

**VILLAGE OF GERMANTOWN
GENERAL GOVERNMENT & FINANCE COMMITTEE
MEETING MINUTES
MAY 17, 2021**

CALL TO ORDER: The meeting was called to order at 6:00pm by Chairperson R. Miller.

ROLL CALL: Chairperson R. Miller, Trustees: Kaminski, Myers, and Neureuther. Also present: Administrator Kreklow, Manager Tucker, Clerk Treasurer Braunschweig and Deputy Clerk/Deputy Treasurer Smith

APPROVAL OF MINUTES: April 19, 2021 meeting.

MOTION - (Myers, Kaminski) to approve the April 19, 2021 minutes. Motion carried unanimously.

PUBLIC COMMENT:

None.

NEW BUSINESS:

A. Employee Retention.

Manager Tucker discussed employee retention ideas and needs. She reviewed the memo as in the packet.

Manager Tucker reported on focus groups with new employees, exit interviews with leaving employees, and received feedback from longer term employees. A primary driver for longer employed staff was compensation and schedule flexibility for newer staff. Some key observations where one size doesn't fit all but requesting administration for flexibility for staff.

Discussion ensued of a small pool of money for spot/retention bonuses and ability to increase pay within pay grade without performance analysis. Training for potential future positions, cross training, flexible schedules, increased wellness programming are ways to improve work life balance.

Discussion ensued of current employee status, past retention statistics, and recent retirements.

Committee suggestion for Administrator discretion to be used more than bringing to the committee or board. Discussion to proceed once more information is provided.

B. Bond Counsel Agreement.

Discussion ensued of upcoming debt for capital programs.

Thomas Griggs of Griggs Law Offices performs the services for the Village.

Motion (Myers/Kaminski) to approve agreement. Motion Carried unanimously.

C. Property Appraisal Service Agreement.

Discussion ensued of acquiring the Blackstone Golf Course property for the Village with potential residential development on some of the property. Property assessment estimated \$6,500 from Steven Vital part of Valbridge property assessors. Intent to attaining value of property for potential offer to seller.

Discussion ensued of the request assessment is premature due to seller intent. Requested golf course to request appraisal not Village and to bring forward property being sold. Discussion on land value and potential use of land. Concern about assessment becoming void if sale did not happen within the year. Request for further information on what would be sold, the zoning of the land, use restrictions be included in assessment.

Motion (Myers/Neureuther) to accept the Property Appraisal Service Agreement for Blackstone Golf Course property. No further discussion. Motion failed.

D. Resolution 14-2021, Approve Commitment and Assignment of Special Revenue Fund Balance, Specific to the Fire Department Explorer Program.

Motion (Myers/Kaminski) to approve. Clerk/Treasurer Braunschweig discussed requesting a fund to be created similar to K9 funds for Fire Department Explorer Program. Motion carried unanimously.

UNFINISHED BUSINESS:

A. None.

REPORTS:

A. Monthly, Year to Date Financials.

1. Revenue and Expense Report. **The reports were reviewed. Streetlight concern was discussed. Explained that Deputy Clerk/Deputy Treasurer Rozek saved Village money after seeing errors.**

2. Health and Dental Plans. **The reports were reviewed. More information coming for Health insurance. Dental is doing well like in the past.**

B. Impact Fees Financial Reports. **The reports were reviewed.**

C. Accounts Payable – April 23, April 30, May 7, and May 14.

The reports were reviewed. Clerk Treasurer Braunschweig reached out to US Bank in regards to free checks. Deputy Clerk/Deputy Treasurer Smith is in the process of utility payment due dates.

D. Debt Payment Report.

Reports were reviewed. Water system revenue bond payment made was mentioned.

E. Monthly Code Violation Reports.

1. Community Development **The report was reviewed. Few changes since April, some items are closed. Sign at BP station on County Line Rd and Colgate gas station. Resolved. Three new listed, chickens in residential, vehicle storage, accumulation of used equipment such as wood and other equipment. Notices have been sent out. Chicken issue on Fond du Lac Ave discussed. Follow up requested for chicken issue on Fond du Lac Ave. Lot size and lot restrictions on Fond du Lac Ave discussed.**

F. C.I.P. Projects. **The report was reviewed. Not much change from April.**

G. Letter of Credit Summaries. **The reports were reviewed.**

1. Public Works Department. **LRT coming up, electric plant at end of the month. Discussed with PW Director, review in process. Set to expire at end of May.**

2. Community Development. **Letter of Credit from Planning and Zoning. No new reports.**

H. Summary of all Village Contracts. **The summary of contracts was reviewed. No new reporting. Nothing due or renewed this month.**

SCHEDULE NEXT MEETING: The next meeting will be on June 21, 2021 at 6:00 pm.

ADJOURNMENT: Chairman Miller adjourned the meeting at 6:57 pm.

Respectfully Submitted,

Britan Smith

Britan Smith
Village Deputy Clerk / Treasurer