

**VILLAGE OF GERMANTOWN  
GENERAL GOVERNMENT & FINANCE COMMITTEE  
MEETING MINUTES  
June 15, 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:** May 18, 2020 – **MOTION (Kaminski/Wing) to approve the May 18, 2020 minutes. Motion carried unanimously.**

**PUBLIC COMMENT:** No public comment.

**NEW BUSINESS:**

- A. Review and Action on Proposed Revisions to Job Description and Pay Grade for Community Development/Inspection Services “Clerk/Typist II” Position.

**Director Retzlaff distributed a cover memo with a revised job description. He is requesting approval to change the job description to Permit Coordinator. The current job description does not reflect the tasks. The current person will retire at the end of July. She has been in the position for 34 years. Discussion ensued of posting in early July. Discussion ensued of individuals filling in. There will be specific training and certifications for this position. Motion (Kaminski/Myers) to recommend as presented. Send to Village Board for approval. 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 revenues are dropping in recreation fees. At this time last year, recreation revenues were at 38%. This year the recreation revenues are at 18%. Expenses running lower as programs are not taking place. Not a big problem with the expenditures.
2. Health and Dental Plans: Director Rath reviewed the reports. The Health Plan will need review.

B. **Impact Fees Financial Reports:** The report was reviewed. There is single family growth in the Wrenwood area. Attorney Sajdak did have conversation with the Village of Menomonee Falls Attorney. The discussion is the impact fees from the Capri development. Discussion ensued to check with the Public Service Commission as occupancy will be granted soon.

C. **Accounts Payable:** May 25, 2020 and June 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. Woodland Ponds and Ellartee were renewed. Expect reductions in the next few weeks. Prairie Glen is an auto renewal. Harvest Hills project is on hold.

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. Ben Hubrich will present a new format this summer.
- H. **SCHEDULE NEXT MEETING:** The next meeting will be on July 20, 2020 at 6:00 pm.

**ADJOURNMENT:** Chairman Zabel adjourned the meeting at 6:28 p.m.

Respectfully Submitted,

*Deanna Braunschweig*

Deanna Braunschweig  
Village Clerk