr. Baum commented it is hard to approve not knowing what it is. Further Discussion ensued. Tr. Kaminski commented the area will develop. Amendment Motion (Baum/Miller) to amend the \$14,500 to \$5,700. Amendment Motion carried. Motion as amended carried, Zabel Voted No.
- C. Resolution 30-2018, Authorization to Proceed with an agreement with R. W. Management Group in an amount not to exceed \$24,000 for Analysis of the Fire Department and Hiring of Fire Chief. Administrator Kreklow reported that the contract is with R. W. Management Group for the analysis of the Fire Department and hiring of the Fire Chief. First would be an organizational analysis and then the assistance with hiring of the Fire Chief. He requested quotes from five different firms and received quotes from three. The fire department analysis is due to clarification of the direction for the fire department as far as moving from paid on call to a full-time model. The company will talk to the fire department, trustees, police & fire commission. The Police & Fire Commission did request assistance with the search of a Fire Chief. Discussion of the process ensued.
Motion by (Baum/Miller) to approve recommendation of Resolution 29-2018. Motion carried unanimously.

OLD BUSINESS:

- A. Resolution 27-2018 – Adoption of Purchasing Policy.
Motion by (Kaminski/Miller) to approve recommendation of Resolution 27-2018. Discussion ensued for clarification on the gray items. The ranges were discussed for direction. The policy will clarify these items. Administrator Kreklow commented the policy is meant to create more guidelines and improved controls. Motion carried unanimously.
- B. Setting of Interim Fire Chief Salary.
Motion by (Baum/Miller) to recommend the interim fire chief salary as \$83,083. This will be retroactive to the appointment and while the appointment is interim Fire Chief. Motion carried unanimously.

REPORTS:

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

1. Revenue and Expense Report All Funds: Administrator Kreklow commented that it is early to tell but all seems ok.
2. Health and Dental Plans: Administrator Kreklow reported both plans are doing well. The year end report from the third party administrator. It is early to tell where 2017 will end up.
3. TIF 6 Summary: The report was reviewed. Administrator Kreklow reported that there is a lot of construction underway. Materials will be submitted in May to the Plan Commission. An interfund transfer will be needed for TIF 6.

B. **Impact Fees Financial Reports:** The report was reviewed.

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

D. **Code Violation Reports:**

1. Building Inspection Department.
 2. Planning Department.
- The reports were reviewed.

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

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 May 21, 2018 at 6 pm.

ADJOURNMENT: Chairman Zabel adjourned meeting at 6:52 p.m.

Respectfully Submitted,

Deanna L. Boldrey

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Village Clerk