

Village of Germantown
General Government & Finance Committee
Meeting Minutes
December 20, 2021

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

ROLL CALL: Chairperson R Miller, Trustees: Kaminski, Myers and Neureuther. Also present Administrator Kreklow, Support Services Manager Hirn, Clerk/Treasurer Braunschweig, and Deputy Clerk/Deputy Treasurer Rozek.

APPROVAL OF MINUTES: November 15, 2021 – **MOTION (Kaminski/Myers) to approve the November 15, 2021, minutes. Motion carried unanimously.**

PUBLIC COMMENT: None

NEW BUSINESS:

A. Resolution 1-2022, Germantown Municipal Employees Union Local 730 Contract

Support Services Manager Hirn requested from the Committee to go to the Village Board with a Union Contract with a 2.3% wage increase.

MOTION (Kaminski/Myers) to move to the Village Board. Motion carried unanimously.

B. Job Description Updates – Water Utility Foreman Designated Operator

Support Services Manager Hirn stated the job description has not changed in quite a while. This position is currently a Union position and with input from the Water Utility Supervisor would like to have it changed to a non-union position. This is not a new position. Asking for a salary range 4 and moved to the Village Board. After discussion MOTION (Myers/Neureuther) to approve the Job Description Updates for Water Utility Foreman Designated Operator and send to the Village Board. Motion carried unanimously.

C. Job Description Updates – Maintenance Shop Foreman

Support Services Manager Hirn stated this position has been brought forward in the past to create this position and has been approved in the Village Budget. This will make our current Mechanic II into the Maintenance Shop Foreman. This will also go from Union to Non-Union. MOTION (Neureuther/Kaminski) to approve the job description updates for the Maintenance Shop Foreman. Motion carried unanimously.

D. Capital Data – IT Report Update

Support Services Manager Hirn presented a PowerPoint with updates of what Capital Data has done in the last month throughout the Village Departments. The committee asked if this information could be given under the reports monthly and have Capital Data come and present once a quarter.

E. Employee Manual

Support Services Manager Hirn presented that she has been going through the Employee Manual so it is up to speed with actions going on currently. There was a lot of outdated information. Two new policies were added, one for nursing mothers and voting leave and updated the bereavement and sick pay. These will now be offered to part time employees. Everyone will also now be paid on the same payroll schedule. The health insurance will now start on an employees first day and end at the end of the month of when they leave.

F. Budget Amendment, Police Department Vehicle Repair and Maintenance

Administrator Kreklow presented that part of the Police Department vehicle replacement program has sold three older vehicles at auction generating \$2243 in revenue. Not a budgeted revenue. Police Department is requesting that they are short in their equipment repair account and would like the revenue money be placed here to cover

additional expenses. **MOTION (Myers/Neureuther) to approve to move the \$2243 to the equipment repair account. Motion carried unanimously.**

UNFINISHED BUSINESS: None

REPORTS:

- A. Monthly Financial Summary
 - 1. Year to Date Revenue and Expense Report All Funds **Reports were reviewed**
 - 2. Debt Payment Report **The report was reviewed and suggested by Administrator Kreklow to have in 2022 have some reports done on a quarterly basis.**
 - 3. Accounts Payable – November 12, November 19, November 24, December 3, and December 10. **The reports were reviewed and Clerk/Treasurer Braunschweig announced that tax refunds have been started and mailed out.**
- B. Capital Improvement Status Report **The report was reviewed and Administrator Kreklow informed the committee that there are pieces of equipment we have had trouble purchasing and the Public Works will be requesting to carry these funds over to purchase next year. The Mequon Road Street lighting project needs to be rebid. Public Works Campus was budgeted but we have not issued bonds yet.**

SCHEDULE NEXT MEETING: Then next meeting will be on January 17, 2022 at 6:00 pm

ADJOURNMENT: Chairman Miller adjourned the meeting at 6:31 pm

Respectfully Submitted,

Jennifer Rozek

Jennifer Rozek

Village Deputy Clerk/Deputy Treasurer