

VILLAGE OF GERMANTOWN  
N112 W17001 MEQUON ROAD  
GERMANTOWN, WI 53022

MEETING: **GENERAL GOVERNMENT & FINANCE COMMITTEE**

DATE AND TIME: **TUESDAY, December 16, 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:** November 17, 18 and December 1, 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. Local Government Property Insurance Fund Premium 2015
  - B. Alt Bauer Parking Lot – Change Order
  - C. Spassland Fitness Equipment - Purchase
- 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, January 20, 2015 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  
SPECIAL GENERAL GOVERNMENT & FINANCE COMMITTEE  
MEETING MINUTES  
November 17, 2014**

**CALL TO ORDER:** The meeting was called to order at 6:15 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, and Clerk Goeckner

**NEW BUSINESS:**

A. Award Contract for 2015 Liability Insurance

Director Rath introduced Sandra Coutant with TE Brennan to present the new information regarding the RFP for liability insurance. Comparison with totals was different than what was initially presented due to an adding error and there were other specifics that were different, such as the exclusion to Engineering coverage was now waived by M3. Discussion of coverage for Attorney, Engineer and differences between M3 and R&R insurance (League policy), as well as premium and deductibles. League policy now offering a 'lite' version for lesser premium to provide more comparable comparisons with M3's product. Discussion of sewer backup coverage and water main break coverage. Committee requested Ms. Coutant to discuss with LWMMI Lite coverage but with coverage of attorney and ask M3 if they will also provide that coverage. Discussion of other companies that provided quotes. **MOTION (Vanderheiden/Baum) to defer action on this until December 1<sup>st</sup> and hold a special GGF meeting on December 1<sup>st</sup> at 5:30 p.m. in Conference Room A, carried.**

**ADJOURNMENT**

There being no further business the committee adjourned at 6:50 p.m.

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Barbara K. D. Goeckner MMC/WCPC  
Village Clerk

**VILLAGE OF GERMANTOWN  
GENERAL GOVERNMENT & FINANCE COMMITTEE  
MEETING MINUTES  
November 18, 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, Vanderheiden and Baum were present. Also present: Administrator Schornack, Finance Director Rath, Clerk Goeckner, Park and Recreation Director Casperson, Public Works Director Ludwig and Deputy Clerk Tamborino.

**APPROVAL OF MINUTES:** *Motion (Kaminski/Baum) to approve the minutes from the September 23 and October 21, 2014 meetings, motion carried.*

**PUBLIC COMMENT:** No one addressed the Committee.

**UNFINISHED BUSINESS:**

**REVIEW AND APPROVE REVISIONS TO “ELECTRICAL INSPECTOR” JOB DESCRIPTION (COMMUNITY DEVELOPMENT DEPARTMENT):** Planner Retzlaff was unable to attend the meeting last minute but drafted an email to Administrator Schornack that was read to the committee. The new “Building/Plumbing/Electrical Inspector II” description is replacing the “Electrical Inspector I” description. The committee had several questions they would like answered before making a decision. ***Motion (Kaminski/Vanderheiden) to postpone this item to the next regular General Government and Finance Committee meeting, motion carried.***

**NEW BUSINESS:**

**VILLAGE HALL HOURS – Discussion:** Chairman Zabel explained he’s received comments asking why the village hall isn’t open until 5:00 p.m. Staff contacted 15 surrounding communities to compare hours. Brookfield and Franklin were the only two municipalities open until 5:00 p.m. The majority were open 8:00 a.m. to 4:30 p.m. Clerk Goeckner spoke regarding extending hours during election time. Security would be an issue plus staff already works overtime during elections to get daily work done. The Committee decided to keep an eye on it and watch it around election time.

**TEMPORARY HELP FOR ELECTION RELATED WORK IN THE CLERK’S OFFICE:**

Clerk Goeckner is requesting temporary help after the last election due to the higher than usual turn out of voters and new registrations. There is an accumulation of election related work that needs to be completed as soon as possible including over 1,200 new voter registrations. All 10,472 votes need to be scanned into the voting system and reconciled with other documents as well as filing maintenance according to State requirements. ***Motion (Kaminski/Baum) to hire temporary election inspector help not to exceed 200 hours in 2014, motion carried unanimously.***

**T. E. BRENNAN PAYMENT APPROVAL OF PROGRESS BILLING ON RFP LIABILITY INSURANCE \$4,727.11:** Finance Director Rath is looking for approval of the T. E. Brennan progress billing on the Liability Insurance RFP in the amount of \$4,727.11. The RFP is higher than initially estimated due to additional companies submitting proposals, delays in agents getting information to them correctly and extra trips for presentations at meetings. ***Motion (Kaminski/Vanderheiden) to recommend Village Board approve the T. E. Brennan payment of \$4,727.11 with the understanding that any further work for the RFP is covered in the current dollar amount of the proposal, motion carried unanimously.***

**HARRIS LOCAL GOVERNMENT APPROVAL FOR ANNUAL MAINTENANCE 2015 ACCOUNTING MODULES – FINANCE DEPARTMENT:** Finance Director Rath is requesting approval for the annual support and maintenance agreement for 2015 from Harris Local Government which is the accounting software used by the Finance Department. ***Motion (Vanderheiden/Baum) to recommend the Village Board approve the Harris Local Government Annual Maintenance agreement for 2015 for the amount of \$ 14,120.26, motion carried unanimously.***

**REPORTS:**

**Monthly Year to Date Financials:**

**Revenue and Expense Report – All Funds:** Finance Director Rath reviewed the payables with the Committee stating we will probably be over budget with the heating bills. We will need to increase that line item for next year. Revenues for the Inspection department are positive.

**Health and Dental Plans:** Finance Director Rath reviewed the Health and Dental Plans.

**Impact Fees Financial Reports:** Finance Director Rath reviewed the report with the Committee. Administrator Schornack sent a memo to the Police Department about their items but have not heard anything back yet.

**Accounts Payable:** The Accounts Payable report was reviewed.

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

**C.I.P. PROJECTS:** Road projects will be carried over to next year.

**Letter of Credit Summaries: Building Inspection Department, Public Works Department, and Planning Department:** Finance Director Rath stated The Committee reviewed the report.

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

GENERAL GOVERNMENT & FINANCE COMMITTEE  
MEETING MINUTES  
November 18, 2014  
Page 3

**NEXT MEETING:** Tuesday, December 16, 2014 at 5:30 p.m.

**ADJOURNMENT:** There being no further business, the meeting adjourned at 6:30 p.m.

Respectfully Submitted,

Timmerly Tamborino  
Deputy Clerk

**VILLAGE OF GERMANTOWN  
SPECIAL GENERAL GOVERNMENT & FINANCE COMMITTEE  
MEETING MINUTES  
December 1, 2014**

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

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

**NEW BUSINESS:**

A. **Award Contract for 2015 Liability Insurance**

Finance Director Rath presented information from T. E. Brennan Company which recommends the EMC program submitted by M3 Insurance Solutions. All professional liability exclusions have been removed and the bottom line is that it will save us money. The policy cost would be \$454,280 does not include the estimated dividend credit of \$44,479 and EMC has historically paid all estimated dividends to the clients. Discussion of coverage and services. Current workers compensation claims that are open with United Heartland would stay with United Heartland. **MOTION (Kaminski/Baum) to award the insurance contract to M3 Insurance Solutions/EMC for the year 2015 at a cost of \$454,280 as presented, carried.**

**ADJOURNMENT**

There being no other business, the meeting adjourned at 5:40 p.m.

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Barbara K. D. Goeckner MMC/WCPC  
Village Clerk

**VILLAGE OF GERMANTOWN  
GENERAL GOVERNMENT & FINANCE COMMITTEE**

MEETING DATE: December 16, 2014

ITEM TITLE: Local Government Property Insurance Fund  
Premium 2015

SUBMITTED BY: Kim Rath, Finance Director

SUMMARY EXPLANATION:

Attached is an invoice from the State of Wisconsin Office of the Commissioner of Insurance - Local Government Property Insurance Fund renewal 1/1/2015 - 1/1/2016. The property portion of insurance coverage was not bid out with the liability insurance due to the recommendation from T.E. Brennen and other carriers that the LGPIF is currently the most competitive. If paid on or before the effective date we are eligible for a 1% discounts.

| Year | Valuation of<br>Property | Valuation of<br>Contractors Equipment | Special Use<br>Animal | Alarm Credit | Amount   |
|------|--------------------------|---------------------------------------|-----------------------|--------------|----------|
| 2013 | 46,974,339               | 3,019,545                             | 10,000                | (3589)       | \$36,169 |
| 2014 | 50,362,330               | 3,097,621                             | 10,000                | (3677)       | \$41,213 |

ATTACHMENT: ORDINANCE\_\_\_\_ RESOLUTION \_\_\_\_ OTHER xx

Premium Notice

Premium - \$41,213                      1% Discount - \$412 =                      \$40,801

Staff Recommendation

Approval - make prepayment of \$40,801 12/25/14 Accounts Payable for delivery on or before 1/1/15

STATE OF WISCONSIN / OFFICE OF THE COMMISSIONER OF INSURANCE  
**LOCAL GOVERNMENT PROPERTY INSURANCE FUND**

559 D'Onofrio Drive, Suite 10, Madison, Wisconsin 53719-2805 -- (877) 229-0009

**PREMIUM NOTICE**  
**Policy Renewal**

Policy #: 160208

Named Village of Germantown

Insured Kim Rath  
PO Box 337

Germantown, WI 53022

Phone (262) 250-4700

Invoice#: 28187

Policy Term: 12:01am 1/1/2015 to 1/1/2016

Billing Period: 12:01am 1/1/2015 to 1/1/2016

Due Date: 3/2/2015

Pay This Amount:

**\$41,213**

| Recent premium account information              | Transaction Date | Effective Date | Amount                                     |
|-------------------------------------------------|------------------|----------------|--------------------------------------------|
| Policy Renewal(Billed to Village of Germantown) | 11/20/2014       | 1/1/2015       | <del>\$41,213</del><br>\$40,801<br>1% disc |

*Terms - 60 days from the effective date of this policy or billing date, whichever is later, the premium becomes past due and is subject to collection as provided by Sec 605.21(2)(b) of the Wisconsin Statutes.*

Remove at perforation and return bottom portion.

Dec #: 25519

Printed: 11/20/2014 10:44:39 AM

Policy #: 160208

Invoice #: 28187

Return Local Government Property Insurance Fund  
To: Drawer 976  
Milwaukee WI 53293-0976

Policy Term: 12:01am 1/1/2015 to 1/1/2016

Billing Period: 12:01am 1/1/2015 to 1/1/2016

Due Date: 3/2/2015

Billed: Village of Germantown

Kim Rath  
PO Box 337

Germantown, WI 53022

Pay This Amount::

~~\$41,213~~ 40,801

Amount  
Enclosed:

Please return this portion of notice with payment.

Dec #: 25519

Printed: 11/20/2014 10:44:39 AM

STATE OF WISCONSIN  
**OFFICE OF THE COMMISSIONER OF INSURANCE**

**RENEWAL POLICY -- Policy Quotation: 22243**

**Term:** 12:01am 1/1/2015 to 1/1/2016

**Transaction Effective:** 1/1/2015

**Named** Village of Germantown

**Phone** (262) 250-4700

**Insured** Kim Rath  
PO Box 337

**County**

Germantown, WI 53022

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**Quotation - Valuation Policy**

| Coverage                                            | Agg | Deductible | Coverage   | Rate  | Annual Premium |
|-----------------------------------------------------|-----|------------|------------|-------|----------------|
| Buildings, Personal Property & Property in the Open | N   | 1,000      | 50,362,330 | 0.078 | 39,283         |
| Contractors Equipment (Replacement Cost)            | N   | 500        | 3,097,621  | 0.179 | 5,545          |
| Special Use Animal Coverage                         | N   | 500        | 10,000     | 0.620 | 62             |
| Alarm Credit 15%                                    | N   |            | 30,644,799 | 0.012 | (3,677)        |
| 5.40% Dispersion Credit applied to Building Rate    | N   |            |            |       |                |

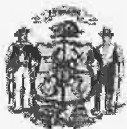
**Total Annual Premium** **\$41,213**

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**Comments**

This quote is your estimated renewal policy premium amount with coverages and coverage amounts as shown.

**This quote becomes null and void within 30 days of transaction effective date.**



# State of Wisconsin / OFFICE OF THE COMMISSIONER OF INSURANCE

Scott Walker, Governor  
Theodore K. Nickel, Commissioner

Wisconsin.gov

Local Government Property Insurance Fund  
The ASU Group  
559 D'Onofrio Drive, Suite 10  
Madison, WI 53719-2805  
Phone: (608) 833-1443 ~ Toll Free: (877) 229-0009  
Fax: (608) 821-1199 ~ Toll Free Fax: (877) 832-0122

November 20, 2014

Village of Germantown  
Kim Rath  
PO Box 337  
Germantown, WI 53022

Dear Insured:

Enclosed is your 2015-2016 renewal policy which includes a blue Declarations Page that lists your coverage and deductibles, endorsements, and your updated Statement of Values and an invoice that is **due 60 days from the renewal effective date**.

*Per a recent directive from the Office of the Commissioner of Insurance, if your renewal premium is paid on or before the effective date of your renewal policy, you are eligible for a \$1 % discount on your renewal premium. This would then make your renewal premium \$40,801.*

Since we are now online all property changes (except motor vehicle) should be submitted **as they** occur instead of waiting until renewal.

If you have any questions about your policy or procedures, please feel free to contact us at (877) 229-0009.

Thank You,

*Policy Services*

**GENERAL GOVERNMENT & FINANCE COMMITTEE  
GERMANTOWN, WI**

MEETING DATE: December 16, 2013

AGENDA ITEM: New Business

ITEM TITLE: Alt Bauer Parking Lot – Change Order

SUBMITTED BY: Justin Casperson, Park & Recreation Director

SUMMARY:

- Metro Milwaukee Sewer District (MMSD) will reimburse municipalities for ‘green’ initiatives.
- The Village Board approved the replacement of the Alt Bauer Park parking lot and to pursue MMSD funds to assist with the replacement costs.
- The first bids were rejected because they were over budget and only one submittal by the Park & Recreation Commission on June 11, 2014
- The second bid opening was on June 27, 2014. Payne and Dolan came in the lowest at \$75,170.80 and \$11,170.80 over the budget.
- On July 9, 2014 the Park and Recreation Commission forwarded positive recommendation to accept the lowest bid of Payne & Dolan and use the funds from the Freistadt Road Bridge Project/DOT refund to cover the additional costs to the General Government & Finance Committee (GGF).
- On July 29, 2014 GGF recommended to the Village Board to approve the Payne & Dolan bid and use the Freistadt Road Bridge Project/DOT refund to cover additional costs.
- On August 4, 2014 the Village Board approved the contract with Payne & Dolan, not to exceed \$75,171.80 and to use the funds from the Freistadt Road Bridge Project/DOT Refund and any change orders required GGF approval.
- The Alt Bauer Parking Lot is approximately 86% complete. The project still needs a second asphalt lift and restoration. That portion will be completed in 2015.
- To ensure the asphalt portion of the parking lot would not fail, the contractor had to remove additional subgrade material. As a result the project is anticipated to be over budget by \$2,010.18.

ATTACHMENT:

Payne & Dolan Invoice & Progress Report

RECOMMENDATION:

The Department recommends approving the change order of \$2,010.18 for the overages and to use the funds from the Freistadt Road Bridge Project/DOT refund to cover the additional costs.

|    | DESCRIPTION               | P&D UNIT PRICE | ITEM OF MEASURE | PREVIOUS BILLED UNITS | PREVIOUS BILLED TOTAL DOLLARS | CURRENT BILLED UNITS | TOTAL DOLLARS REQUESTED CURRENT ESTIMATE | TOTAL BILLED UNITS | TOTAL BILLED DOLLARS |
|----|---------------------------|----------------|-----------------|-----------------------|-------------------------------|----------------------|------------------------------------------|--------------------|----------------------|
| 1  | REMOVE ASPHALT            | \$17.60        | CY              |                       | \$0.00                        | 70.00                | \$1,232.00                               | 70.00              | \$1,232.00           |
| 2  | COMMON EXCAVATION         | \$17.60        | CY              |                       | \$0.00                        | 394.00               | \$6,934.40                               | 394.00             | \$6,934.40           |
| 3  | 1 1/4" BASE COURSE        | \$17.60        | TON             |                       | \$0.00                        | 167.36               | \$2,945.54                               | 167.36             | \$2,945.54           |
| 4  | 3/4" BASE COURSE          | \$17.60        | TON             |                       | \$0.00                        | 149.64               | \$2,633.66                               | 149.64             | \$2,633.66           |
| 5  | 3/4" CLEAR STONE          | \$18.70        | TON             |                       | \$0.00                        | 100.26               | \$1,874.86                               | 100.26             | \$1,874.86           |
| 6  | #57 STONE                 | \$18.70        | TON             |                       | \$0.00                        | 188.50               | \$3,524.95                               | 188.50             | \$3,524.95           |
| 7  | 2 1/4" E-0.3 19MM 64-22   | \$120.00       | TON             |                       | \$0.00                        | 91.31                | \$10,957.20                              | 91.31              | \$10,957.20          |
| 8  | 1 3/4" E-0.3 12.5MM 64-22 | \$130.00       | TON             |                       | \$0.00                        |                      | \$0.00                                   | -                  | \$0.00               |
| 9  | HOLLOW CORE PANELS        | \$10.85        | SF              |                       | \$0.00                        | 2,160.00             | \$23,436.00                              | 2,160.00           | \$23,436.00          |
| 10 | TACK COAT                 | \$3.00         | GA              |                       | \$0.00                        |                      | \$0.00                                   | -                  | \$0.00               |
| 11 | SAWING ASPHALT            | \$2.20         | LF              |                       | \$0.00                        | 25.00                | \$55.00                                  | 25.00              | \$55.00              |
| 12 | TRAFFIC CONTROL           | \$1,000.00     | LS              |                       | \$0.00                        | 1.00                 | \$1,000.00                               | 1.00               | \$1,000.00           |
| 13 | INLET PROTECTION          | \$55.00        | EA              |                       | \$0.00                        | 1.00                 | \$55.00                                  | 1.00               | \$55.00              |
| 14 | WADDLES                   | \$8.80         | LF              |                       | \$0.00                        | 25.00                | \$220.00                                 | 25.00              | \$220.00             |
| 15 | TOPSOIL                   | \$44.00        | CY              |                       | \$0.00                        |                      | \$0.00                                   | -                  | \$0.00               |
| 16 | TURF RESTORATION          | \$9.90         | SY              |                       | \$0.00                        |                      | \$0.00                                   | -                  | \$0.00               |
| 17 | HANDICAP SYMBOL           | \$55.00        | LS              |                       | \$0.00                        |                      | \$0.00                                   | -                  | \$0.00               |
| 18 | 4" LINES                  | \$2.20         | LF              |                       | \$0.00                        |                      | \$0.00                                   | -                  | \$0.00               |
| 19 | NON WOVEN FABRIC          | \$16.50        | SY              |                       | \$0.00                        | 295.00               | \$4,867.50                               | 295.00             | \$4,867.50           |
| 20 | 8" HDPE PIPE              | \$44.00        | LF              |                       | \$0.00                        | 32.00                | \$1,408.00                               | 32.00              | \$1,408.00           |
| 21 | 6" PERFORATED PIPE        | \$13.20        | LF              |                       | \$0.00                        | 100.00               | \$1,320.00                               | 100.00             | \$1,320.00           |
| 22 | 4" PERFORATE PIPE         | \$11.00        | LF              |                       | \$0.00                        | 24.00                | \$264.00                                 | 24.00              | \$264.00             |
| 23 | 30" CURB AND GUTTER       | \$44.00        | LF              |                       | \$0.00                        | 45.00                | \$1,980.00                               | 45.00              | \$1,980.00           |

TOTAL

\$0.00

\$64,708.11

\$64,708.11



"Paving the Way  
to the Future"

Payne & Dolan, Inc.

## INVOICE

TO: Village of Germantown  
N122W17177 Fond du Lac Ave  
Germantown, WI 53022

DATE: November 21, 2014  
PROJECT MANAGER: Ted Helleckson  
CUSTOMER #: 113457  
INVOICE #: 204336-01

JOB NAME: V/O Germantown Alt Bauer Parking Lot

For furnishing the necessary labor, materials and equipment to complete the above named project as follows:

See attached spreadsheet

TOTAL AMOUNT DUE THIS INVOICE

\$ 64,708.11

\$64,708.11 Earned Value Completed  
- 12,472.87 Incomplete  

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\$77,180.98 Projected Earned Value  
- 75,170.80 Contract Awarded  

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\$2,010.18 Change Order Needed

VENDOR # \_\_\_\_\_  
ACCT. # \_\_\_\_\_  
DISC. # \_\_\_\_\_  
APPROVAL BJS? BJS 12/2/2014  
PAY \$63,090.41

If you have any questions or concerns on this invoice, please contact me @ 262.677.5529  
Thank you.

Remit To: P.O. Box 781 ~ Waukesha, WI 53187-0781  
262-524-1700 ~ FAX 262-524-1845

INVOICE DUE NET UPON RECEIPT

\$64,708.11 Earned Value  
x 2.5%  

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\$1,617.70 Retainer

\$64,708.11  
- \$1,617.70  

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\$63,090.41 Progress Payment

**GENERAL GOVERNMENT & FINANCE COMMITTEE  
GERMANTOWN, WI**

MEETING DATE: December 16, 2013

AGENDA ITEM: New Business

ITEM TITLE: Spassland Fitness Equipment - Purchase

SUBMITTED BY: Justin Casperson, Park & Recreation Director 

SUMMARY:

- In 2010 the old fitness equipment was removed from Spassland Park.
- The Friends of Parks and Recreation donated \$9,006.72 toward the purchase of new equipment with the understanding the Village will match their donation.
- The Village budgeted \$10,000 to match the Friends of Park & Recreation donation.
- Attached is a quote from Lee Recreation for new fitness equipment.
- The company will store the equipment over the winter.
- DPW staff will install the equipment in the spring of 2015.

ATTACHMENT:

Lee Recreation Fitness Equipment Quote

RECOMMENDATION:

The Department recommends approving the purchase of the fitness equipment from Lee Recreation not to exceed \$17,381.00 and to use funds from account 10-553-570-8100.



RECREATION LLC  
809 Bluebird Pass  
Cambridge, WI 53523  
Phone: 800-775-8937  
Fax: 608-423-7655  
Email: [megan@leerecreation.com](mailto:megan@leerecreation.com)

## QUOTATION

DATE: December 3, 2014

TO: Justin Casperson & Joe Masiarchin  
Germantown Park & Recreation Dept.  
N112 W17001 Mequon Rd.  
Germantown, WI 53022

FROM: Megan Lee Cunningham  
RE: Fitness Equipment

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### PARIS OUTDOOR FITNESS:

|               |                                |                    |
|---------------|--------------------------------|--------------------|
| 1-#78000001SM | Pull-Up & Dip Station          | \$ 1,990.00        |
| 1-#78000002SM | Horizontal Bars, Single        | \$ 1,150.00        |
| 1-#78000027SM | Inclined Crunch Bench, Single  | \$ 965.00          |
| 1-#78000007SM | Rowing Machine, Single         | \$ 2,095.00        |
| 1-#78000066SM | Waist & Ab Stretcher           | \$ 1,050.00        |
| 1-#78000041SM | Pendulum Machine, 2-Person     | \$ 2,495.00        |
| 1-#78000029SM | Push Up Bar                    | \$ 345.00          |
| 1-#78000059SM | Combo Leg Extension & Leg Curl | \$ 2,680.00        |
| 1-#78001001SM | Roller Fit, 4-in-1 Machine     | \$ 3,195.00        |
| 1-#78001002SM | Roller Fit Leg Press, 1-Person | <u>\$ 1,950.00</u> |
|               | Subtotal                       | \$17,915.00        |
|               | Project Discount               | (\$2,149.00)       |
|               | Freight                        | <u>\$ 1,615.00</u> |
|               | TOTAL                          | \$17,381.00        |

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_

- 
- TERMS: Net 30
  - Site Preparation, Assembly/Install is the responsibility of the Germantown Parks Dept.
  - Lead-Time: 5-7 Weeks Upon Receipt of Order
  - Quote effective: **90 Days**

VII  
A  
2

# 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 | 126,865.39 |            | 1,389,764.55 |
| 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   | 14,996.97  | 14,979.50  |            | 165,595.22   |
| 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 | 141,844.89 | 0.00       | 1,555,359.77 |
| Administrative Expense + Stop Loss**  | 34,377.16  | 33,087.21  | 34,608.95  | 33,220.23  | 33,980.47  | 33,026.51  | 34,868.55  | 34,102.05  | 35,076.87   | 51,646.21  | 33,883.47  |            | 391,876.68   |
| 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   | 1,282.26   |            | 14,219.24    |
| 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  | 72,839.18  |            | 803,403.76   |
| 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  | 237,852.96  | 143,255.50 | 108,004.91 | 0.00       | 1,263,874.71 |
| Revenues less Expense (Current Month) | 82,047.74  | 62,235.49  | 58,293.46  | (7,693.44) | 43,459.29  | 50,049.76  | 2,650.69   | 63,379.27  | (96,650.06) | (167.12)   | 33,839.98  | 0.00       | 291,485.06   |
| 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 | 806,296.29 | 806,296.29 | 806,296.29   |
| Pending Stop Loss Reimbursement       |            |            |            |            |            |            |            |            |             |            |            |            | 31,756.81    |
| 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

**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   | 5,779.15   | 5,782.80   | 5,732.41   |           | 62,915.68   |
| Interest                              |           |           |            |            |            |            |            |            |            |            |            |           | 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   | 5,732.41   | 0.00      | 62,915.68   |
| Administrative Expense                | 235.00    | 232.50    | 237.50     | 227.50     | 230.00     | 227.50     | 235.00     | 235.00     | 245.00     | 240.00     | 232.50     |           | 2,577.50    |
| 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   | 7,086.64   |           | 83,995.70   |
| 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   | 7,319.14   | 0.00      | 86,573.20   |
| 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) | (1,586.73) | 0.00      | (23,657.52) |
| 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  | 33,903.61  | 33,903.61 | 33,903.61   |

2013 Claims Paid 2014 (Run in)

8,243.40

**VILLAGE OF GERMANTOWN  
IMPACT FEES 2014**

VII.B

|                                        | Police 21<br>Impact | Fire 22<br>Impact | Library 23<br>Impact | Park & Rec 24<br>Impact | Water 50<br>Impact | Total             |
|----------------------------------------|---------------------|-------------------|----------------------|-------------------------|--------------------|-------------------|
| <b>2014 Beginning Balance</b>          | <b>28,264.16</b>    | <b>19,839.95</b>  | <b>18,743.69</b>     | <b>59,612.22</b>        | <b>166,902.39</b>  | <b>293,362.41</b> |
| <b>Actual</b>                          |                     |                   |                      |                         |                    |                   |
| <b>Revenues</b>                        |                     |                   |                      |                         |                    |                   |
| Through November                       | 16,766.01           | 27,281.67         | 18,265.00            | 47,840.00               | 88,133.76          | 198,286.44        |
| Year to date Interest                  | 381.39              | 304.73            | 243.75               | 828.92                  | 2,534.41           | 4,293.20          |
| <b>TOTAL 2014 COLLECTIONS</b>          | <b>17,147.40</b>    | <b>27,586.40</b>  | <b>18,508.75</b>     | <b>48,668.92</b>        | <b>90,668.17</b>   | <b>202,579.64</b> |
| CURRENT YEAR TO DATE BALANCE           | 45,411.56           | 47,426.35         | 37,252.44            | 108,281.14              | 257,570.56         | 495,942.05        |
| Less 2014 Transfers                    |                     | (11,000.00)       | (11,000.00)          |                         | (52,132.81)        | (74,132.81)       |
| <b>Current Balance after Transfers</b> | <b>45,411.56</b>    | <b>36,426.35</b>  | <b>26,252.44</b>     | <b>108,281.14</b>       | <b>205,437.75</b>  | <b>421,809.24</b> |

**Year to Date Collections Sewer Connection Fee:** 305,400.81

|                                              | POLICE           | FIRE             | LIBRARY          | RECREATION       | WATER            | SEWER<br>CONNECTION |
|----------------------------------------------|------------------|------------------|------------------|------------------|------------------|---------------------|
| <b>2014 Impact Fee Amounts</b>               | <b>\$148.00</b>  | <b>\$171.00</b>  | <b>\$281.00</b>  | <b>\$736.00</b>  | <b>\$832.00</b>  |                     |
|                                              | \$0.2809/\$1000  | \$0.63549/\$1000 |                  |                  |                  | <b>\$3,572.00</b>   |
|                                              | 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         | 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 & 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, 17, 4 | 1,628.00         | 1,881.00         | 3,091.00         | 8,096.00         | 9,152.00         | 39,292.00           |
| 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            |
| Home Source One Lot 46                       | 148.00           | 171.00           | 281.00           | 736.00           |                  | 3,572.00            |
| Horwath 022-993                              | 148.00           | 171.00           | 281.00           | 736.00           |                  |                     |
|                                              |                  |                  |                  |                  |                  |                     |
|                                              |                  |                  |                  |                  |                  |                     |
| <b>TOTAL COLLECTED 2014</b>                  | <b>16,766.01</b> | <b>27,281.67</b> | <b>18,265.00</b> | <b>47,840.00</b> | <b>88,133.76</b> | <b>305,400.81</b>   |

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

# Village of Germantown

## Department Community Development

### Planning & Zoning Services Division

## Code Violations & Complaints

As of December 10, 2014

| Status<br>(Open or<br>Closed) | Code<br>Violation<br>Notice# | Date<br>Issued | Comply<br>Date | Property<br>Address               | Property<br>Owner(s) | Type of Violation                                                                                   | Remedied<br>Property<br>Owner             | Comment(s)                                                                                                        | Action(s)<br>Taken<br>by Village Staff                                                                             |
|-------------------------------|------------------------------|----------------|----------------|-----------------------------------|----------------------|-----------------------------------------------------------------------------------------------------|-------------------------------------------|-------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|
| OPEN                          | 1374                         | 4-10-13        | 4-30-13        | W172 N13098<br>DIVISION RD        | PATRICK<br>JOSTEN    | TENANTS W/O<br>ZONING PERMIT                                                                        | IN PROCESS                                |                                                                                                                   | DEFERRED UNTIL<br>ACTION ON CUP &<br>SITE PLAN<br>APPLICATIONS TO<br>MOVE CONCRETE<br>BUSINESS TO THIS<br>PROPERTY |
| OPEN                          | 1389                         | 5-28-14        | 6-18-14        | W124 N13025<br>WASAUKEE RD        | PAUL<br>MARKIEWICZ   | BUILDING W/O<br>PERMIT; JUNKED<br>VEHICLES                                                          | IN PROCESS<br>SOME<br>VEHICLES<br>REMOVED | WORKING W/<br>ATTORNEY ON<br>INSPECTION<br>WARRANT; NEW<br>INTERPRETATION<br>OF JUNKED<br>VEHICLE CODE<br>PENDING |                                                                                                                    |
| OPEN                          | 1396                         | 6-13-14        | 7-15-14        | W141 N10538<br>WOODED HILLS<br>DR | ANTHONY<br>OKOSUN    | BUILDING/OCCUPAN<br>CY; FAILURE TO<br>COMPLETE FINAL<br>GRADING AND<br>LANDSCAPING<br>WITHIN 1-YEAR | IN PROCESS                                | GRADING &<br>LANDSCAPING<br>WORK NOW IN<br>PROGRESS                                                               | WORKING WITH<br>OWNER TO<br>RESOLVE GRADING<br>ISSUES                                                              |

NOTE:

VII.E

| VILLAGE OF GERMANTOWN - Capital Projects Fund 40                               |                  | 2014             |                  |          |         | Through<br>NOVEMBER |
|--------------------------------------------------------------------------------|------------------|------------------|------------------|----------|---------|---------------------|
| Item                                                                           | Allocated        | YTD              | Balance          | Project  | Amt to  | Budget              |
| Description                                                                    | to Project       | Expenditure      | Remaining        | Complete | Reserve | Acct #              |
| <b>LAW ENFORCEMENT</b>                                                         |                  |                  |                  |          |         |                     |
| 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 Lateral Break                 | 10,350           | 9,612            | 739              | x        | 739     | 40-521-570-8210     |
| <b>FIRE PROTECTION</b>                                                         |                  |                  |                  |          |         |                     |
| 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     |
| <b>DPW ADM &amp; ENGINEERING</b>                                               |                  |                  |                  |          |         |                     |
| Pilgrim Road W/ DOT Design (Mequon to FDL) - carry over 2014 \$18,003 + 35,000 | 53,003           | 9,133            | 43,870           |          |         | 40-541-570-8911     |
| Migrate from MapGuide to Arc GIS (full cost \$65,000) Split w/ Wtr & Swr       | 21,600           | 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           | 19,296           | 25,204           |          |         | 40-541-570-8908     |
| Stream Bank Stabilization -                                                    | 60,000           |                  | 60,000           | x        |         | 40-541-570-8894     |
| <b>PARKS DEPARTMENT</b>                                                        |                  |                  |                  |          |         |                     |
| Repave Alt Bauer -(MMSD Gmt \$23,801 offset) + Freist Bridge Money \$19211     | 83,213           | 828              | 82,385           |          |         | 40-553-570-8310     |
| <b>HIGHWAY DEPARTMENT</b>                                                      |                  |                  |                  |          |         |                     |
| 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        | 1,105,024        | 365,330          |          |         | 40-542-570-8810     |
| <b>Library</b>                                                                 |                  |                  |                  |          |         |                     |
| Automation Equipment - County (carry over)                                     | 17,270           | 0                | 17,270           |          |         | 40-551-570-8435     |
| <b>Recreation</b>                                                              |                  |                  |                  |          |         |                     |
| Friedenfeld Park Donation (carry over)                                         | 3,121            | 3,121            | 0                | x        |         | 40-552-570-8310     |
| Retainages Payable -                                                           | 38,211           |                  | 38,211           |          |         | 40-200-210-1100     |
| <b>Total Projects</b>                                                          | <b>3,253,622</b> | <b>2,210,570</b> | <b>1,043,053</b> |          |         |                     |

**Cash On Hand**

|                                                   |           |  |
|---------------------------------------------------|-----------|--|
| Cash Balance - Pool                               | 1,371,502 |  |
| Cash Balance - TD Ameritrade                      | 25,076    |  |
| Offset Funding MMSD, Trade-in, etc, Fire Eng Sale | 31,801    |  |

**\$\$\$ Available** 1,428,380

**Committed Funds -**

|                                           |         |                                   |
|-------------------------------------------|---------|-----------------------------------|
| Senior Center Committed to future expense | 4,255   | + Funds from sale of van \$4,650. |
| Wilderness Park                           | 10,000  |                                   |
| Blackstone Spec Assmt                     | 349,674 | Use for Debt Service Offset       |
|                                           | 363,930 |                                   |

**\$\$\$ Available for projects** 1,064,450

**Project Balance** -1,043,053

Non committed funds \$ 21,398

WI Online Auction Sales 11,550 Fire Dept

| VILLAGE OF GERMANTOWN - Capital Projects Fund 40                               |                  | 2014             |                  |          |         | Through<br>OCTOBER |
|--------------------------------------------------------------------------------|------------------|------------------|------------------|----------|---------|--------------------|
| Item                                                                           | Allocated        | YTD              | Balance          | Project  | Amt to  | Budget             |
| Description                                                                    | to Project       | Expenditure      | Remaining        | Complete | Reserve | Acct #             |
| <b>LAW ENFORCEMENT</b>                                                         |                  |                  |                  |          |         |                    |
| 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 Lateral Break                 | 10,350           | 9,612            | 739              | x        | 739     | 40-521-570-8210    |
| <b>FIRE PROTECTION</b>                                                         |                  |                  |                  |          |         |                    |
| 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    |
| <b>DPW ADM &amp; ENGINEERING</b>                                               |                  |                  |                  |          |         |                    |
| 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    |
| <b>PARKS DEPARTMENT</b>                                                        |                  |                  |                  |          |         |                    |
| Repave Alt Bauer -(MMSD Gmt \$23,801 offset) + Freist Bridge Money \$19211     | 83,213           | 828              | 82,385           |          |         | 40-553-570-8310    |
| <b>HIGHWAY DEPARTMENT</b>                                                      |                  |                  |                  |          |         |                    |
| 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    |
| <b>Library</b>                                                                 |                  |                  |                  |          |         |                    |
| Automation Equipment - County (carry over)                                     | 17,270           | 0                | 17,270           |          |         | 40-551-570-8435    |
| <b>Recreation</b>                                                              |                  |                  |                  |          |         |                    |
| 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    |
| <b>Total Projects</b>                                                          | <b>3,259,027</b> | <b>2,206,795</b> | <b>1,052,233</b> |          |         |                    |

#### 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

### Willow Creek Business Park

### Phase 1

Bill Back - 10-100-130-6000

## Water Utility

|                              |         |         |
|------------------------------|---------|---------|
| Advance Construction - Sewer | 753,930 | 753,930 |
|------------------------------|---------|---------|

|              |              |
|--------------|--------------|
| 3,074,194.49 | 2,624,764.48 |
|--------------|--------------|

|       |            |
|-------|------------|
| Total | 552,580.40 |
|-------|------------|

# INSPECTION SERVICES

## LETTERS OF CREDIT/OCCUPANCY BONDS

Dec-14

| Project                        | Expiration Date | Dollar Amount | Note | Issuing Bank                               | Renewability      | Letter of Credit # |
|--------------------------------|-----------------|---------------|------|--------------------------------------------|-------------------|--------------------|
| Florian Park                   |                 |               |      |                                            |                   |                    |
| N111 W18611 Mequon Road        | 2/25/2015       | \$ 20,000.00  |      | Royal Credit Union<br>Eau Claire, WI 54702 | No Auto Extension | 4562655433         |
| AT & T Mobility LLC            |                 |               |      | Fidelity & Deposit Maryland                |                   |                    |
| W124 N13185 Wasaukee Road      | None            | \$ 20,000.00  |      | Schaumburg, IL 60196                       | N/A               | 9145948            |
| Buffalo Wild Wings             |                 |               |      |                                            |                   |                    |
| N96 W17990 County Line Road    | None/Cash       | \$ 20,000.00  | 1    | N/A                                        | N/A               | Cash Bond          |
| Ultra Tool                     |                 |               |      | BMO Harris Bank                            |                   |                    |
| W194 N11811 McCormick Drive    | 5/20/2015       | \$ 20,000.00  | 1    | BMO Harris Bank                            | No Auto Extension | HACH4372340S       |
| Gtown Retail/Continental 246   |                 |               |      |                                            |                   |                    |
| N96 W17950-80 County Line Road | 5/29/2015       | \$ 20,000.00  |      | BMO Harris Bank                            | No Auto Extension | HACH4387440S       |
| Northcentral/Core Commercial   |                 |               |      | Associated Bank                            |                   |                    |
| N96 W19120-80 County Line Road | 6/20/2015       | \$ 20,000.00  |      |                                            | No Auto Extension | DC112467US16914    |
| Custom-Pak Products            |                 |               |      |                                            |                   |                    |
| N118 W18981 Bunsen Drive       | 7/1/2015        | \$ 20,000.00  |      | Commerce State Bank<br>West Bend, WI 53095 | No Auto Extension | 170                |
| Innovation Mold & Design       |                 |               |      |                                            |                   |                    |
| N118 W18988 Bunsen Drive       | None/Cash       | \$ 20,000.00  |      | N/A                                        | N/A               | Cash Bond          |
| Keller, Inc.                   |                 |               |      |                                            |                   |                    |
| W204 N11509 Goldendale Road    | None/Cash       | \$ 20,000.00  |      | N/A                                        | N/A               | Cash Bond          |
| Systems, Inc                   |                 |               |      | First Business Bank - Milw                 |                   |                    |
| W194 N11481 McCormick Drive    | 9/2/2015        | \$ 20,000.00  |      | 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          |
| Airgas/C.G. Schmidt            |                 |               |      | Park Bank                                  |                   |                    |
| N112 W13333 Mequon Road        | 11/26/2015      | \$ 2,500.00   |      | Milwaukee, WI 53216                        | No Auto Extension | 20141126           |
| River Lane Holdings            |                 |               |      | Park Bank                                  |                   |                    |
| W179 N11595 Blackstone Circle  | 10/31/2015      | \$ 8,050.00   |      | Milwaukee, WI 53202                        | No Auto Extension | 20141202           |
|                                |                 |               |      |                                            |                   |                    |
|                                |                 |               |      |                                            |                   |                    |
|                                |                 |               |      |                                            |                   |                    |
|                                |                 |               |      |                                            |                   |                    |

1. Returned, project completed.

# Village of Germantown Letters of Credit

## Department of Public Works and Finance Department

Page 1 of 1  
12/10/2014

| 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<br>Cashers Check<br>635833360 |
| Carriage Hills Germantown                         | 6/24/2015       | 116,800.00    | BMO Harris                              | Auto Extension    |                                          |
| Hillstone Apartments                              | 10/14/2015      | 11,800.00     | check                                   |                   |                                          |
| <b>Collateralization of funds held at US Bank</b> |                 |               |                                         |                   |                                          |
| US Bank                                           | 3/2/2015        | 20,400,000    | Federal Home Loan<br>Bank of Cincinnati | -                 | LOC No. 516903                           |

Project(s) to WATCH:



**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 | Glenn A. Michalsen, SVP   | Spring Bank, 16555 W. Wisconsin Ave., Ste. 100, Brookfield, WI 53005 | Automatic renewal after 1 year | LDC #5201213    | Open   |
| 2    | Todd Roskopf            | Wetland Delineation                                         | \$300       |             | Cash        | Todd Roskopf              | 2275 N. 88th Street, Wauwatosa, WI 53213                             |                                |                 | Open   |
| 3    | Cambridge Major Labs    | Temporary Sidewalk                                          | \$5,000     |             | Cash        | Mike Krenz/Skyline Devel. | W130 N10457 Washington Drive, Germantown                             |                                |                 | Open   |

**NOTES:**

- 1 Enviro Safe for clean-up. Annually Renewing in Perpetuity
- 2 Todd Roskopf - Wetland Delineation (SWRPE conducting delineation Fall 2014)
- 3 Cambridge Major - Temporary Sidewalk

## SUMMARY OF VILLAGE CONTRACTS

12-10-14

| 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. Manuel & Associates             | tax col./pet lic., sp. assm't soft. maintenance | license                             | 625.00                  | Finance                                    |
| 12-31-2014               | ProPhoenix Corporation             | ProPhoenix annual main. & support               | contract                            | 28,706.00               | Police                                     |
| 12-31-2014               | General Communications             | maintenance contract on AUX I/O's only          | contract                            | 2,880.00                | Police                                     |
| 12-31-2014               | Washington County Humane Society   | animal control                                  | contract                            | 2,982.00                | Police                                     |
| 12-31-2014               | Vermot Systems                     | Rec Trac Maintenance                            | license                             | 4,038.00                | Park & Rec                                 |
| 12-31-2014               | Seller                             | GPS Total Station software maintenance          | license                             | 4,824.00                | Engineering                                |
| 12-31-2014               | Baycom                             | 911 service agreement                           | contract                            | 14,350.00               | Police                                     |
| 12-31-2014               | General Communication              | radio maintenance                               | contract                            | 1,215.00                | Buildings & Grounds                        |
| 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                                     |
| 12-31-2015               | Accurate Appraisal                 | assessing services                              | contract                            | 54,500.00               | Administration                             |

| 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               | Harris                       | MSI Maintenance                             | license                             | 14,120.26               | Finance                                    |
| 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 |
|------------|-------|---------------------------------|----------|-----------------|---------|