

AMENDED AGENDA
VILLAGE OF GERMANTOWN
N112 W17001 MEQUON ROAD
GERMANTOWN, WI 53022

MEETING: **GENERAL GOVERNMENT & FINANCE COMMITTEE**

DATE AND TIME: **TUESDAY, August 19, 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:** July 29, 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. ***PRESENTATION BY FIRE CHIEF WEISS REGARDING FIRE PERSONNEL STAFFING – Discussion and Action.***
 - B. ***ELIMINATE VILLAGE OF GERMANTOWN MUNICIPAL CODE CHAPTER 22-CABLE COMMUNICATIONS- Discussion and Action.***
 - C. ***CAPITAL OUTLAY PLAN (2015 – 2020) – REVIEW AND REVISION – Discussion and Action.*** (Please bring your copy of the Capital Outlay Plan 2015-2020).
 - D. ***CONSIDERATION TO ADD CHAPTER 3, SECTION 3.15 CHANGE ORDERS TO VILLAGE OF GERMANTOWN MUNICIPAL CODE- Discussion and Action.***
- VI. **NEW BUSINESS:**
 - A. **T. E. BRENNAN COMPANY PAYMENT APPROVAL FOR PROGRESS BILLING ON LIABILITY INSURANCE RFP, INVOICE #17841 \$5,120.00.**
 - B. **2015 BUDGET – General Discussion and Possible Action.**
 - C. **UPDATE ON VILLAGE PHONE SYSTEM - 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, September 16, 2014 at 5:30 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
July 29, 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, Parks & Recreation Director Casperson, Fire Chief Weiss, Clerk Goeckner and Deputy Clerk Tamborino.

APPROVAL OF MINUTES: *Motion (Kaminski/Vanderheiden) to approve the minutes from the June 24, 2014 meeting, carried.*

PUBLIC COMMENT: No one addressed the Committee.

UNFINISHED BUSINESS:

MOTION (Kaminski/Vanderheiden) to move to item V. B, carried.

UPDATE ON VILLAGE'S IT NEEDS, STEVE STORRS, IT PLANNING: Steve Storrs from Schultz-Bernstein & Associates distributed and presented an I.T. Support Maintenance Agreement proposal. Discussion took place regarding hours, virus attacks, emergencies and back up. Finance Director Rath mentioned having an in-house committee with Steve Storrs to use his recommendations and expertise for putting together a computer use policy, discuss back up procedures, and future planning. ***MOTION (Baum/Kaminski) to recommend Village Board approve the I.T. Support Maintenance Agreement estimating \$2,170 per month from SBA for the remainder of the year, carried.***

Finance Director Rath will add the agreement to the budget for next year and will have departments start inventorying equipment for Steve Storrs to put an inventory list together.

MOTION (Baum/Vanderheiden) to move to item VI. A, B and C, carried.

2013 COMPREHENSIVE ANNUAL FINANCIAL REPORT; ANALYSIS – BAKER TILLY VIRCHOW KRAUSE: Amanda Blomberg from Baker Tilly Virchow Krause distributed and reviewed the 2013 Comprehensive Annual Financial Report. ***MOTION (Kaminski/Baum) moved to recommend Village Board accept the 2013 Comprehensive Annual Financial Report, carried.***

MOTION (Vanderheiden/Kaminski) to move to item VI. C and part of V. A, carried.

PRESENTATION BY FIRE CHIEF WEISS REGARDING FIRE PERSONNEL STAFFING AND CAPITAL OUTLAY PLAN, FIRE DEPT: Fire Chief Weiss distributed and discussed Initial Full Alarm Assignment Capabilities, ISO Ratings, Fire Response Times and a list of Equipment for the Capital Outlay Plan. After discussion, Fire Chief Weiss was advised to bring additional information to the next General Government and Finance Committee meeting on August 19, 2014.

MOTION (Baum/Vanderheiden) to move to item VI. E, carried.

GENERAL GOVERNMENT & FINANCE COMMITTEE
MEETING MINUTES
July 29, 2014
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REVIEW PUBLIC GRANT POLICY: Ordinance 17-13 Section III B. 12.05 (4) was discussed. Village Administrator Schornack stated this item was added to the agenda to discuss if coin operated machines can be part of this grant as an event or a project. The Kiwanis have a project with coin operated candy machines that benefit children. ***MOTION (Baum/Vanderheiden) to recommend Village Board approve the Public Grant application for Kiwanis coin operated candy machines project, carried.***

MOTION (Kaminski/Baum) to move to item VI. B, carried.

ALT BAUER PARK PARKING LOT – ACCEPTANCE OF BID AND APPROVAL TO USE DOT REFUND FROM FREISTADT ROAD BRIDGE PROJECT: Park and Recreation Director Casperson discussed the project costs. ***MOTION (Kaminski/Vanderheiden) to recommend Village Board approve the Payne and Dolan bid in the amount of \$75,170.80 and to use the \$19,210 rebate from the Freistadt Road Bridge project to cover additional costs, carried with Baum voting nay.***

MOTION (Baum/Vanderheiden) to defer item V. A. Capital Outlay Plan to next month, carried.

MOTION (Baum/Kaminski) to defer item V. C. Eliminate Village of Germantown Municipal Code Chapter 22-Cable Communications to next month, carried.

RFP AUDIT SERVICES TIMELINE: Finance Director Rath discussed the RFP Audit Services timeline. The Committee advised staff to go ahead with getting auditing proposals and recommendations.

2015 BUDGET CALENDAR: Finance Director Rath asked the committee what dates work best for setting Committee of the Whole budget meetings. Budgets will be distributed on September 9, 2014. At the August 18 Village Board meeting, the Board will set the first Committee of the Whole meeting to discuss the 2015 budget.

CONSIDERATION TO ADD CHAPTER 3, SECTION 3.15 CHANGE ORDERS TO VILLAGE OF GERMANTOWN MUNICIPAL CODE: Current change order procedures were discussed and if the procedures need to change. ***MOTION (Kaminski/Baum) to put this item on next month's General Government and Finance Committee agenda with recommendations from Village Administrator Schornack, carried.***

REPORTS:

Monthly Year to Date Financials:

Revenue and Expense Report – All Funds: Finance Director Rath reviewed the payables through June with the Committee. She noted that Fire Department salaries and energy costs need to be watched throughout the remainder of the year. Line item overages need to be watched carefully and Finance Director Rath will mention this at the next Director's meeting. Water and Sewer revenue are down due to the cooler weather.

GENERAL GOVERNMENT & FINANCE COMMITTEE
MEETING MINUTES
July 29, 2014
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Health and Dental Plans: Finance Director Rath stated that both accounts are running well. The Fire Department needs to be watched regarding weekend staffing and working over 30 hours.

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 is thinking of using some of their impact fees for connecting park trails.

Accounts Payable: The Accounts Payable report was reviewed.

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, August 19, 2014 at 5:30 p.m.

ADJOURNMENT: There being no further business, the meeting adjourned at 8:26 p.m.

Respectfully Submitted,

Timmerly Tamborino
Deputy Clerk

BUSINESS OF THE GENERAL GOVERNMENT & FINANCE COMMITTEE
GERMANTOWN, WI

MEETING DATE: August 19, 2014

AGENDA ITEM: New Business

ITEM TITLE: Change Order Policy

SUBMITTED BY: Dave Schornack, Village Administrator

SUMMARY EXPLANATION:

The General Government and Finance Committee has requested that a proposal on how change orders could be dealt with be presented to the Committee for consideration.

ATTACHMENT: ORDINANCE_____ RESOLUTION_____ OTHER X

Narrative from Public Works & Highways Committee meeting of August 5, 2014

RECOMMENDATION:

To prepare an ordinance stating that when a change order is needed that:

- 1) All change orders are to be approved by the department head. If the change order exceeds \$5,000, the change order shall also be approved by the Village Administrator. Once the change order is approved by the department director, and by the Village Administrator, if over \$5,000, the work as stated in the change order can immediately proceed.
- 2) Committee of Jurisdiction shall be immediately notified by email of the amount and reason for the change order.
- 3) All change orders will be placed on the Committee of Jurisdiction's next agenda for approval.

**BUSINESS OF THE PUBLIC WORKS & HIGHWAYS COMMITTEE
GERMANTOWN, WI**

MEETING DATE: August 5, 2014

AGENDA ITEM: New Business

ITEM TITLE: Discussion on Policy Regarding Construction Project's Change Orders

SUBMITTED BY: Dan Ludwig, P.E., Director of Public Works

SUMMARY EXPLANATION:

Notice is given to the Public Works Committee members at the time the Change Order is needed and the CO is placed on the next available committee agenda. This process was used during the following construction projects:

- Dec 2013 this process was used at Spassland Park to include a sanitary lateral and repair concrete sidewalk damaged during construction.
- Dec 2013 the flex patching contract was expanded to meet the budgeted amount with a change order.
- July 2012 change order to remove unsuitable soils in Kinderberg Park.
- August 2012 change order to remove unsuitable soils in Forest Heights Subdivision
- August 2012 change order to remove unsuitable soils in Happy Hollow subdivision
- Dec 2012 change order to accommodate site conditions for the driveway to Fire Station #1
- Dec 2012 change order to remove additional sediment, remove rip rap, add silt fence, and locate an unmarked electric line along Jefferson Ditch.
- Dec 2012 change order to improve turf restoration at the landowner's request along Meadow Creek Crossing Storm Sewer.
- 2011 there were CO's for TIF #4 Pond-1 and Lake Park West Watermain relay.
- March 2010 Lake Park Homes Water Main Relay
- October 2010 Heartland Construction
- October 2010 Mueller Excavation
-

An exception:

In 2011 Street B needed repair to a culvert pipe which was not a bid item in the original contract. Four contractors submitted proposals for the repair work before the work was approved. The pipe was repaired in place and resulted in no delay to the original contractor. This was also a special assessment project and the adjacent landowner needed notification.

**Business of
The Government & Finance Committee of the
Village of Germantown**

MEETING DATE:

August 19, 2014

ITEM TITLE:

T.E. Brennan Company
Payment approval for progress billing on
Liability Insurance RFP, Invoice#17841
\$5120.00

SUBMITTED BY:

Kim Rath, Finance Director

SUMMARY EXPLANATION:

Attached is a progress billing invoice from T.E. Brennan in the amount of \$5,120 for services in submitting the Request for Proposals for our Liability Insurance. The total cost is estimated to be \$8,000 - \$10,000

Attached : ORDINANCE____ RESOLUTION ____ OTHER _X_

Statement #17841
Insurance Bidding Outline

RECOMMENDATION

Approval

COMMITTEE ACTION

T.E. BRENNAN COMPANY

330 S. Executive Drive • Suite 301 • Brookfield, WI 53005-4275



June 24, 2014

Ms. Kim Rath
Finance Director
Village of Germantown
P.O. Box 337
Germantown, WI 53022

Re: Insurance Bidding

Dear Kim:

On September 17, 2013, I met with you and the Board to discuss the possibility of bidding your casualty insurance program. According to my notes, the Board decided to delay this process until the following year. You asked that I contact you in mid-summer to begin this process for your January 1, 2015 renewals.

As a side note, the Village's insurance program was last formally bid in 2001. In 2003, we did receive proposals from Wausau and the LWM, but the decision was made to stay with the LWM at that time.

Per our previous discussions, the project will include the equipment breakdown, crime, general liability, automobile, law enforcement liability, public officials' liability, and workers compensation policies in the bidding process. We would not include the underground storage tank liability policy which renewed on May 9th. We could also include your property coverage if you would like to compare coverage and pricing against the LGPIF program.

Our fee for preparing the specifications and making an analysis of the proposals is based on our hourly fee of \$250. It is impossible to determine beforehand the number of hours this will take; however, we estimate the final cost would be between \$8,000 and \$10,000. This would anticipate a total of three competitive bids to review.

If you have any particular agents that you would like to include in this bidding process, we would be happy to discuss these agents with you. When this project has been approved we should meet to discuss time tables, coverages and information needed to send out an informative and complete RFP.

Attached is our Acceptance/Authorization form that we request you sign in order for us to proceed with this bidding project.

Let us know if you have any questions; otherwise, we would appreciate receiving your instructions.

Cordially yours,

T.E. BRENNAN COMPANY

Sandra K. Coutant
coutant@tebrennan.com
Enclosure

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T.E. BRENNAN COMPANY

330 S. Executive Drive • Suite 301 • Brookfield, WI 53005-4275

(262) 754-1160 • Fax (262) 754-1161 • Toll Free (888) 271-2232

www.tebrennan.com

VILLAGE OF GERMANTOWN - PROJECTS

P.O. Box 337

Germantown, WI 53022

Attn: Ms. Kim Rath

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July 31, 2014

Account No: 21777-10

Statement No: 17841

Fees

07/15/2014		
SKC	Marketing - January 1, 2015 renewals	187.50
07/16/2014		
SKC	Marketing - January 1, 2015 - Preparation of RFP	375.00
07/17/2014		
SKC	Marketing - January 1, 2015 - Preparation of RFP & Exhibits	250.00
07/18/2014		
SKC	Marketing - January 1, 2015 RFP - preparation of exhibits	562.50
SKC	Marketing - Letter to client with request for underwriting information	312.50
SKC	Marketing - Review updated loss information and prepare loss exhibit for RFP	500.00
07/21/2014		
SKC	Marketing - January 1, 2015 RFP document	562.50
07/22/2014		
SKC	Marketing - contact agents regarding RFP and request they send us a list of desired markets	250.00
SKC	Marketing - Complete RFP document	562.50



Risk Management Consultants – Independent, Impartial, Objective

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VILLAGE OF GERMANTOWN - PROJECTS

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July 31, 2014

Account No: 21777-10
Statement No: 17841

07/28/2014			
SKC	Marketing - January 1, 2015 RFP		312.50
07/29/2014			
SKC	Marketing - Complete RFP and mail to agents		625.00
07/31/2014			
SKC	Marketing - Answer questions from agents		<u>125.00</u>
	For Current Services Rendered		4,625.00
		<u>Expenses</u>	
07/31/2014	Staff Support		<u>495.00</u>
	Total Expenses		495.00
	Total Current Work		5,120.00
	Balance Due		<u>\$5,120.00</u>

Invoices due upon receipt. 1% per month finance charge due on overdue balances.



Risk Management Consultants – Independent, Impartial, Objective

Germanatown 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* Interest	5,700.54	5,715.77	5,623.71	5,779.16	5,700.54	5,700.54	5,621.91						39,842.17 0.00	
SubTotal Revenue	5,700.54	5,715.77	5,623.71	5,779.16	5,700.54	5,700.54	5,621.91	0.00	0.00	0.00	0.00	0.00	39,842.17	
Administrative Expense	235.00	232.50	237.50	227.50	230.00	227.50	235.00						1,625.00	
Claims Paid	1,332.50	6,291.50	6,497.60	9,528.62	7,640.40	6,787.00	12,582.76						50,660.38	
Sub Total Health Plan Expense	1,567.50	6,524.00	6,735.10	9,756.12	7,870.40	7,014.50	12,817.76	0.00	0.00	0.00	0.00	0.00	52,285.38	
Revenues less Expense (current month)	4,133.04	(808.23)	(1,111.39)	(3,976.96)	(2,169.86)	(1,313.96)	(7,195.85)	0.00	0.00	0.00	0.00	0.00	(12,443.21)	
Running Total (2013 + current year)	61,694.17	60,885.94	59,774.55	55,797.59	53,627.73	52,313.77	45,117.92	45,117.92	45,117.92	45,117.92	45,117.92	45,117.92	45,117.92	
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
Actual						
Revenues						
Through May	10,625.50	19,942.81	7,025.00	18,400.00	58,181.76	114,175.07
Year to date Interest	268.43	215.00	180.94	563.65	1,773.67	3,001.69
TOTAL 2014 COLLECTIONS	10,893.93	20,157.81	7,205.94	18,963.65	59,955.43	117,176.76
CURRENT YEAR TO DATE BALANCE	39,158.09	39,997.76	25,949.63	78,575.87	226,857.82	410,539.17
Less Transfers		(11,000.00)	(11,000.00)		(52,132.81)	(74,132.81)
Current Balance after Transfers	39,158.09	28,997.76	14,949.63	78,575.87	174,725.01	336,406.36

Year to Date Collections Sewer Connection Fee: 173,236.81

	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	224.72	508.39			7,288.32	31,290.72
Halen Lot 15 Blackstone	148.00	171.00	281.00	736.00	832.00	3,572.00
TOB Condo 3 Blackstone	148.00	171.00	281.00	736.00	832.00	3,572.00
TOB Condo 12 Blackstone	148.00	171.00	281.00	736.00	832.00	3,572.00
Ncentral/Core (4 rec's)	589.89	1,334.53			3,328.00	14,288.00
Custom Pak 201-959	142.33	322.00				
TOB Lot 8 Blackstone	148.00	171.00	281.00	736.00	832.00	3,572.00
TOB Lot 74 Blackstone	148.00	171.00	281.00	736.00	832.00	3,572.00
TOB Lot 29 Blackstone	148.00	171.00	281.00	736.00	832.00	3,572.00
TOB Lot 1 Blackstone	148.00	171.00	281.00	736.00	832.00	3,572.00
TOTAL COLLECTED 2014	10,625.50	19,942.81	7,025.00	18,400.00	58,181.76	173,236.81

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

Village of Germantown

Department Community Development

Planning & Zoning Services Division

Code Violations & Complaints

As of August 11, 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	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
OPEN	1389	5-28-14	6-18-14	W124 N13025 WASAUKEE RD	PAUL MARKIEWI CZ	BUILDING W/O PERMIT; JUNKED VEHICLES	IN PROCESS	WORKING W/ ATTORNEY ON INSPECTION WARRANT	
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	
OPEN	1396	6-13-14	7-15-14	W141 N10538 WOODED HILLS DR	ANTHONY OKOSUN	BUILDING/OCCUPANCY; FAILURE TO COMPLETE FINAL GRADING AND LANDSCAPING WITHIN 1-YEAR	IN PROCESS	INVESTIGATION ONGOING; CITATION LIKELY TO BE ISSUED	BUILDING INSP & VILLAGE ENGR HAVE MET WITH OWNER TO NO AVAIL
CLOSED	1397	6-17-14	7-15-14	W162 N11819 FDL AVE	JEFFREY MILLER	AUTO REPAIR IN B-3 W/O CUP & ZONING PERMITS		CUP APPLICATION WITHDRAWN; OPERATOR TO CEASE OPERATION	

NOTE:

VII.E

VILLAGE OF GERMANTOWN - Capital Projects Fund 40		2014			Through July 31, 2014
Item	Allocated	YTD	Balance	Project	Amt to
Description	to Project	Expenditure	Remaining	Complete	Reserve
BUDGET					
					Budget
					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	770,061	17,939		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 + 35,000	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 Grnt \$23,801 offset) + Freist Bridge Money \$19211	83,213	333	82,880		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 & Kleinmann)	1,470,354	436,921	1,033,433		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	3,259,027	1,249,453	2,009,575		

Cash On Hand

Cash Balance - Pool 2,153,704
Cash Balance - TD Ameritrade 156,826

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

\$\$\$ Available 2,353,881

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
321,338

\$\$\$ Available for projects 2,032,543

Project Balance -2,009,575

Non committed funds \$ 22,969

INSPECTION SERVICES LETTERS OF CREDIT/OCCUPANCY BONDS

Aug-14

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	2	Bank Mututal Brookfield, WI 53005	No Auto Extension	7356006448
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	3	Park Bank Brookfield, WI 53005	No Auto Extension	11202013
River Lane Holdings W179 N11435-37 Blackstone Cir	10/31/2014	\$ 18,500.00	3	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
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 Road	5/29/2015	\$ 20,000.00		BMO Harris Bank	No Auto Extension	HACH438744OS

VII. F I

LETTERS OF CREDIT/OCCUPANCY BONDS

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Village of Germantown Letters of Credit

Department of Public Works and Finance Department

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8/12/2014

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 63583360
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: -

VII. F2

Village of ***** Germantown		Germantown Planning & Zoning Department LETTERS OF CREDIT (LOC) Beneficiary: Village of Germantown								
Item	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	\$50,000	08/01/15	Spring Bank	Glen A. Michaelson, SVP	Spring Bank, 16555 W. Wisconsin Ave. Ste. 100, Brookfield, WI 53005	Automatic renewal after 1 year	LOC #5201203	Open
2	Todd Roskopf	Wetland Delineation	\$300		Cash	Todd Roskopf	23715 N. 68th Street, Wauwatosa, WI 53223			Open
NOTES: 1 Enviro-Safe for clean-up; Annually Renewing in Perpetuity 2 Todd Roskopf - Wetland Delineation										

SUMMARY OF VILLAGE CONTRACTS

8-12-14

VII. G

Contract Expiration Date	Name of Company	Service or Product Provided	Is this a contract? lease? license?	Annual Cost of Contract	Department Negotiating/ Overseeing Contract
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. Maue & Associates	tax col./pet lic., sp. assm'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	Seiler	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
12-31-2014	Washington Co. Sheriff's Office	radio console maintenance	contract	4,050.00	Police
02-28-2015	Morphotrak	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	Algae 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
Summer 2015	Harley Davidson	motorcycle	lease	1,570.50	Police
08-15-2015	TE Brennan Company	Property & liability insurance consulting	contract	3,947.47	Finance
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

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	Braun Thyssen Krupp Elevator	PD elevator maintenance agreement	contract		Police
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