

**VILLAGE OF GERMANTOWN
GENERAL GOVERNMENT & FINANCE COMMITTEE
MEETING MINUTES
November 16, 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, Clerk Braunschweig, Attorney Sajdak, Director Rath, and Steve Storres.

APPROVAL OF MINUTES: October 19, 2020 – MOTION (Kaminski/Myers) to approve the October 19, 2020 minutes.

PUBLIC COMMENT:
None.

NEW BUSINESS:

- A. Support Services Manager Job Description Update and Reclassification of Paygrade.

Administrator Kreklow commented on Items A and B. Finance Director Rath is retiring at the end of the year. We have discussed the transition plan previously. The responsibilities are being divided among staff and adjusting pay ranges. We did a market analysis for both positions and functions and looked at internal comparisons. The Support Services Manager is currently at paygrade 16; it is recommended that this position be moved to paygrade 18 and move the salary to halfway between the bottom and midpoint of the pay range (\$67,814) effective January 1, 2021. The salaries would move up the additional 2%. Discussion ensued of the job descriptions and adding adobe software and driver's licenses.

Motion (Kaminski/Myers) to recommend the Job Description Update and Paygrade and Pay as recommended by staff. Motion carried unanimously.

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

The Village Clerk is currently at paygrade 19, and the recommendation is to move the position to paygrade 20. The current Finance Director position as well as the Community Development Director are currently at a paygrade 20. The current salary for the Village Clerk is \$73,182. Based upon incumbent's experience and qualifications, this would move the position to the mid-point of the paygrade 20 (\$79,585) effective January 1, 2021. The salaries would move up the additional 2%.

Motion (Kaminski/Myers) to recommend the Job Description Update and Paygrade and Pay as recommended by staff. Motion carried unanimously.

- C. Discussion with Informational item Regarding Health Plan.

Administrator Kreklow commented topic that will need additional work and information. Health care went up significantly. Discussion ensued of moving to the state plan or changing the plan design such as increasing co pays. Discussion ensued of tying to the union contracts.

At the last General Government & Finance Committee meeting, several potential options were discussed to create savings and/or additional funding for the health plan. As a follow up, staff has some research to share.

Other communities were surveyed. Out of the communities in Washington and Ozaukee Counties who responded to inquiries, two were self-funded (Hartford and West Bend), six are part of the state health plan, one does not offer health insurance and one uses WPS as their provider.

One of the other major questions at the last meeting was about possibly increasing the percentage of our employee contributions. Out of the 104 participants in our plans this year, 73 are non-represented employees, with the other 31 in either the police or fire unions. Currently, all employees have a 12% contribution, and this is included in the union contracts. The Fire Department contract is currently being negotiated; the Police Contract ends December 2021. The numbers presented here keep the contributions for those represented staff at 12%, in all below scenarios.

Motion (Kaminski/Wing) to leave as is and revisit in the future. Motion carried unanimously.

D. Resolution 67-2020, Germantown Municipal Employees Union Local 730, 2021 Contract.

Motion (Kaminski/Myers) to recommend approval of Resolution 67-2020, Germantown Municipal Employees Union Local 730, 2021 Contract. Motion carried unanimously

D. Creation of Board Room Audio / Visual Special Committee.

Discussion ensued of the creation of the board room audio / visual special committee. Motion (Myers/Kaminski) to approve the Creation of Board Room Audio / Visual Special Committee. This is coordination of the audio visual and coordination with the cable users and internet. Motion carried unanimously.

F. Domain Name Change.

Steve Storres advised the committee. He commented that the current domain name is long at 23 characters. Suggestion to switch to a government type domain name. Discussion ensued of the government type name ending in gov. In recent months, the Village had experienced difficulty with our domain registrar, and staff will be changing domain registrars. In the process of discussing this change, staff began a larger conversation about potentially changing our domain name to something shorter. Additionally, the Village has the ability to apply for a .gov domain name, which has a much higher level of security than normal registrars.

Staff recommends a change in the domain name from village.germantown.wi.us to one of the following: gtown.gov, gtownwi.gov, Germantown.gov or germantownwi.gov. If we do purchase a new domain, we would phase things over to the new one gradually, keeping both active for at least six months to provide staff adequate time to make necessary changes for logins. All Village email addresses, as well as the website domain, would be updated to the new .gov domain after the transfer is complete. Email addresses, website, signage, letterhead, business cards need to be updated. Attorney Sajdak advised the federal government did come out and strongly recommend units of government adopt a .gov due to elections and communications.

Motion (Kaminski/Myers) to change to Germantownwi.gov. Motion carried unanimously.

- G. Resolution 68-2020, Authorizing the Write Off of Delinquent, Old, and Uncollectible Accounts Receivable Ambulance Charges.

Motion (Myers/Wing) to approve Resolution 68-2020, Authorizing the Write Off of Delinquent, Old, and Uncollectible Accounts Receivable Ambulance Charges. Motion carried unanimously

OLD BUSINESS:

None.

REPORTS:

- A. **Monthly Year to Date Financials:**
1. Revenue and Expense Report All Funds: The reports were reviewed. There will be some deficit. In comparison with last year at this time, the general fund revenues are down 223,279. Expenditures are down about 296,029.
 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. Dental could balance to health. Does not cure anything. Less budgeted. Messing with the claims. Active health plan. High dollar claims.
- B. **Impact Fees Financial Reports:** The report was reviewed. A lot of residential. Quite a few residential starts for 2021. Draw downs used for the items. Recreation shows about \$200,000.
- C. **Accounts Payable:** October 25, 2020 and November 10, 2020 payables were reviewed.
- D. **Code Violation Reports:** The report was reviewed. Administrator Kreklow commented there were new code violations. The oldest goes back to 2018 continue to work with owner who is having landscape issues.
- 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. No changes.
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.
- H. **SCHEDULE NEXT MEETING:** The next meeting will be on December 21, 2020 at 6:00 pm.

ADJOURNMENT: Chairman Zabel adjourned the meeting at 6:48 p.m.

Respectfully Submitted,

Deanna Braunschweig

Deanna Braunschweig
Village Clerk