

**VILLAGE OF GERMANTOWN  
GENERAL GOVERNMENT & FINANCE COMMITTEE  
MEETING MINUTES  
January 18, 2021**

**CALL TO ORDER:** The meeting was called to order at 6:00 p.m. by Chairperson Zabel.

**ROLL CALL:** Present: Chairperson Zabel, Trustee Members: Kaminski, Myers, and Wing. Also present: Administrator Kreklow, Manager Tucker, Clerk Treasurer Braunschweig, Deputy Treasurer Paula Winter, Utility Clerk Crystal Bartz, Deputy Clerk Deputy Treasurer Britan Smith, Ben Hubrich, and Jennifer Rozek.

**APPROVAL OF MINUTES:** December 21, 2020 – MOTION (Wing/Myers) to approve the December 21, 2020 minutes. Motion carried unanimously.

**PUBLIC COMMENT:**

None.

**NEW BUSINESS:**

- A. Introduction of Deputy Treasurer and Deputy Clerk – Deputy Treasurers.

**Clerk Braunschweig introduced the Clerk Treasurer team.**

**Deputy Clerk Deputy Treasurers are Ben Hubrich, Britan Smith, and Jennifer Rozeck. Paula Winter is the Deputy Treasurer. Crystal Bartz is the Utility Clerk. We just met as a team and discussed the goals, competencies, for 2021 with continued customer / counter focus.**

- B. Trustee Zabel – 2022 Budget Discussion.

**Trustee Zabel commented on the 2022 Budget. Discussion ensued of the net new construction and debt service. Net new construction of TIF values was discussed.**

**Discussion ensued of the net new construction and the calculation. The 2020 tax increase was due to debt service and net new construction. Discussion ensued that the TIF growth goes into the net new construction. The change in the Fairway Knoll tax exemption was discussed and the impact on property taxes and the effect on net new construction.**

**Most year's the net new construction is not mostly TIF.**

**The discussion ensued of the assessed value decreasing. 2019 value was 2,8 billion.**

**1.5 increase in overall. Pp**

**Wo tif 2.747**

**2020 2.741 w/o tif**

**Due to fairway knoll.**

**Look under commercial nnc 64.1 minus 33 million**

**Trustee Kaminski commented she would like to have hand outs in order to contribute.**

**Trustee Zabel commented he would like to know how the Department of Revenue calculates net new construction.**

**Budget process early on to avoid surprises.**

**Wing commented not to include TIF with increases. You have to raise taxes to provide services.**

**Discussion ensued of the borrowing of the debt services.**

2022 borrowing for the Public Works facility.

Keep on the agenda.

**OLD BUSINESS:**

A Budget Manager Classification of Paygrade.

Manager Tucker presented information for an analysis in comparison with other positions. Also included the external of analysis of the market. Not a readily available position. The budget manager positions tended to be on the County level. The paygrade 18 is a balance.

Discussion ensued of the rating and pay comparisons.

Discussion ensued of the reasoning of the Budget Manager with a lower rate of pay and not a finance director. Some of the functions have been split off and this is a lower level than in most communities.

Discussion ensued of the budgets that pay from the different departments. Wants to see the breakdown among the departments.

Discussion ensued of looking for savings and the organization of the Finance Department. Salary ranges and compensation were discussed in comparison with the Village of Germantown. For the recruiting process it is important to do this early in the year, prior to budget starting process.

Discussion ensued of a paygrade 16 and question if a master's degree is required. Given with the changes in departments, an independent worker is required with experience with putting a budget together.

Motion (Kiminski/Wing) to approve the Budget Manager Classification Paygrade at 16. The item is on the Village Board Agenda this evening. Motion carried. Myers opposed.

**REPORTS:**

A. **Monthly Year to Date Financials:**

1. Revenue and Expense Report All Funds: The reports were reviewed. Too soon to tell how the year will end. There are entries that need to be made.
2. Health and Dental Plans: The reports were reviewed. Health report was reviewed. The Dental is doing well and covering costs. Claims are down from last year. Could carry dental over to the health plan. Dental could be used to balance the health. Kaminski questioned if this is typical of other communities.

B. **Impact Fees Financial Reports:** The report was reviewed. The sewer connection fee has been increased in the accounting program and communication was sent in December.

C. **Accounts Payable:** December 25, 2020 and January 10, 2020 payables were reviewed. You will see additional accounts payable dates.

D. **Code Violation Reports:** The report was reviewed. Administrator Kreklow commented on an update of the Boelke property. Staff has sent a list of questions on the Conditional Use Permit. A response has been received and is in review. The stop work order is still in effect.

E. **C.I.P. PROJECTS:** The reports were reviewed. (Look at Century Lane)

F. **Letter of Credit Summaries:** The reports were reviewed. Carryovers in March.

1. Building Inspection Department – Reviewed.
2. Public Works Department – Reviewed.
3. Planning Department – Reviewed.

G. **Summary of all Village Contracts:** The summary of contracts were reviewed. The Waste

Management Contract has not been executed yet. Other contracts have timing issues.

H. **SCHEDULE NEXT MEETING: The next meeting will be on February 15, 2021 at 6:00 pm.**

**ADJOURNMENT:** Chairman Zabel adjourned the meeting at 7:51 p.m.

Respectfully Submitted,

*Deanna Braunschweig*

Deanna Braunschweig  
Village Clerk