

**VILLAGE OF GERMANTOWN
GENERAL GOVERNMENT & FINANCE COMMITTEE
MEETING MINUTES
September 16, 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, Kaminski, and Miller. Also present: Clerk Braunschweig, Finance Director Rath, Administrator Kreklow, Attorney Sajdak, Manager Tucker, and Deputy Clerk Hubrich.

APPROVAL OF MINUTES: August 19, 2019 – **MOTION (Baum/Kaminski) to approve the August 19, 2019 minutes. Motion carried unanimously.**

PUBLIC COMMENT: No public comment.

NEW BUSINESS:

- A. Resolution 51-2019, Amendment to the Employee Policy & Procedure Manual in regards to Technology Use and Electronic Communications Policy.

Manager Tucker wrote the policy and sent the policy to the labor attorney for review. The new policy clarifies and updates to a new policy and clarifies retention.

MOTION (Baum/Miller) to Recommend Resolution 51-2019, Amendment to the Employee Policy & Procedure Manual in regards to Technology Use and Electronic Communications Policy. Motion Carried Unanimously.

- B. Resolution 52-2019, Amendment to the Employee Policy & Procedure Manual in regards to Social Media Policy.

Manager Tucker wrote the policy and sent the policy to the labor attorney for review. This policy sets rules for the public as well.

MOTION (Baum/Miller) to Recommend Resolution 52-2019, Amendment to the Employee Policy & Procedure Manual in regards to Social Media Policy. Motion Carried Unanimously.

- C. Health Assessment Results Review.

Manager Tucker reported on the item. There was very good participation this year. They do counseling and barometric testing. The information can guide the wellness program. Backpain and diabetes are areas for the wellness program. She pointed out there was an 81% participation. The BMI did increase. The Trustees expressed interest in future participation.

- D. Request to Create Position Levels for the Deputy Clerk / Management Analyst –Position.

Clerk Braunschweig reported on the item. The proposal is to expand the Deputy Clerk Management Analyst position into levels to allow for recognition of completed training, successful completion of assigned projects, election cycles, and a successful performance review. The employee would move to the next level after completed training, successful completion of assigned projects, election cycles, and a successful performance review. If the employee is new to the Clerk's Field the steps will be followed as outlined. If the new employee has some previous training and experience, they may step into the training placement after a six-month review or one-year review.

MOTION (Kaminski/Miller) to Approve the Request to Create Position Levels for the Deputy Clerk / Management Analyst –Position. Motion Carried Unanimously.

E. Request to Fill Full-Time Deputy Clerk Position.

Clerk Braunschweig reported that the 2019 Budget includes One Deputy Clerk and \$12,000 for a part-time Deputy Clerk. The part-time position has not been filled. The request is to fill this position in December of 2019 as a Full-Time Position. The 2020 proposed budget does include this additional position.

2020 is a Presidential Election Year. There is a need for a third person for elections as well as day to day operations. Election Security and detail will be at an increased level. The expectation is a very high turnout. I have included statistical election data based on the past five years showing the increase in voter participation. Germantown is known for strong election participation. Historically, the Clerk's Office has had three full-time people, plus part-time office assistance. The full-time amount with benefits is \$54,000.

MOTION (Baum/Miller) to Recommend Request to Create and Fill Full-Time Deputy Clerk Position starting in December, with the understanding that it will be in the 2020 Budget. Motion carried. Zabel voted no.

F. Health Plan Design Change.

Director Rath reported on possible changes to the health plan design. She commented on the IRS expansion of preventive care for high deductible health plan, Genetic Testing, and the Treatment of Autism Spectrum, Acupuncture for Pain Management. She reported that the broker is suggesting a wait and see approach for the High Deductible HealthPlan Preventive Care Items.

The Genetic Testing, Treatment of Autism Spectrum, and Acupuncture for Pain Management are suggested items. The Weight Loos Bariatric Surgery is not suggested at this time.

MOTION (Baum/Miller) to continue with the recommendations of Genetic Testing, Treatment of Autism Spectrum, and Acupuncture for Pain Management. 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. There are no concerns. Tracking well.
2. Health and Dental Plans: Director Rath reviewed the reports.

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

C. **Accounts Payable:** August 25, 2019 and September 10, 2019 payables were reviewed.

D. **Code Violation Reports:** The reports were reviewed. Nothing New. Zabel pointed out the golf course metal building needs to be followed up on and the building should come down. Building Inspection Department.

1. Planning Department.

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:** Reviewed.

H. **SCHEDULE NEXT MEETING:** The next meeting will be on October 15, 2019 at 6:00 pm.

ADJOURNMENT: Chairman Zabel adjourned the meeting at 6:45 p.m.

Respectfully Submitted,

Deanna Braunschweig

Deanna Braunschweig
Village Clerk