

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

MEETING: REGULAR MEETING OF THE VILLAGE BOARD

DATE AND TIME: MONDAY, December 7, 2020 7:00 p.m.

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

NOTICE: Pursuant to the current recommendation of the Centers for Disease Control and Prevention limiting the size of public gatherings, capacity within the Board Room will be limited. Members of the body and citizens may also attend the meeting virtually through the WebEx platform, Meeting #: 126 919 7322 Password: m8DkPPQPJ43 which can be accessed by phone at 408-418-9388 or by logging on <https://villageofgermantown.my.webex.com/villageofgermantown.my/j.php?MTID=m38e48d9d7428799f66afe3ee21f48975> Citizens wishing to view the meeting are encouraged to watch the live broadcast of the meeting through Channel 25 on Spectrum cable, or the livestream on the Village's website. Citizens not wishing to attend the meeting personally or virtually may submit any public comments by sending an email to comments@village.germantown.wi.us by 4 p.m. on the day of the meeting so that it can be provided to the members of the body for their consideration.

AGENDA

- 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:**
 - 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. Police Chief Report on Protests within Village.
- 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) Written Public Comments should be directed to comments@village.germantown.wi.us, by 4 p.m. on Monday, December 7th.

VII. CONSENT AGENDA:

A. Approval of Minutes November 16, 2020 Regular Village Board Meeting.

B. Accounts payable/payroll

1.	November 25, 2020	Accounts Payable	\$	727,300.99
2.	November 24, 2020	Payroll (Hourly)	\$	235,047.07
3.	November 30, 2020	Payroll (Salary)	\$	101,571.49
4.	November 30, 2020	Accounts Payable	\$	1,716.00

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

C. Support Services Manager Job Description Update and Reclassification of Paygrade.

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

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

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

The following items were forwarded from **Public Works** with a unanimous recommendation.

G. Payment of Neumann Companies Invoice in an amount not to exceed \$275,000 for the Wrenwood Sewage Pump Station.

VIII. UNFINISHED BUSINESS

A. Status of 2020 Budget Savings Plan, Resolution 41-2020, Directing the Village Administrator to Implement 2020 Budget Savings Plan.

B. Ehlers report - Tax Increment Financing to fund improvements necessary for a proposed development south of Holy Hill Road.

IX. PUBLIC HEARINGS:

A. None.

X. NEW BUSINESS:

A. Resolution 69-2020, Disallowance of Claim, Don and Bridget Poetzl.

XI. ADJOURNMENT.

The next regular meeting of the Village Board will be on Monday, December 21, 2020 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 16, 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, Kaminski, Miller, Myers, Pieper, Wing, and Zabel. Also present: Administrator Kreklow, Clerk Braunschweig, Attorney Sajdak, Director Rath, Manager Tucker, Director Schroeder, and Director Ratayczak. Clerk's Note: This was a partial Virtual Webex Meeting.

PLEDGE OF ALLEGIANCE:

PRESIDENT'S REPORT:

President Wolter reported on the Chamber of Commerce traveling Christmas Parade. Successful event. Thank you to all that planned and participated.

President Wolter reported that County Supervisor Peter Sorce is having difficulty with Covid. Please keep him in your prayers.

**ANNOUNCEMENTS OF FORTHCOMING EVENTS OF PUBLIC
INTEREST/DEPARTMENT AND COMMITTEE 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, to include:

Election Update. Thank you to the teams of election officials and village employees that worked the November 3rd election. All Village Departments and employees are assisted in some capacity. This is very much a team effort. Thank you to the Poll Locations of Bethlehem Lutheran School, American Legion, Life Church, and Crossway Church.

Clerk Braunschweig reported that there were 13,788 voters at the November 3, election. 9,803 cast absentee ballots. 3,984 voted at the polls. The voter turn-out compared to registered voters was 95%. The Village estimated voting population is 15,637. We are at 15,135 registered voters. Almost 97%.

In comparison to November 2016, there were 4,622 absentees of the 12,389 voted and a 91% voter turnout.

The Spring Election Notice has been posted, April 6, 2021 election. Candidate paperwork is listed under Candidate Information on the Village Website.

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

Trustee Baum reported on a non-compliant landscape business on Freistadt Road. The business is on the code violation list.

Bruce Bernarde of Freistadt Road came to the podium. He commented that the landscape business has been there for twelve years. The business has grown to 10-15 employees. There are skid loaders, dump trucks, salt storage and bark storage. There has been burning of fall clean up.

Administrator Kreklow reported that the business is on the code violation list and citations have been issued.

CONSENT AGENDA:

- A. Approval of Minutes November 2, 2020 Regular Village Board Meeting.
- B. Accounts payable/payroll
 - 1. November 10, 2020 Accounts Payable \$ 611,395.23
 - 2. November 10, 2020 Payroll (Hourly) \$ 256,349.42
 - 3. November 15, 2020 Payroll (Salary) \$ 104,368.64

The following items were forwarded from **Public Safety** with a unanimous recommendation.

- C. Ordinance 18-2020, Ordinance Amending Section 5.15 Burning Regulated, Restrictions and Limitations.
- D. Ordinance 19-2020, Ordinance to Rescind Ordinance 5.10 Structures with Light – Frame Truss
- E. Dispatch Comp Time.

The following items were forwarded from **Public Works** with a unanimous recommendation.

- F. Payment of CTW Corp. Invoice in amount not to exceed \$26,485, for the emergency repair of Well #3 on River Lane.
- G. **Resolution 61-2020**, 2021 Wachtel Arboricultural Contract in an amount not to exceed \$15,000.
- H. **Resolution 62-2020**, Johnson Controls, Maintenance and Metasys Contract in an amount not to exceed \$24,652.84.
- I. DPW Seasonal & Temporary Position Pay Increase.

Motion (Baum/Myers) to approve Consent agenda A-I. Baum requested to pull item G, Resolution 61-2020, 2021 Wachtel Arboricultural Contract in an amount not to exceed \$15,000, to Recuse himself, due to conflict of interest. Roll Call Vote Carried Unanimously.

Motion (Zabel/Myers) to approve item G, Resolution 61-2020, 2021 Wachtel Arboricultural Contract in an amount not to exceed \$15,000. Roll Call Vote Carried. Trustee Baum Abstained.

UNFINISHED BUSINESS:

- A. None.

PUBLIC HEARING:

- A. 2021 Village of Germantown Budget and 2020 Tax Levy.

Director Rath reported on the budget. The proposed levy is \$13,669,201 this includes \$10,456,573 general fund and operations, and \$3,212,628 for debt service payments. The tax rate is 4.96 per 1,000 which is 27.7 cents higher than last year or an increase of 5.92%.

President Wolter opened the Budget Public Hearing at 7:18 p.m.

No one spoke.

President Wolter closed the Budget Public Hearing at 7:20 p.m.

NEW BUSINESS:

Motion (Baum/Myers) to take items out of order and move item F up on the Agenda. Motion carried unanimously.

- F. Waive Temporary Use Permit Fee to Sell Christmas Trees and Wreaths in Parking Lot W156N9666 Pilgrim Road, Hillcrest Center, November 18th – December 24th.

Motion (Zabel/Baum) to Waive Temporary Use Permit Fee to Sell Christmas Trees and Wreaths in Parking Lot W156N9666 Pilgrim Road, Hillcrest Center, November 18th – December 24th.

Administrator Kreklow reported that waiving of fees can cause legal concern for the Village. He reported that an anonymous donor has paid the fee.

Village Attorney Sajdak commented on the fees that are to recoup the costs. There needs to be standards and processes. There is a grant process in place; however, permit and zoning fees are excluded from the grant process.

Motion to waive the temporary use permit fee was withdrawn.

- A. Resolution 63-2020, Resolution Approving the 2021 Village Budget.

Motion (Baum/Kaminski) to approve Resolution 63-2020, Resolution Approving the 2021 Village Budget.

The Village Administrator had distributed information in regard to options for the budget. Discussion ensued of the asphalt paving and possible reduction of the levy. There is an accumulation of a balance that could be used for paving projects. When Covid came up the sealing and crack filling was put on hold, approximately \$350,000. Discussion ensued of the reduction of borrowing. We will not know the impact Covid has had on the budget until we get to year end close.

Discussion ensued of the paving budget and the amounts built up for specific projects.

Discussion ensued of the amount of net new construction and growth in relation to the TIF Districts.

Discussion ensued of the road projects, carry over and borrowing and looking for a way to not tax up to the full amount.

Motion (Zabel/Baum) to remove \$15,000 for Park and Rec Study. This is in the Capital Projects. Discussion ensued of the study of the park for long term planning. The splash pad is to repair cracks for safety concerns. Motion failed.

Motion (Myers/Baum) to remove \$400,000 from the capital projects for the replacement of the street lights on Mequon Road. Motion failed.

Roll Call Vote to approve Resolution 63-2020, Resolution Approving the 2021 Village Budget Carried. Zabel Voted No.

- B. **Resolution 64-2020**, Resolution Approving the Levying of Property Taxes for Village Purposes.

Motion (Baum/Kaminski) to approve Resolution 64-2020, Resolution Approving the Levying of Property Taxes for Village Purposes. Roll Call Vote Carried. Myers, Pieper, and Zabel voted no.

- C. **Resolution 65-2020**, Authorizing the Placement of Special Charges on the 2020 Tax Roll Against Certain Properties.

Motion (Baum/Kaminski) to approve Resolution 65-2020, Authorizing the Placement of Special Charges on the 2020 Tax Roll Against Certain Properties. Roll Call Vote Carried Unanimously.

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

Motion (Myers/Baum) to approve Creation of Board Room Audio / Visual Special Committee. Motion Carried Unanimously.

- E. Appointments to the Audio / Visual Special Committee.
Trustee Miller, Trustee Pieper, Manager Tucker, Fire Chief DeLain, Dan Hummel

Motion (Myers/Baum) to approve Appointments to the Special Audio / Visual Special Committee. Motion Carried Unanimously.

- G. **Resolution 66-2020**, Extending a Public Health Emergency Declaration in Response to the COVID-19 Coronavirus.

Motion (Baum/Miller) to approve Resolution 66-2020, Extending a Public Health Emergency Declaration in Response to the COVID-19 Coronavirus. Motion Carried Unanimously.

- H. Waste Management Contract for Solid Waste and Recycling Collection and Disposal.

Motion (Myers/Baum) to approve Waste Management Contract for Solid Waste and Recycling Collection and Disposal. Discussion ensued of the apartments and commercial properties are confirmed. Waste Management has agreed to extend through the two months in 2020 at the 2020 rate. They negotiated to move the start to the beginning of the year. Village Attorney commented to approve this evening and if there are changes, the changes will come back to the next meeting. This is a seven-year contract. The inflation rate was reduced for a longer contract. Motion carried. Zabel voted no.

- I. Change Order - Contract with Maguire Iron, Inc. – Reduction in size of Foundation for Storage Tank TID #8.

Motion (Baum/Zabel) to approve Change Order - Contract with Maguire Iron, Inc. – Reduction in size of Foundation for Storage Tank TID #8.

The Village Administrator reported that this would be a change order to reduce the size of the foundation of the water tower to be constructed in the Holy Hill area by \$3,300.

Mr. Brian Kazmarack offered to reimburse the Village by \$3,300 if the Village wants to consider a heavier foundation. The water tower could be raised during construction or at a later date.

Attorney Sajdak advised that the tower could be raised at any point.

Substitute Motion (Baum/Pieper) to substitute the current motion to deny the change order contingent upon payment by Mr. Kazmarack of \$3,300. Payment to be paid in one week. The original contract was previously approved. Motion Carried Unanimously.

- J. Ehlers report - Tax Increment Financing to fund improvements necessary for a proposed development south of Holy Hill Road.

Phil Cosson of Ehlers came to the podium to review the proposal by Capstone and analyze if it fits with TID 7 or TID 8. Phil Cosson reviewed the report in the packet. This is a new industrial development south of Holy Hill Road; 52 acres and 43 acres as developable. A detailed analysis has been provided. 61 Million in development over 7 years starting in 2021. Looks similar to TID 8. The request is for a Village contribution of 2.5 Million dollars. This would be borrowed dollars.

Discussion ensued of the development contiguous to TID 7 using small parcels along railroad to the property by piecing together. Discussion ensued of expanding to TIF 7 would make more sense. TID No. 7 and TID No. 8 Boundary maps were shown. Projected cashflows were shown.

Discussion ensued of its own TID and modified later. Discussion ensued of the blended version with an incentive agreement. The current TIF Districts are not allowed to borrow to other TIF districts. Mike Faber of Capstone Quadrangle commented on the proposed development.

Discussion ensued of possible job opportunities and parking.

Motion (Baum/Miller) Approve the direction for Ehlers to move forward with Amendment to TID 7 or TID 8. Motion Carried unanimously.

- K. 4-Lot Certified Survey Map (CSM) of Outlot 4 in the Woodland Ponds Estates Subdivision; David Leszczynski for Germantown Acquisition LLC, Property Owner – 4.58-acres Wasaukee Road, Elm Lane.

Motion (Miller/Baum) 4-Lot Certified Survey Map (CSM) of Outlot 4 in the Woodland Ponds Estates Subdivision; David Leszczynski for Germantown Acquisition LLC, Property Owner – 4.58-acres Wasaukee Road, Elm Lane. Motion carried unanimously.

- L. Amended Development Agreement for Outlot #4 Woodland Ponds Estates.

Motion (Baum/Myers) to approve the Amendments to the Development Agreement for Outlot #4 Woodland Ponds Estates. Motion carried unanimously.

ADJOURNMENT.

ADJOURNMENT: There being no further business, the meeting adjourned at 10:10 p.m.

The next regular meeting of the Village Board will be on Monday, December 7, 2020 at 7:00 p.m.

Respectfully Submitted,

Deanna Braunschweig

Deanna B. Braunschweig, WCMC/CMC
Village Clerk

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

MEETING DATE: November 16, 2020

PLACEMENT New Business

ITEM TITLE: **Job Description and Paygrade Updates- Village Clerk and Support Services Manager**

SUBMITTED BY: Steven R. Kreklow

SUMMARY EXPLANATION:

Over the last few months in anticipation of Finance Director Rath's retirement, we have been transitioning the functions of that position to other Village staff and reclassifying those positions accordingly. We reclassified the position of Accounts Payable Clerk to Deputy Clerk/Deputy Treasurer and hire an individual to fill that role. The new individual as well as two other staff who were reclassified from Deputy Clerks to Deputy Clerk/Deputy Treasurer have begun training on Accounts Payable and other finance functions. With the several of Director Rath's duties transferring to the Village Clerk's department, it is necessary to update the job description for the Village Clerk, who will be retitled to Village Clerk-Treasurer.

Many of the Finance Director's responsibilities, including employee benefit planning and administration, insurance and liability administration and information technology management are transferring to the Support Services Manager. The job description for the Support Services Manager will be updated, but the title will remain the same.

In addition to approving these job description updates, it is recommended that the paygrades for both positions be adjusted in recognition of their additional workload. Paygrades 16 through 22 are shown here for reference.

Paygrade	Minimum	Midpoint	Maximum
16	\$57,567.97	\$65,107.64	\$70,819.27
17	\$60,531.38	\$68,458.85	\$74,465.25
18	\$63,647.23	\$71,983.78	\$78,298.41
19	\$66,924.46	\$75,689.17	\$82,328.83
20	\$70,368.70	\$79,585.09	\$86,567.71
21	\$73,991.15	\$83,681.64	\$91,022.92
22	\$77,800.77	\$87,990.02	\$95,709.01

The Support Services Manager is currently at paygrade 16; it is recommended that this position be moved to paygrade 18. The three Department of Public Works superintendents are currently at a pay range 18, and the Director of Parks and Recreation is a paygrade 19. The current salary for the Support Services Manager is \$58,141. Based upon the incumbent's experience and qualifications, I would move

her salary to halfway between the bottom and midpoint of the pay range (\$67,814) effective January 1, 2021.

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, I would move her to the mid-point of the paygrade 20 (\$79,585) effective January 1, 2021.

Funding for both of these changes is included in the 2021 proposed budget.

ATTACHMENT: ORDINANCE____ RESOLUTION ____OTHER _____x job descriptions_____

RECOMMENDATION: Forward the updates to the job descriptions and paygrades for the Village Clerk and the Support Services Manager to the Village Board with a positive recommendation

ACTION BY Committee:

Support Services Manager Position Description

Position Title: Support Services Manager
Reports To: Village Administrator
Employment Category: Full-time
Department: Administration
Pay Grade:

Job Summary

Under the direction of the Village Administrator, the Support Services Director provides and oversees support services for Village personnel and residents, including complex and routine administrative work in the administration of Village government with specific emphasis on human resources, communications, oversight of health, dental and property insurance, IT support, and general administration. This position will oversee the Village's human resources programs including policy development and implementation, recruitment and selection, and compensation.

Essential Duties and Responsibilities

The following are the fundamental job duties and responsibilities. These are not to be construed as exclusive or all-inclusive; other duties may be required and assigned, as management deems necessary.

General Duties

- Oversees the administration and maintenance of Village communication systems (e.g. Village website, Facebook page, newsletter, etc.).
- Provides support to citizens, civic groups, the media, and other agencies as requested.
- Attends seminars, workshops, and training sessions related to duties and responsibilities; stay abreast of new trends and innovations in the fields of human resources, and public administration.
- Serves as staff liaison for technology support; coordinates with IT contractor and other personnel to oversee the Village's technology needs including website, email, and video conferencing.

Administrative Duties:

- Performs special projects for the Village Administrator and members of the management team; develop collaborative relationships with community leaders, elected officials, residents and coworkers; serve on committees as requested. Provides leadership and direction in the development of short and

long-range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.

- Oversees performance measurement system; provides resources to staff to assist in performance reviews, coaching, and performance measurement.
- Serves as ombudsman in Administrator's office for outside inquiries and main point of contact for general department inquiries.
- Serves as Village staff liaison to Village committees and other groups as assigned.
- Manages Village communications including community newsletter, website, social media platforms and press releases; researches and recommends best practices for improving external communications and operational transparency.
- Provides administrative support to Village staff including technology assistance and troubleshooting; working with Village IT Staff, works to improve Village technology usage.
- Oversees Health and Dental plans including claims processing, stop loss reimbursement coordination and answering employee concerns;
- Coordinates property insurance;

Human Resources Duties:

- Oversees management of the Village's human resource needs, prepares EEO and other reports, coordinates Village-wide employee training and development.
- Develops and implements personnel policies; trains and advises management on policies and policy interpretation; ensures compliance with applicable state and federal employment rules and regulations; investigates complaints relative to Village policies on discrimination, conflict of interest, harassment, etc.; prepares formal recommendations for the Village Administrator and/or Department Directors on employee matters.
- Working closely with Department Directors, directs the initial recruitment and selection process including posting and advertising vacancies, test selection and administration, initial screening of candidates and overview of the interview process; oversees maintenance of vacancy files and applicant tracking; manages the pre-employment screening process and new employee orientation. Serves as point for new hire activities, including screening, interviewing and testing applicants; notifying existing staff internal opportunities; obtaining temporary staff from agencies.

- Directs and oversees the labor and employee relations programs; assist with contract negotiations; advise Department Directors on contract interpretation; administers all union contracts; advises management on employee discipline matters and response to grievances; works with outside legal counsel on grievance arbitration; advises Department Directors on other employee matters relating to work performance.
- Administers compensation programs to employees; conducts salary surveys, prepares compensation reports and makes recommendations for salary adjustments; coordinates the salary appraisal process; creates and updates job descriptions and conduct classification studies as needed.
- Coordinates the creation of performance metrics for Village Staff and provides resources to Department Heads in the implementation and administration of pay for performance system.
- Coordinates random DOT drug testing;
- Oversees Health and Dental plans including claims processing, stop loss reimbursement coordination and answering employee concerns;
- Coordinates property insurance;

REQUIRED QUALIFICATIONS, KNOWLEDGE, SKILLS & ABILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

- Equivalent to a Bachelor's Degree in accounting, public administration, or business administration.
- At least three (3) years of municipal management experience, preferably in local government. Master's Degree in public or business administration may substitute for one year of experience or any equivalent combination of education, experience and training that provides required knowledge, skills, and abilities.

Language Skills

- Ability to negotiate with a variety of people with differing interests.
- Ability to relate to and communicate effectively with others.
- Ability to establish good working relationships with all levels of staff and

citizenry, and provide facilitation skills in sensitive, emotional, or hostile situations.

- Ability to effectively communicate and promote both verbally and in writing. Well- developed communication skills to gain the trust and cooperation of others when it may be difficult to achieve, and ability to communicate technical concepts and abstract ideas.
- Ability to gather, analyze, interpret, and present data in clear and concise reports and make recommendations.
- Knowledge of methods of research, program analysis and report preparation.

Mathematical Skills

- Ability to calculate percentages, fractions, decimals, volumes, ratios, present values, and spatial relationships. Ability to interpret basis descriptive statistical reports.
- Ability to create and analyze complex financial spreadsheets.
- Knowledge of municipal budget development and administration.

Reasoning Ability

- Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory and/or judgmental criteria.
- Ability to work well under pressure and handle stressful situations, to organize work and set priorities, managing time and resources to meet deadlines and changing demands within the entire operation of administrative services, perform duties with a minimum of supervision.

Other Qualifications

- Thorough working knowledge of Microsoft Office software, Adobe Acrobat and their applications.
- Ability to effectively meet and deal with the public.
- Ability to maintain confidentiality or sensitive information.
- Knowledge of municipal organizations and their services and operations.
- Knowledge of the principles and practices of public personnel administration including recruitment and selection, test development, classification and compensation, benefits administration, civil service systems, pertinent local, state and federal laws, employment development and workplace safety.

- Advanced understanding of municipal finance.
- Dependability and attention to detail.
- Ability to organize and prioritize a large number of projects at one time.
- Ability to work independently and in a team environment.
- Valid Wisconsin Driver's License or ability to obtain one is required.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.
- Specific vision abilities required by this job include close vision, ability to adjust focus, and the ability to sustain prolonged visual concentration.
- Requires the ability to operate, maneuver and or provide simple but continuous adjustment on equipment, machinery and tools such as computer and other office machines, and or materials used in performing essential functions.
- Ability to coordinate eyes, hands, feet and limbs in performing slightly skilled movements such as typing and to operate various pieces of office equipment.
- Ability to recognize and identify degrees of similarities and differences between characteristics of colors, shapes and textures associated with job-related objects, materials and tasks.
- The employee must exert light physical effort in sedentary to light work, occasionally involving lifting, carrying, pushing, pulling, crouching, crawling, kneeling, stooping and or moving up to 20 pounds

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is moderately quiet. Work is typically

performed in an office.

- Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as repetitive computer keyboard use, irate individuals and intimidation may cause discomfort and poses limited risk of injury.

Selection Guidelines, Reasonable Accommodations, and Receipt:

The selection process may include formal application, rating of qualifications and experience, oral interviews, reference checks, background examination, and job-related tests.

The above is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and applicant and is subject to change by the employer as the needs of the employer and requirements of the job change.

The Village of Germantown is an Equal Opportunity Employer. In compliance with state and federal law, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee Signature

Date

Supervisor Signature

Date

Village of Germantown

Village Clerk/Treasurer

Job Description

Position Title:	Village Clerk/Treasurer
Reports to:	Village Administrator
Employment Category:	Regular Full-Time
Department:	Clerk/Treasurer
Pay Grade:	20

Job Summary:

The Village Clerk / Treasurer supervises and directs administrative functions of the Village Clerk and Treasurer Department. The Clerk/Treasurer serves as the official custodian of Village Records, Public Documents, and Corporate Seal of the Village. The Clerk/Treasurer certifies, attests, and records legal documents including ordinances, resolutions, assessment rolls, contracts, and bonds as required; they are also responsible for the timely preparation and distribution of public meeting agendas and materials.

Additionally, the Clerk/Treasurer is responsible for the administration of licenses and permits for the Village, including liquor licensing. The Village Clerk/Treasurer administers local elections, recruits, trains and oversees election inspectors, and ensures the Village's legal compliance with all election laws.

The Clerk/Treasurer also oversees the collection and disbursement of all Village funds and is responsible for overall financial operations including the tax increment financing districts and enterprise funds. This position supervises and directs financial functions of the Village including Tax Collections, Data Processing, Payroll, Accounts Payable, Utility Billing, TIF Districts, Enterprise Funds, and the General Ledger. Working closely with the Administrator, the Clerk/Treasurer assists in the determination of fiscal policy and provides timely and informative financial reports and analyses for staff and for the Village Board. The Finance Director must follow State Statutes and Village Ordinances, as well as the General Accounting Standards Board (GASB) and generally accepted accounting practices (GAAP).

Essential Duties & Responsibilities:

The following are the fundamental job duties and responsibilities. These are not to be construed as exclusive or all-inclusive; other duties may be required and assigned, as management deems necessary.

- Monitors regular reconciliation of all financial accounts.

- Oversees all accounting functions of payroll, payables, receivables, utility billing, and fixed assets. Oversees the filing of associated federal and state reporting.
- Billing, collecting, and settlement of property taxes as well as tracking and collection of delinquent personal property tax payments;
- Monitors general ledger activity, provides reports and corrects mis-statements;
- Assists with utility rate increases;
- Monitors and collects special assessments;
- Maintains a central accounting system for all Village Departments;
- Plans and supervises the daily work of the five employees assigned to the Department; this number increases during the election cycle;
- Attends committee and Village Board meetings as needed;
- Assists with the annual external audit and serves as staff liaison to Auditors;
- Files annual reports for fixed asset tracking and depreciation; completes annual CAFR and MD&A;
- Files Department of Revenue reports including but not limited to Levy Limit Worksheet, TIF Worksheet, Board of Review, Chargeback, Statement of Taxes, Video Report, Hotel/Motel report, Mobile Home Report and Board of Review related forms.
- Coordinates Hotel/Motel Tourism funds and Impact Fees;
- Serves as the official custodian of Village Records, Public Documents, and Corporate Seal of the Village.
- Certifies, attests and records legal documents, including ordinances, resolutions, assessment rolls, contracts, bonds as required.
- Enters enacted ordinances and resolutions into the permanent record of the Village.
- Oversees records retention and disposition of documents.
- Accepts claims for damages, lawsuits and other legal papers served on the Village.
- Administers Oath of Office to Public Officials.
- Serves as a notary public.
- Responsible for the timely preparation and distribution of public meetings agendas and packets.

- Prepares agendas for the Village Board, Government and Finance, Public Safety, Board of Review, Tourism, and Board of Canvass. Prepares agendas as required by the open meetings law.
- Prepares minutes for Village Board, Government and Finance, Board of Review, Board of Canvass, Board of Zoning of Appeals, and Police and Fire Commission as needed.
- Assists with other agendas and notices and requests as needed. Oversees the proper posting of all agendas. Assists in the preparation of ordinances, resolutions, codification.
- Manages open records requests and coordinates between departments to ensure proper compliance.
- Manages and oversees the use of the Cable TV Government Access Channel.
- Manages and oversees the Clerk's portion of the Village website and assists with the Public Information page on Facebook.

Elections:

- Responsible for the administration of local elections. This includes multiple polling locations.
- Oversees and is responsible for the training of the Chief Inspector and the Election Inspectors for each location.
- Performs the duties required by the State relating to the elections including overseeing the election process, record / update voter registration information; public notices; arrangement of polling places and recruitment; training and supervising of poll workers; preparing and distribution of ballots and other supplies needed for the conduct of the elections; testing the electronic equipment; delivering the voted ballots and required election day materials to the County Clerk
- Serves on the Board of Canvassers and prepares the canvass statement.
- Oversees the entry of election related forms and materials in the Statewide Election System. Currently, known as WisVote.

Licensing:

- Responsible for the administration of the licenses and permits for the Village of Germantown. This includes intoxicating liquor, fermented malt beverages, direct sellers, cigarette, coin-operated machines, animal fancier licenses and all licenses listed in Chapter 12 of the Village Code and State Statute 125.
- Serves as Village liaison to businesses and their employees for new and renewal licensing.
- Provides recommendations to the Village Board on license approvals.

- Files reports with the Department of Revenue.

Supervisory Functions:

- Supervises three Deputy Clerk / Treasurers, Sr. Deputy Treasurer, and Utility Account Clerk II. During elections, supervision greatly increases to five chief Inspectors and between 40-100 election inspectors.
- Trains Deputies and election inspectors and oversees timesheets and expenses related to their staffing.
- Other Functions:
- Signs assessment letters for Finance Department.
- Completes and files the Tax Exemption Report with the Department of Revenue.
- Plans and maintains Clerk/Treasurer's budget, including election-related expenses.
- Serves as a member of the Board of Review and provides support for Board of Review and Open Book process.
- Provides support to other departments.
- Other duties, as required.

REQUIRED QUALIFICATIONS, KNOWLEDGE, SKILLS & ABILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

The requirements listed below are representative of the knowledge, skill, and/or ability required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

- Bachelor's Degree preferred; some college combined with relevant job experience may be substituted
- Advanced knowledge of accounting principles and processes.
- Three (3) to five (5) years of Clerk or Treasurer experience, with some supervisory experience.
- Certification preferred, but candidate must obtain Certification as a Municipal Clerk within three years of employment. Dual certification for Clerk and Treasurer strongly preferred.
- Valid Wisconsin Driver's License or ability to obtain one is required.

Language Skills

- Ability to negotiate with a variety of people with differing interests.
- Ability to relate to and communicate effectively with others.
- Ability to establish good working relationships with all levels of staff and citizenry, and provide facilitation skills in sensitive, emotional, or hostile situations.
- Ability to remain neutral during public meetings.
- Ability to gather, analyze, interpret, and present data in clear and concise reports and make recommendations.
- Knowledge of methods of research, program analysis and report preparation.
- Ability to write an effective grant proposal.

Mathematical Skills

- Ability to calculate percentages, fractions, decimals, volumes, ratios, present values, and spatial relationships. Ability to interpret basic descriptive statistical reports.
- Ability to create and analyze complex financial spreadsheets.
- Knowledge of municipal budget development and administration.

Reasoning Ability

- Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory and/or judgmental criteria.
- Ability to work well under pressure and handle stressful situations, to organize work and set priorities, managing time and resources to meet deadlines and changing demands within the entire operation of administrative services, perform duties with a minimum of supervision.\
- Ability to formulate and implement appropriate accounting methods, procedures, forms and records across the organization.
- Ability to understand State and Federal law, Village ordinances and policies and Union regulations.

Other Qualifications

- Working knowledge of Microsoft Office software and Adobe Acrobat and their applications with advanced Excel knowledge required.
- Ability to effectively meet and deal with the public, individually and in larger groups; ability to speak effectively to an audience.
- Ability to maintain confidentiality of sensitive information.
- Knowledge of municipal government and understanding of Wisconsin State Statutes.

- Supervisory and leadership skills including (but not limited to) hiring, training, coaching and evaluating employees.
- Ability to organize and prioritize a large number of projects at one time.
- Ability to work independently and in a team environment.
- Strong attention to detail, due dates, and statutory requirements.
- Experience with Election Tabulation Equipment preferred.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.
- Specific vision abilities required by this job include close vision, ability to adjust focus, and the ability to sustain prolonged visual concentration.
- Requires the ability to operate, maneuver and or provide simple but continuous adjustment on equipment, machinery and tools such as computer and other office machines, and or materials used in performing essential functions.
- Ability to coordinate eyes, hands, feet and limbs in performing slightly skilled movements such as typing and to operate various pieces of office equipment.
- Ability to recognize and identify degrees of similarities and differences between characteristics of colors, shapes and textures associated with job-related objects, materials and tasks.
- The employee must exert light physical effort in sedentary to light work for most work hours; however, the Clerk may be required to stoop, kneel, crouch, reach, push, pull, lift heavy objects. Prior to, on and after elections, the Clerk may lift up to 80 pounds and will be required to stand for long periods of time.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as repetitive computer keyboard use, irate individuals and intimidation may cause discomfort and poses limited risk of injury.
- The hours of this salaried position vary week to week. In addition to the regular Monday-Friday 8am-4:30pm schedule, this position requires attendance at multiple weekly evening meetings. The majority of work activities are performed in an office/meeting setting (4-6 hours/day), typically at a computer. On election days, the Clerk may work more than 12 hours and stand for long stretches of time.
 - The work environment has a moderate noise level, and this position requires the ability to multi-task. The Village Clerk often serves as a sounding board for other staff, so interruptions are common.

Selection Guidelines, Reasonable Accommodations, and Receipt:

The selection process may include formal application, rating of qualifications and experience, oral interviews, reference checks, background examination, and job-related tests.

The above is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and applicant and is subject to change by the employer as the needs of the employer and requirements of the job change.

The Village of Germantown is an Equal Opportunity Employer. In compliance with state and federal law, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the

employer. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Applicant Signature

Date

Finance Department Organizational Changes

Background:

At the end of June, the long-time Village Accounts Payable Clerk retired, and the Village Finance Director has announced she will be retiring around the end of the year. With these factors in mind, staff has been discussing possible succession planning options for our Finance Department.

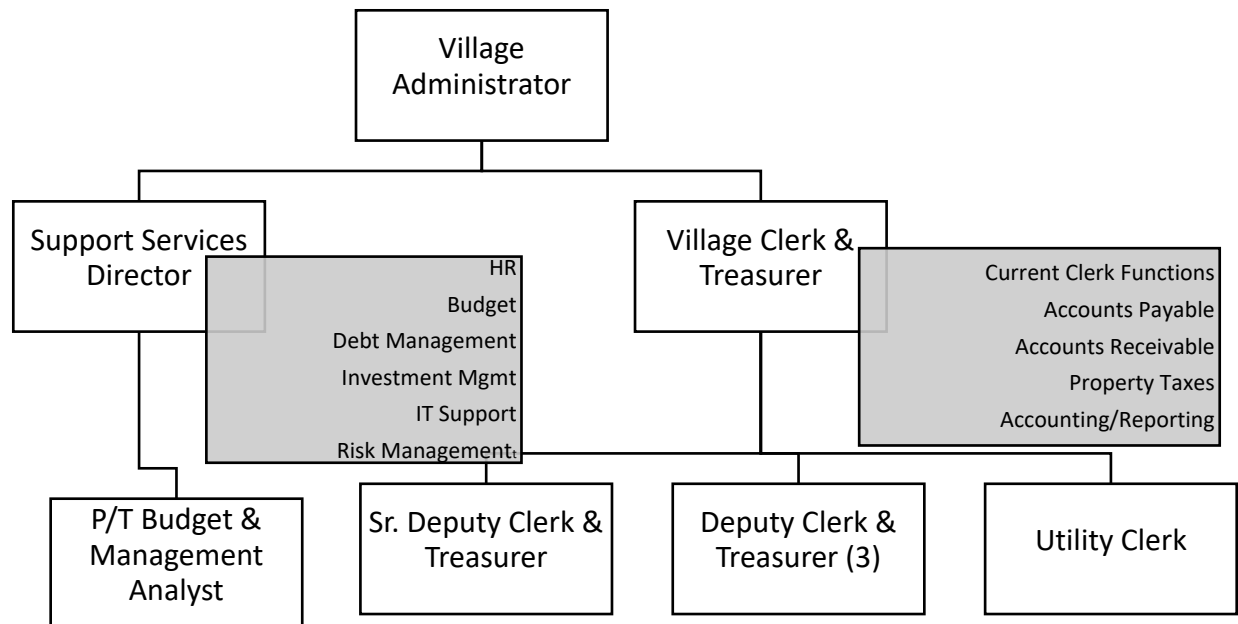
Factors in Determining Organizational Structure:

Beyond simply the dollars involved (which are very important), staff has been considering several other factors in determining what the best options might be for the future of the department. Some of these factors include:

- Efficiency, effectiveness, and customer service: By combining staff of the Finance Department and the Clerk's Department, we will be cross training multiple people to do multiple jobs. This will result in less gaps in service if someone is absent. It also allows us to use staff where they are needed most; for example, during tax season, instead of two people helping accept payment, there would be four.
- Existing staff: The Village is fortunate to have staff on the management team with a diverse set of skills. Tapping into these skills benefits the Village, and it also benefits the employees who will be better utilized, which should result in greater longevity. Both the Village Clerk and the Support Services Manager have finance related experience from previous positions, and both have expressed interest in expanding their roles with the Village.
- Segregation of Duties: One of the deficiencies pointed out in our audit involves segregation of duties. While this is a deficiency nearly every smaller municipality has, with the restructuring of the department, we are able to correct these issues by changing responsibilities. The end result will be slightly different duties for department staff.
- Cost: Recent Finance Director positions in neighboring communities have had salaries in excess of \$100,000 a year, which means filling the position would likely cost us more than we currently have budgeted for the position. It would also create internal equity issues that may result in requests for salary increases in other departments.

Proposal:

With those questions in mind, the staff recommendation involves a shift in the structure of the department. Currently, there are four staff positions: Finance Director, Deputy Treasurer, and Accounts Payable Clerk, and Utility Clerk. The proposed change would divide the duties of the Finance Director between two other existing staff member, as shown in the organizational chart below.



Financial Impact:

We have already begun starting the process of analyzing job descriptions and classifications in order to determine appropriate salary ranges for each position. While this process has not been fully completed, all of our analysis shows a cost savings ranging between \$20,000 to \$40,000 in salaries for the departments.

Current Positions

Finance Director (1 FTE)
 Deputy Treasurer (1 FTE)
 Deputy Clerk/Management Analyst (2 FTE)
 Utility Clerk (1 FTE)
 Accounts Payable Clerk (1 FTE)
 Support Services Manager (1 FTE)
 Village Clerk (1 FTE)

8 FTE

Proposed 2021 Positions

Sr Deputy Treasurer (1 FTE)
 Deputy Clerk/Deputy Treasurer (3 FTE)
 Utility Clerk (1 FTE)
 Support Services Director (1 FTE)
 Village Clerk Treasurer (1 FTE)
 Management/Budget Analyst (.5 FTE)

7.5 FTE

Timeline:

- August Board Meeting: Eliminate Accounts Payable Clerk position and reclassify Deputy Clerk/Management Analyst position to a Deputy Clerk/Deputy Treasurer position. After reclassification, staff requests that we fill the vacancy immediately.
- 2021 Budget Process: Finalize salary ranges for existing staff; rewrite job descriptions, and ask for approval for 2021.
- 4th Quarter 2020: Move existing staff to their 2021 salary in consideration for the additional work they will be doing as we transition.

**VILLAGE OF GERMANTOWN
WASHINGTON COUNTY**

RESOLUTION NO. 67-2020

GERMANTOWN MUNICIPAL EMPLOYEES UNION LOCAL 730 CONTRACT

WHEREAS, the Village of Germantown Administrator and Department Directors have been in negotiation of the Germantown Municipal Employees Union Local 730 Contract and have come an agreed contract as attached; and,

NOW THEREFORE BE IT RESOLVED that the Village Board of the Village of Germantown, does hereby approve the attached Germantown Municipal Employee Union Local 730 Contract.

Introduced by: _____

Adopted: _____

Vote: Ayes: _____ Nays: _____

Dean M. Wolter, Village President

ATTEST:

Deanna Braunschweig, WCMC/CMC
Village Clerk

AGREEMENT BETWEEN THE VILLAGE OF GERMANTOWN AND THE

GERMANTOWN MUNICIPAL EMPLOYEES UNION - LOCAL 730

AN AFFILIATE OF THE LABOR ASSOCIATION OF WISCONSIN

JANUARY 1, 2021 - DECEMBER 31, 2021

Article 1 - RECOGNITION

The employer hereby recognizes the Labor Association of Wisconsin, Inc. as the sole and exclusive bargaining agent for regular and full-time and regular and part-time employees of the Village of Germantown employed in the Highway Department, Parks Department, Water Department and Waste Water Department, excluding professional, supervisory, managerial, confidential, temporary, casual, or seasonal clerical employees for the purpose of collective bargaining on matters concerning wages, hours, and all other conditions of employment.

Article 2 – WAGES Effective January 1, 2021 (1.56% Wage Increase) Position

	2020 Hourly Wage			2021 Hourly Wage		
	Start	150 Day	1 Year	Start	150 Day	1 Year
Mechanic I	24.25	26.37	28.50	24.63	26.78	28.94
Mechanic II	24.44	26.58	28.74	24.82	26.99	29.19
Crew Leader	24.57	26.72	28.91	24.95	27.14	29.36
Operator	23.68	25.78	27.86	24.05	26.18	28.29
Maint Operator	23.96	26.08	28.19	24.33	26.49	28.63
HE Operator	24.10	26.23	28.38	24.48	26.64	28.82
Maint Oper. w/ DNR Cert	24.28	26.42	28.56	24.66	26.83	29.01
Designated Operator	24.87	27.05	29.26	25.26	27.47	29.72
Custodian	17.35	18.88	20.41	17.62	19.17	20.73
Assistant Custodian (PT)	14.63	15.93	17.22	14.86	16.18	17.49

Article 3 - DURATION OF AGREEMENT

The agreement shall be in effect as on January 1, 2021 and shall remain in full force through December 31, 2021.

IN WITNESS WHEREOF, the parties hereto have caused this agreement to be executed by their respective, duly authorized officers.

Dated this _____ day of _____, 2020

VILLAGE OF GERMANTOWN

GERMANTOWN MUNICIPAL
EMPLOYEES UNION, LAW, INC

By: _____

By: _____

By: _____

By: _____

RESOLUTION NO. 68 – 2020

AUTHORIZING THE WRITE-OFF OF DELINQUENT, OLD & UNCOLLECTIBLE
ACCOUNTS RECEIVABLE - AMBULANCE

WHEREAS, The Village of Germantown contracts with 3Rivers Billing to invoice and collect for Fire Department Ambulance services, and when payment options have been exhausted the accounts are sent to a collection agency, to the State of WI TRIP program or the State of Wisconsin Debt Collections for potential future collection, and;

WHEREAS, delinquent accounts are sometimes returned by the agent as uncollectible, although remain charged against the party's credit rating, and;

WHEREAS, it is necessary to have these accounts removed from the general ledger of the Village in order to maintain proper accounting controls and procedures, the last time there was a receivables write off was 2015, and;

WHEREAS, the amount requested to be removed from our open receivables pertaining to delinquent ambulance billings is **\$81,445.51**. The invoices span service dates between 2013 - 2015. These accounts have been deemed uncollectible by the collection agency or held against the party without imminent payment, and;

NOW, THEREFORE, BE IT RESOLVED by the Village Board of the Village of Germantown, Washington County, Wisconsin, that the following accounts receivables, a listing of which is attached hereto and a part thereof, be removed from open accounts receivable in the general ledger of the Village of Germantown.

Introduced by: _____

Adopted: _____

Vote: Ayes: _____ Nays: _____

Dean M. Wolter, President

ATTEST:

Deanna Braunschweig, Village Clerk

Ambulance Call Write Off List - 10/31/20

Patient #	Call #	Date	Original Bill	Amount Due
13-0621A1	K96753	1/17/2014	602.50	247.73
13-0660A1	O14266	9/15/2015	665.00	665.00
13-0686A1	K96761	1/17/2014	788.00	788.00
13-0717A1	K96762	1/17/2014	607.00	607.00
13-0730A1	L43525	4/22/2014	852.00	852.00
13-0740	14183	4/22/2014	852.00	21.00
13-0769A1	L43527	4/22/2014	107.40	107.40
13-0795A1	N27634	3/27/2015	967.50	967.50
13-0796A1	N27635	3/27/2015	662.00	662.00
13-0806A1	L43529	4/22/2014	958.50	958.50
13-0836A1	N27636	3/27/2015	961.00	961.00
13-0840A1	L43530	4/22/2014	110.00	110.00
13-0866A1	L43531	4/22/2014	862.50	862.50
13-0929A1	L43532	4/22/2014	938.00	938.00
13-0954A1	N27639	3/27/2015	747.00	747.00
13-0970.1A1	L43533	4/22/2014	990.50	590.50
13-0975A1	L43534	4/22/2014	543.00	543.00
13-0979A1	N27639	3/27/2015	891.00	891.00
13-1009A1	N27625	3/27/2015	822.00	822.00
13-1022A1	N27640	3/27/2015	507.00	507.00
13-1035	14321	3/27/2015	249.00	249.00
13-1046A1	N27642	3/27/2015	699.50	511.95
13-1065A1	M16213	8/15/2014	875.00	30.00
13-1128A1	M16214	8/15/2014	39.25	39.25
13-1159A1	N27643	3/27/2015	586.00	545.00
13-1164A1	M16215	8/15/2014	118.70	118.70
13-1177A1	M16217	8/15/2014	864.50	864.50
13-1206A1	M16218	8/15/2014	982.50	982.50
13-1223A1	M51604	10/24/2014	748.50	748.50
13-1225A1	N27645	3/27/2015	653.50	113.50
13-1229A1	O14268	9/15/2015	1,013.00	1,013.00
13-1236A1	M16219	8/15/2014	604.00	604.00
13-1238A1	M16220	8/15/2014	766.00	766.00
13-1259.3A1	M16221	8/15/2014	686.50	486.50
13-1262A1	M16222	8/15/2014	684.00	684.00
13-1270A1	N27626	3/27/2015	715.00	715.00
13-1292A1	M16223	8/15/2014	1,002.00	1,002.00
13-1308A1	M16224	8/15/2014	601.00	601.00
1357A1	M16225	8/15/2014	738.00	738.00
14-0037A1	O59835	12/14/2015	851.50	851.50
14-0060A1	N27648	3/27/2015	635.50	635.50
14-0061A1	M51604	10/24/2014	595.00	595.00
14-0094A1	N27650	3/27/2015	203.00	203.00
14-0138A1	N27651	3/27/2015	866.00	90.00
14-0149.1A1	N27653	3/27/2015	889.00	889.00
14-0149A1	N27652	3/27/2015	718.00	718.00
14-0158A1	M16232	8/15/2014	689.50	689.50
14-0160A1	M51604	10/24/2014	608.50	608.50
14-0173A1	M15440	8/15/2014	906.50	906.50
14-0192A1	N27654	3/27/2015	700.00	21.58
14-0212A1	M51606	10/24/2014	633.00	633.00
14-0216A1	M16234	8/15/2014	981.50	981.50
14-0235A1	M16236	8/15/2014	80.00	80.00
14-0236A1	M51613	10/24/2014	697.00	88.96
14-0267A1	M51614	10/24/2014	198.40	198.40
14-0333A1	N27656	3/27/2015	547.50	547.50
14-0339a1	m51615	10/24/2014	176.20	176.20
14-0357A1	M51616	10/24/2014	805.00	805.00
14-0458A1	N27626	9/15/2015	1,112.00	1,112.00
14-0460A1	O14269	9/15/2015	99.04	99.04

14-0482A1	O14269	9/15/2015	98.75	98.75
14-0489A1	M99448	1/30/2015	717.00	717.00
14-0522A1	N27657	3/27/2015	125.88	125.88
14-0528A1	M76857	12/16/2014	865.50	865.50
14-0541A1	M76858	12/16/2014	200.00	200.00
14-0569A1	O14270	9/15/2015	634.00	634.00
14-0578.1A1	M76860	12/16/2014	661.00	661.00
14-0578A1	M76860	12/16/2014	661.00	661.00
14-0601A1	M76861	12/16/2014	177.70	177.70
14-0616A1	M76863	12/16/2014	748.00	748.00
14-0637A1	N27658	3/27/2015	978.50	978.50
14-0656A1	N27671	3/27/2015	89.87	89.87
14-0657A1	N27659	3/27/2015	422.60	422.60
14-0677A1	M76858	12/16/2014	200.00	200.00
14-0704A1	M76858	1/30/2015	200.00	200.00
14-0716A1	M76867	12/16/2014	916.50	0.50
14-0726A1	M76868	12/16/2014	815.50	815.50
14-0739A1	M99449	1/30/2015	804.50	804.50
14-0754A1	O14271	9/15/2015	579.80	579.80
14-0784A1	M76865	1/30/2015	250.00	250.00
14-0835A1	O14275	12/6/2016	1,163.00	1,163.00
14-0840A1	M99451	1/30/2015	716.50	716.50
14-0875A1	N27663	3/27/2015	854.50	228.50
14-0879.2A1	O14272	9/15/2015	731.00	731.00
14-0885A1	O14273	9/15/2015	853.00	853.00
14-0900A1	O14274	9/15/2015	250.00	250.00
14-0906A1	N27664	3/27/2015	91.30	91.30
14-0928A1	M99453	1/30/2015	785.00	785.00
14-0940A1	M99454	1/30/2015	1,147.50	1,147.50
14-0944	15002	2/28/2017	214.10	214.10
14-0954A1	O14275	12/6/2016	1,060.00	1,060.00
14-0991A1	O14276	9/15/2015	719.50	719.50
14-1006A1	M16213	3/27/2015	1,145.00	680.00
14-1009A1	N27665	3/27/2015	707.50	707.50
14-1111A1	O14277	9/15/2015	145.00	145.00
14-1125A1	O14278	9/15/2015	145.00	145.00
14-1133A1	N27668	3/27/2015	1,111.00	1,111.00
14-1169A1	O14279	9/15/2015	715.25	715.25
14-1185A1	O14280	9/15/2015	1,236.00	1,236.00
14-1220A1	O14282	9/15/2015	88.07	88.07
14-1232A1	O14275	2/28/2017	597.00	597.00
14-1233A1	O14276	9/15/2015	1,145.00	1,145.00
14-1393A1	O14283	9/15/2015	1,152.00	1,152.00
14-1416A1	O59836	12/14/2015	798.23	798.23
14-1427A1	O14284	9/15/2015	943.50	943.50
14-1433A1	O59837	12/14/2015	603.00	603.00
14-1444A1	O14285	9/15/2015	992.50	992.50
14-1449A1	O14286	9/15/2015	1,061.50	1,061.50
15-0020		1/31/2017	230.50	230.50
15-0043A1	O59838	12/14/2015	748.00	748.00
15-0140A1	O14288	9/15/2015	1,030.00	1,030.00
15-0162A1	O14290	9/15/2015	191.50	191.50
15-0184A1	O14291	9/15/2015	612.00	612.00
15-0185A1	O14292	9/15/2015	1,142.00	1,142.00
15-0192A1	O14293	9/15/2015	756.00	756.00
15-0229A1	O14295	9/15/2015	91.92	91.92
15-0279A1	O14295	9/15/2015	78.64	78.64
15-0327A1	O59840	12/14/2015	100.00	25.00
15-0378A1	O59842	12/14/2015	882.57	882.57
15-0392A1	O14298	9/15/2015	1,090.50	1,090.50
15-0400A1	O14299	9/15/2015	822.00	822.00
15-0451	O14301	9/15/2015	190.00	190.00

15-0489A1	O59844	9/15/2015	250.00	250.00
15-0538	14088	9/15/2015	1,082.50	1,082.50
15-0605A1	O59845	9/15/2015	943.50	943.50
15-0624A1	O59848	9/15/2015	746.50	746.50
15-0676	15644	9/15/2015	187.58	187.58
15-0686A1	O59851	9/15/2015	824.50	824.50
15-0698A1	O59853	9/15/2015	731.50	731.50
15-0777	15169	9/15/2015	83.20	83.20
15-0867A1	O59858	9/15/2015	740.50	0.50
15-1012	11017	9/15/2015	102.54	102.54
15-1026	15825	9/15/2015	527.20	527.20
15-1035A1	O59861	9/15/2015	719.50	719.50
15-1247	15956	9/15/2015	1,166.50	1,166.50
15-1316	15999	9/15/2015	1,143.50	0.50
15-1375	14945	9/15/2015	1,010.00	1,010.00
15-1466	16079	9/15/2015	1,033.00	1,033.00
15-1488	16085	9/15/2015	147.50	147.50
15-151195	16056	9/15/2015	98.10	98.10

81,445.51

**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, 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 her 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.

- 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

- 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

- 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

**BUSINESS OF THE PUBLIC WORKS & HIGHWAYS COMMITTEE
& VILLAGE BOARD GERMANTOWN, WI**

MEETING DATE: November 10, 2020 & DECEMBER 7, 2020

AGENDA ITEM: New Business

ITEM TITLE: Additional Cost-Wrenwood Sewage Pump Station

SUBMITTED BY: Lawrence W Ratayczak, P.E., Public Works Director

SUMMARY EXPLANATION:

In review, the Wrenwood Sewage Pump Station was included in the Development Agreement for the Wrenwood Subdivision. The Pump Station serves the Wrenwood Subdivision, flow from existing pump station #1 (to be abandoned) and from future development served by the pump station. As part of the Development Agreement the Developer was committed to pay a maximum amount of \$972,750.00. Additional cost would be the responsibility of the Village Waste Water Utility. To cover this added cost the Waste Water Utility had approved in a previous years budget approximately \$600,000.00. The additional cost for the new pump Station attributed to the Village is \$264,000.00. The original cost estimate at the time of the Development Agreement was based on an engineer estimate and not actual bid cost. The added cost is made of increased cost above engineers estimate and change orders related to equipment and building size.

The pump station is on line and operating.

ATTACHMENT: ORDINANCE__ RESOLUTION__ OTHER __

RECOMMENDATION:

Staff is recommending approval to make payment to Neumann Companies in an amount not to exceed \$275,000.00 and to forward with a positive recommendation to the Village Board.

COMMITTEE ACTION:

Proper parliamentary procedure to deny a request is to have a motion made in the affirmative and by voting NAY would deny the request if a majority vote.

Deanna Braunschweig

From: Janice Wick
Sent: Wednesday, November 11, 2020 10:42 AM
To: Deanna Braunschweig
Subject: Public Works Committee Agenda Items for Village Board - Nov. 16, 2020
Attachments: RESOLUTIONS -Nov. 10, 2020.docx

CONSENT AGENDA:

CONSIDERATION OF INVOICE – CTW – WELL #3:

MOTION made by Zabel, seconded by Miller to forward to the Village Board with a positive recommendation authorizing the payment of \$26,485.00 to CTW for the emergency repair of a pump at Well #3. Funds to be allocated from Acct. #50-722-530-6330.

Motion carried unanimously.

CONSIDERATION OF INVOICE – D.F. TOMASINI – HYDRANT REPAIR:

MOTION made by Miller, seconded by Hudson authorizing the payment of \$11,845.00 to D.F. Tomasini for the hydrant repair on Squire Drive. Funds to be allocated from Acct. #50-742-530-6770.

Motion carried unanimously.

2021 WACHTEL ARBORICULTURAL CONTRACT:

MOTION made by Zabel, seconded by Miller to forward to the Village Board with a positive recommendation to contract Wachtel Tree Science & Services to provide specific consultation services as it relates to many forestry related services at a cost not to exceed \$15,000. Funds to be allocated from Acct. #10-553-530-5290.

Motion carried unanimously.

JOHNSON CONTROLS – MAINTENANCE AND METASYS CONTRACT:

MOTION made by Miller, seconded by Zabel to forward to the Village Board with a positive recommendation to enter into a three year Maintenance and Metasys contract with Johnson Controls at a total three year cost of \$22,652.84 for the Library's HVAC system. Funds to be allocated from Acct. #10-519-530-5251.

Motion carried unanimously.

DPW SEASONAL & TEMPORARY POSITION – PAY INCREASE:

MOTION made by Zabel, seconded by Miller to forward to the Village Board with a positive recommendation approving the hourly wage increase as presented for the Department of Public Works Seasonal & Temporary positions.

Motion carried unanimously.

WRENWOOD SEWAGE PUMP STATION – ADDITIONAL COST:

MOTION made by Miller, seconded by Kaminski to forward to the Village Board with a positive recommendation to approve the maximum payment of \$275,000 to Neumann Companies for the Village's portion to construct the Wrenwood Sewage Pump Station.
Motion carried unanimously.

NEW BUSINESS:

WASTE MANAGEMENT CONTRACT EXTENSION – SOLID WASTE & RECYCLING:

MOTION made by Miller, seconded by Zabel to forward to the Village Board with a positive recommendation to approve the award of a seven-year contract to Waste Management for the collection of the Village's trash and recycling.
Motion carried unanimously.

Regards,

Janice

DPW/Engr.

Village of Germantown

262-250-4721

VILLAGE OF GERMANTOWN

RESOLUTION NO. 69-2020

A RESOLUTION DISALLOWING THE CLAIM OF
DONALD AND BRIDGET POETZL FOR WATER DAMAGE

WHEREAS, Donald and Bridget Poetzl filed a claim for water damage to their basement on October 27, 2020.

WHEREAS, the claim was forwarded to the Village's insurance carrier, who has reviewed the claim and recommended that the Village disallow the same.

NOW THEREFORE, BE IT RESOLVED by the Village Board of the Village of Germantown that the claim of Donald and Bridget Poetzl described above is hereby disallowed as that term is used in Wis. Stat. § 893.80.

BE IT FURTHER RESOLVED that the Village Clerk's office is directed, pursuant Wis. Stat. § 893.80(1g), to provide Donald and Bridget Poetzl with written notice of disallowance.

Introduced by: _____

Adopted: December 7, 2020

Vote: Ayes: _____ Nays: _____

Dean M. Wolter, Village President

ATTEST:

Deanna B. Braunschweig, WCMC/CMC
Village Clerk