

VILLAGE OF GERMANTOWN
N112 W17001 MEQUON ROAD
GERMANTOWN, WI 53022

MEETING: **GENERAL GOVERNMENT & FINANCE COMMITTEE**

DATE AND TIME: **TUESDAY, July 29, 2014**
5:30 p.m.

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

- I. **CALL TO ORDER:** This meeting has been given public notice in accordance with Wisconsin Statutes, Section 19.83 and 19.84 in such form that will apprise the general public and news media of subject matter that is intended for discussion and action.
- II. **ROLL CALL:** Chairperson Zabel, Trustees Baum, Kaminski, and Vanderheiden.
- III. **APPROVAL OF MINUTES:** June 24, 2014 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. **UNFINISHED BUSINESS:**
 - A. ***CAPITAL OUTLAY PLAN (2011 – 2030) – REVIEW AND REVISION – Discussion and Action.*** (Please bring document from the March meeting).
 - B. ***UPDATE ON THE VILLAGE'S IT NEEDS, STEVE STORRS, IT PLANNING – Discussion and Action.***
 - C. ***ELIMINATE VILLAGE OF GERMANTOWN MUNICIPAL CODE CHAPTER 22-CABLE COMMUNICATIONS- Discussion and Action.***
- VI. **NEW BUSINESS:**
 - A. ***2013 COMPREHENSIVE ANNUAL FINANCIAL REPORT; ANALYSIS – BAKER TILLY VIRCHOW KRAUSE – Discussion and Action.***
 - B. ***ALT BAUER PARK PARKING LOT – ACCEPTANCE OF BID AND APPROVAL TO USE DOT REFUND FROM FREISTADT ROAD BRIDGE PROJECT – Discussion and Action.***
 - C. ***PRESENTATION BY FIRE CHIEF WEISS REGARDING FIRE PERSONNEL STAFFING – Discussion and Action.***
 - D. ***RFP AUDIT SERVICES TIMELINE – Discussion and Action.***

NEW BUSINESS (Cont.)

- E. ***REVIEW PUBLIC GRANT POLICY- Discussion and Action.***
- F. ***2015 BUDGET CALENDAR – Discussion and Action.***
- G. ***CONSIDERATION TO ADD CHAPTER 3, SECTION 3.15 CHANGE ORDERS TO VILLAGE OF GERMANTOWN MUNICIPAL CODE- Discussion and Action.***

VII. **REPORTS:**

- A. Monthly, Year to Date Financials
 - 1. Revenue and Expense Report – All Funds
 - 2. Health and Dental Plans
- B. Impact Fees Financial Reports
- C. Accounts Payable
- D. Monthly Code Violation Reports
 - 1. Building Inspection Department
 - 2. Planning Department
- E. C.I.P. Projects
- F. Letter of Credit Summaries
 - 1. Building Inspection Department
 - 2. Public Works Department
 - 3. Planning Department
- G. Summary of all Village Contracts

VIII. **NEXT MEETING:** Tuesday, August 19, 2014 at 5:00 p.m.

IX. **ADJOURNMENT:**

PLEASE NOTE that 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, contact the Village Clerk at 250-4740.

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
June 24, 2014**

CALL TO ORDER: The meeting was called to order at 5:30 p.m. by Chairperson Zabel.

ROLL CALL: Chairperson Zabel and Trustee Members Baum, Kaminski and Vanderheiden. Also present Administrator Schornack, Finance Director Rath, and Deputy Clerk Micka.

APPROVAL OF MINUTES: *Motion Kaminski, second Baum, to approve the minutes from the May 27, 2014 meeting. Motion carried without negative vote.*

PUBLIC COMMENT: No-one addressed the Committee.

UPDATE ON REPLACEMENT OF BOARD ROOM AUDIO/VISUAL AND CABLE

EQUIPMENT: In the absence of Clerk Goeckner, this item will be postponed until next month. It was noted that complaints have been received regarding the AT&T U-Verse channel that is currently not working.

CAPITAL OUTLAY PLAN (2011 – 2030): Administrator Schornack was present to discuss the items currently listed in the plan.

Discussion followed:

- ✓ It was questioned if Fire Chief Weiss had an opportunity to review the Fire Department items;
- ✓ If the Village has the ability to separate funds to be used for capital items;
- ✓ The amount of reserves: current policy is 10% to 15% - currently the Village has 22% in reserves;
- ✓ Village expenses have been kept tight;
- ✓ The budget is getting tighter;
- ✓ The need to watch levy caps;
- ✓ Saving money to keep borrowing down;
- ✓ The Village has never budgeted to our maximum;
- ✓ If there is a tax increase, residents complain;
- ✓ Residents are very fiscally conservative;
- ✓ Paying cash for items under \$100,000;
- ✓ The levy can be raised each year for growth; and
- ✓ Current borrowings and notes.

Further discussion will be held at the next meeting, and the Fire Chief will be present to discuss the items in the Fire Department budget.

UPDATE ON VILLAGE'S IT NEEDS: Finance Director Rath reviewed the handout she provided to the Committee on the survey done by Park & Recreation Director Casperson from municipalities with similar population on their IT needs. She also contacted Manpower for information on contract services. Administrator Schornack presented a survey of results he collected from area Administrators.

GENERAL GOVERNMENT & FINANCE COMMITTEE
MEETING MINUTES
June 24, 2014
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Discussion followed:

- ✓ The need to evaluate the Village's needs;
- ✓ Previous position was PC Technician, and a higher level of service is needed;
- ✓ Tracking the hours for Steve Storrs contracted position which is paid approximately \$27,000 annually;
- ✓ Possible shared position of PC/IT Technician;
- ✓ The need for direction when preparing the next budget;
- ✓ Possibly interviewing companies that other municipalities are contracting;
- ✓ The need for a contracted person to review our equipment and requirements;
- ✓ Steve Storrs does a very good job and knows the Village system and equipment;
- ✓ The ability to increase the salary of contracted position;
- ✓ Lack of support for a staff position; and
- ✓ Coordination of duties is a problem for staff.

The Committee consensus is to request that Steve Storrs of Schultz Bernstein & Associates submit a list of the requirements and responsibilities for IT support for the Village. The Finance Director and Village Clerk will review the list and report to the Committee at the next meeting.

FIRE DEPARTMENT VFIS AND HORTON GROUP SERVICE AWARD PROGRAM (SAP); Close out Lincoln Benefit Life Annuity and Switch to Massachusetts Mutual:

Finance Director Rath reviewed the memorandum she provided to the Committee. The Horton Group and VFIS handles the Paid on Call Fire Department Personnel Length of Service Award Program. This program is a state matching program for volunteer fire fighters, first responders, and emergency medical technicians and is a tax deferred benefit program to assist municipalities in retaining personnel. The state matches up to \$312.34 per year of service to the municipality. At retirement a volunteer with over twenty years of service would collect the amount in their account, and those with over ten years of service would collect a portion of the amount in their account.

Lincoln Benefit Life, the programs mutual fund, is being sold by their parent company Allstate, which has no formal plan for servicing their existing policies or annuity contracts. The Horton Group's proposed solution is to offer a Group Annuity Contract underwritten by Massachusetts Mutual. VFIS has used this contract in various states for 20+ years. The Village will only be changing the annuity holder.

Motion Kaminski, second Baum, to approve the close out of Lincoln Benefit Life Annuity and switch to Massachusetts Mutual for the Fire Department VFIS and Horton Group Service Award Program (SAP). Motion carried without negative vote.

REPORTS:

Monthly Year to Date Financials:

Revenue and Expense Report – All Funds: Finance Director Rath reviewed the payables through May with the Committee. She noted that energy costs were much higher due to the rough winter, approximately \$30,000, and the account will need to be watched throughout the remainder of the year. Building Inspection permits have increased, and she noted that the budget may be tight. The Fire Department Paid on Call six months of budgeted funds will end, and a new plan will need to be discussed to cover the remainder of the year. Administrator Schornack stated that Fire Chief Weiss is working on a plan regarding personnel. The Committee requested that Fire Chief Weiss attend the next meeting to provide a report to the Committee.

Health and Dental Plans: Finance Director Rath stated that both accounts are running well.

Impact Fees Financial Reports: Finance Director Rath reviewed the report with the Committee. She spoke with the Police Department about the use of their funds, and they will need the funds for the garage expansion. The Park & Recreation Department will have more time to make a decision on their funds. The Village Ordinance specifies the funds to be used in 7 years, but the ordinance can be changed to allow for a reasonable time to expend the funds. Finance Director Rath will discuss an ordinance amendment with the Village Attorney.

Accounts Payable: Finance Director Rath answered questions from the Committee that have been started.

Monthly Code Violation Reports: Building Inspection Department and Planning

Department: The Committee discussed complaints received on weeds and junked vehicles.

C.I.P. PROJECTS: Finance Director Rath reviewed the invoices received for projects.

Letter of Credit Summaries: Building Inspection Department, Public Works

Department, and Planning Department: The Committee reviewed the report.

Summary of all Village Contracts: The Committee reviewed the report.

NEXT MEETING: Tuesday, July 29, 2014 at 5:30 p.m.

ADJOURNMENT: There being no further business, the meeting adjourned at 6:42 p.m.

Respectfully Submitted,

Christine M. Micka, CMC/WCMC
Deputy Clerk

**BUSINESS OF
THE GENERAL GOVERNMENT & FINANCE COMMITTEE
& VILLAGE BOARD of the
VILLAGE OF GERMANTOWN**

MEETING DATE: July 29, 2014 – GGF
August 4, 2014 – VB

ITEM TITLE: Acceptance of the 2013 Comprehensive Annual Financial Report

SUBMITTED BY: Kim Rath, Finance Director

SUMMARY EXPLANATION:

The 2013 Comprehensive Annual Financial report has been completed and is presented to the General Government & Finance Committee. The audit report was e-mailed to you and placed into your mail boxes last week. Please bring your copy to the meeting. Also placed in your box is the Communication to Those Charged with Governance & Management prepared by Baker Tilly. If you have any questions before the meeting, please contact me. A representative from Baker Tilly Virchow Krause will be available for questions.

ATTACHMENT: ORDINANCE____ RESOLUTION ____ OTHER xx____

2013 Comprehensive Annual Financial Report
Communication to Those Charged with Governance & Management

RECOMMENDATION:

Acceptance



VI. B

Germantown Park and Recreation Department
N112 W17001 Mequon Road
P.O. Box 337
Germantown, Wisconsin 53022-0337

(262) 250-4710 Fax (262) 255-2920
Information Line (262) 250-4711

MEETING DATE: July 29, 2014

TO: General Government & Finance Committee

FROM: Justin Casperson, Park & Recreation Director

RE: Alt Bauer Park Parking Lot

SUMMARY:

- The Village Board approved CIP allocation of \$64,000 for the replacement of the deteriorating Alt Bauer Park parking lot. This parking lot was noted for replacement in the 1997 and 2009 Village's Comprehensive Outdoor Recreation Plan.
- Metro Milwaukee Sewer District (MMSD) is reimbursing municipalities for 'green' initiatives. The Village of Germantown will be using MMSD funds up to \$47,567 to assist with the reconstruction of the parking lot.
- To fulfil MMSD green requirements, the Village will use pervious Spancrete panels on the parking stalls as well as a clear stone storage facility beneath the Spancrete panels.
- The Village had an original bid opening on May 15, 2014. The bid (Payne & Dolan) was rejected because there was only one bid and it came in over budget, \$80,122.86. The sections that came in overestimate were Mobilization & Demobilization and Asphalt.
- The Village assumed with the removal of Mobilization & Demobilization (\$12,737) and additional bidders, the bids should be near the budgeted amount of \$64,000.
- The second bid opening was June 27, 2014. There were four bidders with Payne and Dolan coming in lowest at \$75,170.80, still \$11,170.80 over budget. Even with the removal of Mobilization & Demobilization the bids came in over budget.

COST SUMMARY:

Asphalt Parking Lot w/ Pervious Concrete Parking Stalls			
ORIGINAL ESTIMATE – 09/20/2013		ACTUAL COST – 07/22/2014	
\$58,184	Estimate Cost	\$75,171	Actual Cost
\$5,818	10% Contingency	\$7,517	10% Contingency
<u>\$64,002</u>	Estimate Total Project Cost	<u>\$82,688</u>	Estimate Total Project Cost
<u>\$23,801</u>	Minus MMSD Reimbursement	<u>\$42,567</u>	Minus MMSD Reimbursement
\$40,201	Estimate Total Cost to Village	\$40,121	Estimate Total Cost to Village
Entire Parking Lot w/ Asphalt			
ORIGINAL ESTIMATE – 09/20/2013		ACTUAL COST – 07/22/2014	
\$39,550	Estimate Cost	\$44,822	Actual Cost
<u>\$3,955</u>	10% Contingency	<u>\$4,822</u>	10% Contingency
\$43,505	Estimate Total Cost to Village	\$49,304	Actual Total Cost to Village

ACTION BY BOARD & COMMISSION:

- PARK & RECREATION COMMISSION, MARCH 19, 2014 - Motion by Laszewski, seconded by Knop to forward onto the Village Board with positive recommendation the Alt Bauer Park parking lot replacement project, subject to review of the Conservation Easement by the Village Attorney to avoid encumbering the whole park with an owner risk Conservation Easement. Motion carried.
- VILLAGE BOARD APRIL 7, 2014 - Intergovernmental Cooperation Agreement With Milwaukee Metropolitan Sewerage District (MMSD) for the Construction of the Alt Bauer Park Parking Lot MOTION (Zabel/Ewert) to approve, by roll call vote, carried unanimously
- PARK & RECREATION COMMISSION, JUNE 11, 2014 - Motion by Laszewski, seconded by Depies to rebid the project per the Department recommendation, rejecting the bid from Payne and Dolan. Motion unanimously carried.
- PARK & RECREATION COMMISSION, JULY 9, 2014 - Motion by Depies, seconded by Coulthurst to forward to the General Government & Finance Committee (GGF) with a positive recommendation to accept Payne & Dolan's bid of \$75,170.80 contingent on GGF's decision to use \$18,688.00 from the DOT refund for the Freistadt Road bridge project. [Account 40-553-570-8310]

ATTACHMENTS:

- Alt Bauer Parking Lot Bid Form
- Copy of Freistadt Road Bridge Project Refund Check
- MMSD Agreement
- MMSD 2013 Funding Allocation By Municipality

2013 CAPITAL BUDGET**Green Solutions for Separate Infrastructure & Sewers (M03076)****2013 FUNDING ALLOCATION BY MUNICIPALITY**

As of November 15, 2013

<u>MUNICIPALITIES</u>	<u>2012 EQUALIZED VALUE</u>		<u>2013 FUNDING ALLOCATION</u>	<u>LESS: FUNDING REIMBURSED</u>	<u>REMAINING FUNDS AVAILABLE</u>
	<u>AMOUNT</u>	<u>% OF TOTAL</u>			
BAYSIDE	\$584,717,300	0.8%	\$16,008	\$0	\$16,008
BROOKFIELD	2,365,663,235	3.2%	64,764	0	64,764
BROWN DEER	920,805,700	1.3%	25,209	0	25,209
BUTLER	214,190,900	0.3%	5,864	0	5,864
CALEDONIA	31,590,266	0.0%	865	0	865
CUDAHY	1,025,917,400	1.4%	28,086	0	28,086
ELM GROVE	988,224,800	1.4%	27,054	0	27,054
FOX POINT	1,030,559,100	1.4%	28,213	0	28,213
FRANKLIN	3,426,494,600	4.7%	93,806	0	93,806
GERMANTOWN	1,737,497,186	2.4%	47,567	0	47,567
GLENDALE	1,578,428,300	2.2%	43,212	0	43,212
GREENDALE	1,234,272,100	1.7%	33,790	0	33,790
GREENFIELD	2,745,279,400	3.8%	75,156	0	75,156
HALES CORNERS	624,346,700	0.9%	17,093	0	17,093
MENOMONEE FALLS	3,458,828,795	4.7%	94,691	0	94,691
MEQUON	3,390,874,887	4.6%	92,831	0	92,831
MILWAUKEE	25,486,452,500	34.9%	697,733	0	697,733
MUSKEGO	2,244,354,800	3.1%	61,443	0	61,443
NEW BERLIN	3,920,258,351	5.4%	107,323	0	107,323
OAK CREEK	2,839,455,600	3.9%	77,735	0	77,735
RIVER HILLS	470,716,900	0.6%	12,887	0	12,887
ST. FRANCIS	604,585,500	0.8%	16,552	0	16,552
SHOREWOOD	1,297,983,400	1.8%	35,534	0	35,534
THIENSVILLE	267,840,200	0.4%	7,333	0	7,333
WAUWATOSA	4,709,725,000	6.4%	128,936	0	128,936
WEST ALLIS	3,638,962,200	5.0%	99,622	0	99,622
WEST MILWAUKEE	310,827,100	0.4%	8,509	0	8,509
WHITEFISH BAY	1,906,192,200	2.6%	52,184	0	52,184
TOTAL	<u>\$73,055,044,420</u>	<u>100.0%</u>	<u>\$2,000,000</u>	<u>\$0</u>	<u>\$2,000,000</u>

ITEM NO.	BID ITEM	UNIT	EST. QUANTITY	Statistics			Payne and Dolan			Johnson Paving			Munson, Inc.			Poblocki Paving		
				MEAN UNIT PRICE	STD DEV FROM UNIT PRICE	MEAN EXT. PRICE	UNIT PRICE	STD DEV TEST	EXTENDED PRICE	UNIT PRICE	STD DEV TEST	EXTENDED PRICE	UNIT PRICE	STD DEV TEST	EXTENDED PRICE	UNIT PRICE	STD DEV TEST	EXTENDED PRICE
A01	Removing Existing Roadway HMA Pavement Structure	C.Y. (In Situ)	107	\$31.04	\$9.31	\$3,320.75	\$17.60	Warning	\$1,883.20	\$39.00	OK	\$4,173.00	\$34.54	OK	\$3,695.78	\$33.00	OK	\$3,531.00
A02	Common Excavation of Ex. Base and Subbase for the Installation of Proposed Cross Section	C.Y. (In Situ)	290	\$29.58	\$11.08	\$8,576.75	\$17.60	Warning	\$5,104.00	\$39.00	OK	\$11,310.00	\$22.70	OK	\$6,583.00	\$39.00	OK	\$11,310.00
A03	Dense Graded Base, Gradation 1-1/4-inch	Ton (Weight Ticket)	154	\$18.63	\$6.98	\$2,869.41	\$17.60	OK	\$2,710.40	\$10.00	Warning	\$1,540.00	\$26.93	Warning	\$4,147.22	\$20.00	OK	\$3,080.00
A04	Dense Graded Base, Gradation 3/4-inch	Ton (Weight Ticket)	89	\$22.62	\$14.16	\$2,013.18	\$17.60	OK	\$1,566.40	\$10.00	OK	\$890.00	\$42.88	Warning	\$3,816.32	\$20.00	OK	\$1,780.00
A05	Loose Graded Base, #2 stone	Ton (Weight Ticket)	122	\$20.55	\$4.65	\$2,507.10	\$18.70	OK	\$2,281.40	\$15.00	Warning	\$1,830.00	\$25.50	Warning	\$3,111.00	\$23.00	OK	\$2,806.00
A06	Loose Graded Base, #57 Stone	Ton (Weight Ticket)	98	\$23.15	\$9.10	\$2,268.21	\$18.70	OK	\$1,832.60	\$15.00	OK	\$1,470.00	\$35.88	Warning	\$3,516.24	\$23.00	OK	\$2,254.00
A07	HMA Binder Course, 2-1/4" Depth, Type E-0.3, 19 mm, PG 64°C-22°C	Ton (Weight Ticket)	96	\$96.25	\$16.46	\$9,240.00	\$120.00	Warning	\$11,520.00	\$88.00	OK	\$8,448.00	\$83.00	OK	\$7,968.00	\$94.00	OK	\$9,024.00
A08	HMA Surface Course, 1-3/4" Depth, Type E-0.3, 12.5 mm, PG 64°C-22°C	Ton (Weight Ticket)	75	\$106.25	\$15.88	\$7,968.75	\$130.00	Warning	\$9,750.00	\$98.00	OK	\$7,350.00	\$97.00	OK	\$7,275.00	\$100.00	OK	\$7,500.00
A09	Pervious Concrete (12 Stalls)	S.F.	2160	\$13.09	\$1.62	\$28,279.80	\$10.85	Warning	\$23,436.00	\$13.00	OK	\$28,080.00	\$14.52	OK	\$31,363.20	\$14.00	OK	\$30,240.00
A10	Tack Coat	Gal	36	\$5.41	\$1.90	\$194.67	\$3.00	Warning	\$108.00	\$7.50	Warning	\$270.00	\$6.13	OK	\$220.68	\$5.00	OK	\$180.00
A11	Sawing Ex. Pavements, HMA	L.F.	25	\$2.86	\$1.59	\$71.56	\$2.20	OK	\$55.00	\$5.00	Warning	\$125.00	\$1.25	Warning	\$31.25	\$3.00	OK	\$75.00
A12	Traffic Control (one-time max. payout for ea. project area)	L.S.	1	\$500.00	\$355.90	\$500.00	\$1,000.00	Warning	\$1,000.00	\$200.00	OK	\$200.00	\$300.00	OK	\$300.00	\$500.00	OK	\$500.00
A13	Inlet Protection	E.A.	1	\$186.25	\$182.91	\$186.25	\$55.00	OK	\$55.00	\$440.00	Warning	\$440.00	\$200.00	OK	\$200.00	\$50.00	OK	\$50.00
A14	Wattles (North American Green WS925/WS1210) (Incl. installation & removal)	L.F.	193	\$9.03	\$2.99	\$1,743.27	\$8.80	OK	\$1,698.40	\$12.00	OK	\$2,316.00	\$10.33	OK	\$1,993.69	\$5.00	Warning	\$965.00
A15	Topsoil (Imported & screened)	C.Y.	25	\$38.50	\$5.97	\$962.50	\$44.00	OK	\$1,100.00	\$30.00	Warning	\$750.00	\$40.00	OK	\$1,000.00	\$40.00	OK	\$1,000.00
A16	Turf Restoration, Hydroseed (Incl. watering)	S.Y.	65	\$13.32	\$6.71	\$865.80	\$9.90	OK	\$643.50	\$10.00	OK	\$650.00	\$23.38	Warning	\$1,519.70	\$10.00	OK	\$650.00
A17	Handicap Parking Marking, Yellow	E.A.	1	\$49.63	\$37.06	\$49.63	\$55.00	OK	\$55.00	\$22.00	OK	\$22.00	\$21.50	OK	\$21.50	\$100.00	Warning	\$100.00
A18	Pavement Marking, Channelizing, Water Bourne, 4-inch, Yellow	L.F.	252	\$1.93	\$0.87	\$485.10	\$2.20	OK	\$554.40	\$1.50	OK	\$378.00	\$1.00	Warning	\$252.00	\$3.00	Warning	\$756.00
A19	Impermeable Liner w/ Non-woven Geotextile Above	S.Y.	295	\$10.92	\$6.79	\$3,221.40	\$16.50	OK	\$4,867.50	\$4.00	Warning	\$1,180.00	\$6.18	OK	\$1,823.10	\$17.00	OK	\$5,015.00
A20	8" HDPE Pipe w. 2" No.57 Bedding & Connect to Storm Sewer	L.F.	35	\$41.41	\$6.94	\$1,449.26	\$44.00	OK	\$1,540.00	\$35.00	OK	\$1,225.00	\$36.63	OK	\$1,282.05	\$50.00	Warning	\$1,750.00
A21	6" Perforated Header Pipe	L.F.	100	\$16.71	\$12.34	\$1,671.25	\$13.20	OK	\$1,320.00	\$35.00	Warning	\$3,500.00	\$8.65	OK	\$865.00	\$10.00	OK	\$1,000.00
A22	4" Perforated Header Pipe w/ 2" No. 57 Bedding and Connect to Storm Sewer Inlet	L.F.	30	\$20.17	\$11.94	\$604.95	\$11.00	OK	\$330.00	\$35.00	Warning	\$1,050.00	\$24.66	OK	\$739.80	\$10.00	OK	\$300.00
	CONDITIONAL ITEMS																	
A23	Remove & Replace: Concrete Curb & Gutter, 30-inch Mountable, Hand Form	L.F.	40	\$71.50	\$40.87	\$2,860.00	\$44.00	OK	\$1,760.00	\$50.00	OK	\$2,000.00	\$132.00	Warning	\$5,280.00	\$60.00	OK	\$2,400.00
			SUBTOTAL			\$79,049.58			\$73,410.80			\$77,197.00			\$81,724.53			\$83,866.00
			SUBTOTAL WITH ITEM A23			\$81,909.58			\$75,170.80			\$79,197.00			\$87,004.53			\$86,266.00
				STATISTICS			Payne and Dolan			Johnson Paving			Munson, Inc.			Poblocki Paving Corp.		

State of Wisconsin - TRANSPORTATION, DEPARTMENT OF

38473888

TREAS VIL GERMANTOWN
N112W17001 MEQUON RD
PO BOX 337
GERMANTOWN WI 53022

Check Number:
Check Date: 01-29-14
Check Amount: \$**19,210.86

PAYMENT VOUCHER NUMBER	INVOICE NUMBER	PURCHASE ORDER NUMBER	DESCRIPTION	AMOUNT
00001002170	01-SEE DESC		FINAL COST 2739-01-70	\$19,210.86

Enclosed is a refund check for State Highway Project Number 2739-01-70.
This project is now completely closed in our books, and this check is being issued
to you as a result of an overpayment on this project by your Municipality. You will
receive a Final Statement shortly. Any questions or concerns, contact the DOT
Bureau of Business Services Fiscal Services Section @ 608-267-7836.

401001209000	
DOT	CC:WZ CHECK #:00009498643 DATE:01-29-14 TOTAL: \$19,210.86

A 9498643
Dept of Transportation
P O Box 7366
Madison , WI 53707-7366

State of Wisconsin
General Operations

TRANSPORTATION, DEPARTMENT OF CC:WZ
PV #:00001002170

A 9498643 12-2/750
U.S. BANK, Milwaukee N.A.
Milwaukee, WI 53202

Void one year after date
01-29-14

\$**19,210.86

pay to the order of:

TREAS VIL GERMANTOWN
N112W17001 MEQUON RD
PO BOX 337
GERMANTOWN WI 53022

pay Exactly: *****19,210 DOLLARS AND 86 CENTS*****

0000632
TREAS VIL GERMANTOWN
N112W17001 MEQUON RD
PO BOX 337
GERMANTOWN WI 53022

Michaela Kuehl
Secretary of Administration

38473888

Kurt W. Schell
State Treasurer

DOCUMENT CONTAINS WATERMARK- HOLD AT AN ANGLE TO VIEW

⑈9498643⑈ ⑆075000022⑆ 111851000⑈



Green Solutions for Separate Infrastructure and Sewer Separation Funding Agreement

Alt Bauer Park

M03076P03

This Agreement is made between the Milwaukee Metropolitan Sewerage District (District) with its principal place of business at 260 West Seeboth Street, Milwaukee, Wisconsin 53204-1446 and the Village of Germantown (Germantown), with its principal place of business at N112 W17001 Mequon Road, Germantown, WI 53022-0337.

WHEREAS, Wisconsin law authorizes any municipality to establish an intergovernmental cooperation agreement with another municipality for the furnishing of services (Wis. stat. sec. 66.0301); and

WHEREAS, the District is responsible for collecting and treating wastewater from locally-owned sewerage systems in the District's service area; and

WHEREAS, during wet weather, stormwater enters the sewerage system, increasing the volume of wastewater the District must collect and treat; and

WHEREAS, during wet weather, stormwater directly enters surface water, increasing pollution levels in those waterways and increasing the risk of flooding; and

WHEREAS, green infrastructure, such as constructed wetlands, rain gardens, green roofs, bioswales, and porous pavement, reduces the volume of stormwater in the sewerage system and the amount of pollutants discharged to surface waters; and

WHEREAS, the District's wastewater discharge permit requires one million gallons per year of new green infrastructure retention capacity; and

WHEREAS, the District wants to expedite the amount of green infrastructure installed in its service area; and

WHEREAS, Germantown plans to install green infrastructure that supports the District's green infrastructure goals;

Now, therefore, for the consideration of the mutual promises made by the parties to this Agreement, the parties agree as follows.

1. Date of Agreement

This Agreement becomes effective immediately upon signature by both parties and ends when Germantown receives final payment from the District or when the parties terminate this Agreement according to sec. 9 of this Agreement.

2. District Funding

The District will reimburse Germantown for the cost of the project described in the attached project description (Project), up to \$47,567. The District will provide funding in response to the submission of the Baseline Report.

3. Location of the Project

The Project is located in Alt Bauer Park, W165 N10749 Wagon Trail, Germantown 53022.

4. Procedure for Payment

Germantown will submit an invoice to the District for the amount to be reimbursed. The invoice will document all costs to be reimbursed. Invoices from consultants will provide the hourly billing rates, if applicable; the hours worked by individuals; and a summary of the tasks accomplished.

Germantown will send the Baseline Report and the invoice to:

Thomas Chapman, P.E.
Section Manager - Watercourse
Milwaukee Metropolitan Sewerage District
260 West Seeboth Street
Milwaukee, WI 53204 – 1446

The District will not provide reimbursement until the Project is complete and the District has received all required deliverables.

5. Changes in the Project and Modifications to the Agreement

Any changes to the Project must be approved by the District in writing in advance. The District will not reimburse for work that is not described in the original project description unless Germantown obtains prior written approval from the District.

Any modifications to this Agreement will be in writing and signed by both parties.

6. Permits, Certificates, and Licenses

Germantown is solely responsible for ensuring compliance with all federal, state, and local laws and any permits, certificates, or licenses required to complete the Project.

7. Public Bidding

Germantown must select professional service providers according to Germantown's ordinances and policies. Germantown must procure all non-professional services, such as construction, sewer inspection, and post-construction restoration, according to State of Wisconsin statutes and regulations and Germantown's ordinances and policies. Whenever work valued over \$25,000 is procured without the use of a public sealed bidding process, the District may request and Germantown must provide an opinion from a licensed attorney representing Germantown

explaining why the procurement complies with State of Wisconsin law and Germantown's ordinances.

8. Responsibility for Work, Insurance, and Indemnification

Germantown is solely responsible for planning, design, construction and maintenance of the Project, including the selection and payment of consultants, contractors, and materials.

Germantown is solely responsible for ensuring compliance with Wisconsin prevailing wage law.

The District will not provide any insurance coverage of any kind for the Project or Germantown.

Germantown will defend, indemnify, and hold harmless the District and its Commissioners, employees, and agents against any and all damages, costs, liability, and expenses, including attorney's fees and related disbursements arising from or connected with the planning, design, construction, operation, or maintenance of the Project.

9. Terminating the Agreement

The District may terminate this Agreement at any time prior to the commencement of construction. After the commencement of construction, the District may terminate this Agreement only for good cause, such as, but not limited to, breach of this Agreement by Germantown. Germantown may terminate the Agreement at any time, but will not receive any payment from the District if Germantown does not complete the Project.

10. Conservation Easement

Germantown will execute a Conservation Easement in favor of the District, after the completion of construction. The extent of the Conservation Easement will be limited to the Project. The duration of the Conservation Easement will be ten years. The District will draft and record the Conservation Easement.

11. Exclusive Agreement

This Agreement is the entire agreement between Germantown and the District.

12. Severability

If a court holds any part of this Agreement unenforceable, then the remainder of the Agreement will continue in effect.

13. Applicable Law

The laws of the State of Wisconsin apply to this Agreement.

14. Resolving Disputes

If a dispute arises under this Agreement, then the parties will try to resolve the dispute with the help of a mutually agreed-upon mediator in Milwaukee County. The parties will equally share the costs and fees associated with the mediation, other than attorney's fees. If the dispute is not resolved within 30 days after it is referred to the mediator, then either party may take the matter to court.

15. Notices

All notices and other communications in connection with this Agreement will be in writing and will be considered given as follows:

- when delivered personally to the recipient's address as stated on this Agreement; or
- three days after being deposited in the United States mail, with postage prepaid to the recipient's address as stated on this Agreement.

16. Independence of the Parties

This Agreement does not create a partnership. Germantown does not have authority to make promises binding upon the District or otherwise have authority to enter into contracts on the District's behalf.

17. Assignment

Germantown may not assign any rights or obligations under this Agreement without the District's prior written approval.

18. Public Records

Germantown will produce any records in the possession of the Germantown that are subject to disclosure by the District pursuant to the State of Wisconsin's Open Records Law, Wis. Stats. secs. 19.31 to 19.39. Germantown agrees to indemnify the District against any and all claims, demands, or causes of action resulting from the Germantown's failure to comply with this requirement.

**MILWAUKEE METROPOLITAN
SEWERAGE DISTRICT**

VILLAGE OF GERMANTOWN

By: _____

Kevin L. Shafer, P.E.
Executive Director

By: _____

Dean Wolter
Village President

Approved as to Form

Attest

By: _____

Attorney

By: _____

Barbara K.D. Goeckner
Village Clerk

Date: _____

Green Solutions for Separate Infrastructure and Sewer Separation Funding Agreement

Alt Bauer Park

M03076P03

Project Description

Germantown will reconstruct an existing parking lot. This parking lot is located at Alt Bauer Park. The reconstruction will involve installing 2,200 SF of pervious Spancrete panels as well as re-grading and re-paving the rest of the parking lot. A clear stone storage facility will be installed beneath the Spancrete panels with several drain tiles to provide relief in heavy rainfalls. This location is perfect for a small pilot project that will introduce the public to green products and practices. The total estimated budget for the project is \$64,000. Attachment 1 is a tabulated bid form with estimated quantities and costs.

The design has been completed. The Village will wait for MMSD approval for the GS for SISS grant allocation before project documents are finalized. Once the project documents are finalized, Germantown will publicly bid the project. A professional contractor will complete the project in the 2014 construction. Attachment 2 is a proposed Gantt chart for the project.

This project does not include data collection. However, Germantown has modeled the design with HydroCAD for before and after runoff volumes and infiltrations. The following chart summarizes the results.

Item	Area, Imp. (ac)	Area, Perv. (ac)	2-Yr Event			100-Yr Event		
			Peak Flow (cfs)	Volume, Runoff (ac-ft)	Volume, Infil (ac-ft)	Peak Flow (cfs)	Volume, Runoff (ac-ft)	Volume, Infil (ac-ft)
A. Existing Condition	0.19	0.08	0.490	0.019	0.000	1.870	0.078	0.000
B. Proposed Condition	0.14	0.13	0.00	0.001	0.001	0.680	0.027	0.005
C. Change, Number (A-B)	0.053	(0.050)	0.490	0.018	(0.001)	1.190	0.051	(0.005)
D. Change, Percentage (100*C/A)	27.89	N/A	100.00	94.74	N/A	63.64	65.38	N/A

To make the public aware of the pervious pavement installation, Germantown will post pictures and a short description on the Village's website and Facebook page. An onsite educational sign will also be posted presenting the benefits of pervious pavement green infrastructure and how it works.

Baseline Report

Germantown will provide a Baseline Report using forms provided or approved by the District. This report will include:

- (a) a site drawing, showing the completed green infrastructure;
- (b) design specifications for all green infrastructure, including rainwater capture capacity (maximum per storm) and other information regarding runoff rate reduction or pollutant capture;
- (c) a legal description of the property where the Project is located;
- (d) photographs of the completed Project;
- (e) a maintenance plan;
- (f) an outreach and education strategy, including a description of events or activities completed or planned;
- (g) an itemization of all construction costs, with supporting documentation;
- (h) a W-9 Tax Identification Number form;
- (i) a Small, Women, and Minority Business Enterprise Report; and
- (j) an Economic Impact Report, showing the total number of people and the estimated number of hours worked on design and construction of the Project by Germantown's employees, contractors, consultants, and volunteers.

Maintenance

Germantown will maintain the Project for at least ten years. If the Project fails to perform as anticipated or if maintaining the Project is not feasible, then Germantown will provide a report to the District explaining the failure of the Project or why maintenance is not feasible. Failure to maintain the Project will make Germantown ineligible for future District funding until Germantown corrects the maintenance problems.

Attachment 1

BID ITEMS FOR INSTALLATION OF PERVIOUS CONCRETE								
ITEM NO.	BID ITEM	UNIT	EST. QTY	UNIT PRICE	EXTENDED PRICE	EST. QTY	UNIT PRICE	EXTENDED PRICE
A01	Removing Existing Roadway HMA Pavement Structure	C.Y. (In Situ)	107	\$10.76	\$1,151.32	26.4	\$10.76	\$284.06
A02	Common Excavation of Ex Base and Subbase for the Installation of Proposed Cross Section	C.Y. (In Situ)	290	\$10.00	\$2,900.00	135	\$10.00	\$1,350.00
A03	Dense Graded Base, Gradation 1-1/4-inch	Ton (Weight Ticket)	154	\$9.30	\$1,434.53			
A04	Dense Graded Base, Gradation 3/4-inch	Ton (Weight Ticket)	89	\$9.30	\$827.70			
A05	Loose Graded Base, Gradation 3/4 inch Clear Stone	Ton (Weight Ticket)	122	\$9.30	\$1,134.60	122	\$9.30	\$1,134.60
A06	Loose Graded Base, #57 Stone	Ton (Weight Ticket)	98	\$9.30	\$911.40	98	\$9.30	\$911.40
A07	HMA Binder Course, 2-1/4" Depth, Type E-0.3, 19 mm, PG 64°C-22°C	Ton (Weight Ticket)	96	\$43.10	\$4,132.43			
A08	HMA Surface Course, 1-3/4" Depth, Type E-0.3, 12.5 mm, PG 64°C-22°C	Ton (Weight Ticket)	75	\$48.95	\$3,651.67			
A09	Pervious Spancrete Hollow Core Concrete Panels (30- 8x9 Panels) Delivered and Installed	S.F.	2160	\$15.00	\$32,400.00	2160	\$15.00	\$32,400.00
A10	Tack Coat	Gal	36	\$1.90	\$67.45			
A11	Sawing Ex Pavements, HMA	L.F.	25	\$0.90	\$22.50			
A12	Concrete Pad, 6" Thickness with No.4 steel reinforcement bars	S.Y.	16	\$36.00	\$576.00			
A13	Mobilization & Demobilization (one-time max. payout for ea. project area)	L.S.	1	\$2,000.00	\$2,000.00			
A14	Traffic Control (one-time max. payout for ea. project area)	L.S.	1	\$500.00	\$500.00			
A15	Inlet Protection	E.A.	1	\$75.00	\$75.00			
A16	Wattles (North American Green WS925/WS1210) (Incl. installation & removal)	L.F.	193	\$3.80	\$733.40			
A17	Topsoil (Imported & screened)	C.Y. (Load Ticket)	25	\$20.00	\$500.00			
A18	Turf Restoration, Hydroseed (Incl. watering)	S.Y.	65	\$0.45	\$29.25			
A19	Handicap Parking Marking, Yellow	E.A.	1	\$10.00	\$10.00			
A20	Pavement Marking, Channelizing, Water Bourne, 4-inch, Yellow	L.F.	252	\$0.15	\$37.80			
A21	Impermeable Liner w/ Non-woven Geotextile	S.Y.	295	\$8.00	\$2,360.00	295	\$8.00	\$2,360.00
A22	8" HDPE Pipe w/ 2" No. 57 Bedding and Connect to Storm Sewer	L.F.	35	\$25.00	\$875.00	35	\$25.00	\$875.00
A23	6" Perforated Header Pipe	L.F.	100	\$20.00	\$2,000.00	100	\$20.00	\$2,000.00
A24	4" Perforated Header Pipe	L.F.	30	\$15.00	\$450.00	30	\$15.00	\$450.00
CONDITIONAL ITEMS								
A25	Remove and Replace Concrete Curb & Gutter, 30-inch Mountable, Hand Form	L.F.	40	\$26.50	\$1,060.00			
				SUBTOTAL	\$58,780.04			\$41,765.06
	10% Misc.				\$5,878.00			\$4,176.51
				TOTAL	\$64,658.05		TOTAL	\$45,941.57
				SUBTOTAL WITH OUT ITEM: K01	\$59,840.04			
	10% Misc.				\$5,984.00			
				TOTAL WITH OUT ITEM: K01	\$65,824.05			

Attachment 2

Task	Start Date	End Date	3-Mar	10-Mar	17-Mar	24-Mar	31-Mar	7-Apr	14-Apr	21-Apr	28-Apr	5-May	12-May	19-May	26-May	2-Jun	9-Jun	16-Jun	23-Jun
Funding Agreement, Park & Rec Comm	19-Mar	19-Mar																	
Funding Agreement, Village Board	7-Apr	7-Apr																	
Field Survey & Plan Completion	7-Apr	25-Apr																	
Submittal Type 2 Notice Advertisement	24-Apr	24-Apr																	
Funding Agreement Submitted to MMISD	28-Apr	28-Apr																	
Contract Documents Available	1-May	15-May																	
1st Type 2 Notice	1-May	1-May																	
2nd Type 2 Notice	8-May	8-May																	
Contract Award, Park & Rec Comm	21-May	21-May																	
Contract Award, Village Board	2-Jun	2-Jun																	
Funding Agreement, MMISD Committee	9-Jun	9-Jun																	
Funding Agreement, MMISD Commission	23-Jun	23-Jun																	
Pre-Construction Meeting	TBD	TBD																	
Construction	TBD	TBD																	
Project Completion	15-Oct	15-Oct																	

VI. D

VILLAGE OF GERMANTOWN
Business of
THE GENERAL GOVERNMENT & FINANCE COMMITTEE

MEETING DATE: July 29, 2014

ITEM TITLE: Review of RFP for Auditing Services & Timeline
2014 - 2017

SUBMITTED BY: Kim Rath, Finance Director

SUMMARY EXPLANATION:

Attached is a draft RFP for Auditing services for the Village of Germantown. Please review the included timeline and direction for staff on the interview process.

ATTACHMENT: ORDINANCE____ RESOLUTION ____ OTHER xx

RFP Auditing Services
List of Auditing Firms for submittal

Staff Recommendation

Village of Germantown Germantown, WI



Request For Proposal #03-2014 Auditing Services

August 1, 2014

Projected Timeline:

RFP Release	July 28, 2014
Deadline for submission of questions	August 18, 2014
Village to email response answers to firms	August 22, 2014
Proposals Due	September 4, 2014 @ 4:00 p.m.
Finance Committee Discussion	September 16, 2014
Interviews if Necessary	September 23, 2014
Village Board Approval	October 6, 2014

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REQUEST FOR PROPOSAL - MUNICIPAL AUDITING SERVICES
Four Year term, Fiscal year 2014 - 2017

The Village of Germantown, Wisconsin (The Village) invites proposals from qualified independent licensed municipal auditors (hereinafter called "auditor") having sufficient governmental and auditing experience in performing an audit in accordance with the specifications outlined in this Request for Proposal. (RFP)

A. DESCRIPTION OF THE VILLAGE AND APPLICABLE ACCOUNTING SYSTEMS

The Village of Germantown is located in Washington County. The Village serves thirty-four square miles with a population of just under 20,000. The Village provides a full range of municipal services to its citizens, including public works, police, fire, library, parks and recreation, community development, finance and water and wastewater utilities.

The Village operates under a council-manager form of government consisting of a nine member Board of Trustees, all elected to three year terms. The President, who is elected at large, is the trustee who presides at all Village Board meetings and votes on all matters. He has no veto power. We have four districts with two trustees each.

Appropriations for fiscal year 2014 are \$36.2 million. The Village has a total payroll of about \$7.6 million and about 362 employees (Full-time, part-time, seasonal, paid-on-call fire/rescue).

The Village of Germantown used the following fund types and accounting groups in its financial reporting:

- 1 - General Fund
- 1 - Debt Service Fund
- 3 - Capital Projects Funds
- 10 - Special Revenue Funds
- 2 - Enterprise Funds
- 2 - Internal Service Funds
- 1 - Fiduciary Fund

The Village is presently using Municipal Software/Harris for General Ledger, Payroll, Accounts Payable, Accounts Receivable, Cash Receipting, Fixed Assets and Utility Billing modules.

A copy of the budgets and audits from the prior year are available on the Village of Germantown website: <http://www.village.germantown.wi.us>

B. GENERAL INSTRUCTIONS FOR SUBMISSION

The Village will use the following timetable, which should result in the selection of an auditing Auditor by October 6, 2014

- | | |
|-----------------|---|
| July 28, 2014 | Send out request for proposal (RFP). |
| August 15, 2014 | Deadline for submission of questions from auditing firms. |
| August 25, 2014 | Village to mail response to auditing firm questions |

September 8, 2014

Deadline for receipt of Proposal by the Village
No responses will be accepted after this date.

September 16, 2014

Finance Committee Discussion

September 23, 2014

Finance Committee Discussion & Interview of finalists (if necessary).

October 6, 2014

Village Board Approval and Selection of Auditing Firm.

1. All responses must be submitted not later than 4:00 p.m. September 8, 2014

Village of Germantown – Finance Department
Attention Kim Rath, Finance Director
N112 W17001 Mequon Road
PO Box 337
Germantown, WI 53022
krath@village.germantown.wi.us
262-250-4700

2. The Village of Germantown will accept written questions as long as such questions are received prior to the close of business on Friday, August 15, 2014. Questions should be addressed to the Village of Germantown, Finance Director, Kim Rath, at the address shown above, or may be submitted by fax to (262) 253-8255 or email; krath@village.germantown.wi.us Each proposing firm will receive a copy of the questions and the Village's response.
3. All proposals must be in writing, must be in a sealed envelope and clearly marked in the lower left corner: "RFP #03-2014 Response – Auditing Services." **All proposals must be received by 4:00 pm on September 8, 2014. Proposals received after that date and time will be rejected.** Proposals will not be opened publicly.
4. Five (5) copies of the proposal are required, not to be opened until after the final submission date and hour noted above. These submissions shall become the property of the Village of Germantown without obligation.
5. The Village of Germantown Finance Director will notify the Firm selected by October 7, 2014. If interviews are required prior to selection, your Firm will be notified by September 17, 2014. Interview time is tentatively scheduled for September 23, 2014 with the General Government & Finance Committee. An alternative time **may** be available if a finalist absolutely cannot make the designated time.
6. This RFP does not commit the Village to award a contract, to pay any costs incurred in the preparation of a response to this request or to procure or contract for services or supplies. The Finance Department reserves the right to accept or reject any or all proposals received as a result of this request, to waive minor irregularities in the procedure, to negotiate with any qualified source, or to cancel in part or in its entirety,

this RFP, if it is in the best interest of The Village to do so. The Finance Department may require the Firms selected to participate in negotiations, and to submit such price, technical or other revisions in their proposal as may result from negotiations.

7. No official or employee on the evaluation committee shall have any financial interest, either direct or indirect, in the contract. No official or employee of the evaluation committee shall exercise any undue influence in the awarding of the contract.
8. Amendment of proposals may be done as follows:
 - a. **By Village:** Proposals may be amended by the Finance Department in response to need for further clarification, specifications and/or requirements changes, new opening date, etc. Copies of the amendment will be mailed to prospective vendors **and must be signed and returned by the vendor as specified in the amendment.**
 - b. **By Firm:** Proposals may only be amended after receipt by the Finance Department by submitting a later dated proposal that specifically states that it is amending an earlier proposal. No proposal may be amended after the opening date unless requested by the Finance Department.
9. Proposals may be withdrawn only in total, and only by a written request to the Finance Department prior to the time and date scheduled for opening of proposals.

C. SCOPE OF AUDIT

The Village is requesting proposals for the services of a qualified Certified Public Accounting firm to conduct the Financial and Compliance Audit of the Village's operations. Services included, but not limited to: Planning and Performing the audit; Performing tests of documentary evidence; Evaluation of internal controls; Review of Management Letter; Review of adjusting entries, Draft and final Audit Report; Preparation and filing of State Documents and Public Service Commission Water Utility Reports; Technical assistance throughout the fiscal year' and Review of Year End Financial reports.

The audit shall cover the entire financial operation of the Village, and must be performed in accordance with generally accepted auditing standards as contained in the U.S. General Accounting Office Governmental Auditing Standards and the American Institute of Certified Public Accountants Industry Audit Guide, Audits of State and Local Government Units. The Water Utility Accounts should be reviewed for compliance with all procedures as specified by the Public Service Commission of Wisconsin in its Uniform System of Accounts for Municipally Owned Water Utilities, and Interpretations of the Uniform System of Accounts for Municipal Water, Electric and Sewer Utilities.

The Village of Germantown has its Water and Wastewater section of the audit completed separately from the full audit of Village funds so the filing of the Public Service Commission Water Utility Report can be filed no later than April 1st. A separate audit report is not required.

The water and wastewater audit information will be combined with the final report in time for submission to the Government Finance Officers Association of the United States and Canada for review in the Certificate of Achievement for Excellence in Financial Reporting Program. The

Village has received the Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting each year since 1988.

It is anticipated that the firm will be required to provide special assistance to the Village to meet the requirements of this program. It will be the responsibility of the Auditor and the Village of Germantown together to prepare all financial statements, schedules and associated notes. The audit shall include an annual examination of the Village's financial statements for the years ending December 31, 2014, 2015 2016, and 2017 (and for the years 2018 and 2019 should the Village exercise its option to extend the contract). An opinion will be expressed based on the examination of all individual funds and fund types.

In addition to the above, the Firm will:

1. Include supplemental Information that will be subjected to the auditing procedures; Non-major fund combining and individual statements, Internal service fund combining statements and Budgetary comparison schedules.
2. Include required supplemental information which will be applied in certain limited procedures which no opinion will be expressed; Management's Discussion and Analysis, General Fund Budget Comparison Schedule
3. Additional information that will not be subject to the auditing procedures and for which the report will disclaim an opinion; Introductory Section Information, and Statistical Information Schedules
4. Prepare and publish a management letter, which includes findings and recommendations affecting financial statements, internal controls, accounting systems and procedures, legality of actions and any other material matters.
5. Prepare and complete the annual Financial Report Form C for Wisconsin Municipalities having a population of less than 25,000, to the Wisconsin Department of Revenue along with the U.S. Census Bureau and State of Wisconsin Annual Financial Report Counties, Municipalities and Towns
6. Prepare and file the Annual Report of the Germantown Water Utility to the Public Service Commission of Wisconsin – Utility No. 2210 Class AB
7. Attend meetings of the Village Board and/or its Committees as may be required.
8. The Village will make available the information and work papers necessary in conjunction with the financial and compliance engagement.

The work completion schedule includes the following deadlines for each fiscal year audited:

Work to be commenced	On or before November 1 for each year audited
Completion of all work pertaining to CAFR	May 31 for each year audited

C.1 ADDITIONAL SERVICES

During the contractual period, additional auditing and accounting services are needed. The firm may be engaged to perform these services. The firm shall, upon receipt of written request from the Village, perform such additional services including but not limited to:

- Management Advisory Services
- Arbitrage Calculations
- Extended audit services or special audits
- Water Utility or Wastewater Utility Rate Increase Studies
- Tax Incremental Financing District (T.I.F.) Audits
- Impact Fee & Wastewater Connection Fee Studies
- Single Audit, OMB Circular A-133,

All additional work will be documented by engagement memoranda to be approved by the Village in accordance with procurement policies of the Village. The total amount for additional services shall be separately negotiated at the time of the engagement for a not-to-exceed amount .

The Village places importance on developing a relationship with the accounting firm, which enables Village personnel to contact members of the firm to obtain answers to informal questions on various topics (e.g., tax matters, changes in GAAP, GASB statements, proposed changes in policy and procedures, etc). In addition, the Village occasionally requires more formal types of management services.

D. TERMS AND CONDITIONSInsurance

All proposals must include either a description of the Firm's insurance or a certificate of insurance outlining the Firm's insurance policies which evidence compliance with the requirements contained herein. The successful Firm shall agree that it will, at all times during the term of the agreement, keep in force and effect insurance policies required by the contract, issued by a company or companies authorized to do business in the State of Wisconsin and satisfactory to the Village. Such insurance shall be primary. Prior to execution of the written contract, the successful Firm shall furnish the Village with a Certificate of Insurance and upon request, certified copies of the required insurance policies. The Certificate shall reference the contract and provide for thirty (30) days advance notice of cancellation or nonrenewal during the term of the agreement.

Failure to submit an insurance certificate, as required, can make the contract voidable at the Village's discretion. Additionally, the Firm shall not allow any subcontractor to commence work until the aforementioned documents, where applicable, have been obtained from the subcontractor and approved by the Village of Germantown.

Applicable Law

Any law suits related to or arising out of disputes under this agreement shall be commenced

and tried in the Circuit Court of Washington County, Wisconsin and successful Firm shall submit to the jurisdiction of the Circuit Court for such lawsuits.

Nondiscrimination

In connection with the performance of work under this agreement, the Firm agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, marital status, sexual orientation, sex, disability, national origin or ancestry. This provision must be included in all subcontracts.

Assignment or Subcontract

This contract may not be assigned or subcontracted by the Firm without the written consent of the Village Administrator.

Independent Contractor Status

The Firm agrees that it is an independent Contractor with respect to the services provided pursuant to this agreement. Nothing in this agreement shall be considered to create the relationship of employer and employee between the parties.

Amendments to Contract

This contract may be modified only by written amendment to the contract, signed by both parties.

Waiver

One or more waivers by any party of any term of the contract will not be construed as a waiver of a subsequent breach of the same or any other term. The consent or approval given by any party with respect to any act by the other party requiring such consent or approval shall not be deemed to waive the need for further consent or approval of any subsequent similar act by such party.

Indemnification and Defense of Suits

The Firm agrees to indemnify, hold harmless, and defend the Village of Germantown, its officers, agents and employees from any and all liability including claims, demands, damages, actions or causes of action, together with any and all losses, costs, or expense, including attorney fees, where such liability is founded upon or grows out of the acts, errors, or omissions of the Firm, its employees, agents or subcontractors.

Contract Period

The term of this contract shall commence no later than November 1, 2014. The contract will be for four (4) years, which may be renewed for a period of up to an additional two (2) years at the Village's option.

Termination of Contract for Cause

If through any cause, the Firm shall fail to fulfill in timely and proper manner his obligations under this contract, or if the Firm shall violate any of the covenants, agreements or stipulations of this contract, The Village of Germantown shall thereupon have the right to terminate this Contract by giving written notice to the Firm specifying the effective date thereof, at least five (5) days before the effective date of such termination. In such event, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs, reports or other materials related to the services prepared by the Contractor under this contract shall, at the option of the Village, become the property of the Village.

Notwithstanding the above, the Firm shall not be relieved of liability to the Village of Germantown for damages sustained by the Village by virtue of any breach of the contract by the Firm, and the Village may withhold any payments to the Firm for the purpose of set off until such time as the exact amount of damages due to the Village from the Firm is determined.

All parties contracting with the Village shall, upon request, provide access to and furnish the Village auditors with requested information, records and reports regarding powers, duties, activities, organization, property, financial transactions, methods of operation, or any and all other records, reports or information in their custody. In addition, they shall provide access for the auditors to inspect all property, equipment and facilities within their custody.

Audit working papers must be retained for at least seven years from the final year of the audit engagement, and be made available for examination by authorized representatives of the cognizant federal or state audit agencies, General Accounting Office, Village of Germantown successor auditors (if appointed), and/or any other parties authorized by the Village of Germantown Administrator.

E. PROPOSAL REQUIREMENTS

In order for the committee to adequately compare proposals and evaluate them uniformly and objectively, all proposals **must** be submitted according to this format. Each proposal should be bound, include a table of contents and be separated by section and tabbed with the proposal heading.

Your proposal should provide a straightforward, concise description of the proposed delivery of services and your ability to achieve the same in the format provided. Emphasis should be on completeness and clarity. Unnecessarily elaborate brochures, artwork or other presentations beyond that sufficient to present a complete and effective proposal **is not necessary**.

1) Title Page - The proposal should identify the subject, the name of the Firm, address, telephone number, fax number, e-mail address, name and title of the contact person, and date of submission. The response should confirm that the proposal is effective for ninety (90) days from the date submitted.

2) Table of Contents - The table of contents of the proposal should include a clear and complete identification of the material submitted by section and page number.

3) A List of partners, managers, and other key staff persons who will be assigned to the Village's engagement. Provide resumes and indicate their experience in auditing governmental jurisdictions, specifically municipalities.

- 4) Describe staffing level that will be assigned to the Village for field work. Outline a work plan and related time schedule for each significant segment of work.
- 5) Describe how you would use Village personnel to assist you during the audit and indicate the approximate time requirement.

TECHNICAL CRITERIA AND PRICE

Your Proposal must clearly respond to the following:

A. Organization/Local Office Technical Qualifications and Approach

- 1) State whether your audit organization is national, regional or local
- 2) Indicate the number of people (by level) located within the local office that will handle the audit.
- 3) Provide a list of the local office's current and prior government audit clients indicating the type(s) of services performed and the number of years served for each
- 4) Indicate the local office's experience in providing additional services to government clients by listing the name of each government, the type(s) of service performed, and the year(s) of engagement
- 5) Disclose any and all judgments, pending or expected litigation, or other real or potential financial reversals that might materially affect the viability or stability of the proposing organization, or warrant that no such condition is known to exist. If the proposed is a national firm, it must disclose the above information for its region and all material judgments and pending or expected litigation on a nation-wide basis.
- 6) If the proposer has had a contract termination for default during the past five years, all such incidents must be described. The audit firm should not have a record of substandard work.
- 7) The proposer must state if subcontractors will be used, and provide the above information for each subcontractor.
- 8) Describe your approach to the examination: This should include at least the following points:

Description of audit approach

Use of Statistical sampling

The firm's knowledge and use of computer programs to assist in the process

Organization of audit team and approximate percentage of time spent on audit

Management letter (provide a sample letter)

Typical assistance expected from the Village staff

Tentative schedule for completing audit

Policy on rotation of personnel to be assigned to the Village the first year and each year thereafter.

9) Describe the experience in governmental audits, specifically each senior and higher level person assigned to the audit, including years on each job and their position while on the audit. Indicate the percentage of time the senior will be on-site.

10) Describe the relevant educational background of each individual assigned

11) Describe experience of assigned individuals in auditing relevant government organizations, programs, activities and functions (e.g. general government, special revenue, and enterprise programs).

F. PRICE QUOTE

Provide the firm's proposed all-inclusive audit fee and a statement regarding determination of increases in succeeding years. Include the hourly rates for each staff employee classification, and any other fees associated with the completion of the audit. Please state if there are any opportunities to reduce fees should the Village institute additional procedures such as an internal audit function, provision of additional schedules, or other recommended procedures.

In addition, please provide a supplement list of services your firm could provide with applicable pricing schedule and /or pricing strategy to reflect costs for additional services.

G. EVALUATION OF PROPOSALS

Proposals will be evaluated based on technical responses and price with the following points:

Experience, Qualifications and References	50%
Audit Approach and Understanding of the Village's auditing needs	30%
Cost Proposal	<u>20%</u>
	100%

H. PROFESSIONAL SERVICES CONTRACT

If your proposal is accepted and a contract is issued, then this Request for Proposal and all documents attached hereto including any amendments, the Auditor's technical and price proposals, and any other written offers/clarifications made by the Auditor and accepted by the Village, will be incorporated into a contract between the Village and the Auditor, it shall contain all the terms and conditions agreed on by the parties hereto, and no other agreement regarding the subject matter of this proposal shall be determined to exist or bind any of the parties hereto.

The submission of a proposal shall be considered as a representation that the Auditor has carefully investigated all conditions, has full knowledge of the scope, nature and quality of work required, and is familiar with all applicable State, Federal and Local regulations that affect, or may at some future date affect the performance of this contract.

Acceptance of this proposal will take place only upon award by the Germantown Village Board, execution of the contract by the proper Village officials, and delivery of the fully-executed contract to the Auditor. Acceptance may be revoked at any time prior to delivery of the fully-executed contract to the successful Auditing firm. The contract may be amended only by written agreement between the Auditor and the Village.

Appendix A

The Village accounts for the following funds:

General Fund

Special Revenue Funds

Recreation Department Facility Fee

Historic Preservation Fund

Police Canine Fund

Asset Forfeiture Account

Police Impact Fee Fund

Fire Impact Fee Fund

Library Impact Fee Fund

Water Impact Fee (Combined with Water Utility)

Park & Recreation Impact Fee Fund

Senior Van Replacement Fund

Library Donations/Board Accounts

Debt Service Fund

Capital Projects Funds

General Capital Projects

Tax Incremental District No. 4

Tax Incremental District No. 6

Enterprise Funds

Water Utility

Wastewater Utility

Internal Service Funds

Health Insurance Fund

Dental Insurance Fund

Fiduciary Funds

Tax Collection Agency Fund

Reilly, Penner & Benton, LLP
Carrie Gindt
1233 N. Mayfair Rd., Ste 302
Milwaukee WI 53226-3255
414-271-7800

Virchow Krause & Co. LLP
Vicki Hellenbrand
Ten Terrace Court
PO Box 7398
Madison WI 53707-7398
608-249-6622

Deloitte USA, LLP
Deb Schwanke
555 E. Wells Street, Ste 1400
Milwaukee WI 53202-3824
414-271-3000

Clifton Gunderson, LLP
Renee Messing, CPA
10001 Innovative Drive, Ste 201
Milwaukee, WI 53226
414-476-1880

Grant Thornton, LLP
100 E. Wisconsin Ave, Ste 2100
Milwaukee WI 53202

Schenck, SC
11414 West Park Place, Ste 200
Milwaukee WI 53224-3500

Auditing Services proposal attached for review. Discussion on timing and
awarding of Contract

STATE OF WISCONSIN VILLAGE OF GERMANTOWN WASHINGTON COUNTY

ORDINANCE NO. 17-13

AN ORDINANCE ADOPTING "PUBLIC" GRANT PROGRAM AND
AMENDING THE MUNICIPAL CODE OF GERMANTOWN AS IT
PERTAINS TO FEE WAIVER PROVISIONS FOR NONPROFIT
AND OTHER SIMILAR COMMUNITY ORGANIZATIONS

WHEREAS, the Village Board The Village Board recognizes the importance of providing Village support for Community events, projects and gatherings, which in turn support and promote the public purposes of improving the general quality of life, economic growth, increased tourism, recreation, recognition of fine arts, charitable aid and many others that are both tangible and intangible, in order to make the Village of Germantown a better place in which to live and work; and

WHEREAS, the Village Board can appropriately consider such factors as it seeks to promote the health, safety and welfare of the Community;

NOW, THEREFORE, the Village Board of the Village of Germantown, Wisconsin, do ordain as follows:

SECTION I:

Section 2.13 of the Municipal Code of Germantown is hereby repealed and recreated to read as follows:

**2.13 People Uniting for the Betterment of Life and Investment in
the Community (PUBLIC) Grant Program.**

The Village Board recognizes the importance of providing Village support for community events, projects and gatherings, which in turn support and promote the public purposes of improving the general quality of life, economic growth, increased tourism, recreation, recognition of fine arts, charitable aid and many others that are both tangible and intangible, in order to make the Village of Germantown a better place in which to live and work. In furtherance of that recognition, the Village Board has adopted this People Uniting for the Betterment of Life and Investment in the Community (PUBLIC) Grant Program. Such Program shall be administered by the PUBLIC Grant Program document dated July 2013, incorporated herein by reference, as it may be amended from time to time as the Village Board may ordain, and provides for the grant of licenses, permits and uses upon

certain terms and conditions without the payment of a fee therefor as may be otherwise specified under this Code. Such Program document shall be on file in the office of the Village Clerk.

SECTION II:

Section 9.06(5) of the Municipal Code of Germantown is hereby amended to read as follows (Note: Additions are underlined; Deleted text is ~~struck through~~):

USER'S PERMIT. As provided in §167.10(3), Wis. Stats., fireworks user's permits may be issued for festivals or public or private celebrations after proper application to the Village Board on forms provided by the Village Clerk. The fee for a user's permit shall be \$100.00, ~~but the Village Board may reduce or waive the fee for permits issued to nonprofit organizations.~~ The permit application must be received by the Village Clerk not less than 45 days prior to the requested date of use. All applications shall be referred to the Fire Chief and the Police Chief for investigation and no permit shall be granted unless the Village Board, from the reports of the Fire Chief and Police Chief respectively, determines that the applicant will use the fireworks in a public or private exhibition and that all reasonable precautions will be exercised with regard to the protection of the lives and property of all persons and that the display will be handled by a competent operator and conducted in a suitable, safe place and manner. Before granting any fireworks permit, the applicant shall file with the Village Clerk a certificate of liability insurance issued by an insurance company authorized to write such policies in the State in the amount of \$1,000,000.00 for bodily injury to any one person, in the amount of \$5,000,000.00 for injury to more than one person and in the amount of \$2,000,000.00 for damage to property that may arise by reason of use or discharge of fireworks under the permit. The Village shall be named as one of the insureds in said policy of insurance. A permit issued under this subsection shall specify all of the following:

- (a) The name and address of the permit holder.
- (b) The date on and after which fireworks may be purchased.
- (c) The kind and quantity of fireworks which may be purchased.
- (d) The date, time and location of permitted use.
- (e) Other special conditions prescribed by the Village Board.
- (f) Such other information as the Village Board may require from time to time.

A notice of such permit issued under this section shall be given to the Fire Chief and Police Chief at least 7 days before the date of authorized use. A permit under this section may not be issued to a person under 18 years of age.

SECTION III

The below-identified sections of Chapter 12 of the Municipal Code of Germantown are hereby amended to read as follows (Note: Additions are underlined; Deleted text is ~~struck through~~):

- A. **12.02(4) LICENSE FEES.** There shall be the following classes and denominations of licenses which, when issued by the Village Clerk under the authority of the Village Board after payment of the fee hereinafter specified, shall permit the holder to sell, deal or traffic in intoxicating liquor or fermented malt beverages as provided in §§125.17, 125.25, 125.26, 125.28(1) and (2), 125.51(2), (3), (3m) and (4) or 125.57, Wis. Stats. The fee for Class "A," "Class A," Class "B," "Class B," Reserve "Class B" and "Class C" licenses obtained under this subsection during the year shall be prorated according to the number of months or fraction thereof for which the license is issued; all other licenses shall not be prorated. Organizations of the types enumerated in §125.26(6), Wis. Stats., and §125.51(10), Wis. Stats., seeking a temporary license under subpart (b)2. and (b)3. below, and persons seeking temporary operators licenses under subsection (4)(l) below, shall be exempt from license fees. ~~Such licenses may be approved by the Clerk and issued without Board action.~~
- B. **12.05(4) FEE.** The fee for a license hereunder shall be \$25.00 per year for each machine. Permits may be transferred from machine to machine for a fee of \$1.00. ~~However, no fee shall be charged for machines owned, placed and serviced by educational, charitable, nonprofit or religious organizations when the proceeds thereof shall be devoted to the tax exempt purposes of such organization.~~
- C. **12.06(6) FEE; EXPIRATION.**
(a) The license fee shall be \$10.00 per public dance or \$100.00 for an annual public dance hall license, plus a \$5.00 investigation fee for the initial license. ~~The Clerk shall waive the fees for a nonprofit organization conducting a bona fide charitable event.~~
(b) An annual public dance hall license shall expire on January 1.
- D. **12.07(5) FEES.** The fee shall be \$30 per day, per event, not to exceed 5 consecutive days. ~~However, no fee shall be charged for events held or sponsored by educational, charitable, nonprofit or religious organizations when the proceeds thereof shall be devoted to the purposes of such organization.~~

- E. **12.10(3)(e) Fees.** There shall be a \$15.00 permit fee required. ~~The Clerk shall waive the permit fee for a nonprofit organization conducting or participating in a parade in furtherance of its mission.~~ Additional fees may be required of the applicant if those services provided by the Village exceed the usual or customary cost required to properly and safely conduct the parade. The cost of these services shall be determined by the Village and payment submitted prior to the final approval of parade permit application.

SECTION IV

The terms and provisions of this ordinance are severable. Should any term or provision of this ordinance be found to be invalid by a court of competent jurisdiction, the remaining terms and provisions shall remain in full force and effect.

SECTION V:

All ordinances or parts of ordinances contravening the terms of this ordinance are hereby to that extent repealed.

SECTION VI:

This ordinance shall take effect and be in full force upon its passage and the day after publication.

Introduced by Trustee Vanderheiden on October 7, 2013.

Adopted: October 7, 2013 Vote: Ayes: 9 Nays: 0 Absent: 0

Dean M. Wolter, Village President

ATTEST:

Approved as to form:

Barbara K.D. Goeckner, Village Clerk

Brian C. Sajdak, Village Attorney
Published: November 7, 2013

PUBLIC
Grant Program Policy
*People Uniting for the Betterment of
Life
and Investment in the Community*

adopted by the Village Board on October 7, 2013

VILLAGE OF GERMANTOWN, WISCONSIN

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VILLAGE OF GERMANTOWN PUBLIC GRANT PROGRAM

The Village Board recognizes the importance of providing Village support for Community events, projects and gatherings, which in turn support and promote the public purposes of improving the general quality of life, economic growth, increased tourism, recreation, recognition of fine arts, charitable aid and many others that are both tangible and intangible, in order to make the Village of Germantown a better place in which to live and work. In furtherance of that recognition, the Village Board has adopted this *People Uniting for the Betterment of Life and Investment in the Community* ("PUBLIC") Grant Program.

PURPOSE

The Village Board urges the private sector, businesses, institutions, organizations and individual citizens alike, to increase their roles in Community activities to further the public purposes set forth above and to assist the Village in its obligation to regulate such events, projects and gatherings, so that impacts on operating budgets of Village departments can be minimized. As an incentive to such public purpose involvement, the PUBLIC Grant Program offers an annual fee waiver(s) grant to eligible organizations and individuals, which may be considered upon filing a grant application with the Village Clerk, as set forth below. Approval of grant applications is made by the Village Board. Costs for all events, projects and gatherings, other than those license, permit or use fees specifically awarded by the Village Board grant approval, shall be borne by the sponsoring community organization or individual and are due and payable in accordance with this Program and Federal, State, County and Village regulations and laws. The PUBLIC Grant Program is intended to continue support for events, projects and gatherings that the Village in the past has traditionally supported. These include, but are not limited to: Mai Fest, Independence Day Parade and Activities, Oktoberfest, etc. It is intended that these Program policies and procedures will provide a system, common information and basic ground rules which will allow the Village and public purpose events, projects and gatherings sponsors to achieve their mutual goals for Community benefit.

PROCESS

Only Germantown based civic and service organizations and Germantown resident individuals are eligible to apply for a PUBLIC Grant. Incomplete applications will not be considered and approval will be determined solely on the information provided on the application. Applicant organizations and individuals must meet the eligibility criteria stated in this Program. "Germantown based" means those organizations who by name or other means identify themselves *bona fide* as being headquartered in the Village of Germantown; or whose membership consists primarily of Germantown residents, including business residents; or those who return substantial benefit to the Village of Germantown and its residents. "Civic and service" means any non-profit or not-for-profit organization that is created for charitable or public purposes, or an organization or individual acting in a like capacity and purpose.

The PUBLIC Grant is an annual grant, requiring an annual application to qualify. All PUBLIC Grant applications must be completed and submitted to the Village Clerk no later than 20 days before the event, project or gathering is scheduled. Each Grant application shall specify in detail the events, projects and gatherings for which license, permit or use fees are requested to be awarded under the Grant and the amount of such fees. Upon any Grant approval issued by the Village Board, the Village Clerk or designee shall be vested with the authority to administratively issue such permits, licenses or allow such uses, without the payment of the fees awarded under the Grant, without any further Village Board approval, provided all other terms, requirements and procedures for the subject permits, licenses and/or uses are complied with.

APPLICATION REQUIREMENTS

Each applicant will be required to submit:

- 1) A completed PUBLIC Grant application along with all required attachments.
- 2) A letter of intent addressed to the Village Board requesting the Grant. The letter must indicate:
 - i) the address of the local office/headquarters of the organization or address of an individual applicant;
 - ii) the organization's or the individual's purpose/mission statement;
 - iii) the location(s), date(s) and time(s) of the proposed event(s), project(s) and/or gathering(s);
 - iv) the purpose of the event(s), project(s) and/or gathering(s); and

For an application to be accepted it must be complete and include all the above attachments. Incomplete applications will be returned to the applicant. The applicant will then have 5 business days to resubmit all required application materials.

GRANT APPLICATION REVIEW

Once applications are accepted, the Village Clerk or designee shall review them for completeness. All Grant applications must be approved by the Village Board. The

Village Clerk or designee shall inform the applicant of the date and time at which the Village Board will review the application. The applicant or designee should be present at this meeting to respond to questions.

ELIGIBILITY CRITERIA

1. Only Germantown based civic and service organizations and individuals may conduct events solely or primarily as fund-raisers and be eligible for license, permit or use fees to be awarded under a Grant.
2. Events or gatherings must be open to the public.
3. Fundraising events must provide a benefit or contribution to Germantown as determined by the Germantown Village Board under the consideration of the public purposes of the PUBLIC Grant Program, as set forth above. The organization or individual raising the funds must primarily serve Germantown residents or businesses or promote tourism to and within the Village.
4. Subject to the above stipulations, in order to be eligible for a PUBLIC Grant, the sponsoring organization and individuals as may be applicable, must meet the following prerequisites:
 - a. Must submit a complete application by the deadline as set forth above.
 - b. Must timely submit any applicable event, license or permit application and all required attachments by the applicable deadline(s).
 - c. Must submit proof of non-profit status or like capacity.
 - d. Must provide a benefit pursuant to the purposes of this Program to the citizens of Germantown.
 - e. Must have no outstanding debts payable to the Village of Germantown.
 - f. Must demonstrate the ability to produce a well-planned, safe event, project or gathering.
5. The sponsoring organization or individual must also agree to do the following:
 - a. Obtain all required permits, clearances, insurance and event authorization in a timely manner, in cooperation with the appropriate staff of the Village of Germantown.
 - b. Acknowledge the support of the Village of Germantown where appropriate, and to include on all printed information and advertising related to the event for which fees were waived the following:
“This program has been made possible, in part, through PUBLIC Grant assistance from the Village of Germantown”.
 - c. As to an event or gathering for which it is reasonably anticipated that more than 100 persons will attend, provide to the Office of the Village Clerk not less than 14 business days prior to the event or gathering, a certificate of insurance certifying minimum limits of \$1,000,000 General Liability, Automobile Liability, Employer’s Liability and as may apply, Errors and Omissions, naming the Village of Germantown as additional insured.
 - d. Comply with all permit conditions and directions and with all applicable Federal, State, County and Village laws and regulations.

* * * * *

**VILLAGE OF GERMANTOWN
APPLICATION FOR PUBLIC GRANT PROGRAM**

Application Date: _____

Organization/Group Name: _____

Applicant's Name: _____

Applicant's Address: _____

Telephone Number: _____

Purpose or Mission Statement: _____

Event No. 1 Date: _____ Event Description: _____

Estimated Attendance: _____ Times of Event: _____

Location of Event: _____

Event No. 2 Date: _____ Event Description: _____

Estimated Attendance: _____ Times of Event: _____

Location of Event: _____

Event No. 3 Date: _____ Event Description: _____

Estimated Attendance: _____ Times of Event: _____

Location of Event: _____

How will the event(s) benefit the Village of Germantown: _____

☐ Insurance submitted \$1,000,000 (minimum limit) – required for events having over 100 people in attendance.

_____ organization or individual shall hold harmless, defend and indemnify the Village of Germantown and its officers, agents, officials, employees and volunteers from and against any and all liability, loss damage, expense, costs (including without limitation costs and fees of litigation) of every nature arising out of or in connection with the organization's or individual's performance or work related to the event(s), project(s) or gatherings which are the subject of the grant award or any failure to comply with any obligations or conditions contained in the Public Grant Program, except such loss or damage which was caused by the sole negligence or willful misconduct of the Village.

Date: _____

Signature

Print Name of Signature

Street Address

City, State & Zip Code

DRAFT**2015 BUDGET CALENDAR**

Friday, July 25, 2014	Budget materials distributed to departments
Friday, August 15	Budget materials to be returned to Finance Director
Monday, August 25- Friday, August 29	Administrator and Finance Director meeting with, department directors
Friday, Sept 5th	Administrator and Finance Director complete proposed budget
Tuesday, Sept 9th	Budget distributed to Village Board Committee of the Whole reviews DPW Administration, Highway, Recycling, Building & Grounds, Parks, TIF 4 Water and Sewer, Impact Fees. Committee of the Whole reviews Police and Fire Committee of the Whole reviews Recreation, Inspection, Senior Center, Village Board, Administrator, Clerk, Treasurer, Assessor, Data Processing, General Government, Library, Planning, Special Revenue Funds, and any outstanding issues COW if needed
Monday, October 13 - Friday October 17th	Revised Budget, per Board direction prepared & distributed
Wednesday, October 22	Publish Notice for Public Hearing – for newspapers October 30st
Monday, November 17	Public hearing on the 2015 Budget

VII. A2

Germantown Health Plan Actual 2014

2013 Ending balance	\$514,811.23												
	January	February	March	April	May	June	July	August	September	October	November	December	Totals
Health Plan Premium Contribution*	126,089.75	126,089.75	126,089.75	126,089.75	126,089.75	126,089.75							756,538.50
Employee Contributions	14,823.80	14,917.82	15,112.94	15,236.98	15,038.88	15,038.88							90,169.30
Interest													0.00
SubTotal Revenue	140,913.55	141,007.57	141,202.69	141,326.73	141,128.63	141,128.63	0.00	0.00	0.00	0.00	0.00	0.00	846,707.50
Administrative Expense + Stop Loss**	34,377.16	33,087.21	34,608.95	33,220.23	33,980.47	33,025.51							202,299.53
HSA Contributions	12,187.50		625.01	12,812.50	208.34								25,833.35
Health Payment Sys AFI Fee	338.31	1,506.88	836.33	1,552.74	1,377.75	794.23							6,406.24
Health Claims & RX Paid ***	11,962.84	44,177.99	46,838.94	101,434.70	62,062.78	57,259.13							323,736.38
Sub Total Health Plan Expense	58,865.81	78,772.08	82,909.23	149,020.17	97,629.34	91,078.87	0.00	0.00	0.00	0.00	0.00	0.00	558,275.50
Revenues less Expense (Current Month)	82,047.74	62,235.49	58,293.46	(7,693.44)	43,499.29	50,049.76	0.00	0.00	0.00	0.00	0.00	0.00	288,432.30
Running Total (2013 + Current Year)	596,858.97	659,094.46	717,387.92	709,694.48	753,193.77	803,243.53	803,243.53	803,243.53	803,243.53	803,243.53	803,243.53	803,243.53	803,243.53
Pending Stop Loss Reimbursement													803,243.53
2013 Claims Paid 2014 (Run-in)	16,698.55												0.00
													0.00

*Health plan premiums include department contributions plus Cobra and retiree payments

**Administrative expense includes Stop Loss Premium

***Reimbursements from Stop Loss Carrier included in Health Claims

VII.A2

Germantown Dental Plan Actual 2014

2013 Ending balance	\$57,561.13												
	January	February	March	April	May	June	July	August	September	October	November	December	Totals
Dental Plan Premium Contribution*	5,700.54	5,715.77	5,623.71	5,779.16	5,700.54	5,700.54							34,220.26
Interest													0.00
SubTotal Revenue	5,700.54	5,715.77	5,623.71	5,779.16	5,700.54	5,700.54	0.00	0.00	0.00	0.00	0.00	0.00	34,220.26
Administrative Expense	235.00	232.50	237.50	227.50	230.00	227.50							1,390.00
Claims Paid	1,332.50	6,291.50	6,497.60	9,528.62	7,640.40	6,787.00							38,077.62
Sub Total Health Plan Expense	1,567.50	6,524.00	6,735.10	9,756.12	7,870.40	7,014.50	0.00	0.00	0.00	0.00	0.00	0.00	39,467.62
Revenues less Expense (current month)	4,133.04	(808.23)	(1,111.39)	(3,976.96)	(2,169.86)	(1,313.96)	0.00	0.00	0.00	0.00	0.00	0.00	(5,247.36)
Running Total (2013 + current year)	61,694.17	60,885.94	59,774.55	55,797.59	53,627.73	52,313.77	52,313.77	52,313.77	52,313.77	52,313.77	52,313.77	52,313.77	52,313.77
2013 Claims Paid 2014 (Run In)	8,243.40												

VILLAGE OF GERMANTOWN IMPACT FEES 2014						
	Police 21 Impact	Fire 22 Impact	Library 23 Impact	Park & Rec 24 Impact	Water 50 Impact	Total

2014 Beginning Balance	28,264.16	19,839.95	18,743.69	59,612.22	166,902.39	293,362.41
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Actual

Revenues						
Through May	8,632.56	16,580.89	5,058.00	13,248.00	49,029.76	92,549.21
Year to date Interest	268.43	215.00	180.94	563.65	1,773.67	3,001.69
TOTAL 2014 COLLECTIONS	8,900.99	16,795.89	5,238.94	13,811.65	50,803.43	95,550.90
CURRENT YEAR TO DATE BALANCE	37,165.15	36,635.84	23,982.63	73,423.87	217,705.82	388,913.31
Less Transfers		(11,000.00)	(11,000.00)		(52,132.81)	(74,132.81)
Current Balance after Transfers	37,165.15	25,635.84	12,982.63	73,423.87	165,573.01	314,780.50

Year to Date Collections Sewer Connection Fee: 133,944.81

	POLICE	FIRE	LIBRARY	RECREATION	WATER	SEWER CONNECTION
2014 Impact Fee Amounts	\$148.00	\$171.00	\$281.00	\$736.00	\$832.00	
	\$0.2809/\$1000	\$0.63549/\$1000				\$3,572.00
	Blding Cost	Blding Cost				

Halen Homes Blackstone #6	148.00	171.00	281.00	736.00	832.00	
O'Brien Blackstone #7	148.00	171.00	281.00	736.00	832.00	
Halen Lot 13 Blackstone	148.00	171.00	281.00	736.00	832.00	
Tim O'Brien 139/140 Blackstone	296.00	342.00	562.00	1,472.00	1,664.00	
Miracle Homes #34 Blackstone	148.00	171.00	281.00	736.00	832.00	
Halen Homes Blackstone #3	148.00	171.00	281.00	736.00	832.00	
SCS Valley Cabinets					832.00	3,572.00
Tim O'Brien #012-984	148.00	171.00	281.00	736.00		
Tim O'Brien L. 38 Blackstone	148.00	171.00	281.00	736.00	832.00	
Tim O'Brien L. 56 Blackstone	148.00	171.00	281.00	736.00	832.00	
Freistadt All Temp					7,371.52	904.77
Airgas Safety	4,213.50	9,532.35			14,584.96	62,617.16
Brookside Meadows	148.00	171.00	281.00	736.00		3,572.00
Henderson 143-984	148.00	171.00	281.00	736.00		
Obrien Blackstone Lot 9	148.00	171.00	281.00	736.00	832.00	
Halen Blackstone Lot 70	148.00	171.00	281.00	736.00	832.00	
Jimmie John's					1,913.60	8,215.60
Wireless Logc					832.00	3,572.00
ATI Physical					832.00	3,572.00
Starbucks					2,154.88	9,251.48
O'Brien Blackstone #1 & 2	296.00	342.00	562.00	1,472.00	1,664.00	
O'Brien Blackstone #13	148.00	171.00	281.00	736.00	832.00	626.00
Briohn/Cont 246	182.02	411.80				
Ultra Tool	1,573.04	3,558.74			1,572.48	6,751.08
Korndoerfer 061-989	148.00	171.00	281.00	736.00		
Buffalo Wild Wings					7,288.32	31,290.72
TOTAL COLLECTED 2014	8,632.56	16,580.89	5,058.00	13,248.00	49,029.76	133,944.81

Expenditure Date August 2015 current current July 2017 current *** No spend-down limit

*** Use for Well #11 Costs & Debt Service

Village of Germantown

Inspection Services

Code Violations & Complaints

As of July 21, 2014

Code Violation Notice Number	Date of Complaint	Date Violation Notice Mailed	Property Owner(s)	Type of Violation	Compliance Date Given	Violation Remedied by Property Owner Yes/No	If No, Date Violation Remedied by Staff	Action(s) Taken by Village Staff

Village of Germantown
Department Community Development
 Planning Services Division
Code Violations & Complaints
As of July 18, 2014

Status (Open or Closed)	Code Violation Notice#	Date Issued	Comply Date	Property Address	Property Owner(s)	Type of Violation	Remedied Property Owner	Comment(s)	Action(s) Taken by Village Staff
CLOSED	1361	9-27-12	10-15-12	N128 W12950 HIGHLAND RD	JACK KRUEGER	PROPERTY MAINT	PROPERTY STILL NOT CLEANED UP	OPTIONS INCLUDE: ISSUE ADD'L CITATIONS OR SEEK COURT ORDER FOR VILLAGE TO CLEAN UP AND CHARGE BACK COSTS	PLEAD GUILTY TO 1 CITATION-PAID FINE; 2 CITATIONS DROPPED BY VILLAGE ATTY
OPEN	1374	4-10-13	4-30-13	W172 N13098 DIVISION RD	PATRICK JOSTEN	TENANTS W/O ZONING PERMIT	IN PROCESS		RE-INSPECT BY NEW FIRE CHIEF W/ INSP DEPT STAFF
OPEN	1389	5-28-14	6-18-14	W124 N13025 WASAUKEE RD	PAUL MARKIEWI CZ	BUILDING W/O PERMIT; JUNKED VEHICLES	IN PROCESS	INVESTIGATION ONGOING; CITATION LIKELY TO BE ISSUED	
OPEN	1391	6-13-14	6-30-14	W124 N13585 WASAUKEE RD	JACQUILINE ALOMEPE	JUNKED VEHICLES	IN PROCESS	WORKING W/ OWNER TO MOVE TRUCK FOR SALE	
CLOSED	1392	6-10-14	6-25-14	W166 N11561 ABBAY CT	ZAKI KAHN	POULTRY AT LARGE; RESIDENTIAL LOT < 2 ACRES	YES	POULTRY REMOVED BY OWNER	
CLOSED	1393	6-13-14	6-19-14	W134 N8675 COUNTY LINE RD	SEAR'S	TEMP SIGN W/O PERMIT	YES	PERMIT ISSUED	
CLOSED	1394	6-13-14	6-19-14	N96 W17655 COUNTY LINE RD	BURGER KING	TEMP SIGN W/O PERMIT	YES	ILLEGAL SIGN REMOVED	

CLOSED	1395	6-13-14	6-19-14	W188 N10707 MAPLE RD	RON'S GUN SHOP	TEMP SIGN W/O PERMIT	YES	PERMIT ISSUED	
OPEN	1396	6-13-14	7-15-14	W141 N10538 WOODED HILLS DR	ANTHONY OKOSUN	BUILDING/OCCUPANCY; FAILURE TO COMPLETE FINAL GRADING AND LANDSCAPING ON RESIDENTIAL LOT WITHIN 1-YEAR	IN PROCESS	INVESTIGATION ONGOING; CITATION LIKELY TO BE ISSUED	BUILDING INSP & VILLAGE ENGR HAVE MET WITH OWNER TO NO AVAIL
OPEN	1397	6-17-14	7-15-14	W162 N11819 FDL AVE	JEFFREY MILLER	AUTO REPAIR IN B-3 W/O CUP & ZONING PERMITS	IN PROCESS	CUP APPLICATION RECEIVED; 8-11-14 PC MTG	

NOTE:

VILLAGE OF GERMANTOWN - Capital Projects Fund 40		2014				July 10, 2014
Item	Allocated	YTD	Balance	Project	Amt to	Budget
Description	to Project	Expenditure	Remaining	Complete	Reserve	Acct #
LAW ENFORCEMENT						
Replace UPS System - use reserve funds	30,000	1,524	28,476			40-521-570-8210
Mercom Audio Logger	45,000		45,000			40-521-570-8430
Server Array Cluster - Virtual - Backup	30,000		30,000			40-521-570-8430
Replace Rifles	18,000		18,000			40-521-570-8456
Replace Squad Rifle Mounts	13,000	917	12,083			40-521-570-8456
Squad Cameras - Carry Over 2014	10,350		10,350			40-521-570-8210
FIRE PROTECTION						
Philips Monitor Upgrades - Carry over 2014 \$63375 + \$41,625 new debt	105,000		105,000			40-522-570-8530
Heavy Rescue/Fire Truck	788,000		788,000			40-522-570-8520
Computers & Software (2 CF-31 computers & Netmotion Licence)	23,000		23,000			40-522-570-8420
Turn Out Gear & Boots	50,000		50,000			40-522-570-8530
Communications Equipment - 6 Portables + 1 Mbl	20,000	4,168	15,832			40-522-570-8460
DPW ADM & ENGINEERING						
Pilgrim Road W/ DOT Design (Mequon to FDL) - carry over 2014 \$18,003 + 36,000	53,003	9,133	43,870			40-541-570-8911
Migrate from MapGuide to Arc GIS (full cost \$65,000) Split w/ Wtr & Swr	21,600	9,750	11,850			40-541-570-8450
Misc Future Drainage	60,000		60,000			40-541-570-8902
Division Road to Magnolia - Donges Bay Eng	44,500	16,646	27,854			40-541-570-8908
Stream Bank Stabilization -	60,000		60,000			40-541-570-8894
PARKS DEPARTMENT						
Repave Alt Bauer - (MMSD Grant \$23,801 offset)	64,002	333	63,669			40-553-570-8310
HIGHWAY DEPARTMENT						
Crack Fill Machine	45,000		45,000			40-542-570-8450
Fork Lift	20,000		20,000			
Patrol Truck (replace #424 - w/\$8,000 trade-in)	175,000		175,000			40-542-570-8520
Iron Worker tool - cut/bend/fabricate Steel	30,000		30,000			40-542-570-8530
Asphalt Road Projects (carryover \$11550 + \$1,377,700 new) (+LRIP & Kleinman)	1,470,354	298,115	1,172,239			40-542-570-8810
Library						
Automation Equipment - County (carry over)	17,270	0	17,270			40-551-570-8435
Recreation						
Friedenfeld Park Donation (carry over)	3,121	0	3,121			40-552-570-8310
Retainages Payable -						
	43,616		43,616			40-200-210-1100
Total Projects	3,239,816	340,586	2,899,230			

Cash On Hand

Cash Balance - Pool 3,062,406
Cash Balance - TD Ameritrade 156,826

Offset Funding MMSD, Trade-in, etc, Fire Eng Sale 43,351

\$\$\$ Available 3,262,583

Committed Funds -

Senior Center Committed to future expense 4,255 + Funds from sale of van \$4,650.
Wilderness Park 10,000
Blackstone Spec Assmt 307,082 Use for Debt Service Offset
Refund DOT Freistadt Bridge Project 19,211
340,549

\$\$\$ Available for projects 2,922,035

Project Balance -2,899,230

Non committed funds \$ 22,804

WI Online Auction Sales 11,550 Fire Dept

INSPECTION SERVICES

Jul-14

LETTERS OF CREDIT/OCCUPANCY BONDS

Project	Expiration Date	Dollar Amount	Note	Issuing Bank	Renewability	Letter of Credit #
Construction Supply/Walters N112 W19515 Mequon Road	Cash	\$ 7,500.00		N/A	N/A	Cash Bond
Old Town Inn N116 W15841 Main Street	None/Cash	\$ 2,500.00	1	N/A	N/A	Cash Bond
Irgens/Trans Coil Inc. W132 N10611 Grant Drive	10/3/2014	\$ 20,000.00		Bank Mututal Brookfield, WI 53005	No Auto Extension	7356006448
J.B.J./Ellen's Home South Phase II W150 N1127 Fond du Lac Ave	None/Cash	\$ 20,000.00		N/A	N/A	Cash Bond
The Gables/Matterhaus N109 W17000 Ava Circle	None/Cash	\$ 20,000.00		N/A	N/A	Cash Bond
River Lane Holdings N114 W17881-83 Blackstone Cir.	10/31/2014	\$ 18,500.00		Park Bank Brookfield, WI 53005	No Auto Extension	11202013
River Lane Holdings W179 N11435-37 Blackstone Cir	10/31/2014	\$ 18,500.00		Park Bank Brookfield, WI 53005	No Auto Extension	01092014a
River Lane Holdings W179 N11554 Blackstone Circle	10/31/2014	\$ 9,300.00		Park Bank Brookfield, WI 53005	No Auto Extension	01092014b
River Lane Holdings N116 W17877-79 Blackstone Cir	10/31/2014	\$ 16,100.00		Park Bank Brookfield, WI 53005	No Auto Extension	2242014
Florian Park N111 W18611 Mequon Road	2/25/2015	\$ 20,000.00		Royal Credit Union Eau Claire, WI 54702	No Auto Extension	4562655433
River Lane Holdings W179 N11609 Blackstone Circle	10/31/2014	\$ 8,150.00		Park Bank Brookfield, WI 53005	No Auto Extension	4072014
River Lane Holdings N115 W17885-87 Sawgrass Court	10/31/2014	\$ 16,800.00		Park Bank Brookfield, WI 53005	No Auto Extension	4282014
AT & T Mobility LLC W124 N13185 Wasaukee Road	None	\$ 20,000.00		Fidelity & Deposit Maryland Schaumburg, IL 60196	N/A	9145948
Buffalo Wild Wings N96 W17990 County Line Road	None/Cash	\$ 20,000.00		N/A	N/A	Cash Bond

INSPECTION SERVICES

LETTERS OF CREDIT/OCCUPANCY BONDS

Project	Expiration Date	Dollar Amount	Note	Issuing Bank	Renewability	Letter of Credit #
River Lane Holdings N114 W17861-63 Blackstone Cir.	10/31/2014	\$ 15,600.00		Park Bank Brookfield, WI 53005	No Auto Extension	5222014
Ultra Tool W194 N11811 McCormick Drive	5/20/2015	\$ 20,000.00		BMO Harris Bank	No Auto Extension	HACH437234OS
Gtown Retail/Continental 246 N96 W17950-80 County Line Roa	5/29/2015	\$ 20,000.00		BMO Harris Bank	No Auto Extension	HACH438744OS
Northcentral/Core Commercial N96 W19120-80 County Line Roa	6/20/2015	\$ 20,000.00		Associated Bank	No Auto Extension	DC112467US16914
Custom-Pak Products N118 W18981 Bunsen Drive	7/1/2015	\$ 20,000.00		Commerce State Bank West Bend, WI 53095	No Auto Extension	170

Notes:

1. \$17,500 returned 2/13/14. Holding \$2,500 for completion of deck & landscaping.

Village of Germantown Letters of Credit

Department of Public Works and Finance Department

Page 1 of 1
7/16/2014

Development	Expiration Date	Dollar Amount	Issuing Bank	Renewability	Letter of Credit No
Asset Development	2/13/2015	266,754.14	Wells Fargo	No Auto Extension	NZS614643
Continental 246	5/15/2015	320,000.00	Bank Mutual	Auto Extension	7356006863
Carriage Hills Germantown	6/24/2015	116,800	BMO Harris	Auto Extension	Cashers Check 635833360
Collateralization of funds held at US Bank US Bank	12/1/2014	4,000,000	Federal Home Loan Bank of Cincinnati	-	LOC No. 515297

Project(s) to WATCH:



Germantown Planning & Zoning Department
LETTERS OF CREDIT (LOC)
Beneficiary: Village of Germantown

Nota	Developer/Owner/Project	Project	Amount (\$)	Expire Date	Bank/Lender	Contact Name	Address	Renewal Terms	Bank Ref ID/#	Status
1	Enviro-Safe Consulting	Provision of CUP #3-11 for removal or clean-up if necessary	\$53,000	03/01/14	Spring Bank	Glenn A. Michaelson, SVP	Spring Bank, 19655 W. Wisconsin Ave., Ste. 100, Brookfield, WI 53005	Automatic renewal after 1 year	LOC #520203	Open
2	Todd Roskopf	Wetland Delineation	\$300		Cash	Todd Roskopf	2375 N. 68th Street, Wauwatosa, WI 53213			Open

NOTES:

- 1 Enviro-Safe for clean-up; Annually Renewing in Perpetuity
2 Todd Roskopf - Wetland Delineation

SUMMARY OF VILLAGE CONTRACTS

6-12-14

Contract Expiration Date	Name of Company	Service or Product Provided	Is this a contract? lease? license?	Annual Cost of Contract	Department Negotiating/Overseeing Contract
Summer 2014	Harley Davidson	motorcycle	lease	1,570.50	Police
08-31-2014	TE Brennan Company	Property & liability insurance consulting	contract	3,963.40	Finance
10-31-2014	NuVantage Employee Resource	employee assistance program	contract	790+ hr. fee	Administration
10-31-2014	Tapco	intersection signal maintenance	contract	1,710+ \$85/hr.	Highway
12-31-2014	J. Mauel & Associates	tax col./pet lic., sp. assn't soft. maintenance	license	625.00	Finance
12-31-2014	ProPhoenix Corporation	ProPhoenix annual main. & support	contract	28,706.00	Police
12-31-2014	Harris	MSI Maintenance	license	13,294.17	Finance
12-31-2014	General Communications	maintenance contract on AUX I/O's only	contract	2,880.00	Police
12-31-2014	Washington County Humane Society	animal control	contract	2,982.00	Police
12-31-2014	Vermot Systems	Rec Trac Maintenance	license	4,038.00	Park & Rec
12-31-2014	Seller	GPS Total Station software maintenance	license	4,824.00	Engineering
12-31-2014	Baycom	911 service agreement	contract	14,350.00	Police
12-31-2014	General Communication	radio maintenance	contract	1,215.00	Buildings & Grounds
02-28-2015	Morphotak	Fast ID maintenance	contract	442.23	Police
02-29-2015	Johnson Controls	HVAC-Library	contract	2,648.00	Buildings & Grounds
03-06-2015	MLG	Business Park brokerage services	contract	10%	Administration
03-21-2015	General Code	laserfiche maintenance	contract	2,666.00	Police
03-29-2015	Schultz-Bernstein & Associates	Trend Micro Antivirus Maintenance	license	756.00	Finance
Spring 2015	Marine Biochemists	Algea treatment (pond by Wago)	contract	1,764.00	Highway
04-29-2015	Carlson AutoCAD	Auto CAD Software Maintenance	contract	1,238.00	Engineering
04-30-2015	Eaton Corporation	UPS maintenance main	contract	2,832.00	Police
05-01-2015	Wisconsin DOT (Municipal Salt Bid)	road salt	contract	210,000 est.	Highway
06-06-2015	AT&T	T-1 line PD to Menomonee Falls	contract		Police
06-24-2015	Inacom/Core BTS	Cisco router maintenance	contract	659.55	Police
09-__-2015	Industrial Towel and Uniform	towels, floor mats, mop heads	contract	see pricing list	Buildings & Grounds
10-01-2015	Waste Management	solid waste & recycling pickup	contract	900,000.00	DPW
12-31-2015	Ruekert & Mielke	GIS (3 year contract-payment 100% upfront)	contract	15,000.00	Sewer & Water
12-31-2015	JB Janitorial Services LLC	janitorial service	contract	83,040.00	Buildings & Grounds
12-31-2015	Braun Thyssen Krupp Elevator	PD elevator maintenance agreement	contract		Police

Contract Expiration Date	Name of Company	Service or Product Provided	Is this a contract? lease? license?	Annual Cost of Contract	Department Negotiating/Overseeing Contract
12-31-2015	Accurate Appraisal	assessing services	contract	54,500.00	Administration
02-10-2016	AT&T	telephone service-Integration Info. Network	contract	see pricing list	Administration
02-06-2016	AT&T	State of Wisconsin Centrex	contract	see pricing list	Finance
06-09-2016	Winscribe Digital	police dictation equipment	contract	2,727.00	Police
10-05-2016	Gordon Flesch	copier maintenance	lease	4,515.00	Police
12-31-2016	Cintas	fire alarm inspections	contract	7,652 est.	Buildings & Grounds
03-01-2017	ISDN	Pri Centrex	contract	see pricing list	Finance
05-31-2017	Emergency Services Marketing	I Am Responding	contract	650.00	Fire
09-13-2017	GFC Leasing	copiers	lease	5,700.00	Library
07-18-2016	AT&T	long distance	contract	varies	Finance
open	Ruekert & Mielke	SCADA	contract	T & M	Sewer & Water
Open	Arborscape	weed violation cutting services	contract	time & material	Community Development

12-31-2013	Schultz-Berstein & Associates	Trend Micro Antivirus Maintenance	license	1,167.00	Police
12-31-2013	Washington Co. Sheriff's Office	radio console maintenance	contract	4,050.00	Police