

Village of Germantown
General Government & Finance Committee
Meeting Minutes
January 17, 2022

CALL TO ORDER: The meeting was called to order at 6:01 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, Fire Chief John Delain, Water Supervisor Paul Haugen and Deputy Clerk/Deputy Treasurer Hubrich. Police Chief Snow joined via Webex.

APPROVAL OF MINUTES: December 20, 2021 – **MOTION Dennis Myers/Bill Neureuther to approve the December 20, 2021, minutes. Motion carried unanimously.**

PUBLIC COMMENT: None

NEW BUSINESS:

A. Ambulance Billing Request – Cheryl Tebo.

Clerk/Treasurer Braunschweig and Chief Delain came up to the podium. Clerk/Treasurer Braunschweig detailed how this item and Item B came to be in front of the committee. Clerk/Treasurer Braunschweig stated that Ms. Tebo was requesting a complete write off of the transport fee and made the request in writing.

Trustee Kaminski asked Chief Delain how billing is done. Chief Delain detailed why Ms. Tebo was billed and what happens when an ambulance is called. Discussion ensued regarding Chief Delain's comments and whether a payment plan was offered to patients. Chief Delain said that is an option.

Trustee Neureuther motioned to approve the request, Trustee Myers seconded.

During discussion Trustee R. Miller voiced support for opposing the request.

Trustee R. Miller called for a vote. All trustees were opposed. Motion failed.

B. Ambulance Billing Request – Frank Miller.

Clerk/Treasurer Braunschweig gave the background of what Mr. Frank Miller was requesting. Mr. Frank Miller would like the billing to be set at/ reduced to a Medicare rate or non-insured rate. Mr. Frank Miller made the request in writing.

Discussion ensued regarding what the Medicare rate is for this type of billing. Chief Delain stated that he nor the Village know that rate.

Trustee Neureuther moved to approve the request, Trustee Myers seconded.

Trustee R. Miller called for a vote. All trustees opposed, Motion failed.

C. Refund of Liquor License Fees Lone Star.

Trustee Myers motioned to approve, Trustee Kaminski seconded.

Trustee Myers stated that this was discussed at the Public Safety Committee. Clerk/Treasurer Braunschweig discussed proration of fees for this type of license. Trustee Neureuther asked about why the closing statement did not have this. Clerk/Treasurer braunschweig stated that this fee is not included in the closing documents. The license fee is attached to the person and business.

Trustee R. Miller called for a vote. All trustees voted to approve. Motion carried.

D. Capital Data – Back Up Architecture.

Craig Tomlinson from Capital Data came to the podium and gave a presentation. Mr. Tomlinson went through the current situation at the Village Hall, Police Department and Fire Department. Mr. Tomlinson discussed Capital Data's recommendations and what the best practices are.

Trustee R. Miller questioned what the back-up cycle for this data is. Trustee R. Miller voiced concern about the legal retention requirements. Administrator Kreklow responded that there is a difference between retention and backup. The Village has its records and this is separate from backing up data.

Trustee Myers would like a report back from administration with more information on questions asked regarding the backing up of data and the legal requirements.

Administrator Kreklow said that administration will report back at the Village Board level if approved.

Trustee Kaminski motioned to approve the consolidated solution presented by Mr. Tomlinson, Trustee Myers seconded. Trustee R. Miller called for a vote. All trustees voted in favor. Motion carried

E. Resolution 03-2022, Germantown Professional Police Association Local 306 Contract.

Manager Hirn came up and detailed the changes agreed upon by Village administrative staff and the police union.

Trustee Kaminski asked who was involved in the negotiations.

Administrator Kreklow stated that Chief Snow and Manager Hirn worked on the negotiations and consulted him and Village's labor attorney when needed.

Trustee Myers motion to approve the contract, Trustee Neureuther seconded the approval. Trustee R. Miller called for a vote. All trustees voted to approve. Motion Carried.

F. Fire Department Battalion Chief Salary.

Chief Delain came to the podium and detailed the current situation on the salaries for the Fire Department. He discussed the changes he was looking for in order to eliminate the wage compression issue currently affecting the department.

Trustee Myers motioned to approve. Trustee R. Miller seconded.

Trustee Myers questioned why not all battalion chiefs were included in the increase. John answered describing upcoming changes to the department as the reason.

Trustee R. Miller called for a vote. All trustee voted to approve. Motion Carried.

G. KOA Hills - Utility Data Conversion.

Administrator Kreklow discussed the reason why this item is before the committee. Administrator Kreklow discussed the timing issues the Village is facing and issues with the current software.

Administrator Kreklow discussed the strain Village staff is facing due to current software's issues.

Trustee Myers motioned to approve, Trustee R. Miller seconded.

Trustee R. Miller asked where this would be budgeted.

Administrator Kreklow responded stating that the water and sewer department would pay for this.

Trustee Neureuther asked how many hours were needed to do this conversion.

Administrator Kreklow responded stating that it would be large.

More discussion ensued regarding the budgeting of the conversion.

Discussion then changed to discuss what data were included with the conversion.

Trustee R. Miller called for a vote. All trustees voted to approve. Motion Carried.

H. Resolution 04 – 2022, Rescind a Portion of 2021 Real Property Taxes GTNV 234-001-046, The Reserve at Wrenwood.

Clerk/Treasurer Braunschweig came to the podium. Deanna discussed why this was before the committee. The error was made by the assessor. Deanna discussed the two options before the committee.

Trustee Myers made a motion to approve the resolution and Trustee Neureuther seconded.

All trustee voted to approve. Motion Carried.

I. Resolution 05-2022, Rescind a Portion of 2021 Personal Property Taxes GTNV PB 344-001-93.

Clerk/Treasurer Braunschweig discussed the issue. Clerk/Treasurer Braunschweig stated that the company is no longer in the Village and papers were submitted previously to the assessor to change. The change was not made. The company is now looking to have the tax rescinded through resolution.

Trustee Neureuther motioned for approval; Trustee Kaminski seconded. All trustees voted to approve.

UNFINISHED BUSINESS:

A. Employee Manual.

Manager Hirn presented the updated manual

Discussion ensued on if the changes were highlighted.

Manager Hirn briefly discussed the changes.

Trustee Neureuther questioned the gift policy. Discussion ensued on this topic.

Trustee Neureuther questions the combination of the employee handbook and the procedures the village follows and asked if we could separate. Discussion ensued. Administrator Kreklow said that administration can separate out the two items.

Discussion then ensued on the sick leave policy.

Trustee Myers motioned to approve what was presented and Trustee Kaminski seconded. All trustees voted to approve.

REPORTS:

A. Monthly Financial Summary

1. Year to Date Revenue and Expense Report All Funds.

Clerk/Treasurer Braunschweig stated this is not a final report for FY2021. More entries need to be made in fiscal year 2021.

Several line items were questioned. And discussion ensued on those items.

2. **Accounts Payable– December 10, December 17, December 22, December 30, January 7, January 15.**
2. **Tax Collection Refunds – December 17, December 21, December 29, and December 31.**

Clerk/Treasurer Braunschweig discussed the tax collection refunds and why they are being given out.

B. Contract Update Report.

Administrator Kreklow discussed changes to the report.

C. Capital Data – IT Report Update.

Manager Hirn stated that her and the Capital Data consultant both got sick last Friday and were unable to meet so a report is not ready for the committee. A report will be coming next month.

SCHEDULE NEXT MEETING: Then next meeting will be on February 21, 2022 at 6:00 pm

ADJOURNMENT: Chairman Miller adjourned the meeting at 6:58pm.

Respectfully Submitted,

BENJAMIN HUBRICH

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Village Deputy Clerk/Deputy Treasurer