

VILLAGE OF GERMANTOWN
N112 W17001 MEQUON ROAD
GERMANTOWN, WI 53022

MEETING: **GENERAL GOVERNMENT & FINANCE COMMITTEE**

DATE AND TIME: **Monday, April 5, 2021 6:30 P.M.**

As soon as the Public Safety Committee Meeting ends no earlier than 6:30 P.M.

LOCATION: **Germantown Village Hall Board Room
N112 W17001 Mequon Road**

NOTICE: Pursuant to the current recommendation of the Centers for Disease Control and Prevention limiting the size of public gatherings, capacity within the Board Room will be limited. Members of the body and citizens may also attend the meeting virtually through the WebEx platform, Meeting #: 182 157 0851 Password: hvEPQPJi222 which can be accessed by phone at 408-418-9388 or by logging on <https://villageofgermantown.my.webex.com/villageofgermantown.my/j.php?MTID=m4b192db7be102c67868b6d0abe31307c> Citizens wishing to view the meeting are encouraged to watch the live broadcast of the meeting through Channel 25 on Spectrum cable, or the livestream on the Village's website. Citizens not wishing to attend the meeting personally or virtually may submit any public comments by sending an email to comments@village.germantown.wi.us by 4 p.m. on the day of the meeting so that it can be provided to the members of the body for their consideration.

- 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.*
- II. **ROLL CALL:** Chairperson Zabel, Trustees: Wing, Kaminski, and Myers.
- III. **APPROVAL OF MINUTES:** March 15, 2021 meeting.
- IV. **PUBLIC COMMENT:** Please be advised per State Statute Section 19.84(2), information will be received from the public. It is the policy of this municipality that there be a three-minute time period, per person, with time extensions per the Chief Presiding Officer's discretion; be further advised that there may be limited discussion on the information received, however, NO ACTION will be taken under public comments.
- V. **NEW BUSINESS:**
 - A. Setting of Street Superintendent Salary Analysis and Recommendations –Department of Public Works, referred by Village Board.
 - B. Appointment of Superintendent of Highways, Parks, Building and Grounds and Setting of Salary.
- VI. **ADJOURNMENT:**

UPON REASONABLE NOTICE, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For Additional information or to request this service please contact the Village Clerk at (262)250-4740 at least 2 days prior to the meeting.

Notice is given that a majority of the Village Board may attend this meeting to gather information about an agenda item over which they have decision making responsibility. This may constitute a meeting of the Village Board per State Ex. Rel. Badke v. Greendale Village Board, even though the Village Board will not take formal action at this meeting.

**VILLAGE OF GERMANTOWN
GENERAL GOVERNMENT & FINANCE COMMITTEE
MEETING MINUTES
March 15, 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 and Manager Uselding.

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

PUBLIC COMMENT:

None.

NEW BUSINESS:

- A. Health Insurance Options.

Manager Tucker introduced Carmen Winkelman. Carmen came to the podium to discuss the 2022 health insurance options and look for savings in the self-funded health plan. If the Village changed to the State of Wisconsin Plan there are two options available, Network Health and Froedtert Providers, no Aurora. She briefly reviewed the rates.

During the month of February, there were \$55,000 of claims. Claims processing last year were due to major sickness. Overall claims running very well.

Carmen reviewed the wellness programs.

There is little prediction of where the rates will land as September is the month for early renewal.

NOVO Health / Focus Health is a bundling of procedures. By choosing the NOVO providers to use their facility. The employee receives incentive to choose their facility.

The state plan would also rate the Village and review the reports and rate on the experience or on going.

Discussion ensued of wellness planning and increase of employee share. Incentives for the employee to get additional dollars off of the insurance. Focus on wellness and NOVO Health of bundling of providers.

Increasing deductible and contribution to force employees to go to the wellness. Discussion ensued of having Health Savings Plan. Carmen commented that the deductible is very low even with the co-pays.

Discussion ensued of the spouse charge on the insurance based on an affidavit as signed by the employee. Carmen mentioned the additional charge to the employees of up to \$450 for the single, the employee would have to pay if the spouse needs the health insurance.

Discussion ensued of the additional charge policy. Carmen commented that currently there is not a municipality that offers the additional charge. Discussion ensued of the cobra charge.

B. Finance Process Improvements.

Clerk / Treasurer Braunschweig reviewed the memo of process improvements. No material or issues. We are behind due to point of year and year end close. Previous staff was experienced to current programs and processes. The utility audit is combined with the general.

Matthew Uselding, Budget Manager, was introduced and will start with the Village on Monday as the Budget Manager.

OLD BUSINESS:

A Water / Sewer Impact Fees for Capri Development.

Trustee Zabel questioned the status and if an outside arbitrator may be needed. No Additional Updates at this time. There is an agreement with Baker Tilley for work on the impact fees. The Village Attorney is drafting a letter to collect on the fees.

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. Could carry dental over to the health plan. Dental could be used to balance the health.

B. **Impact Fees Financial Reports:** The report was reviewed. This is the report from MSI software.

C. **Accounts Payable:** January 21, 2021, January 29, 2021, February 5, 2021, February 12, 2021, payables were reviewed.

D. **Debt Payments:** The Debt Payments Report was reviewed. There was positive feedback of the new report.

E. **Code Violation Reports:** The report was reviewed. Discussion ensued of the court process and timing involved with each violation. There is focus with the Friestadt Road violation.

F. **C.I.P. PROJECTS:** The reports were reviewed. Will look at the Carry overs and borrowing in the upcoming months.

G. **Letter of Credit Summaries:** The reports were reviewed.

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

H. **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. A number expired in December.

I. **SCHEDULE NEXT MEETING:** The next meeting will be on April 19, 2021 at 6:00 pm.

ADJOURNMENT: Chairman Zabel adjourned the meeting at 7:06 p.m.

Respectfully Submitted,

Deanna Braunschweig

Deanna Braunschweig
Village Clerk / Treasurer

BUSINESS OF THE PUBLIC WORKS & HIGHWAYS COMMITTEE

MEETING DATE: March 2, 2021

PLACEMENT New Business

ITEM TITLE: Superintendent Analysis and Recommendations for Salary Changes

SUBMITTED BY: Michelle Tucker

SUMMARY EXPLANATION:

With the changes in the Public Works Department, we have spent some time looking at the workload and pay structure for our three superintendents. Two pieces of this have been a job evaluation using our Position Analysis Questionnaire result, similar to what we did with our Finance Department, and a mini market study to identify where we fall in the market for each of the three positions. The results for both of these are included in the packet.

Overall, the job evaluation showed that the three positions are very similar to one another, although there are a few differences, which are mostly due to the combination of the functions. Our Wastewater Superintendent is also in charge of the Recycling Center, while our Highways Parks Buildings and Grounds Superintendent oversees between 2 and 4, depending on how functions are combined. The combination of the functions puts more employees underneath the HPBG Superintendent and increases overall workload, particularly during the winter months. This is reflected in the slightly higher score for the HPBG Superintendent in the job evaluation.

The data for our mini-market study for the three superintendent positions came from several places: a statewide study conducted by the Wisconsin Public Employer Labor Relations Association (WPELRA), the Wisconsin Rural Water Association annual salary survey, and directly from other communities. Overall, the findings show that the three paygrades for the three positions are a little lower than many of the other communities. For Water and Wastewater, the comparisons between Germantown and other communities is simple because the positions are similar. For each, the average of all the salaries is included. For Water, the average actual is close to ours, but the average midpoint, for example, is just over \$7,000 a year more than Germantown. For Wastewater, our average actual is lower than the average listed, but our pay range minimum is higher than the average minimum; the biggest difference for that position is that the average maximum is much higher than ours. One potential difference for the Wastewater positions is that some Wastewater Utilities also include a treatment plan, while ours does not; these numbers do not factor that in.

The market study is much more difficult for the Highways, Parks, Buildings and Grounds Superintendent because of the combined departments. Most communities do not have a single superintendent in charge of both streets and facilities. The closest comparison used by several communities is a position, which is typically titled Public Works Superintendent. This person oversees multiple functions. I have included the typical positions that oversee fewer functions as reference, as well as some of the more similar positions. The average that is included is the average of those similar positions (Franklin, Grafton, Menomonee Falls, Mequon, Oak Creek and Muskego). Germantown’s paygrade for the position is much lower than that average.

Taking in all of these factors, staff has a few recommendations for changes to the compensation structure for the three positions.

1. Staff recommends moving all three to Paygrade 19; currently our Park & Recreation Director is the only staff member at grade 19. This change would give all three a higher maximum, giving them opportunity for future raises. For 2021, grades and 19 are:

	Minimum	Midpoint	Maximum
18	\$64,920.17	\$73,423.46	\$79,864.37
19	\$68,262.95	\$77,202.95	\$83,975.40

2. Staff recommends that Scott Anderson be appointed the permanent Superintendent of Highways Parks Buildings and Grounds. He has shown in his time as Foreman and as the Interim Superintendent that he is more than capable of leading the department and his wealth of knowledge is an asset to the community.

3. Staff recommends a small pay increase for all three positions for two reasons. First, the Superintendents now report directly to the Administrator, so performance expectations for the three is higher because they are now at a director level. Second, the market indicates that the current salaries for these positions is under the average midpoint; given the longevity of our staff, moving closer to average midpoint would be recommended. Factoring in experience, the job evaluation scores, time in the position, the market, and other internal factors, the recommendation would be:

	Water	Sewer	HPGB
Evaluation Score	27	29	30
Years in Position/ Years of Experience	4/34	19/27	.5/26
	\$79500	\$79500	\$79500

4. Several years ago, the superintendents were offered a pay increase in exchange for not taking a vehicle home with them. Because of the 24/7 nature of their positions and the frequency of their emergency responses, staff recommends that the “no vehicle” component of their salaries be removed, and that all three be issued a Village vehicle to ensure they have the ability to respond any time that the Village needs them. The

Village currently has more than enough spare vehicles to allow them to have an issued vehicle. There is some financial reporting required for this benefit.

5. Staff recommends that we do further research into ways to distribute some of the responsibilities of our Highways, Parks, Buildings and Grounds Superintendent, like management of snow removal operations to better manager peak workload periods, increase redundancy for critical operation and improve succession planning. That research and any recommendations would come to the committee as part of the 2022 budget process for consideration.

ATTACHMENT: ORDINANCE ____ RESOLUTION ____ OTHER x

RECOMMENDATION:

Approve staff recommendations for salary increases and paygrade change for Superintendent positions.

ACTION BY Committee

Superintendent Job Evaluation

	Superintendent of Water Utility	Superintendent of Wastewater Utility/Recycling	Superintendent of Highways, Parks, Buildings and Grounds
Is this position a process focused position (1); combination process and analytics (2) or analysis focused (3)	2	2	2
Education, Certificates, Licenses			
Degree Required High School (1); Some College/Associates Degree (2); Bachelor Degree (3); Master's Degree (4)	1	1	1
Certification Required yes Multiple Required (3) 1 Required (2); Yes Preferred (1): no (0)	3	2	1
Supervisory Responsibilities & Supervision Received			
Supervises one or more employees yes (1); no (0)	1	1	1
Number of Employees Supervised 1-5 (1), 6-10 (2), 10+ (3)	2	2	3
Level of Supervision Received Direct (1); Immediate (2); General Supervision (3); General Direction (4); Administrative Direction (5)	5	5	5
Interpersonal Contacts			
Regularly Interacts with Public yes almost daily (2); yes sometimes (1) no (0)	1	1	2
Regularly Interacts with other non DPW departments yes almost daily (2); yes sometimes (1) no (0)	1	1	2
Regularly Interacts with Elected Officials yes (1); no (0)	1	1	1
Regularly Interacts with Businesses yes (1); no (0)	1	1	1
Fiscal Responsibility			
Does this position have any fiscal responsibility? Yes (1); no (0)	1	1	1
Handle money or process transactions? Yes regularly (2); sometimes (1); no (0)	1	2	0
Manages budget Yes(1); no (0)	1	1	1

Superintendent Job Evaluation

	Superintendent of Water Utility	Superintendent of Wastewater Utility/Recycling	Superintendent of Highways, Parks, Buildings and Grounds
Size of Annual Budget Less than \$5million (1); more than \$5million (2)	1	2	2
Other Factors			
Effect of Errors Little Impact (0); Moderate Impact (1); Major Impact (2)	2	2	2
Degree of Accuracy Required: Low/Moderate (1); High (2)	2	2	2
How Many Departments does position oversee? 3(3); 2(2); 1(1)	1	2	3
Total Score	27	29	30

Highways, Parks, Buildings and Grounds Wage Comparisons

Municipality	Position Title	Year	Avg Actual	Min	Mid	Max
WPELRA state	Facilities/Maintenance Director	2019	\$ 37.53	\$ 32.24	\$ 36.90	\$ 42.17
WPELRA Region	Facilities/Maintenance Director	2019	\$ 44.12	\$ 35.99	\$ 41.39	\$ 46.97
WPELRA state	Highway Patrol/Streets Superintendent	2019	\$ 35.42	\$ 31.14	\$ 35.27	\$ 40.46
WPELRA Region	Highway Patrol/Streets Superintendent	2019	\$ 37.81	\$ 31.46	\$ 36.40	\$ 42.27
WPELRA state	Shop Superintendent/Fleet Manager	2019	\$ 33.17	\$ 27.90	\$ 31.89	\$ 36.89
WPELRA Region	Shop Superintendent/Fleet Manager	2019	\$ 34.24	\$ 27.67	\$ 31.81	\$ 36.70
DePere	Highway Patrol/Streets Superintendent	2019	\$ 43.27	\$ 33.81	\$ 38.64	\$ 46.37
Muskego	Highway Patrol/Streets Superintendent	2019	\$ 35.29	\$ 35.29	\$ 40.23	\$ 45.86
Fon du Lac	Highway Patrol/Streets Superintendent	2019	\$ 41.46	\$ 41.43	\$ 47.38	\$ 53.31
Shorewood	Shop Superintendent/Fleet Manager	2019	\$ 30.70	\$ 27.44	\$ 30.55	\$ 33.65
Fon du Lac	Shop Superintendent/Fleet Manager	2019	\$ 41.24	\$ 32.07	\$ 36.65	\$ 41.24
Bellevue	Street Superintendent	2021	\$ 31.25			
Prairie du Chien	Street Superintendent	2021	\$ 32.90			
Oak Creek	Parks Maintenance Superintendent	2020	\$ 35.97	\$ 32.43	\$ 34.20	\$ 35.96
Franklin	Assist Super of Public Works	2020		\$ 30.53	\$ 36.98	\$ 40.45
Franklin	Highway Parks Superintendent	2020		\$ 35.28	\$ 42.73	\$ 46.74
Grafton	Superintendent of Public Works	2020		\$ 31.59	\$ 37.15	\$ 42.71
Menomonee Falls	Superintendent of Public Works	2020	\$ 42.27			
Mequon	Deputy Director of Public Works	2020		\$ 36.75	\$ 42.60	\$ 48.45
Oak Creek	Assist Director of Public Works	2020	\$ 36.41	\$ 35.78	\$ 37.73	\$ 39.68
Muskego	Public Works Superintendent	2020		\$ 35.64	\$ 40.63	\$ 46.32
	Average of Most Similar		\$ 39.34	\$ 34.26	\$ 39.64	\$ 44.06
Germantown	Superintendent HPBG	2021		\$ 31.21	\$ 35.30	\$ 38.40

Water Superintendent Wage Comparisons

Municipality	Position Title	Year	Avg Actual	Min	Mid	Max
WPELRA state	Water Plant Superintendent	2019	\$ 37.88	\$ 32.66	\$ 37.32	\$ 43.08
WPELRA region	Water Plant Superintendent	2019	\$ 36.60	\$ 31.94	\$ 36.19	\$ 41.58
Bellevue	Utility Superintendent	2021	\$ 32.69			
Grafton	Utility Superintendent	2020		\$ 35.34	\$ 41.58	\$ 47.79
Menomonee Falls	Superintendent of Utilities	2020	\$ 42.27			
Mequon	Deputy Director of Utilities	2020		\$ 36.75	\$ 42.60	\$ 48.45
Muskego	Utility Superintendent	2020		\$ 35.64	\$ 40.63	\$ 46.32
WRWA	Superintendent/Manager	2019		\$ 26.44	\$ 40.36	\$ 61.13
Average of All			\$ 37.36	\$ 33.13	\$ 39.78	\$ 48.06
Germantown	Water Utility Superintendent	2021	\$ 37.08	\$ 31.21	\$ 35.30	\$ 38.40

Wastewater Superintendent Wage Comparisons

Municipality	Position Title	Year	Avg Actual	Min	Mid	Max
WPELRA State	Wastewater Treatment Superintendent	2019	\$ 39.34	\$ 33.50	\$ 36.83	\$ 44.68
WPELRA Region	Wastewater Treatment Superintendent	2019	\$ 42.95			
Cedarburg	Wastewater Superintdent	2020	\$ 40.58			
Mequon	Sewer Superintendent	2020		\$ 30.71	\$ 34.78	\$ 38.84
WRWA	Superintendent/Manager	2019		\$ 26.44	\$ 40.36	\$ 61.13
Average of all			\$ 40.96	\$ 30.22	\$ 40.96	\$ 48.22
Germantown	Wastewater Super	2021	\$ 37.57	\$ 31.21	\$ 35.30	\$ 38.40