

MEETING:	REGULAR MEETING OF THE GENERAL GOVERNMENT & FINANCE COMMITTEE
DATE AND TIME:	Monday, September 18, 2023 5:30 PM
LOCATION:	Germantown Village Hall Board Room N112 W17001 Mequon Road

MINUTES

- I. **CALL TO ORDER:** *This meeting has been given public notice in accordance with Section 19.83 and 19.84, Wis. Stats, in such form that will apprise the general public and news media of subject matter that is intended for consideration and action.*

Chairperson Rick Miller called the meeting to order at 5:34 PM.

II. **ROLL CALL:**

Present: Trustees Rick Miller, Jan Miller, Terri Kaminski, and Dennis Myers

Also Present: Administrator Steve Kreklow, Attorney Brian Sadjak, Finance Director Matthew Uselding, Community Development Director Jeff Retzlaff, Library Director Trisha Smith, Park & Recreation Director Guilford Standridge, Support Service Manager Erin Hirn, and Village Clerk Donna Cox.

Absent: None

Excused: None

- III. **CITIZEN INPUT:** *(Please be advised per 19.84(2) that information and comment will be received from the public. It is the policy of this municipality that public input be limited to a three (3) minute period per person with a time extension granted at the discretion of the Chairperson. Be advised that there may be limited discussion of the information received but no action will be taken under public comments.)*

Melanie Smythe of Cedar Lane, spoke to the Committee about the Engineering Department and hiring of a new Engineer, outsourcing concerns, and the Private Well Protection Escrow Account.

Scott Hefle of Old Farm Road, spoke to the Committee regarding the recruitment of a Village Engineer, about the Private Well Protection Escrow, and various budget concerns.

IV. **CONSENT AGENDA**

A. Approval of Minutes from 08/21/2023

Motion: Approve as presented

Motion By: Terri Kaminski

Seconded By: Jan Miller

Yes: Terri Kaminski, Jan Miller, Dennis Myers, Rick Miller

No: None

Abstain: None

Motion Passed (Yes 4, No 0, Abstained 0)

V. UNFINISHED BUSINESS

A. Public Administration Associates Recommendations for the Recruitment of the Director of Public Works and Village Engineer

Administrator Kreklow presented an update regarding the applications received for the Village Engineer and Public Works Director positions. Kreklow notes that four applications were received for Public Works Director. However, none were qualified, and one accepted offer was going before the Village Board at tonight's meeting for the Village Engineer position. Kreklow recommended adjusting the pay ranges to stay competitive and to remove the PE requirement for the Public Works Director.

Motion: Approve the pay ranges as presented, adjusting from range 6 to 7 for Village Engineer and from 7 to 8 for Public Works Director, and to remove the PE requirement from the Public Works Director job description.

Motion By: Terri Kaminski

Seconded By: Jan Miller

Yes: Terri Kaminski, Jan Miller, Dennis Myers, Rick Miller

No: None

Abstain: None

Motion Passed (Yes 4, No 0, Abstained 0)

VI. NEW BUSINESS:

A. Pay Adjustments for the Highways, Parks, Buildings & Grounds Superintendent, the Sewer Utility Superintendent and the Water Utility Superintendent.

Administrator Kreklow addressed the salaries of the superintendents in their current roles. Kreklow advised that all three are below the mid-range on the payscale and recommended approving the salary increases for the three superintendents to bring them up to mid-range.

Motion: Approve salary increases as presented

Motion By: Terri Kaminski

Seconded By: Jan Miller

Yes: Terri Kaminski, Jan Miller, Dennis Myers, Rick Miller

No: None

Abstain: None

Motion Passed (Yes 4, No 0, Abstained 0)

B. Private Well Protection Escrow Process

Attorney Sajdak spoke about the Private Well Protection Escrow process. Sajdak provided highlights as to where the Village is currently at, discussed the basic provisions, who is covered and what damages are covered. Other discussion included how many wells will be monitored and who will be the company monitoring them. Sajdak advised the final approval would go before the Village Board.

No action taken on this item.

C. 2024 Department Budget Requests

Finance Director Uselding presented the 2024 Departmental Budget Data for the Community Development Department, the Germantown Public Library, and the Parks & Recreation Department. Administrator Kreklow advised the Committee of the upcoming Committee of the Whole meetings and presentations scheduled for future dates. A Budget Hearing is scheduled for November 20, 2023. All contracts will be presented to the General Government & Finance Committee prior to this hearing.

The Committee members asked department heads questions pertaining to their own department budgets.

1. Community Development Department

Community Development Director Retzlaff was available to answer questions regarding the Community Development department's budget.

Retzlaff advised the Village is in negotiation with SAFEbuilt for their building inspection services and complimented the high quality service they bring to the Village of Germantown.

2. Germantown Public Library

Library Director Smith was available to answer questions regarding the Library's budget.

Smith advised the Committee that the Library has been fully staffed since COVID with approximately 25 staff members. (5 full-time, 15 permanent part-time, and 5 part-time

high school students).

3. Parks & Recreation Department

Park and Recreation Director Standridge was available to answer questions regarding the Parks and Recreation's department budget.

Standridge discussed the programs that were proposed to be cut and what they were asking to be kept.

Standridge discussed where the funds would come from to pay the instructors and teachers for these programs. The Parks and Recreation Department plans to reach out to local businesses to ask them to help out and to apply for grants.

VII. REPORTS:

Finance Director Uselding provided the Accounts Payable and Budget to Actual Report and Support Services Manager Erin Hirn provided the IT Quarterly Reports.

Reports only
No action taken

A. Accounts Payable

B. Budget to Actual

C. IT Quarterly Report

VIII. SCHEDULE NEXT MEETING

The next meeting of the General Government & Finance Committee is scheduled for Monday, October 16th, 2023 at 5:30 PM.

IX. ADJOURNMENT:

The meeting was adjourned at 7:14 PM.