VILLAGE OF GERMANTOWN
N112 W17001 MEQUON ROAD
GERMANTOWN, WI 53022

MEETING: **REGULAR MEETING OF THE VILLAGE BOARD**

DATE AND TIME: **MONDAY, AUGUST 4, 2014 7:00 p.m.**

LOCATION: **Germantown Village Hall Board Room**

I. **CALL TO ORDER:** *This meeting has been given public notice in accordance with Section 19.83 and 19.84, Wis. Stats, in such form that will apprise the general public and news media of subject matter that is intended for consideration and action.*

II. **ROLL CALL**

III. **PLEDGE OF ALLEGIANCE**

IV. **PRESIDENT'S REPORT**

V. **ANNOUNCEMENTS OF FORTHCOMING EVENTS OF PUBLIC INTEREST/COMMITTEE REPORTS:**
The following individuals will be given the opportunity to make announcements of future municipal activities: Village President, Village Board Members, Village Administrator, Village Attorney and Village Clerk.

VI. **CITIZEN INPUT/PUBLIC APPEARANCE on items not subject to a public hearing:**
Please be advised per §19.84(2), information will be received from the public. It is the policy of this municipality that there be a three (3) minute time period, per person, with time extension per the Chief Presiding Officer's discretion; be further advised that there may be limited discussion on the information received, however, no action will be taken under public comments. (15 minutes)

VII. **CONSENT AGENDA:**

A. Minutes – July 21, 2014

B. Accounts payable/payroll

1.	July 25, 2014	Accounts Payable	$ 337,582.76
2.	July 29, 2014	Payroll (hourly)	$ 334,591.57
3.	July 31, 2014	Payroll (salary)	$ 77,923.89

C. Operator Licenses: August 5, 2014 - June 30, 2015:
Kaitlyn Bisswurm, Catherine Braun, Leza Dhein, Erin Gust, Carlton Tatreau, Annamarie Ullrich, Courtney Utecht

The following items were forwarded from the General Government & Finance Committee with a unanimous recommendation:

D. Accept the I.T. Support Maintenance Agreement With Steve Storrs of Shultz-Bernstein & Associates Through the End of 2014 [Recommended Approval]

VIII. UNFINISHED BUSINESS:

A. Kiwanis Club of Germantown – Addendum to Application for PUBLIC Grant Program – Coin Operator Machine License [Recommended Approval]

IX. PUBLIC HEARINGS – 7:00 P.M. OR LATER

–The purpose of said hearing(s) is to hear any and all parties, their attorneys or agents, for or against the application(s) filed by the petitioner(s).

X. NEW BUSINESS:

A. Recommended Acceptance of 2013 Comprehensive Annual Financial Report

B. St. Boniface Congregation Application for PUBLIC Grant Program

C. Alt Bauer Park Parking Lot – Acceptance of Bid and Approval to use DOT Refund from Freistadt Road Bridge Project

D. Request to Fill Officer Vacancy – Police Dept.

E. Agreement Between the Village of Germantown and MLG for Development in the Willow Creek Business Park (TIF 6). The Village Board May Enter Into Closed Session Per Wis. Stats. §19.85(1)(e) For The Purpose Of Deliberating Or Negotiating The Purchase Of Public Properties, The Investing Of Public Funds, Or Conducting Other Specified Public Business, When Competitive Or Bargaining Reasons Require A Closed Session And Then May Re-Enter Open Session To Take Such Action As It Deems Appropriate.

F. The Germantown Professional Police Association Local 306 Negotiations. The Village Board May Enter Into Closed Session Per Wis. Stats. §19.85(1)(e) For The Purpose Of Deliberating Or Negotiating The Purchase Of Public Properties, The Investing Of Public Funds, Or Conducting Other Specified Public Business, When Competitive Or Bargaining Reasons Require A Closed Session And Then May Re-Enter Open Session To Take Such Action As It Deems Appropriate

XI. ADJOURNMENT

The next Village Board meeting will be on *August 18, 2014* at 7:00 p.m.

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

X. A

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

COMMITTEE ACTION

Positive recommendation to forward to Village Board for acceptance - place under New Business
4/0

X. B

RECEIVED
JUL 14 2014
OFFICE OF VILLAGE CLERK
VILLAGE OF GERMANTOWN

VILLAGE OF GERMANTOWN
APPLICATION FOR PUBLIC GRANT PROGRAM

Application Date: _____

Organization/Group Name: ST. BONIFACE CONGREGATION

Applicant's Name: MICHAEL IKESLER

Applicant's Address: W212N10815 APPLETON AVE. GERMANTOWN

Telephone Number: _____

Purpose or Mission Statement: WE GATHER TO SHARE LITURGY, LOVE AND THE SPECIAL GIFTS THAT DEEPEN OUR CATHOLIC FAITH, IN ORDER TO SERVE THE NEEDS OF OUR BROTHERS AND SISTERS.

Event No. 1 Date: 8/29 THRU 8/31 Event Description: ANNUAL PARISH FESTIVAL

Estimated Attendance: 1500 - 2000 Times of Event: 8/29 4-10 PM; 8/30 4:30 - 11:00 PM; 8/31 11:00 AM - 11:00 PM

Location of Event: W204N11940 GOLDENDALE RD GERMANTOWN, WI

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: THIS WILL HELP FINANCE THE CHURCH AND SCHOOL WHICH SERVES OVER 1,100 FAMILIES IN GERMANTOWN AND THE SURROUNDING AREA.

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

ST. BONIFACE CONGREGATION 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: 7/2/14

Signature

FATHER LOYOLA AMALRAJ
Print Name of Signature

W204 N11940 GOLDENDALE RD
Street Address

GERMANTOWN, WI 53022
City, State & Zip Code

Certificate of Coverage

Date: 7/17/2014

Certificate Holder

Archdiocese of Milwaukee
Archbishop Cousins Catholic Center
PO Box 070912
Milwaukee, WI 53207-0912

This Certificate is issued as a matter of information only and confers no rights upon the holder of this certificate. This certificate does not amend, extend or alter the coverage afforded below.

Company Affording Coverage

THE CATHOLIC MUTUAL RELIEF
SOCIETY OF AMERICA
10843 OLD MILL RD
OMAHA, NE 68154

Covered Location

St. Boniface Congregation
W204 N11940 Golden Dale Rd.
Germantown, WI 53022

Coverages

This is to certify that the coverages listed below have been issued to the certificate holder named above for the certificate indicated, notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain, the coverage afforded described herein is subject to all the terms, exclusions and conditions of such coverage. Limits shown may have been reduced by paid claims.

	Type of Coverage	Certificate Number	Coverage Effective Date	Coverage Expiration Date	Limits	
	Property				Real & Personal Property	
	D. General Liability				Each Occurrence	500,000
	☑ Occurrence	8595	7/1/2014	7/1/2015	General Aggregate	1,000,000
	☐ Claims Made				Products-Comp/OP Agg	
					Personal & Adv Injury	
					Fire Damage (Any one fire)	
					Med Exp (Any one person)	
	Excess Liability	8595	7/1/2014	7/1/2015	Each Occurrence	500,000
					Annual Aggregrate	
	Other				Each Occurrence	
					Claims Made	
					Annual Aggregrate	
					Limit/Coverage	

Description of Operations/Locations/Vehicles/Special Items (the following language supersedes any other language in this endorsement or the Certificate in conflict with this language)

General liability coverage is verified for St. Boniface Congregation's annual fun run/walk and parish festival, August 28- September 1, 2014 (includes time for set up and take down). Coverage only applies during the dates and times of the St. Boniface Congregation events, and only for claims arising out of their acts.

Holder of Certificate

Village of Germantown
P.O. Box 337
Germantown, WI 53022

Cancellation

Should any of the above described coverages be cancelled before the expiration date thereof, the issuing company will endeavor to mail 30 **days written notice to the holder of certificate named to the left, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives.**

Authorized Representative

0065005716

X.C

VILLAGE BOARD
GERMANTOWN, WI

MEETING DATE: August 4, 2014

TO: Village Board

FROM: Justin Casperson, Park & Recreation Director

RE: Alt Bauer Park Parking Lot

SUMMARY:

- In 2014, Village Board approved CIP allocation of $64,000 to replace Alt Bauer Park's deteriorating parking lot.
- 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.
- An original bid opening was on May 15, 2014. The sole bidder (Payne & Dolan) was rejected because there was only one bid and it came in over budget by $16,122.86 (bid amount $80,122.86).
- The second bid opening was on June 27, 2014. There were four bidders with Payne and Dolan coming in lowest at $75,170.80, still $11,170.80 over budget.
- The Village received a refund check from the DOT for the amount of $19,210.86 from the Freistadt Road Bridge Project. The Department would like to use the refunds from the Freistadt Road Bridge Project to cover the overages.

COST SUMMARY:

ORIGINAL ESTIMATE – *09/20/2013*	
Asphalt Parking Lot w/ Pervious Concrete Parking Stalls	
$58,184	Estimate Cost
$5,818	10% Contingency
$64,002	Estimate Total Project Cost
$23,801	Minus MMSD Reimbursement
$40,201	Estimate Total Cost to Village
Entire Parking Lot w/ Asphalt	
$39,550	Estimate Cost
$3,955	10% Contingency
$43,505	Estimate Total Cost to Village

ACTUAL COST – *07/22/2014*	
Asphalt Parking Lot w/ Pervious Concrete Parking Stalls	
$75,171	Actual Cost
$7,517	10% Contingency
$82,688	Estimate Total Project Cost
$42,567	Minus MMSD Reimbursement
$40,121	Estimate Total Cost to Village
Entire Parking Lot w/ Asphalt	
$44,822	Actual Cost
$4,822	10% Contingency
$49,304	Actual Total Cost to Village

STAFF RECOMMENDATION:

- Accept the contract with Payne & Dolan not to exceed $75,107.30.
- Adopt a budget amendment to increase account 40-553-570-8310 from $64,002.00 to $82,688.00 using funds from the Freistadt Road bridge project refund.

ACTION BY BOARD & COMMISSION:

- GENERAL GOVERNMENT & FINANCE COMMITTEE (JULY 29, 2014) - Motion made by Kaminski, seconded by Vanderheiden to forward to the Village Board with a positive recommendation to accept the contract with Payne & Dolan and use the funds from the Freistadt Road Bridge Project Refund not to exceed $75,170.81. Motion carried 3-1 (Baum)

- 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]. . Motion 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 carried unanimously.

- PARK & RECREATION COMMISSION (MARCH 19, 2014) - Motion by Laszewski, seconded by Knop to forward onto the Village Board with a 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 unanimously.

- 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

ATTACHMENTS:

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

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
0000I002170	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.

40100120900

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

- Detach this stub before cashing check -

AEP:SWISM:0011

THE FACE OF THIS DOCUMENT HAS A COLORED BACKGROUND ON WHITE PAPER

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

State of Wisconsin
General Operations

A 9498643 12-2/750

U.S. BANK, Milwaukee N.A.
Milwaukee, WI 53202

TRANSPORTATION, DEPARTMENT OF CC:WZ
PV #:0000I002170

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**********

Secretary of Administration

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

38473888

State Treasurer

DOCUMENT CONTAINS WATERMARK - HOLD AT AN ANGLE TO VIEW

"9498643" :075000022: 111851000"

PARTNERS FOR A CLEANER ENVIRONMENT

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.

WHERAS, 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

By: _____

Kevin L. Shafer, P.E.
Executive Director

Approved as to Form

By: _____

Attorney

VILLAGE OF GERMANTOWN

By: _____

Dean Wolter
Village President

Attest

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.

			2-Yr Event			100-Yr Event		
Item	Area, Imp. (ac)	Area, Perv. (ac)	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.

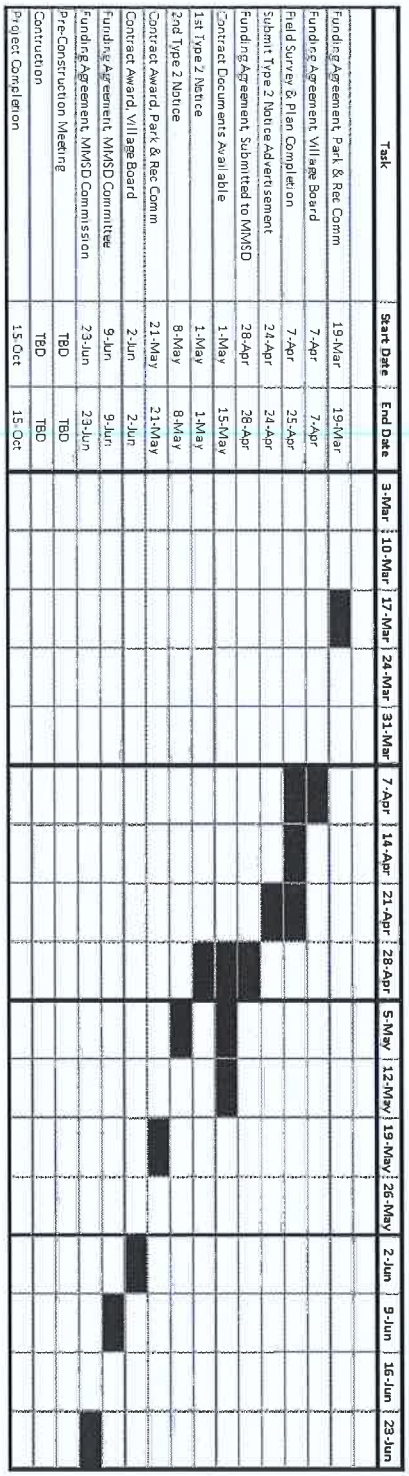
Maintenance

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- 8'x9' 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



2013 CAPITAL BUDGET
Green Solutions for Separate Infrastructure & Sewers (M03076)
2013 FUNDING ALLOCATION BY MUNICIPALITY
As of November 15, 2013

MUNICIPALITIES	2012 EQUALIZED VALUE AMOUNT	% OF TOTAL	2013 FUNDING ALLOCATION	LESS: FUNDING REIMBURSED	REMAINING FUNDS AVAILABLE
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	$73,055,044,420	100.0%	$2,000,000	$0	$2,000,000

X. D

BUSINESS OF THE PUBLIC SAFTEY COMMIITTEE + Village Board
GERMANTOWN, WI

MEETING DATE: August 4th 2014

AGENDA ITEM: New Business

ITEM TITLE: Officer/Detective Vacancy

SUBMITTED BY: Chief Peter Hoell PH

SUMMARY EXPLANATION:

On October 12th 2014, after 37 years of distinguished service with the Germantown Police Department, Detective Michael Eggers will retire.

I would strongly encourage approval for the replacement of this position. A promotional procedure has taken place and an eligibility list was created. The promotion will result in the vacancy of a patrol officer's position which will need to be filled. Attached you will find 2012 Law Enforcement Agency comparable charts for Washington, Ozaukee, Milwaukee and Waukesha counties. Even though I feel the police department is a very effective police agency, we are by no means staff heavy. Studying comparables, we are generally on the low to medium end. In Wisconsin for 2012, the average officer ratio per 1000 population is 2.21. Our staffing ratio is in the area of 1.6 officers per 1000 population.

2014 Pay of a Detective, wages only.
Starting Pay: $72.109.95
Top Pay: $73.838.20

2014 Pay of an officer, wages only.
Starting Pay: $48,828.17
Top Pay: $66,408.69

For 2014, at full patrol officer staffing, there will be:
5 officers assigned to dayshift
6 officers assigned to second shift
6 officers assigned to third shift

To supplement, we have 3 Detectives and 2 SRO's, one which is 75% funded and one 50% or less funded by the school district. There is 1 officer assigned to the drug unit.

In the event the police dept would lose a position, highlighted are some of the potential problems/issues we would encounter.

The patrol officer position is thin. Our minimum staffing is such that on dayshift we utilize

support services staff to help with patrol as needed. Second and third shifts routinely have time periods where all squads are busy and the other agencies are not available for mutual aid. The second shift Detective routinely goes out on the road to help where needed.

The 3 Detectives are broken down as 2 general investigators and 1 juvenile investigator. Our annual reports highlight our high activity in this section of the PD and there is no room for cuts to staffing.

The SRO's are largely funded by the school district and any cuts would result in patrol staff now responding to the schools for calls for service.

This leaves the drug officer position. The drug officer is assigned from the patrol unit on a 2 year assignment with the possibility of a 1 year extension. The maximum assignment therefore would be 3 years. After reviewing our 2012 final December monthly report I think you will find this position to be highly productive. I would also like to note that Germantown continues to experience drug overdose deaths, and a spike in prescription abuse.

Even though this is an officer replacement position, I do want to mention our supervisory staff. Those of you with knowledge of scheduling know that in order to staff a position 365 days a year, 24 hours a day, 7 days a week, it takes at least 8 personnel. We have 8 supervisors which include the Chief and 2 Captains.

The bottom line, a loss of a sworn position will be the loss of 2080 plus hours of police work in a year. As I first stated, this department has been effective and efficient with the staff we have. If our officer to population ratio were higher, a reduction could be more easily absorbed.

Regardless of the decision to replace this position, the police department will strive to maintain "Excellence in Police Service" for the Germantown residents and for those who work and visit.

Attached are the Employee Vacancy Justification worksheet, 2012 Police Agency comparables, and Organizational chart and job description.

ATTACHMENT: ORDINANCE____ RESOLUTION_____ OTHER x

RECOMMENDATION:
The Police Dept. is asking that the Public Safety Committee send this request to the Village Board with a positive recommendation.

EMPLOYEE VACANCY JUSTIFICATION WORKSHEET

All positions left vacant by retirement, quitting, or termination need to complete the following worksheet before the vacant position may be advertised or filled. This worksheet shall not pertain to temporary, seasonal, and sworn public safety employees.

Vacancy Justification Worksheet

Position to be filled: **Police Officer**

Department: **Police Department**

Pay: **Annual Starting plus holiday Pay: $51,126.40**

How long was the previous personnel in position: **Employed by the PD for 37 years.**

Deferred for a period of time? Yes **X** No:

Why: On October 12th 2014, after 37 years of distinguished service with the Germantown Police Department, Detective Michael Eggers will retire.

I would strongly encourage approval for the replacement of this position. A promotional procedure has taken place and an eligibility list was created. The promotion will result in the vacancy of a patrol officer's position which will need to be filled. Attached you will find 2012 Law Enforcement Agency comparable charts for Washington, Ozaukee, Milwaukee and Waukesha counties. Even though I feel the police department is a very effective police agency, we are by no means staff heavy. Studying comparables, we are generally on the low to medium end. In Wisconsin for 2012, the average officer ratio per 1000 population is 2.21. Our staffing ratio is in the area of 1.6 officers per 1000 population.

Transferred or shared with existing staff: Yes **X** No:

Why: **Same as above**

Consolidated with another position? Yes **X** No:

Why: **No other position to consolidate with.**

Privatized/Contractual?: Yes **X** No:

Why: **Same as above**

** Attach current job description and department organizational chart and Full-time Law Enforcement Chart.

Department Director
Signature/approval

7-21-14
Date

Village Administrator
Signature/Approval

7-21-14
Date

GERMANTOWN POLICE DEPARTMENT

* * DIRECTIVE * *

TO: All Police Personnel

FROM: Chief Peter G. Hoell

DATE: October 21, 2013

SUBJECT: DETECTIVE PROMOTION

On Thursday, October 17, 2013 the Police and Fire Commission created an eligibility list for the position of Detective. According to the GPPA contract, two officers with the highest composite scores will be placed on the eligibility list. The following officers were placed on the list:

- P.O. Brian Ball
- P.O. Tim Miller

The list will expire on October 17, 2014.

The officer with the highest score was P.O. Brian Ball and he will be promoted to Detective effective December 2, 2013.

Congratulations P.O. Brian Ball – soon to be Detective Ball – on your promotion. Congratulations P.O. Tim Miller for your placement on the eligibility list. The Police and Fire Commission advised that they were impressed with all five candidates. Congratulations to all five candidates for making the process very competitive.

Michael J. Eggers

July 16, 2014

Peter G. Hoell
Chief of Police
Germantown Police Department

Dear Chief Hoell,

This letter is my official notification to you and the Village of Germantown that I am retiring from my position as Detective for the Germantown Police Department. My last day of employment for the village will be Sunday, October 12, 2014, and my scheduled last day of work will be Thursday, October 9, 2014.

I am excited about my impending retirement and I want to thank you and all of the staff of Germantown Police Department, current and past, for all of the experiences and opportunities I have had in my 37 years of service to the Village of Germantown. It has truly been an honor and pleasure to serve!!

I am willing to assist with the transition of my work and duties to those persons who will assume them. Please let me know what I can do to help you, so that it may be a smooth transition.

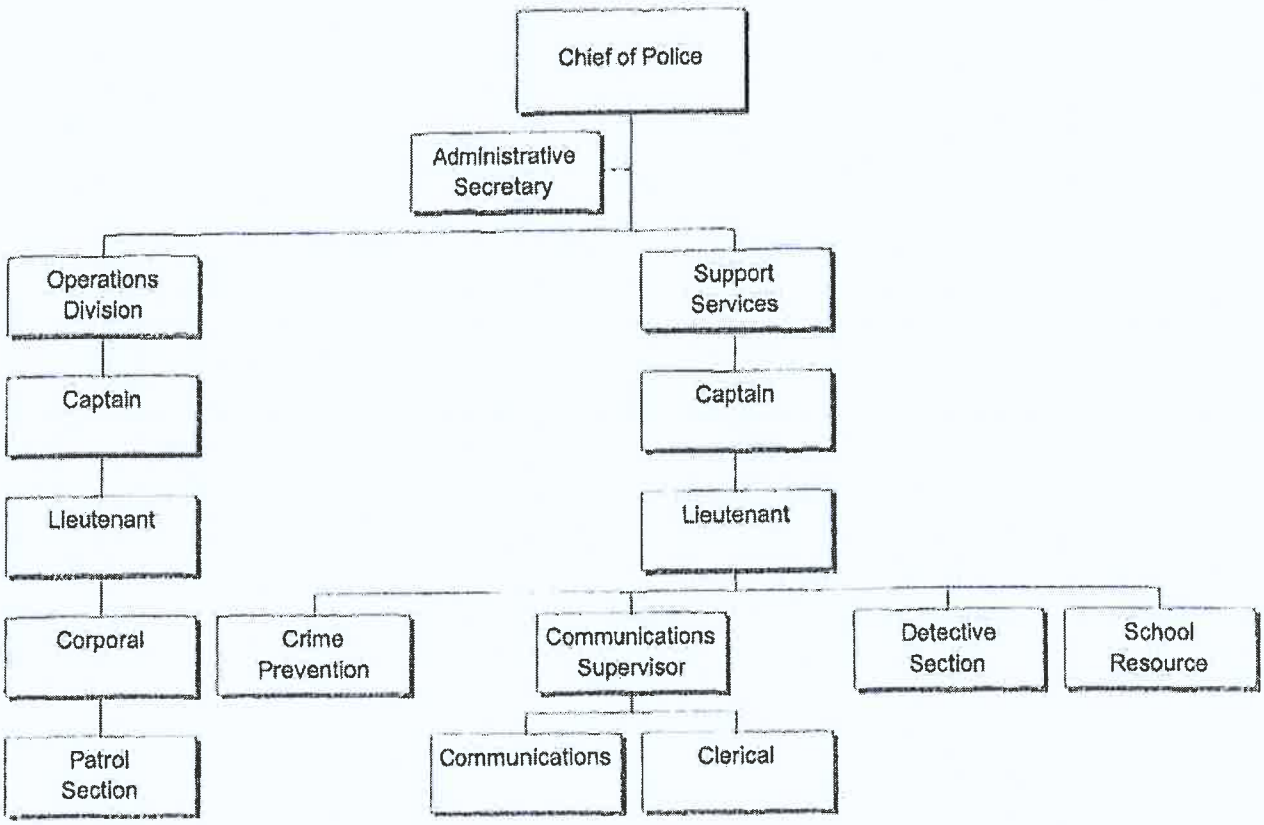
Please feel free to make all notifications that you may need to make regarding my retirement from the Germantown Police Department. I intend to meet with the village finance department in the coming weeks to finalize the details of my retirement.

Sincerely,

Det Michael J Eggers

Detective Michael J. Eggers

GERMANTOWN POLICE DEPARTMENT
Organizational Chart



DETECTIVE SECTION

PURPOSE

The Detective Section is created for the purpose of centralizing the function of the Criminal Investigation responsibility. The section shall function in both a reactive and proactive posture, applying "state of the art" criminal investigation techniques to all assigned cases.

OBJECTIVE

The Detective Section shall investigate all criminal matters that are referred from the Operations Division. As a specialized element, the Section shall apply modern investigative techniques to successfully solve offenses that have a reasonable solvability rating. The Section shall also provide a proactive program of gathering criminal intelligence and initiate active programs to impact on vice, organized crime and narcotics violations.

ORGANIZATION

The Detective Section is a sub-group of Operations Division. Members of the Section are under the direct supervision of the assigned shift commander.

DUTIES AND RESPONSIBILITIES

The Detective Section shall be responsible for the following functions:

1. Handle follow-up investigations pertaining to violations of criminal statutes/ordinances of the state of Wisconsin or the village of Germantown.

2. Perform background investigation of specific business license applications as submitted from the administrative and executive village offices.

3. Conduct any investigations submitted by Support Services Commander.

4. Maintain current and accurate intelligence information on suspects/offenders involved in criminal activities within the village of Germantown and to submit intelligence reports to any regional law enforcement intelligence-

gathering agencies.

5. Maintain a harmonious working relationship with other communities, federal investigative agencies, state departments of law enforcement and with the District and Village Attorney's offices having prosecutorial jurisdiction within the village.

6. Identify and analyze offenses in an effort to apprehend offenders through a follow-up investigation with the goal of reducing crime within the village of Germantown.

7. Conduct special operations to identify criminal activity involving vice, organized crime, narcotics and liquor control violations.

8. Prepare complaints and affidavits for arrest warrants and search warrants as required.

9. Conduct crime scene search/documentation activities and collect physical evidence.

10. Perform related work as required.

JOB TITLE Detective

ORGANIZATIONAL UNIT Detective Section

ORGANIZATIONAL RELATIONSHIP

Reports to Shift Commander

SPECIFIC DUTIES AND RESPONSIBILITIES

A Detective shall have the following duties and responsibilities:

1. Shall be responsible for the proper investigation of cases assigned, including collection and preservation of evidence, recovery of property, apprehension of the offender and preparation of cases for prosecution.

2. Shall locate and question witnesses, complainants, suspects and offenders.

3. Shall make reports on each case assigned as is required for recording purposes.

4. Shall keep the section supervisor informed of progress in assigned cases, both by oral and written reports.

5. Shall follow up each case assigned until there is a final disposition.

6. Shall maintain sources of information to aid in the prevention and investigation of crime, cooperating with other police departments and other public service agencies.

7. Shall develop sources of information to include informants, and forward such information to all other sections of the Department that is beneficial in the prevention or detection of crime, or which will alert personnel for particular M.O.'s or other criminal activity that is likely to occur in the jurisdiction.

8. Shall arrange for technical assistance when required, i.e.: laboratory services, identification services, etc.

9. Shall assist prosecuting authorities in preparation of court cases and testify at all judicial trials and hearings when required.

10. Shall assist law enforcement officers from other jurisdictions while they are conducting investigations in the village of Germantown.

11. Shall execute warrants originating in the village of Germantown or other jurisdictions to effect the arrest of persons working, frequenting or living in the village of Germantown.

12. Shall dress in civilian clothing and present a businesslike appearance, except when instructed otherwise by appropriate command or supervisory personnel.

13. Shall study and apply sound investigative techniques and improve individual effectiveness by careful attention to the following skills:

    a. Effective use of records and updates.

    b. Conduct of interviews and interrogations.

    c. Cultivation of outside sources of information.

    d. Collection, identification, analysis, preservation and presentation of evidence.

    e. Basic technique of police photography.

14. Shall respond to any immediate need for police service regardless of the nature of the specialized assignment whenever necessary to prevent harm to a citizen or to take lifesaving measures.

15. Shall make an analysis of cases assigned to determine crime trends, with special attention given to date, time, property information, modus operandi similarities, and any other intelligence information that may be developed or gathered.

16. Perform related work as required.

DESIRABLE SKILLS, KNOWLEDGE AND ABILITIES

Must meet all of the requirements established by the Police and Fire Commission.

Basic certification from Wisconsin Training and Standards as "police officer".

Possess the following:

Effective interviewing skills.

Ability to recognize relevant methods of evidence collection.

Ability to evaluate situations and establish priorities.

Ability to clearly express one's self during courtroom testimony.

A good general knowledge of community demographics and problems.

Ability to express empathy and make empathetic statements.

JOB TITLE Officer Assigned to Patrol

ORGANIZATIONAL UNIT Patrol Officer

ORGANIZATIONAL RELATIONSHIP

Reports to Shift Commander

SPECIFIC DUTIES AND RESPONSIBILITIES

An officer assigned as Patrol Member shall have the following duties and responsibilities:

1. Deter or detect unlawful activity by effective patrol of assigned areas, either on foot or in an automobile.

2. Investigate assigned incidents, completing formal police reports to document facts and to provide an official record of the incident.

3. Provide assistance to victims (eg., crime, accident, fire, etc.) to safeguard their health and well-being.

4. Maintain physical fitness to enable self to perform strenuous activity as required.

5. Check the premises of businesses, industries, and/or residences in patrol area for signs of break-in or other irregularities in order to protect persons and property.

6. Respond to citizen requests for information promptly and courteously, maintaining good public relations.

7. Enforce state statutes and village ordinances.

8. Enforce traffic laws and ordinances by stopping/citing violators to ensure compliance with traffic laws and to promote safe driving habits.

9. Promptly answer radio calls from the radio dispatch center and respond as quickly and safely as possible. Such assignments will include but are not limited to the following:

   a. Traffic accident investigation.

   b. Criminal incidents/investigations.

   c. Miscellaneous service calls.

d. Collection and preservation of evidence at any crime or accident scene.

10. Utilize non-assigned service time for criminal and traffic preventive patrol.

11. Maintain equipment and uniform in a neat orderly fashion and maintain a groomed appearance in compliance with applicable Standard Operating Procedures.

12. Inspect the assigned police vehicle for required equipment and any unreported damage prior to leaving the police compound.

13. Execute arrest and search warrants, issue warning notices and parking and traffic citations.

14. As required, appear in court to give sworn testimony, knowledge and/or observations.

15. Be alert for conditions affecting the safe and expeditious use of the roadways within the assigned beat. Take remedial measures when these conditions are adverse.

16. Participate in Department-sponsored inservice training in order to maintain and enhance professional skills and knowledge.

17. Prepare criminal complaints, fingerprint cards, reports and photographs in conjunction with arrests.

18. Maintain a working knowledge of all Police Department rules, regulations, Standard Operating Procedures and General Orders.

19. Perform related work as required.

DESIRABLE SKILLS, KNOWLEDGE AND ABILITIES

Must meet all of the requirements established by the Police and Fire Commission.

Basic certification from Wisconsin Training and Standards as "police officer".

Ability to react quickly and effectively to problem situations.

Ability to exhibit initiative, problem solving capacity, effective judgement, and imagination in coping with complex situations.

Ability to demonstrate mature judgement in deciding to make an arrest, give a warning, or use force.

Ability to tolerate stress in a multitude of forms.

Ability to maintain a balanced perspective in the face of constant exposure to the worst side of human nature.

Desire to maintain and improve the welfare of the community through law enforcement and preventing crime.

Ability to establish and maintain good democratic relationships with the public.

Table 1: Full-Time Law Enforcement Employees by County, 2012

Agency	Population	Full-Time Sworn Employees				Full-Time Civilian Employees				Total Full-Time	
	2011	Male	Female	Total	Rate/ 1,000	Male	Female	Total	Rate/ 1,000	Total	Rate/ 1,000
Oconto County											
Gillet PD	1,380	4	0	4	2.9	0	0	0	0.0	4	2.9
Oconto Co SO	28,722	26	0	26	0.9	13	18	31	1.1	57	2.0
Oconto Falls PD	2,876	4	1	5	1.7	4	1	5	1.7	10	3.5
Oconto PD	4,490	8	0	8	1.8	0	1	1	0.2	9	2.0
County Total	**37,468**	**42**	**1**	**43**	**1.1**	**17**	**20**	**37**	**1.0**	**80**	**2.1**
Oneida County											
Minocqua PD	4,361	8	1	9	2.1	0	5	5	1.1	14	3.2
Oneida Co SO	19,520	32	6	38	1.9	16	33	49	2.5	87	4.5
Rhinelander PD	7,756	14	3	17	2.2	0	3	3	0.4	20	2.6
Three Lakes PD	2,120	3	1	4	1.9	0	0	0	0.0	4	1.9
Woodruff PD	2,044	5	0	5	2.4	0	1	1	0.5	6	2.9
County Total	**35,801**	**62**	**11**	**73**	**2.0**	**16**	**42**	**58**	**1.6**	**131**	**3.7**
Outagamie County											
Appleton PD	73,243	95	13	108	1.5	0	25	25	0.3	133	1.8
Fox Valley Metro PD	20,372	27	3	30	1.5	0	4	4	0.2	34	1.7
Freedom Pd	5,877	2	0	2	0.3	0	0	0	0.0	2	0.3
Grand Chute PD	21,048	24	4	28	1.3	0	4	4	0.2	32	1.5
Hortonville PD	2,728	4	1	5	1.8	0	1	1	0.4	6	2.2
Kaukauna PD	15,561	23	1	24	1.5	0	1	1	0.1	25	1.6
Oneida Tribal PD	23,000	17	2	19	0.8	4	5	9	0.4	28	1.2
Outagamie Co SO	45,747	66	5	71	1.6	54	60	114	2.5	185	4.0
Seymour PD	3,472	5	0	5	1.4	0	0	0	0.0	5	1.4
Shiocton PD	927	0	1	1	1.1	0	0	0	0.0	1	1.1
County Total	**211,975**	**263**	**30**	**293**	**1.4**	**58**	**100**	**158**	**0.7**	**451**	**2.1**
Ozaukee County											
Cedarburg PD	11,436	19	0	19	1.7	8	5	13	1.1	32	2.8
Grafton PD	11,481	21	0	21	1.8	0	7	7	0.6	28	2.4
Mequon PD	23,178	31	5	36	1.6	2	6	8	0.3	44	1.9
Ozaukee Co SO	21,411	62	12	74	3.5	10	11	21	1.0	95	4.4
Port Washington PD	11,272	18	1	19	1.7	0	5	5	0.4	24	2.1
Saukville PD	4,459	10	1	11	2.5	0	2	2	0.4	13	2.9
Thiensville PD	3,242	7	0	7	2.2	0	0	0	0.0	7	2.2
County Total	**86,479**	**168**	**19**	**187**	**2.2**	**20**	**36**	**56**	**0.6**	**243**	**2.8**
Pepin County											
Pepin Co SO	4,663	7	0	7	1.5	5	5	10	2.1	17	3.6
Pepin PD	831	1	0	1	1.2	0	0	0	0.0	1	1.2
County Total	**5,494**	**8**	**0**	**8**	**1.5**	**5**	**5**	**10**	**1.8**	**18**	**3.3**

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	2011	Male	Female	Total	Rate/ 1,000	Male	Female	Total	Rate/ 1,000	Total	Rate/ 1,000
Walworth County											
Bloomfield PD	6,301	6	1	7	1.1	0	0	0	0.0	7	1.1
Darien Village PD	1,585	3	0	3	1.9	0	1	1	0.6	4	2.5
Delavan PD	8,492	17	1	18	2.1	2	3	5	0.6	23	2.7
Delavan Town PD	5,305	9	2	11	2.1	0	1	1	0.2	12	2.3
East Troy PD	4,297	5	2	7	1.6	0	0	0	0.0	7	1.6
East Troy Town PD	4,036	6	0	6	1.5	6	0	6	1.5	12	3.0
Elkhorn PD	10,118	13	2	15	1.5	0	3	3	0.3	18	1.8
Fontana PD	1,678	6	0	6	3.6	0	1	1	0.6	7	4.2
Geneva Town PD	5,011	6	0	6	1.2	0	1	1	0.2	7	1.4
Genoa City PD	3,052	5	0	5	1.6	1	1	2	0.7	7	2.3
Lake Geneva PD	7,679	19	3	22	2.9	0	8	8	1.0	30	3.9
UW-Whitewater	0	10	3	13	0.0	0	2	2	0.0	15	0.0
Walworth Co SO	28,358	76	5	81	2.9	56	61	117	4.1	198	7.0
Walworth PD	2,826	6	0	6	2.1	0	1	1	0.4	7	2.5
Whitewater PD	14,769	19	5	24	1.6	0	10	10	0.7	34	2.3
Williams Bay PD	2,573	6	1	7	2.7	0	1	1	0.4	8	3.1
County Total	**106,080**	**212**	**25**	**237**	**2.2**	**65**	**94**	**159**	**1.5**	**396**	**3.7**
Washburn County											
Spooner PD	2,681	7	0	7	2.6	0	1	1	0.4	8	3.0
Washburn Co SO	13,231	13	1	14	1.1	7	10	17	1.3	31	2.3
County Total	**15,912**	**20**	**1**	**21**	**1.3**	**7**	**11**	**18**	**1.1**	**39**	**2.5**
Washington County											
Germantown PD	19,823	29	2	31	1.6	2	8	10	0.5	41	2.1
Hartford PD	14,277	24	1	25	1.8	0	4	4	0.3	29	2.0
Jackson PD	6,779	9	2	11	1.6	0	1	1	0.1	12	1.8
Kewaskum PD	4,020	7	0	7	1.7	0	1	1	0.2	8	2.0
Slinger PD	5,088	8	1	9	1.8	0	1	1	0.2	10	2.0
Washington Co SO	51,204	70	2	72	1.4	46	53	99	1.9	171	3.3
West Bend PD	31,195	53	1	54	1.7	2	16	18	0.6	72	2.3
County Total	**132,386**	**200**	**9**	**209**	**1.6**	**50**	**84**	**134**	**1.0**	**343**	**2.6**

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	2011	Male	Female	Total	Rate/ 1,000	Male	Female	Total	Rate/ 1,000	Total	Rate/ 1,000
Waukesha County											
Big Bend PD	1,293	2	1	3	2.3	0	0	0	0.0	3	2.3
Brookfield PD	38,001	56	8	64	1.7	1	16	17	0.4	81	2.1
Brookfield Town PD	6,129	12	0	12	2.0	0	1	1	0.2	13	2.1
Butler PD	1,846	7	0	7	3.8	0	1	1	0.5	8	4.3
Chenequa PD	591	8	0	8	13.5	0	1	1	1.7	9	15.2
Delafield PD	7,100	11	3	14	2.0	0	2	2	0.3	16	2.3
Eagle PD	0	2	1	3	0.0	0	0	0	0.0	3	0.0
Elm Grove PD	5,947	15	2	17	2.9	0	6	6	1.0	23	3.9
Hartland PD	9,136	14	2	16	1.8	0	2	2	0.2	18	2.0
Menomonee Falls PD	35,704	51	7	58	1.6	5	10	15	0.4	73	2.0
Mukwonago PD	7,370	14	0	14	1.9	0	7	7	0.9	21	2.8
Mukwonago Town PD	7,976	6	0	6	0.8	0	0	0	0.0	6	0.8
Muskego PD	24,187	33	5	38	1.6	0	7	7	0.3	45	1.9
New Berlin PD	39,669	61	5	66	1.7	0	11	11	0.3	77	1.9
North Prairie	2,145	0	0	0	0.0	0	0	0	0.0	0	0.0
Oconomowoc PD	15,792	21	1	22	1.4	0	6	6	0.4	28	1.8
Oconomowoc Town PD	8,427	9	1	10	1.2	0	2	2	0.2	12	1.4
Pewaukee PD	8,183	17	1	18	2.2	0	2	2	0.2	20	2.4
Summit PD	4,684	10	0	10	2.1	0	0	0	0.0	10	2.1
Waukesha Co SO	95,784	140	22	162	1.7	97	76	173	1.8	335	3.5
Waukesha PD	70,867	102	14	116	1.6	7	25	32	0.5	148	2.1
County Total	**390,831**	**591**	**73**	**664**	**1.7**	**110**	**175**	**285**	**0.7**	**949**	**2.4**
Waupaca County											
Clintonville PD	4,582	11	0	11	2.4	0	4	4	0.9	15	3.3
Manawa PD	1,377	2	1	3	2.2	0	0	0	0.0	3	2.2
Marion PD	1,267	3	0	3	2.4	0	0	0	0.0	3	2.4
New London PD	7,335	16	1	17	2.3	0	2	2	0.3	19	2.6
Waupaca Co SO	33,668	33	4	37	1.1	28	32	60	1.8	97	2.9
Waupaca PD	6,099	11	3	14	2.3	0	1	1	0.2	15	2.5
County Total	**54,328**	**76**	**9**	**85**	**1.6**	**28**	**39**	**67**	**1.2**	**152**	**2.8**
Waushara County											
Plainfield Pd	865	2	0	2	2.3	0	0	0	0.0	2	2.3
Waushara Co SO	21,401	22	2	24	1.1	12	16	28	1.3	52	2.4
Wautoma PD	2,221	5	0	5	2.3	0	1	1	0.5	6	2.7
County Total	**24,487**	**29**	**2**	**31**	**1.3**	**12**	**17**	**29**	**1.2**	**60**	**2.5**

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	2011	Male	Female	Total	Rate/ 1,000	Male	Female	Total	Rate/ 1,000	Total	Rate/ 1,000
Marquette County											
Endeavor PD	470	0	0	0	0.0	0	0	0	0.0	0	0.0
Marquette Co SO	11,172	30	6	36	3.2	0	2	2	0.2	38	3.4
MontelloPD	1,498	2	0	2	1.3	0	1	1	0.7	3	2.0
Oxford PD	608	0	0	0	0.0	0	0	0	0.0	0	0.0
Westfield PD	1,256	3	0	3	2.4	0	0	0	0.0	3	2.4
County Total	**15,004**	**35**	**6**	**41**	**2.7**	**0**	**3**	**3**	**0.2**	**44**	**2.9**
Menominee County											
Menominee Co SO	0	7	2	9	0.0	0	8	8	0.0	17	0.0
Menominee Tribal PD	4,348	22	2	24	5.5	10	8	18	4.1	42	9.7
County Total	**4,348**	**29**	**4**	**33**	**7.6**	**10**	**16**	**26**	**6.0**	**59**	**13.6**
Milwaukee County											
Bayside PD	4,411	12	2	14	3.2	5	15	20	4.5	34	7.7
Brown Deer PD	12,061	24	7	31	2.6	1	2	3	0.2	34	2.8
Cudahy PD	18,359	30	1	31	1.7	2	9	11	0.6	42	2.3
Fox Point PD	6,734	14	3	17	2.5	0	1	1	0.1	18	2.7
Franklin PD	35,620	48	10	58	1.6	2	14	16	0.4	74	2.1
Glendale PD	12,935	37	5	42	3.2	2	3	5	0.4	47	3.6
Greendale PD	14,117	27	2	29	2.1	2	6	8	0.6	37	2.6
Greenfield PD	36,903	49	5	54	1.5	4	16	20	0.5	74	2.0
Hales Corners PD	7,730	16	0	16	2.1	0	3	3	0.4	19	2.5
Milwaukee Co SO	0	251	71	322	0.0	383	351	734	0.0	1,056	0.0
Milwaukee PD	597,867	1,572	334	1,906	3.2	241	430	671	1.1	2,577	4.3
Oak Creek PD	34,626	49	9	58	1.7	3	17	20	0.6	78	2.3
River Hills PD	1,604	11	1	12	7.5	0	0	0	0.0	12	7.5
Saint Francis PD	9,411	20	1	21	2.2	1	4	5	0.5	26	2.8
Shorewood PD	13,228	21	4	25	1.9	0	5	5	0.4	30	2.3
South Milwaukee PD	21,262	28	4	32	1.5	2	4	6	0.3	38	1.8
UW-Milwaukee	0	34	10	44	0.0	11	0	11	0.0	55	0.0
Wauwatosa PD	46,629	79	10	89	1.9	3	20	23	0.5	112	2.4
West Allis PD	60,714	115	19	134	2.2	7	19	26	0.4	160	2.6
West Milwaukee PD	4,228	16	3	19	4.5	2	3	5	1.2	24	5.7
Whitefish Bay PD	14,182	22	2	24	1.7	0	3	3	0.2	27	1.9
County Total	**952,621**	**2,475**	**503**	**2,978**	**3.1**	**671**	**925**	**1,596**	**1.7**	**4,574**	**4.8**
Monroe County											
Cashton PD	1,111	2	0	2	1.8	2	0	2	1.8	4	3.6
Monroe Co SO	24,692	21	2	23	0.9	7	7	14	0.6	37	1.5
Sparta PD	9,602	15	2	17	1.8	0	2	2	0.2	19	2.0
Tomah PD	9,169	17	3	20	2.2	0	2	2	0.2	22	2.4
County Total	**44,574**	**55**	**7**	**62**	**1.4**	**9**	**11**	**20**	**0.4**	**82**	**1.8**