

**VILLAGE OF GERMANTOWN
GENERAL GOVERNMENT & FINANCE COMMITTEE
MEETING MINUTES
DECEMBER 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 (6:02 pm). Also present: Administrator Kreklow, Manager Tucker, Clerk Braunschweig, Attorney Sajdak, Director Rath, and Steve Storres.

APPROVAL OF MINUTES: November 16, 2020 – MOTION (Myers/Kaminski) to approve the November 16, 2020 minutes.

PUBLIC COMMENT:
None.

Trustee Wing arrived 6:02 p.m.

NEW BUSINESS:

A. Budget Manager Job Description and Classification of Paygrade.

Administrator Kreklow reported on the budget manager job description and paygrade classification. As Finance Director Rath is retiring, there are big shoes to fill with a lot of responsibilities to distribute. There were four positions. Several retired with many years of experience.

A review of the responsibilities and the distribution of the functions were reviewed. Administrator Kreklow reported on the Budget Manager functions as Budget Preparation and forecasting and planning. Initially a plan was presented that created a ½ time position for budget analyst. This proposal makes this a full-time position to keep at the current staffing levels. Comparison of the finance functions were reviewed. The salary costs are within the same ranges and were reviewed.

The benefits of the full-time budget manager were reviewed. These included additional planning sessions with the board, increased public participation, and improved budget documents. This would enhance the budget processes and define the Village Board's goals.

The full-time position will allow more conversations with the board earlier in the process and more public participation. There is a possibility of reduction of debt management and investment costs.

The budget manager is more specialized.

The salary range was reviewed. Discussion ensued to look at two or three years of municipal experience.

Discussion ensued of advertising in January. Discussion ensued of the paygrade and pay range.

Discussion ensued of a paygrade chart.

Motion (Kaminski/Wing) to recommend forward the Job Description to the Village Board for approval. Motion carried. Zabel voted no.

OLD BUSINESS:

None.

REPORTS:

A. **Monthly Year to Date Financials:**

1. Revenue and Expense Report All Funds: The reports were reviewed. Too soon to tell how the year will end.
2. Health and Dental Plans: The reports were reviewed. Health report was reviewed. The Dental is doing well and covering costs. Claims are down from last year. Could carry dental over to the health plan. Dental could be used to balance the health.

B. **Impact Fees Financial Reports:** The report was reviewed. A lot of residential. Remember the 3.25% increase in January for sewer.

C. **Accounts Payable:** November 25, 2020 and December 10, 2020 payables were reviewed.

D. **Code Violation Reports:** The report was reviewed. Administrator Kreklow commented the Boelke property violation continues through the process. There was a citation issued that are under review. This may go to Plan Commission as a Conditional Use Permit with public hearing. The last citation was issued in August and a stop work order was issued in August. There has been follow up to have Police Department stop by.

E. **C.I.P. PROJECTS:** The reports were reviewed. A lot of roll over to 2021.

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. The waste management is not executed and have went back and forth with charges to residents.

H. **SCHEDULE NEXT MEETING:** The next meeting will be on January 18, 2021 at 6:00 pm.

ADJOURNMENT: Chairman Zabel adjourned the meeting at 6:51 p.m.

Respectfully Submitted,

Deanna Braunschweig

Deanna Braunschweig
Village Clerk