VILLAGE OF GERMANTOWN
GENERAL GOVERNMENT & FINANCE COMMITTEE
MEETING MINUTES
November 18, 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 (6:07 p.m.) Kaminski, and Miller. Also present: Clerk Braunschweig, Finance Director Rath, Administrator Kreklow, Attorney Sajdak, and Manager Tucker.

APPROVAL OF MINUTES: **October 21, 2019 – MOTION (Kaminski/Miller) to approve the October 21, 2019 minutes. Motion carried unanimously.**

PUBLIC COMMENT: No public comment.

NEW BUSINESS:

A. Stop Loss Insurance Renewal.

Director Rath reported that two options were presented by Nationwide, the Village's Stop Loss Carrier. Option 1 was the same coverage level with an increased premium of $26,000, and option 2 has a decrease in in the stop loss covered items and a Deductible of $50,000 per person per year rather than the $45,000 that we currently have.

United Health Care quoted but it was a lot higher. There were not a lot of carriers that bid. There are carveouts for those that have more expensive diagnosis.

Option 2, raise to $50,000 and keep the same. It is budgeted. There have been changes in the deductibles and premiums.

Motion (Kaminski/Miller) to renew the stop loss insurance as presented with Option 2 and raise the stop loss to $50,000 and keeping the deductible the same. Motion carried unanimously.

B. Resolution 70-2019, Amendment to Employee Policy and Procedure Manual Overtime Calculation.

Administrator Kreklow reported that he has met with employees in various departments. One of the item that has come up is an issue of how overtime is calculated. A few years ago the policy changed from any hours worked on a daily basis over eight hours were paid at time and a half. The Fair Labors Act instituted that over 40 hours worked per week, would then constitute overtime. Other municipalities were surveyed. 17 paid time and half over 8 hours worked and they include pre-scheduled time off. Because a majority of overtime is taken as comp time; there is not a significant impact to the budget. Discussion ensued of that this would apply to pre-scheduled time off. Kaminski commented that it should be two–weeks notice.

Motion (Baum/Kaminski) to recommend Resolution 70-2019, Amendment to Employee Policy and Procedure Manual Overtime Calculation with the change the prescheduled time two-weeks notice to the Supervisor. Motion carried. Zabel voted no.

C. Resolution 71-2019, Amendment to Employee Policy and Procedure Manual Sick Leave.

Manager Tucker reported that the manual states that employees may use two sick days per year for a family member. The proposal is to get rid of the limitation. A comparison was done and the limitation language is not found at any other municipality. An employee is currently in this situation. Discussion ensued of the sick leave. The FMLA and State FMLA laws were reviewed.

Motion (Kaminski/Miller) to recommend Resolution 71-2019, Amendment to Employee Policy and Procedure Manual Sick Leave. Miller commented to look at Paid Time Off rather than sick leave. Motion failed. Baum and Zabel voted no.

D. Resolution 72-2019, Amendment to Schedule of fees – Assessment Letters.

Motion (Baum/Miller) Resolution 72-2019, Amendment to Schedule of fees – Assessment Letters. This raises the Assessment letter fee to $50. Motion carried unanimously.

E. Performance Review Process Presentation and Merit Pay Pool.

Administrator Kreklow reported on a recap of the process. Department Heads and Employees prepared a score card and there was training on how to do performance evaluations and feedback. There were Mid-year reviews for employees. Department directors are working to complete the process for the end of the year.

Mid-Year scores were reviewed on a scale of one to five. Not everyone will get fours and fives. The message has been set for directors. We cannot get all As. The scale itself does run from one to five. Five is not easily or regularly achieved. Administrator Kreklow reviewed the scoring system. We have a high level of standards.

Administrator Kreklow reviewed the Base Pay and Lump Sum Pools. Employees base salary would be increased. It would be a one-time payment on their checks at the beginning of the year. He is recommending to split into the two pools; 2% in the base and 2% in the payout.

The amount in the base is in the 2020 budget. $71,000 is accumulated in carry over from last years ½ %. All is related to and based on performance. This is the scale suggested to be used. Supervisors have some flexibility. Scoring ranges are on the left side of the chart. Distribution chart was reviewed. It was within the pool they receive from the salaries.

End of year process. Department heads complete the review forms and submit the reviews and draft scores to support services to review and check them.

It would go to the board at the next meeting. Bring the department heads in together and see how they compare across departments. There would be tweaks made if needed. The performance evaluations would go out to staff. Will work with department heads to work on base pay. There is a fair amount of work in the process. It is a rigorous process and will connect process. Non-Union employees.

Three is meeting expectations. Everyone cannot be fives but everyone is above expectations. Administrator Kreklow commented he did not see many below a three.

Motion (Kaminski/Miller) to move forward with the performance process as presented. Motion carried unanimously.

OLD BUSINESS:

A. Review of Chapter 26.05 (7) (a) Historic Preservation Application Fee.

This is a carry over to cover the fees. The budget is very small. There is one to two per year and not that much impact.

Motion (Baum/Kaminski) to send the item to the Historical Preservation Commission for review and response. Motion carried unanimously.

REPORTS:

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

1. Revenue and Expense Report All Funds: Finance Director Rath reported that there are not any areas with significant concern. If a line item is more than 500 out of line there should be a heads up sent to the committee of jurisdiction.
2. Health and Dental Plans: Director Rath reviewed the reports. Dental is positively tracking. Health might be under by $100,000. There was a carry-over of 1.2 million. Will need to discuss mid-year.

B. **Impact Fees Financial Reports:** The report was reviewed. A few changes and uses for the funds.

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

D. **Code Violation Reports:** The reports were reviewed.

1. Planning Department.

E. **C.I.P. PROJECTS:** The reports were reviewed. Director Rath commented that there will be some carry-over.

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:** The summary of contracts was reviewed.

H. **SCHEDULE NEXT MEETING: The next meeting will be on December 16, 2019 at 6:00 pm. Motion (Baum/Kaminski) to meet on December 16 at 6 pm.**

ADJOURNMENT: Chairman Zabel adjourned the meeting at 7:04 p.m.

Respectfully Submitted,

Deanna Braunschweig

Deanna Braunschweig
Village Clerk