

**VILLAGE OF GERMANTOWN
N112 W17001 MEQUON ROAD
GERMANTOWN, WI 53022**

MEETING: REGULAR MEETING OF THE VILLAGE BOARD

**DATE AND TIME: MONDAY, DECEMBER 2, 2019 7:00 p.m.
IMMEDIATELY FOLLOWING COMMITTEE OF THE
WHOLE BUT NOT BEFORE 7 P.M.**

**LOCATION: Germantown Village Hall Board Room
N112 W17001 Mequon Road**

- I. **CALL TO ORDER:** *This meeting has been given public notice in accordance with Section 19.83 and 19.84, Wis. Stats, in such form that will apprise the general public and news media of subject matter that is intended for consideration and action.*
- II. **ROLL CALL:**
- III. **PLEDGE OF ALLEGIANCE:**
- IV. **PRESIDENT'S REPORT:**
- V. **ANNOUNCEMENTS OF FORTHCOMING EVENTS OF PUBLIC INTEREST
COMMITTEE AND DEPARTMENT REPORTS:**
The following individuals will be given the opportunity to make announcements of future municipal activities: Village President, Village Board Members, Village Administrator, Village Attorney, Village Clerk, And Department Heads.
Wastewater Utility - National Weather Service Recognition for 50 years of continuous weather observations.
- VI. **CITIZEN INPUT/PUBLIC APPEARANCE on items not subject to a public hearing:** *Please be advised per §19.84(2), information will be received from the public. It is the policy of this municipality that there be a three (3) minute time period, per person, with time extension per the Chief Presiding Officer's discretion; be further advised that there may be limited discussion on the information received, however, no action will be taken under public comments. (15 minutes)*
- VII. **CONSENT AGENDA:**
- A. Approval of Minutes: November 18, 2019 Regular Village Board Meeting.
- B. Accounts payable/payroll
- | | | | |
|----|-------------------|------------------|-----------------|
| 1. | November 25, 2019 | Accounts Payable | \$ 2,221,912.14 |
| 2. | November 27, 2019 | Payroll (Hourly) | \$ 249,116.05 |
| 3. | November 30, 2019 | Payroll (Salary) | \$ 109,158.86 |
- The following items were forwarded from **Public Safety** with a unanimous recommendation.
- C. Operator's Licenses: Ethan Moore. [Recommendation Forthcoming]
- D. Brama's Pizzeria LLC, Carrie Wegner Agent, N112W16700 Mequon Road , Germantown, Class C Wine and Class "B" Beer for the period commencing December 3, 2019 and ending June 30, 2020.

Premise license approvals are conditional upon completion of all documentation, compliance of all code violations/permits/ requirements and monies owed to the village paid prior to issuance of licenses in addition to any other conditions noted.

The following items were forwarded from **General Government and Finance** with a unanimous recommendation.

- E. Stop Loss Insurance Renewal – Option 2.
- F. Resolution 72-2019, Amendment to Schedule of fees – Assessment Letters.
- G. Merit Pay Pool.

VIII. OLD BUSINESS:

- A. None.

IX. PUBLIC HEARINGS:

- A. None.

X. NEW BUSINESS:

- A. Temporary Class “B” Fermented Malt Beverage License, St. Boniface Parish, St. Boniface School – Fish Fry, March 6, March 13, March 20, March 27, and April 3, 2020.
- B. Resolution 70-2019, Amendment to Employee Policy and Procedure Manual Overtime Calculation.
- C. Resolution 71-2019, Amendment to Employee Policy and Procedure Manual Sick Leave.
- D. Resolution 74-2019, Washington County Aging & Disability Resource Center Agreement.
- E. Administrator Performance Review. The Village Board may convene into closed session per Wis. Stats. §19.85 (1) (c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, and may convene into open session to take such action as it deems appropriate.

XI. ADJOURNMENT.

The next regular meeting of the Village Board will be on Monday, December 16, 2019 at 7:00 p.m.

UPON REASONABLE NOTICE, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For Additional information or to request this service please contact the Village Clerk at (262)250-4740 at least 2 days prior to the meeting.

**VILLAGE OF GERMANTOWN
VILLAGE BOARD MEETING MINUTES
November 18, 2019**

CALL TO ORDER: The meeting was called to order at 7:00 p.m. by President Wolter.

ROLL CALL: Present: President Wolter, Trustees Baum, Hughes, Kaminski, Miller, Myers, Warren, Wing, and Zabel. Also present: Administrator Kreklow, Director Rath, Clerk Braunschweig, Attorney Sajdak, Manager Tucker, Engineer Nitschke, Director Ratayczak, and Superintendent Olszewski.

PLEDGE OF ALLEGIANCE:

PRESIDENT'S REPORT:

President Wolter Reported that Sunday, November 17, 2019, Congressman Sensenbrenner was at the Village Hall for a scheduled Town Hall meeting. C-Span recorded the meeting.

**ANNOUNCEMENTS OF FORTHCOMING EVENTS OF PUBLIC
INTEREST/DEPARTMENT AND COMMITTEE REPORTS:**

CITIZEN INPUT/PUBLIC APPEARANCE on items not subject to a public hearing:

Lynn Ggrich of Ashbury Circle, of the Chamber of Commerce came to the podium. She thanked everyone for coming and the Village for the support of the Candy Cane celebration. There was an uptick in attendance. It was a great weather day.

CONSENT AGENDA:

- A. Approval of Minutes: November 4, 2019 Regular Village Board Meeting and November 4, 2019 Committee of the Whole Meeting.
- B. Accounts payable/payroll
 - 1. October 31, 2019 Accounts Payable \$ 38,036.90
 - 2. November 10, 2019 Accounts Payable \$ 528,667.54
 - 3. November 13, 2019 Payroll (Hourly) \$ 258,624.46
 - 4. November 15, 2019 Payroll (Salary) \$ 70,986.06
- C. Operators Licenses: Pam Halverson, Andrew Otto, Sam Schlosser (Recommend Approval)
The following items were forwarded from **Public Works** with a unanimous recommendation.
- D. **Resolution 63-2019**, Contract with Limbwalkers Tree Service in an amount not to exceed \$40,447.00.
- E. **Resolution 64-2019**, Development Agreement for Goldendale Road Germantown LLC, (Dickman Co., Inc).

MOTION (Baum/Myers) to approve Consent Agenda Items A-E. Roll Call Vote Carried Unanimously.

OLD BUSINESS:

None.

PUBLIC HEARING:

Tom Howald for Aldi Inc. Agent for Germantown BB LLC, N96W18838 County Line Road, Rezoning Application, to Create a Planned Development District and Rezone 7.25 acres from B-1: Neighborhood Business District into the Planned Development District (PDD).

President Wolter read the Public Notice. Director Retzlaff came to the podium. Aldi has applied to rezone the property. Aldi is looking to expand the building by 3,700 square feet. This will include a setback reduction from the side yard from 20 feet to 12 feet. This will allow for the expansion. The expansion will extend 12 feet from the property line. This is to Create a B-1 Neighborhood Business Planned Development District for the 7.25 acre Germantown Plaza located at N96W18838 County Line Road. The existing site was shown. The building addition site plan was shown. Renderings of the front and west side of the building were shown. The Plan Commission recommendation for the proposal is to approve the request to create and rezone B-1 Neighborhood Business Planned Development District.

President Wolter read the public notice and opened the public hearing at 7:20 p.m. No one spoke. The public hearing was closed at 7:21 p.m.

2020 Village of Germantown Budget and 2019 Tax Levy.

President Wolter read the public notice. Director Rath came to the podium. She reviewed the 2020 budget and 2019 tax levy. The presentation included a budget overview which included a financial summary, tax levy, revenue sources, expenditures, debt, special revenue funds, utilities, and employee insurance. She reported on the revaluation. The equalized is now at 99.85%.

The tax rate decreased by 9.6%. Net New Construction allowed for an additional 2.85%, or 242,000 to be levied. TIF 4 closed this year. The levy for the Village is 4.68 per assessed value.

President Wolter read the Public Notice and opened the public hearing at 7:30 p.m. No one spoke. Trustee Zabel commented on a letter from Carol Schneider and asked that it would be part of the record. The public hearing was closed at 7:31 p.m.

NEW BUSINESS:

Resolution 65-2019, Resolution Awarding the Sale of \$10,855,000 General Obligation Corporate Purpose Bonds, Series 2019D; Providing the Form of the Bonds; and Levying a Tax in Connection Therewith.

Phil Cosson of Ehlers came to the podium. He had distributed information from the Bid Sale. There are two parts. Part is for the sewer intercept and the next phase of Gateway Crossing. The Village is affirmed Aa2 from the Moody's Rating call.

Motion (Baum/Miller) to approve Resolution 65-2019, Resolution Awarding the Sale of \$10,855,000 General Obligation Corporate Purpose Bonds, Series 2019D; Providing the Form of the Bonds; and Levying a Tax in Connection Therewith. Roll Call Vote Carried. Zabel voted no.

Resolution 66-2019, Resolution Approving the 2020 Village Budget.

Motion (Baum/Kaminski) to approve Resolution 66-2019, Resolution Approving the 2020 Village Budget.

Amendment Motion (Meyers/ Baum) to include one additional staff person to the Highway Department. The highway departments request was for three additional staff and one additional was budgeted.

Administrator Kreklow reported on the finances for the position. The transportation aids came in 73,000 more than expected. The additional was added to the paving budget. Could replace with Village funds.

Discussion ensued of the additional person being hired for half a year rather than full year. Superintendent Olszewski came to the podium and commented that he would work with either way. He also reported on job duties and infrastructure needs.

Additional Amendment Motion (Baum/Wing) to adjust to reduce paving budget to equal the cost of employee. Amendment motion carried. Zabel and Kaminski voted no.

Amendment Motion as amended carried. Hughes, Kaminski, Zabel voted no.

Amendment Motion (Zabel/Wing) to reduce or eliminate the recycle center user fee by 30,000, 10-480-483-8440, and reduce curbside pick-up by 30,000, 10-546-530-4810.

Zabel explained that there was an ordinance in 2017 to allow the recycle fee to be charged back to commercial and apartments. Staff is working on the process and research for this item. Discussion of the item ensued. Research has been done on the item. Staff is working to get numbers from Waste Management. Discussion ensued of the Recycle Fee and the use of the center. Ash Trees removal was discussed.

Roll Call Vote carried. Baum, Kaminski, Myers, Warren voted no.

Original Motion to approve Resolution 66-2019, Resolution Approving the 2020 Village Budget as amended. Roll Call vote carried as amended. Zabel voted no.

Resolution 67-2019, Resolution Approving the Levying of Property Taxes for Village Purposes.

Motion (Baum/Meyer) to approve Resolution 67-2019, Resolution Approving the Levying of Property Taxes for Village Purposes. Roll Call vote carried. Zabel voted no.

Resolution 68-2019, Authorizing the Placement of Special Charges on the 2019 Tax Roll Against Certain Properties.

Motion (Baum/Myers) Resolution 68-2019, Authorizing the Placement of Special Charges on the 2019 Tax Roll Against Certain Properties. Roll Call Vote Carried Unanimously.

3-Lot Certified Survey Map for Briohn Building Corporation, Agent for Goldendale Land Holdings, LLC, Property Owner - W204 N13125, W204 N13055 & W204 N13035 Goldendale Road.

Motion (Kaminski/Baum) to approve 3-Lot Certified Survey Map for Briohn Building Corporation, Agent for Goldendale Land Holdings, LLC, Property Owner - W204 N13125, W204 N13055 & W204 N13035 Goldendale Road. Motion carried unanimously.

Ordinance 15-2019, To Amend the Official Zoning Map of the Village of Germantown Zoning Code, and create the Germantown Plaza District, Germantown BB LLC, Rezone 7.25 acres from the B-1: Neighborhood Business District into the Planned Development District (B-1/PDD) and

Resolution 69-2019, Adopting Conditions and Restrictions for the Germantown Plaza Planned Development District for Tom Howald for ALDI Inc., Agent for Germantown BB LLC, Property Owner - N96 W18838 County Line Road.

Motion (Myers/Miller) to approve Ordinance 15-2019, To Amend the Official Zoning Map of the Village of Germantown Zoning Code, and create the Germantown Plaza District, Germantown BB LLC, Rezone 7.25 acres from the B-1: Neighborhood Business District into the Planned Development District (B-1/PDD) and Resolution 69-2019, Adopting Conditions and Restrictions for the Germantown Plaza Planned Development District for Tom Howald for ALDI Inc., Agent for Germantown BB LLC, Property Owner - N96 W18838 County Line Road. Motion carried. Baum voted no.

Conditional Use Permit, Clean Harbors Industrial Services, Inc., Agent for Veolia ES Industrial Services Inc., Property Owner - N104 W13275 Donges Bay Road. Conditional Use Permit (CUP) for Storage of Chemicals, Flammable Liquids and Gaseous Substances; and Recycling Collection and Processing. (Public Hearing was previously held on October 21, 2019).

Motion (Baum/Miller) to approve Conditional Use Permit, Clean Harbors Industrial Services, Inc., Agent for Veolia ES Industrial Services Inc., Property Owner - N104 W13275 Donges Bay Road. Conditional Use Permit (CUP) for Storage of Chemicals, Flammable Liquids and Gaseous Substances; and Recycling Collection and Processing. (Public Hearing was previously held on October 21, 2019).

Clean Harbors does include for medical waste and contaminants. None of the containers are opened on site and the containers have a ten day max on site. The Village is an additionally insured. Motion carried unanimously.

Resolution 73-2019 A resolution Opting Out of the National Prescription Opiate Litigation Negotiation / Settlement Class. The Village Board may convene into closed session per Wis. Stats. §19.85(1)(g) for the purpose of conferring with Legal Counsel who is rendering advice concerning strategy to be adopted by the Village with respect to litigation in which it is involved or is likely to become involved and then may reconvene into open session to take such action as it deems appropriate

The Board did not go into closed session. The Village Attorney advised of the resolution. The Village could receive up to \$17,000 or nothing.

Motion (Zabel/Kaminski) to approve Resolution 73-2019 A Resolution Opting Out of the National Prescription Opiate Litigation Negotiation / Settlement Class. Motion carried unanimously.

ADJOURNMENT.

ADJOURNMENT: There being no further business, the meeting adjourned at 9:05 p.m. p.m. The next regular meeting of the Village Board will be on Monday, December 2, 2019 at 7:00 p.m.

Respectfully Submitted,
Deanna B. Braunschweig, WCMC/CMC
Village Clerk

**BUSINESS OF THE VILLAGE OF GERMANTOWN
GENERAL GOVERNMENT & FINANCE COMMITTEE
& THE VILLAGE BOARD**

MEETING DATE: November 18, 2019

PLACEMENT New Business

ITEM TITLE: Stop Loss Renewal 2020

SUBMITTED BY: Kim Rath, Finance Director

SUMMARY EXPLANATION:

The Stop Loss renewal quote received showed two options from Nationwide. Option 1 keeps the same coverage level with an increased premium of \$26,291. Option 2 actually has a decrease in the Stop Loss fixed items but the Specific Deductible is \$50,000 per person rather than \$45,000 we currently have. To capture any savings in taking Option 2, we'd need to have more than six individuals reaching Specific. In 2018 we had ten, year before that was 5. So far this year there are six. Our average is 5 – 6. The stop-loss increase is due partly to general increases in healthcare costs overall as well as the high amount of claim coverage the carrier had experienced with Germantown in 2018. The broker did request quotes from other carriers, United Health Care's fully insured product was \$2.17 million of expected plan cost compared to Option2 at \$1.975 or Option 1 at \$1.957. Other carriers declined to bid.

There are two over specific carve outs in each option, one is a cap of \$100,000 the other \$85,000.

The over specific inclusions are a concern and will be monitored closely, of the three we had this year only one met the deductible, the other two are still under the standard \$45,000 threshold.

At this time, I don't believe we would need to change the budget, our reserve balance is still intact and the increase for 2020 should be manageable.

ATTACHMENT: ORDINANCE____ RESOLUTION ____ OTHER __xx

RECOMMENDATION:

Nationwide/ Auxiant (includes Transplant Care) \$50,000, \$45,000 Option 2

ACTION BY Committee

Renewal Exhibit for: Village of Germantown

Effective 1/1/2020

Stop Loss Terms	Current		Option 1		Option 2	
Reinsurance Carrier:	Nationwide		Firm till 10/31/19 - Nationwide		Firm till 10/31/19 - Nationwide	
Specific Contract Type:	24/12		24/12		24/12	
Specific Deductible:	\$45,000 ¹		\$45,000 ²		\$50,000 ³	
Aggregate Contract Type:	24/12		24/12		24/12	
Aggregate Specific Corridor:	\$45,000.00		\$45,000.00		\$45,000.00	
Effective Date:	1/1/2019		1/1/2020		1/1/2020	
Stop Loss Premiums (Fixed)						
Specific Premium	Monthly	Annual	Monthly	Annual	Monthly	Annual
Single	\$199.43		\$214.10		\$199.78	
Family	\$438.78	\$437,018.76	\$462.37	\$462,077.52	\$430.87	\$430,702.80
Transplant Fee	Monthly	Annual	Monthly	Annual	Monthly	Annual
Single	\$9.69		\$9.69		\$9.69	
Family	\$24.03	\$23,445.72	\$24.03	\$23,445.72	\$24.03	\$23,445.72
Aggregate Premium	\$11.11	\$13,466.67	\$11.78	\$14,274.67	\$13.23	\$16,038.80
Administrative Costs (Fixed)						
Annual Administration Fee		\$750.00		\$750.00		\$750.00
Administration Fee	\$19.50	\$23,634.00	\$19.75	\$23,937.00	\$19.75	\$23,937.00
UR Fee	\$2.85	\$3,454.20	\$2.85	\$3,454.20	\$2.85	\$3,454.20
COBRA Fee	\$1.50	\$1,818.00	\$1.60	\$1,939.20	\$1.60	\$1,939.20
PPO Fee - Average	\$5.50	\$6,666.00	\$5.50	\$6,666.00	\$5.50	\$6,666.00
Monthly Broker Fee	\$2.63	\$3,187.56	\$2.63	\$3,187.56	\$2.63	\$3,187.56
Focus Health Fee	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TeleDoc	\$2.80	\$3,393.60	\$2.80	\$3,393.60	\$2.80	\$3,393.60
Total Fixed Cost		\$516,834.51		\$543,125.47		\$513,514.88
% Change				5.09%		-0.64%
Maximum Claim Liability						
Aggregate Factors						
Single	\$800.45		\$807.01		\$834.02	
Family	\$1,760.98		\$1,775.43		\$1,834.82	
		\$1,753,937.88		\$1,768,326.84		\$1,827,485.04
% Change				0.82%		4.19%
Maximum Plan Cost						
Maximum Fixed Costs		\$516,834.51		\$543,125.47		\$513,514.88
Maximum Claim Costs		\$1,753,937.88		\$1,768,326.84		\$1,827,485.04
Single	\$1,056.08		\$1,078.33		\$1,092.47	
Family	\$2,270.30		\$2,309.35		\$2,338.70	
		\$2,270,772.39		\$2,311,452.31		\$2,340,999.92
% Change				1.79%		3.09%
Expected Plan Cost						
Expected Fixed Costs		\$516,834.51		\$543,125.47		\$513,514.88
Expected Claim Costs		\$1,403,150.30		\$1,414,661.47		\$1,461,988.03
Single	\$895.99		\$916.92		\$925.67	
Family	\$1,918.10		\$1,954.27		\$1,971.73	
		\$1,919,984.81		\$1,957,786.94		\$1,975,502.91
% Change				1.97%		2.89%
Census:						
Single	33		33		33	
Family	68		68		68	
Total	101		101		101	

See Assumptions for contingencies that apply

¹There is currently a \$300,000 Individual Specific Deductible on Member: XXX. There is currently a \$150,000 Individual Specific Deductible on Member: XXX. There is currently a \$150,000 Individual Specific Deductible on Member: XXX, \$300,000. Only the amount up to the group specific will apply toward the aggregate.

²Proposal will require a \$100,000 Individual Specific Deductible on Member: XXX. Proposal will require a \$85,000 Individual Specific Deductible on Member: XXX. Only the amount up to the group specific will apply toward the aggregate.

³Proposal will require a \$100,000 Individual Specific Deductible on Member: XXX. Proposal will require a \$85,000 Individual Specific Deductible on Member: XXX. Only the amount up to the group specific will apply toward the aggregate.

Note: PPO fees are for the Current Option: HPS Solutions/Trilogy - \$5.50

Note: PPO fees are: HPS Solutions/Trilogy - \$5.50

Auxiant will not be responsible for any disclosure issues or problems relating to the stop loss contract if not placed by Auxiant.

By signing below, I acknowledge that I understand the risk and agree to hold Auxiant harmless.

Village of Germantown selects Option ___ and agrees to this renewal for the renewal plan year starting 1/1/2020

and amends Auxiant's Claim Administration Agreement to incorporate the fees illustrated in our renewal.

Village of Germantown commits to these rates and fees for the next plan year starting 1/1/2020 (includes all Auxiant fees).

Group Signature _____ Date

Broker/Consultant _____ Date

10/24/2019

**VILLAGE OF GERMANTOWN
WASHINGTON COUNTY**

RESOLUTION NO. 72-2019

AMENDMENT TO SCHEDULE OF FEES – ASSESSMENT LETTERS

WHEREAS, the Village of Germantown Schedule of Fees includes a \$35 fee for Assessment Letters. Assessment Letters are usually ordered by a title company prior to the sale of a property to research possible liens or outstanding unpaid fees; and,

WHEREAS, The Village Assessment Letter Fee has been set at \$35 since prior to 1999; and,

WHEREAS, staff is recommending to increase the fee to \$50; and,

NOW, THEREFORE BE IT RESOLVED, that the Village Board of the Village of Germantown, does hereby adopt the proposed Assessment Letter Fee increase to \$50, starting with January 1, 2020.

Introduced by: _____

Adopted: _____

Vote: Ayes: ____ Nays: ____

Dean M. Wolter, Village President

ATTEST:

Deanna Braunschweig, WCMC/CMC
Village Clerk

Meeting Date: November 18, 2019 General Government and Finance
December 2, 2019 Village Board

Placement: New Business

Item Title: Amendment to Schedule of Fees – Assessment Letters

Submitted by: Deanna Braunschweig, Village Clerk

Summary Explanation:

The Village of Germantown has charged \$35 for Special Assessment Letters since prior to 1999. Assessment Letters are usually ordered by a title company prior to the sale of a property to research possible liens or outstanding unpaid fees. The letters are processed by the Finance Department. The process includes research for possible unpaid fees for services, utility billing, and possible outstanding project assessments. These are normally faxed or emailed back to the title company. When reviewing the comparison the fee varies by community with some differences between rush and not a rush; however, all are processed as received.

The recommendation is to raise the fee to \$50. In 2018 there were 246 letters processed, to date there have been 226 in 2019.

Community Name	Fees	Fee (Rush)	Population
Village of Suamico	\$ 25.00	\$ 50.00	12,816
Ashwaubenon	\$ 25.00	None	17,271
Watertown	\$ 25.00	None	23,655
City of West Bend	\$ 25.00	None	31,596
Menomonee Falls	\$ 25.00	\$ 40.00	37,443
South Milwaukee	\$ 25.00	\$ 35.00	20,988
Village of Richfield	\$ 25.00	None **Rais	11,300
Wisconsin Rapids	\$ 25.00	\$ 50.00	17,806
Whitefish Bay	\$ 25.00	None	13,950
Howard	\$ 25.00	None	17,602.00
Village of Brown Deer	\$ 25.00	\$ 35.00	11,964
Shorewood	\$ 25.00	\$ 50.00	13,338
Muskego	\$ 25.00	None	24,996
Pleasant Prairie	\$ 25.00	None	20,762
Village of Germantown	\$ 35.00	None	20,000
City of Middleton	\$ 40.00	\$ 60.00	19,660
City of Fitchburg	\$ 40.00	None	29,485
Kewaskum	\$ 40.00	\$ 60.00	4,120
Village of Caledonia	\$ 45.00	None	24,701
DePere	\$ 45.00	None	25,034
Village of Mount Pleasant	\$ 50.00	\$ 75.00	26,525
Village of Jackson	\$ 50.00	\$ 70.00	7,107
Mequon	\$ 65.00	\$ 100.00	24,159
City of Hartford	\$ 65.00	\$ 100.00	14,277
Village of Sussex	\$ 100.00	\$ 125.00	10,819
Marshfield	\$10 for Assessor, \$4 for	None	18,405
Onalaska	\$ 30.00	None	18,712
Cudahy			18,282

**BUSINESS OF THE GERMANTOWN GENERAL GOVERNMENT
& FINANCE COMMITTEE**

MEETING DATE: November 18, 2019

PLACEMENT New Business

ITEM TITLE: Merit Pay Allocation

SUBMITTED BY: Steven R. Kreklow, Village Administrator

SUMMARY EXPLANATION:

The 2020 Budget includes \$93,590 for wage increases for non-represented employees, Additionally, there was \$73,900 in the 2019 budget carried over from 2018 to supplement the 2020 merit increases.

As discussed throughout the year, all wage increases for non-represented staff will be based on their performance evaluations. It is my recommendation that we create two pools of money for merit increases. One of these would be for base pay increases, and the other will be for one-time lump sum payments. The two pools allow for recognition of employees' performance, while remaining conservative with ongoing base pay increases. Each department would have a distinct pool which will be divided based on performance reviews.

Two percent of the total wages for employees included in the performance review process, excluding the Administrator, is \$71,413.52. It is my recommendation that the Board approve a 2% pool for base pay increases and 2% for the lump sum pool. Funds provided by the 2020 budget and the 2019 carry over are adequate for both of these pools..

ATTACHMENT: ORDINANCE___ RESOLUTION ___ OTHER X

Power Point presentation

RECOMMENDATION:

Approve the equivalent of 2% of wages of non-represented employees for wage increases, and a 2% equivalent for lump sum bonuses, all of which will be distributed based on performance.

ACTION BY Committee

Performance Evaluation Process

Employees worked with Department Directors to create performance standards which included competencies and balanced scorecard objectives.



Training was provided to Department Directors about how to coach employees and how to conduct performance evaluations.

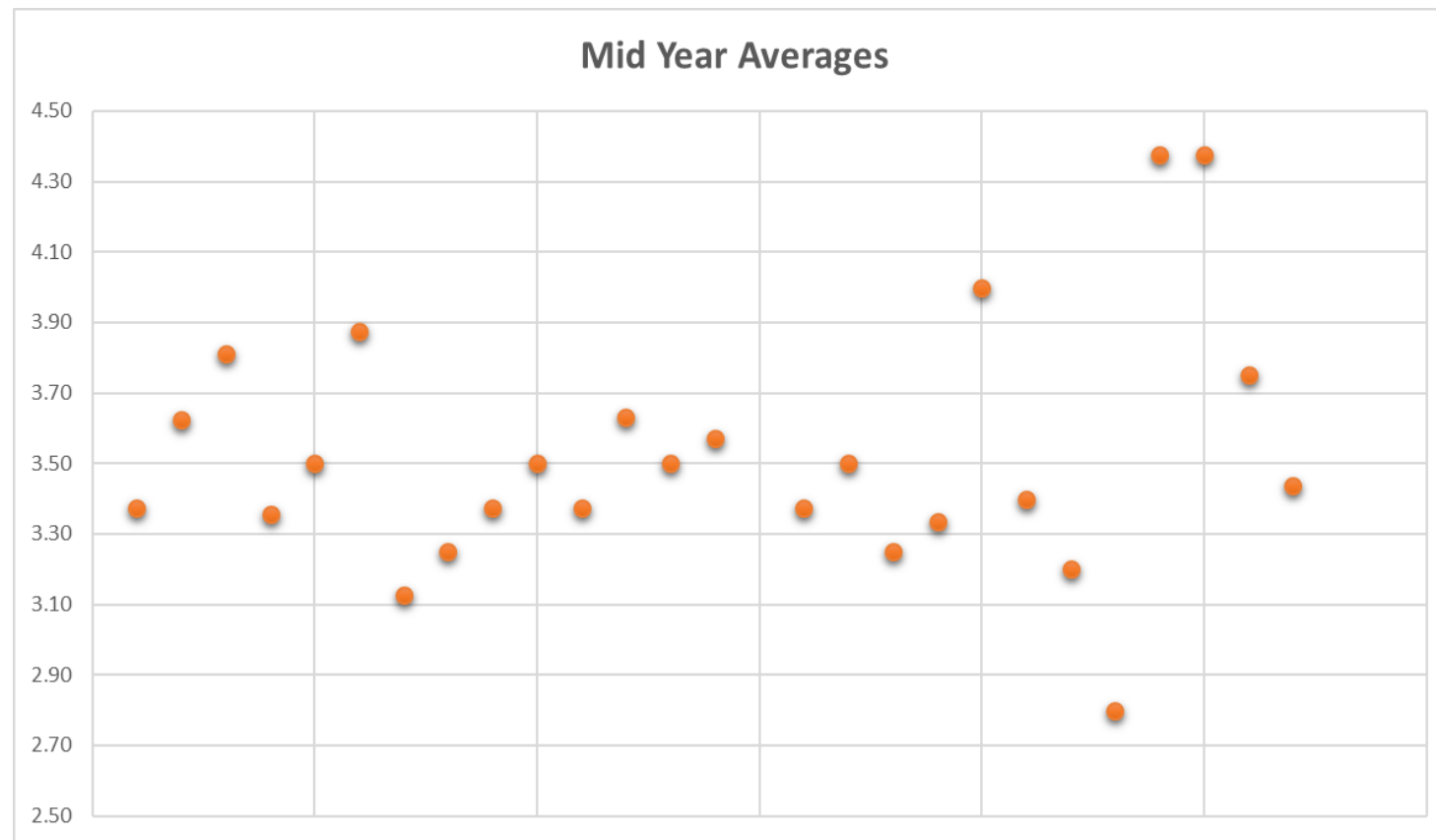


Department Directors provided mid-year feedback to employees about their performance. Employees were able to self-assess as well.



At the end of the year, Department Directors score their employees based on the performance standards.

Brief Summary of Process (So Far)



Mid Year Scores

Example of Scoring System

These are sample “definitions” of each score on the new system:

Score	Definition
5	Outstanding: Employee demonstrates exceptional performance and made superior contributions. This rating should be used sparingly to indicate EXTRAORDINARY performance with achievements far in excess of job requirements/standards/goals.
4	Exceeds Standards: Employee performance is consistently above the standard expected of employees.
3	Meets Standards: Employee performance consistently meets and fulfills the level of work expected.
2	Needs Improvement: Employee performance does not meet one or more of the goals or major responsibilities.
1	Unsatisfactory: Employee performance is frequently below expectations.

Base Pay and Lump Sum Pools

- *Each Department will have a “pool” of money for the base pay increases, and a separate pool for one-time lump sum payments.

- *The Department pools will be based on the wages for that department's non-represented employees.

- *Request is for each pool to be **2% Equivalent** which would be **\$71,413.52** total for merit increases and the same amount for one time payments.

Score Range	Range for Base Increase	Range for One-time payout
0-1	0	0-.5%
1.1-2	.5%-1%	.5%-1.5%
2.1-3	1%-2%	2%-2.5%
3.1-4	1.5%-3.5%	1%-4%
4.1-5	3%-5%	3%-5%

Increase Distribution



Department heads complete the review forms



Data compiled by Support Services



Board Presentation



Staff meeting to discuss scores of staff



Tweaks are made if needed; Dept heads perform evaluations with staff



Dept heads work with Administrator and Support Services to distribute base pay and lump sum increases



Staff gets increase info

End of Year process

**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. Other municipalities were surveyed. 17 paid time and half over 8 hours worked and they include pre-scheduled time off. This changes the policy for time and half over 40 hours including scheduled time off. Majority of overtime is taken as comp time. There is not a significant impact to the budget. This is being recommended because of the competitiveness of the surrounding market. 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. Most employees asked for self-assessments. 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.

Baum commented that the mid-year scores, everyone but one person is above a three. 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

**VILLAGE OF GERMANTOWN
WASHINGTON COUNTY**

RESOLUTION NO. 70-2019

**AMENDMENT TO EMPLOYEE POLICY AND
PROCEDURE MANUAL – OVERTIME
CALCULATION**

WHEREAS, the Village of Germantown currently has an Employee Policy and Procedure Manual; and,

WHEREAS, the current policy language for overtime calculation follows:

Pay for time not worked during a week, such as vacation, compensatory time, sick leave, bereavement leave, does not count toward the calculation of overtime hours for which cash overtime pay or compensatory time off is granted. Time paid for those employees earning compensation for a recognized holiday occurring during that workweek will be counted as hours worked for overtime calculation purposes; and,

WHEREAS, the proposed language change follows:

Time paid for those employees earning compensation for a recognized holiday occurring during that workweek will be counted as hours worked for overtime calculation purposes. Additionally, any prescheduled leave including planned vacation, sick time, or compensatory time will count toward time worked for overtime calculation. To be considered “prescheduled”, the time must have been approved by the supervisor at least two weeks in advance. Time taken that is not planned is not considered as time worked.

WHEREAS, Policy Implementation Includes the Following:

- Implementation beginning January 1, 2020.
- Proper procedures must be put into place for each department that includes a two-weeks minimum advance notice for the request. Details will be worked out with each department based on their staffing needs.
- Approvals will be based on when request is submitted and the seniority of the requester.

Denial of a request may be appealed in writing to the Department Director. WHEREAS, the new policy has been created and reviewed by staff and labor attorney; and,

NOW, THEREFORE BE IT RESOLVED, that the Village Board of the Village of Germantown, does hereby adopt the proposed Overtime Calculation Change in the Employee Policy and Procedure Manual of the Compensatory Time and Overtime Calculation Section with an implementation date of January 1, 2020.

Resolution No. 70-2019, Employee Policy and Procedure Manual – Overtime Calculation

Introduced by: _____

Adopted: _____

Vote: Ayes: ____ Nays: ____

Dean M. Wolter, Village President

ATTEST:

Deanna Braunschweig, WCMC/CMC
Village Clerk

One of the most common requests we have received in our meetings with hourly staff was for the Village to reconsider the current way of determining overtime. For the sake of this proposal, the term “overtime” is used to include overtime paid in cash and overtime converted into compensatory time. Several years ago, the hourly employees earned overtime after working 8 hours in a day, but now overtime is earned after 40 hours of time worked, the minimum required by the Fair Labor Standards Act. Time worked currently does not include vacation, compensatory time or sick time towards the 40 hours, though it does include holidays.

In looking at this issue, we first surveyed other communities to find out what their current policies are related to overtime; the results of that are included here for your reference. Additionally, to help determine the implications of the current overtime system and the impact of the proposed changes, we analyzed timesheets for all DPW employees for the span of a year. This analysis led us to our current recommendation. Rather than offering hourly employees overtime after working 8 hours, staff recommends that the Village count holidays, pre-approved vacation, sick (planned appointments or procedures), and compensatory as time worked. This alternative may have a small financial impact, but it will cost much less than moving to an overtime after 8 rule, bringing our policy into alignment with 16 of the 25 communities surveyed and helping to attract and retain employees.

It is impossible to precisely estimate the financial impact of the change because we can't predict behavior or Wisconsin weather, but we can look at trends and say that it is not typical for employees to use vacation time at peak-overtime periods. Part of this is because of our current rule, but part of it is also that our superintendents are strict in approving time off when overtime may be needed for snow removal or other emergencies. That said, we don't anticipate a significant change in expense, particularly since most overtime is used as compensatory time, rather than as a cash payout.

Through our research, staff was able to identify four employees who accurately represent what is typical for DPW staff. Using these employees, staff identified a few examples of why our current policy should be changed.

Examples of the Way the Current Overtime System Works in Real Life Examples

December 18-24, 2017

All four employees worked around 5 hours of overtime on Christmas Eve, which was a Sunday. Employees 1, 2 and 4 were all paid roughly 5 hours in overtime, but employee 3, was sick part of one day at the beginning of that week (before the snow event), so his total overtime was only 1.5 hours.

February 5-February 11, 2018

During this week, overtime was worked every day except one. One employee had time off on one of the days, so even though they all worked roughly the same amount of overtime (17 hours), employee 4 only received 8 hours of overtime.

A few benefits to the Village to change:

Right now, employees in the DPW are clustering most of their time off during spring and summer, when emergencies are less likely. This means that during the summer, our full-time staff is at lower staffing levels, which sometimes leaves us with the inability to take on special

projects. Additionally, it means that staff is more likely to accumulate maximum amounts of sick and vacation time, to roll-over as much as they can, and then to retire with a much bigger bank of paid time off than we'd sometimes prefer. This change would remove a disincentive for employees to use vacation time during the winter months. A more even distribution of vacation utilization would mean more labor is available during peak workloads in the summer.

Two other reasons to make the change involve employee relations. Changing the overtime rule as recommended is a cost-effective way to improve the Village's ability to attract and retain employees. Additionally, in our current economy where qualified labor is increasingly difficult to find, the Village is competing with other municipalities for a very small pool of workers, and if other municipalities are offering better benefits than we are, we are much more likely to lose our current staff. Some of our more immediate neighbor municipalities (Menomonee Falls, West Bend, and Hartford for example) all use the 8-hour rule, so to be more competitive with them, we need to make a change to our current policy.

Current Policy Language:

Pay for time not worked during a week, such as vacation, compensatory time, sick leave, bereavement leave, does not count toward the calculation of overtime hours for which cash overtime pay or compensatory time off is granted. Time paid for those employees earning compensation for a recognized holiday occurring during that workweek will be counted as hours worked for overtime calculation purposes.

Proposed change:

Time paid for those employees earning compensation for a recognized holiday occurring during that workweek will be counted as hours worked for overtime calculation purposes. Additionally, any prescheduled leave including planned vacation, sick time, or compensatory time will count toward time worked for overtime calculation. To be considered "prescheduled", the time must have been approved by the supervisor at least two weeks in advance. Time taken that is not planned is not considered as time worked.

Policy Implementation:

- Beginning Jan 1, 2020
- Proper procedures must be put into place for each department that includes a two-week minimum advance notice for the request. Details will be worked out with each department based on their staffing needs.
- Approvals will be based on when request is submitted and the seniority of the requester. Denial of a request may be appealed in writing to the Department Director.
- Staff will track this change and report to the General Government and Finance Committee in November 2020 with costs, as well as issues that may have arisen.

Overtime Comparisons

Community	Population	OT 40/8hrs	Holidays count	Vacation counts	Sick counts	Comp Counts	Other
Washington County	135,101	40	yes	yes	yes		extended leave bank doesn't count
Mequon	23,132	40	yes	no	no	no	double time for Sunday/holiday overtime
Menomonee Falls	37,443	8	yes	no	no	no	DPW is after 8 hrs; other non-protected employees have the after 40 rule
Cedarburg	11,412	40	yes	yes	yes	yes	
Sheboygan	49,288	40	yes	no	no	no	
Clayton	571	40	yes	yes	yes	yes	any weekend hrs, with min 2 hr call time
Hartford	14,223	8	yes	yes	yes		
Elm Grove	5,934	40	yes	yes	yes		
Twin Lakes	5,989	40	yes	yes	yes	no	
West Salem	4,799	8	yes	yes	yes	yes	
St Francis	9,365	40	yes	no	no	no	
Bayside	4,389	40	yes	no	no	no	
River Falls	15,510	40	yes	yes	no	no	
Franklin	35,451	40	yes	no	no	no	Sundays and holidays are double time
Shorewood	13,162	40	yes	yes	no	no	
Oshkosh	66,083	40	yes	yes	yes	yes	
Waupaca	6,069	40	yes	yes	yes		
Omro	3,517	40	yes	yes	yes	yes	must be approved
Kronenwetter	7,616	40		no	no	no	
New London	5,685	40	yes	no	no	no	
Beaver Dam	16,564	40	yes	no	no	no	
Winnecone	2,350	40	yes	yes	yes	yes	
Platteville	11,224	40	yes	yes	yes		
Belleville	2,385	40	no	no	no	no	
Wrightstown	2,827	40	yes	yes	yes	yes	must be approved
West Bend	31,596	8	yes	yes	yes	yes	Sundays and holidays are double time; OT starts after the scheduled shift ends so not necessarily after 8 hrs; Their DPW director said something interesting "It goes both ways then. If an employee is scheduled 7am-3am and they start at 2am for snow plowing and decide they want to go home at 1pm, they have to use some type of time off(vac, sick, comp) to make up for their scheduled 3pm end time."

**VILLAGE OF GERMANTOWN
WASHINGTON COUNTY**

RESOLUTION NO. 71-2019

**AMENDMENT TO EMPLOYEE POLICY AND PROCEDURE MANUAL –
SICK LEAVE**

WHEREAS, the Village of Germantown currently has an Employee Policy and Procedure Manual; and,

WHEREAS, the current policy language for Sick Leave follows:
Two (2) days of accumulated Sick leave per calendar year may be used if the employee's presence is required to attend to the illness or injury of a member of the immediate family. The immediate family for this purpose is defined as spouse, parent or dependent child. Any other such use for family sick leave shall be deductible from vacation, comp-time, etc. as appropriate and approved by employee's supervisor; and,

WHEREAS, the proposed language change follows:
~~Two (2) days of accumulated Sick leave per calendar year~~ may be used if the employee's presence is required to attend to the illness or injury of a member of the immediate family. The immediate family for this purpose is defined as spouse, parent or dependent child. ~~Any other such use for family sick leave shall be deductible from vacation, comp-time, etc. as appropriate and approved by employee's supervisor~~

WHEREAS, the policy revisions have been reviewed by staff and labor attorney; and,

NOW, THEREFORE BE IT RESOLVED, that the Village Board of the Village of Germantown, does hereby adopt the proposed Sick Leave Language Change.

Introduced by: _____

Adopted: _____

Vote: Ayes: ____ Nays: ____

Dean M. Wolter, Village President

ATTEST:

Deanna Braunschweig, WCMC/CMC
Village Clerk

During the revision process for our FMLA policy questions arose about how our current sick time policy is written. Currently, our policy reads:

Two (2) days of accumulated sick leave per calendar year may be used if the employee's presence is required to attend to the illness or injury of a member of the immediate family. The immediate family for this purpose is defined as spouse, parent or dependent child. Any other such use for family sick leave shall be deductible from vacation, comp-time, etc. as appropriate and approved by employee's supervisor.

This two-day limit for care of spouse or child seemed unusual; in response to a question, our attorney shared her thoughts. Her response was

To your question of whether this is a "normal" policy, my response would be that I have never seen a policy where only 2 days of sick leave can be used for purposes unrelated to an employee's own serious health condition. I have seen policies where it is prohibited entirely and also policies that allow it to be used for family members without limitation. One of the issues you encounter with the limitation is that the Wisconsin FMLA allows an employee to use ANY accrued paid leave available to an employee. The interpretation of that is so broad that I believe the sick leave would be "available" for FMLA care of a family member. One idea would be to allow up to 10 workdays of sick leave to be used for time off for care of a family member. You could also allow it to be used for that purpose more generally with no limitation.

After speaking with our attorney, staff researched what other communities do and found only two with any type of limitation on use of sick time- one limits to 2 days and one limits to 5 days. The other 14 had no such limitation. Given our attorney's recommendation, and the "norm" in other communities, a recommended revision to our policy is included below.

Community	Sick time restriction for family?	Notes
Clintonville	No	1 st in state to implement paid parental leave
Windsor	No	
Bayside	No	
Platteville	No	
Omro	Yes	16 hours
Elm Grove	No	
Richfield	No	Instead of sick it's a "personal day"
Shorewood	No	
Mequon	No	PTO
Beaver Dam	No	
OshKosh	Yes	5 days
Waupaca	No	
New London	No	
Sheboygan	No	
Weston	No	PTO
Cambridge	No	

Suggested revision

~~Two (2) days of accumulated Sick leave per calendar year~~ may be used if the employee's presence is required to attend to the illness or injury of a member of the immediate family. The immediate family for this purpose is defined as spouse, parent or dependent child. ~~Any other such use for family sick leave shall be deductible from vacation, comp time, etc. as appropriate and approved by employee's supervisor~~

**VILLAGE OF GERMANTOWN
WASHINGTON COUNTY**

RESOLUTION NO. 74-2019

**WASHINGTON COUNTY AGING & DISABILITY RESOURCE CENTER
AGREEMENT**

WHEREAS, the Village of Germantown Senior Center has been providing services to area seniors for several years with budgeted support from Washington County, and,

WHEREAS, Washington County provided an agreement to the Village outlining grant opportunities with a list of Approved Activities for the ADRC Grant Money, and,

NOW THEREFORE BE IT RESOLVED, that the attached Agreement Between the Village of Germantown and the Aging & Disability Resource Center of Washington County is hereby approved.

Introduced by: _____

Adopted: December 2, 2019

Vote: Ayes: _____ Nays: _____

Dean M. Wolter, Village President

ATTEST:

Deanna Braunschweig, WCMC/CMC
Village Clerk

BUSINESS OF THE VILLAGE BOARD
VILLAGE OF GERMANTOWN, WI

MEETING DATE: Monday, December 2, 2019

AGENDA ITEM: New Business

ITEM TITLE: Agreement between the Village of Germantown and the Aging & Disability Resource Center of Washington County for Year 2020

SUBMITTED BY: Mark Schroeder, Park & Recreation Director

SUMMARY EXPLANATION:

For many years, a cooperative relationship has existed between the Village of Germantown and Washington County for the use of the Village's Senior Center. Specifically, the village had two agreements with the county; 1) a \$600/year rental agreement for use of the senior center for the county nutrition program, and 2) a \$6,000 county grant to help provide senior programs to the community. Starting in 2019, the two agreements were merged into one document.

For 2020, the \$6,000 grant will again be provided on a reimbursable basis, based on the list of approved programs/activities noted in the agreement as Exhibit A. Attached for your review is the 2020 ADRC Agreement. This agreement is identical to the 2019 agreement.

Monies associated with the facility rental and county grant have been included in the 2020 Village Budget.

ATTACHMENT: ORDINANCE____ RESOLUTION__x__ OTHER__Agreement__

RECOMMENDATION:

The village and the county have enjoyed a cooperative relationship for many years. The county serves over 14,000 senior center and home delivered meals through the nutrition program each year, in addition to providing programs to the seniors of the community. Staff is recommending approval of the 2020 Agreement with the Aging & Disability Resource Center (ADRC) of Washington County.

**AGREEMENT BETWEEN
VILLAGE OF GERMANTOWN
AND
AGING & DISABILITY RESOURCE CENTER
OF WASHINGTON COUNTY**

In consideration for the mutual covenants herein, the Aging & Disability Resource Center of Washington County, State of Wisconsin, hereinafter known as the "PROGRAM", having offices at 333 East Washington Street, Suite 1000, West Bend, WI 53095, and the Village of Germantown, for the Germantown Senior's Activity Center, hereinafter known as the "FACILITY", located at W162 N11960 Park Avenue, Germantown, WI 53022, agree as follows:

1. The FACILITY shall provide:

- A. Use of their facility including meeting rooms, kitchen facilities and furnishings to be used for prescheduled activities Monday-Friday between 8:00 am and 4:30 pm as agreed upon by both parties.
- B. Payment of all utility charges.
- C. Provisions of garbage removal.
- D. Storage facilities for equipment and utensils.
- E. Germantown Senior's Activity Center is responsible for providing a report of activities held at the Germantown Senior's Activity Center to the County reflecting expenses for reimbursement. These reports along with an invoice reflecting the cost of eligible expenses should be sent to the County by the 15th of the following month. The reports shall include:
 - 1) Type of program, equipment or supplies
 - 2) Number of participants (include attendance log)
 - 3) Cost of program, equipment or supplies with supporting documentation for eligible programs (Exhibit A)
 - 4) Evidence Based Health Promotion Program Demographic Questionnaire for each participant (Exhibit B)

2. The PROGRAM shall provide:

- A. Meals which shall be delivered and shall contain 1/3 (one-third) minimum daily requirements for an adult.
- B. Recruiting, training, and scheduling of volunteers who shall be responsible for hosting, serving, cleanup, record keeping, and shall follow health and sanitation procedures.
- C. Planning and coordinating of various social and recreational activities preceding meal service, as agreed, with the approval of the Facility.
- D. Services that are for the benefit of older adults of Washington County.

3. The FACILITY and the PROGRAM agree as follows:

- A. Meal service shall be open to all residents of the United States 60 (sixty) years of age or older, or married to a citizen 60 (sixty) years of age or older.
- B. The PROGRAM shall not be held responsible for unclean conditions caused by individuals or groups who use the Facility outside of contract hours.
- C. The PROGRAM may establish various rules and regulations regarding walk-ins as necessary in cooperation with the FACILITY.
- D. The PROGRAM will not operate on a day when:
 - 1) There is a community emergency. Each party will make reasonable efforts to notify the other if such emergency exists.
 - 2) All Washington County holidays including the day after Thanksgiving.
 - 3) Agreed upon by both parties.

4. Payment.

- A. PROGRAM will provide up to \$6,000 per year to FACILITY for planning and coordinating eligible programs listed in Exhibit A. Invoices submitted pursuant to paragraph 1.E. shall be reviewed and approved by the ADRC Director or her designee prior to payment to Facility. Prior approval for reimbursement of cost for programs not listed in Exhibit A must be obtained from Tammy Anderson, Director.
- B. Payment for the use of the facility for the provision of meal site services shall be made by the PROGRAM to the FACILITY in the amount of \$600.00 per year.

5. Term and Termination:

- A. Term. This Agreement shall be effective as of January 1, 2020, and ending December 31, 2020. This Agreement shall automatically renew for subsequent one (1) year periods under the same terms and conditions as outlined herein, unless modified by mutual consent of the parties, which such modification shall be reduced to writing, signed by the parties and attached as an Addendum to this Agreement. This is subject to the termination provision of 5B. below.
- B. Termination. Either party may terminate this Agreement at any time during the life of this Agreement, or subsequent renewal periods, for any or no reason by giving 30 (thirty) days prior written notice in writing to the other party of the intention to do so. Said written notice for the PROGRAM shall be sent to:

Tammy Anderson, Director
AGING & DISABILITY RESOURCE CENTER OF WASHINGTON COUNTY
333 E Washington Street, Suite 1000
West Bend, WI 53095

And said written notice for the FACILITY shall be sent to:

Dean Wolter, President
Village of Germantown
N112W17001 Mequon Road, PO Box 337
Germantown, WI 53022

6. Insurance. PROGRAM shall not provide any insurance coverage of any kind for FACILITY or FACILITY'S employees. FACILITY shall provide the following general liability coverage: General liability (\$1,000,000 per occurrence). A Certificate of Insurance acceptable to PROGRAM shall be submitted prior to the commencement of this Agreement. The Certificate shall contain a provision that coverage afforded under the policy will not be cancelled unless at least 30 (thirty) days prior written notice has been given to PROGRAM.

7. Entire Agreement and Severability. This Agreement constitutes the entire agreement between the PROGRAM and the FACILITY. If any provision of this Agreement is held to be void, invalid or otherwise unenforceable, in whole or in part, the other provisions shall remain in force and effect.

In Witness Whereof, the parties hereto affix their hands and seals.

FOR THE FACILITY:
Germantown Senior's Activity Center

FOR THE PROGRAM:
Washington County

Dean Wolter
President, Village of Germantown

Donald A. Kriefall
County Board Chairperson

Date: _____

Date: _____

Ashley A. Reichert
County Clerk

Date: _____

Exhibit A

List of Approved Activities for ADRC Grant Money

- Blood Pressure checks (not Nancy Gloede)
- Chair exercises
- Dental Health screenings or presentations
- Drivers safety education
- Exercise equipment (senior friendly)
- Exercise/Fitness class
- Falls prevention
- Flu shots
- Foot care clinics
- Gentle fitness
- Health discussions
- Health screenings (not Nancy Gloede)
- Nutrition presentations
- Medication Management/Pharmacist presentations
- Med wise Program
- Memory loss seminar/Alzheimer's association presentation
- Stress management
- Tai Chi
- Wii exercise activities
- Yoga
- Zumba
- Other organized physical fitness activities
- Other Workshops or presentations that promote health and wellness (please obtain prior approval)
- Recreation/Socialization
- Activities that promote socialization and mental enrichment
- Bingo
- Book club
- Crafts
- Ceramics
- Games
- Gardening
- Intergenerational activities
- Music
- Movies
- Senior trips

For anything not listed here please contact Director Tammy Anderson to obtain approval.

Exhibit B

<u>BASIC SERVICE REGISTRATION</u>																	
Name (First, MI, Last):		Registration Date:															
<u>Residential Address</u> (Fire No. & Street):		Date of Birth (mo/day/year) : / /															
City/State/Zip:		Gender: ☐ Male ☐ Female															
<u>Mailing Address</u> (if different from resident/street address):		Email Address:															
City/State/Zip:		Telephone #:															
Race: ☐ American Indian/Native Alaskan ☐ Asian ☐ Black/African American ☐ Hispanic ☐ Native Hawaiian/Pacific Islander ☐ White (non-Hispanic) ☐ Other _____	Ethnicity: ☐ Hispanic or Latino ☐ Not Hispanic or Latino ----- Living Arrangement: Lives Alone ☐ Yes ☐ No	Income Status: Is your income below the following Federal Income Guidelines? ☐ Yes ☐ No <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"># in Home</th> <th style="text-align: left;">Month</th> <th style="text-align: left;">Year</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>\$1,005</td> <td>\$12,060</td> </tr> <tr> <td>2</td> <td>\$1,354</td> <td>\$16,240</td> </tr> <tr> <td>3</td> <td>\$1,702</td> <td>\$20,420</td> </tr> <tr> <td>4</td> <td>\$2,050</td> <td>\$24,600</td> </tr> </tbody> </table>	# in Home	Month	Year	1	\$1,005	\$12,060	2	\$1,354	\$16,240	3	\$1,702	\$20,420	4	\$2,050	\$24,600
# in Home	Month	Year															
1	\$1,005	\$12,060															
2	\$1,354	\$16,240															
3	\$1,702	\$20,420															
4	\$2,050	\$24,600															
Marital Status: ☐ Single ☐ Married ☐ Widowed ☐ Divorced ☐ Life Partner ☐ Other _____																	

Emergency Contact: _____ Relationship: _____

Home Phone: _____ Work Phone: _____

Privacy Statement: "The information you are being asked to provide is needed to determine if you are eligible to receive Older Americans Act Services and to comply with federal reporting requirements. This information will be stored in a secure electronic database and will not be used for any other purpose. Your information will not be shared with another agency without your permission. This information will not be sold to anyone. You have the right to review your electronic record and request changes to assure accuracy. You will not be denied most services if you refuse to provide this information. If you have questions regarding this, please ask the aging unit staff."