

**VILLAGE OF GERMANTOWN
GENERAL GOVERNMENT & FINANCE COMMITTEE
MEETING MINUTES
October 21, 2019**

CALL TO ORDER: The meeting was called to order at 6:00 p.m. by Chairperson Zabel. There were TV problems. Audio was working.

ROLL CALL: Present: Chairperson Zabel, Trustee Members: Baum, and Miller. Trustee Kaminski is absent excused. Also present: Clerk Braunschweig, Finance Director Rath, Administrator Kreklow, Attorney Sajdak, and Manager Tucker.

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

PUBLIC COMMENT: No public comment.

NEW BUSINESS:

A. Historic Preservation Fees – Committee of the Whole.

Miller gave background information that there is a \$75 fee for properties wishing to become Historic. The application process does include Village Departments and Public Notice and once approved there is a plaque. Presently the Commission is averaging one to two per year. Discussion ensued of using monies from the fund. The fund is at approximately \$400. Motion (Miller/Baum) Use the fund to direct staff to look at the code and determine if the fee is needed. The item will come back to committee. Motion carried unanimously.

B. Resolution 60-2019, Amendment to the Employee Policy and Procedure Manual – Addition of Employee Individual Development Plan.

Manager Tucker introduced the item as this is an additional policy for staff. The policy manual only changes a little bit and the addition of the form. There is a request for funds to do specific training.

The supervisor approves and tracks. Performance Standards is growth and professional development. There are approvals in place by the director and / or supervisor dependent on department.

Manager Tucker wrote the policy and sent the policy to the labor attorney for review.

MOTION (Baum/Miller) to Recommend Resolution 60-2019, Amendment to the Employee Policy and Procedure Manual – Addition of Employee Individual Development Plan. Motion Carried Unanimously.

C. Water / Sewer Impact Fees for Capri Development.

Zabel introduced the item of the agreements and the changes to the service area from 1992. They are required to pay the fees and apply for plumbing permits. Brian Sajdak commented that he raised the item with the Menomonee Falls attorney back in June. Attorney Sajdak is working with the Village of Menomonee Falls attorney. Discussion ensued that the water is the Village of Germantown's. The meters have to be read by our water utility. The intent was that they would pay the fee. Easements are shown on lot two. Attorney Sajdak commented he will continue to work with the Village of Menomonee Falls Attorney.

OLD BUSINESS:

A. None.

REPORTS:

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

1. Revenue and Expense Report All Funds: Finance Director Rath included a summarized balance sheet that shows the cash balance through third quarter.
2. Health and Dental Plans: Director Rath reviewed the reports. Rath has not received the final renewal information from the plans. There is an increase for the stop loss coverage. The quote for next year's coverage will be on next month's agenda. There are less companies that will quote for the self-insured.

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

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

D. **Code Violation Reports:** The reports were reviewed. There is one new item illegal storage structure. The owner obtained a temporary structure and went to the Board of Zoning of Appeals and was denied. No new developments on the metal building removal on Mequon.

1. Planning Department.

E. **C.I.P. PROJECTS:** The reports were reviewed. Director Rath commented that there was a large payment on the road payments with the last payables.

F. **Letter of Credit Summaries:**

1. Building Inspection Department – Reviewed.
2. Public Works Department– Reviewed. The work for Rainbow Childcare has been completed and the letter of credit has been released.
3. Planning Department – Reviewed.

G. **Summary of all Village Contracts:** The summary of contracts was reviewed.

H. **SCHEDULE NEXT MEETING:** The next meeting will be on November 18, 2019 at 6:00 pm.

ADJOURNMENT: Chairman Zabel adjourned the meeting at 6:43 p.m.

Respectfully Submitted,

Deanna Braunschweig

Deanna Braunschweig
Village Clerk