

**VILLAGE OF GERMANTOWN
GENERAL GOVERNMENT & FINANCE COMMITTEE
MEETING MINUTES
September 21, 2020**

CALL TO ORDER: The meeting was called to order at 6:00 p.m. by Chairperson Zabel.

ROLL CALL: Present: Chairperson Zabel, Trustee Members: Kaminski, Myers, and Wing. Also present: Administrator Kreklow, Manager Tucker, Attorney Sajdak, Clerk Braunschweig, Director Rath, Superintendent Anderson, Superintendent Haugen, and Associate Planner Zandt.

APPROVAL OF MINUTES: August 17, 2020 – MOTION (Myers/Kaminski) to approve the August 17, 2020 minutes. Motion carried unanimously.

PUBLIC COMMENT:

Public Comment by Jay Olszewski was read. He comments were in favor of the overtime procedure change.

NEW BUSINESS:

A. Fire Department Administrative Assistant Job Description Update and Reclassification of Paygrade.

Manager Tucker reported on the item. She reported that Amy Lerch has been in the position for almost a full year. The position has grown. An analysis was done for the position and market review.

The Job Description was distributed to the Board. The Wauwatosa Office Manager is very similar to the position. The position is at a level two, research shows this should be a position ten.

Fire Chief Delain reviewed the position responsibilities.

This position was added as half time at a low pay range and the position has grown. Moved from part-time to full-time last year.

The budget does include the funding for the increase.

Amy is coordinating the processing of payroll. It is very complex. She has taken the lead on that and cleaned up issues causing morale problems. There have been no grievances filed but contacts with the union. She has been coordinating the billing and works with Three Rivers. She follows up on requests for reports from attorney offices. Any also is the IT person for the Fire Department.

Discussion ensued to a step in between. Discussion of the Police Department Administrative Assistant ensued.

Motion (Myers/Kaminski) to recommend Fire Department Administrative Assistant Job Description Update and paygrade to seven effective with the 2021 budget, and then to a paygrade 10 with the 2022 budget. Motion carried unanimously.

B. Change of Emergency Responder COVID Sick Leave Policy.

Manager Tucker reported on the Change of Emergency Responder COVID Sick Leave Policy. She gave history of the FMLA Policy and emergency sick leave.

Motion (Kaminski/Myers) to recommend Change of Emergency Responder COVID Sick Leave Policy. Motion carried unanimously.

C. Resolution 56-2020, Change in Pay Practices of the Employee Policy and Procedural Manual – Overtime / time Worked advance Notice Requirement.

This was a new policy adopted last fall. Prior to time off was not included toward forty hours worked. Last year there was language that changed this and included two weeks advance notice. We were to bring the item back in one year.

An analysis was completed; and there were 14 instances in one month and four in another that this affected overtime. A total of \$2,750 for the two months. Employees appreciated the change and cost for the change is minimal. It will go a long way for employee morale.

Motion (Myers/Kaminski) to recommend Resolution 56-2020, Change in Pay Practices of the Employee Policy and Procedural Manual – Overtime / time Worked advance Notice Requirement. Motion carried unanimously.

OLD BUSINESS:

Water / Sewer Impact Fees for Capri Development.

Attorney Sajdak came to the podium. He talked to the Public Service Commission staffers and their initial response not to get involved with impact fees. Attorney Sajdak is waiting to hear from the division director. Menominee Falls is holding to their position. They did charge impact fees.

REPORTS:

A. Monthly Year to Date Financials:

1. Revenue and Expense Report All Funds: The reports were reviewed. Still hoping to give good news at the end of the year.
2. Health and Dental Plans: The reports were reviewed. Will go thru in a month or so. Renewal information coming in October.

B. Impact Fees Financial Reports: The report was reviewed. Recreation earmarked at 200,00.

C. Accounts Payable: August 25, 2020 and September 10, 2020 payables were reviewed.

D. Code Violation Reports: The report was reviewed.

E. C.I.P. PROJECTS: The reports were reviewed. Holy Hill Road and Old Farm just received final lift.

F. Letter of Credit Summaries: The reports were reviewed.

1. Building Inspection Department – Reviewed.
2. Public Works Department– No Report. Nothing coming due.
3. Planning Department – Reviewed.

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

H. SCHEDULE NEXT MEETING: The next meeting will be on October 19, 2020 at 6:00 pm.

ADJOURNMENT: Chairman Zabel adjourned the meeting at 6:58 p.m.

Respectfully Submitted,

Deanna Braunschweig

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Village Clerk