VILLAGE OF GERMANTOWN
VILLAGE BOARD MEETING MINUTES
FEBRUARY 7, 2022

CALL TO ORDER: The meeting was called to order at 7:07 p.m. by Clerk Braunschweig.

ROLL CALL: Present: President Wolter, Trustees Baum, Hudson, Kaminski, J. Miller, R. Miller, Myers, Pieper, and Neureuther. President Wolter attended via Webex. Trustees J. Miller and Hudson attended via Webex. Also present: Administrator Kreklow, Clerk Braunschweig, Attorney Sajdak, Director Ratayczak, Chief Snow, Superintendent Zimmerman, Superintendent Haugen, and Superintendent Anderson.

Motion (Kaminski/Myers) to nominate Tr Baum. as Chair Pro-Tem. Motion carried unanimously.

PLEDGE OF ALLEGIANCE:

PRESIDENT'S REPORT:
No report.

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:

There will be a primary on February 15, 2022. Polls will be open from 7 am – 8 pm.

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

None.

CONSENT AGENDA:

A. Approval of Minutes January 17, 2022 and January 27, 2022, Meeting.

B. Accounts payable/payroll:

1.	January 9, 2022	Payroll	$	240,824.42
2.	January 13, 2022	Tax Refunds	$	154,558.94
3.	January 20, 2022	Tax Refunds	$	22,172.11
4.	January 21, 2022	Accounts Payable	$	5,924.67
5.	January 28, 2022	Accounts Payable	$	111,973.90
6.	January 29, 2022	Accounts Payable	$	336,601.56
7.	February 1, 2022	Payroll	$	255,965.59
8.	February 2, 2022	Accounts Payable	$	3,075.81
9.	February 4, 2022	Accounts Payable	$	282,382.98
10.	February 5, 2022	Accounts Payable	$	10,688.31

The following items were forwarded from the **Public Works Committee** with a unanimous recommendation:

C. Starlite Water Tower Buckthorn removal project Phases 3 & 4, in an amount not to exceed $25,000.

D. Tar and Mastic Purchase of Crafco Asphalt Rubber Plus and Crafco Mastic One, from Sherwin Industries in an amount not to exceed $30,507.75.

E. 2022 Center and Edge Line Striping from Washington County in an amount not to exceed $50,000.

F. GIS Tree Inventory Project in an amount not to exceed $22,000.
G. Change Order #1 – Install Water Main Booster Station Site, in an amount not to exceed, $27,000.
H. Well #12 Payment, not to exceed $79,379.81.

The following items were forwarded from the **General Government and Finance Committee** with a unanimous recommendation:

I. Fire Department Battalion Chief Salary.

Motion (Myers/R. Miller) to approve consent agenda items, A-I, except G and H. Pieper requested items G and H to be pulled. Roll Call Vote carried unanimously.

G. Discussion ensued of the Change Order #1. Director Ratayczak came to the podium. The booster station was planned from day one due to the height of the earth. This is for the auxiliary pump and did not extend into the building because it was previously a high bid. The previous bid was $41,000, the new quote is $27,000. The change order is due to a savings and adding to Holy Hill Water Main and Sanitary Sewer contract.

H. Discussion ensued of Well #12, not to exceed $79,379.81. This is the final payment for the Well. There were three change orders. This is a shallow well. The savings are that there is not radium removal and the pumps.

Motion (Myers/Neureuther) to approve consent agenda items, G and H. Roll Call Vote carried unanimously.

<u>UNFINISHED BUSINESS:</u>

A. Resolution 07-2022, Jurisdictional Transfer – County Trunk Highway F (Freistadt Road) & Wausaukee Rd.

Administrator Kreklow gave history and reported on the item. This item was from the December 20, 2021, meeting. The County would take on one mile of Wausaukee Road in exchange for 1.66 miles of Freistadt Road. The previous payment offered was $615,000; after further discussion the County agreed to the payment as $691,500. The Village Board would have the control of the design of the Freistadt Road.

Motion (Myers/Kaminski) to approve Resolution 07-2022, Jurisdictional Transfer – County Trunk Highway F (Freistadt Road) & Wausaukee Rd. Once approved by both boards, the transfer is with a change of seasons. The dollars will transfer when the agreement is approved.

Discussion ensued of the development of a recreational trail plan, it was removed from the capital budget. Discussion ensued of the affect to future levy limits. The tax levy with that is transferred. There would be an addition of $20,000 plus general transportation aids. Discussion ensued of plans for bike paths to Friestadt.

With the recent subdivision there would be possibilities of Grant Funds to connect with parks and schools and designed for families rather than road bikers.

Roll Call Vote carried. Pieper, R. Miller, J. Miller Voted no.

PUBLIC HEARING:

A. None.

NEW BUSINESS:

A. Certified Survey Map to reconfigure existing parcel boundaries for the Florian, N111 W18611 Mequon Road and Country Inn & Suites, W188 N11020 Maple Road. Ryan Rahl, agent for Apex Hotel Investments, LLC and Willow View Investments, LLC, property owners.

Director Retzlaff came to the podium and presented information on the item. The existing map was shown. The proposed map was shown. The Plan Commission approved with two conditions of corrections to the Certified Survey Map.
Motion (Myers/R. Miller) to approve Certified Survey Map to reconfigure existing parcel boundaries for the Florian, N111 W18611 Mequon Road and Country Inn & Suites, W188 N11020 Maple Road. Ryan Rahl, agent for Apex Hotel Investments, LLC and Willow View Investments, LLC, property owners. Motion carried unanimously.

B. Certified Survey Map to modify lot lines for Robert and Rhoda Hoeft, property owners of W199 N11525 Rosewood Avenue and Lot 7 Oakview Avenue in Woodland Manor Subdivision

Associate Planner Zandt came to the podium and presented information on the item. A summary background of the boundary modification was shown. The existing map was shown. The proposed map was shown to move the lot line 50 feet to the West. The zoning district was discussed. The plan commission recommended approval with two conditions.

Motion (Myers/Kaminski) to approve Certified Survey Map to modify lot lines for Robert and Rhoda Hoeft, property owners of W199 N11525 Rosewood Avenue and Lot 7 Oakview Avenue in Woodland Manor Subdivision. Motion carried unanimously.

C. 08-2022 Resolution Amendment to the Neviaser Planned Development District (Res. No. 19-16), Odyssey Hotel Group, LLC, agent and property owner of the Holiday Inn Express, W177 N9675 Riversbend Lane for 26 room hotel expansion and renovation.

Director Retzlaff came to the podium and presented information on the item. The site location was shown. The site expansion was outlined. The Plan Commission recommended approval. This is an expansion of their rooms and parking. This is for one floor expansion, 26 additional rooms. The fence and placement are subject to presentation to the Plan Commission. The fence includes shrubs, privacy fence. Discussion ensued of the parking and cleaning up of the area. Village Attorney commented to include a requirement to change the easement.

Motion (Myers/R. Miller) to approve 08-2022 Resolution Amendment to the Neviaser Planned Development District (Res. No. 19-16), Odyssey Hotel Group, LLC, agent and property owner of the Holiday Inn Express, W177 N9675 Riversbend Lane for 26 room hotel expansion and renovation including a condition to include a cross access and parking easement to benefit the hotel parcel. Motion carried unanimously.

D. Appointments to the Independence Day Committee.

Village Administrator Kreklow commented that an Independence Day Committee had been created. Working with the chamber and Kiwanis and three trustees volunteered and citizen volunteers. President Wolter nominated Tr. Jan Miller, Tr. Hudson and Tr. Myers as members of the Independence Day Committee.

Motion (R. Miller/Neureuther) to approve the following appointments to the Independence Day Committee: Tr. Jan Miller, Tr. Phil Hudson, Tr. Myers to the Independence Day Committee. Motion carried unanimously.

Motion (R. Miller/Kaminski) to approve the following appointments to the Independence Day Committee: Danielle Shira, Lynn Dohl, and Dawn Roberts. Motion carried unanimously.

One year term to start. Discussion ensued as to Village Staff to be supportive rather than a member. Request the assistance of Kiwanis and Lynn Grgich of the Chamber for guidance and framework.

E. Village Board 2022 Goals.

President Wolter reported on the item. Discussion ensued of possible goals including: employee retention, resident trust, resident communication. Discussion ensued of communication and include constant, consistent communication and a better way to communicate with residents. This would then go to staff and department heads. Communication as a service group and how are we providing this service.

Discussion ensued of the 2050 plan and public meetings for more input. Discussion ensued of the 2050 plan and to have approved by a certain date with communication to the residents. Discussion ensued of June 30th with meeting dates.

Discussion ensued of the goals and the measurability of the goals. Discussion ensued of the measurement of employee retention comparable to last year. The 2050 plan completion is a good goal as it is measurable. Discussion ensued of the measurability of residential trust.

Discussion ensued of communication. Discussion ensued of the newsletter. Discussion ensued of measures of social media traffic, mailing postcards to residents, creating a friendly website and adding details to the 2050 plan. Discussion ensued of surveys throughout the year. Discussion ensued of the including flyers with the water bill.
Discussion ensued of channel 25 and that is has not been working well. Discussion ensued of the CRM system.

The Library Board is going through a strategic plan and utilizing Wils and it is very economical to set a five year plan. There was an on-line survey prior to the conversations. The more feedback you get the more information you get. The item will need to come back to the Village Board and to place on the next meeting agenda.

F. Employee Manual.

Motion (Myers/Kaminski) to approve the Employee Manual. Manager Hirn presented the new manual and additional updates and changes are forthcoming. Motion carried unanimously.

G. KOA Hills - Utility Data Conversion.

Administrator Kreklow reported that this is for the utility data conversion and the converision from the COBOL based system. Pulling data and structuring for the next software system. KOA Hills is recommended by Tyler Munis. The cost is $40,860 for 200 hours.
Motion (Meyers/Kaminski) to approve KOA Hills for the Utility Data Conversion in an amount not to exceed $40,860. Roll call vote carried unanimously.

H. 24-hour vehicle use for the Water Utility Foreman position.

Administrator Kreklow reported on the item. This is to include the Water Utility Foreman with 24 hour vehicle use for emergency use. The Village does allow them to take home tools, etc. for emergency situations.

Tr. Baum read an anonymous letter against the foreman taking a vehicle home.

The item came from the Public Works Committee. Discussion ensued of the vehicles going home with the foremen. Discussion ensued of finding information of what other communities are doing.
Discussion ensued of reviewing the policy.

Administrator Kreklow commented on the policy that four superintendents are allowed to take vehicles home. The policy should be a discussion of what your expectation is as far as your emergency response. Administrator Kreklow reported that there is IRS information. There is a policy for disciplinary action if misused.

Motion (Myers/R. Miller) send the item back to public works to find more information and present back to the board. Motion carried unanimously.

I. Acquisition of N116 W15843 Main Street. The Village Board May Enter into Closed Session per Wis. Stat. § 19.85(1)(e) for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, and then may reconvene into open session to take such action as it deems appropriate; and,

J. Acquisition of Property in the Area of the Intersection of Donges Bay and Wausaukee.Roads for a new Department of Public Works Facility. The Village Board May Enter into Closed Session per Wis. Stat. § 19.85(1)(e) for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, and then may reconvene into open session to take such action as it deems appropriate; and,

K. Director of Public Works retirement agreement. The Village Board May Enter into Closed Session per Wis Stat § 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, and then may reconvene into open session to take such action as it deems appropriate; and,

L. Administrator Performance Objectives. The Village Board May Enter into Closed Session per Wis Stat § 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, and then may reconvene into open session to take such action as it deems appropriate.

Motion (Pieper/R. Miller) to Convene into closed session for item I, Acquisition of N116 W15843 Main Street, at 8:50 p.m. and to include the Village Board, Village Administrator, Village Attorney, Director Retzlaff, Associate Planner Zandt, and Director Ratayczak. Roll Call Vote Carried Unanimously.

Motion (Pieper/Kaminski) to Convene into closed session for item J, Acquisition of Property in the Area of the Intersection of Donges Bay and Wausaukee Roads for a new Department of Public Works Facility and to include the Village Board, Village Administrator, Village Attorney, Director Retzlaff, Associate Planner Zandt, and Director Ratayczak. Roll Call Vote Carried Unanimously.

Motion (Pieper/R. Miller) to Convene into closed session for item K, Director of Public Works retirement agreement and to include the Village Board, Village Administrator, and Village Attorney. Roll Call Vote Carried Unanimously.

Motion (Pieper/R. Miller) to Convene into closed session for item L, Administrator Performance Objectives and to include the Village Board and Village Administrator. Roll Call Vote Carried Unanimously.

Motion (Pieper/Kaminski) to convene back into open session at 10:19 p.m. Motion carried unanimously.

Motion (Pieper/Kaminski) to proceed as directed in closed session for Item I, Acquisition of N116 W15843 Main Street. Motion carried unanimously.

Motion (Pieper/R. Miller) to proceed as directed in closed session for Item J., Acquisition of Property in the Area of the Intersection of Donges Bay and Wausaukee Roads for a new Department of Public Works Facility, to authorize the execution of purchase agreements. Roll Call Vote carried. J. Miller voted no.

Motion (Piper/Kaminski) to direct staff to proceed as directed in closed session for item K, Director of Public Works retirement agreement. Voice Vote all ayes. J. Miller, Hudson, and Myers voted no.

Motion (Kaminski/Pieper) to postpone Item L, Administrator Performance Objectives. to the next meeting. Motion carried unanimously.

ADJOURNMENT.

ADJOURNMENT: There being no further business, the meeting adjourned at 10:23 p.m.

The next regular meeting of the Village Board will be on Monday, February 21, 2022, at 7:00 p.m.

Respectfully Submitted,
Deanna Braunschweig
Deanna B. Braunschweig, WCMC/CMC
Village Clerk