

VILLAGE OF GERMANTOWN
N112 W17001 MEQUON ROAD
GERMANTOWN, WI 53022

MEETING: REGULAR MEETING OF THE VILLAGE BOARD

DATE AND TIME: MONDAY, February 1, 2021 7:00 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 #: 126 532 5646 Password: WnGGQmhr937 which can be accessed by phone at 408-418-9388 or by logging on <https://villageofgermantown.my.webex.com/villageofgermantown.my/j.php?MTID=m25d6678e762b776c5bc942f53e2c2530> 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.

Previously recorded Village Board Meeting Videos can be viewed at https://www.youtube.com/channel/UCOYp0EgELzTCa9X_iCohyhQ.

AGENDA

- 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:**
- III. **PLEDGE OF ALLEGIANCE:**
- IV. **PRESIDENT'S REPORT:**
- V. **ANNOUNCEMENTS OF FORTHCOMING EVENTS OF PUBLIC INTEREST
COMMITTEE AND DEPARTMENT REPORTS:**
 - A. The following individuals will be given the opportunity to make announcements of future municipal activities: Village President, Village Board Members, Village Administrator, Village Attorney, Village Clerk, And Department Heads, to include:
- VI. **CITIZEN INPUT/PUBLIC APPEARANCE on items not subject to a public hearing:**

Please be advised per §19.84(2), information will be received from the public. It is the policy of this municipality that there be a three (3) minute time period, per person, with time extension 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. (15 minutes) Written Public Comments should be directed to comments@village.germantown.wi.us, by 4 p.m. on Monday, February 1st.

VII. CONSENT AGENDA:

- A. Approval of Minutes January 18, 2021 Regular Village Board Meeting.
- B. Accounts payable/payroll
 - 1. January 22, 2021 Accounts Payable \$ 1,247,454.27
 - 2. January 19, 2021 Payroll (Hourly) \$ 241,763.66
 - 3. January 30, 2021 Payroll (Salary) \$ 103,794.00

VIII. UNFINISHED BUSINESS

- A. None.

IX. PUBLIC HEARINGS:

- A. None.

X. NEW BUSINESS:

- A. Administrator 2021 Competencies and Objectives.

XI. ADJOURNMENT.

The next regular meeting of the Village Board will be on Monday, February 15, 2021 at 7:00 p.m.

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.

**VILLAGE OF GERMANTOWN
VILLAGE BOARD MEETING MINUTES
January 18, 2021**

CALL TO ORDER: The meeting was called to order at 7:00 p.m. by President Wolter.

ROLL CALL: Present: President Wolter, Trustees Baum, Hudson, Kaminski, Miller, Myers, Pieper, Wing, and Zabel. Also present: Administrator Kreklow, Clerk Braunschweig, Attorney Sajdak, Manager Tucker, Superintendent Zimmerman, and Director Ratayczak. Clerk's Note: This was a partial Virtual Webex Meeting.

PLEDGE OF ALLEGIANCE:

PRESIDENT'S REPORT:

President Wolter reported that the Appleworks Conditional Use Permit will be on the agenda on February 15, 2021. The item is postponed until February 15, 2021.

ANNOUNCEMENTS OF FORTHCOMING EVENTS OF PUBLIC INTEREST/DEPARTMENT AND COMMITTEE REPORTS:

The following individuals will be given the opportunity to make announcements of future municipal activities: Village President, Village Board Members, Village Administrator, Village Attorney, Village Clerk, And Department Heads, to include:

Deanna Braunschweig reported that there will be a Primary Election on February 16th. Regular polls will be open from 7 am – 8 pm on election day. In person absentee voting will be available from February 2nd – February 12th in the Clerk's Office. This includes a primary for district two, a statewide primary for school superintendent and school board primary.

CITIZEN INPUT/PUBLIC APPEARANCE on items not subject to a public hearing:

None.

CONSENT AGENDA:

- A. Approval of Minutes January 4, 2021 Regular Village Board Meeting.
- B. Accounts payable/payroll
 - 1. January 11, 2021 Accounts Payable \$ 606,474.76
 - 2. January 15, 2021 Payroll (Salary) \$ 101,410.52
- C. Well #3 – Replacement of Tonka Programable Logical Controllers and HMI in an amount not to exceed \$28,600 with William Reid.
- D. PLC and HMI Upgrades for Well's 2, 3, 4, 5, 7, and Towers 1, 2, and 3 with Terminal Andrea for the in an amount not to exceed \$94,100.
- E. Engineering Design Services and PLC upgrades for six wells and three water towers with Ruckert Mielke in an amount not to exceed \$77,760.
- F. Engineering Design Services for Holy Hill Reconstruction Project with raSmith in an amount not to exceed \$164,738.
- G. Graef Contract Extension through March 31, 2021.

Motion (Baum/Myers) to approve Consent agenda A-G. Roll call vote carried unanimously.

UNFINISHED BUSINESS:

- A. Postpone until February 15th: Conditional Use Permit Amendment for Kevin H. Behnke, Agent and Property Owner of the Apple Works Winery LLC - W179 N12536 Fond du Lac Avenue, to allow an expansion of the existing business to and use of the property as a venue for weddings and other events including: a 5,150 sqft building with seating capacity of 125 persons; an outdoor patio with 900-1080 sqft covered shelter and outdoor fireplace; and a 35-50 vehicle parking lot.

There was no action or discussion.

- B. Waste Management Contract for Solid Waste and Recycling Collection and Disposal.

Administrator Kreklow reported on the Waste Management Contract for the Solid Waste and Recycling Collection Disposal. The contract was previously approved with four outstanding items. Two of the outstanding items were resolved.

They will discontinue the Christmas Tree collection due to operational and logistical reasons. A box will be provided as no cost for Christmas Tree collection as a drop off. The Village could take this function on with Sewer Utility Staff. Recommendation is to accept the proposal for the box. Discussion ensued of the box location. Christmas trees are already accepted inside the gate and they are burned. They would be accepted on Saturdays.

Bulk drop-off rates were discussed. Their proposal was for .25 cents per pound. Previously special rates were for Menomonee Falls and Germantown only. They did agree to .15 cents per pound. Recommendation is to accept the .15 cents per pound.

Discussion ensued of the bulk item pick up.

Motion (Baum/Kaminski) to agree with recommendation and accept the roll off box and .15 cents per pound for the bulk drop off rate. Discussion ensued of the bulk item pick up; it was cancelled. Roll Call Vote Carried. Zabel voted no.

NEW BUSINESS:

- A. Budget Manager Classification of Paygrade.

Motion (Zabel/Kaminski) to approve the Budget Manager Classification of Paygrade to 16. This item was discussed at General Government and Finance Committee. There will be paygrade research in the future. The position is budgeted. Staff will post the position. Roll Call Voted Carried. Myers Voted no.

- B. Blanket Purchase Order –Replacement of hydrants, lead, and valve with an allocation not to exceed \$160,000.

Motion (Kaminski/Myers) to approve Blanket Purchase Order –Replacement of hydrants, lead, and valve with an allocation not to exceed \$160,000. Motion carried. Zabel voted no.

- C. Blanket Purchase Order – Gate Valve Replacements with an allocation not to exceed \$25,000.

Motion (Baum/Miller) to approve Blanket Purchase Order – Gate Valve Replacements with an allocation not to exceed \$25,000. Motion carried. Zabel voted no.

- D. Northeast Interceptor Project Change Order in an amount not to exceed \$259,895.

Motion (Myers/Baum) to approve Northeast Interceptor Project Change Order in an amount not to exceed \$259,895. Roll call voted carried unanimously.

- E. Approval of Amendments to Declaration of Restrictions for The Preserve of Germantown.

Motion (Baum/Miller) to approve Approval of Amendments to Declaration of Restrictions for The Preserve of Germantown. Motion carried unanimously.

- F. Administrator Performance Review. The Village Board may convene into closed session per Wis. Stats. §19.85 (1) (c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, and may convene into open session to take such action as it deems appropriate.

Motion to convene into closed session at 7:32 p.m. and to include the Village Board and Village Administrator. Roll Call Vote Carried unanimously.

ADJOURNMENT.

ADJOURNMENT: There being no further business, the meeting adjourned at 8:10 p.m.

The next regular meeting of the Village Board will be on Monday, February 1, 2021 at 7:00 p.m.

Respectfully Submitted,

Deanna Braunschweig

Deanna B. Braunschweig, WCMC/CMC
Village Clerk

VILLAGE BOARD
GERMANTOWN, WI

MEETING DATE: February 1, 2021

AGENDA ITEM: New Business

ITEM TITLES: Administrator 2021 Goals and Objectives

SUBMITTED BY: Steven Kreklow, Village Administrator

SUMMARY EXPLANATION:

I have attached a form the Village Board may use to set my 2021 competencies and Balanced Scorecard Objectives. I have included possible objectives in each quadrant of the balanced scorecard. In addition, I have attached the Village Board's 2020 Strategic Priorities for additional background information.

I plan to present quarterly updates on my performance to the Village Board during 2021.

Attached: Ordinance _____ Resolution _____ Other X

Recommendation:

Approve Administrator Core Competencies and 4-6 Balanced Scorecard Objectives.

Committee Action:

Village Administrator: Steven Kreklow
2021 Performance Evaluation Standards

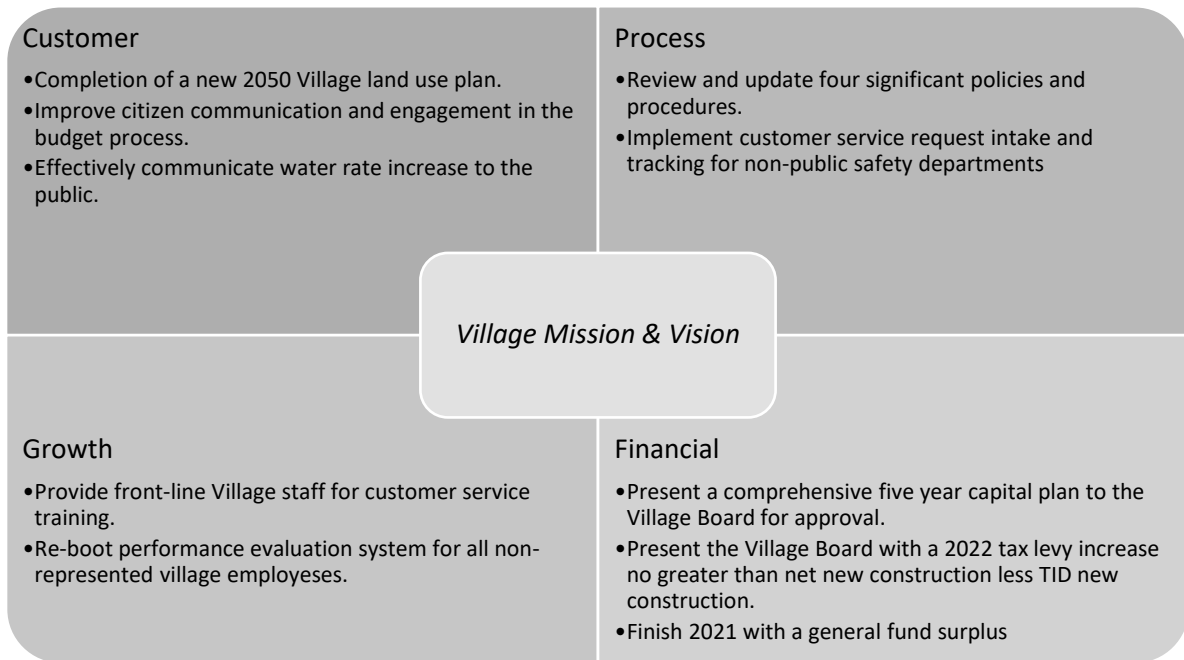
Part 1: Core Competencies (40%):

| Competency | Description | Score |
|-------------------|---|--------------|
| Leading Change | Assesses and adjusts to changing situations, identifying and implementing innovative solutions as appropriate. Balances change and continuity; continually strives to improve service delivery; creates a work environment that encourages creative thinking, collaboration and transparency, and maintains focus even in adversity. | |
| Leading People | Fosters and encourages a proactive, problem solving culture that maximizes creativity and collaboration and adheres to relevant laws, policies and procedures and common sense. Recruits, retains and develops talented employees who reflect the values of the community with the skills needed to accomplish organizational objectives while supporting workforce diversity, inclusion and equal opportunity. | |
| Communication | Effectively communicates with Village residents, community organizations and businesses, as well as the Board of Trustees and Village employees. Ensures that the Board of Trustees is informed of significant events and issues in a timely manner and is provided with information and analysis needed for key policy decisions. Facilitates a Village work environment that encourages regular communication between managers and staff, and across organizational boundaries. | |
| Business Acumen | Assesses, analyzes, acquires and administers human, financial, material and information resources in a manner that instills public trust and accomplishes the Village's mission. | |

Definition of Scores

| Score | Level | Definition |
|--------------|----------------------|--|
| 5 | Outstanding | Far exceeds performance expectations; overcomes unanticipated barriers and unusual pressures and demands; delivers results of the highest quality. |
| 4 | Exceeds Expectations | Demonstrate unusual resourcefulness in dealing with challenges; accomplishments reflect successful completion beyond what is normally expected. |
| 3 | Meets Expectations | Solid, dependable performance that complies with established timelines and parameters for quality and quantity of work. |
| 2 | Needs Improvement | Shows basic ability necessary to be successful; contributions are acceptable in the short term; occasional lapses that impair operations or cause concern. |
| 1 | Unacceptable | Repeated instances where performance deficiencies detract from the Villages mission and objectives and impair operations. |

Part 2: Balanced Scorecard Objectives (60%)



Definition of Scores

| Score | Level | Definition |
|-------|----------------------|--|
| 5 | Outstanding | Objective has been achieved with significant cost or time savings or with benefits well above expectations. |
| 4 | Exceeds Expectations | Objective has been achieved in advance of expected timeframes, below cost or with greater than anticipated benefits. |
| 3 | Meets Expectations | Objective has been fully achieved within expected timeframe and costs. |
| 2 | Needs Improvement | Shows basic ability necessary to be successful; contributions are acceptable in the short term; occasional lapses that impair operations or cause concern. |
| 1 | Unacceptable | Repeated instances where performance deficiencies detract from the Villages mission and objectives and impair operations. |

Scoring Summary

| Objective | Comments | Score |
|-----------|----------|-------|
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