

**VILLAGE OF GERMANTOWN
GENERAL GOVERNMENT & FINANCE COMMITTEE
MEETING MINUTES
October 19, 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, and Myers. Trustee Wing excused absent. Also present: Administrator Kreklow, Manager Tucker, Clerk Braunschweig, Director Rath, and Director Retzlaff.

APPROVAL OF MINUTES: September 21, 2020 – MOTION (Kaminski/Myers) to approve the September 21, 2020 minutes.

PUBLIC COMMENT:
None.

NEW BUSINESS:

- A. Utility Clerk Job Description Update and Reclassification of Paygrade.

A new document and job description were distributed as the Deputy Treasurer has given notice for retirement and the Utility Clerk has agreed to fill that position. The positions were researched and the job descriptions and paygrades have been adjusted for additional responsibilities. Staff would like to fill the vacant position and advertise. Funds to cover this change are covered by the budget for the now vacant accounts payable clerk and are included in the 2021 budget.

Motion (Myers/Kaminski) to update the Utility Clerk job description and reclassification of paygrade. Motion carried unanimously.

- B. Deputy Treasurer Job Description Update and Reclassification of Paygrade.

A new document was distributed as the Deputy Treasurer has given notice for retirement and the Utility Clerk has agreed to fill that position. The positions were researched and the job descriptions and paygrades have been adjusted for additional responsibilities. Funds to cover this change are covered by the budget for the now vacant accounts payable clerk and are included in the 2021 budget. Motion (Myers/Kaminski) to update the Deputy Treasurer job description, reclassification of paygrade, and start the salary at \$53,110.69, effective 10/19 if approved by Village Board. Motion carried unanimously.

- C. Stop Loss Insurance Renewal.

Director Rath reported on the item. She distributed information on the item. The quote by Nation Wide increase QBE change shows the option of Auxiant. Carmen Winkelman of R&R was in attendance.

R& R has reduced their portion and restructured by decreasing the commission by \$20,000 Carmen came to the podium. Discussion ensued of the market place and bids received. She commented on and reported on the State Plan. The quote today is firm and only good until tomorrow. Discussion ensued of possibly joining another group such as a consortium.

Administrator Kreklow reported that there is a lot of variation in local governments on what they charge back to employees. Most are at 12%. Discussion ensued of the employee contribution

percentage and possible increase of that percentage. Administrator Kreklow commented that this does need review.

Look at different ways to shift to employees, premium contribution, prescriptions. Discussion ensued of looking at plan design.

Motion (Kaminski/Zabel) to forward the Stop Loss Insurance Renewal to the Village Board.

Kaminski would like to revisit the employee contribution. The employee union contracts currently state 12%. Discussion ensued of increasing the deductible. Discussion ensued of the wellness program. This item is on the Village Board Agenda tonight. Motion carried unanimously.

- D. Community Development Department - Ordinance 17-2020, Ordinance to adopt current Wisconsin Administrative Commercial Building Codes.

Director Retzlaff reported on the item. This is a housekeeping ordinance. The item is on the Village Board Agenda tonight. Motion (Myers/Kaminski) to recommend Ordinance 17-2020, Ordinance to adopt current Wisconsin Administrative Commercial Building Codes. Motion carried unanimously.

OLD BUSINESS:

None.

REPORTS:

A. Monthly Year to Date Financials:

1. Revenue and Expense Report All Funds: The reports were reviewed. Summarized of all funds. It is weighted heavily as there are budgeted items that will not carry over. There will be some deficit. There is a million dollars in the road program not spent yet.
2. Health and Dental Plans: The reports were reviewed. Health has been reviewed. The Dental is doing well and covering costs. Could carry dental over to the health plan.

B. Impact Fees Financial Reports: The report was reviewed. A lot of residential. Money for the water and sewer utility. Quite a few residential starts for 2021.

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

D. Code Violation Reports: The report was reviewed. Administrator Kreklow commented there were three new code violations.

E. C.I.P. PROJECTS: The reports were reviewed. Some of the paving has come through. It is more than 200,000 some will be reimbursed.

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

1. Building Inspection Department – Reviewed.
2. Public Works Department – Reviewed.
3. Planning Department – Reviewed.

G. Summary of all Village Contracts: The summary of contracts were reviewed. Administrator Kreklow reported Waste Management Contract is will be coming forward.

H. SCHEDULE NEXT MEETING: The next meeting will be on November 16, 2020 at 6:00 pm.

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

Respectfully Submitted,

Deanna Braunschweig

Deanna Braunschweig
Village Clerk