

VILLAGE OF GERMANTOWN
N112 W17001 MEQUON ROAD
GERMANTOWN, WI 53022

MEETING: **GENERAL GOVERNMENT & FINANCE COMMITTEE**

DATE AND TIME: **TUESDAY, November 18, 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:** September 23 and October 21, 2014 meetings.
- 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. Review and Approve Revisions to "Electrical Inspector" Job Description (Community Development Department)
- VI. **NEW BUSINESS:**
 - A. Village Hall Hours - Discussion
 - B. Temporary Help for Election Related Work in the Clerk's Office
 - C. T. E. Brennan Payment Approval of Progress Billing on RFP Liability Insurance \$4,727.11
 - D. Harris Local Government Approval for Annual Maintenance 2015 Accounting Modules – Finance Department \$14,120.26
- 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, December 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
September 23, 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 Kaminski were present. Trustee Vanderheiden was excused. Also present: Administrator Schornack, Finance Director Rath, Fire Chief Weiss (*left at 5:35 pm*), Planner Retzlaff, Clerk Goeckner and Deputy Clerk Tamborino.

APPROVAL OF MINUTES: *Motion (Kaminski/Baum) to approve the minutes from the August 19, 2014 meeting, carried.*

PUBLIC COMMENT: No one addressed the Committee.

UNFINISHED BUSINESS:

CAPITAL OUTLAY PLAN (2015-2020): Chairman Zabel stated after discussing with staff, it was decided to advise the committee to hold off on this item until the start of next year after 2015 budget meetings are over and the committee can work on Capital Outlay Plan (2016-2021). Administrator Schornack stated he would take hard copies of revisions. Fire Chief Weiss distributed the Fire Department's revised Capital Outlay Plan to the committee.

CONSIDERATION TO ADD CHAPTER 3, SECTION 3.15 CHANGE ORDERS TO VILLAGE OF GERMANTOWN MUNICIPAL CODE: Administrator Schornack's recommendation to the committee is to have staff prepare an ordinance stating all change orders are to be approved by the department head. If the change order exceeds \$5,000, the change order needs to be approved by the Village Administrator also. The Committee of Jurisdiction will be notified immediately by email of the amount and reason for the change order. The change order will then be placed on the next Committee of Jurisdiction agenda. *Motion (Kaminski/Baum) to approve preparing the ordinance as directed, carried.*

NEW BUSINESS:

NUVANTAGE EMPLOYEE RESOURCE AGREEMENT: Administrator Schornack recommends approving the agreement. The only change is for the fee structure. *Motion (Baum/Kaminski) to recommend Village Board approve the Nuvantage Employee Resource Agreement, carried.*

CONSIDERATION OF PAPERLESS POLICY & COST FOR VILLAGE BOARD: For the consideration of the Village going paperless, Clerk Goeckner is proposing a stipend of \$200 or \$300 for each of the elected officials at the start of their term for use of their personal device rather than buying laptops for every board member and plan commission member and having Village staff keeping them up-to-date. Basically the cost would be \$2700 for the initial set up.

CONSIDERATION OF PAPERLESS POLICY & COST FOR VILLAGE BOARD (Cont.):

In 2012 we calculated 26,000 sheets were used in packets from 12 of the 24 regular meetings. In 2013 it was approximately 19,000 sheets and for 2014 so far it's been 16,000 sheets from 9 random Village Board meetings. Planner Retzlaff mentioned large sheets are hard to review on all electronic device but currently permits are required to provide 26 sets of drawings, so that shouldn't be an issue. Finance Director Rath stated there are funds available now to cover the initial costs. Trustee Baum suggested discussing this at the Special Village Board meeting on Monday, September 29, 2014.

AWARD AUDITING SERVICES CONTRACT 2014-2017: Finance Director Rath sent out requests for proposals to state wide auditing firms for new auditing services 2014-2017. Five responses were received. It is staff's recommendation to retain Baker Tilly for auditing services 2014-2017. ***Motion (Baum/Kaminski) to recommend Village Board approve the Auditing Services Contract 2014-2017 from Baker Tilly in the amount of \$141,930.00, carried.***

COMMUNITY DEVELOPMENT DEPARTMENT REQUEST FOR AUTHORIZATION TO APPOINT/FILL FULL TIME BUILDING INSPECTOR POSITION: Planner Retzlaff discussed the request for appointing a full time Building Inspector and updating the job description. The hours have steadily increased, due to permit activity increasing to the point of making the need for a full time Building Inspector. Planner Retzlaff distributed graphs showing the changes throughout 2002 to present and reported on the activity. There will be a lot of inspection needs over the winter months, along with the industry's regional-wide problem of inspectors growing old and not a lot of young inspectors going into the trade. The demand is there with a lot of communities seeking help in the near future. Planner Retzlaff is asking to promote our temporary part time Building Inspector to the full time position. ***Motion (Kaminski/Baum) to recommend Village Board approve hiring the temporary part time Building Inspector to full time, carried.***

REQUEST TO AMEND ELECTRICAL & ASSISTANT BUILDING INSPECTOR POSITION DESCRIPTIONS: After reviewing the job descriptions, Administrator Schornack stated he is working on having all job descriptions set up uniformly and would like to slightly adjust the format on these. ***Motion (Baum/Kaminski) to recommend Village Board approve amending the Electrical and Assistant Building Inspector Position descriptions after staff finalizes for uniformity before the Village Board meeting, carried.***

REPORTS:

Monthly Year to Date Financials:

Revenue and Expense Report – All Funds: Finance Director Rath reviewed the payables with the Committee.

GENERAL GOVERNMENT & FINANCE COMMITTEE
MEETING MINUTES
September 23, 2014
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Health and Dental Plans: Finance Director Rath stated that both accounts are still tracking positively. The changes made a few years back have been positive.

Impact Fees Financial Reports: Finance Director Rath reviewed the report with the Committee. A lot of activity with single family housing and commercial.

Accounts Payable: The Accounts Payable report was reviewed. TIF 6 costs are showing unbilled until October.

Monthly Code Violation Reports: Building Inspection Department and Planning Department: The Committee reviewed the Code Violation Reports.

C.I.P. PROJECTS: Finance Director Rath stated there may be some carry overs. The Defibrillators were carried over from the following year and might be on hold until next year. Chief Weiss mentioned some hold ups on the standards. Staff will discuss the plans with Fire Chief Weiss.

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, no changes.

NEXT MEETING: Tuesday, October 21, 2014 at 5:30 p.m.

ADJOURNMENT: There being no further business, the meeting adjourned at 6:50 p.m.

Respectfully Submitted,

Timmerly Tamborino
Deputy Clerk

**VILLAGE OF GERMANTOWN
GENERAL GOVERNMENT & FINANCE COMMITTEE
MEETING MINUTES
October 21, 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 Kaminski and Vanderheiden were present. Trustee Baum was excused. Also present: Administrator Schornack, Finance Director Rath and Deputy Clerk Tamborino.

APPROVAL OF MINUTES: The minutes from the last meeting were not completed in time for the meeting.

PUBLIC COMMENT: No one addressed the Committee.

UNFINISHED BUSINESS: None.

NEW BUSINESS:

REVIEW AND APPROVE REVISIONS TO "ELECTRICAL INSPECTOR" JOB DESCRIPTION (COMMUNITY DEVELOPMENT DEPARTMENT): *Motion (Kaminski/Vanderheiden) to move to the next item on the agenda, motion carried.*

RFP RESULTS – LIABILITY INSURANCE – PRESENTED BY T. E. BRENNAN, SANDRA COUTANT: Sandra Coutant from T. E. Brennan distributed handouts and gave a presentation on liability insurance comparisons for the Village of Germantown between 5 different companies. After several questions and discussion, the committee would like T. E. Brennan to get answers and different pricing on various items from M3 (EMC). Sandra Coutant from T. E. Brennan will put together a new Net Premium Comparison and email it to Finance Director Rath for the committee and Village Board. ***Motion (Zabel/Kaminski) to forward this to the Village Board with a revised M3 (EMC) Insurance proposal and new Net Premium Comparison, if there are drastic changes to the proposal, the General Government and Finance Committee will meet one hour before the Village Board meeting to make a recommendation, motion carried.***

HEALTH & DENTAL PLAN – THIRD PARTY ADMINISTRATOR (TPA) AND STOP LOSS CARRIER RENEWAL - 2015: Finance Director Rath explained the renewal information. Two proposals received for renewing were from our existing carrier, Auxiant Gerber Life. One option is to increase to the fixed costs of 5.7% or approximately \$21,032 with a \$40,000 deductible. The other option is a decrease in the fixed costs of 2.6% with a \$45,000 deductible. There is also an increase in the cost for the Third Party Administrator, Auxiant, of 1.7%. Finance Director Rath is recommending staying where we are at with the \$40,000 deductible. ***Motion (Kaminski/Vanderheiden) to approve the Auxiant Gerber Life renewal option with the \$40,000 specific deductible, motion carried.***

ARBITRAGE COMPLIANCE AGREEMENT - \$5,405,000 G. O. COMMUNITY DEVELOPMENT BOND SERIES 2014B – EHLERS INC.: Finance Director Rath explained the addendum to the TIF #6 G.O. Community Development Bond agreement for Arbitrage Monitoring Services through Ehlers. The Bond has a spend down requirement of 24 months, included in the loan was 2.5 years of capitalized interest making the loan subject to Arbitrage monitoring. ***Motion (Kaminski/Vanderheiden) to enter into the agreement for Arbitrage Monitoring Services with Ehlers, motion carried.***

REPORTS:

Monthly Year to Date Financials:

Revenue and Expense Report – All Funds: Finance Director Rath reviewed the payables with the Committee stating the increase in building permit fees helped with the budget.

Health and Dental Plans: Finance Director Rath stated that both accounts are still tracking positively.

Impact Fees Financial Reports: Finance Director Rath reviewed the report with the Committee. Police Department items need to be addressed at the next Public Safety meeting. Finance Director Rath will get clarification from the Attorney about the changing impact fee rules from being 7 years to now reasonable time.

Accounts Payable: The Accounts Payable report was reviewed. TIF 6 costs are showing unbilled until October's report distributed in November.

Monthly Code Violation Reports: Building Inspection Department and Planning Department: The Committee reviewed the Code Violation Reports.

C.I.P. PROJECTS: Finance Director Rath stated there may be some carry overs. Law Enforcement section will be using those funds. Check with Engineering on Donges Bay Road. Finance Director Rath said the Alt Bauer Project will be starting shortly.

Letter of Credit Summaries: Building Inspection Department, Public Works Department, and Planning Department: The Committee reviewed the report. Administrator Schornack stated there is one project the Village will be monitoring.

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

Motion (Vanderheiden/Kaminski) to postpone item VI. A. Review and Approve Revisions to "Electrical Inspector" Job Description (Community Development Department) until November's regular General Government and Finance Committee meeting, motion carried.

GENERAL GOVERNMENT & FINANCE COMMITTEE
MEETING MINUTES
October 21, 2014
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NEXT MEETING: Tuesday, November 18, 2014 at 5:30 p.m.

ADJOURNMENT: There being no further business, the meeting adjourned at 7:13 p.m.

Respectfully Submitted,

Timmerly Tamborino
Deputy Clerk

Village of



Community Development Department

Jeffrey W. Retzlaff, AICP, Director

N112 W17001 Mequon Road P.O. Box 337

Germantown, WI 53022-0337

(262) 250-4735 direct line

(262) 253-8255 fax

V. A

M E M O R A N D U M

TO: General Government & Finance Committee
Dave Schornack, Village Administrator

FROM: Jeff Retzlaff, Director, Community Development Department

DATE: October 15, 2014

RE: Request to Amend Electrical Inspector Job Description

The current job description for the "Electrical Inspector" is outdated and narrowly focused. The description was written at a time when the Village employed three (3) full-time inspectors; one of which was assigned electrical plan review and inspection duties almost exclusively.

Similar to the revisions proposed to the job description for the "Assistant Building/Plumbing Inspector" that were reviewed and approved by the Committee last month, I am requesting approval to revise the job description for this position to be broader and include all aspects of building inspection, including: building, plumbing, electrical and HVAC, as well as, secondary areas including property maintenance and erosion control.

This revised position description will be titled "Building/Plumbing/Electrical Inspector II" (vs. "Inspector I" approved for the other position) and require a higher level of education, experience and certification in commercial building inspections.

A revised job description is attached.

Village of Germantown Job Description

Job Title: Building/Plumbing/Electrical Inspector II
Department: Community Development / Inspection Services Division
Reports To: Community Development Director/Village Planner/Zoning Administrator
FLSA Status: Non-Exempt
Dates Modified: September 1, 2014 (PROPOSED)
Selection: Community Development Director/Village Planner/Zoning Administrator & Village Administrator

GENERAL STATEMENT OF FUNCTIONS AND DUTIES:

The employee in this position performs technical plan review and inspection duties to ensure compliance with applicable zoning, erosion control, property maintenance and building codes, including but not limited to the Village of Germantown Building Code (Chapter 14) and Zoning Code (Chapter 17), Wisconsin Uniform Dwelling Code (SPS 320-325), Wisconsin Commercial Building Code (SPS 361-366), Electrical Code (SPS 316), Plumbing Code (SPS 325). The employee also handles routine zoning and property maintenance matters and inquiries.

DISTINGUISHING FEATURES OF THE CLASS:

This employee is primarily responsible for ensuring that plans, specifications and buildings in the process of construction meet all applicable local and state building codes and ordinance requirements. The employee must regularly exercise technical judgment and discretion based on familiarity with general 1 & 2-family and commercial building construction, plumbing, electrical, HVAC methods and installations and all building, plumbing, electrical, HVAC codes and ordinances for which the employee is responsible for enforcing. This employee works under supervision of the Community Development Director and Village Administrator

EXAMPLES OF DUTIES PERFORMED: (Illustrative Only)

- Reviews permit applications and state-approved and other plans for compliance with all applicable building, plumbing, electrical, HVAC, erosion control, property maintenance and occupancy codes and regulations;
- Performs rough, final and occupancy inspections for all phases and components of building, plumbing, electrical, HVAC, erosion control and other installations, as well as, building demolitions and buildings being moved into the Village;
- Performs compliance and enforcement inspections as necessary to ensure compliance with all Village building, zoning, property maintenance and related codes under the supervision of the Community Development Director/Village Planner/Zoning Administrator.
- Conducts inspections of licensed businesses for liquor license, dance license, and other Village permits and approvals;
- Confers with and provides guidance to builders, developers, designers, architects, contractors, engineers, property owners and members of the public pertaining to building and development within the Village and all applicable codes, and ordinances, policies and procedures the employee is responsible for administering and enforcing;
- Receives, investigates and responds to complaints concerning building, zoning, property maintenance, hazardous dwellings and commercial establishments and conducts code enforcement inspections under various municipal codes relating to the public peace and good order and miscellaneous nuisances;

Village of Germantown Job Description

- Notifies permit holders, contractors, landlords and property owners of code violations and potential problem areas; takes necessary steps to obtain code compliance;
- Conduct periodic inspections of existing buildings and coordinates efforts with Fire Department staff to ensure compliance with all Village, State, and Federal codes and standards;
- Recommends ordinance changes when necessary, develops new forms, initiates new procedures and modifies existing department policies to adapt to changing conditions;
- Assists in determining address coordinates for all new buildings and dwelling locations;
- Performs filing, processing and other office tasks relative to building permit applications, issuing permits and inspection work;
- Keeps detailed records and makes reports of inspections;
- Coordinates all work with the Inspection Services Secretary and other staff in the Community Development Department and other department;
- Coordinates the preparation of monthly reports regarding new construction with the Inspection Services Secretary;
- Maintains necessary inspector certifications from the State of Wisconsin; attends required recertification training sessions, seminars and workshops; and renews all certifications;
- Maintains a consistent and reliable attendance record;
- Performs all duties in accordance with Village policies, procedures and safety practices;
- Performs a variety of related duties deemed necessary by and at the direction of the employee's supervisors.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES:

- Extensive knowledge, skill and experience with building construction materials, methods and practices;
- Extensive knowledge of and experience administering Wisconsin Building and Uniform Dwelling Code provisions in the course of reviewing permit applications and plans and conducting inspections for all phases and components of building, including: construction, plumbing, electrical, HVAC and erosion control;
- Knowledge, experience and the ability to perform on-site inspections;
- Ability to read, understand and utilize a variety of information such as building plans/blueprints, permit and plan review applications, inspection reports, Wisconsin building and administrative codes, ordinances, construction manuals, manufacturer's specifications, State statutes, procedures, guidelines and non-routine correspondence;
- Have good perceptiveness; and be in good physical condition in order to carryout all assigned duties in an efficient and effective manner;
- Ability to perform all duties consistently with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability to handle stressful situations, prioritize and manage a heavy workload of plan review and inspection activities on a daily basis;
- Ability to deal harmoniously with people;
- Ability to effectively meet and communicate with fellow employees, contractors, property owners and the general public; ability to communicate effectively both verbally and in writing;
- Ability to calculate percentages, fractions, decimals, volumes, ratios, present values, and spatial relationships;
- Ability to exercise good judgment, decisiveness and creativity required in situations involving the evaluation of information in the office and out in the field;
- Knowledge and experience with and the ability to perform basic office functions, e.g. word processing, database management, spreadsheets, using MS Office or other similar software products and proprietary permit management systems;

Village of Germantown Job Description

- Ability to utilize an office desktop and/or laptop computer, copy machine, fax machine, telephone, and other miscellaneous office equipment;
- Must possess at the time of hire and continually maintain a valid State of Wisconsin driver's license.

REQUIRED EXPERIENCE AND TRAINING:

- Graduation from an accredited college, university or technical school with a Bachelor's degree (preferred) or an Associates degree (required) in architecture, civil/structural engineering, construction management or in a closely related field of study; and
- Three (3) or more years of experience as a Wisconsin state-certified building inspector or combination of progressively responsible professional work experience in the building trades with experience in commercial and/or residential building construction; or
- An equivalent combination of education and experience may be substituted;
- Inspection Certification by the State of Wisconsin Department of Safety & Professional Services in the following areas is required: UDC Construction, UDC HVAC, UDC Plumbing, and UDC Electrical;
- Inspection Certification by the State of Wisconsin Department of Safety & Professional Services in one or more of the following areas is required: Commercial Building, Commercial Plumbing or Commercial Electrical
- The employee must be able to obtain any certification not possessed at the time of hire within three (3) months after employment.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by the employee to successfully perform the essential functions and duties of this job. With or without reasonable accommodation, the ability to stand, walk, sit, reach, crouch, stoop, climb, balance, feel, and hear are all essential physical abilities required for the job. The employee must be able to regularly climb in and out of a motor vehicle and must occasionally lift, carry, push or pull up to a maximum of 25 lbs. The employee is frequently required and must be able to frequently bend, twist, climb ladders, climb stairs, walk through on and over mud, snow, ice, water, irregular surfaces, construction debris, and have a good sense of balance and coordination. Good vision both near and far is required. The employee shall have no debilitating fear of height and must be able to enter trenches or confined spaces. Sitting for long periods during plan reviews and meetings is also required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and duties of the position.

WORK ENVIRONMENT:

The work environment described herein is representative of those an employee will encounter while performing the essential functions and duties of this job and may include: an air-conditioned office environment and exposure to all forms of inclement weather, including (but not limited to): rain, wind, snow, ice, mud, etc. while performing assigned duties outside of the office environment.

**Village of Germantown
Job Description**

ELECTRICAL INSPECTOR

GENERAL STATEMENT OF DUTIES:

The employee in this position is responsible for enforcement of state and village codes and ordinances, reviews plans, conducts on-site inspections, investigates complaints and maintains records

EXAMPLES OF DUTIES PERFORMED: (Illustrative Only)

- ☐ Performs on-site inspections for new construction, additions, alterations, services and signs;
- ☐ Investigates complaints and referrals as assigned;
- ☐ Issues noncompliance orders and citations;
- ☐ Provides information and testimony in court regarding lawful orders and citations;
- ☐ Prepares written and/or verbal information that is clear and concise;
- ☐ Clarifies and interprets code regulations;
- ☐ Reviews plans and specifications for compliance with codes and ordinances;
- ☐ Issues permits;
- ☐ Maintains records of permits, inspections and investigations;
- ☐ Answers inquiries relative to all aspects of electrical installations;
- ☐ Interacts with inspectors, contractors, designers and village staff regarding electrical design, installations, defects and other safety related concerns;
- ☐ Attends public hearings on State Administrative Code;
- ☐ Attends Committee and Board meetings as assigned;
- ☐ Attends after hour meetings or court as assigned.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of the possible defects and faults in electrical wiring, building installations and design; considerable knowledge of state and village codes; ability to read and interpret plans and specifications relating to construction and electrical design; ability to calculate loads and wire sizes for electrical usage and capacity; ability to detect defective installations at a stage of construction where they are easily found and remedied; good writing, communication and time management skills; ability to establish and maintain effective working relationships with citizens, contractors, elected officials and other village employees; basic skills in computer operation.

DESIRED EXPERIENCE AND TRAINING:

High school graduate or equivalent. Six years of experience as a journeyman or master electrician, including a wide variety of construction and installation jobs. Additional training at an accredited community college or technical college with courses in intermediate business writing, communication skills, tech. math, building construction, blueprint reading, heating and refrigeration, electricity, zoning and land use planning, erosion control, surveying and computer skills a plus. Valid Wisconsin drivers license. Valid Wisconsin Inspectors Certification in the following categories: Commercial and Residential Electrical (or State Masters Certification); Commercial Building Construction; UDC Construction, HVAC and Plumbing within one year of hire.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to climb ladders, climb stairs, walk through mud

**Village of Germantown
Job Description**

and on irregular surfaces, climb over construction debris, and have a good sense of balance. Good vision both near and far is required. The employee shall have no debilitating fear of height, entering trenches or confined spaces. Work is performed under all weather conditions. The employee must occasionally lift and/or move 25 pounds and more. Bending and twisting is also frequently required. Sitting for long periods during plan reviews and meetings is also required.

WORK ENVIRONMENT:

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job.

PROPOSED

**BUSINESS OF
THE GENERAL GOVERNMENT & FINANCE COMMITTEE**

VI. B

MEETING DATE: November 18, 2014

PLACEMENT: New Business

ITEM TITLE: Temporary Help for Election Related Work in the Clerk's Office

SUBMITTED BY: Barbara K. D. Goeckner, Village Clerk

SUMMARY EXPLANATION:

Due to the Clerk's office staff turnover and the higher than usual turn out of voters and new registrations at the November 4, 2014 Election, there is an accumulation of election related work which needs to be completed as soon as possible. We had over 1,200 new voter registrations for the November 4th election which must be entered into the Statewide Voter Registration System. I estimate this work alone to take nearly 100 hours. We have to enter all of the voter's information (name, address, DOB, Driver's License #, residential address, mailing address, proof of residence form, account number and agency) and then validate their address and polling location. I have timed the work and we are able to enter approximately 10 registrations per hour. This is being done through the State (SVRS) system which also is being used by over 1,000 other municipalities at the same time, which also means the system locks up or closes on you without warning. In addition to these entries, we also must scan in every individual voter from election day (10,472) and reconcile those votes with the other documents, which is all required to be completed by December 19th according to State requirements.

The new registrations will also need to be filed along with those received during the August election cycle, as well as pulling all registrations for voters who no longer live in Germantown and have registered elsewhere or passed away. Pulling of cancelled voter cards has not been conducted since late 2012 or early in 2013 and there are a large number of records which must be pulled. This all must take place while we are also conducting our normal work activities, and is impossible to be completed timely by our office without extensive overtime.

In order to keep the expense of this work as minimal as possible, I am requesting to bring in a current Election Inspector of my recommendation, at the Election Inspector Wage (currently \$8.50/hour), not to exceed 200 hours, to complete this work.

ATTACHMENT: ORDINANCE____ RESOLUTION ____ OTHER ____

RECOMMENDATION:

Staff's recommendation is for the Clerk's office to bring in a current election worker, selected by the Clerk, on a temporary basis, for a maximum of 200 hours, at the Election Inspector wage, to assist with the completion of the 2014 election work.

VI. C

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

MEETING DATE:

November 18, 2014

ITEM TITLE:

T.E. Brennan Company
Payment approval for progress billing on
Liability Insurance RFP, Invoice#17975
\$4727.11

SUBMITTED BY:

Kim Rath, Finance Director

SUMMARY EXPLANATION:

Attached is a progress billing invoice from T.E. Brennan in the amount of \$4727.11 for services in submitting the Request for Proposals for our Liability Insurance. The total cost had been estimated to be \$8,000 - \$10,000. To date (including the above invoice) the RFP is \$13,291.61. The cost of the RFP was estimated to included three participants, as noted at our last meeting T.E. Brennan had proposals from five companies.

Attached : ORDINANCE____ RESOLUTION ____ OTHER X

Statement #17975

RECOMMENDATION

Approval

COMMITTEE ACTION

Kim Rath

From: Sandra Coutant [coutant@TEBrennan.com]
Sent: Tuesday, November 11, 2014 4:55 PM
To: Kim Rath
Subject: RE: Progress Billing

Kim ~

You are correct in stating that our original estimate for this project would be between \$8,000 - \$10,000. That amount anticipated reviewing proposals from three different agents/carriers. When we roughly estimate these projects, we anticipate a charge of approximately \$3,000 per response.

However, we did end up getting quotes from four different carriers (LWMMI, CVMIC, EMC & CIC) which added on additional hours due to review of a fourth set of proposals, policy forms and endorsements. We also had to provide information to the LGPIF for a competitive auto physical damage quote.

One of our first areas that caused a delay was providing the agents with an up to date list of vehicles. The list that we initially used was inaccurate according to your current agent and the list was updated several times.

Responding to questions from four different agents also took more time than anticipated, specifically since your municipality had not been out to bid for quite a while and most of the underwriters were not familiar with you.

Also, we ran into some additional charges based on carrier applications that needed to be completed.

Since we are already over our budgeted amount, we will agree to hold the charges at the current level and not bill the Village for the final revised displays that we have prepared based on the questions raised at the last meeting.

I hope this explanation is acceptable for your Finance Committee. If not, please let me know and we can discuss further.

Regards,

Sandra

Sandra K. Coutant
T.E. Brennan Company
coutant@tebrennan.com
1-262-754-1160

From: Kim Rath [mailto:krath@village.germantown.wi.us]
Sent: Tuesday, November 04, 2014 1:48 PM
To: Sandra Coutant
Subject: Progress Billing

Hi Sandra - can you estimate how much more the Insurance RFP will cost? This latest billing of \$4727.11 puts the cost at \$13,291.61. The quote was \$8,000 to \$10,000. I'll need to get payment approval from the General Government & Finance committee scheduled on Nov. 18th. If you could write up a quick summary of the RFP process and why it is somewhat over budget I'd appreciate it.

Kim Rath, Finance Director
Village of Germantown
PO Box 337

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

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October 31, 2014
Account No: 21777-10
Statement No: 17975

Attn: Ms. Kim Rath

Fees

10/01/2014		
BB	Talked to Tim Patterson re: CIC quote	62.50
SKC	Marketing - Review updated experience modifier for 2015-16 policy term.	125.00
SKC	Marketing - Review proposals/prepare exhibits	625.00
SKC	Marketing - Telephone conversation with Mike DeMoss at CVMIC regarding terms of self-insured retention	n/c
SKC	Marketing - Continuation of proposal review - EMC	250.00
10/02/2014		
SKC	Marketing - Review of proposals/follow-up discussions with agents/update exhibits - CIC & LWMMI proposals	1,062.50
10/03/2014		
SKC	Marketing - Review of proposals/preparation of comparison exhibits/various questions to agents regarding their proposals	n/c
10/07/2014		
SKC	Marketing - Review proposals/prepare exhibits	n/c
10/10/2014		
BB	Marketing	n/c
SKC	Marketing - EMC questions - exhibit update	n/c



Risk Management Consultants – Independent, Impartial, Objective

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

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October 31, 2014

VILLAGE OF GERMANTOWN - PROJECTS

Account No: 21777-10
Statement No: 17975

10/13/2014	BB	Marketing	n/c
	SKC	Marketing - Preparation of exhibits/review of policy forms	1,187.50
10/14/2014	BB	Marketing	n/c
	SKC	Marketing - Preparation of Exhibits/review of policies/discussions with agents	n/c
10/15/2014	BB	Marketing	n/c
	SKC	Marketing - Reviewing proposals/update exhibits	n/c
10/16/2014	BB	Marketing	n/c
	SKC	Marketing - review revised proposals/ update exhibits	n/c
10/17/2014	BB	Marketing	n/c
	SKC	Marketing - Review of policy forms/EMC	n/c
10/20/2014	BB	Reviewed Underwriting Exhibits and losses. Worked on Marketing Proposal	n/c
10/21/2014	BB	Marketing	n/c
	BB	Traveled to (1/2 hour) and from (1/2 hour) Germantown for Finance Committee meeting.	n/c
	SKC	Marketing - Review final exhibits and prepare for meeting.	n/c
	SKC	Travel - to and from meeting at Village of Germantown	250.00
	SKC	Meeting/Conference - Report to the Finance Committee on results of marketing of insurance program.	375.00
10/22/2014	SKC	Marketing - work on questions from Finance committee. Revised Auto	



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October 31, 2014

VILLAGE OF GERMANTOWN - PROJECTS

Account No: 21777-10

Statement No: 17975

quote. Check references. other. 500.00

10/23/2014

SKC

Marketing - new policy form review

n/c

10/24/2014

BB

Reference phone calls

n/c

10/27/2014

BB

Made telephone calls for references

n/c

10/29/2014

SKC

Marketing - revised auto quotes

250.00

For Current Services Rendered

4,687.50

Expenses

10/31/2014

Photocopies

22.70

10/31/2014

Mileage - meeting with client on 10-21-14

16.91

Total Expenses

39.61

Total Current Work

4,727.11

Previous Balance

\$2,000.00

Payments

10/15/2014

Payment, Thank You. Check # 141741

-2,000.00

Balance Due

\$4,727.11

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



Risk Management Consultants – Independent, Impartial, Objective

VI. D

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

MEETING DATE:

November 18, 2014

ITEM TITLE:

Harris Local Government
Approval for Annual Maintenance 2015
Accounting Modules - Finance Department
\$14,120.26

SUBMITTED BY:

Kim Rath, Finance Director

SUMMARY EXPLANATION:

Attached is an annual support and maintenance agreement from Harris Local Government for covering Jan 1, 2015 - Dec 31, 2015. Harris is the Accounting Software used by the Finance Department. We have used these products since 1988. Payment won't be made until the January 10th payables.

ATTACHED : ORDINANCE____ RESOLUTION ____ OTHER X

Invoice MN00002600

RECOMMENDATION

Approval

COMMITTEE ACTION



Remit To: Harris Computer Systems
62133 Collections Center Drive
Chicago, IL 60693-0621



Invoice
Date
Page

MN00002600
10/25/2014
1 of 1

Germantown, Village of
N112 W17001 Mequon Road
Germantown, WI 53022-0337
USA

Bill To

Germantown, Village of
N112 W17001 Mequon Road
Germantown, WI 53022-0337
USA

PO Number	Customer No.	Salesperson ID	Shipping Method	Payment Terms
	GER01		LOCAL DELIVERY	Net 30

Ordered	Item Number	Description	Unit Price	Ext Price
1.00	NOTE	Annual MSI Maintenance: Jan.1/15 - Dec.31/15	US\$0.00	US\$0.00
1.00	MA-12-SW	Accounts Payable	US\$1,191.48	US\$1,191.48
1.00	MA-12-SW	Accounts Receivable	US\$961.49	US\$961.49
1.00	MA-12-SW	Budget Planning	US\$961.49	US\$961.49
1.00	MA-12-SW	Cash Register	US\$1,555.79	US\$1,555.79
1.00	MA-12-SW	Fine Print	US\$194.85	US\$194.85
1.00	MA-12-SW	Fixed Assets	US\$961.49	US\$961.49
1.00	MA-12-SW	General Ledger	US\$1,191.48	US\$1,191.48
1.00	MA-12-SW	Payroll	US\$1,740.91	US\$1,740.91
1.00	MA-12-SW	PR Direct Deposit	US\$231.60	US\$231.60
1.00	MA-12-SW	Relativity	US\$1,070.10	US\$1,070.10
1.00	MA-12-SW	RM Runtime	US\$495.12	US\$495.12
1.00	MA-12-SW	Utility Billing	US\$3,248.63	US\$3,248.63
1.00	MA-12-SW	New Supplemental UB Meter File	US\$110.44	US\$110.44
1.00	MA-12-SW	Custom UB Open AR by Service Report	US\$110.44	US\$110.44
1.00	MA-12-SW	Create Custom UB Payment Import File	US\$94.95	US\$94.95
			Subtotal	US\$14,120.26
			Misc	US\$0.00
			Tax	US\$0.00
			Freight	US\$0.00
			Trade Discount	US\$0.00
			Total	US\$14,120.26

Invoice Questions? Please call Ben Mulrooney, 613-226-5511 ext 2473 or e-mail
bmulrooney@harriscomputer.com

Purpose

The purpose of this document is to provide customers with information about our standard maintenance coverage, processes and procedures. This document will serve as a guideline for support but may be superseded by an existing, signed software support contract where applicable.

Harris Local Government ("Harris") reserves the right to make modifications to this document as required.

Standard Support and Maintenance Services

Your software support contract includes:

- Toll-free telephone support.
- Technical troubleshooting: assessment, diagnosis, documentation and ultimate resolution of issues that pertain specifically to the customer's software. Troubleshooting does not extend to any hardware or operating system components.
- E-mail notifications of logged calls, status and resolution.
- Harris e-Support, our 24 x 7 online customer portal. e-Support provides the following:
 - Ability to log and close calls
 - Ability to view & update existing calls
 - Ability to update contact information
 - Ability to access published documentation (if available)
 - Ability to access available downloads
 - Access to support knowledge base
- Standard software releases and updates.
 - Defect corrections (as warranted)
 - Planned enhancements
 - Payroll regulated changes
 - Release notes
- Limited training questions: Questions pertaining to a customer's software line that Harris deems as training related (i.e. information that has already been covered and/or reviewed with the customer) will be considered training-related in scope. This type of request is typically limited to a span of 15-25 minutes. Anything falling outside the aforementioned time frame may be classified as a billable service for which the customer will receive a quotation prior to the service being delivered.
- Database tuning: Database tuning/optimization may include such services as insertion of rate codes/tax, custom report changes, customer file changes or anything involving global changes throughout the software. Depending on the scope of the request, data tuning maybe be considered a billable service for which a customer will receive a quotation prior to service being delivered.

- Customer Care Program
 - Technical support bulletins
 - Communication on new products and services
- Outstanding Calls Report: Outstanding calls and the respective status of those calls are documented in Clientele, Harris' priority customer database, to which the customer has 24x7 access.
- Enhancements or custom modifications: Harris will review each customer request to for feasibility and then document and program changes as needed. Modifications that result from an inherent flaw in the software will be rectified at no additional charge to the customer. Modifications which are performed as a result of a customer request and are not determined to be a result of an inherent flaw will be considered a billable service for which the customer will receive a quotation prior to the service being delivered.
- Invitation to annual Customer Conferences: Customers will receive an invitation to any scheduled Harris Annual Customer Conference which pertains to the customer's product line. Attendance including registration and/or travel and lodging will be at the customer's expense.

Billable Support Services

The services listed below are services that are outside the scope of your software support contract and are therefore considered billable services:

- Extended telephone training
- Forms redesign or creation
- Setup & changes to handheld interface or creation of new interface
- Setup of new services or changes to services (PAP, ACH, etc.)
- File imports/exports - Interfaces to other applications
- Setting up test areas, database refreshes, backups, restores
- Setup of new printers, printer setup changes
- Custom modifications (reports, bills, forms, software customizations)
- Reversal of custom code
- Setting up new General Ledgers
- Data conversions / global modification to setup table data
- Integrity issues due to database updates by non-Harris personnel
- Hardware & Operating System support
- Upgrades of third party software
- Installations/re-installations (workstations, servers)

Rates

Harris' current standard hourly rate is \$150.00/hour for services performed during normal business hours. Our current rate for services provided outside of normal business hours (after hours, weekends, and holidays) is \$250.00/hour with a minimum charge of two (2) hours. Rates are subject to change on an annual basis. Quotations will be provided for all billable services.

Our rates for non-maintenance clients are as follows:

- \$500.00 per call (Provides ability to log a support call & includes 1st hour)
- \$400.00 for each subsequent hour for the same issue

Help Desk Hours

Our standard hours of support across all product lines, are from 8:30 a.m. EST to 5:00 p.m. EST, Monday to Friday, excluding designated company holidays. Support calls/issues may be logged via the toll-free support line between the hours of 8:30 a.m. and 5:00 p.m. EST or 24 hours day/7 days a week via www.harrislocalgov.com/support.

Holiday Schedule

Below is a listing of US Statutory Holidays. Please note that our US offices will be closed on designated days as outlined below. However, our call center will remain open in some cases to receive incoming calls.

New Year's Day	Closed
President's Day	Closed
Memorial Day	Closed
Fourth of July	Closed
Labor Day	Closed
Columbus Day	Closed
Thanksgiving Day	Closed
Day After Thanksgiving	Closed
Christmas Day	Closed
Boxing Day (December 26)	Closed

Response Times

Response times will vary and are dependent on the priority of the call. We do our best to ensure that we deal with incoming calls in the order that they are received, however calls will be escalated based on the urgency of the issue reported. Our response times are as follows:

- **Priority 1:** 30 minutes
- **Priority 2:** 2 hours
- **Priority 3:** 3 hours
- **Priority 4:** 4 hours

Call Priorities

In an effort to handle your incoming support requests as efficiently and effectively as possible, we prioritize your request, and then assign the appropriate resources. The four Priority Levels are defined below.

Priority 1: Critical

- System Down (Hardware, Operating System, Database, Application)
- Inability to process Payroll checks
- Inability to process Accounts Payable checks
- Inability to process bills

Priority 2: High

- Program errors without workarounds
- Incorrect calculation errors impacting a majority of records
- Aborted postings or error messages preventing data integration and update
- Performance issues of severe nature impacting critical processes
- Hand-held interface issues preventing billing

Priority 3: Medium

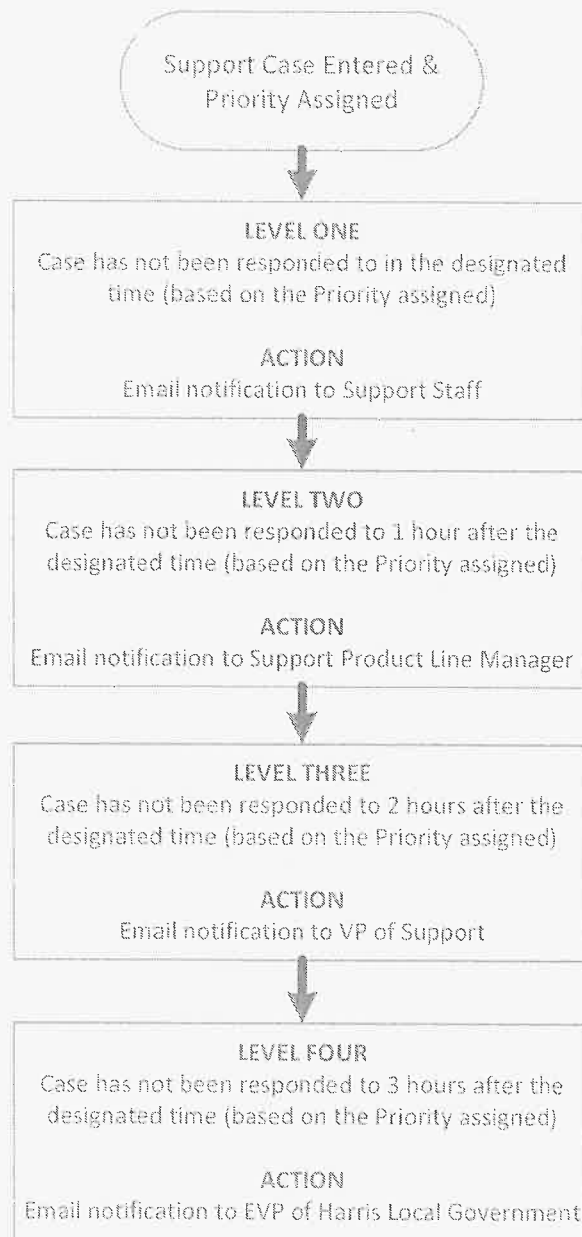
- System errors that have workarounds
- Calculation errors impacting a minority of records
- Reports calculation issues
- Printer related issues (related to interfaces with our software and not the printer itself)
- Security issues
- Hand-Held interface issues not preventing billing
- Performance issues not impacting critical processes
- Usability issues
- Workstation connectivity issues (Workstation specific)

Priority 4: Low

- Report formatting issues
- Training questions, how to, or implementing new processes
- Aesthetic issues
- Issues with workarounds for large majority of accounts
- Recommendations for enhancements on system changes
- Questions on documentation

Escalation Procedures

Our escalation process is defined below. This process has been put into place to ensure that issues are being dealt with appropriately. If at any time you not satisfied with the resolution of your issue or the response to your call, please contact one of our Support Call Coordinators and we will have the appropriate individual follow up.



Call Process

All issues or questions reported to Support Services are tracked via a Support Case. The first step in receiving support is to log your case. Our analysts cannot provide assistance until a support case is logged. To log a case:

- Your request must contain: your company name, contact person, software product & version, module and/or menu selection, nature of issue, detailed description of your question or issue, and if applicable: Batch Number, Journal Number, Account Number, Support Case reference number.
- Your request will be logged into our support tracking database. A Call Coordinator or e-Support will provide you with a Case ID to track your issue.
- Once your Case is logged and in the queue, the first available support representative will be assigned to work on your Case.
- As the support representative assigned to your Case investigates your issue, you will be contacted and advised as on that status and the course of action that will be taken for resolution. If we require additional information, you will be contacted by the assigned support representative to supply the information required.
- All correspondence and actions associated with your Case will be tracked against the Case in our support database. At any time, you may log onto e-Support to see the status of your case.
- Once your issue has been resolved, you will receive an automated notification by email that your case has been closed. This email will contain the entire event history of the case from the time the case was created leading up to the resolution of the case. You also have the option of viewing both your open and closed cases on-line through e-Support.
- If your issue requires programming, it will be escalated and logged into our Development database (JIRA). Your case will remain open until your issue has been completely resolved. Issues escalated to development will be scheduled for resolution and may not be resolved immediately based on the nature and complexity of the issue.
- Contact the Support department at your convenience for a status update on your Support Case or JIRA, or log onto e-Support to view the status online.

Connection Methods

To ensure we can effectively support our clients, we ask that a communication link is established and maintained between our two sites. It is the client's responsibility to ensure the connection is valid at your location so that Harris can connect to your site and resolve the issue at hand. Our supported methods of connection are:

- VPN
- RAS
- Direct Connection (Modem)
- Remote Desktop Connection

Maintenance Contract Pricing and Terms

Annual maintenance fees are non-refundable. In order to keep pace with the annual costs of doing business within the industry (including but not limited to increased operating costs and research and development costs) Harris, as a standard practice, reviews the software maintenance of each client, every year. Harris reserves the right to raise annual maintenance charges in accordance with industry standards and resource utilization which may vary from year to year. Customers may review and voice any related concerns or disagreements with a senior member of the Harris management team.

Maintenance agreements are renewable each year. Should any customer coming up for renewal choose not to renew their annual software maintenance with Harris, ***Harris requires at least 90 days written notice (prior to the new annual renewal date). This notice must be provided to our corporate office in Ottawa, Ontario.***

Germantown Health Plan Actual 2014

2013 Ending balance

\$614,811.23

	January	February	March	April	May	June	July	August	September	October	November	December	Totals
Health Plan Premium Contribution*	126,089.75	126,089.75	126,089.75	126,089.75	126,089.75	126,089.75	126,089.75	126,089.75	126,089.75	128,091.41			1,262,899.16
Employee Contributions	14,823.80	14,917.82	15,112.94	15,236.98	15,038.88	15,038.88	15,130.13	15,206.17	15,113.15	14,986.97			150,615.72
Interest													0.00
SubTotal Revenue	140,913.55	141,007.57	141,202.69	141,326.73	141,128.63	141,128.63	141,219.88	141,295.92	141,202.90	143,088.38	0.00	0.00	1,413,514.88
Administrative Expense + Stop Loss**	34,377.16	33,087.21	34,608.95	33,220.23	33,980.47	33,025.51	34,868.55	34,102.05	35,076.87	51,646.21			357,993.21
HSA Contributions	12,187.50		625.01	12,812.50	208.34		12,812.50	416.68	0.00	15,312.50			54,375.03
Health Payment Sys AFI Fee	338.31	1,506.88	836.33	1,552.74	1,377.75	794.23	857.53	779.15	3,414.82	1,479.24			12,936.98
Health Claims & RX Paid ***	11,962.84	44,177.99	46,838.94	101,434.70	62,062.78	57,259.13	90,030.61	42,618.77	199,361.27	74,817.55			730,564.58
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	237,852.96	143,255.50	0.00	0.00	1,155,889.80
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	(96,650.06)	(167.12)	0.00	0.00	257,645.08
Running Total (2013 + Current Year)	596,858.97	659,094.46	717,387.92	709,694.48	753,193.77	803,243.53	805,894.22	869,273.49	772,623.43	772,456.31	772,456.31	772,456.31	772,456.31
Pending Stop Loss Reimbursement													17,744.49
2013 Claims Paid 2014 (Run-in)	16,698.55												0.00
													0.00

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

**Administrative expense includes Stop Loss Premium

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

VII. A2

Germantown Dental Plan Actual 2014

2013 Ending balance

\$57,561.13

	January	February	March	April	May	June	July	August	September	October	November	December	Totals
Dental Plan Premium Contribution* Interest	5,700.54	5,715.77	5,623.71	5,779.16	5,700.54	5,700.54	5,621.91	5,779.15	5,779.15	5,782.80			57,163.27 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	5,779.15	5,779.15	5,782.80	0.00	0.00	57,163.27
Administrative Expense	235.00	232.50	237.50	227.50	230.00	227.50	235.00	235.00	245.00	240.00			2,345.00
Claims Paid	1,332.50	6,291.50	6,497.60	9,528.62	7,640.40	6,787.00	12,582.76	8,383.22	10,891.48	6,973.98			76,909.06
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	11,136.48	7,213.98	0.00	0.00	79,254.06
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)	(5,357.33)	(1,431.18)	0.00	0.00	(22,070.79)
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	36,921.52	35,490.34	35,490.34	35,490.34	35,490.34

2013 Claims Paid 2014 (Run in)

8,243.40

VII. 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 October	16,174.01	26,597.67	17,141.00	44,896.00	86,469.76	191,278.44
Year to date Interest	381.39	304.73	243.75	828.92	2,534.41	4,293.20
TOTAL 2014 COLLECTIONS	16,555.40	26,902.40	17,384.75	45,724.92	89,004.17	195,571.64
CURRENT YEAR TO DATE BALANCE	44,819.56	46,742.35	36,128.44	105,337.14	255,906.56	488,934.05
Less 2014 Transfers		(11,000.00)	(11,000.00)		(52,132.81)	(74,132.81)
Current Balance after Transfers	44,819.56	35,742.35	25,128.44	105,337.14	203,773.75	414,801.24
Year to Date Collections Sewer Connection Fee: 294,058.81						
	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	342.00	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 & 56 Blackstone	296.00	342.00	562.00	1,472.00	1,664.00	
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, 13	444.00	513.00	843.00	2,208.00	2,496.00	
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 & 33	296.00	342.00	562.00	1,472.00	1,664.00	7,144.00
Halen L61 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
TOB Lots 2 & 31, 4, 5, 6, 7, 8, 9, 10	1,332.00	1,539.00	2,529.00	6,624.00	7,488.00	32,148.00
Innovative Mold 201-967	220.51	498.86				
Kingsway 143-983	148.00	171.00	281.00	736.00		
Kings Way 091-978	148.00	171.00	281.00	736.00		
JBj 10 Unit 264-309	1,480.00	1,710.00	2,810.00	7,360.00	8,320.00	35,720.00
JBj 8 Unit 264-309	1,184.00	1,368.00	2,248.00	5,888.00	6,656.00	28,576.00
Allan Bldrs Blackstone 41	148.00	171.00	281.00	736.00	832.00	3,572.00
TOTAL COLLECTED 2014	16,174.01	26,597.67	17,141.00	44,896.00	86,469.76	294,058.81

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 - Capital Projects Fund 40						Through
Item	Allocated	2014	Balance	Project	Amt to	OCTOBER
Description	to Project	YTD	Remaining	Complete	Reserve	Budget
		Expenditure				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	x		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 Laterai 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	12,530	10,470			40-522-570-8420
Turn Out Gear & Boots	50,000	44,615	5,385			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	x		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	x		40-542-570-8450
Fork Lift	20,000	18,405	1,595	x		
Patrol Truck (replace #424 - w/\$8,000 trade-in)	175,000	99,741	75,260			40-542-570-8520
Iron Worker tool - cut/bend/fabricate Steel	30,000	30,205	-205	x		40-542-570-8530
Asphalt Road Projects (carryover \$11550 + \$1,377,700 new) (+LRIP & Kleinma	1,470,354	1,103,899	366,455			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	3,121	0	x		40-552-570-8310
Retainages Payable -						
	43,616		43,616			40-200-210-1100
Total Projects	3,259,027	2,206,795	1,052,233			

Cash On Hand

Cash Balance - Pool	1,363,921
Cash Balance - TD Ameritrade	25,021

Offset Funding MMSD, Trade-in, etc, Fire Eng Sale 31,801

\$\$\$ Available 1,420,742

Committed Funds -

Senior Center Committed to future expense	4,255	+ Funds from sale of van \$4,650.
Wilderness Park	10,000	
Blackstone Spec Assmt	335,392	Use for Debt Service Offset
	349,647	

\$\$\$ Available for projects 1,071,095

Project Balance -1,052,233

Non committed funds \$ 18,862

WI Online Auction Sales 11,550 Fire Dept

VII. D2

Village of Germantown

Department Community Development

Planning & Zoning Services Division

Code Violations & Complaints

As of November 10, 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 SOME VEHICLES REMOVED	WORKING W/ ATTORNEY ON INSPECTION WARRANT; NEW INTERPRETATION 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; WORK NOT COMPLETE

NOTE:

TID No. 6 Expenditures -

West of USH 41/45 adjacent to Appleton Avenue
Phase 1

TID#5 Approved

Water Utility

Willow Creek Business Park

[illegible]

VII. E

INSPECTION SERVICES

Nov-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	2	N/A	N/A	Cash Bond
The Gables/Matterhaus N109 W17000 Ava Circle	None/Cash	\$ 20,000.00	2	N/A	N/A	Cash Bond
River Lane Holdings W179 N11554 Blackstone Circle	10/31/2014	\$ 9,300.00	1	Park Bank Brookfield, WI 53005	No Auto Extension	01092014b
River Lane Holdings N116 W17877-79 Blackstone Cir	10/31/2014	\$ 16,100.00	1	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	1	Park Bank Brookfield, WI 53005	No Auto Extension	4072014
River Lane Holdings N115 W17885-87 Sawgrass Court	10/31/2014	\$ 16,800.00	1	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	1	Park Bank Brookfield, WI 53005	No Auto Extension	5222014
Ultra Tool W194 N11811 McCormick Drive	5/20/2015	\$ 20,000.00		BMO Harris Bank	No Auto Extension	HACH437234OS
Gtown Retail/Continental 246 N96 W17950-80 County Line Roa	5/29/2015	\$ 20,000.00		BMO Harris Bank	No Auto Extension	HACH438744OS
Northcentral/Core Commercial N96 W19120-80 County Line Roa	6/20/2015	\$ 20,000.00		Associated Bank	No Auto Extension	DC112467US16914
Custom-Pak Products N118 W18981 Bunsen Drive	7/1/2015	\$ 20,000.00		Commerce State Bank West Bend, WI 53095	No Auto Extension	170
River Lane Holdings N115 W17884-86 Sawgrass Court	7/30/2015	\$ 17,700.00	1	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

INSPECTION SERVICES

LETTERS OF CREDIT/OCCUPANCY BONDS

Project	Expiration Date	Dollar Amount	Note	Issuing Bank	Renewability	Letter of Credit #
Keller, Inc. W204 N11509 Goldendale Road	None/Cash	\$ 20,000.00		N/A	N/A	Cash Bond
Systems, Inc W194 N11481 McCormick Drive	9/2/2015	\$ 20,000.00		First Business Bank - Milw Brookfield, WI 53045	No Auto Extension	671
J.B.J. Companies W140 N10565-95 Fond du Lac	None/Cash	\$ 20,000.00		N/A	N/A	Cash Bond

NOTES - 1. LOCs released, landscaping completed. 2. Cash bond returned, project completed.

VII. F2

Village of Germantown Letters of Credit

Department of Public Works and Finance Department

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 Cashiers Check 635833360
Carriage Hills Germantown	6/24/2015	116,800.00	BMO Harris	Auto Extension	
Hillstone Apartments	10/14/2015	11,800.00	check		
Collateralization of funds held at US Bank			Federal Home Loan Bank of Cincinnati		
US Bank	12/1/2014	4,000,000		-	LOC No. 515297

Project(s) to WATCH:

VII
F3



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

Note	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. Michalsen, SVP	Spring Bank, 18555 W. Wisconsin Ave., Ste. 100, Brookfield, WI 53005	Automatic renewal after 1 year	LOC #52012013	Open
2	Todd Koskopf	Wetland Delineation	\$300		Cash	Todd Koskopf	22775 N. 68th Street, Menasha WI 53213			Open

NOTES:
 1 Enviro-Safe for clean-up; Annually Renewing in Perpetuity
 2 Todd Koskopf - Wetland Delineation (SWRPC conducting delineation Fall 2014)

SUMMARY OF VILLAGE CONTRACTS

11-11-14

Contract Expiration Date	Name of Company	Service or Product Provided	Is this a contract? lease? license?	Annual Cost of Contract	Department Negotiating/Overseeing Contract
12-31-2014	J. Maue & Associates	tax col./pet lic, sp. assn't soft. maintenance	license	625.00	Finance
12-31-2014	ProPhoenix Corporation	ProPhoenix annual main. & support	contract	28,706.00	Police
12-31-2014	Harris	MSI Maintenance	license	13,294.17	Finance
12-31-2014	General Communications	maintenance contract on AUX I/O's only	contract	2,880.00	Police
12-31-2014	Washington County Humane Society	animal control	contract	2,982.00	Police
12-31-2014	Vermot Systems	Rec Trac Maintenance	license	4,038.00	Park & Rec
12-31-2014	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	1,589.00	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
10-31-2015	NuVantage Employee Resource	employee assistance program	contract	800+ hr. fee	Administration
12-31-2015	Ruekert & Mielke	GIS (3 year contract-payment 100% upfront)	contract	15,000.00	Sewer & Water
12-31-2015	JB Janitorial Services LLC	janitorial service	contract	83,040.00	Buildings & Grounds
12-31-2015	Braun Thyssen Krupp Elevator	PD elevator maintenance agreement	contract		Police

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

10-31-2014	Tapco	intersection signal maintenance	contract	1,710+ \$85/hr.	Highway
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