

**VILLAGE OF GERMANTOWN
VILLAGE BOARD MEETING MINUTES
August 3, 2020**

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

ROLL CALL: Present: President Wolter, Trustees Baum, Hudson, Miller, Myers, Pieper, Wing, and Zabel. Absent Excused Trustee Kaminski. Also present: Administrator Kreklow, Clerk Braunschweig, Attorney Sajdak, Director Retzlaff, Director Schroeder, and Manager Tucker. Clerk's Note: This was a partial Virtual Webex Meeting.

PLEDGE OF ALLEGIANCE:

PRESIDENT'S REPORT:

No Report.

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

- A. 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, to include:
- B. Introduction of Germantown School Superintendent, Brett Stousland. Brett Stousland was in another meeting and will be introduced upon his arrival.
- C. Election Update.

Clerk Braunschweig announced that there is an August 11 Partisan Primary. Polls will be open from 7 am – 8 pm at their normal poll locations. The Village Hall is open for absentee voting, Tuesday – Thursday 8 am – 5:30 pm; Friday 8 am-5 pm. We are taking precautions as done with the April election, masks, table guards, poll book labels,

-The last Partisan Primary saw 1,957 voters. Of that number there were 340 absentee ballots. 13,585 registered voters at that time. 14% voter turnout.

-With this election there are nearly 3,300 absentee ballots in process. 13,726 registered voters. 24% turnout.

Clerk Braunschweig commented that there are absentee postcard mailers that have been mailed by political parties. These are not from the Village or the State.

The Elections Commission will mail out absentee ballot request forms at the beginning of September. These are not ballots these are the request forms.

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

President Wolter read public comments.

Kristine Huber of Windsong Circle East submitted comments via email. President Wolter read her comments. She commented on the Veridian Preliminary Plat Approval. She commented on the walking path and bridge.

Deb Denton of Crabtree Lane submitted comments via email. President Wolter read her comments. She commented on the Veridian Preliminary Plat Approval. She commented on an extension of a buffer along the East side of the plot and to remove buckthorn, the number of homes not to exceed 16, no vinyl siding, access path with a bridge, and the zoning.

Kristine Huber of Windsong Circle East sent a comment to the Plan Commission meeting via email. President Wolter read her comments. She commented on the Veridian Preliminary Plat Approval. She commented on the shape of the SW Storm basin.

Bob Fitzgerald of Windsong Circle East sent a comment to the Plan Commission meeting via email. President Wolter read his comments. He commented on the Veridian Preliminary Plat Approval. He commented that the project to commence in 12 months, extension of a buffer along the east side of the plot and removal of buckthorn.

Sue MacGillis of Hidden Pond Court sent a comment to the Plan Commission meeting via email. President Wolter read her comments. He commented on the Veridian Preliminary Plat Approval. She commented in agreement of the amendments and for the area to stay natural.

Solomon and Cynthia Johnson of Windsong Circle West sent a comment to the Plan Commission meeting via email. President Wolter read the comments. They commented on the Veridian Preliminary Plat Approval. They commented in agreement of the amendments and developers agreement.

Lilibeth Yao of Windsong Circle had submitted comments via email and came to the podium to speak in regard to the Veridian Preliminary Plat. She commented on the use of natural building materials, avoiding a cookie cutter look, buildings completed in one year, and no noxious weeds.

Mary Hudson of Windsong Circle West came to the podium to speak in regard to the Veridian Preliminary Plat. She commented that she is Tr. Hudson's wife. She spoke about landscape, buffering, trees, and walking paths.

Jan Miller of Windsong Circle had submitted comments via email and came to the podium to speak in regard to the Veridian Preliminary Plat. She commented on an extension of buffer, removal of invasive species, not to exceed 16 homes, reverting back to original zoning if project is not commenced by April 6, 2021, no vinyl siding, and no cookie cutter look.

John Plenke of Windsong Circle East had submitted comments via email and came to the podium to speak in regard to the Veridian Preliminary Plat. He commented on dumping of soil and report from the DNR.

Germantown School Superintendent, Brett Stousland arrived and introduced himself. He has an open door policy. K-5 Schools will start on September 1. Tr. Zabel commented on possible School District and Village Board meetings to be on the fifth Monday of the month.

CONSENT AGENDA:

- A. Approval of Minutes July 20, 2020 Regular Village Board Meeting.
- B. Accounts payable/payroll
 - 1. July 21, 2020 Payroll (Hourly) \$ 258,982.72
 - 2. July 25, 2020 Accounts Payable \$ 223,921.90
 - 3. July 31, 2020 Payroll (Salary) \$ 107,594.06
 - 4. July 31, 2020 Accounts Payable \$ 2,114.80

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

- C. Acceptance Of 2019 Comprehensive Annual Financial Report (CAFR).

Motion (Myers/Baum) to approve Consent Agenda Items A-C. Roll Call Voted Carried Unanimously.

OLD BUSINESS:

- A. None.

PUBLIC HEARING:

- A. None.

NEW BUSINESS:

- A. Resolution 47-2020, Germantown Soccer Club 2020-2022 Field Usage Agreement.

Motion (Myers/Baum) to approve Resolution 47-2020, Germantown Soccer Club 2020-2022 Field Usage Agreement. Motion carried unanimously.

- B. Preliminary Subdivision Plat for a 16-Lot Residential Subdivision, Veridian Homes, LLC, Agent for VHKE LLC, Property Owner - N104 W14942 Donges Bay Road.

Director Retzlaff presented information for the 16-Lot Residential Subdivision Preliminary Subdivision Plat for Veridian Homes, LLC, Kinderberg Estates. The site location was shown and reviewed. This is for a 16-lot, 14.7-acre single-family residential development. The lot size is consistent with the Rs-4 zoning district requirement. The preliminary plat highlights were reviewed. The landscape plan has been received and reviewed by staff with request of additional landscaping. There will be removal of invasive species and placement of additional trees. The Park and Recreation Commission indicated additional landscaping and adding the bridge path feature to the south-end of the park. The conditions were reviewed.

MOTION (Baum/Miller) to approve Preliminary Subdivision Plat for a 16-Lot Residential Subdivision, Veridian Homes, LLC, Agent for VHKE LLC, Property Owner - N104 W14942 Donges Bay Road with the eight conditions.

Discussion of the landscaping plan ensued. The landscaping plan will be part of the development agreement. The developer has not created an HOA yet. The Development agreement will have language for the HOA. Discussion ensued of vinyl siding. Discussion ensued of the bridge.

There is an erosion control and grading plan requirement. Not typical for the DNR to oversee the creation of a storm water basin. Normally staff oversees the erosion control and grading plan.

Discussion ensued of reverting back to the A-2 zoning if nothing is developed in one year. This would be part of the development agreement.

Discussion of building materials and architecture requirements ensued. Attorney Sajdak commented that we want to see the covenants but cannot impose building materials requirements and architecture requirements as long as the building code is met.

AMENDMENT MOTION (Myers/Hudson) for a path walkway and bridge installed between lots 4 & 5. The bridge crosses the drainage area. Amendment motion carried unanimously.

AMENDMENT MOTION (Hudson/Zabel) to amend condition number 2 and add lots 8 & 9 for additional landscaping; buffer for the adjacent Heritage Hills subdivision along the rear property lines or in the outlot area abutting Lots #5, 6, 7, 8 and 9. Amendment motion carried. Wing voted no.

AMENDMENT MOTION (Zabel/Wing) to amend condition number 6 to require subdivision deed restrictions and covenants drafts to be submitted prior to Development Agreement Approval. Amendment motion carried unanimously.

Discussion ensued of the reverting back to the A-2 zoning if development does not occur. Once public improvements have commenced the property cannot revert back to A-2 zoning. The financial guarantees are in place to pay for the public improvements.

Roll Call vote on original motion as amended carried. Hudson, Wing, Zabel voted no.

Motion (Baum/Zabel) to take items out of order and move to new business item E. Motion carried unanimously.

- E. Resolution 48-2020, A Resolution Authorizing the Assignment and Partial Release of a Development Agreement with Goldendale Road Germantown LLC for the Approximately 45.6 Acres of Land Located at the Southwest Corner of Goldendale and Rockfield Roads.**

Motion (Myers/Baum) to approve Resolution 48-2020, A Resolution Authorizing the Assignment and Partial Release of a Development Agreement with Goldendale Road Germantown LLC for the Approximately 45.6 Acres of Land Located at the Southwest Corner of Goldendale and Rockfield Roads. Motion carried unanimously.

Motion (Baum/Zabel) to go back to new business item C. Motion carried unanimously.

C. Organizational Structure Finance Functions.

Administrator Kreklow reported on the item. He commented on the recent retirement in the Finance Department and an additional retirement that is coming up. The transition is being planned. The Clerk and Support Services Manager are working to take on additional responsibilities. The change in the structure will improve service levels by cross training existing staff and sharing responsibilities. Existing staff as the Clerk and Support Services have background in finance. This is a growth opportunity for them to take on additional responsibilities. The Audit contains information on segregation of duties. It is best practice to segregate duties and the changes in structure would allow the segregation of duties. There would be budget savings.

The proposed organizational changes would divide the Finance Director functions between the Support Services Manager and Clerk. The Clerk would take on additional responsibilities and the title would change to Clerk / Treasurer.

The deputy treasurer, deputy clerk / treasurers, and utility clerk would report to the Clerk Treasurer.

This would give additional opportunities for growth and development and benefit the Village.

Motion (Zabel/Myers) to approve that the organizational changes as presented occur.

Discussion ensued of the current staffing and this fits the existing staff. Attorney Sajdak reported that the combination Clerk / Treasurer position is used throughout the State. Net savings to the Village is \$30,000 - \$40,000 annually. Motion carried unanimously.

D. Classification and Filling of Deputy Clerk / Deputy Treasurer Position.

Motion (Myers/Baum) combine Deputy Clerk / Deputy Treasurer Positions and fill positions. Discussion ensued of the job description and the addition of the Adobe Software, hours of work and may attend meetings. Roll Call Vote carried unanimously.

F. Resolution 49-2020, Resolution Relating to Village of Germantown COVID-19 Emergency Declaration.

Motion (Myers/Baum) to approve Resolution 49-2020, Resolution Relating to Village of Germantown COVID-19 Emergency Declaration. Motion carried unanimously.

ADJOURNMENT.

ADJOURNMENT: There being no further business, the meeting adjourned at 8:50 p.m.

The next regular meeting of the Village Board will be on Monday, August 17, 2020 at 7:00 p.m. There will be a special meeting on August 11, 2020 at 7:00 pm.

Respectfully Submitted,

Deanna Braunschweig

Deanna B. Braunschweig, WCMC/CMC
Village Clerk