

**VILLAGE OF GERMANTOWN
GENERAL GOVERNMENT & FINANCE COMMITTEE
MEETING MINUTES
June 18, 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: Kaminski, and Miller and Baum (excused and arrived at 6:03 p.m.). Also present: Administrator Kreklow, Clerk Boldrey, and Finance Director Rath.

APPROVAL OF MINUTES: May 21, 2018 – **MOTION (Kaminski/Miller) to approve. Motion carried unanimously.**

PUBLIC COMMENT: No public comment.

NEW BUSINESS:

- A. Resolution 40-2018, Employee Policy and Procedure Manual – Amendment to Prohibited Harassment. Deputy Clerk Tucker introduced the item. She worked with the Attorney Guyla on the policy. This is expanded from what we had on file. Kaminski questioned how to handle improper charges. There is a definition of what is harassment and what is not harassment. It was noted to have the insurance take a look at the policy. **MOTION (Kaminski/Miller) to recommend approval of Resolution 40-2018, Employee Policy and Procedure Manual – Amendment to Prohibited Harassment. Motion carried unanimously. Do not place on Consent Agenda.**
- B. Resolution 44-2018, Budget Amendment – Adoption of TID #7, 2018 Budget. **Motion by (Miller/Kaminski) to recommend approval of Resolution 44-2018, Budget Amendment – Adoption of TID #7, 2018 Budget. Motion carried unanimously.**
- C. Auditing Services Agreement Extension – Baker Tilly. Director Rath introduced the item. The current contract expires with the 2017 audit. The policy states that the Village can extend a contract for two years. This would be an RFP process. The last RFP was for 2014. **Motion by (Kaminski/Miller) to recommend three year extension with Baker Tilly. Motion carried unanimously.**
- D. Ordinance 13-2018, An Ordinance To Amend Section 1.34 (1) of the Germantown Municipal Code Relating to the Composition of Members of the Library Board. The change was brought up by the Library Director and will allow the ordinance match the state statute. This will allow a representative from the school district. Zabel questioned if the Village has to follow the State Statute. **Motion by (Miller/Kaminski) to recommend Ordinance 13-2018, An Ordinance To Amend Section 1.34 (1) of the Germantown Municipal Code Relating to the Composition of Members of the Library Board. Motion carried, Zabel voted no.**
- E. Senior Center Van Purchase. **Park and Recreation Director Schroeder gave introduction information. Motion by (Miller/Kaminski) to recommend approval of Senior Center Van Purchase from A & J Mobility in the amount of \$43,000, using the capital improvement borrowed funds of \$26,000 and the balance from the van fund. Motion carried unanimously.**

- F. Kiwanis of Germantown, Picnic License, Temporary Class “B” Fermented Malt Beverage for Fourth of July Celebration July 4, 2018, Firemen’s Park, Near Shelter.
(Kaminski/Miller) to recommend approval of Kiwanis of Germantown, Picnic License, Temporary Class “B” Fermented Malt Beverage for Fourth of July Celebration July 4, 2018, Firemen’s Park, Near Shelter. **Motion carried unanimously.**

OLD BUSINESS:

- A. None.

REPORTS:

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

1. Revenue and Expense Report All Funds: Finance Director Rath reviewed the reports. The general fund is tracking well. No hiccups or alarms.
2. Health and Dental Plans: Director Rath reviewed the reports. Both look fine.
3. TIF 6 Summary: TIF 6 is operating in the red and will draw from the MLG Sales fund for the debt service. May need to take a small loan from the General Fund.

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

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

D. **Code Violation Reports:** No Report.

1. Building Inspection Department.
2. Planning Department.

E. **C.I.P. PROJECTS:** The reports were reviewed. The Police Department garage is in the bid process.

F. **Letter of Credit Summaries:** The Saxony letter of credit to be reviewed. Saxony is near completion.

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

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

SCHEDULE NEXT MEETING: The next meeting will be on July 16, 2018 at 6 pm.

ADJOURNMENT: Chairman Zabel adjourned meeting at 6:32 p.m.

Respectfully Submitted,

Deanna L. Boldrey

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Village Clerk