

VILLAGE OF GERMANTOWN
N112 W17001 MEQUON ROAD
GERMANTOWN, WI 53022

MEETING: **GENERAL GOVERNMENT & FINANCE COMMITTEE**

DATE AND TIME: **TUESDAY, September 23, 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:** August 19, 2014 meeting.
- IV. **PUBLIC COMMENT:** Please be advised per State Statute Section 19.84(2), information will be received from the public. It is the policy of this municipality that there be a three minute time period, per person, with time extensions per the Chief Presiding Officer's discretion; be further advised that there may be limited discussion on the information received, however, NO ACTION will be taken under public comments.
- V. **UNFINISHED BUSINESS:**
 - A. CAPITAL OUTLAY PLAN (2015 – 2020) – REVIEW AND REVISION.
(Please bring your copy of the Capital Outlay Plan 2015-2020).
 - B. CONSIDERATION TO ADD CHAPTER 3, SECTION 3.15 CHANGE ORDERS TO VILLAGE OF GERMANTOWN MUNICIPAL CODE.
- VI. **NEW BUSINESS:**
 - A. NUVANTAGE EMPLOYEE RESOURCE AGREEMENT.
 - B. CONSIDERATION OF PAPERLESS POLICY & COST FOR VILLAGE BOARD.
 - C. AWARD AUDITING SERVICES CONTRACT 2014-2017.
 - D. COMMUNITY DEVELOPMENT DEPARTMENT REQUEST FOR AUTHORIZATION TO APPOINT/FILL FULL TIME BUILDING INSPECTOR POSITION.
 - E. REQUEST TO AMEND ELECTRICAL & ASSISTANT BUILDING INSPECTOR POSITION DESCRIPTIONS.

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, October 21, 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
August 19, 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 and Vanderheiden were present. Trustee Kaminski was excused. Also present: Administrator Schornack, Finance Director Rath, Fire Chief Weiss, Deputy Fire Chief Mike Maury and Deputy Clerk Tamborino.

APPROVAL OF MINUTES: *Motion (Baum/Vanderheiden) to approve the minutes from the July 29, 2014 meeting, carried.*

PUBLIC COMMENT: No one addressed the Committee.

UNFINISHED BUSINESS:

PRESENTATION BY FIRE CHIEF WEISS REGARDING FIRE PERSONNEL STAFFING: Fire Chief Weiss distributed and discussed his business plan request including benchmark research from area fire departments. Per ISO, Germantown is at .57 fire fighters per 1000 residents, which is lower than the average of 1 fire fighter per 1000. Our Fire Protection cost per resident is \$61.90, other comparable fire departments are higher. This year so far the fire department has had 257 calls on the weekends. There is not enough money in the budget for the rest of this year to keep weekend staffing. Controls are currently in place to reduce the overtime, but still not enough funds in the budget to cover costs. The Fire Department will need approximately \$147,000 to keep the weekend staffing for the rest of this year. Chief Weiss will be looking for approval of a referendum to be placed on the Spring Election ballot in April for manpower for the fire department. With a proper educational campaign, Chief Weiss thinks it will pass. *Motion (Baum/Vanderheiden) to recommend Village Board approve using \$140,000 from reserves to continue weekend staffing at the Fire Department until the end of the year, carried.*

ELIMINATE VILLAGE OF GERMANTOWN MUNICIPAL CODE CHAPTER 22-CABLE COMMUNICATIONS: After talking to legal counsel, Chairman Zabel would like to eliminate Chapter 22 from the Municipal Code. *Motion (Zabel/Baum) to direct Village Board to eliminate Chapter 22 – Cable Communications from the Village of Germantown Municipal Code per recommendation of the Village Attorney, motion carried.*

CAPITAL OUTLAY PLAN (2015-2020): *Motion (Baum/Vanderheiden) to postpone this item until the next General Government & Finance Committee meeting, carried.*

CONSIDERATION TO ADD CHAPTER 3, SECTION 3.15 CHANGE ORDERS TO VILLAGE OF GERMANTOWN MUNICIPAL CODE: Administrator Schornack would like Trustee Kaminski present for discussion on consideration to add Chapter 3, Section 3.15 Change Orders to Village of Germantown Municipal Code. *Motion (Baum/Vanderheiden) to postpone this item until the next General Government & Finance Committee meeting, carried.*

NEW BUSINESS:

T. E. BRENNAN COMPANY PAYMENT APPROVAL FOR PROGRESS BILLING ON LIABILITY INSURANCE RFP, INVOICE #17841 \$5,120.00: Finance Director Rath submitted an invoice from T. E. Brennan Company for the Village's Liability Insurance RFP. This is a progressive invoice in the amount of \$5,120.00. *Motion (Baum/Vanderheiden) to recommend Village Board approve the T. E. Brennan invoice in the amount of \$5,120.00, carried.*

2015 BUDGET: Chairman Zabel is asking the committee to give staff direction on the 2015 budget. Discussion occurred on various items of the budget. Administrator Schornack will put a matrix together for comparison over the years.

UPDATE ON VILLAGE PHONE SYSTEM: Administrator Schornack commented that the Village's phone system has been repaired and all is working well. We need to do some firmware updates. The system is about 6 years old.

REPORTS:

Monthly Year to Date Financials:

Revenue and Expense Report – All Funds: Finance Director Rath reviewed the payables with the Committee. Water and Sewer revenues are down due to the cooler weather.

Health and Dental Plans: Finance Director Rath stated that both accounts are running well. No changes needed for the 2015 budget. Working on the Silver Plan adding in more copays.

Impact Fees Financial Reports: Finance Director Rath reviewed the report with the Committee.

Accounts Payable: The Accounts Payable report was reviewed.

Monthly Code Violation Reports: Building Inspection Department and Planning Department: The Committee asked how complaints are being handled. Administrator Schornack stated they mainly go through the Planner/Zoning Administrator. There is an internal tracking system.

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, September 23, 2014 at 5:30 p.m.

ADJOURNMENT: There being no further business, the meeting adjourned at 7:34 p.m.

Respectfully Submitted,

Timmerly Tamborino
Deputy Clerk

BUSINESS OF THE GENERAL GOVERNMENT & FINANCE COMMITTEE
GERMANTOWN, WI

MEETING DATE: September 23, 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 GENERAL GOVERNMENT & FINANCE COMMITTEE
GERMANTOWN, WI

MEETING DATE: September 23, 2014

AGENDA ITEM: New Business

ITEM TITLE: NuVantage Employee Resource Agreement

SUBMITTED BY: David R. Schornack, Village Administrator

SUMMARY EXPLANATION:

Attached is the annual agreement with NuVantage Employee Resource (employee assistance program) to provide assistance to Village employees in a variety of areas as described in Appendix A. The Village Administrator has reviewed the wording in the new agreement against the wording in the existing agreement and found that the wording is the same except for the fee structure.

Below are the fees over the last several years.

	11-1-2012 thru 10-31-2013	11-1-2013 thru 10-31-2014	11-1-2014 thru 10-31-2015
Annual Administration Fee	\$790	\$790	\$800
Direct EAP Service (per session)	\$ 90	\$ 95	\$ 95
Supervisor/Manager/Employee orientations (per hour)	\$ 75	\$ 75	\$ 85
Management Consultation (per hour)	\$ 75	\$ 75	\$ 85
Substance Abuse Evaluations	\$300	\$300	\$300
Customized Staff training delivery (per hour)	\$175	\$175	\$175

Critical Incident Response (per hour)	\$175	\$250	\$250
Prep Time for Customized training Sessions	\$ 75	\$ 75	\$ 75

Normally, the only charges that we incur are the “Annual Administration Fee” and the “Direct EAP Service” fee.

ATTACHMENT: ORDINANCE_____ RESOLUTION_____ OTHER__X__

- NuVantage Employee Resource Agreement

RECOMMENDATION:

Motion to forward a positive recommendation onto the Village Board to approve the agreement with NuVantage Employee Resource.

NuVantage Employee Resource

LUTHERAN SOCIAL SERVICE OF MINNESOTA

Employee Assistance Program Agreement

with

Village of Germantown

THIS AGREEMENT is made and entered into as of 11/1/2014 by and between NuVantage Employee Resource, a division of Lutheran Social Service of Minnesota (hereinafter referred to as 'NuVantage') 424 W. Superior Street Suite 600, Duluth, MN 55802 and **Village of Germantown, (hereinafter referred to as 'Company') located at N122 W17001 Mequon Rd Germantown WI 53022.**

In consideration of the promises and mutual covenants hereinafter contained, it is hereby agreed as follows:

Program Objectives: To provide a broad brush employee assistance program for all employees, their household family members and dependent children living outside the home. To provide support for management in the process of channeling employee productivity into Company objectives.

Company Liaison: NuVantage shall report to David R Schornack, Village Administrator (hereinafter 'Company Liaison') or designated representative who will coordinate the EAP for the Company and act as liaison between the Company and NuVantage

I. DESCRIPTION OF PROGRAM SERVICES

NuVantage shall make available the services enumerated in Appendix A, which NuVantage shall perform for the benefit of the Company's eligible population (as defined under Program Objectives) through NuVantage' provider network, upon the commencement date of this contract.

II. PROVIDER QUALIFICATIONS

NuVantage assures that it will use only Masters level trained mental health professionals for conducting assessment, referral, or brief counseling services. Additionally, those professionals providing Financial Assessments, Financial Planning, Legal and Eldercare services will be appropriately certified or licensed in their field.

III. REPORTS

NuVantage will provide quarterly, confidential utilization reports to the Company Liaison. These reports will provide aggregate information regarding the number of employees that accessed the EAP, demographic information, problem areas addressed, referral types, and an annualized utilization rate.

Annually, NuVantage will provide the Company with the outcomes of client satisfaction surveys and outcome data that may have been collected to measure the effectiveness of EAP services.

IV. CONFIDENTIALITY

NuVantage abides by all state and federal provisions related to the data privacy rights of clients and confidentiality as required by law concerning the relationship between vendor and clients. NuVantage will not communicate confidential information to the Company without the EAP client's written release of information.

V. LIABILITY STANDARD

Company agrees that it will not attempt to hold NuVantage, and/or one of its practitioners, liable for a NuVantage practitioner or network provider's failure to predict, warn of, or take reasonable precautions to provide protection from an individual's (client) violent behavior, unless the individual (client) has communicated to the practitioner a specific, serious threat of physical violence against a specific, clearly identified or identifiable potential victim.

VI. LIABILITY COVERAGE

NuVantage agrees to at all times during the term of this contract have and keep in force a liability insurance policy in the amount of \$1,000,000 for bodily injury or property damage to any one person and \$3,000,000 for total injuries or damages from any one incident.

VII. WORKERS COMPENSATION

NuVantage agrees to maintain workers compensation for all NuVantage Employees during the term of this contract.

VIII. RESPONSIBILITIES OF THE COMPANY

Furnish NuVantage information regarding its current employee health care programs and, when necessary, contact the insurance providers for answers to questions regarding coverage.

IX. USE OF NAME

Company agrees to allow NuVantage to list their organization as a customer of the agency on promotional materials of the agency.

X. FEES AND PAYMENTS

Fees and Payments are detailed in Appendix B.

XI. PROVIDER NETWORK

To provide the services as outlined in this agreement, NuVantage may subcontract with other providers. This may include mental health or substance abuse professionals or clinics, financial counseling services, legal assessment service providers, eldercare providers, financial planners, and other provider networks.

XII. RELATIONSHIP BETWEEN COMPANY AND NUVANTAGE

Company and NuVantage are independent entities. Nothing in this agreement shall be construed or deemed to create an employer/employee or principal/agent relationship or any relationship other than that of independent parties contracting with each other for the sole purpose of carrying out the provisions of this Agreement.

XIII. ENTIRE AGREEMENT

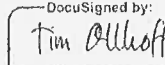
This agreement represents the total and complete agreement between the parties. All prior statements, representations, commitments, and understandings are fully merged herein.

XIV. AMENDMENT

This Agreement may be amended by mutual agreement of the Company and NuVantage evidenced by a written amendment.

XV. TERMINATION

Either party may terminate this agreement at any time with or without cause upon sixty (60) days written notice.

DocuSigned by:

ED4E64273DED481

August 13, 2014 | 13:46:50 PM CT

Tim Ollhoff, MSW, CEAP
Program Director
NuVantage Employee Resource

Date

Dean Wolter
Village President
Village of Germantown

Date

APPENDIX A – PROGRAM SERVICES, Page One
Fee For Service Contract Terms
NuVantage Employee Resources

Client Eligibility and Emergency Service

The “eligible population” shall include all employees of the Company, their household family members and dependent children living outside the home. 1-800 access to service 24 hours a day (After hours is only for mental health phone counseling).

Emergency service: Clients in crisis will be connected directly by phone with a mental health professional for crisis counseling. NuVantage Employee Resource will screen all callers to determine eligibility for the Employee Assistance Program. Eligible clients will be offered an appointment within 3 working days of their call. All attempts will be made to see clients in need of more urgent service the same day.

Mental Health Assessment and Referral

This service will consist of a maximum of **4** in-person sessions per issue/case for each eligible client on a rolling 12 month basis. Referrals will be made to the most appropriate and cost-effective resources. The cost for any ongoing treatment or services resulting from the referral(s) will be the responsibility of the client.

Financial Counseling for Consumer Debt

This service will consist of an initial client consultation with a qualified financial counselor (in person or telephonically) which will lead to recommendations and follow up. Recommendations may include optional services which may require a nominal registration fee but most LSS charges are waived for NuVantage EAP clients. Services can also be accessed via a secure LSS website.

Legal Consultation and Referral

This service will consist of an initial telephonic intake which will lead to referrals to qualified attorneys in the client’s location. The free, 30 minute consultations can be conducted in person or telephonically. Discounted rates are available should a network attorney be retained. There is no limit to the initial consultation process as long as the issues are different. This service cannot be utilized for matters involving disputes or actions between the client and the Company or EAP, agents or their officers, directors, or employees.

Eldercare Consultation and Referral

This service will consist of an initial telephonic consultation with a qualified eldercare/caregiver specialist which may lead to recommendations and follow up.

Management Consultation

NuVantage Employee Resource will provide consultation, as requested, for any supervisor or manager considering the referral of any employee to EAP or who requests advice in managing an employee performance/behavior problem. A Management Consultant will provide coaching and support throughout process, if needed, and maintain contact with the referring supervisor (provided the necessary consents for release of information are in place). Case Management is provided for Supervisory Referrals. Management consultations are available by phone via the primary access number and have a fee for service cost. See appendix B

Training and Orientation

Supervisor/Manager Orientation: Available for managers to inform them about all available services through the EAP.

Up to **0 hours** included in the contract price. Travel expenses might be incurred and will be negotiated at the time of the site visit schedule. See appendix B for details.

Employee Orientation: Available to employees to inform them about all available services through the EAP. This can include employee orientation sessions or as time spent at company sponsored benefits events. Up to **0 hours** included in the contract price. Travel expenses might be incurred and will be negotiated at the time of the site visit schedule. See appendix B for details.

APPENDIX A – PROGRAM SERVICES, Page Two
Fee For Service Contract Terms
NuVantage Employee Resource

Critical Incident Response

This service will consist of Critical Incident Response services for traumatic workplace related incidents (such as death, accident, workplace violence, etc.). Up to **0 hours** included in the contract price. Travel expenses might be incurred and will be negotiated at the time of the site visit schedule. See Appendix B for details.

Promotional and Educational Materials

Materials will include program panel cards or brochures with contact information, magnets, program posters, and quarterly promotional/educational pieces. Materials will be mailed to one primary site for distribution, available for download from our website, and/or emailed directly to a company liaison as an electronic attachment.

Access to NuVantage Wellness Resource Portal

NuVantage members have unlimited access to the NuVantage Wellness Portal which includes articles and resources on a wide variety of wellness topics. The site is password protected and the password can be obtained by contacting the NuVantage Account Manager.

Account Management

On-going account management will be provided with this contract. Account management includes on-going analysis of utilization of EAP services. And electronic version of the Utilization report will be sent to the primary company contact every 3 months, via email. A hard copy can be mailed if requested. Account management also includes regular quality assurance including review of returned client satisfaction surveys and follow up data. The account manager will serve as the point of contact for any customer service issues or special requests such as Critical Incident Response.

Substance Abuse Evaluations for Safety Sensitive Positions

Many states require that employees who hold safety sensitive positions and who test positive for drugs or alcohol after a work accident or injury be evaluated by specially trained chemical dependency counselors. NuVantage Employee Resource can assist your organization in managing these complex cases for an additional fee. See Appendix B for details.

APPENDIX B – FEES AND PAYMENTS

Fee For Service Contract Terms

NuVantage Employee Resource

Contract Term: 11/1/2014– 10/31/2015
Organization: Village of Germantown
Total employee population: 102

Annual Administration Fee: \$800.00

Hourly Rates for the Following Services:

Direct EAP Service	\$95/session
Supervisor/Manager/Employee orientations:	\$85/hour
Management Consultation	\$85/hour
Substance Abuse Evaluations	\$300
Customized Staff training delivery	\$175/hour
Critical Incident Response	\$250/hour
Prep Time for Customized Training Sessions	\$75/hour

Travel and lodging expenses will be charged for all on-site services beyond what is included in the capitation.

Billing Cycle:

The annual fee will be billed in quarterly installments.

Hourly rates and expenses are billed monthly.

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

MEETING DATE: September 23, 2014
October 6, 2014

ITEM TITLE: Award contract for Auditing Services 2014 -2017

SUBMITTED BY: Kim Rath, Finance Director

SUMMARY EXPLANATION:

Request for Proposal was sent to state wide auditing firms asking them to submit a proposal for years 2014 - 2017 Auditing Services. Responses were received from

CliftonLarsonAllen, Milwaukee
Reilly, Penner & Benton, Milwaukee
Schenck, Milwaukee
Kerber Rose, Shawano
Baker Tilly, Madison

Each proposal was professional and complete. Copies for review are available.

The lowest four year cost proposal was submitted by Kerber Rose \$133,800, the highest by Reilly, Penner & Benton \$231,800. Please see the Evaluation worksheet attached.

As well as cost, the evaluation worksheet lists the staff hours each firm estimates a thorough audit could be performed for. Baker Tilly had averaged 400 hours per year the past three years they've completed our audit.

Included on the evaluation is a section for any pertinent note or insight for a particular firm that was included in their proposal or ascertained in a follow up call.

ATTACHMENT: ORDINANCE___ RESOLUTION___ OTHER xx___

Audit Proposals from the five firms
Evaluation worksheet

RECOMMENDATION:

Staff recommendation is to retain Baker Tilly for auditing services 2014 - 2017

Reasons:

- 1) Cost proposal was the second lowest and lower than prior years. (2013 \$41,390) Included in the four year cost was a TIF compliance Audit if needed. They are also offering a 5% reduction in the cost if Village staff take on more responsibility for GASB Adjusting Schedules. Savings of \$7,470 over initial proposal.
- 2) Their quoted hourly rates for additional services was the **lowest**
- 3) They continue to offer online training and CPE Credits for their clients
- 4) They are able to provide all other services we may need, ie rate studies, impact fee studies, Human Resource Review, Construction & Maintenance Operations Review, Facility Maintenance, TIF Districts, etc

The reasons staff is not recommending the lowest cost proposal are:

- 1) The total hours and time proposed for the yearly audit was the lowest of the five. Most of the firms were in the range already established by Baker Tilly of 400 hours. Kerber Rose estimated the project at only 280 hours. I did speak with Karen Kerber she was confident an acceptable job could be performed for that amount of time and would not charge us if they went over the hours quoted. Seemed so low compared to the others, not confident in the thoroughness of the audit.
- 2) the firm states that any accounting assistance or assistance in completing supporting schedules and work papers will be billed separately. This is an unknown cost and is impossible to ascertain what the full impact could be.
- 3) The firm did not include Impact Fee or Connection Fee studies as a service in their proposal. They indicated by follow up call that they have done them in the past but not recently and didn't feel comfortable including it in the proposal. As you are aware the Village currently has a Sewer Connection fee and five impact fees.

Clifton LarsenAllen was the third in line regarding cost proposal, very close to Baker Tilly and seemed competent and able to perform all the functions we would need, but since they were higher in cost and additional service rates and considering staff time to get a new firm up to speed they didn't warrant further consideration.

COMMITTEE ACTION

Village of Germantown
Evaluation of Audit Proposals #03-2014
16-Sep-14

PROPOSALS

General Audit		Clifton LarsenAllen	Reilly, Penner & Benton	Schenck	Kerber Rose	Baker Tilly
2014		37,000	55,000	42,000	32,100	36,000
2015		37,700	56,900	43,000	33,000	36,900
2016		38,400	58,900	44,000	33,900	37,800
2017		39,100	61,000	45,000	34,800	38,700
Four (4) Year Total		152,200	231,800	174,000	133,800	149,400
Staff Hours Proposed		Clifton LarsenAllen	Reilly, Penner & Benton	Schenck	Kerber Rose	Baker Tilly
2014		375	520	376	280	400
2015		375	520	376	280	400
2016		375	520	376	280	400
2017		375	520	376	280	400
Additional Services Charges:		Clifton LarsenAllen	Reilly, Penner & Benton	Schenck	Kerber Rose	Baker Tilly
2014	Shareholders/Partners	200	230	200	215	180
	Managers		130	150	180	100
	Supervisor			120		
	Senior	90	115	110	105	77
	Staff	72	90	95	80	67
	Other - Quality Control				230	
Notes		Clifton LarsenAllen	Reilly, Penner & Benton	Schenck	Kerber Rose	Baker Tilly
Will be available for brief routine questions at no addl charge.			Will be available for brief routine questions at no addl charge.	No fee for routine conversations	Accounting assistance or assistance in completing supporting schedules and workpapers to be prepared by Village personnel will be billed separately	No-cost training provided for clients / CPE Credit
Estimated Hourly/Discounted Rates			Includes Single Audit A-133 if warranted	Hourly Rates for 2014		Will be available for routine questions at no extra charge
Can do Impact Fee, Connection Fee studies			Does not currently do audits of computerized systems but will have the capability to provide the service		Hourly rates subject to 3% annual adjustment	Hourly Rates for 2014
IT Security Risk					Have done impact fee analysis, but not recently did not list in proposal	Includes TIF Compliance Audits & Financial Statements
						Will reduce 5% if Village does addl Adjusting Schedules; Gasb 34 Conversions \$7470 = \$141,930
Reference		Clifton LarsenAllen	Reilly, Penner & Benton	Schenck	Kerber Rose	Baker Tilly
Village of Brown Deer			Village of Cedarburg	Washington County	City of Oconto	Village of Pewaukee
Village of Caldonia			Village of Menomonee Falls	West Bend Jr. School Dist #1	City of Wautoma	City of Seymour
City of Milwaukee			Village of Slinger	Village of Saukville	Village of Richfield	Village of Pleasant Prairie
City of Wauwatosa				Village of Sussex	Village of Howard	City of Beaver Dam
Green Bay Sewerage Dist					Village of Schiocton	
Madison Sewerage Dist						Report Reviewers for GFOA

	Experience Qualifications Reference	Audit Approach Understanding Village Needs	Cost Proposal	Total
Firms	50%	30%	20%	
Clifton LarsenAllen	50	30	17	97
Reilly, Penner & Benton	48	30	14	92
Schenck	50	30	15	95
Kerber Rose	46	28	16	90
Baker Tilly	50	30	18	98

	Cost Proposal Order Lowest to Highest	Difference from Lowest	Cost Proposal with Baker Tilly 5% reduction	Difference from Lowest
Kerber Rose	133,800		133,800	
Baker Tilly	149,400	15,600	141,930	8,130
Clifton LarsenAllen	152,200	18,400	152,200	18,400
Schenck	174,000	40,200	174,000	40,200
Reilly Penner & Benton	231,800	98,000	231,800	98,000

VII. A2

Germantown Health Plan Actual 2014

2013 Ending balance

\$514,811.23

Health Plan Premium Contribution*
Employee Contributions
Interest

January	February	March	April	May	June	July	August	September	October	November	December	Totals
126,089.75	126,089.75	126,089.75	126,089.75	126,089.75	126,089.75	126,089.75	126,089.75	126,089.75	126,089.75	126,089.75	126,089.75	1,008,718.00
14,823.80	14,917.82	15,112.94	15,236.98	15,038.88	15,038.88	15,130.13	15,206.17					120,505.60
												0.00

SubTotal Revenue

140,913.55	141,007.57	141,202.69	141,326.73	141,128.63	141,128.63	141,219.86	141,295.92	0.00	0.00	0.00	0.00	1,129,223.60
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Administrative Expense + Stop Loss**
HSA Contributions
Health Payment Sys Afl Fee
Health Claims & RX Paid ***

34,377.16	33,087.21	34,608.95	33,220.23	33,980.47	33,025.51	34,868.55	34,102.05					271,270.13
12,187.50		625.01	12,812.50	208.34		12,812.50	416.68					39,062.53
338.31	1,506.88	836.33	1,552.74	1,377.75	794.23	857.53	779.15					8,042.92
11,962.84	44,177.99	46,838.94	101,434.70	62,062.78	57,259.13	90,030.61	42,618.77					456,385.76

Sub Total Health Plan Expense

58,865.81	78,772.08	82,909.23	149,020.17	97,629.34	91,078.87	138,569.19	77,916.65	0.00	0.00	0.00	0.00	774,761.34
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Revenues less Expense (Current Month)

82,047.74	62,235.49	58,293.46	(7,693.44)	43,499.29	50,049.76	2,650.69	63,379.27	0.00	0.00	0.00	0.00	354,462.26
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Running Total (2013 + Current Year)

596,856.97	659,094.46	717,387.92	709,694.48	753,193.77	803,243.53	805,894.22	869,273.49	869,273.49	869,273.49	869,273.49	869,273.49	869,273.49
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Pending Stop Loss Reimbursement

							20,436.00					869,273.49
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2013 Claims Paid 2014 (Run-in)

16,698.55												0.00
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*Health plan premiums include department contributions plus Cobra and retiree payments

**Administrative expense includes Stop Loss Premium

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

Stop Loss Reimbursement

2013	316,259.73
2012	578,294.50
2011	494,321.27
2010	396,073.20
2009	117,655.91
2008	154,024.89
2007	37,900.83
2006	51,938.00
2005	94,605.00

Germantown Dental Plan Actual 2014

2013 Ending balance

\$57,561.13

	January	February	March	April	May	June	July	August	September	October	November	December	Totals
Dental Plan Premium Contribution*	5,700.54	5,715.77	5,623.71	5,779.16	5,700.54	5,700.54	5,621.91	5,779.15					45,621.32
Interest													0.00
Sub Total Revenue	5,700.54	5,715.77	5,623.71	5,779.16	5,700.54	5,700.54	5,621.91	5,779.15	0.00	0.00	0.00	0.00	45,621.32
Administrative Expense	235.00	232.50	237.50	227.50	230.00	227.50	235.00	235.00					1,860.00
Claims Paid	1,332.50	6,291.50	6,497.60	9,528.62	7,640.40	6,787.00	12,562.76	8,383.22					59,043.60
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	8,618.22	0.00	0.00	0.00	0.00	60,903.60
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)	(2,839.07)	0.00	0.00	0.00	0.00	(15,282.28)
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	42,278.85	42,278.85	42,278.85	42,278.85	42,278.85	42,278.85

2013 Claims Paid 2014 (Run in)

8,243.40

VIC. B

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 August	12,401.50	21,821.81	10,397.00	27,232.00	68,165.76	140,018.07
Year to date Interest	268.43	215.00	180.94	563.65	1,773.67	3,001.69
TOTAL 2014 COLLECTIONS	12,669.93	22,036.81	10,577.94	27,795.65	69,939.43	143,019.76
CURRENT YEAR TO DATE BALANCE	40,934.09	41,876.76	29,321.63	87,407.87	236,841.82	436,382.17
Less 2014 Transfers		(11,000.00)	(11,000.00)		(52,132.81)	(74,132.81)
Current Balance after Transfers	40,934.09	30,876.76	18,321.63	87,407.87	184,709.01	362,249.36

Year to Date Collections Sewer Connection Fee: 216,100.81

	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 & 13	296.00	169.00	562.00	1,472.00	1,664.00	
O'Brien Blackstone #7	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
Korndorfer 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 & 12 Blackstone	296.00	342.00	562.00	1,472.00	1,664.00	7,144.00
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 8,74,29 & 1 Blackstone	592.00	684.00	1,124.00	2,944.00	3,328.00	14,288.00
Demlang L50 Blackstone	148.00	171.00	281.00	736.00	832.00	3,572.00
TOB Lot 5 Blackstone, 124 & 125	444.00	513.00	843.00	2,208.00	2,496.00	10,716.00
Demalng Lot 33 Blackstone	148.00	171.00	281.00	736.00	832.00	3,572.00
TOB Lots 2 & 31	296.00	342.00	562.00	1,472.00	1,664.00	7,144.00
TOB Condo Lots 4,5,6,7	592.00	684.00	1,124.00	2,944.00	3,328.00	14,288.00
Halen L61 Blackstone	148.00	171.00	281.00	736.00	832.00	3,572.00
TOTAL COLLECTED 2014	12,401.50	21,821.81	10,397.00	27,232.00	68,165.76	216,100.81

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

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

Sewer Connection Fee change - increase 3.25 % yearly -
Water Impact Fee change effective 1/2/08

Village of Germantown

Department Community Development

Planning & Zoning Services Division

Code Violations & Complaints

As of September 15, 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
OPEN	1374	4-10-13	4-30-13	W172 N13098 DIVISION RD	PATRICK JOSTEN	TENANTS W/O ZONING PERMIT	IN PROCESS		WAITING FOR RE- INSPECT BY NEW FIRE CHIEF
OPEN	1389	5-28-14	6-18-14	W124 N13025 WASAUKEE RD	PAUL MARKIEWICZ	BUILDING W/O PERMIT; JUNKED VEHICLES	IN PROCESS	WORKING W/ ATTORNEY ON INSPECTION WARRANT; NEW INTERPRETATION OF JUNKED VEHICLE CODE PENDING	
OPEN	1391	6-13-14	6-30-14	W124 N13585 WASAUKEE RD	JACQUILINE ALOMEPE	JUNKED VEHICLES	IN PROCESS	CONTACTED OWNER; WORKING W/ OWNER EX- HUSBAND TO REMOVE TRUCK; NEW INTERP OF JUNKED VEHICLE CODE PENDING	
OPEN	1396	6-13-14	7-15-14	W141 N10538 WOODED HILLS DR	ANTHONY OKOSUN	BUILDING/OCCUPAN CY; FAILURE TO COMPLETE FINAL GRADING AND LANDSCAPING WITHIN 1-YEAR	IN PROCESS	GRADING & LANDSCAPING WORK NOW IN PROGRESS	RE-INSPECT EARLY OCT

NOTE:

VILLAGE OF GERMANTOWN - Capital Projects Fund 40		2014				Through August 2014
Item	Allocated	YTD	Balance	Project	Amt to	Budget
Description	to Project	Expenditure	Remaining	Complete	Reserve	Acct #
LAW ENFORCEMENT						
Replace UPS System - use reserve funds	30,000	1,524	28,476			40-521-570-8210
Mercom Audio Logger	45,000		45,000			40-521-570-8430
Server Array Cluster - Virtual - Backup	30,000		30,000			40-521-570-8430
Replace Rifles	18,000	16,800	1,200			40-521-570-8456
Replace Squad Rifle Mounts	13,000	917	12,083			40-521-570-8456
Squad Cameras - Carry Over 2014 - Used for Water Lateral Break	10,350	9,612	739	x	739	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	870	22,130			40-522-570-8420
Turn Out Gear & Boots	50,000	44,374	5,626			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 WI 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	13,084	8,516			40-541-570-8450
Misc Future Drainage	60,000	12,377	47,623			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	828	82,385			40-553-570-8310
HIGHWAY DEPARTMENT						
Crack Fill Machine	45,000	39,130	5,870			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	30,205	-205			40-542-570-8530
Asphalt Road Projects (carryover \$11550 + \$1,377,700 new) (+LRIP & Kleinman)	1,470,354	441,449	1,028,905			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	1,411,177	1,847,850			

Cash On Hand

Cash Balance - Pool	2,153,860
Cash Balance - TD Ameritrade	24,989

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

\$\$\$ Available 2,178,849

Committed Funds -

Senior Center Committed to future expense	4,255	+ Funds from sale of van \$4,650.
Wilderness Park	10,000	
Blackstone Spec Assmt	314,153	Use for Debt Service Offset
	328,408	

\$\$\$ Available for projects 1,850,441

Project Balance -1,847,850

Non committed funds \$ 2,591

TID No. 6 Expenditures -

West of USH 41/45 adjacent to Appleton Avenue

Phase 1

Bill Back - 10-100-130-6000

TID#6 Approved

Willow Creek Business Park

Water Utility

Date	Attorney Fees		<u>Contracts</u>	Amount	Balance
2/10/2014	Wesolowski, Sajdak	126.00	Wetland & Waterway Consultants LLC	6,100.00	0.00
4/10/2014	Wesolowski, Sajdak	801.00	Wetland Delineation		
8/25/2014	Wesolowski, Sajdak	1,386.00			
Date	Vendor		Air Land Survey	9,350.00	0.00
4/10/2014	Air Land Survey	2,100.00	Aerial Topographic Survey		
4/25/2014	Turning Point Systems	227.00			
4/9/2014	Amazon - Aerial Panel Material	27.47	Graef	4,700.00	235.00
4/9/2014	Sabic Polymershapes - Credit card	189.53	Traffic Impact Study		
4/3/2014	Journal Sentinel-JRB Notice	344.06			
6/10/2014	Himalayan Consultants	3,231.00	PSI	16,699.00	2,500.00
	Milw Journal - JRB Notice	16.25	Geo Technical Study - Exploration at site, bedrock, ground water, gas lines, etc		
	Rowe Professional (Air Land)	700.00			
	Scan Group	250.00	Himalayan Consultants	3,231.00	0.00
	Ehler's	787.50	Phase 1 Environmental Study		
7/10/2014	Rowe (Air Land)	6,550.00			
	Wetland & Waterway	6,100.00	Ehler's	12,500.00	0.00
	Ehlers	12,500.00	TID Creation		
	Journal Sentinel-JRB Notice	15.95			
8/10/2014	Graef	4,465.00	Globe Contractors	200,000.00	200,000.00
	PSI	14,199.00	Watermain Extention - Lannon/Appleton		
9/10/2014	Daily Reporter	110.23	\$600,000 total - 2/3 Water Utility		
	Journal Sentinel Inv. Bidders	53.65			
	WI DNR Wtr Resource Appl	350.00			
	Globe Contractors		Himalayan Consultants		
9/15/2014	To date Staff Wages	76,228.50	Geo Technical Study - Compaction of soil, % moisture		
			Super Western	1,497,194.49	
			Grading		
		<u>130,758.14</u>			
				<u>1,749,774.49</u>	<u>202,735.00</u>

Percentage of Salary - or hours worked
March 1 - Sept 30

Hours or %	Hourly rate w/ benefits	
Village Administrator - Schornack 15%	183	63.27 11,559.43
Planner - Retzlaff 5%	60.9	49.64 3,023.08
PW Director - Ludwig 10%	121.8	43.39 5,284.90
Engineer - Bischke - ACTUAL	243	50.75 12,332.25
Finance Director - Rath 4%	48.72	48.57 2,366.33

March 1 - 9/14/14

Hours	
Land Surveyor - Beilfuss	636.5 44.32 28,209.68
Civil Engineer - Flunker	229.75 31.67 7,276.18
Engineer Asst - Rosecky	151.5 40.77 6,176.66
	<u>76,228.50</u>

INSPECTION SERVICES

Sep-14

LETTERS OF CREDIT/OCCUPANCY BONDS

Project	Expiration Date	Dollar Amount	Note	Issuing Bank	Renewability	Letter of Credit #
Construction Supply/Walters N112 W19515 Mequon Road	Cash	\$ 7,500.00		N/A	N/A	Cash Bond
The Gables/Matterhaus N109 W17000 Ava Circle	None/Cash	\$ 20,000.00		N/A	N/A	Cash Bond
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
Northcentral/Core Commercial N96 W19120-80 County Line Road	6/20/2015	\$ 20,000.00		Associated Bank	No Auto Extension	DC112467US16914
Custom-Pak Products N118 W18981 Bunsen Drive	7/1/2015	\$ 20,000.00		Commerce State Bank West Bend, WI 53095	No Auto Extension	170
River Lane Holdings N115 W17884-86 Sawgrass Court	7/30/2015	\$ 17,700.00		Park Bank Brookfield, WI 53005	No Auto Extension	8152014
Innovation Mold & Design N118 W18988 Bunsen Drive	None/Cash	\$ 20,000.00		N/A	N/A	Cash Bond

Village of Germantown Letters of Credit

Department of Public Works and Finance Department

Page 1 of 1
9/18/2014

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:

