

**VILLAGE OF GERMANTOWN
GENERAL GOVERNMENT & FINANCE COMMITTEE
MEETING MINUTES
May 20, 2019**

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, Miller, and Kaminski. Also present: Clerk Braunschweig, Finance Director Rath, Administrator Kreklow, and Manager Tucker.

APPROVAL OF MINUTES: April 16, 2019 – **MOTION (Kaminski/Miller) to approve the April 16, 2019 minutes. Motion carried unanimously.**

PUBLIC COMMENT: No public comment.

NEW BUSINESS:

A. Associated Appraisal in regards to Revaluation of Village Properties.
A video was reviewed showing detail of assessor responsibilities. Mark has recommended the video to other communities. The video was well received by the Committee.

Mark Brown of Associated Appraisal reported that the revaluation is 90-95% complete of field work. They are working through the call backs. They are meeting statutory deadlines and reporting deadlines. The Board of Review has met to adjourn.

Open Book will be September 5th and 6th. Board of Review will be October 17th. There is behind the scenes work being done as far as comparable sales and property characteristics. Last year there were 289 calendar year sales and the ratio between assessment and sales prices was about 88%. Properties were selling 12% more than assessed value. The goal is move the assessment ratio closer to 100% and be consistent. There are approximately 8,039 parcels in the Village and approximately 7,000 are parcels with improvements.

Discussion ensued of the dark store impact and the one pending legal challenge.

Assessment Letters to property owners with their assessment will be mailed on or before August 22, 2019. It will be requested that they make appointments for Open Book.

Motion (Kaminski/Miller) to direct staff to continue with the Assessor Video and place on the website. The video will brand the video Village of Germantown. Motion carried unanimously.

B. Utility Billing – Format Change, Mail & Print Services.
Director Rath reported that she is looking into a different format for the utility billing. The change will be on a full size paper. There are vendors that will print the utility bills and mail the bills on 8/12 x 11 size paper. Director Rath is also looking into ebilling and account look up on-line. The larger paper size will allow for printing on the back of the bills. The change is expected with the October billing.

OLD BUSINESS:

A. Update on Fire Station 1.
Director Schroeder reported on the updates to the building. The lighting has been updated. The walls have been repainted. The dropped ceiling was installed and repairs were made to the floor as needed. Shelving has been installed for supplies.

REPORTS:

- A. **Monthly Year to Date Financials:**
1. Revenue and Expense Report All Funds: Finance Director Rath reviewed the reports.
 2. Health and Dental Plans: Director Rath reviewed the reports. They will drop a little.
- 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. Administrator Kreklow is following up with Blackstone in regards to a building removal.
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.
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 June 17, 2019 at 5:30 pm.

ADJOURNMENT: Chairman Zabel adjourned the meeting at 6:49 p.m.

Respectfully Submitted,

Deanna Braunschweig

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Village Clerk