

**VILLAGE OF GERMANTOWN  
GENERAL GOVERNMENT & FINANCE COMMITTEE  
MEETING MINUTES  
May 18, 2020**

**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, Wing. Also present: Attorney Sajdak, Clerk Braunschweig, Finance Director Rath, Administrator Kreklow, Manager Tucker, Trustees Pieper, and Baum.

**APPROVAL OF MINUTES:** April 20, 2020 – **MOTION (Kaminski/Wing) to approve the April 20, 2020 minutes. Motion carried unanimously.**

**PUBLIC COMMENT:** No public comment.

**NEW BUSINESS:**

- A. Resolution 40-2020 Salary Budget Amendment.  
**Director Rath reported on the item. This is a journal entry for previously approved salary adjustments. Motion (Kaminski/Wing) to recommend the Resolution 40-2020 Salary Budget Amendment. Motion Carried Unanimously.**
  
- B. 2019 Public Service Commission Report.  
**Motion (Kaminski/Wing) to Accept the 2019 Public Service Commission Report. Director Rath reviewed the report and the associated Water Cash Flow Report. Motion Carried Unanimously.**
  
- C. Vacation Carry Over Policy Change.  
**Administrator Kreklow reported on the item. The current policy allows staff to carry up to five days vacation time from one year to the next with written approval from the Administrator, and the carried vacation time must be used in the first quarter.**

**Prior to the COVID Pandemic, there has been exceptions to the policy due to bad weather or unexpected circumstances. For the first seven years of employment, most employees have only two weeks of vacation time. The COVID Pandemic has created additional issues, because the closures started prior to the end of the first quarter. The Village extended the deadline for using the carried vacation time. Because we are not able to allow many of our staff including police and fire departments to use vacation time until the pandemic crisis has passed; it is possible we will have issues at the end of the year with so many people trying to take vacation time. Employees have used about 300 less vacation hours this year than last year or about 10% less. The proposal is to allow staff to carry no more than eight weeks of vacation at any one time and use the time with Supervisor Approval. Discussion ensued of managing the time off, tracking, and practicability. Discussion ensued that the banked vacation time would be at a different rate of pay than earned.**

**Motion (Zabel/Kaminski) to recommend forty hours to be carried over and used by the end of the year instead of first quarter. Motion carried unanimously.**

**OLD BUSINESS:**

**None.**

**REPORTS:**

- A. **Monthly Year to Date Financials:**
1. Revenue and Expense Report All Funds: The reports were reviewed. Director Rath reported that the revenues and expenses are being closely watched. The Hotel Motel and Park and Rec Revenues are down. Expenses are running true.
  2. Health and Dental Plans: Director Rath reviewed the reports. Dental is trending less due to the COVID-19; however, it may level out by the end of the year. Health is trending consistent.
- B. **Impact Fees Financial Reports:** The report was reviewed. There is single family growth.
- C. **Accounts Payable:** April 25, 2020 and May 10, 2020 payables were reviewed.
- D. **Code Violation Reports:** The report was reviewed.
- E. **C.I.P. PROJECTS:** The reports were reviewed. Director Rath commented on the use of existing funds.
- F. **Letter of Credit Summaries:** The reports were reviewed. Nothing New.
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 road salt had been added and the Carlson engineering software had been renewed.
- H. **SCHEDULE NEXT MEETING:** **The next meeting will be on May 18, 2020 at 6:00 pm.**

**ADJOURNMENT:** Chairman Zabel adjourned the meeting at 6:34 p.m.

Respectfully Submitted,

*Deanna Braunschweig*

Deanna Braunschweig  
Village Clerk