

**VILLAGE OF GERMANTOWN
GENERAL GOVERNMENT & FINANCE COMMITTEE
MEETING MINUTES
December 17, 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, Miller, and Baum. Also present: Administrator Kreklow, Clerk Braunschweig, Finance Director Rath, Director Retzlaff, Deputy Tucker.

APPROVAL OF MINUTES: November 19, 2018 and November 20, 2018 – **MOTION (Baum/Kaminski) to approve. Motion carried unanimously.**

PUBLIC COMMENT: No public comment.

NEW BUSINESS:

- A. Support Services Manager Position Description.
Administrator Kreklow reviewed the memo and position description. This is a new budgeted position. The position will be involved in special projects, website support, facebook support, and Human Resources. MOTION (Miller/Baum) to Approve the Support Services Position Description. Motion carried unanimously.
- B. Associate Planner Position Description.
Director Retzlaff came to the podium. He reviewed the memo and the position description. At this time four titles are listed as he has been working on comparables to other communities. This is a new budgeted position. MOTION (Kaminski/Baum) to Approve the Associate Planner Position Description. Motion carried. Zabel voted no.
- C. Resolution 88-2018, Adoption of the Comprehensive Hiring Policy, General Hiring Process for Non-Represented Positions.
MOTION (Miller/Baum) to Recommend the Resolution 88-2018, Adoption of the Comprehensive Hiring Policy, General Hiring Process for Non-Represented Positions. The policy is to assist with the hiring process for non-represented positions. It was questioned if the item had been reviewed by legal and if it included web searches. Direction was to run the policy by legal and have on the January 7, 2019, Village Board Agenda. Motion carried unanimously.
- D. Resolution 1-2019, Approving Salaries and Compensation for Exempt Employee's and Other Non-Represented Support Staff.
MOTION (Kaminski/Miller) to Recommend the Resolution 1-2019, Approving Salaries and Compensation for Exempt Employee's and Other Non-Represented Support Staff. Motion carried unanimously.

OLD BUSINESS:

- A. Update on Fire Station 1.
Administrator Kreklow reported that Fire Station 1 is being used for storage by the Public Works Department.

REPORTS:

- A. **Monthly Year to Date Financials:**
 - 1. Revenue and Expense Report All Funds: Finance Director Rath reviewed the reports. No problems.

2. Health and Dental Plans: Director Rath reviewed the reports. Dental is doing well and will be increased next year. The health will need a closer watch.
 3. TIF 6 Summary: Nothing new. The TIF is tight right now as the MLG funds will need to be paid back.
- B. **Impact Fees Financial Reports:** The report was reviewed. Projects are planned and covering their costs.
- C. **Accounts Payable:** November 25, 2018 and December 10, 2018 payables were reviewed.
- D. **Code Violation Reports:** The reports were reviewed. The berms on Freistadt and the golf course metal building was discussed.
1. Building Inspection Department.
 2. Planning Department.
- E. **C.I.P. PROJECTS:** The reports were reviewed.
- F. **Letter of Credit Summaries:** The Letter of Credit Summaries were reviewed.
1. Building Inspection Department – Reviewed.
 2. Public Works Department– Reviewed.
 3. Planning Department – None.
- G. **Summary of all Village Contracts:** The report was reviewed.

SCHEDULE NEXT MEETING: The next meeting will be on January 22, 2019 at 6 pm.

ADJOURNMENT: Chairman Zabel adjourned the meeting at 6:47 p.m.

Respectfully Submitted,

Deanna Braunschweig
Village Clerk