

VILLAGE OF GERMANTOWN
N112 W17001 MEQUON ROAD
GERMANTOWN, WI 53022

MEETING: **GENERAL GOVERNMENT & FINANCE COMMITTEE**

DATE AND TIME: **TUESDAY, February 23, 2016**
6:00 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 Daniels, Kaminski, and Warren.
- III. **APPROVAL OF MINUTES:** January 26, 2016 meeting.
- IV. **PUBLIC COMMENT:** Please be advised per State Statute Section 19.84(2), information will be received from the public. It is the policy of this municipality that there be a three minute time period, per person, with time extensions per the Chief Presiding Officer's discretion; be further advised that there may be limited discussion on the information received, however, **NO ACTION** will be taken under public comments.
- V. **UNFINISHED BUSINESS:**
 - A. Department, Administrative, Boards and Commissions Policies and Procedures
- VI. **NEW BUSINESS:**
 - A. 2016 Payment to Economic Development Washington County
 - B. Vantage Trust II Multiple Collective Investment Funds Trust - Participation Agreement - to Adopt the Vantage Trust II Funds ("VT II Funds) for our VantageCare Retirement Health Savings ("RHS") Plan. - Tyge Olson, ICMA-RC Representative available for questions
 - C. State of Wisconsin, Department of Revenue - State Debt Collection Agreement - To use the DOR for our primary collection agency for delinquent ambulance charges
 - D. Resolution - Approving Amendments To The 2016 Budget, Capital Account and General Fund Carry Over
 - E. Resolution - Authorizing The Charge Off Of Uncollected 2014 Delinquent Personal Property Taxes
 - F. Resolution - 2016 Annual Weights & Measures Fee

VI. **NEW BUSINESS (Continued):**

- G. Village Labor and Equipment Rates-2016
- H. Employee Compensation Increases for 2016

VII. **REPORTS:**

- A. MONTHLY, YEAR TO DATE FINANCIALS
 - 1. Revenue and Expense Report – All Funds
 - 2. Health and Dental Plans
 - 3. TIF 6 Summary
- 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:**

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
January 26, 2016**

CALL TO ORDER: The meeting was called to order at 6:00 p.m. by Chairperson Zabel.

ROLL CALL: Chairperson Zabel, Trustee Members Daniels, Kaminski, and Warren were present. Also present: Trustee Miller, Village Administrator Schornack, Park & Recreation Director Schroeder, Public Works Director Ratayczak, Police Chief Hoell, Fire Chief Weiss, Clerk Goeckner and Deputy Clerk Tamborino.

APPROVAL OF MINUTES: *MOTION (Kaminski/Daniels) to approve the minutes from the December 21, 2015 meeting, motion carried.*

PUBLIC COMMENT: None

MOTION (Kaminski/Daniels) to move to Item VI. C) Agreement with K-Consult to Assist Village Staff with Negotiating New Agreements for Telephone Service, motion carried.

Agreement with K-Consult to Assist Village Staff with Negotiating New Agreements for Telephone Service: Administrator Schornack contacted Joe Kitzinger, owner of K-Consult, to give a proposal for negotiating three new contracts for the Village. Mr. Kitzinger presented his proposal to the Committee stating he was initially hired in 2007 to look over all of the Village's contracts with AT&T. He found several items in the contracts that the Village did not need for a savings of about \$3,000 a month or \$36,000 annually for the Village. Mr. Kitzinger was hired again in 2011 at an hourly rate to look over the AT&T contracts again. In 2014, Finance Director Rath handled the contracts in-house with a sales representative from AT&T. This year AT&T said they do not have AT&T sales representatives for government entities and that they outsource the work to a third party company called West Corp to take care of government businesses. Finance Director Rath stated she and the Village Administrator do not have the expertise to understand the contracts for the whole Village's phone system.

MOTION (Daniels/Zabel) to forward to Village Board the agreement with K-Consult to assist village staff with negotiating new agreements for telephone service.

Trustee Warren said he'd like to see the agreement restructured for K-Consult to be a percentage amount of what he saves us, not an hourly rate. Mr. Kitzinger stated he is not interested in working for a percentage. He saved the Village a substantial amount of money in 2007 and doesn't think there will be much of a savings in the contracts this time around.

Vote taken on the motion was 2 aye, 2 nay (Kaminski, Warren).

MOTION (Kaminski/Daniels) to move to Item VI. B) Review 2016 Capital Items, motion carried.

Review 2016 Capital Items: Finance Director Rath distributed a listing of approved capital projects and explained there are quite a few areas where the Village can reduce the debt. The Village Engineer let the Finance Director know that the Village will be receiving funds from the DOT for about \$43,400 from the Donges Bay Design payback which will help pay off the debt with DOT. The Village can cover that in full with a monthly payment plan for two years, no interest. Anything \$60,000 or less will be covered under remaining funds from 2015. The Village could lower the debt from \$2.6 Million to \$2.5 Million. Capital can be reduced by using funding in reserves not spent in 2015. Finance Director Rath is anticipating close out of 2015 to have a positive cash flow and funding from projects borrowed for in past that have been restructured can also be used to offset costs items. Discussion of carry over and actual cash balance, which is at 25%. With additional carry over and revenue resources the Village could take funds to keep balance between 20 & 25%.

MOTION (Zabel/Kaminski) to recommend Village Board approve borrowing at \$2.67 million for capital projects as listed. Motion carried and will be placed under New Business of the next Village Board meeting.

UNFINISHED BUSINESS:

Mutual Cooperation Agreement Under the National Affordable Housing Act (The HOME Consortium Program):

MOTION (Kaminski/Warren)) to forward the Mutual Cooperation Agreement Under the National Affordable Housing Act (The HOME Consortium Program) to the Village Board with recommended approval. Motion carried unanimously and will be placed on the Consent Agenda of the next Village Board meeting.

Review and Possible Creation of Administrative Procedures Manual:

MOTION (Kaminski/Warren) to postpone this item to the next GGF meeting to organize the administrative policy. Motion carried.

NEW BUSINESS:

Fire Department Special Referendum Election Costs/Invoice: Clerk Goeckner created a cost analysis for the Special Referendum Election and explained to the Committee this was not in the budget. Trustee Kaminski asked the Finance Director how these costs are normally handled. Finance Director Rath said if the Committee decides to do anything, she would send the Fire Department a bill. That amount would go into the Clerk's revenue account, and show as an expense on the Fire Department's budget. This would be to mainly show the cost of the election. The Committee decided to leave it as is.

Resolution to Request Not To Change the Definition of Undeveloped Lands Assembly Bill 582: Chair Zabel stated there is a public hearing on February 10th for this Bill. Administrator Schornack said he will check with area municipalities to see if any of them are writing a resolution. Chair Zabel said he will look into tomorrow night at the Mid-Moraine Dinner meeting.

REPORTS:

Monthly Year to Date Financials: The committee reviewed the financials and placed them on file. No issues were discussed.

Revenue and Expense Report – All Funds: Finance Director Rath sent the latest Revenue and Expense Reports to the Committee in an email. 2015 was a great year. The Village received more building inspection fees than expected, gas prices went down plus it was a milder winter. The waste and recycling contract for November and December also saved money.

Health and Dental Plans: Both plans were discussed having a healthy balance going into 2016. Still capturing 2015 costs. Finance Director Rath is meeting with the third party on wrapping up the year and will present everything next month and there will be an audit in March.

TIF 6 Summary: Finance Director Rath gave a brief summary of the borrowing for TIF 6 stating the Village is not paying on the principal yet, just paying interest.

Impact Fees Financial Reports: Discussion on the Police Department and the Park and Recreation Department's fees that need to be used soon. Administrator Schornack will talk to those departments to come up with ideas and bring it back to GGF in March.

Accounts Payable: Items on the Accounts Payable report were discussed and the report was placed on file.

Monthly Code Violation Reports: Building Inspection Department and Planning Department: The committee reviewed the report and discussed violations that have recently been added.

C.I.P. PROJECTS: The committee discussed the projects.

Letter of Credit Summaries: Building Inspection Department, Public Works Department and Planning Department: Administrator Schornack discussed the Letter of Credit summaries and will check with the Planning Director on Machining Concepts.

Summary of all Village Contracts: Administrator Schornack summarized the Village contracts stating some of them have changed and will be updated next month.

NEXT MEETING: Tuesday, February 23, 2016 at 6:00 p.m. Trustee Miller was asked to attend next month's meeting for Trustee Daniels who will be unavailable.

ADJOURNMENT: There being no further business, the meeting adjourned at 7:45 p.m.

Respectfully Submitted,

Timmerly Tamborino
Deputy Clerk

**BUSINESS OF THE GENERAL GOVERNMENT & FINANCE COMMITTEE
GERMANTOWN, WI**

MEETING DATE: February 23, 2016

AGENDA ITEM: Unfinished Business

ITEM TITLE: Department, Administrative, Boards and Commissions Policies
and Procedures

SUBMITTED BY: Dave Schornack, Village Administrator

SUMMARY EXPLANATION:

The General Government and Finance Committee has requested that all of the Village's policies and procedures, excluding those policies and procedures covered in the Employee Policy and Procedure Manual, be gathered and placed in one central location for easy access. So, in addition to an electronic file, attached is a copy of the policies and procedures that we have gathered together to date.

ATTACHMENT: ORDINANCE_____ RESOLUTION_____ OTHER X

- Department, Administrative, Boards and Commissions Policies and Procedures

RECOMMENDATION:

No action is needed as the attached policies and procedures is a compilation of existing policies and procedures.

DEPARTMENT, ADMINISTRATIVE, BOARDS AND COMMISSIONS POLICIES and PROCEDURES

Table of Contents

<u>DEPARTMENT/POLICY</u>	<u>ISSUING AUTHORITY/DATE</u>	<u>SECTION</u>
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FINANCE		
Financial Policies	Village Board	B-1
Fund Balance Policy	Village Board 9-21-2015	B-2
Investment Policy	Village Board 10-29-2012	B-3
Post-Issuance Compliance Policy	Village Board 11-29-2010	B-4
HIGHWAY		
Winter Operations Policy & Procedure	Highway Superintendent 11-19-2012	C-1
POLICE & FIRE		
Police & Fire Commission Rules & Regulations	Police & Fire Commission 10-14-15	D-1
RECREATION		
Cost Recovery Plan	Park & Recreation Commission 11-14-2012	E-1
Park Rental Policies	Park & Recreation Commission 1-16-2014	E-2
Senior Center Operating Policy	Senior Center Advisory Com. 4-20-2009	E-3
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VILLAGE HALL		
Village Hall Security-Door Access Code	Village Administrator 7-27-2011	F-1
Visitor Management Policy for Village Hall	Village Administrator 7-03-2007	F-2
VILLAGE HALL, PUBLIC WORKS BUILDING		
Requests for Photo copies of Public Records	Village Administrator 8-28-2015	G-1
WATER & WASTEWATER UTILITIES		
Identity Theft Prevention Program	Village Board 12-14-2009	H-1

UTILITY CONSTRUCTION SPECIAL ASSESSMENT POLICY

Adopted by the Village Board
November 17, 2003

VILLAGE OF GERMANTOWN UTILITY CONSTRUCTION AND ASSESSMENT POLICIES

This statement of policies will cover the definitions of all types of utility construction projects and the assessment policies that will apply both generally and specifically to each type of project.

The Village of Germantown will classify each proposed utility construction project into one of three possible categories. These categories are as follows:

1. Petition Projects
2. Utility Projects
3. Developer Projects

Each one of these project categories will be unique as to the reason for installation, special assessment due dates and deadlines for connection but will be identical when determining special assessments against benefitted properties.

PETITION ("P") PROJECTS

Proposed water system projects and sanitary sewer system projects initiated by a neighborhood petition(s), signed by more than 50% of land owners (on the basis of one vote per parcel) will be classified as "P" or Petition Projects. Ownership of all petitioning parties shall be verified by the Village Engineer and the petition will not be binding on the Village Board. "P" Projects will provide municipal water and/or sanitary sewer service to predominantly existing developments and/or subdivisions.

The Village Engineering Department and Utility Division will be responsible for planning, survey, design, plan and specification preparation, bidding coordination, bid evaluation, construction coordination and inspection, and acceptance testing. The Village Engineering Department will be responsible for overall project coordination, preparation of as-constructed documents and preparation of the special assessment study and report. The Utility will provide for the funding for "P" Projects.

Assessment: The petitioning neighborhood shall be responsible for the entire cost of the project. A special assessment will be levied prior to commencement of construction and shall be due and payable on the November 1st following the date of the resolution levying the special assessments. Benefitted property owners shall have the option to pay the assessment on a ten-year installment plan with interest due on the unpaid balance. The interest rate will be set for each project, based on actual financing costs. Those properties along the route to the petitioning neighborhood, will not be assessed for any portion of the construction (main or lateral) costs.

Connection: All property owners of existing parcels having buildings for human habitation who signed the petition, will be required to connect to municipal services within one year of completion/acceptance of the system(s). All other property owners of existing parcels having buildings for human habitation, will have an indefinite deferment, except that upon failure of either their on-site (septic) sewer system or private well, they shall immediately be required to connect to the appropriate municipal utility. Those properties not connected to municipal water, must provide to the Village Engineering Department a safe well test within six months of acceptance of municipal water main by the Public Works & Highways Committee and every five years thereafter. *****For sanitary sewer, there will be a quarterly standby charge to cover MMSD and Village capital costs, even though the property is not connected to municipal sewer.***

Failure to provide a safe well sample, will result in an order to connect to municipal water. If any person fails to comply for more than 10 days after notice in writing, the Village may cause the connection to be made, and the expense thereof shall be assessed as a special tax in accordance with 281.45 Wis. Stats.

UTILITY ("U") PROJECTS

Proposed water system projects and sanitary sewer system projects initiated by the Water and Wastewater Utility will be classified as "U" or Utility Projects. "U" Projects will provide municipal water and/or sanitary sewer service to predominantly existing developments and/or subdivisions and will most probably be "driven" by the necessity to improve water pressure/quality or to install water and/or sanitary sewer mains prior to a major street or road construction project in order to minimize the cost of construction, hence assessments, for these utilities.

The Village Engineering Department and Utility Division will be responsible for planning, survey, design, plan and specification preparation, bidding coordination, bid evaluation, construction coordination and inspection, and acceptance testing. The Village Engineering Department will be responsible for overall project coordination, preparation of as-constructed documents and preparation of the special assessment study and report. The Utility will provide for the funding for "U" Projects.

Assessments: The Water and Wastewater Utilities will be responsible for all costs associated with the "U" Project, except that abutting property owners will be special assessed for the cost of the laterals (sanitary sewer or water). A special assessment will be levied prior to commencement of construction and shall be due and payable on the November 1st following the date of the resolution levying the special assessments. Benefitted property owners shall have the option to pay the assessment on a ten-year installment plan with interest due on the unpaid balance. The interest rate will be set for each project based on actual financing costs.

Connection: All benefitting property owners of existing parcels having buildings for human habitation will be given an indefinite deferment for connection, except that upon failure of either their on-site (septic) sewer system or private well, they shall immediately be required to connect to the appropriate municipal utility. Those properties not connected to municipal water, must provide to the Village Engineering Department, a safe well test within six months of acceptance of municipal water main by the Public Works & Highways Committee and every five years thereafter.

*****For sanitary sewer, there will be a quarterly standby charge to cover MMSD and Village capital costs, even though the property is not connected to municipal sewer.***

******Failure to provide a safe well sample, will result in an order to connect to municipal water. If any person fails to comply for more than 10 days after notice in writing, the Village may cause the connection to be made, and the expense thereof shall be assessed as a special tax in accordance with 281.45 Wis. Stats***

DEVELOPMENT ("D") PROJECTS

Proposed water system projects and sanitary sewer system projects initiated by a developer or builder will be classified as "D" or Developer Projects. "D" Projects will provide municipal water and/or sanitary sewer service to existing development and/or subdivision and predominantly new development area(s).

The Village Engineering Department and Utility Divisions will be responsible for plan and specification review and approval, construction inspection and acceptance testing. The Village Engineering Department will be responsible for review and acceptance of as-constructed documents. The Developer/Builder will be responsible for all other aspects including the funding of a "D" Project.

Assessments: The Developer/Builder shall be responsible for the entire cost of the "D" Project, including mains and laterals. Abutting property owners will not be assessed for any portion of a "D" Project.

Connection: All property owners of existing parcels having buildings for human habitation will be given an indefinite deferment for connection, except that upon failure of either their on-site (septic) sewer system or private well, they shall immediately be required to connect to the appropriate municipal utility. Those properties not connected to municipal water, must provide to the Village Engineering Department a safe well test within six months of acceptance of municipal water main by the Public Works & Highways Committee and every five years thereafter.

***** For sanitary sewers, there will be a quarterly standby charge to cover MMSD and Village capital costs even though the property is not connected to municipal sewer.***

****** Failure to provide a safe well sample, will result in an order to connect to municipal water. If any person fails to comply for more than 10 days after notice in writing, the Village may cause the connection to be made, and the expense thereof shall be assessed as a special tax in accordance with 281.45 Wis. Stats***

I. ASSESSABLE COST DEFINED

- A. All costs associated with a "Petition Project" shall be assessed to the petitioning neighborhood.
- B. Only the lateral costs associated with a "Utility Project" shall be assessed to those properties abutting the construction.

II. SERVICE COSTS DEFINED

A. ASSESSABLE COSTS

All construction costs plus overhead fees shall be the assessable cost for municipal services.

The total construction costs for different size services shall be kept separate.

(See Section IV. B. for Assessment Computation.)

III. ASSESSABLE FOOTAGE DEFINED

A. NORMAL FRONTAGE

All lots other than those defined below shall be calculated using the platted distance along the existing right-of-way whether it be straight or curved. The total frontage shall be the sum of all straight and curved positions between side lot lines for that lot. When this total frontage is less than 100.00 feet, the 100 foot minimum shall apply.

B. CORNER LOT:

A corner lot is any lot which has two adjoining sides abutting intersecting streets. This shall include lots where the road changes direction but does not necessarily come to an intersecting point. On a corner lot the frontage shall be totaled along both sides, including curves, and an average taken by dividing by two (2). This will be done regardless of the utility location.

C. DOUBLE FRONTAGE:

In the case where a lot has two frontages which are not adjoining, the average shall be taken by adding both such frontages including curves, and dividing by two (2). This will be done even though one or both frontages are not covered by the project installation.

D. TRIPLE FRONTAGE:

Where a lot has three (3) sides abutting street right-of-way lines, the average shall be taken by adding all sides, including curves, and dividing by three (3).

E. LARGE CORNER PARCELS:

Where a large parcel exists with frontage on two (2) streets, a theoretical corner lot will be established as consistent with that zoning district. This lot shall have the two sides averaged and added to the balance of the straight frontage remaining on the two sides.

F. LARGE TRIPLE FRONTAGE:

Where a large parcel exists with frontage on three (3) streets, theoretical corner lots consistent with the zoning district will be established at each corner.

G. CUL-DE-SACS:

A lot on a cul-de-sac shall use the total curved and/or straight frontage at the street right-of-way line. Where this frontage is less than 100 feet, the 100 foot minimum frontage shall apply.

H. MINIMUM FRONTAGE:

Any lot whose frontage, calculated by the above methods, is less than 100 feet shall be raised to that minimum. Exceptions would be for areas that were platted prior to the zoning code, wherein the standard lot was less than 100 feet. In such cases the actual frontage shall apply and methods of averaging shall remain the same.

I. PIE SHAPED OR IRREGULARLY SHAPED:

The frontage for pie shaped lots where the front lot dimensions and the rear lot dimension vary by a ratio of greater than 2 to 1 or other irregularly shaped lots shall be based on the width of the lot at the building setback line subject to the 100 ft. minimum.

J. TRAPEZOIDAL:

On lots where the rear lot line width is less than 75% of the front lot line width, or greater than 125% of the front lot line width, the assessable frontage shall be based on an average of the front lot line width and the rear lot line width subject to the 100 foot minimum.

K. SPECIAL CASES:

Alternate assessment formulas may be utilized in situations where a front foot assessment formula results in inequitable treatment. (Refer to the League of Municipalities Special Assessments in Wisconsin booklet.) Special cases will be reviewed by the Public Works Committee.

L. DEFERMENT OF ASSESSMENT:

Deferment of assessments for large tracts of land zoned agricultural shall be reviewed by the Village Board on an individual basis upon written request for deferment from the property owner. If such parcel includes a homesite, said parcel shall be assessed based on 100 feet of assessable frontage which shall not be deferred. The deferred portion of the assessment shall be interest free. Such deferment shall terminate upon terms to be specified in the final assessment resolution. The Village Clerk shall keep a record of all deferred assessments. The annual tax bill for each property subject to a deferred special assessment shall indicate this by inserting the word "DEFERRED" under the special assessment column and list the type of improvement by the assessment code on the bill.

M. REASONABILITY OF ASSESSMENT:

None of the requirements of this section shall prohibit the Village Board from making adjustments in assessment rates, assessable costs, or in assessable frontage, when in the opinion of the Board, a standard assessment will prove to be excessive or otherwise unreasonable and not in conformity with the intent of this resolution. The Village may vary an assessment beyond the bounds outlined in this policy, if, and only if, there is a clear and unequivocal indication that an adjustment as would occur in accordance with other provisions of this policy would fail to comply with the reasonable benefit standard mandated by Wisconsin State Statute.

IV. METHOD OF CALCULATION

A. FRONT FOOT ASSESSMENT

Front Foot Assessment Rate is calculated by summing the contract cost for main installation, subtracting the non-assessable costs and services, adding the assessable overhead and dividing by the sum of the assessable front footage.

EXAMPLE

Total Contract Cost =
Less (-) Service Installation =
Less (-) Non Assessable Items =
Net Construction Cost
Plus Overhead
Equals (=) Assessable Main Cost =
Divided by Assessable Footage
Equals (=) Rate/Front Foot

B. MUNICIPAL SERVICE ASSESSMENT

The Municipal Service Assessment is determined by summing all of the construction costs for each size of service installation and overhead costs and dividing by the number of services installed.

EXAMPLE

Lateral Installation Cost =
Plus (+) Overhead =
Total Construction Cost
Divided by No. Services
Equals (=) Cost/Service

V. TYPES OF PROJECTS

A. VILLAGE FUNDED PROJECT BASED ON PETITION ("P")

1. Public Works Committee (PWC) (Preliminary Action) receives a request petition from property owners.
 - a. Engineering staff provides system map and cost estimates.
 - b. PWC analyzes budget to see if funds are available.
 - c. PWC action on request:
 - 1) Deny project due to insufficient funds, or
 - 2) Approval of petition pending verification process results. (Valid petition should contain signatures from more than 50% of the owners of affected property.)
 - d. Village Board examines petition verification results and decides to cancel or approve project.
 - e. If Village Board approves project direct Engineering to begin work: GO TO STEP 2.
2. Engineering - Design Phase:
 - a. Preparation of a Preliminary Resolution which is sent to Village Board for passage.
 - b. Notify property owners of adoption of Preliminary Resolution, that project is in the planning phase and owners will be notified prior to the public hearing and acceptance of assessment resolution and award of contract by the Village Board.
 - c. Assign fieldwork to survey crew.
 - d. Assign drafting to technician.
 - e. Perform project design work and utility coordination.
 - f. Acquire proper approvals and necessary permits.
 - g. Acquire easements.

- h. Prepare contract document.
- i. Secure PWC approval on plans, specifications, estimate, and bidding schedule.
- j. Begin bidding process.
- k. Prepare design and assessment report
 - 1) Include final cost of project.
 - 2) Include schedule of proposed special assessment to be levied against each property.
 - 3) Include a statement that the property against which an assessment is proposed, is benefitted.
- l. Mail Notices of Public Hearing and include copy of proposed assessment

3. Village Board - Final Action

- a. Hold Public Hearing for project.
- b. Village Board meeting:
 - 1) Decide to cancel project; or
 - 2) Approve project, and adopt final resolution levying special assessments, per Sec. 66.0703 (2)(e)
- c. If Board approves project, and levies special assessment, the Board awards the construction contract.

4. Project Construction Phase

- a. Contractor executes contract in triplicate.
 - 1) All three copies approved by Village Attorney.
 - 2) All three copies signed by Village President and Village Clerk.
- b. Distribute contract.
 - 1) Contractor.
 - 2) Village Clerk Legal File.
 - 3) Engineering Project File.

- c. Construction begins.
 - 1) Village provides surveying.
 - 2) Village provides inspection.
 - 3) Village provides engineering.

- d. Construction is completed - All mains and services installed to service district.
 - 1) The Public Works Committee formally accepts improvements
 - 2) Final Costs compared to assessment charges.
 - a) If actual cost is less than the proposed assessment, special assessment schedule is modified to reflex actual costs.
 - b) If actual cost is greater than the proposed assessment, Village Board holds a new public hearing or Village assumes charges that exceed actual assessment.

- e. Village Clerk mails out Final Notice of Assessment, including possible impact fee and/or connection charges.
 - 1) Forwards copy to Finance Director.

- f. Mail out Connection Notices.
 - 1) Notice to include required connection within one year of acceptance of improvements (to those signing the petition)
 - 2) All other abutting property owners are granted an indefinite deferment to connect to municipal sewer or water, until such time as their system fails. However, a sanitary sewer standby charge will be levied against each property even though they are not hooked up to municipal sewer (MMSD charges the Village). Each property owner must provide a safe well test, every five years, to the Village Engineering Department.

B. **VILLAGE FUNDED PROJECT BASED ON MUNICIPAL UTILITY
RECOMMENDATION ("U")**

1. Public Works Committee - Preliminary

- a. PWC makes recommendations to upgrade system.
- b. Engineering staff provides system map and cost estimates.
- c. Village Board analyzes financial capabilities to determine available funding.
 - 1) If funding available, approve project.
 - 2) If funding unavailable, ask for report to determine necessary projects for inclusion in next bond issue and defer project until new bond issue.
- d. Direct Engineering to begin work on approved project(s).

2. Engineering - Design Phase

- a. Prepare and send Preliminary Resolution to Village Board for passage.
- b. Notify property owners of adoption of Preliminary Resolution, that the project is scheduled, and that owners will be notified prior to the public hearing and acceptance of Resolution of the potential assessment for cost of lateral only, and the award of contract.
- c. Assign fieldwork to survey crew.
- d. Assign drafting to technician.
- e. Perform project design work and utility coordination.
- f. Acquire proper approvals and necessary permits.
- g. Acquire easements.
- h. Prepare contract document.
- i. Secure PWC approval on plans, specifications, estimate, and bidding schedule.

- j. Begin bidding process.
- k. Prepare design and assessment report
 - 1) Include final cost of project.
 - 2) Include schedule of proposed special assessment to be levied against each property.
 - 3) Include a statement that the property against which an assessment is proposed, is benefitted.
- l. Mail Notices of Public Hearing and include copy of proposed assessment

3. Village Board - Final

- a. Hold Public Hearing for project.
- b. Village Board Meeting:
 - 1) Decide to cancel project; or
 - 2) Approve project and assess figures.
 - 3) If Board approves project, award contract.

4. Project Construction Phase

- a. Contractor executes contract in triplicate.
 - 1) All three copies approved by Village Attorney
 - 2) All three copies signed by Village President and Village Clerk.
- b. Distribute contract.
 - 1) Contractor.
 - 2) Village Clerk Legal File.
 - 3) Engineering Project File.
- c. Construction begins.
 - 1) Village provides surveying.
 - 2) Village provides inspection.
 - 3) Village provides engineering.
- d. Construction is completed - All mains and services installed to service district.
 - 1) Total all construction costs.
 - 2) Total all overhead costs.

- e. Perform final assessment roll computations.
 - 1) Village Board passes Final Resolution levying assessments.
 - 2) Forward copy to Accounting.
 - 3) Forward copy to Clerk with instructions to mail out Final Notice of Assessment, including possible impact fee and/or connection charges.
 - 4) Mail out Connection Notices. (See 5 (a))
- 5. Owner Connections or Project Deferment.
 - a) All abutting property owners are granted an indefinite deferment to connect to municipal sewer or water, until such time as their system fails. However, a sanitary sewer standby charge will be levied against each property even though they are not hooked up to municipal sewer (MMSD charges the Village). Each property owner must provide a safe well test, every five years, to the Village Engineering Department.

C. **DEVELOPER FUNDED PROJECTS ("D")**

1. PWC/Developer

- a. Developer enters into a Development Agreement with the Village assuming all costs associated with the proposed project.
- b. Village engineering staff provides information to PWC .
- c. PWC recommends approval of Development Agreement to Village Board.
- d. Village Board either approves or denies Development Agreement.

2. Engineering - Design Phase I

- a. Send notice to abutting property owners of the proposed project, and assist with determining lateral location. Advise property owner that no assessment will be levied, however, a sanitary sewer quarterly stand-by charge will be levied until the property is connected to municipal sewer and a safe well sample is required within six months of acceptance of municipal water main by the Public Works & Highways Committee and every five years thereafter, until the property is connected to municipal water.
- b. Developer's engineering firm performs surveying, drafting, and engineering for all plans, onsite and offsite.
- c. Village engineering staff reviews plans and recommends approval to PWC.
- d. Village submits plans to the appropriate regulatory agencies for approval.

3. PWC

- a. Approve plans.

4. Developer's Agreement -

- a. Plans and as built prepared by developer's engineer.
- b. Preliminary and construction survey done by developer's engineer.
- c. Developer escrows cost of Village inspection.
- d. Developer pays plan review fee.
- e. Developer pays all construction costs.

5. Engineering Construction Phase

- a. Construction begins.
 - 1) Developer provides surveying and engineering.
 - 2) Village provides inspection (reimbursed by developer).
- b. Construction is completed -- All mains and services installed onsite and offsite.
 - 1) Village to document all inspection overhead on offsite utility main.

6. Owner Connection or Project Deferment.

- a. All abutting property owners are granted an indefinite deferment to connect to municipal sewer or water, until such time as their system fails. However, a sanitary sewer standby charge will be levied against each property even though they are not hooked up to municipal sewer (MMSD charges the Village). Each property owner must provide a safe well test, every five years, to the Village Engineering Department.

Revised: 10/24/03

Revised: 11/4/03

Adopted by Village Board: 11/17/03

FINANCIAL POLICIES

The financial policies of the Village of Germantown establish a framework for the overall fiscal management of the Village. They are guidelines which have been established by the Village Board and should be followed when making financial decisions impacting the future of the Village.

The purposes for the adoption of these policies are:

- < To maintain the Village's fiscal stability
- < To provide a consistent framework for financial decision making in lieu of changes in elected and appointed officials
- < To improve credibility and confidence among residents, taxpayers, and bond investors in the financial management of the Village

BUDGET POLICIES

1. The Village will prepare an annual budget for all governmental and proprietary funds based on generally accepted accounting principles.
2. Departments, with assistance from the Finance Department, will be responsible for preparation of their budgets. Prior to presentation to the Village Board, the departmental budgets will be reviewed by the Village Administrator, and Committees of Jurisdiction.
3. Departmental budgets will be reviewed by the Village Board as a Committee of the Whole. The Village Board will adopt the annual budget at its second meeting in November, following a public hearing held in accordance with statutory requirements.
4. A budgetary control system will be maintained to ensure compliance with the budget. Regular reports comparing actual revenues and expenditures to the budgeted amounts will be prepared monthly and distributed to the Village Board and Department Heads. The legal level of control for monitoring the budget is department within fund for the general and miscellaneous capital projects fund, and at the total fund level for all other funds.
5. All appropriations lapse at year end and, unless encumbered or reserved, are closed into undesignated fund balance. Requests to carry over funds to the following fiscal year must be approved by the Village Board, either as part of the adoption of the budget for the following fiscal year, or by an amendment to the budget of the following fiscal year.
6. Mid-year adjustment within budgeted accounts of a departments may be made with approval of the Village Administrator. Budget amendments which change a departmental budget appropriation or are transfers between departments or funds must be approved by a 2/3 majority of the Village Board.
7. Amendments which increase the budget should only be made under the following circumstances:
 - < Emergency situations
 - < Carry over of prior year appropriations
 - < One time expenditures with offsetting revenues
 - < Unforeseen staffing changes

FUND BALANCE - RESERVE POLICIES

1. The Village will strive to maintain a minimum undesignated general fund reserve of 10 to 15 percent of the annual budget. The adopted General Fund budget must be balanced if projected reserves do not exceed 15 percent of the projected expenditure budget.
2. The Sewer Utility will maintain an equipment replacement reserve at a sufficient level to meet DNR grant provisions.

DEBT POLICIES

1. The Village will fund general capital expenditures through the use of current revenues (Apay as you go@) whenever feasible and practical.
2. Long term debt may be issued to finance projects meeting the following criteria:
 - < One time projects whose cost is high enough to make funding from current revenues impractical
 - < Projects for which it has been determined that future citizens will benefit from the project
3. In no cases will the repayment period for projects financed by the issuance of long term debt exceed the useful life of the project.
4. Wisconsin Statutes provide that the Village=s total general obligation indebtedness not exceed 5 percent of the equalized property value of the Village. The Village will limit its outstanding general obligation indebtedness to 75 percent of the statutory limit.
5. The Village will follow a policy of full disclosure on all financial reports and bond prospectuses, and will comply with federal continuing disclosure regulations. In addition, the Village will maintain good communications with bond rating agencies and will try to improve its bond rating with each issue.

CAPITAL IMPROVEMENT POLICIES

1. A capital improvements program (CIP) will be prepared on an annual basis. The CIP will include projected capital improvements for the following six fiscal years. During the annual budget process, the most current year of the CIP will be rolled into the budget.
2. For purposes of the CIP, projects included should have a minimum cost of \$10,000 and a useful life of 3 years or more.
3. The CIP will be prepared by departments, and reviewed by the Village Administrator and Finance Director and approved by the Village Board. The following information will be included in the CIP:
 - < A detailed description of the item
 - < When the project/purchase would occur
 - < The project/purchase=s projected useful life
 - < Funding source for the project/purchase
 - < Priority level/flexibility (project may be mandated)
4. The physical assets of the Village will be maintained at a level adequate to protect the Village=s capital investment and minimize future maintenance and replacement costs. The budget will provide for the adequate maintenance and orderly replacement of capital plant and equipment.

ACCOUNTING, AUDITING AND FINANCIAL REPORTING POLICIES

1. An annual audit of the Village=s financial records will be conducted by a licensed, independent certified public accounting firm.
2. The Village will request proposals from qualified auditing firms every four to six years. The engagement with the chosen audit firm will be for a four year period, with an option for two one year extensions at the discretion of the Village Board.
3. Auditing proposals will be evaluated in such a manner that not less than 75 percent of the decision will be based

on experience and technical qualifications, with the remainder of the decision based on cost.

4. The Finance Department will be responsible for preparation of the Comprehensive Annual Financial Report. The general purpose financial statements will be subject to the annual audit, with the combining individual fund and account group financial statements and schedules limited to an audit coverage.
5. The Village will submit its Comprehensive Annual Financial Report to the Government Finance Officers Association (GFOA) to determine its eligibility to receive the GFOA's Certificate of Achievement for Excellence in Financial Reporting.

REVENUE POLICIES

1. The Village will make every effort to diversify its revenue base to reduce its reliance on the property tax as a source of revenue.
2. The Village will establish fees and user charges at a level related to the total cost to provide the service, whenever practical. The following issues should also be considered in the establishment of user fees:
 - < Ability to pay
 - < Setting a fee to encourage or discourage demand for the service
 - < Cost of collection
3. The Village will review its fees and user charges on an annual basis to determine if revenues are sufficient to support the cost of providing the service, and to determine if fees charged are in line with neighboring and/or comparable municipalities.
4. The Village will follow an aggressive policy of collecting all revenues, to include placing unpaid utility charges and invoices on the property tax roll where applicable. Collection agencies and legal counsel should also be used to collect unpaid items as needed.
5. The Sewer and Water Utilities will be self supporting through user charges. Rate adjustments for the Sewer Utility will be submitted to the Village Board for review and approval, and rate adjustments for the Water Utility will be submitted to the Wisconsin Public Service Commission for review and approval.

CASH AND INVESTMENT POLICIES

1. Investments will be made in accordance with the formal investment policy adopted by the Village Board. Safety, liquidity and yield in that order will be the factors used in evaluating investment alternatives.
2. All cash and investment deposits will be placed only with public depositories so designated by the Village Board.
3. Every three years, the Village will seek competitive bids for its primary banking services from all financial institutions located in the Village. Bids will be expressed in terms of a compensating balance to cover the cost of banking services.
4. Disbursement, collection and deposit of funds will be managed to insure maximum investment opportunity for Village funds.
5. The Finance Director will submit a monthly report to the Village Board on all Village investments. The report shall include detail of all Village investments, monthly and year-to-date rate of returns, and year-to-date interest earnings compared to budget.

DEVELOPMENT POLICIES

1. Subdivision developers shall be required to install the following improvements in the development area at their cost, in accordance with the requirements of Section 18.08 of the Village Code:
 - < Survey monuments
 - < Grading and surfacing of public streets

- < Curb and gutter
 - < Sidewalks
 - < Sanitary sewerage systems
 - < Water supply systems
 - < Storm water drainage facilities
 - < Other utilities, to include electric, gas, telephone and cable television
 - < Street lamps and yard lights
 - < Street signs
2. Developers shall pay the appropriate fees and assessments in accordance with the requirements of Section 18.10 of the Village Code:
- < Preliminary and final plat review fees
 - < Improvement review fee
 - < Inspection fee
 - < Impact fees and other fees
 - < Engineering fees
 - < Legal fees
 - < Connection Fees
3. Developers shall be required to deposit with the Village a certified check or irrevocable letter of credit which shall assure the faithful performance of the Developer in the installation of all required improvements and payment of all required fees. The amount of the deposit shall be no less than the estimated cost of improvements and fees, plus fifteen percent. The deposit amount shall be amended from time to time to reflect improvements installed, fees paid, or escalation of construction costs.

PURCHASING POLICIES

1. Authorization to make purchases which are included in the approved budget are as follows:

AMOUNT	AUTHORIZATION
Less than \$1,000	Department Head Revised 4/7/14
\$1,000 - \$3,499.99	Village President/Village Administrator
\$3,500 - \$4,999.99	Village President/Village Administrator and Committee of Jurisdiction
\$5,000 and over	Village Board

2. Authorization to make purchases which are not included in the approved budget are as follows:

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AMOUNT	AUTHORIZATION
Less than \$500	Village President/Village Administrator
\$500 - \$999.99	Village President/Village Administrator and Committee of Jurisdiction
\$1,000 and over	Village Board

3. In all cases, except emergencies, purchase orders shall be completed and approved prior to the order or commitment being made for purchases of \$1,000.00 or more. Purchase orders should be approved by the department head, the Finance Director, and the Administrator.
4. Purchases up to \$25 may be made from petty cash. The item should be paid for and the receipt submitted to the Treasurer's Office for reimbursement. If necessary, petty cash may be advanced; however the receipt and change shall be returned the same day as the advance is made.
5. Purchases made with Village credit cards shall be made as follows:
 - a. A department head shall authorize use of the credit card.
 - b. The employee signs the credit card out from the Finance Department, Public Works Department or Police Department.
 - c. The employee makes the purchase, informing the vendor of the Village's tax exempt status, and obtains a receipt for the purchase.
 - d. The department head initials the receipt, and writes the appropriate account code on the receipt.
 - e. The credit card and approved receipt are returned to the Finance Department.
 - f. Credit card purchases exceeding \$1,000 shall be accompanied by an approved purchase order.
6. Contracts for public construction which exceed \$25,000 shall be let by the Village Board in accordance with Section 61.55 of Wisconsin Statutes.
7. Purchases of vehicles weighing under two tons shall be done as follows:
 - a. Proposals or quotes shall be received by the department head to decide on which model of vehicle should be bid out.
 - b. The department head will decide on which vehicle should be bid. Bids and specifications will be developed by the department head and staff.
 - c. A minimum of at least five sealed bids of one brand of vehicle need to be received by the bid deadline by the Village.
 - d. Following review, the department head will forward a recommendation to the committee of jurisdiction for acceptance. The committee of jurisdiction will forward their recommendation to the Village Board for action.
 - e. The formal bid process will be in accordance with Wisconsin Statutes and all applicable Village codes.
8. Department heads are expected to obtain multiple quotes for all purchase requests which require Village Board approval (\$5,000 and over).

INTER-FUND LOAN POLICY

The Village of Germantown shall adhere to the following fiscal policy regarding the use of ALL inter-fund loans.

The Village Board of the Village of Germantown will review all inter-fund loans prior to the loan being made. The granting of an inter-fund transfer shall be in the form of a resolution which shall specify the amount of the loan, the length of time, interest rate which shall be paid to the lending fund, the fund receiving the loan, and the fund granting the loan. The resolution shall be passed by a majority of the Village Board members present at the meeting. The resolution shall be drafted using the following guidelines:

All inter-fund loans will be subject to this policy regardless of amount.

The ability of the receiving fund to repay said loan shall be considered by the Board.

Inter-fund borrowing and loans shall be used only for short term borrowing, not to exceed sixty(60) days.

Interest rate shall be no less than the prevailing Local Government Investment Fund=s rate had the money been invested in the Pool.

Fund Balance Policy in Accordance with GASB Statement No. 54
Exhibit A

Purpose, The following policy has been adopted by the Village of Germantown in order to address the implications of Governmental Accounting Standards Board (GASB) Statement No. 54, *Fund Balance Reporting and Governmental Fund Definitions*. The policy is created in consideration of unanticipated events that could adversely affect the financial condition of the Village and jeopardize the continuation of necessary public services. This policy will ensure that the Village maintains adequate fund balances and reserves in order to:

- a. Provide sufficient cash flow for daily financial needs,
- b. Secure and maintain investment grade bonds ratings,
- c. Offset significant economic downturns or revenue shortfalls, and
- d. Provide funds for unforeseen expenditures related to emergencies.

This policy and the procedures promulgated under it supersede all previous regulations regarding the Village's fund balance and reserve policies. This policy shall only apply to the Village's governmental funds. Fund balance shall be composed of non-spendable, restricted, committed, assigned and unassigned amounts.

Fund Balance information is used to identify the available resources to repay long-term debt, reduce property taxes, add new governmental programs, expand existing ones, or enhance the financial position of the Village, in accordance with policies by the Governing Board.

Definitions:

Fund Balance - refers to the difference between assets and fund liabilities in the governmental funds balance sheet and is referred to as fund equity.

Non-Spendable Fund Balance - Amounts that are not in a spendable form (such as inventory) or are required to be maintained intact (principal of an endowment fund, for example).

Restricted Fund Balance - Amounts that can be spent only for the specific purposes stipulated by external resource providers (such as grantors), or enabling legislation. Restrictions may be changed or lifted only with the consent of the resource providers. (*externally enforceable limitations on use*)

Committed Fund Balance - Amounts that can be used only for the specific purposes determined by a formal action of the Village's highest level of decision making authority. Commitments may be changed or lifted only by the Governing Board taking the same formal action that imposed the constraint originally. (*self-imposed limitations on use*).

Assigned Fund Balance - Amounts that Village intends to use for a specific purpose. (*limitations resulting from intended use*).

Unassigned Fund Balance - The residual classification for the general fund and includes amounts that are not contained in the other classifications. Unassigned amounts are the portion of fund balance which is not obligated or specifically designated and is available for any purpose.

Classification of Fund Balance:

When expenditures are incurred for purposes for which both restricted and unrestricted fund balance is available, restricted fund balance is considered to have been spent first.

When expenditures are incurred for purposed for which amounts in any of unrestricted fund balance classifications can be used, committed amounts should be reduced first, followed by assigned amounts and then unassigned amounts.

The fund balances of the Village's governmental funds included but are not limited to:

Non-Spendable Fund Balance

Prepaid and Revolving Cash

The prepaid and revolving cash fund balance is established to indicate those amounts relating to pre-pays and deposits that are not in spendable form.

Restricted Fund Balance

Major Funds

Debt Service

Capital Projects Fund

General Capital Projects - Unspent Proceeds

TID No. 4

TID No. 6

Non-Major Funds

Special Revenue Funds

Police Impact Fee

Fire Impact Fee

Library Impact Fee

Park and Recreation Impact Fee

Library Fund

Committed Fund Balance

Non-Major Funds

Special Revenue Funds

Senior Van Replacement

Police Asset Forfeiture

Police Canine

Historic Preservation

Recreation Facility Fee

Assigned Fund Balance

Major Funds

Payment in lieu of Tax

Budget Carryovers

General Capital Projects Fund

Unassigned Fund Balance

General Fund

Minimum Unassigned Fund Balance

The Village will maintain a minimum unassigned fund balance in its General Fund ranging from [16] percent to [25] percent of [the subsequent year's budgeted expenditures]. This minimum fund balance is to protect

against cash flow shortfalls related to timing of projected revenue receipts and to maintain a budget stabilization commitment.

Replenishing deficiencies - when the fund balance falls to the minimum [16] percent range, the Village will replenish shortages/deficiencies using the budget strategies and timeframes described below.

The Village will reduce recurring expenditures to eliminate any structural deficit, or
The Village will increase revenues or pursue other funding sources, or
Some combination of the two options

Minimum fund balance deficiencies shall be replenished within the following time periods:

Deficiency resulting in a minimum fund balance between [13.5] percent and [16] percent shall be replenished over a period not to exceed one year

Deficiency resulting in a minimum fund balance between [11] percent and [13.5] percent shall be replenished over a period not to exceed three years

Deficiency resulting in a minimum fund balance of less than [11] percent shall be replenished over a period not to exceed five years

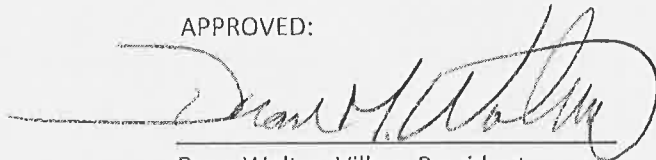
Surplus Fund Balance

Should unassigned fund balance of the General Fund exceed the [20] percent range, the Village may consider such fund balance surpluses for one-time expenditures that are nonrecurring in nature and which will not require additional staffing or recurring expenditures.

Implementation and review. Upon adoption of this policy the Village Board authorizes the General Government and Finance Committee to establish any standards or procedures which may be necessary for its implementation. The Administrator shall review the policy at least annually and make recommendations for changes to the Committee.

Passed and adopted at a regular meeting of the Village Board of the Village of Germantown this 21st day of September, 2015.

APPROVED:



Dean Wolter, Village President

ATTEST:



Barbara K. D. Goeckner, Village Clerk

Village of Germantown Investment Policy

Resolution 22 - 12

This policy applies to those funds that are under the authority of the Village of Germantown Village Board. Financial assets of all other funds, the investment of which is subject to special federal and/or state laws and regulations, may be administered in accordance with this Policy, but are not required to.

The Germantown Village Board has adopted a policy governing Village investments. This policy is enumerated as follows:

WHEREAS, in the interest of the Village of Germantown to adopt a policy to insure continuous prudent deposits and investments of available Village funds,

NOW THEREFORE, BE IT RESOLVED by the Village Board of the Village of Germantown that it hereby establishes the following policy in the public interest for the deposit and investment of available public funds:

I. GENERAL OBJECTIVES

1. Safety

Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in individual investments and the overall portfolio. The objective will be to mitigate credit risk, interest rate risk and custodial risk.

a. Credit Risk

The Village will minimize credit risk, which is the risk of loss due to the failure of the security issuer or backer, by:

- Limiting investments to the types of securities permitted under Wisconsin Statutes Chapter 66.0603.
- The Board of Village Trustees shall by resolution approve the public depositories that are deemed appropriate for use under Wisconsin and Federal law.
- Diversifying the investment portfolio so that the impact of potential losses from any one type of security or from any one individual issuer will be minimized.

b. Interest Rate Risk

The Village will minimize interest rate risk, which is the risk that the market value of securities in the portfolio will fall due to changes in market interest rates, by:

- Structuring the investment portfolio so that generally securities mature to meet cash requirements for ongoing operations, thereby attempting to avoid the need to sell securities on the open market prior to maturity.

c. Custodial Risk

The Village will minimize custodial risk, which is the risk that in the event of a financial institution or counterparty failure, the Village deposits and/or investments may not be returned to it, by:

- Maintaining a list of public depositories, financial institutions, counterpartys, custodians and broker/dealers authorized to provide deposit, safekeeping and investment services.

- All public depositories, financial institutions, counterpartys, custodians, investment advisors and broker/dealers authorized to provide deposit, safekeeping and investment services may be required to supply as appropriate audited financial statements demonstrating compliance with state and federal capital adequacy guidelines.

2. Liquidity

The investment portfolio shall remain sufficiently liquid to meet reasonably anticipated operating requirements. Investment portfolios will be structured so that securities mature generally concurrent with cash needs to meet anticipated demands. Alternatively, a portion of any portfolio may be placed in money market mutual funds or local government investment pools authorized and permissible under Wisconsin statutes which offer same-day liquidity for short term funds.

3. Yield

Investment portfolios shall be designed with the objective of attempting to attain a market rate of return throughout budgetary and economic cycles, taking into account investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above. Securities shall generally be held until maturity with the following exceptions;

- A security with declining credit quality may be sold prior to maturity to minimize loss of principal. Any security that falls below the credit ratings detailed in Wisconsin Statute 66.0603 must be sold as soon as practicable.
- Liquidity needs of the Village require a security or securities are sold prior to maturity.
- A security swap would improve the safety and yield of the overall portfolio.

With the exception of cash accounts, all investments will be selected on the basis of competitive quotations; at least two qualified institutions will be contacted each time an investment is placed.

II. STANDARDS OF CARE

1. Prudence

The standard of prudence to be used by investment officials shall be the "prudent person" standard, which states "investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived" and shall be applied in the context of managing an overall portfolio.

Investment officers acting in accordance with written procedures and this Investment Policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely manner and the liquidity and the sale of securities are carried out in accordance with the terms of this policy. Notwithstanding any other provision of law, the Village Finance Director/Treasurer (or other Village employee in the absence of the Village Finance Director/Treasurer) who deposits public money in any authorized public depository, in compliance with Wisconsin statutes sec. 34.05 is, under the provisions of Wisconsin statutes sec. 34.06, relieved of any liability for any loss of public monies which results from the failure of any public depository to repay the public depositor the full amount of its deposits, thus causing a loss as defined in Wisconsin Statutes sec. 34.01(2).

2. Ethics and Conflicts of Interest

Village officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Officers and employees shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the Village.

3. Delegation of Authority

Management and administrative responsibility for the investment program of the Village is entrusted to the Village Finance Director/Treasurer under the directions of the Village Board of Trustees. Individuals authorized to engage in investment transactions on behalf of the Village are the Village Finance Director/Treasurer the Village Administrator or those individuals designated by the Village Board of Trustees, Village Administrator or Village Finance Director/Treasurer.

4. Authorized and Suitable Investments

Authorized investments include any investment stipulated in Wisconsin statute 66.0603 (1m).

- a) In accordance with Wisconsin statutes 34.01 (5) and 34.09 all Wisconsin banks, state or federal chartered, as well as the Wisconsin local government pooled- investment fund, are authorized depositories.
- b) Any state or federal chartered financial institution or bank insured by the Federal Deposit Insurance Corporation (FDIC) are authorized depositories.
- c) Any state or federal chartered credit union insured by the National Credit Union Share Insurance Fund (NCUAIF) are authorized depositories.
- d) Any time deposits in an authorized depository exceed FDIC or NCUAIF insurance limits the authorized depository is required to provide collateral acceptable to the Village for the amount of deposits in excess of said limits. Collateral may be held by a third party custodian in the Village's name and evidenced by a security agreement (acceptable to the Village) between the Village and authorized depository and a tri-party control agreement (acceptable to the Village) between the Village, authorized depository and third party custodian holding the collateral. In addition, the third party custodian is required to provide a list monthly of collateral held and the market value of said collateral.

III. INTERNAL CONTROLS

The Village Finance Director/Treasurer shall establish a system of internal controls designed to prevent losses of Village funds arising from fraud, misrepresentation by third parties, unanticipated changes in financial markets, employee error or imprudent actions by employees.

Internal controls shall address:

- Separation of transaction authority from accounting and record keeping.
- Clear delegation of authority to subordinate staff members.
- Written confirmation of transactions for investments and wire transfers.
- Dual authorizations of wire transfers.
- Development of a wire transfer agreement with the lead bank and third-party custodian.
- Investment and interest earnings will be recorded in the Village accounting records based on generally accepted government accounting procedures.
- A monthly summary of all investment transactions will be prepared by the Village Finance Director/Treasurer for review by the Village Board of Trustees.

IV. INVESTMENT PARAMETERS

Diversification

Investments shall be diversified by:

- Limiting investments to avoid over concentration in securities from a specific issuer, industry or business sector, excluding U.S. Treasury, U.S. Agency or U.S. Government Sponsored Enterprise obligations.
- Investing in securities with varying maturities.
- Continuously investing a portion of the investment portfolio in readily available funds such as local government investment pools, money market accounts or money market mutual funds permissible under state statute.

V. REPORTING

The Village Finance Director/Treasurer shall present a monthly report on the investment program and investment activity to the Village Board of Trustees. The report shall include a management summary displaying the status of the investment portfolio and transactions made over the previous month. The management summary shall be prepared in a manner that will allow the Village Board of Trustees to determine if investment activities during the reporting period conform to this Investment Policy.

VI. POOLING OF CASH

Except where otherwise provided by the Village Board of Trustees, the Village Finance Director/Treasurer is authorized to pool the cash of various funds to maximize investment earnings where it is advantageous and prudent to do so. Investment income will be allocated to the various funds based on the pro rata portion of each fund.

VII. ADOPTION AND APPROVAL

By resolution, the Investment Policy shall be formally approved and adopted by the Village Board of Trustees and reviewed as needed but at least every three years.

VIII. LIST OF ATTACHMENTS

The following documents, as applicable, are attached to this policy;

- List of authorized personnel
- Relevant Wisconsin statutes and local ordinances
- List of authorized public depositories, financial institutions, investment advisors, custodians and broker/dealers

Investments should be made in accordance with this policy. Any amendments to this policy should be made as follows:

- Resolution amending investment policy should be placed on next agenda of General Government and Finance Committee for consideration
- If General Government and Finance Committee make a favorable recommendation, resolution should be forwarded to the Village Board for consideration
- If approved by Village Board, amendment takes effect

Approved and adopted this 29th day of October, 2012.

Introduced by: Trustee Vanderheiden

Date Adopted: October 29, 2012

Vote: Ayes: 7

Nays: 0

Absent: 2


Dean Wolter, Village President


Barbara K.D. Goeckner, Clerk

List of Authorized Personnel

Village Finance Director/Treasurer
Deputy Treasurer
Village President
Village Administrator

List of authorized public depositories, financial institutions, investment advisors, custodians and broker/dealers

Wisconsin Local Government Investment Pool
First Bank Financial
JPMorgan Chase Bank, NA
Associated Bank
M&I Marshall & Ilsley Bank, BMO Harris
US Bank
Guaranty Bank
TD Ameritrade
Ehler Investments, Advisors

Relevant Wisconsin statutes and local ordinances

Wisconsin Statutes:

66.0603 Investments.

(1g) DEFINITION.

(a) In this section, "governing board" has the meaning given under s. 34.01 (1) but does not include a local cultural arts district board created under subch. V of ch. 229.

(1m) INVESTMENTS.

(a) A county, city, village, town, school district, drainage district, technical college district or other governing board, other than a local professional football stadium district board created under subch. IV of ch. 229, may invest any of its funds not immediately needed in any of the following:

1. Time deposits in any credit union, bank, savings bank, trust company or savings and loan association which is authorized to transact business in this state if the time deposits mature in not more than 3 years.

2. Bonds or securities issued or guaranteed as to principal and interest by the federal government, or by a commission, board or other instrumentality of the federal government.

3. Bonds or securities of any county, city, drainage district, technical college district, village, town or school district of this state.

3m. Bonds issued by a local exposition district under subch. II of ch. 229.

3p. Bonds issued by a local professional baseball park district created under subch. III of ch. 229.

3q. Bonds issued by a local professional football stadium district created under subch. IV of ch. 229.

3s. Bonds issued by the University of Wisconsin Hospitals and Clinics Authority.

3t. Bonds issued by a local cultural arts district under subch. V of ch. 229.

3u. Bonds issued by the Wisconsin Aerospace Authority.

4. Any security which matures or which may be tendered for purchase at the option of the holder within not more than 7 years of the date on which it is acquired, if that security has a rating which is the highest or 2nd highest rating category assigned by Standard & Poor's corporation, Moody's investors service or other similar nationally recognized rating agency or if that security is senior to, or on a parity with, a security of the same issuer which has such a rating.

5. Securities of an open-end management investment company or investment trust, if the investment company or investment trust does not charge a sales load, if the investment company or investment trust is

registered under the investment company act of 1940, 15 USC 80a-1 to 80a-64, and if the portfolio of the investment company or investment trust is limited to the following:

- a. Bonds and securities issued by the federal government or a commission, board or other instrumentality of the federal government.
- b. Bonds that are guaranteed as to principal and interest by the federal government or a commission, board or other instrumentality of the federal government.
- c. Repurchase agreements that are fully collateralized by bonds or securities under subd. 5. a. or b.

(b)

1. A town, city, or village may invest surplus funds in any bonds or securities issued under the authority of the municipality, whether the bonds or securities create a general municipality liability or a liability of the property owners of the municipality for special improvements, and may sell or hypothecate the bonds or securities. Funds of an employer, as defined by s. 40.02 (28), in a deferred compensation plan may also be invested and reinvested in the same manner authorized for investments under s. 881.01.

2. Funds of any school district operating under ch. 119, held in trust for pension plans intended to qualify under section 401 (a) of the Internal Revenue Code, other than funds held in the public employee trust fund, may be invested and reinvested in the same manner as is authorized for investments under s. 881.01.

3. A school district may invest and reinvest funds that are held in trust, other than funds held in the public employee trust fund, solely to provide any of the following benefits, in the same manner as is authorized for investments under s. 881.01:

a. Post-employment health care benefits provided either separately or through a defined benefit pension plan.

b. Other post-employment benefits provided separately from a defined benefit pension plan.

4. A school board may not discuss or vote on establishing a trust fund to provide the benefits described in subd. 3. unless the notice of the school board meeting at which the discussion or vote may occur includes the issue as a separate agenda item.

5. A city, village, town, county, drainage district, technical college district, or other governing board as defined by s. 34.01 (1) may invest and reinvest funds that are held in trust, other than funds held in the public employee trust fund, solely to provide any of the following benefits, in the same manner as is authorized for investments under s. 881.01:

a. Post-employment health care benefits provided either separately or through a defined benefit pension plan.

b. Other post-employment benefits provided separately from a defined benefit pension plan.

6. Funds that are held in trust to provide the benefits described in subds. 3. and 5. shall be held in a trust fund that is separate from all other trust funds created by, or under the control of, the local governmental unit.

(c) A local government, as defined under s. 25.50 (1) (d), may invest surplus funds in the local government pooled-investment fund. Cemetery care funds, including gifts where the principal is to be kept intact, may also be invested under ch. 881.

(d) A county, city, village, town, school district, drainage district, technical college district or other governing board as defined by s. 34.01 (1) may engage in financial transactions in which a public depository, as defined in s. 34.01 (5), agrees to repay funds advanced to it by the local government plus interest, if the agreement is secured by bonds or securities issued or guaranteed as to principal and interest by the federal government.

(e) Subject to s. 67.11 (2) with respect to funds on deposit in a debt service fund for general obligation promissory notes issued under s. 67.12 (12), a county having a population of 500,000 or more, or a person to whom the county has delegated investment authority under sub. (5), may invest and reinvest in the same manner as is authorized for investments and reinvestments under s. 881.01, any of the following:

1. Moneys held in any stabilization fund established under s. 59.87 (3).

2. Moneys held in a fund or account, including any reserve fund, created in connection with the issuance of appropriation bonds under s. 59.85 or general obligation promissory notes under s. 67.12 (12) issued to provide funds for the payment of all or a part of the county's unfunded prior service liability.

3. Moneys appropriated or held by the county to pay debt service on appropriation bonds or general obligation promissory notes under s. 67.12 (12).

4. Moneys constituting proceeds of appropriation bonds or general obligation promissory notes described in subd. 2. that are available for investment until they are spent.

5. Moneys held in an employee retirement system of the county.

(f) Subject to s. 67.11 (2) with respect to funds on deposit in a debt service fund for general obligation promissory notes issued under s. 67.12 (12), a 1st class city, or a person to whom the city has delegated investment authority under sub. (5), may invest and reinvest in the same manner as is authorized for investments and reinvestments under s. 881.01, any of the following:

1. Moneys held in any stabilization fund established under s. 62.622 (3).

2. Moneys held in a fund or account, including any reserve fund, created in connection with the issuance of appropriation bonds under s. 62.62 or general obligation promissory notes under s. 67.12 (12) issued to provide funds for the payment of all or a part of the city's unfunded prior service liability.

3. Moneys appropriated or held by the city to pay debt service on appropriation bonds or general obligation promissory notes under s. 67.12 (12).

4. Moneys constituting proceeds of appropriation bonds or general obligation promissory notes described in subd. 2. that are available for investment until they are spent.

5. Moneys held in an employee retirement system of the city.

(2) DELEGATION OF INVESTMENT AUTHORITY. A county, city, village, town, school district, drainage district, technical college district or other governing board, as defined in s. 34.01 (1), may delegate the investment authority over any of its funds not immediately needed to a state or national bank, or trust company, which is authorized to transact business in this state if all of the following conditions are met:

(a) The institution is authorized to exercise trust powers under s. 221.0316 or ch. 223.

(b) The governing board renews annually the investment agreement under which it delegates its investment authority, and reviews annually the performance of the institution with which its funds are invested.

(3) ADDITIONAL DELEGATION OF INVESTMENT AUTHORITY.

(a) In addition to the authority granted under sub. (2), a school district operating under ch. 119 may delegate the investment authority over any of its funds not immediately needed and held in trust for its qualified pension plans to an investment manager who meets the requirements and qualifications specified in the trust's investment policy and who is registered as an investment adviser under the Investment Advisers Act of 1940, 15 USC 80b-3.

66.0603(3)(b) (b) In addition to the authority granted under sub. (2), a school district may delegate the investment authority over the funds described under sub. (1m) (b) 3. to an investment manager who meets the requirements and qualifications specified in the trust's investment policy and who is registered as an investment adviser under 15 USC 80b-3.

(c)

1. In addition to the authority granted under sub. (2), a city, village, town, county, drainage district, technical college district, or other governing board as defined by s. 34.01 (1) may delegate the investment authority over the funds described under sub. (1m) (b) 5. to an investment manager who meets the requirements and qualifications specified in the trust's investment policy and who is registered as an investment adviser under 15 USC 80b-3.

2. If a unit of government described under subd. 1. has established a trust described in sub. (1m) (b) 5., it shall annually publish a written report that states the amount in the trust, the investment return earned by the trust since the last report was published, the total disbursements made from the trust since the last report was published, and the name of the investment manager if investment authority has been delegated under subd. 1.

(4) INVESTED FUND PROCEEDS IN POPULOUS CITIES, USE. In a 1st class city, all interest derived from invested funds held by the city treasurer in a custodial capacity on behalf of any political entity, except for pension funds, is general revenue of the city and shall revert to the city's general fund upon the approval by the political entity evidenced by a resolution adopted for that purpose.

(5) DELEGATION OF INVESTMENT AUTHORITY IN CONNECTION WITH PENSION FINANCING IN POPULOUS CITIES AND COUNTIES. The governing body of a county having a population of 500,000 or more, or a 1st class city, may delegate investment authority over any of the moneys described in sub. (1m) (e) or (f) to any

of the following persons, which shall be responsible for the general administration and proper operation of the county's or city's employee retirement system, subject to the governing body's finding that such person has expertise in the field of investments:

- (a) A public board that is organized for such purpose under county or city ordinances.
- (b) A trustee, investment advisor, or investment banking or consulting firm.

66.0605 Local government audits and reports. Notwithstanding any other statute, the governing body of a county, city, village or town may require or authorize a financial audit of a municipal or county officer, department, board, commission, function or activity financed in whole or part from municipal or county funds, or if any portion of the funds are the funds of the county, city, village or town. The governing body may require submission of periodic financial reports by the officer, department, board, commission, function or activity.

66.0607 Withdrawal or disbursement from local treasury.

(1) Except as otherwise provided in subs. (2) to (5) and in s. 66.0608, in a county, city, village, town, or school district, all disbursements from the treasury shall be made by the treasurer upon the written order of the county, city, village, town, or school clerk after proper vouchers have been filed in the office of the clerk. If the statutes provide for payment by the treasurer without an order of the clerk, the clerk shall draw and deliver to the treasurer an order for the payment before or at the time that the payment is required to be made by the treasurer. This section applies to all special and general provisions of the statutes relative to the disbursement of money from the county, city, village, town, or school district treasury except s. 67.10 (2).

(2) Notwithstanding other law, a county having a population of 500,000 or more may, by ordinance, adopt any other method of allowing vouchers, disbursing funds, reconciling outstanding county orders, reconciling depository accounts, examining county orders, and accounting consistent with accepted accounting and auditing practices, if the ordinance prior to its adoption is submitted to the department of revenue, which shall submit its recommendations on the proposed ordinance to the county board of supervisors.

(3) Except as provided in subs. (2), (3m) and (5), disbursements of county, city, village, town or school district funds from demand deposits shall be by draft or order check and withdrawals from savings or time deposits shall be by written transfer order. Written transfer orders may be executed only for the purpose of transferring deposits to an authorized deposit of the public depositor in the same or another authorized public depository. The transfer shall be made directly by the public depository from which the withdrawal is made. No draft or order check issued under this subsection may be released to the payee, nor is the draft or order check valid, unless signed by the clerk and treasurer. No transfer order is valid unless signed by the clerk and the treasurer. Unless otherwise directed by ordinance or resolution adopted by the governing body, a certified copy of which shall be filed with each public depository concerned, the chairperson of the county board, mayor, village president, town chairperson or school district president shall countersign all drafts or order checks and all transfer orders. The governing body may also, by ordinance or resolution, authorize additional signatures. In lieu of the personal signatures of the clerk and treasurer and any other required signature, the facsimile signature adopted by the person and approved by the governing body may be affixed to the draft, order check or transfer order. The use of a facsimile signature does not relieve an official from any liability to which the official is otherwise subject, including the unauthorized use of the facsimile signature. A public depository is fully warranted and protected in making payment on any draft or order check or transferring pursuant to a transfer order bearing a facsimile signature affixed as provided by this subsection notwithstanding that the facsimile signature may have been affixed without the authority of the designated persons.

(3m) A county, city, village, town or school district may process periodic payments through the use of money transfer techniques, including direct deposit, electronic funds transfer and automated clearinghouse methods. The county, municipal or school district treasurer shall keep a record of the date, payee and amount of each disbursement made by a money transfer technique.

(4) Except as provided in sub. (3m), if a board, commission or committee of a county, city, village, town or school district is vested by statute with exclusive control and management of a fund, including the audit and approval of payments from the fund, independently of the governing body, payments under this

section shall be made by drafts or order checks issued by the county, city, village, town or school clerk upon the filing with the clerk of certified bills, vouchers or schedules signed by the proper officers of the board, commission or committee, giving the name of the claimant or payee, and the amount and nature of each payment.

(5) In a 1st class city, municipal disbursements of public moneys shall be by draft, order, check, order check or as provided under sub. (3m). Checks or drafts shall be signed by the treasurer and countersigned by the comptroller. Orders shall be signed by the mayor and clerk and countersigned by the comptroller, as provided in the charter of the city. Disbursements of school moneys shall be as provided by s. 119.50.

(6) Withdrawal or disbursement of moneys deposited in a public depository as defined in s. 34.01 (5) by a treasurer as defined in s. 34.01 (7), other than the elected, appointed or acting official treasurer of a county, city, village, town or school district, shall be by endorsement, written order, draft, share draft, check or other draft signed by the person or persons designated by written authorization of the governing board as defined in s. 34.01 (1). The authorization shall conform to any statute covering the disbursement of the funds. A public depository is fully warranted and protected in making payment in accordance with the latest authorization filed with it.

(7) No order may be issued by a county, city, village, town, special purpose district, school district, cooperative education service agency or technical college district clerk in excess of funds available or appropriated for the purposes for which the order is drawn, unless authorized by a resolution adopted by the affirmative vote of two-thirds of the entire membership of the governing body.

The Village of Germantown

Post-Issuance Debt Compliance Policy

The Village of Germantown has chosen, by policy, to take steps to ensure that all obligations will be in compliance with all applicable state and federal regulations. This policy may be amended as necessary, in the future.

Background

The Internal Revenue Service (IRS) is responsible for enforcing compliance with the Internal Revenue Code and most other regulations governing certain obligations (As example: tax-exempt obligations, Build America Bonds, Recovery Zone Development Bonds and various "Tax Credit" Bonds). The IRS expects issuers and beneficiaries of these obligations to adopt and implement a post-issuance debt compliance policy and procedures to safeguard against post-issuance violations.

Post-Issuance Debt Compliance Policy Objective

The Village of Germantown desires to monitor these obligations to ensure compliance with the IRS Code and all other regulations governing such obligations. To help compliance, the Village of Germantown has developed a "Policy". The following Policy shall apply to these obligations including bonds, notes, loans, lease contracts, lines of credit, commercial paper or any other form of debt that is subject to compliance.

Post-Issuance Debt Compliance Policy

The Finance Director of the Village of Germantown is designated as the Village's agent who is responsible for post-issuance compliance of these obligations.

The Finance Director shall assemble all relevant documentation, records and activities required to ensure post-issuance debt compliance as further detailed in the "Post-Issuance Debt Compliance Procedures". At a minimum, the Post-Issuance Debt Compliance Procedures for each qualifying obligation will address the following:

1. General Post-Issuance Compliance;
2. Proper and timely use of bond proceeds and bond financed property;
3. Arbitrage yield restriction and rebate;
4. Timely filings and other general requirements;
5. Additional undertakings or activities that support points 1 through 4 above;
6. Other requirements that become necessary in the future.

The Finance Director shall apply the Post-Issuance Compliance Procedures to each qualifying obligation and maintain a record of the results. Further, the Finance Director will ensure that the Post-Issuance Debt Compliance Policy and Procedures are updated on a regular and as needed basis.

Procedures:

1) General Post-Issuance Compliance

All documentation of debt financings will be stored by the Clerk's Office in the Village Vault Room.

The Finance Director will work with the Village's financial advisors and bond counsel throughout the debt issuance process to determine and ensure compliance with the following:

- a) The costs of the issuance, and whether such costs are financed by the issue, subject to 2% limit
- b) Compliance with De Minimus Premium limits for Direct Pay Bonds
- c) The calculation of Available Project Proceeds
- d) Filing Form 8038-G or 8038-B, as applicable, with the IRS
- e) Compliance with any other rules, regulations as required for bond issuance
- f) Compliance with the Post-Closing Compliance Checklist provided by bond counsel

2) Proper Timely Use of Bond Proceeds and Bond-Financed Property

The Finance Director or his designee shall monitor each bond obligation for proper and timely use of bond proceeds and bond-financed property based on the following procedure

- a) A Monthly review will be done of all expense transactions related to each bond and entered into a spreadsheet to monitor timely spend down of proceeds and compliance with proper use of bond proceeds (i.e., specifically capital expenses and eligible expenses for tax exempt obligations).
- b) A final allocation of proceeds to expenditures will be made upon completion of the projects financed by the bonds
- c) Use of all bond-financed property will be monitored to assure compliance with restrictions on private business use of bond proceeds.

3) Arbitrage Yield Restrictions and Rebate

The Finance Director or his designee shall plan debt issues annually to fund only those capital improvement projects that are reasonably certain to be undertaken within one to two years based on the Village's Capital Improvement Planning process and Development activities. This helps to ensure the timely use of bond proceeds and reduces the risk of arbitrage rebate or arbitrage yield restriction issues.

If any arbitrage yield restriction or arbitrage rebate issues are identified during the Village's monitoring procedure, further calculations of arbitrage rebate amounts will be made and the formal arbitrage reports (Form 8038-T) will be filed with the IRS as needed. The Village may employ the services of a financial advisor, bond counsel or other consultants with expertise in these issues to ensure compliance.

4) Timely Filing and Other General Requirements

The Finance Director or his designee is responsible for ensuring all principal and interest payments are made timely. Data from each debt issue, including principal and interest payment dates, is maintained by the Finance Department and the Village's Financial Advisors. The Finance Department monitors upcoming principal and interest payments, verifies the amount with the Depository Trust Company (DTC) prior to payment dates and makes corrections as necessary. Wire Transfers are made to the DTC as appropriate to ensure principal and interest payments are made by the appropriate date.

In the event the Village issues Direct Pay Bonds, such as Build America Bonds, or others, the Finance Director will ensure all requests for refundable interest credits are made accurately and timely via Form 8038-CP or others as appropriate.

The Finance Director, or any other individual responsible for assisting the Finance Director in maintaining records needed to ensure post-issuance compliance, are authorized to expend funds as needed to attend training or secure use of other educational resources for ensuring compliance such as consulting, publications, and compliance assistance.

The Village of Germantown may in the future issue qualifying obligations for beneficiaries such as 501(c) 3 non-profit organizations or Industrial Revenue Bonds. This Policy applies to all such applicable obligations. In order to ensure future compliance with this Policy, the Village of Germantown shall consider issuing qualifying obligations for beneficiaries only when the beneficiary has retained a Trustee and an independent arbitrage consultant for the term of the obligation and this Policy has been incorporated into the Trust Indenture. The Trustee and the independent arbitrage consultant must be retained prior to issuance of the obligation.

Adopted this date _____ by the Village of Germantown

VILLAGE OF GERMANTOWN WINTER OPERATIONS POLICY AND PROCEDURE MANUAL



By: Bryan Metzenheim, Highway Superintendent
Paul E. Brandenburg, Village Administrator

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**Village of Germantown
Winter Operations
Policy and Procedure Manual**

Introduction:

The purpose of this manual is to present a detailed plan of Winter Operations in the Village of Germantown for the elected officials, employees and residents of the Village. It contains the goals and objectives of these operations.

All snow and ice control operations are considered emergency in nature because public safety is involved. Consequently, regardless of the time of day or day of the week, the work is accomplished as expeditiously as possible. In order to achieve this level of service, long-range planning and equipment readiness are undertaken by the Public Works Department. Department supervisory staff does short range operational planning every time weather forecasts indicate a potential for adverse weather.

Short-term advance preparation is often difficult due to the infinite variety of conditions that can occur during the winter season. This season, in Wisconsin, can begin as early as the middle of November and last until the middle of April. The rate and accumulation of snowfall, moisture content, temperature during and after a storm, pavement temperature, wind direction and velocity during and after a storm, duration of the storm, time of day, as well as day of the week and intervals between storms all interact to make each storm unique. Therefore, while a plan exists and there is a standard method of operation, there must be enough flexibility within the plan to provide for any contingency as it may arise.

Generally, the greater the snow accumulation, the greater the problem and more complicated the operational response becomes to assure proper clearance of the streets. However, a snow plan based on depth alone would be too simplistic to be effective. For example, a rapid rate of snow accumulation can close streets before plows can get to them. High winds can cause drifting and block streets; continued winds can make replowing streets necessary; a wet heavy snow is harder to push, therefore lengthening the operation. Timing and temperature also complicate the operation. A storm during a weekday rush hour is harder to combat than one which occurs late on a weekday night simply because of traffic patterns and congestion. A moderate snowfall on a warm pavement may be controlled by salt, but the same snowfall during subzero weather may have to be plowed and salted to achieve the same results.

All of these factors need to be considered when staff is formulating plans for each operation, and again when evaluating the effectiveness of each operation and its impact on the community.

With the above in mind, the following are goals and objectives of the Village of Germantown's Department of Public Works Winter Operations.

Objectives:

1. To minimize the hazards of slippery road conditions to the motorists and pedestrians through tried and proven techniques of snow and ice control.
2. To work with the police and fire departments and facilitate the handling of emergencies that arise.
3. To reduce economic losses to the community caused by workers and business enterprises not being able to get to their jobs, businesses, or send/receive deliveries.
4. To restore safe traveling conditions on the roadways as soon as possible after each storm occurrence.
5. Minimize the environmental impact of winter road maintenance by using salt and other chemicals in a conservative manner.

Classes of Roads:

For snow and ice control purposes, there are five (5) distinct classes of road, which are maintained at different levels of service. All are listed in priority as follows:

Main Streets: These streets carry the bulk of traffic through the Village as well as being mass transit routes (i.e. Pilgrim Rd. and Mequon Rd.).

Specialty Streets: These streets may typically be classified as residential or collector, but special circumstances exist. Examples of these streets are streets in the Industrial or Business Park, streets in or around schools and streets that lead to and from the Police and Fire Stations.

Collector Streets: These streets carry larger volumes of traffic from residential streets to the main streets (i.e. Concord Rd. and Bel Aire Ln.).

Residential Streets: These are streets that carry the least amount of traffic; they include cul-de-sacs and dead end streets.

Dead Ends and Cul de Sacs: These residential streets are dead ends that do not have an outlet.

General Policy Statement:

This may be achieved through spraying salt brine, salting operations, plowing operations, or a combination of both. Depending on the time and severity of the storm, operations may begin as early as 2:30 a.m. and last as late as 9:00 p.m. (The goal of the Village of Germantown's winter operations is to provide a safe roadway system during the winter months (November through March) by operating an effective and efficient winter road maintenance service.)

If necessary, operators may be required to stay between the hours of 9:00 p.m. and 2:30 a.m. to keep the main streets open, clear drifting in rural areas, and assist emergency vehicles.

When a salting operation is called, one or more of the Village's trucks, depending on the nature of the situation, will do salting. **Main streets** and **collector streets** will be done first, followed by **residential streets**. In all cases, salt will be used when road temperatures are above 15 degrees Fahrenheit. When the road temperatures fall below 15 degrees the supervisor in charge will determine whether to treat the salt with calcium chloride for better melting. At times the Village may choose to use sand, or a sand/salt mix.

When plowing is warranted, trucks will be dispatched accordingly. The severity of the storm will dictate how many pieces of equipment will be sent out. Plowing generally will be done as soon as practical in an effort to keep the roadways open.

During a storm, **main streets** receive priority and are salted and/or plowed first. Salt is generally applied the full length of the street, and plowing is provided in an attempt to achieve bare pavement as soon as possible given the weather conditions as they exist at the time. Once achieved, bare pavement is attempted to be maintained throughout the storm.

Collector streets are done in conjunction with the mains. Salt is applied the full length of these streets. Plowing is provided to keep these streets clear, with a minimum of snow accumulation.

Residential streets are started last, and maintained in conjunction with, the main and collector streets. Salt is applied to these streets at each intersection, stop sign, and on hills and curves. If snow accumulation is minimal, the Village may choose to do nothing with these streets. These streets may have some hard pack during the winter months

Sidewalks and paths will be done only when all other streets have been cleared and snow accumulation has ceased or has been forecasted to have stopped. The Director of Public Works is directed to remove the snow from all Village sidewalks as soon as convenient after Village streets are plowed. (Municipal Code 8.02 (3)). Sidewalks will NOT be cleared on overtime.

When a particular storm, or series of storms, deposits enough snow to make traffic difficult, a snow removal operation may be ordered. On Main St., this is usually accomplished during the nighttime hours. Snow removal on residential streets and bridge decks is usually done during normal working hours, unless conditions dictate otherwise. The snow is loaded into dump trucks and then hauled to a specified dumpsite.

The decision to order a salting operation or a combination of both is not a straightforward matter made by the supervisor in charge. Existing conditions must be evaluated, and informed judgment made based on experience, current and forecasted conditions as to the type and manner of operation to initiate.

Snow & Ice Control Procedures:

Goal: During any plowing or salting operation the Department strives to have the streets cleared and in safe driving condition as soon as possible and prior to any rush hour traffic.

The following is a basic procedure and guide to be followed for any snow or ice control operation:

Storm Notification:

A. Non-Working Hours:

1. The supervisor on call will be advised by the Police Department of slippery or deteriorating road conditions. Dispatch is to utilize and adhere to the supervisory notification roster and abide by the chain of command. (The Police officers are the "eyes" of the Village 24 hours a day.)
2. The supervisor will call in the necessary operators.

B. Working Hours:

1. The supervisor will be on the road to determine road conditions as the day progresses. He will, again, have the assistance of patrol officers to advise him of any localized problems as well as satellite software information at the Public Works Department.
2. The supervisor will adjust staffing, as best suits the operations, and assign the necessary personnel to complete the task at hand.

Weather Monitoring:

The Department of public works management staff continuously monitors the winter weather forecasts and conditions through these primary sources:

1. Television: Cable Weather Channel, along with local station broadcasts.
2. National Weather Service: This channel is programmed into the two-way radios.

Plowing & Salting Operations:

1. The operators will come in and receive their assignments and materials inventory sheet. Highlighted route maps are in each truck. Salting operations might not take place until the storm has resided. This decision has to be made based upon the severity of the storm.
2. The operators will go to their assigned trucks and perform a pre-trip inspection. Spreader controls should be adjusted as required to spread the proper amount of salt for conditions. Salt spread should be monitored constantly while on the road and adjusted as needed.
3. Operators will then load their trucks with salt, keeping track of the number of bucket loads used on the materials inventory sheet. If the temperature is below fifteen degrees, calcium chloride will be used. Calcium chloride use should be logged on the materials inventory sheet.
4. Operators should begin their plowing/salting operation on the main streets listed as part of their route. Main streets should be salted full length, with a lighter spread of salt in each direction. Once the main streets are done, the collector streets should be salted full length. A slightly heavier application should be applied. When the collector streets are done, the operator should continue on his route to the residential streets. Residential streets should also be salted at full length. When the entire route is completed, the operator should re-check his main streets before terminating the operation.
5. Prior to terminating operations, the operator should radio his supervisor and request information on any localized problem spots. If the supervisor is unavailable, the operator should then check with the police department for localized problems. If there are no additional areas that need attention, the operator should then notify the supervisor or police department that operations will be terminated.
6. If conditions exist that require more extensive work, the supervisor should be contacted immediately.

Depositing Snow on Village Streets

In accordance with Section 8.10 of the Village of Germantown Municipal Code, it shall be unlawful for any person to plow, shovel or place snow on any public road within the Village.

Fire Hydrant Snow Clearance

Property owners are strongly encouraged to assist the Germantown Fire Department and the Germantown Water Utility by clearing snow and ice away from all fire hydrants in order to allow sufficient access to the hydrant in case of emergency.

Snow Emergencies

The Highway Superintendent and Public Works Director are authorized to call snow emergencies only after consulting the Police Chief and Village Administrator. Such factors as volume of snow, ice, high winds and visibility are all factored into this decision. When a snow emergency is declared, there are to be no vehicles parked on any Village streets.

Closing Village Hall and Other Public Buildings

The Village Administrator is authorized to close Village Hall and other Public Buildings due to inclement winter weather. Such factors as volume of snow, ice, high winds, and distance employees and other persons would have to travel, shall be factored into the Administrator's decision to close any public facilities.

Cancellation of Meetings, Activities and Programs

The Village Administrator is authorized to cancel meetings, activities, and programs due to inclement weather. Some of this decision making will be based upon what the Germantown School District decides with their facilities, i.e. park and recreation activities. Such factors as volume of snow, ice, high winds, and distance program and meeting participants need to travel will be factored into the final decision. Every attempt will be made to contact and notify participants and meeting attendees that a program or meeting has been cancelled due to the weather.

Property Damage

In accordance with Section 8.07 of the Village of Germantown Municipal Code, it shall be unlawful to place obstructions in the Village Road Right-of-Way. The Village is not responsible for repairs to such encroachments. Lawn damage sustained during plowing operations will be repaired at the earliest availability of materials. Such repairs will be done using topsoil and seed. Lawn damage incurred from salt will not be repaired.

Complaints

Complaints of all snow and ice removal operations shall be forwarded and kept on file by the Highway Superintendent. Every attempt shall be made by the Superintendent to resolve the complaint and/or explain why or why not something was done. If the complaint is not satisfied following this step, the complaint shall be forwarded to the Public Works Director for possible resolution. If the matter still remains unresolved at this point, the matter shall be placed on the agenda of the next regularly scheduled Public Works Committee Agenda.

Mailbox Replacement Policy

1. The Village Department of Public Works will not be responsible for damage to mailboxes that are determined to have been improperly installed, have deteriorated posts and mounting material, or were not physically hit by Village equipment.
2. Upon notification by the property owner, the Village will conduct an investigation of the alleged damage, with investigation conducted by the Superintendent of Highways, Parks, Buildings and Grounds. Should the Superintendent of Highways, Parks, Buildings and Grounds (or designee) determine the damage was due to improper installation or other defects as described in section 1 above, the Department of Public Works will not be responsible for damage and replacement will be at the property owner's expense. Should the Superintendent determine that Village equipment actually hit and damaged the subject mailbox, the Department will replace the mailbox with a standard post and box unit. The post shall consist of either treated or cedar posts, dependent on what was found in the investigation.
3. The Village shall not replace any decorative mailboxes in kind. Should the investigation determine that a decorative mailbox was damaged by Village equipment, the property owner shall receive a check to apply towards replacement, with the check not to exceed \$45.00.
4. As a service to our residents, the Department of Public Works will install a temporary mailbox for all mailboxes damaged, regardless of fault. The temporary may remain until the permanent mailbox has been installed for a duration not to exceed six (6) months.
5. Should the property owner dispute the findings of the Department of Public Works, they may request the matter be placed on the agenda of the next available meeting of the Public Works Committee for discussion and action.

VILLAGE OF

GERMANTOWN

POLICE & FIRE
COMMISSION



RULES & REGULATIONS

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October 14, 2015

SECTION 1

I. INTERNAL PROCEDURES – ADMINISTRATION

- A. Meetings of the Police & Fire Commission shall be held in a place as designated by the Chairperson. Notices of the meetings shall be given according to relevant State Statutes.
- B. Special meetings may be called by the Chairperson at any time at the request of any member of the Commission upon 24 hours notice in advance to each member of the Commission and to the public. Notices of any special meeting shall be given according to relevant State Statutes.
- C. The officers of the Commission shall be a Chairperson and a Secretary.
- D. At the first regular meeting, Commission shall elect one of its members to act as Chairperson and one to act as Secretary for a term of one year, or until a successor is duly elected. There shall be no limitation on the number of terms any officer may serve, but each term shall be for one year commencing from the date of election.
- E. Three members of the Commission shall constitute a quorum to do business.
- F. The Secretary shall attend all meetings and shall record all official actions and shall act on behalf of the Chairperson in the Chairperson's absence.
- G. The regular order of business of the Commission shall be as follows:
 - 1. Approval of minutes
 - 2. General business
 - 3. Other new business
- H. The records of the Commission shall be maintained in the Village Clerk's office.
- I. The Commission may waive any specific provision relating to hiring or promotions upon the request of either Chief and upon unanimous vote of all Commission members present.
- J. Rules & Regulations shall be reviewed annually by the Commission and any amendment thereto may be made on a 3/5ths vote of the Commission.

SECTION II

I. HIRING PROCEDURES – ENTRANCE POSITION – POLICE OFFICER

A. Minimum Requirements Qualifications – the following are the minimum requirements necessary to be appointed a police officer with the Village of Germantown Police Department:

1. U.S. Citizen
2. 21 years of age or older
3. Must possess a valid Wisconsin driver's license
4. Must possess a minimum of 60 fully accredited college level credits
5. Shall not have been convicted of a felony or of any offense which would prohibit the possession of firearms
6. The ability, through training and experience, to develop the following:
 - a) Knowledge of the geography, traffic patterns, important buildings and key locations in the Village of Germantown and surrounding areas.
 - b) Knowledge of Federal, State and local laws and ordinances.
 - c) Knowledge of Germantown Police Department policies, procedures, rules and regulations.
 - d) Knowledge of the purposes and use of police records.
 - e) Knowledge of basic police methods and procedures.
 - f) Ability to analyze situations rapidly and objectively and to determine the proper course of action without supervision.
 - g) Ability to cope with situations firmly, courteously, tactfully and with respect for the rights of others.
 - h) Ability to interact with all citizens of the community in a manner that will build a positive image for the Department.

- i) Ability to learn advanced first aid.
- j) Ability to learn principles of investigation and interrogation.
- k) Ability to understand and carry out oral and written instructions.
- l) Ability to express oneself clearly and concisely, both orally and in writing.
- m) Ability to meet physical requirements of a police officer in all phases of patrol, during investigations, and handling all calls for police service.
- n) Ability to develop skills in the use and care of firearms and maintain qualifications.
- o) Ability to develop skills in defense and arrest tactics.

B. Application Procedure – the application procedure followed for the position of police officer shall be:

- 1. The application procedure shall be administered by the Chief of Police.
- 2. Advertising shall be done to ensure a diverse and sufficient number of applicants.
- 3. Advertisements shall specify requirements, indicate where applications can be obtained, and give a time deadline.

C. Eligibility List – the Germantown Police Department shall establish a police officer eligibility list based on the following examination procedure:

- 1. Written examination
 - a) The written examination used by the Germantown Police Department will be from a professional testing service approved by the Germantown Police & Fire Commission.
 - b) Candidate must achieve a passing grade in all phases of the written test. The passing grade will be the grade recommended by the testing service.

c) If a large number of candidates pass the written test, the Police Department may choose to select only candidates with the highest scores to continue in the process.

d) Those candidates that pass the written test but did not score high enough to immediately continue in the process will be eligible to continue in the process if additional openings become available before the expiration of the approved police officer eligibility list.

2. Physical Ability Test. The physical ability test is a pass/fail test. The candidate fails the test if he/she is unable to perform each of the required tasks.

3. Preference Points. Candidates are eligible for military preference points as specified in Wisconsin State Statutes 230.16. Preference Points will be added to those candidates on the police officer eligibility list.

D. Oral Interview

1. Based on the above testing, the top remaining candidates will be interviewed by the Police & Fire Commission and the Chief of Police. The Police & Fire Commission Chairperson and the Chief of Police shall discuss and decide the number of candidates that will be interviewed by the Commission.

2. All questions and evaluations shall be consistent for all candidates.

a) The applicant's ability to verbally communicate in a clear and concise manner

b) The applicant's ability to demonstrate sound judgment and decision making.

c) The applicant's knowledge of police issues and knowledge of the Village of Germantown.

d) The applicant's appearance, speech, presentation of ideas, judgments and temperament.

3. The Police & Fire Commission shall rank the candidates based on the Commissioners' scoring of the oral interviews. If the Commission finds a candidate did not successfully complete the interview, the Commissioner can

vote to remove the candidate from the list of eligible candidates to be interviewed by the Police Department's Command Staff.

4. The Police Department's Command Staff shall rank the candidates based on the Command Staff's scoring of the oral interviews. If the Command Staff finds a candidate did not successfully complete the interview, the Command Staff can recommend to the Commission to vote to remove the candidate.

An eligibility list will be presented to the Police & Fire Commission for approval. If approved by the Commission, the eligibility list will be in effect for one (1) year from the date the Commission approved the list.

E. Background Investigation

1. The department will conduct background investigations on candidates from the eligibility list.
2. A background investigation will be conducted by a person assigned by the Chief of Police or his designee.
3. The background investigation will attempt to gain information concerning the applicant's suitability for law enforcement employment. In particular, background investigators shall look for previous conduct that demonstrated dependability, reliability, conduct that showed the candidate was honest, conduct that demonstrated the candidate could work in a stressful environment and conduct that demonstrated maturity for the job of a police officer.

When a police officer position becomes available, the Chief of Police shall make a conditional job offer. The job offer shall be contingent on the candidate receiving a favorable recommendation on his/her psychological exam, passing his/her physical exam, and passing a drug screen.

F. Post Job Offer Testing

1. Psychological Evaluation
 - a) A psychological evaluation will be given by a State licensed psychologist or psychiatrist to determine the candidate's ability to perform essential job functions of a police officer and handle the stress of being a police officer.

b) The specific tests to be utilized will be determined and mutually agreed upon by the Chief of Police and contracting psychologist or psychiatrist.

c) The psychologist or psychiatrist shall render an opinion whether or not the candidate is suitable to be a police officer. If - in the opinion of the psychologist or psychiatrist- the candidate is not suitable to be a police officer, then the candidate shall not be hired as a police officer.

2. Medical Examination

a) A medical exam will be given by a State licensed physician to determine the candidate's ability to perform essential job functions of a police officer.

b) The Police Department will utilize a physician who is familiar with the essential job functions of a police officer.

c) The physician shall render an opinion that the candidate either passed or failed the medical examination based on candidate's ability to perform essential job functions of a police officer. If a candidate fails the medical examination, then the candidate will not be hired as a police officer,

3. Drug Screen

a) The candidate must successfully pass a drug screening test conducted by a certified drug testing laboratory.

b) If a candidate tests positive for any of the drugs that are screened for, then the candidate will not be hired as a police officer.

G. Appointments

1. If a candidate that was given a conditional job offer successfully completes the psychological, medical and drug screen, then the Chief of Police shall appoint the candidate to police officer.

2. If a candidate on the eligibility list is involved in conduct that would either make the candidate ineligible to be hired as a police officer, or was involved in conduct that - had it been known at the time of the background investigation

SECTION III

I. PROMOTIONAL PROCEDURES – POLICE DEPARTMENT

A. Detective

1. Minimum Qualifications

- a) A police officer who has successfully completed his probationary period.
- b) Satisfactory evaluations.

2. Examination & Scoring Procedure – the examination procedure shall include a written exam, a department grade, and an oral interview before the Police & Fire Commission.

a) Written Exam/Assessment Center Testing – the Department may use an established examination or produce their own written examination. Candidates must achieve a passing grade of 75% in order to continue in the examination process. The score is worth 50% of the candidate's overall score in accordance with the Germantown Professional Police Association (GPPA) contract.

b) Department Grade – a panel consisting of the Germantown Police Department Command Staff shall review and examine the candidate's work record, including – but not limited to – evaluations, commendations, discipline, sick leave usage, and information in the candidate's personnel file. The score is worth 40% of the candidate's overall score in accordance with the GPPA contract.

c) Oral Interview – the Police & Fire Commission shall interview the candidates and score the candidates' interviews. The score is worth 10% of the candidate's overall score in accordance with the GPPA contract.

3. Eligibility List

a) Based on the above scoring criteria an eligibility list shall be established. The Chief shall present the eligibility list to the Commission for its approval. If the list is approved and there is an opening for the

position of Detective, the Chief shall appoint one of the two top-ranking candidates.

b) The eligibility list shall be in place for one (1) year.

4. Probationary period – Detectives shall serve a 12 –month probationary period.

B. Lieutenant / Detective Sergeant

1. Minimum Qualifications:

a) A police officer who has successfully completed their probationary period.

b) Satisfactory evaluations.

2. Scoring Procedure – the examination procedure shall include a department grade, an oral interview before Police Department Command Staff, an oral interview in front of Command Staff from outer agencies, and the Police & Fire Commission.

3. Eligibility List

a) Based on the above scoring criteria, an eligibility list shall be established. The Chief shall present the eligibility list to the Commission for its approval.

b) If the list is approved and there is an opening for the position of Lieutenant/Detective Sergeant, the Chief shall appoint a candidate.

c) The eligibility list shall be in place for one (1) year.

4. Probationary Period – Lieutenants/Detective Sergeants shall serve a 12-month probationary period.

C. Captain

1. Minimum Qualifications

- a) A non-probationary sworn member of the Germantown Police Department Command Staff
 - b) Satisfactory evaluations.
2. Selection Process
- a) Eligible employees shall submit an application for the position to the Chief of Police.
 - b) The Chief of Police shall select candidates to interview. In selecting candidates to interview, the Chief shall take into account the employee's personal work record, education, seniority, experience, previous discipline, and his/her ability to perform the duties and responsibilities of a Captain of Police.
 - (1) Oral Interview – the Chief of Police shall interview selected candidates. The purpose of the interview is to help the Chief evaluate the employee's job knowledge, technical skills, communication skills, management skills, judgment, initiative, attitude, and leadership ability.
 - (2) Oral Interview – Police & Fire Commission. The Police & Fire Commission shall interview the candidates. The Commission shall then vote to either approve or not approve the Chief's recommendation for Captain of Police.
 - c) The Chief shall appoint the Captain of Police who will be on a one (1) year probationary period.
3. All acting positions assigned by the Chief of Police may maintain their office no longer than a two (2) month period before action is required by the Police & Fire Commission.

SECTION IV

I. HIRING PROCEDURES – ENTRANCE POSITION - FIREFIGHTER/PAID ON CALL FIREFIGHTER/EMT

A. Internal Candidates

1. Job announcement shall be posted for the time period specified in the Collective Bargaining Agreement.
2. A résumé will be submitted to the Fire Chief with copies of supporting documentation. Those meeting the minimum requirements will be forwarded to the Police & Fire Commission for review.
3. An interview with the Police & Fire Commission will be scheduled.
4. The Police & Fire Commission will provide the Fire Chief a list in alphabetical order of candidates that are eligible for appointment.
5. An Assessment Center Process may be utilized to assist the Fire Chief in determining who will be recommended to appointment.
6. Final name to be appointed will be forwarded to the Police & Fire Commission.

B. External Candidates

1. Job announcements will be posted on the Village webpage and local papers and/or websites. Applications will be available at the Fire Department, Village Hall, and will be sent to those requesting one.
2. For non-administrative positions, a written exam may be administered. This exam will be from a third party testing company.
3. A criminal and driver license background check will be completed.
4. Candidates that pass the written exam will be required to pass the Germantown Fire Department Physical Ability Exam. (With a current Candidate Physical Ability Test – CPAT – the candidate is exempt from the Germantown Fire Department Physical Assessment).

5. Those passing the written exam (minimum score 75%), and passing the physical ability exam will be forwarded to the Police & Fire Commission for an interview.
6. The Police & Fire Commission will provide the Fire Chief a list in alphabetical order of candidates that are eligible for appointment.
7. The Fire Chief, as part of a conditional offer of employment, will schedule the candidate for a medical exam in accordance with NFPA (National Fire Protection Association) 1001. A Psychological Assessment may also be required.
8. An Assessment Center Process may be utilized to assist the Fire Chief in determining who will be recommended to appointment.
9. Final name to be appointed will be forwarded to the Police & Fire Commission.

C. Paid on Call (POC) Members

1. Potential candidates will complete a Germantown Fire Department employment application. Applications are available at the fire stations.
2. A criminal and driver license background check will be completed.
3. Potential candidates will be requested to attend three (3) drills to see if this is truly the type of commitment they want to make.
4. Candidates will be required to take the Germantown Fire Department Physical Ability Exam, or present a current CPAT Certificate.
5. An interview with the Fire Chief and Deputy Chief will be conducted. Other officers may be invited to participate in the interview process.
6. Once a conditional offer is completed, the candidate will be required to pass a medical physical that meets NFPA 1001.
7. Name of approved POC members will be forwarded to the Police & Fire Commission.

SECTION V

I. PROMOTIONAL PROCEDURES – FIRE DEPARTMENT – LIEUTENANT, CAPTAIN, DEPUTY CHIEF

A. All Employees

1. Job announcements will be posted for time period as specified in the Collective Bargaining Agreement.
2. A résumé will be submitted to the Fire Chief with copies of supporting documentation. Those meeting the minimum requirements will be forwarded to the Police & Fire Commission.
3. An interview with the Police & Fire Commission and Fire Chief will be scheduled.
4. The Police & Fire Commission will provide the Fire Chief a list in alphabetical order of candidates that are eligible for appointment.
5. An Assessment Center Process may be utilized to assist the Fire Chief in determining who will be recommended to appointment.
6. Final name to be appointed will be forwarded to the Police & Fire Commission.

SECTION VI

I. HIRING PROCEDURES – POLICE CHIEF/FIRE CHIEF

A. The following are the qualifications necessary to be appointed Chief of Police in the Village of Germantown.

1. Preferred degree of a Bachelor's Degree in Police Science or related field, or a Master's Degree.
2. Graduate of the FBI National Academy, Northwestern School of Police Staff and Command, or other similar executive law enforcement school.
3. Minimum of ten (10) years of police experience.
4. Minimum of five (5) years of experience in management of a law enforcement agency with specific experience in planning, budgeting and a leadership position.
5. Must be a Wisconsin State certified law enforcement officer or the ability to be certified upon appointment.
6. Must possess a valid driver's license.

B. The following are the qualifications necessary to be appointed Fire Chief in the Village of Germantown.

1. Minimum of a Bachelor's Degree in Fire Science, Public Administration or related field. Master's Degree is preferred.
2. Completion of the National Fire Academy's Executive Fire Officer Program.
3. Minimum of ten (10) years of experience in the fire service.
4. Minimum of five (5) years of command and senior fire management experience.
5. Must possess a valid driver's license.

C. Application and Selection Procedure:

Upon notice of resignation of the chief of either department, or upon a vacancy in the office of chief of either department, the Commission shall decide whether to only accept applications from within the respective department or to also recruit outside the respective department. The Commission may start with only accepting applications from within the respective department, but may proceed with external recruitment at any time prior to the final selection of a chief of either department.

1. Job posting – the Commission shall ensure all members of the respective department are notified of the job posting and qualifications. If the Commission chooses to accept applications from outside the respective Village of Germantown, then the Commission shall choose the scope of the job posting. The Commission may seek the assistance of the Village of Germantown Administrator, or other outside consultant.

2. Application and Résumés – the Commission shall determine the application to be used. Options to consider would be the Village of Germantown's standard job application or a standard State of Wisconsin application for all law enforcement officers. In addition the Commission shall require all candidates submit résumés.

3. Application Screening Committee – the Commission shall appoint a screening committee to review all applications and résumés. The screening committee may be made up entirely of Germantown Police & Fire Commissioners, may include other Village of Germantown officials, or may include other professionals in the respective fields. The screening committee shall ensure all minimum qualifications are met, and select those candidates to be interviewed by the Commission.

4. Police & Fire Commission Interview – the Commission shall interview those candidates selected by the screening committee. The Commission shall determine the number of candidates to be interviewed and set evaluation criteria and scoring process for the interview. The Commission may choose to have a professional from the respective field advise the Commission throughout the interview process. After these interviews, the Commission shall have the option to choose a top candidate or multiple candidates to continue in the process.

5. Background Investigation – the Commission shall require a complete background investigation on the top candidates selected from the interviews. The Commission shall review all backgrounds and either choose a candidate,

decide to conduct additional interviews of remaining candidates, or review additional applications for the position.

6. Second Interview – if the Commission chooses to conduct a second interview of candidates, the Commission shall determine the number of candidates to be interviewed and set evaluation criteria and scoring process for the interview. After the second interviews, the Commission shall either make a conditional job offer or make the decision to review additional applications for the position.

7. Conditional Job Offer – when the Commission chooses a person for the position, the Chairperson of the Police & Fire Commission shall make a job offer contingent on the candidate successfully completing a drug screen, a psychological and a physical examination.

8. Psychological Examination – the Commission and the Village of Germantown's Village Administrator shall contract with a State of Wisconsin licensed psychologist or psychiatrist to conduct an examination of the candidate. The psychologist or psychiatrist shall render an opinion whether or not the candidate is suitable to be a chief of police or fire chief. The Commission shall follow the recommendation of the licensed psychologist or psychiatrist.

9. Medical Examination – the Commission and the Village Administrator shall contract with a State of Wisconsin licensed physician, who is familiar with the essential job functions of a police officer and/or firefighter, to conduct an examination of the candidate. The medical examination shall be given to determine the candidate's ability to perform essential job functions of a police officer or firefighter. The physician shall render an opinion that the candidate either passed or failed the medical examination. The Commission shall follow the recommendation of the licensed physician.

10. Drug Screen – the candidate must successfully pass a drug screening test conducted by a certified drug testing laboratory.

11. Appointment – if after being given a conditional job offer, the candidate successfully completes the drug screen psychological examination and medical examination, then the Commission shall appoint the candidate to the respective chief's position.

12. The salary and benefits package for the candidate shall be negotiated between the candidate and the Village of Germantown's Administrator.

D. Appointment of Acting Chief – upon notice of vacancy in the position of Chief of Police or Fire Chief, the Commission shall appoint an acting chief until a permanent replacement is selected. The acting chief may be a present member of the department, a past chief of the department, or a past chief of another similar law enforcement agency.

SECTION VII

I. HEARING PROCEDURES

The procedures outlined below are applicable to all quasi-judicial hearings conducted by the Commission. These hearings may arise as an appeal from disciplinary actions of a Chief, as a result of the filing of a complaint by a citizen, or as a result of Commission action.

A. When a hearing is to be held, the Chairperson of the Commission shall set the date therefor. Notice of the date, time and place of the hearing shall be given the accused* and their counsel, and the complainant, by mailing a notice by certified mail to the address of the accused as obtained from the files of the Department, or by personal service. Notice shall not be given less than five (5) days prior to the date of the hearing. A copy of the charges shall accompany the notice. The Chairperson or his/her designee shall conduct the hearing and the Commission may retain counsel for assistance during the hearing.

B. The hearing on the action shall be public. Both the accused and the complainant may be represented by an attorney and may compel the attendance of witnesses by subpoenas which shall be issued by the Chairperson of the Commission.

C. All testimony of witnesses at hearings shall be given under oath, administered by the secretary, or other member of the Commission, in the form and manner provided by Section 887.03 Wis. Statutes. A record of the testimony shall be made by a court reporter.

D. At the hearing the order shall be as follows:

1. Statement of the charges by the Chairperson.
2. Opening statements, if any, by both sides.
3. Presentation of testimony and the introduction of evidence by the complainant to substantiate the charges.
4. Cross examination of witnesses by the accused or his/her counsel.
5. One (1) additional opportunity to question witnesses by the complainant.

6. One (1) additional opportunity to cross examine witnesses by the accused or his/her attorney.
7. Presentation of a case for the accused, if any.
8. Repeat of steps 4, 5 and 6 regarding witnesses produced on behalf of the accused.
9. Opportunity for each side to present evidence in rebuttal of any evidence presented by the opposing side.
10. Closing arguments by both sides.
11. Written briefs may be filed at the discretion of the Commission.

E. At the conclusion of the hearing, the Commission shall prepare written findings of fact based upon the evidence presented and conclusions which are based upon the findings. For purposes of deliberation after the hearing, the Commission may choose to adjourn into closed session pursuant to SS 19.85 Wisconsin Statutes.

F. If the Commission determines that the charges are sustained, the accused – by order of the Commission – may be suspended, reduced in rank, suspended and reduced in rank, suspended and reduced, removed or otherwise disciplined.

G. Subsequent to the filing of charges, but prior to a hearing, the Chairperson may set a pre-hearing conference and appoint a Commissioner or other person as conferee to preside at the pre-hearing conference. The purpose of the pre-hearing conference is to narrow the issues to be heard and also to shorten the length of time necessary to complete the presentation of evidence.

H. The pre-hearing conference shall be scheduled at least five (5) days before the hearing. The accused and the complainant shall be notified in writing of the pre-hearing conference. The accused and the complainant shall appear at the pre-hearing conference and may be represented by counsel.

I. The following matters shall be accomplished at the pre-hearing conference:

1. Witness lists and any prior written or recorded statements or reports of witnesses will be exchanged between the parties (or their counsel).

2. Exhibit lists will also be exchanged between the parties (or their counsel), and each party (or their counsel) shall be permitted to physically inspect all exhibits of the other party.

3. Witnesses not on the list submitted at the pre-hearing conference will be permitted to testify at the hearing and exhibits not on the list submitted at the pre-hearing conference may be introduced at the hearing only if the Commission determines that the party (or counsel) can demonstrate a satisfactory reason for the exclusion of such witness or exhibit from the list(s) submitted at the pre-hearing conference.

J. If a party does not appear at the pre-hearing conference, either in person or by counsel, the conferee shall report this to the Commission. In the absence of the appearance of the complainant or counsel at the pre-hearing conference, the Commission shall dismiss the charges unless the party or counsel can demonstrate a satisfactory reason for non-appearance.

*Use of the word "accused" in this section shall refer to police personnel/fire personnel appealing disciplinary action of a Chief or the person against whom a complaint has been filed by a citizen, or by the Commission.

SECTION VIII

I. DISCIPLINARY ACTIONS

A. A subordinate who has been disciplined may appeal the disciplinary action to the Commission within ten (10) days of the action. Upon receipt of an appeal, the Chief shall be required to file written charges with the Commission stating the basis for the suspension or other action.

B. Any appeal from the suspension or disciplinary action of a regular member of either department by the respective Chief thereof shall be made and conducted according to Wisconsin Statutes 62.13(5). The hearing shall be held no less than ten (10) nor more than thirty (30) days after filing of charges with the Commission by the Chief.

C. The Commission may suspend a Chief for cause upon its own initiative, or pending the investigation of written charges filed by the Administrator or by the Commission which have been filed with the Chairperson of the Commission. The Commission shall not remove a Chief except upon written charges filed with the Chairperson of the Commission by the Administrator, a member of the Commission, the Commission as a body or an aggrieved person.

D. Hearings to investigate charges against a Chief shall be governed by the provision of Wisconsin Statutes 62.13(5).

E. All hearings regarding disciplinary matters shall be conducted according to the procedures in Section VII.

SECTION IX

I. CITIZEN COMPLAINT PROCEDURE

A. Any person filing charges against any member of either Department shall file the original with the Chairperson of the Commission.

B. The complaint shall be in writing and shall state the following:

1. Name, age, and address of the complainant
2. Name or other clear identification of the accused
3. Facts which give rise to the complaint including the time and place of the alleged offense
4. Names of any independent witnesses upon whose testimony the complainant relies and their current address.

C. The complaint must be signed by the individual filing the complaint.

D. If the complaint is against any member other than the Police Chief or Fire Chief, then the Chairperson of the Commission shall deliver the complaint to the respective Chief, and instruct the Chief to investigate the allegations(s).

E. Upon the completion of a personnel investigation, the Chief of the respective department shall deliver to the Commission a summary of the investigation and a recommendation as to a disposition of the complaint.

F. If the complaint is against the Police Chief or Fire Chief, then the Commission shall meet with the respective Chief and the Commission and Chief shall agree on who will be assigned to investigate the complaint. If the Commission and the Chief cannot agree, then the Commission shall have the authority to assign an investigator.

1. When the investigation is complete, the investigator shall deliver the completed investigation to the Commission and the Commission shall review the investigation and meet with the respective Chief to discuss a resolution. If the Commission and the Chief cannot agree on a resolution, then the Commission may consult with either the Village Attorney or other legal counsel to advise them.



Cost Recovery Plan

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Mission Statement

The mission of the Germantown Park & Recreation Department is to enhance the quality of life for all residents of the community through the development and maintenance of park lands and facilities as well as providing a variety of quality recreational programs and special events.

Vision Statement

We partner with the community to provide innovative and high-value parks, facilities, programs and services that promote an engaged and healthy community.

Branding Logo



Fees & Charges Philosophy

The Germantown Park & Recreation Department will recommend program fees and charges by balancing affordable fees with the need for cost recovery. Each program will be individually evaluated on a seasonal or annual basis. Direct and indirect costs will be identified and considered when determining fees and charges for each program or service.

Cost Recovery Plan Approval

The Park & Recreation Commission will review and approve the cost recovery model on an annual basis. Specific fees and charges (program user fees, rental fees, etc.) will be reviewed and approved on a seasonal basis (April, July, & November).

Definition of Services

Definition of services outlines our service classification system. Based on the pricing pyramid, each program is positioned into one of the classifications below. The classification provides the economic rational upon which decisions about fees and charges are established. The philosophy of each classification is on the pyramid is as follows:

Community Benefit (Sponsorships will be sought) – The foundational level of the pyramid is for the most part services that are available to the community as a whole. These services are offered to the public with no fee. All costs for providing these programs and services are paid from the General Fund budget (tax revenue) or sponsorships.

Examples

Parks

Trails

Park, Boulevard & Terrace Trees

Playgrounds

Athletic Fields

Shelters

Special Events (movies in the park, fireworks, Easter egg hunt, family scavenger hunt, wellness events)

Community Band Concerts

Community Partnership[^] – The second level of the pyramid represents programs and services that promote the individual physical and mental well-being as well as recreation skill development. They are the traditionally “expected” services. These program and facility costs are assigned a fee based upon direct and indirect cost.

Examples

Youth/Teen Drop in

Older Adult 50+ Drop in

Senior Van

Senior Computer Classes

Family Programs

Self-Sustaining*^ – The third level of the pyramid represents programs and services that promote individual physical and mental well-being and provide an intermediate level of recreational development. In this level, programs and services will be priced to cover all direct costs.

Examples

Adult Team Sports
Adult Drop in
Youth Team Sports (soccer, flag football, baseball, basketball, tennis)
Instructional Sports Programs (Sporties for Shorties)
Facility Rentals
Youth Enrichment Classes (science, magic, cooking)
Adult Enrichment Classes
Youth/Teen Classes (babysitter training, dance, gymnastics, poms)
Children's Dance
Preschool

Specialized Investment*^ – The fourth level of the pyramid represents specialized services generally for specific groups and may have a competitive focus. In this level, programs and services will be priced to recover full cost, including all direct and indirect costs.

Examples

Kids Klub – Before & After School & "Summer Playgrounds"
Youth Sports Camps
Day Trips
Overnight & Extended Trips
Adult Fitness
18+ Specialized Recreation Classes
Contracted Programs
Merchandise for Resale & Concessions

***Market Driven Fees** – When determining Individual and Specialized Investment fees we will evaluate the "market" price charged by other public and private entities. These fees help subsidize Community Benefit and Community Investment programs.

^Facility Fund – A nominal fee collected and deposited in a non-lapsing (no expiration) and non-reverting (does not go into the general fund) "Facility Fund" dedicated to maintaining and improving village and school district facilities used in the delivery of recreational programs.

**Germantown Park & Recreation Department
Recommended – Pricing & Cost Recovery Pyramid**



Fee Definitions

Cost is a measurement, in monetary terms, of the amount of resources used for some purpose. The agency's cost for developing and offering a program are all of the resources used to produce the program (i.e. shirts, supplies, wages, fringe benefits, transportation, credit card fee, marketing, etc.)

Price is the dollar amount the agency charges customers to participate in a program, rent a facility or purchase a commodity.

Direct Costs can be traced to a specific program (i.e. wages, supplies, transportation, etc.)

Indirect Costs are those that the agency incurs regardless of whether or not the agency delivers a program or service. Indirect costs are often referred to as "overhead" costs (i.e. facility/maintenance costs, marketing, administrative salaries/benefits, etc.)

Variable Costs are those that change directly and proportionately with the changes in the number of participants (i.e. uniforms, instruction books, etc.)

Fixed Costs do not change because they remain the same for the duration of the program regardless of the number of participants. There can be both direct and indirect fixed costs.

Changing Fixed Costs change in the same direction, but not proportionately, with changes in the volume or the number of participants. These costs do not change in the same amount for each participant added, but they are costs that change after a certain number of participants are added.

Fee Classifications

The Germantown Park & Recreation Department will utilize five (5) fees and charges for programs, facilities and services. The categories are listed below:

Program User Fees – Program user fees are charged to an individual or team for participation in an activity.

Rental Fees – Payment for the priority and/or exclusive use of a facility. Facilities include shelters, athletic fields, rooms and the senior center. Fee covers basic rental or facility and use of included equipment. Additional fees may be charged if village staff is required for set-up or clean-up.

Facility Fee – Fee charged for the maintenance and improvement of Village and School District facilities.

Family Facility Fee – Families registering for Kids Klub, Summer Kids Klub and Awesome August are required to pay an annual family facility fee (Kids Klub - \$25, Summer Kids Klub/Awesome August - \$15)

Concession Fees – Concession fees are charged to non-department and non-affiliates that are selling a product in Village owned/operated parks and facilities. The Village receives 20% of all net sales.

Contractual Services

The Germantown Park & Recreation Department uses contractual services for specialized activities such as adult fitness, adult enrichment, Poms, outdoor programs, art, etc. Fees for contractual services may include but are not limited to the cost of materials/supplies, instructor fee, direct costs and a portion of indirect costs.

Contractual services are achieved through a formal agreement between the instructor/provider and the park and recreation department.

The instructor/providers fee will be calculated using one of the following: a percentage of the establish program fee or a flat rate per activity hour. The percentage paid will vary from program to program.

Contract should be negotiated to the benefit of the park and recreation department using one of the following guidelines:

1. A percentage split of maximum 70% of collected resident fees to the contractor and a minimum of 30% to the park and recreation department. This option is to be utilized when the contractor and the department are sharing the indirect costs of the program and the contractor is assuming all direct costs. These programs are usually held at a Village owned and operated facility.
2. A percentage split of maximum 80% of collected resident fees to the contractor and a minimum of 20% to the park and recreation department. This option is to be utilized when the contractor is bearing the majority of the direct and indirect costs. These programs are usually held at the contractor's facility.
3. Any alterations to these contractual options would need to be approved by the Park & Recreation Director.

Refund Policy

Refund of fees in recreation activities shall be made under the following conditions:

1. The Park & Recreation Department cancels the program: persons registered for a program which is cancelled by the department (i.e. lack of enrollment) shall receive a full refund of fees or a credit for a future program, whichever the registrant prefers.
2. Participants Cancellation: Cancellations can be made up to three (3) working days prior to the start of a program unless otherwise indicated. You must call the office, e-mail is not accepted. Participants will receive a refund less a \$5.00 service charge for each transaction or a full credit to a future program, whichever the registrant prefers. If an injury occurs after the start of the program but before it is 50% complete, a prorated credit will be given upon receipt of doctor's excuse.
3. No refunds or credits will be issued once a class has started.
4. Class fees may not be prorated.
5. Refund policy for Youth Sports Leagues: Refunds or credits will not be issued once coaches have had their informational meeting.
6. Refund policy for Field Trips, & Craft Classes: Refunds will not be issued for these programs as the department is responsible for full payment or enrollment totals.
7. Credits on account will automatically be refunded if not used within 24 months.

Kids Klub Cancellation Policy

Cancellations will be accepted 11 business days prior to the individual date (not including the date you are cancelling) in order to receive a refund less a \$5.00 service charge or full credit to a future program. Cancellations can only be made by contacting the Park & Recreation Department office at 250-4710 (not via e-mail or through staff at your site)

Each child will receive 1 flexible cancellation per month. These days can be used to receive a household credit (not refund) even after our typical cancellation policy. Cancellations can only be made by contacting the Rec. Dept. Office at 250-4710 (not via email or through staff at your site) and cannot be "banked" to be used in future months.

Returned Checks

All returned checks will be assessed a \$25 service fee. Returned checks will result in the immediate cancellation of any facility rental. In the case of a program registration the individual will have two (2) business days from notification of the NSF check to pay the fee in cash or written money order. If the fee is not paid within two (2) business days any program registration will be considered null and void.

Residents vs Non-Residents

Village Resident is anyone who lives within the corporate boundaries of the Village of Germantown.

School District Resident is anyone who pays taxes to the Germantown School District but is not a Village of Germantown Resident. School District residents will not be assessed a non-resident surcharge when registering for any program or league that utilizes Germantown School District facilities. If however, a School District resident registers for a program or league that utilizes a Village facility a non-resident surcharge will be assessed.

Non-Resident is anyone who does not reside within the corporate boundaries of the Village of Germantown and does not pay property taxes to the Village of Germantown or the Germantown School District. In the case of non-resident participation, non-resident users contribute and additional fee or surcharge to offset their non-tax status for programs.

Financial Assistance Program

Purpose:

It is the policy of the Germantown Park & Recreation Department that program participants help defray the overall cost of activities through the assessment of fee and charges. Because the department does not wish to exclude Village of Germantown Children who are unable to afford fees due to financial hardships that may occur, a financial assistance program has been established to help families with limited financial resources.

How to Apply:

Applicants can apply for the financial assistance program at the Germantown Recreation Department located in the Germantown Village Hall. Applicants must be residents of the Village of Germantown. Applications must be received one (1) week prior to the start of the program and it is necessary to apply for financial assistance annually.

Qualifying:

The Park & Recreation Director will review financial assistance forms and supporting documents to determine how much assistance the applicant will receive based on the information provided. The amount that is determined is **non-negotiable**.

Limitations:

Financial assistance is limited to children 17 years old and younger. Each family will be able to receive assistance for three (3) classes per season per child. After three (3) classes the amount of assistance will be lowered according to the guidelines that have been established.

Additional Revenue Sources

The Germantown Park & Recreation Department relentlessly pursues additional revenue sources. These sources can include but are not limited to:

1. Federal, state, or local grants
2. Sponsorships
3. Donations – private and non-profit
4. Germantown Friends of Parks & Recreation
5. In-kind services – scouting groups
6. Parkland dedications



Germantown Park and Recreation Department
N112 W17001 Mequon Road
P.O. Box 337
Germantown, Wisconsin 53022-0337

(262) 250-4710 Fax (262) 255-2920
Information Line (262) 250-4711

PARK RENTAL POLICIES

The main use of Germantown Park and Recreation facilities is for activities, sponsored and conducted by the Park and Recreation Department. These facilities or portions thereof, when not in use in regularly scheduled Department activities, may be used by others on a first come, first reserved basis.

I. GENERAL INFORMATION

Verbal permission by any staff member of the Park and Recreation Department for the use of facilities, equipment or exceptions to any of these listed rules will not absolve the renter of his/her responsibilities as outlined in this policy.

The Village of Germantown, or any of its officers, agencies, or employees, will not be responsible for injuries or loss of, or damage to personal property occurring as a result of your activity being conducted on Village property.

Violation of any segment of this policy and/or Village codes will be just cause for the denial of future reservations of park facilities and the forfeiture of deposits made. Rowdy behavior or disturbances of the residential neighborhood adjacent to the park facility will be just cause for immediate cancellation of the activity by Department officials or the Police Department.

A. RESERVATION OF FACILITIES

1. Germantown Park and Recreation programs have first priority of use.
2. Summer facilities are open May 1st to October 31st.
3. Summer reservations start the first Monday in February.
4. Winter reservations at Kinderberg Park start the first Monday in May.
 - a. Kinderberg Park Winter reservations run from November 1st through April 30th.
5. Reservations are for a six (6) hour block of time, with additional hours available for five (\$5) dollars each hour.
6. Renters can only put one facility and date on hold at a time.
7. A facility can be placed on hold for one (1) week from the date placed.
8. Reservations can be taken over the phone, by mail, in person or on-line.
 - a. Mail reservations require a completed application & full payment.

- b. On-line reservations can be taken anytime at www.village.germantown.wi.us.
- 9. Persons renting facilities must be 21 years of age or older.
- 10. Athletic Fields
 - a. All athletic field reservations are to be made through the Department office.
 - b. The Department gives priority to Village sponsored programs over outside user groups. Athletic field reservations do not include equipment.
 - c. Preparation includes game preparation of the field for the first game of the day or evening. Additional field preparation is available through special arrangement with the Department. Only park maintenance personnel are authorized to line the grass portions of the fields or use motorized equipment to drag the infields unless special arrangement is made through the Department.
 - d. The Department will not make cancellations. Reserving parties are responsible to verify field conditions and take all steps in the cancellation/postponement of games or practice.

B. FEES, DEPOSITS, REFUNDS AND SERVICE CHARGES

- 1. Fees are based on rental of facilities, as is, and does not include special preparations, set-ups, or use of equipment which does not ordinarily belong to that facility.
- 2. A 50% service charge is assessed for cancellations made up to two (2) weeks prior to the rental date; otherwise the entire rental fee is forfeited.
 - a. Inclement weather/rain is not a valid reason for a refund.
- 3. Deposits shall be retained if:
 - a. Keys or padlocks are lost,
 - b. There is damage to the facility, equipment, or grounds,
 - c. Litter is left in or around the facility,
 - d. The facility needs additional cleaning.
- 4. Germantown youth related community organizations such as: Scouts, Germantown Kickers, Germantown Hawks, Germantown Little League, Jaguars Baseball, School Groups or by the discretion of the Park & Recreation Director, may use the Kinderberg shelter at no fee Monday thru Thursday. Friday, Saturday and Sunday use at the Kinderberg shelter or any other park facility shall require a payment of \$10.00 per hour for a maximum usage time of three hours, unless specified in other agreements.
- 5. A resident is defined as any individual or business located within the boundaries of the Village of Germantown. If you are reserving a park on behalf of a business/organization, residency is defined by the location of the business/organization, not the person reserving the shelter/facility, even if they are a Germantown resident.

C. HOURS OF USE

1. Parks hours are 6:00am to 9:00pm. All activities must stop and facilities must be cleaned and secured by 9:00pm.
2. With permission from the Park and Recreation Commission, a park facility rental time may be extended. Requests must be made two (2) months in advance of rental.

D. SALE OF REFRESHMENTS

1. If any types of refreshments are to be sold, appropriate Village licenses and permits must be secured, with copies attached to the signed facility agreement. The sale of refreshments shall follow the conditions of the beverage license obtained.
2. Beer, wine and wine coolers are permitted in designated picnic areas. Alcohol is prohibited in Wiedenbach Park.

II. GENERAL CONDITIONS OF USE

A. FACILITIES

1. Parks hours are 6:00am to 9:00pm. All activities must stop and facilities must be cleaned and secured by 9:00pm. The only exemption from this policy is Haupt Strasse Park's softball field where park hours can be extended to 10:30pm and whereas all activities must stop and facilities must be cleaned and secured by 10:30pm.
2. Facilities for rent are at the following Parks: Dheinsville, Firemen's, Haupt Strasse, Kinderberg, Schoen Laufen, and Spassland.
 - a. Dheinsville, Firemen's, Haupt Strasse, Schoen Laufen, and Spassland Parks are open air shelters.
 - b. Kinderberg Park has two (2) rental options: an open air shelter with an indoor multi-purpose room and a picnic area with no electricity.
3. All facilities have electricity except Schoen Laufen & the Kinderberg picnic area.
 - a. In the event that the electricity is not on, renters need to contact the Police Dept.
4. Rentals include the facility only. The public still has access to other park amenities, fields, restrooms, play areas, etc...
5. Kinderberg Park - Renters must take their receipt to the Police Department to pick-up a key for the multi-purpose room. The same key that accesses the multi-purpose room is used to unlock the restrooms inside the facility. The restroom doors to the outside of the facility are on a timed lock. It is important you lock the inside restroom and multi-purpose room doors after your event and the key returned to the Police Department. Do not lock or unlock the outside restroom doors - they are on a timed lock!

B. DRIVING AND PARKING OF VEHICLES

1. Driving or parking of vehicles on turf areas is prohibited.
2. At Kinderberg and Firemen's Parks pathway access to the facility is temporary only and vehicles must be removed during the duration of the event.

C. AMPLIFIED MUSIC OR SOUND SYSTEM

1. Public address systems are not allowed in the parks.
2. The volume of radios, speakers, etc., must be kept at a moderate level.

D. PETS

1. Dogs are allowed in all village parks; however they must be on a leash. Violators may be fined.

E. FIRES

1. Open fires are prohibited. You may only use fire in grills designed for such purpose and need to dispose of embers properly.

F. DECORATIONS

1. Decorating is permitted, using tape only and must be removed at the conclusion of the event. All decorations must conform to state and municipal fire codes.

G. INSURANCE

1. If, in the opinion of the Park and Recreation Department, the activity requested implies any form of hazard, risk, or liability, the renter shall be required to furnish proof of public liability and property damage insurance in specifically determined amounts which will indemnify the Village of Germantown. Such insurance must name the Village of Germantown as "Additional Insured" and have a rider on endorsement, requiring ten days' notice to the office of Park and Recreation in the event of cancellation of the policy or policies for any reason.

H. OTHER RESPONSIBILITIES

1. Any materials or equipment belonging to the renter must be removed from the facility and grounds at the conclusion of the rental unless written permission has been granted.
2. Items such as soda, beer, food, etc., purchased from dealers, may not be delivered to rented facilities prior to the reserved date and time specified on the agreement form. Deliveries of any items must not be done unless someone is there to receive said items.
3. Individuals or groups renting Park and Recreation facilities will be held responsible for the conduct of the people admitted to their activity.

III. SPECIFIC CONDITIONS OF USE

A. BUILDINGS & FACILITIES

1. Renter will be held responsible for leaving the facility in as good condition as it was found. Please observe these rules:
 - a. Do not staple, nail or tack anything to the interior or exterior of building.
 - b. Do not pour cooking grease down sink or floor drains.
 - c. Do not overload electrical outlets.
 - d. Use fire extinguishers only in an emergency.
 - e. Remove all decorations and tape.
 - f. Tables and chairs should be wiped off and returned to their proper places.
 - g. All kitchen facilities cleaned, including refrigerator, sink and counter tops.
 - h. Sweep floors.

IV. ADMINISTRATION OF POLICY

- A. The Park and Recreation Commission recognizes that there are exceptions to all rules, thus, under special circumstances, reserves the right to modify and alter these policies by a majority vote of said Commission.

V. ALL OTHER PARK RULES AND REGULATIONS NOT LISTED ARE DESCRIBED IN CHAPTER 21 OF THE MUNICIPAL CODE.

POLICE DEPARTMENT USE:

The keys for Kinderberg Parks must be picked up and **returned** to the Germantown Police Department on the day of your rental. A copy of your receipt must be presented when picking up the keys. Take this sheet with you to the Police Department.

Date: _____

Key Issued to: _____
Signature (Renter)

Print (Renter)

Time Out: _____ am / pm

Time In: _____ am / pm

Initials (Police) _____

GERMANTOWN SENIOR CENTER OPERATING POLICY

PURPOSE: This policy provides guidelines for the Germantown Senior Center (GSC) operations and to assure the safety of individuals using the GSC.

(Village employees should consult the Village of Germantown's employee handbook for policies which apply to them. Any provision in this document which is applicable to a Village employee and which conflicts with a provision of the Village employee handbook is superseded by the Village employee handbook.)

FACILITY:

1. The GSC is a smoke free environment.
2. The GSC will not release names, addresses, telephone numbers, or other personal information about GSC participants, volunteers or staff without their expressed written permission.
3. Children are welcome at the GSC for visiting only. No extended periods are allowed.
4. None of the equipment and/or furnishings may be borrowed from the GSC.
5. No person who is running for political office may speak on campaign issues at the GSC to participants unless all candidates are invited. Candidates may walk through the GSC and talk to people individually.
6. All cash received by the GSC exceeding \$5.00 will be receipted. Money will be deposited in the safe located in the GSC office or with the Village of Germantown.

KEY:

1. A key and security code will be lent only to authorized people.
2. Keys will be returned to a staff member after use.
3. Those holding a permanent key will be Director, Office Assistant, volunteer office staff, Nutrition Site Manager and Assistant, the Food Service delivery person, President of the Senior Citizens Club, and the Village Administrator, as well as building and maintenance staff.

SAFETY:

1. A. A tornado drill will be held annually. Fire and tornado emergency notices are posted at each exit.

B. TORNADO WATCH PROCEDURES:

Staff will inform individuals that a Tornado Watch is in effect and what the procedure will be if it becomes a warning.

C. TORNADO WARNING PROCEDURES:

Staff will alert all occupants of the building that a tornado has been spotted or detected by radar. Staff will prompt individuals to take shelter in the designated rooms within the Senior Center. These rooms are only interior rooms with no windows. Staff will advise individuals when it is clear.

2. A fire drill will be held annually. Smoke alarms will be checked and batteries replaced twice a year.
3. Staff will receive or update training in CPR annually.
4. Body fluid precautions:
 - A. All body fluids shall be handled by using plastic gloves.
 - B. All cleaning materials will be separately wrapped and disposed of according to Village policy handbook recommendations.
 - C. Staff will wash hands after disposing of cleaning materials and gloves.

ILLNESS OR ACCIDENTS:

1. The Director or Office Assistant shall be notified immediately when someone is not feeling well at the GSC.
2. If it appears to be serious, call the EMS immediately. **NEVER MOVE THE SICK OR INJURED INDIVIDUAL.**
3. An individual will be assigned to meet the EMS vehicle and clear traffic at the GSC entrance. All chairs and tables in the way of the EMS personnel shall be moved. Only EMS personnel shall reassure the individual and keep onlookers away.
4. Volunteers or anyone in attendance should **Never** take anyone to the doctor or the hospital, as this is the responsibility of the EMS personnel
5. If the person does refuses transportation by the EMS, the EMS personnel will have the patient sign a release. An accident report shall be completed by the GSC staff immediately following the incident.

WEATHER:

If the Germantown School District closes due to bad weather the GSC transportation program will be cancelled, however, the GSC will be open. The meal site is managed by **WASHINGTON COUNTY SENIOR RESOURCE CENTER** and operated under separate guidelines so check with the County at 1-800-616-0446 extension 4497 after 8:00 a.m. for meal-site cancellations. If the meal is **NOT** cancelled the GSCr will be closed **immediately** following the meal. During snow emergencies, the best idea is to stay home and off the roads unless absolutely necessary. Listen to radio **WBKV 1470** and TV or the **village cable station** for closings.

CEILING FANS/ THERMOMETERS:

The GSC staff are responsible for adjusting the ceiling fans or thermostats.

PROGRAM FEES:

The costs for programs or trips and tours will be determined by the Director, staff, and or the committee working on them.

VOLUNTEER RECOGNITION:

Volunteers will be recognized annually at a special event. Those to be recognized will be determined by Director and/or the Senior Center Advisory Board.

Revised: April 20th, 2009

Germantown Senior Center
W162 N11960 Park Ave.
Germantown, WI 53022
Office (262) 253-7799 Fax (262) 250-1733
www.village.germantown.wi.us

RENTAL POLICIES

The main use of Senior Center facility is for activities sponsored and conducted by the Germantown Senior Center. This facility and portions thereof, when not in use in regularly scheduled Department activities, may be used by others on a first come, first reserved basis.

I. GENERAL INFORMATION

Verbal permission by any Village employee for the use of facilities, equipment or exceptions to any of these listed items will not absolve the renter of his/her responsibilities as outlined in this policy.

The Village of Germantown, or any of its officers, agencies, or employees, will not be responsible for injuries or loss of, or damage to personal property occurring as a result of your activity being conducted on Village property.

Violation of any segment of this policy and/or Village codes will be just cause for the denial of future reservations of park facilities and the forfeiture of deposits made. Rowdy behavior or disturbances of the residential neighborhood adjacent to the park facility will be just cause for immediate cancellation of the activity by Department officials or the Police Department.

A. RESERVATION OF FACILITY

1. The Germantown Senior Center activities & events have first priority of use.
2. Reservations will be taken six (6) months in advance.
3. Renters can place one (1) date on hold at a time.
4. A room can be placed on hold for two (2) weeks from the date placed.
5. The Senior Center building is available for public use from 4:30 p.m. to 10:00 p.m. weekdays and from 8:00 a.m. to 10:00 p.m. on weekends.
6. Reservations can be taken over the phone, by mail or in person.
 - a. Mail reservations require a completed application & a full-payment with a refundable deposit.
7. Persons renting facilities must be 21 years of age or older.

B. FEES, DEPOSITS, REFUNDS AND SERVICE CHARGES

1. Fees are based on rental of facilities, as is, and does not include special preparations, set-ups, or use of equipment which does not ordinarily belong to the Senior Center.
2. To reserve a room a payment must be made in full, plus a \$100 refundable deposit. In addition a 5.6% sales tax is added to all rentals.
3. The remaining balance must be paid two weeks before the date reserved.
4. A 15% cancellation charge is assessed for cancellations made up to two (2) weeks prior to the rental date; otherwise a 50% cancellation charge is assessed for cancellation made after two (2) weeks.
5. Inclement weather is not a valid reason for a refund.
6. If the facility is not cleaned up after the event or if it is determined that there is any damage to the facilities, the renter will be held accountable and maybe charged for additional expenditures, penalties and possible fines.
7. A \$100 refundable deposit is required at the time of the reservation.
 - a. A portion or the entire deposit shall be retained if:
 1. There is damage to the facility, equipment, or grounds;
 2. Litter, debris or supplies are left in or around the facility;
 3. The facility needs additional cleaning.
8. A resident is defined as any individual or business located within the boundaries of the Village of Germantown. If you are reserving the facility on behalf of a business/organization, residency is defined by the location of the business/organization, not the person reserving the shelter/facility, even if they are a Germantown resident.

2015 Senior Center Rental Fees				
Room	Res. Fee	Non-Res. Fee	# of People	Amenities
Main Room	\$130 for 5 hours, \$20/hour each additional hour	\$195 for 5 hours, \$30/hour each additional hour	155	24 Circular 5' Tables 3 Rectangle 8' Tables 155 Chairs Kitchen: Sink, Refrigerator, Freezer, Stoves, Counters
Multi-Purpose Room	\$65 for 3 hours, \$20/hour each additional hour	\$102.50 for 3 hours, \$30/hour each additional hour	32	4 Rectangle 8' Tables 32 Chairs Microwave, Stove, Sink, Counter, Coffee Maker, Dart Board Pool Table
A 5.6% sales tax is added to all rentals, plus a \$100 refundable deposit				

C. HOURS OF USE

1. The Senior Center building is available for public use from 4:30 p.m. to 10:00 p.m. weekdays and from 8:00 a.m. to 10:00 p.m. weekends.
2. With permission from the Department Director, a rental time may be extended. Requests must be made two (2) months in advance of rental.

D. SALE OF REFRESHMENTS

1. If any types of refreshments are to be sold, appropriate Village licenses and permits must be secured, with copies attached to the signed facility agreement. The sale of refreshments shall follow the conditions of the beverage license obtained.
2. Beer, wine and wine coolers are permitted.

II. GENERAL CONDITIONS OF USE

A. FACILITIES

1. The Senior Center building is available for public use from 4:30 p.m. to 10:00 p.m. weekdays and from 8:00 a.m. to 10:00 p.m. weekends.
2. No animals are allowed with the exception of guide dogs.
3. The renter will be held responsible for leaving the facility in as good condition as it was found. Please observe these rules:
 - a. Smoking is NOT allowed in the facility.
 - b. Do not staple, nail or tack anything to the interior or exterior of facility.
 - c. Do not pour cooking grease down sink or floor drains.
 - d. Do not overload electrical outlets.
 - e. Use fire extinguishers only in an emergency.
 - f. Remove all decorations.
 - g. Tables and chairs should be wiped off and returned to their proper places.
 - h. Sweep and vacuum floors.
 - i. All kitchen facilities must be cleaned, including refrigerator, stove, sink and counter tops.
 - j. Renters must provide their own cooking supplies.

B. INSURANCE

1. If, in the opinion of the Village, the activity requested implies any form of hazard, risk, or liability, the renter shall be required to furnish proof of public liability and property damage insurance in specifically determined amounts which will indemnify the Village of Germantown. Such insurance must name the Village of Germantown as "Additional Insured" and have a rider on endorsement, requiring ten days' notice to the office of Senior Center in the event of cancellation of the policy or policies for any reason.

C. OTHER RESPONSIBILITIES

1. Any materials or equipment belonging to the renter must be removed from the facility and grounds at the conclusion of the rental, unless written permission has been granted.
2. Items such as soda, beer, food, etc., purchased from dealers, may not be delivered to the rented facilities prior to the reserved date and time as specified on the agreement.
3. Individuals or groups renting Senior Center will be held responsible for the conduct of the people admitted to their activity.

III. ADMINISTRATION OF POLICY

- A. The Senior Center Advisory Committee recognizes that there are exceptions to all rules, thus, under special circumstances, reserves the right to modify and alter these policies by a majority vote of said Committee.

VILLAGE OF GERMANTOWN SENIOR VAN PROGRAM

MISSION STATEMENT: To provide transportation to help keep the Elderly in our community healthy, active, happy and independent.

ELIGIBILITY: Persons are eligible for the Senior Van Program if: They are 60 years or older. Any person 60 years or older who has special needs to such a degree that they need to be under supervision while they are using this service may be accompanied by an aide and/or care-giver who may not be 60 plus years of age. Care-givers also are responsible to pay the normal fare.

USAGE: The transportation service will be used in accordance with the following priorities:

1. Senior Center activities
2. Nutritional - Nutrition site or grocery shopping
3. Medical appointments, doctor, dentist, etc.
4. Social activities - personal business, shopping, etc.

RESERVATIONS: Reservations must be made as far in advance as possible. A minimum of 24 hours notice is required. No unscheduled stops are allowed. Reservations not needed must be canceled before the driver leaves for pick-up. A cancellation fee of \$4.00 will be charged for any non-canceled reservations.

RESIDENCY: A resident is anyone who lives within the corporate boundaries of the Village of Germantown. Any person residing outside these limits will be considered a non-resident and assessed a fee accordingly.

SCHEDULES AND SERVICE: The Senior Van Program operates Monday thru Friday with the first pick-up at 9:00 a.m. and the last drop off at 3:15 p.m. Transportation services are arranged based on the availability of volunteer drivers and weather conditions.

AREA OF SERVICE: Origination point can be no more than 5 miles from the Germantown Senior Activity Center.

FARES: Fares are based on one-way trips. Drivers will collect fares as the passenger departs the vehicle. No checks will be accepted. All participants are charged for waiting time at a rate of \$1.50 per half hour, after the first half hour. Any additional scheduled stops along the way would be an additional charge of 50 cents per stop.

	Resident	Non-Resident
5.0 miles or less	\$1.00	\$1.25
5.1 to 10 miles	\$1.50	\$1.75
10.1 to 15.0 miles	\$2.50	\$2.75
15.1 to 20.0 miles	\$3.50	\$3.75

GENERAL POLICIES: For safety reasons the Senior Van Program will not continue to operate in inclement weather. Any decision as to when to discontinue services in these situations will be at the discretion of the Senior Director. Any calls regarding cancellation should be made to 250-4712. If the service is discontinued due to inclement weather, participants and/or their families are responsible for making their own transportation arrangements. Weather cancellation announcements will be made on WBKV 1470 AM. If Germantown schools are cancelled, the Senior Van will not operate.

Clients and/or their families are responsible for keeping their driveways, sidewalks, and walkways clear of ice and snow. The Provider is not responsible for any incidents which may occur between a person's home or destination, and the vehicle in which they are being transported. Volunteer drivers have the discretion of not entering any obstructed drive or walkway. Transportation will be denied to clients if proper access is not available, thereby making transport a danger to the driver and or client. Please note the following additional policies:

- Alcoholic beverages are not allowed in the vehicle.
- Smoking is not allowed in the vehicle.
- No open food or beverages allowed in the vehicle.
- Seat belts must be worn at all times. Clients who refuse to use a seat belt will not be transported.
- No abusive behavior, either verbal or physical, will be tolerated.
- No pets: exception being a guide dog for the visually impaired.
- The Senior Van program operates "curb service" only. Drivers are instructed not to enter a passenger's home nor attempt to lift or carry a passenger or numerous heavy packages.

The Senior Van Program is not for transporting home furnishings, appliances, or any items other than small packages.

It is suggested that riders with medical appointments explain to the receptionist that there is a van scheduled for their return trip and the time they are coming.

The Senior Van Program shall not be used for admission or discharge to or from a hospital, nursing home, day surgery, or to transport a patient from a doctors office to a hospital. We will not transport a resident of a nursing home or full care facility. Any resident of an assisted care facility wanting to be transported must have that facility sign a form verifying that this rider is physically and mentally capable of being transported unescorted in a vehicle by volunteer drivers with no medical training.

Persons who are found to be in violation of any of the above policies or who cause repeated schedule delays due to carelessness, or endanger the safety of the other passengers may be denied service.



Germantown Park and Recreation Department
N112 W17001 Mequon Road
P.O. Box 337
Germantown, Wisconsin 53022
(262) 250-4710 Fax (262) 253-8255
Information Line (262) 250-4711

GERMANTOWN SENIOR VAN PROGRAM CERTIFICATION OF TRAINING

The following employee/volunteer _____
has received training in the operation of the Germantown Senior Van. This
employee/volunteer certifies he/she has read the Germantown Senior Van Policies &
Procedures, viewed the safe driver training video, participated in on road training, and
has been able to ask any and all questions they have concerning the senior van,
especially those of safety.

This certification was made by _____
Date _____ Title _____

*The employee please sign here: _____ Date _____

Received by Senior Center Director: Date _____

Any other comments:



Germantown Park and Recreation Department
N112 W17001 Mequon Road
P.O. Box 337
Germantown, Wisconsin 53022

(262) 250-4710 Fax (262) 253-8255
Information Line (262) 250-4711

DATE: _____

VOLUNTEER VAN DRIVER

GERMANTOWN SENIOR VAN SERVICE

The following information will be placed on file with the Village of Germantown for insurance purposes. This information could be subject to a background check by the Village of Germantown.

Name _____

Address _____

City/State/Zip _____

Phone Number _____

Driver's License Number _____ Expiration Date _____

Date of Birth _____

Signature _____

OFFICE USE

Driver Orientation Given By _____

Date _____

Van Guidelines Reviewed _____

Safety Guidelines Reviewed _____

Classes or Courses Attended _____

Keys Issued _____

WAIVER OF LIABILITY RELEASE AND INDEMNIFICATION

FOR AND IN CONSIDERATION of use or provision of transportation services by Village of Germantown, N112 W17001 Mequon Road, Germantown, WI. 53022, Germantown Seniors Activity Center, Germantown Senior Citizens Club, and their individual officers, directors, employees, agents, contractors and volunteer personnel, herein referred to collectively as "Provider", to the undersigned, on a cost per mile basis, the use and enjoyment of which from time to time is acknowledged.

The undersigned undertakes to indemnify Provider and hold Provider harmless from any liability, causes of action, claim, and damages, including claims of a derivative nature, arising out of, or in any way relating to rendering by Provider, and use by the undersigned of transportation services by Provider.

The undersigned acknowledges and verifies that as the certified care-giving medical facility wherein the named rider resides, herein certify that this person wanting to be transported is physically and mentally capable of being transported **UNESCORTED** in a vehicle by volunteer drivers with **NO MEDICAL TRAINING**.

The undersigned acknowledges that he or she does not rely on any representations made by or on behalf of Provider in executing this document. The undersigned further acknowledges that he or she has read this document, understands its terms, and that this release and indemnity is entered into freely and voluntarily.

I HAVE READ, OR HAVE BEEN READ, AND UNDERSTAND THE TERMS OF THIS RELEASE.

Dated this -----day of -----, 2000.

Witness

Signature

HOLD HARMLESS AGREEMENT

Agreement made _____, between the Village of Germantown, N112 W17001
Date _____
Mequon Road, Germantown, Wi. 53022, herein referred to as service "Provider", and _____
_____ of _____
Name _____ Address _____
herein referred to as service "Client".

In consideration of the provision of transportation services by Provider to Client on a cost per mileage basis, the use and enjoyment from time to time of which is acknowledged, it is hereby agreed:

Client undertakes to indemnify Provider and hold Provider harmless from any liability or claim for any loss, damage, or injury Client may suffer as a result of or in connection with Client's use of the transportation services of Provider.

It is understood that "Provider" includes Village of Germantown, Germantown Seniors Activity Center, volunteer drivers and their families, Germantown Senior Citizens Club and their members and agents.

Provider undertakes to provide transportation services to Client and others according to the service allocation plan and rate structure then in effect, said plan and rate structure subject to change from time to time.

This agreement shall remain in effect so long as Client uses Provider's transportation services, unless revoked in writing by either party said revocation to be delivered to the parties at the above address.

CLIENT

VILLAGE OF GERMANTOWN

**ADMINISTRATIVE POLICY
VILLAGE HALL SECURITY - DOOR ACCESS CODE**

Purpose: To help ensure the safety of Village Hall employees

Policy: Do not give the Village Hall door access code out to anyone, this includes consultants and repair & maintenance people who are not Village employees. The only persons to have the Village Hall door access code are full-time and part-time employees and in some instances interns who work for the Village.



David R. Schornack
Village Administrator

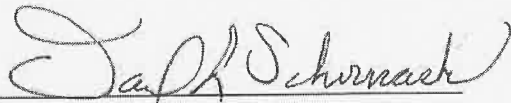
July 27, 2011
Date

**ADMINISTRATIVE POLICY
VISITOR MANAGEMENT POLICY FOR VILLAGE HALL**

Purpose: To avoid possible security problems and disruptions to employees' work due to visitors.

Policy: Citizens, who are not members of the Village Board, shall not be let into the employee area of Village Hall, i.e., they shall not be let into the office area side of the locked doors in Village Hall, unless there is an official purpose that they would need to be in an employee's office or in a conference room, rather than conducting their business across the counter.

Friends and family members may be let in to the office area by the employee that they wish to see. These meetings shall be of a personal nature, be brief and not occur very often.



David R. Schornack
Village Administrator

July 3, 2007

Date

CC: Village Board President

**ADMINISTRATIVE POLICY
REQUESTS FOR PHOTO COPIES OF PUBLIC RECORDS**

Purpose: To ensure that the Village is reimbursed for copying costs including staff time.

Policy: All persons, including Village employees, elected and appointed officials, that request Village staff to make photo copies of public records shall pay for all copies made at the rate of 25 cents per page for copies made on 8½" x 11" sheets of paper; 30 cents per page for copies made on 8½" x 14" sheets of paper; and 50 cents per page for copies made on 11" x 17" sheets of paper. A page is defined as one side of a sheet of paper, printing on both sides of a sheet will cost twice the stated prices. These charges shall apply for any copies made no matter what the copies are going to be used for or who they are going to and whether or not the request is an "official" open records request or not.

The only exception to the above charges are for Village employees who need to make copies in the course of performing their Village duties.

This policy only pertains to copies made at Village Hall and the Public Works building as the Police, Fire and Library have their policies.



David R. Schornack
Village Administrator

August 28, 2015
Date

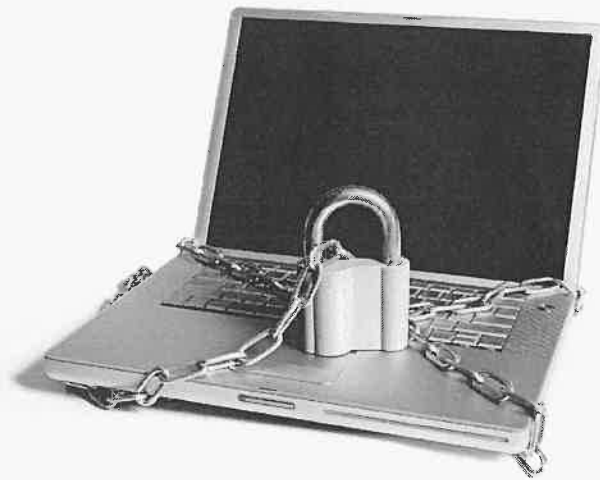
CC: Village Board President
Village Trustees
Village Employees

Village of Germantown

Water & Wastewater Utilities

Identity Theft Prevention Program

Red Flag Rules



Implemented _December 7, 2009

H-1.1

All utilities are required to comply with this regulation. The Red Flag Rule requires any entity where there is a risk of identity theft, to develop and implement an Identity Theft Prevention Program. The Program must include reasonable policies and procedures for detecting, preventing, and mitigating identity theft. The rule was issued by the Federal Reserve System, the Federal Deposit Insurance Corporation, the Federal Trade Commission, the Office of the Comptroller of the Currency, and the Office of Thrift Supervision.

The primary purpose of the rule is to protect against the establishment of false accounts and ensure existing accounts are not being manipulated. This regulation does not address or require utilities to adopt measures that will protect consumer information and prevent unauthorized access. However, implementation of good management practices to protect personal consumer data can prevent identity theft.

Identity Theft Prevention Program
For
The Village of Germantown Water & Wastewater Utilities
N112 W17001 Mequon Raod
Germantown, WI 53022
November 1, 2009

Village of Germantown Water & Wastewater Utilities Identity Theft Prevention Program

This Program is intended to identify red flags that will alert our employees when new or existing accounts are opened using false information, protect against the establishment of false accounts, methods to ensure existing accounts were not opened using false information, and measures to respond to such events.

Contact Information:

The Senior Management Person responsible for this program is:

Name: Kim Rath

Title: Finance Director

Phone number: 262-250-4700

The Governing Body Members of the Utility are:

Board Members:

- | | |
|----------------------------|------------------------|
| 1. <u>Thomas Kempinski</u> | 2. <u>David Baum</u> |
| 3. <u>Terri Kaminski</u> | 4. <u>Daniel Wing</u> |
| 5. <u>Jeff Werderman</u> | 6. <u>Melvin Ewert</u> |
| 7. <u>Al Vanderheiden</u> | 8. <u>Dean Wolter</u> |
| 9. <u>Art Zabel</u> | |

Risk Assessment

The Germantown Water & Wastewater Utilities have conducted an internal risk assessment to evaluate how at risk the current procedures are at allowing customers to create a fraudulent account and evaluate if current (existing) accounts are being manipulated. This risk assessment evaluated how new accounts were opened and the methods used to access the account information. Using this information the utility was able to identify red flags that were appropriate to prevent identity theft:

- ☐ New accounts opened In Person
 - ☐ New accounts opened via Telephone
 - ☐ New Accounts opened via U.S. Mail
 - ☐ New accounts opened via Fax
 - ☐ New accounts opened via Web
 - ☐ Account information accessed In Person
 - ☐ Account information accessed via Telephone (Person)
 - ☐ Account information is accessed via Telephone (Automated)
 - ☐ Account information is accessed via Web Site
-

Detection (Red Flags):

The Germantown Water & Wastewater Utilities adopts the following red flags to detect potential fraud. These are not intended to be all-inclusive and other suspicious activity may be investigated as necessary.

- ☐ Identification documents appear to be altered
 - ☐ Photo and physical description do not match appearance of applicant
 - ☐ Other information is inconsistent with information provided by applicant
 - ☐ Other information provided by applicant is inconsistent with information on file.
 - ☐ Application appears altered or destroyed and reassembled
 - ☐ Information commonly associated with fraudulent activity is provided by applicant (e.g. address that is a mail drop or prison, non-working phone number or associated with answering service/pager)
 - ☐ Customer fails to provide all information requested
 - ☐ Personal information provided is inconsistent with information on file for a customer
 - ☐ Applicant cannot provide information requested beyond what could commonly be found in a purse or wallet
 - ☐ Identity theft is reported or discovered
-

Response

Any employee that may suspect fraud or detect a red flag will implement the following response as applicable. All detections or suspicious red flags shall be reported to the senior management official.

- ☐ Ask applicant for additional documentation
 - ☐ Notify internal manager: Any utility employee who becomes aware of a suspected or actual fraudulent use of a customer or potential customers identity must notify Finance Director .
 - ☐ Notify law enforcement: The utility will notify the Germantown Police Department of any attempted or actual identity theft.
 - ☐ Do not open the account
 - ☐ Close the account
 - ☐ Do not attempt to collect against the account but notify authorities
-

Personal Information Security Procedures:

The Germantown Water & Wastewater Utilities adopts the following security procedures:

1. Paper documents, files and electronic media containing secure and/or personal financial information will be stored in locked file drawers
2. Only specially identified employees with a legitimate need will have access to the file
3. Employees will not leave sensitive papers out on their desks when they are away from their workstations.
4. Employees store files when leaving their work areas.
5. Employees log off their computers when leaving for the day.
6. No visitor will be given any entry codes or allowed unescorted access to the office.
7. Passwords will not be shared or posted near workstations
8. When installing new software, immediately change vendor-supplied default passwords to a more secure strong password.
9. Anti-virus programs will be run on individual computers and on servers daily.
10. When sensitive data is received or transmitted, secure connections will be used.
11. Computer passwords will be required.

12. User names and passwords will be different.
 13. Passwords will not be shared or posted near workstations
 14. The computer network will have a firewall where your network connects to the Internet.
 15. Employees will be alert to attempts at phone phishing.
 16. Employees are required to notify their supervisors immediately if there is a potential security breach.
 17. Paper records with personally identifiable financial information will be shredded before being placed into the trash.
 18. A paper shredder is available next to the photocopier near the Clerk's and Administration Offices
-

Identity Theft Prevention Program Review and Approval

This plan has been reviewed and adopted by the Germantown Village Board. Appropriate employees have been trained on the contents and procedures of this Identity Theft Prevention Program.

Signatures:

1. _____ Date _____
President

2. _____ Date _____
Village Clerk

A report will be prepared annually and submitted to the governing body to include matter related to the program, the effectiveness of the policies and procedures, the oversight and effectiveness of any third party billing and account establishment entities, a summary of any identify theft incidents and the response to the incident, and recommendations for substantial changes to the program, if any.

**BUSINESS OF THE GENERAL GOVERNMENT & FINANCE COMMITTEE
GERMANTOWN, WI**

MEETING DATE: February 23, 2016

AGENDA ITEM: New Business

ITEM TITLE: 2016 Payment to Economic Development Washington County

SUBMITTED BY: Dave Schornack, Village Administrator

SUMMARY EXPLANATION:

Attached is an invoice from Economic Development Washington County in the amount of \$10,000 for the Village's 2016 contribution. Funds have been budgeted in Municipal Development for this payment.

ATTACHMENT: ORDINANCE _____ RESOLUTION _____ OTHER X

- Copy of invoice for 2016 payment to Economic Development Washington County

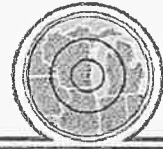
RECOMMENDATION:

To approve Economic Development Washington County's request for a contribution for 2016 in the amount of \$10,000.

From:

Economic Development Washington County
2151 North Main Street
West Bend, WI 53090
(262) 335-5769

INVOICE



BusinessReadyWi.com

ECONOMIC DEVELOPMENT WASHINGTON COUNTY

To: Village of Germantown
Attn: Dave Schornack
N112W17001 Mequon Rd
Germantown, WI 53022

Date: 1/13/2016

Invoice #

668

Description	Amount
2016 Investment in Economic Development Washington County	10,000.00
Subtotal	\$10,000.00
Additional Investment (Optional)	\$
Business Ready Wi Conference Elite Sponsorship (Investor Only Discounted Rate of \$3,000 avail. thru 3/31/2016)	\$
TOTAL	\$

Payment Information

Make check payable to: Washington County Economic Development Corporation
Attn: Christian Tscheschlok
2151 N Main Street
West Bend, WI 53090

**EDWC Mission: Economic Development Washington County
fuels growth businesses and industries for the creation of quality jobs and wealth.
THANK YOU for supporting our mission!**



January 20, 2016

Village of Germantown
Attn: Dave Schornack
N112 W17001 Mequon Road
Germantown, WI 53022

Dear Dave,

As an EDWC investor, you are on a team that has forged the kind of success others try to model.

EDWC worked with over 30 growth-oriented companies in 2015, providing them valuable opportunities to locate and accelerate their expansion or relocation projects within Washington County. These efforts resulted in an anticipated 236 new jobs and \$35.3 million in new private investment. Most importantly, taxpayer ROI increased to new heights. Every \$1 of public incentive leveraged within an EDWC growth company project, returned an average of \$10 of new private investment into the countywide economy. See the enclosed dashboard for more on the impact of your investment.

Our Business Ready Wi Conference welcomed 199 attendees over two days in October, providing c-suite decision-makers an opportunity to gain ideas, share experience and network with other area leaders on current topics ranging from innovation to workforce. Deals got seeded or gained new traction during the event...why?

- 70% of the attendees were from Washington County;
- 81% of our guests represented private sector companies; and
- 4.7 Overall satisfaction rating on a 5 point Likert scale (1=Poor and 5=Excellent).

As many post-event comments stated, those who didn't turn out, definitely missed out. We invite you to hold October 3-4 on your calendar for the 2016 conference, which will again be held at the West Bend Mutual Prairie Center. As an EDWC investor, you can uniquely elevate your company's brand among this top-flight audience through an exclusive, investor-only conference sponsorship level. We are limiting this offer to our investor renewal period only. See the enclosed to sign up at this exclusive sponsor level before it expires.

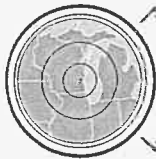
2015 also saw the EDWC team beta-testing "Workforce 20/20," which is an innovative approach to supporting businesses in their talent acquisition and retention efforts. We continue to refine the service and invite cutting-edge companies interested in participating during our "beta" phase to contact Julie Gabelmann at (262) 335-5850.

EDWC and the growth companies with whom we work continue to redefine economic development excellence. Our peers and customers recognize EDWC as one of the top 5 performing development groups in the state. We appreciate your continued partnership and support. This could not have been achieved without you.

Please don't delay and renew your investment today. Attached is an invoice currently set at the same level of investment as last year. We kindly ask that you thoughtfully consider increasing your investment for 2016. In doing so, you elevate your brand through affiliation with leading companies who choose to compete for new opportunity and scarce resources by driving impactful solutions delivered at the speed of business.

Sincerely,

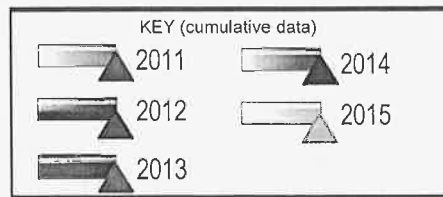
Christian Tscheschlok, CEcD
Executive Director



**Business
Ready
Wi.com**

**ECONOMIC DEVELOPMENT
WASHINGTON COUNTY**

DASHBOARD OF PERFORMANCE 2011-2015



NEW JOBS FUELED



NEW PRIVATE INVESTMENT INTO COUNTY ECONOMY



GAP FINANCING INJECTED



PROJECTS FUELED WITH SUCCESSFUL SUPPORT



EDWC'S 2011-2014 IMPACT

Why does this matter?	Jobs	Wages	Sales
Dashboard of Performance Impact	1,231	\$105,800,000	\$386,100,000
Broader Supply Chain Impact	228	\$9,500,000	\$28,000,000
Spill Over Impact	422	\$15,900,000	\$35,900,000
TOTAL ECONOMIC IMPACT ON COUNTY	1,881 NEW JOBS	\$131,200,000 NEW WAGES	\$450,000,000 NEW SALES

Source: Economic Modeling Specialists, Inc., incorporating data from the Bureau of Economic Analysis (June 2015). Analysis conducted by the Southeast Wisconsin Regional Planning Commission. Tools provided by the Wisconsin Economic Development Corporation.

**Village of Germantown
The Government & Finance Committee &
Village Board**

MEETING DATE:

GGF – February 23, 2016
Village Board - March 7, 2016

PLACEMENT:

New Business

ITEM TITLE:

Vantage Trust II Multiple Collective
Investment Funds Trust – VantageCare
Retirement Health Savings Plan

SUBMITTED BY:

Kim Rath, Finance Director

SUMMARY EXPLANATION:

We've received information from ICMA-RC regarding a change to the funds available for investment through the Retirement Health Savings Plan. Upon employee retirement, the balance of unused sick accrual, at 50 – 55% value, is placed in the VantageCare Retirement Health Savings Plan. The employee may use these funds for future health or dental insurance premiums or other health care costs. The plan has several investment options for the employee. It appears that the fund is introducing a new series of Collective Investment Trust funds, the Vantage Trust II Funds.

ICMA-RC states that the new Vantage Trust II (VT II) will offer savings to the RHS plan and participants. The Village must adopt the VTII by board action to participate.

Tyge Olson, ICMA-RC representative is available for questions.

ATTACHED : ORDINANCE ____ RESOLUTION ____ OTHER _X_

Vantage Trust II Multiple Collective Investment Funds Trust Participation Agreement

RECOMMENDATION

COMMITTEE ACTION



January 2016

Re: Changes Coming to Your VantageCare Retirement Health Savings Plan - *Action Required*

Dear RHS Plan Sponsor:

ICMA-RC is excited to introduce a new series of Collective Investment Trust ("CIT") funds, the VantageTrust II Funds ("VT II Funds"), for your VantageCare Retirement Health Savings ("RHS") plan. The VT II Funds, available exclusively through the new VantageTrust II ("VT II"), will offer significant savings to your RHS plan and participants. The Vantagepoint Funds and Dreyfus Cash Management Fund are currently available as direct investments in your RHS plan. The VT II Funds will invest in the Vantagepoint Funds and a third-party cash management fund (currently the Dreyfus Cash Management Fund).

In order for you to access the VT II Funds, you must first adopt VT II, using the enclosed *VantageTrust II Participation Agreement*. Investment through VT II offers the following benefits to your RHS plan and participants:

- **Access to lower-cost investment options.** We estimate that the CIT structure of the VT II Funds will result in an 8 basis points savings on assets currently invested in the Vantagepoint Funds and the Dreyfus Cash Management Fund. For example, a plan with \$1 million currently invested among the Vantagepoint Funds and Dreyfus Cash Management Fund would experience savings of approximately \$800 each year by switching to VT II.
- **Alignment of RHS plan and 401/457 plan fee structures.** The RHS plan administration fee, currently deducted directly from participant accounts and reflected separately on participant statements, will instead be included in the daily unit value of each VT II Fund. This is the same method applied to the VantageTrust Funds available to 401 and 457 plans, simplifying your participants' statements.
- **Governance focused on the public sector.** The VantageTrust Company ("VTC") serves as trustee to the new VantageTrust II. VTC also serves as trustee to the VantageTrust, through which the VantageTrust Funds are made available to 401 and 457 plans. Adopting VT II and investing in the VT II Funds will provide the benefit of common governance focused on the interests of public sector plans and their participants.

As plan sponsor, you must adopt VantageTrust II, using the enclosed Participation Agreement, in order to take advantage of the VT II Funds. The *Investments Mapping Chart* (also enclosed) shows how funds currently available to your RHS participants will map to the VT II Funds.

VT II Funds maintain the same investment objectives and strategies as the corresponding Vantagepoint Funds and Dreyfus Cash Management Fund currently available to your RHS plan participants. Participant assets will continue to be invested in funds with daily unit values, and transaction instructions will continue to be executed at the end of each business day. In addition, you and your participants will have access to detailed information regarding the VT II Funds through disclosure documents, which are enclosed.

(continued on back)

Your adoption of VT II will serve as instructions to ICMA-RC to transfer the Vantagepoint Funds and Dreyfus Cash Management Fund to the corresponding VT II Funds. ICMA-RC will manage the transition to VT II, and keep you and your participants informed of the timing and benefits of the transition.

VantageTrust II Disclosure, Adoption, and Investment Materials

Please review the enclosed information:

- ***VantageTrust II Participation Agreement:*** RHS plan sponsors need to execute this agreement in order to adopt VT II and become eligible to invest in VT II Funds.
- ***VantageTrust II Declaration of Trust:*** The governing document for the operation of VT II. Please review and retain a copy for your records.
- ***VantageCare Retirement Health Savings Plan – VantageTrust II Investment Options:*** Key information regarding each VT II Fund available to your RHS plan, including fund objective, strategies, asset allocation ranges, risks, and expenses.
- ***Investments Mapping Chart:*** Displays the mapping of the transfer of RHS plan assets from the Vantagepoint Funds and the Dreyfus Cash Management Fund to VT II Funds.
- ***VantageTrust II Disclosure Memorandum:*** Additional information regarding VT II and the operation of the funds it makes available to investors.

Action Needed to Invest in the VT II Funds

Sign the enclosed *VantageTrust II Participation Agreement* and return it to us by:

- mail, using the enclosed envelope addressed to ICMA-RC, ATTN: Workflow Management Team, P.O. Box 96220, Washington, D.C. 20090-6220;
- email to planadoptionsservices@icmarc.org; or
- fax to 202-682-6439, ATTN: Workflow Management Team.

Please remember to keep a copy for your records.

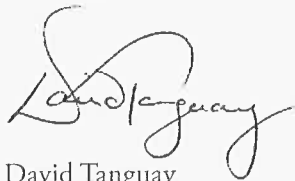
Upon receipt of your signed Participation Agreement:

1. Asset balances of, and current allocations to, the Vantagepoint Funds and the Dreyfus Cash Management Fund will be directed to the corresponding VT II Funds as illustrated in the enclosed *Investments Mapping Chart*. The date of the transfer will depend on when we receive your signed Participation Agreement. At this time, we estimate that initial transfers to VT II Funds will begin in April 2016.
2. Prior to the transfer of your RHS plan assets to VT II, we will provide notification to your RHS plan participants.

If you have any questions about adopting VT II, please contact your ICMA-RC Plan Sponsor Services team at 800-326-7272.

Thank you for your consideration.

Sincerely,



David Tanguay
Senior Vice President, Client Services

Enclosures

VantageTrust II Multiple Collective Investment Funds Trust

Participation Agreement

This Participation Agreement by and between VantageTrust Company, LLC ("Trust Company"), the trustee of the VantageTrust II Multiple Collective Investment Funds Trust (the "Trust"), and the employer executing this Participation Agreement ("Employer") on behalf of the retirement plan(s) or retirement trust(s) identified on the signature page and effective as of the date specified at the end of this Agreement (the "Retirement Trust").

RECITALS

1. The Trust Company maintains the Trust (including each separate investment fund established as a "Fund") under the Declaration of Trust dated January 1, 2015, and all other attachments thereto, as amended and in effect from time to time (the "Declaration of Trust"), as a medium for the collective investment and reinvestment of assets of certain tax-exempt, governmental pension and profit-sharing plans, and retiree welfare plans within the meaning of section 401(a)(24) of the Internal Revenue Code of 1986, as amended, and related trusts, and other eligible investors that become Participating Trusts under the Declaration of Trust (defined as "Eligible Trust" in the Declaration of Trust).
2. The Retirement Trust desires to become a Participating Trust as defined in the Declaration of Trust.

DEFINITIONS

1. Unless otherwise specified herein, any capitalized word or phrase shall have the meaning as set forth in the Declaration of Trust.

AGREEMENT

In consideration of the foregoing and the promises set forth below, the parties agree to the following:

1. **Appointment and Acceptance.** The Employer hereby acknowledges that the Trust Company has appointed ICMA Retirement Corporation ("Investment Adviser"), an investment adviser registered under the Investment Advisers Act of 1940, as an investment adviser, pursuant to the terms of the Declaration of Trust to provide advice and recommendations to the Trust Company in the management of the Funds. The Employer further acknowledges and accepts that the Trust Company is a wholly owned subsidiary of Investment Adviser.
3. **Adoption of Trust.** The Retirement Trust's participation in each Fund will at all times be subject to the terms of the Declaration of Trust, which is hereby adopted as a part of the Retirement Trust and this Participation Agreement. The Retirement Trust's participation in each Fund will also be subject to the terms of the Declaration of Trust.
4. **Acceptance of Plan.** The Trust Company accepts the Retirement Trust (including each plan forming a part thereof) as a Participating Trust as of the date specified on the execution page of this Participation Agreement.
5. **Notice of Disqualification.** In the event that the Retirement Trust ceases to be an Eligible Trust as defined in the Declaration of Trust, then, in the case of any such event, the Employer shall deliver to the Trust Company a written notice of its ceasing to be an Eligible Trust within fifteen (15) calendar days of receipt of any notice, execution of any amendment, receipt of any letter or determination of such cessation. Upon the Trust

Company's receipt of such information, in writing or otherwise, the Retirement Trust's Units shall be redeemed in accordance with the provisions of the Declaration of Trust.

WARRANTIES, REPRESENTATIONS AND COVENANTS OF EMPLOYER AND ELIGIBLE TRUST

1. Employer and Retirement Trust represent and warrant as follows:

- A. The Retirement Trust meets the definition of an "Eligible Trust" under the Declaration of Trust. This means the Retirement Trust is any of the following:
 - i. a retirement, pension, profit-sharing, stock bonus, or other employee benefit trust that is exempt from Federal income taxation under Section 501(a) of the Code by reason of qualifying under Section 401(a) of the Code; or
 - ii. an eligible governmental plan trust or custodial account under Section 457(b) of the Code that is exempt under Section 457(g) of the Code; or
 - iii. Section 401(a)(24) governmental plans; or
 - iv. any common, collective, or commingled trust fund the assets of which consist solely of assets of eligible investors in a group trust under Revenue Ruling 81-100; or
 - v. an insurance company separate account (i) the assets of which consist solely of assets of eligible investors in a group trust under Revenue Ruling 81-100, (ii) with respect to which the insurance company maintaining the separate account has entered into a written arrangement with the Trust Company consistent with the requirements of Revenue Ruling 2011-1, and (iii) the assets of which are insulated from the claims of the insurance company's general creditors; or
 - vi. any other plan, trust, or other entity that is an eligible investor in a group trust under Revenue Ruling 81-100.
- B. The Retirement Trust is established, maintained and administered under one or more documents that authorize part or all of the assets of the Retirement Trust to be transferred to, and commingled for investment purposes in, a Trust that meets the requirements of Revenue Ruling 81-100;
- C. The Declaration of Trust (including each Fund thereunder) is adopted as part of the Retirement Trust;
- D. Authorization or license from any foreign, federal, state or local regulatory authority or agency required on the part of the Employer or the Retirement Trust has been obtained and any necessary filing with any of the foregoing has been duly made.

2. Employer hereby represents and acknowledges the following:

- A. It has the requisite authority to enter into this Participation Agreement on behalf of the Retirement Trust, to authorize investments under the provisions of the documents of the Retirement Trust and to make, on behalf of the Retirement Trust, any and all certifications, covenants, representations or warranties set forth in this Agreement.

- B. It has received and reviewed the Declaration of Trust, any addenda thereto, the VantageTrust II Funds Disclosure Memorandum, and any additional materials and information it has requested describing the Trust, and its business and operation, and that in making a prudent investment decision with respect to the contribution of assets to the Trust in exchange for Units, the Employer has relied solely upon independent investigations made, directly or indirectly, by it.
 - C. It has been given the opportunity to review with the Trust Company the terms and conditions of this Participation Agreement and the Declaration of Trust, and to obtain additional information to verify the accuracy of the information contained in the aforesaid materials, and such other information as it desires to evaluate its investment in the Trust.
 - D. The Units of the Fund(s) have not been registered under the Securities Act of 1933, or the applicable securities laws of any states or other jurisdictions.
 - E. Neither the Trust nor any Fund is registered under the Investment Company Act of 1940 and investors are not entitled to the protections of that Act.
 - F. The Units of the Fund(s) are not insured by the Federal Deposit Insurance Corporation or any other type of deposit insurance coverage.
3. Employer agrees promptly to notify the Trust Company in the event that any of the representations set forth above or any information provided pursuant to the provisions hereof ceases to be accurate during the term of this Participation Agreement. Until such notice is given to the Trust Company, the Trust Company may rely on the representations contained in, and all other information provided pursuant to or as contemplated by, this Participation Agreement in connection with all matters related to the Funds and the Trust.

FEES AND EXPENSES

1. Fees and expenses incurred with respect to the Trust, including compensation of the Trustee, shall be paid in accordance with the Declaration of Trust.

MISCELLANEOUS

1. **Construction.** This Participation Agreement shall be deemed to be executed and delivered in the District of Columbia, and, except to the extent superseded by federal laws, all laws or rules of construction of the District of Columbia shall govern the rights of the parties hereto and the interpretation of provisions of this Participation Agreement.
2. **Counterparts.** This Participation Agreement may be executed in any number of separate counterparts, each of which shall be deemed an original, but the several counterparts shall together constitute one and the same Participation Agreement of the parties hereto.
3. **Amendments.** This Participation Agreement shall be automatically amended by any amendment to the Declaration of Trust, and all such amendments shall be automatically incorporated by reference herein, and any provisions of this Participation Agreement inconsistent with the terms of such amendment shall be null and void on and after the effective date of such amendment.
4. **Agreement Conflicts.** In the event that any terms of this Participation Agreement conflict with or are in addition to the terms of any Administrative Services Agreement ("ASA") between the parties, the terms of this Participation Agreement and the Declaration of Trust shall prevail. In the event that the terms of this

Participation Agreement conflict with the terms of the Declaration of Trust, the terms of the Declaration of Trust shall prevail.

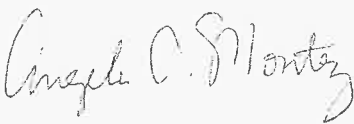
5. **Prohibited Transactions.** If the Trust Company determines that the Retirement Trust's involvement with certain assets, liabilities or transactions will result, or has resulted, in the Trust engaging in a transaction that is prohibited by the Internal Revenue Code, Securities Act of 1933, Investment Company Act of 1940 or other applicable law, the Trust Company, in its sole discretion, may take action to correct such prohibited transaction, or may treat the Retirement Trust as having withdrawn from participation and shall redeem the Retirement Trust's Units, all in accordance with the Declaration of Trust.
6. **Severability.** Each clause or term of this Participation Agreement is severable from the entire Participation Agreement, and if any clause or term is declared invalid, the remaining clauses or terms shall remain in effect.

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IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date specified below.

VantageTrust II Multiple Collective Investment Funds Trust

By: VantageTrust Company, LLC, as Trustee,

By: 
Angela Montez
Secretary

Plan/Retirement Trust:

VILLAGE OF GERMANTOWN 803018
Plan/Retirement Trust Name ICMA-RC Plan Number

By: VILLAGE OF GERMANTOWN C2343
Name of Employer or Fiduciary Customer Number

By: _____
Authorized Officer Signature Date

Printed Name and Title

Address

Telephone Number



VANTAGECARE RETIREMENT HEALTH SAVINGS PLAN VANTAGETRUST II INVESTMENT OPTIONS

The table below shows the VantageTrust II Multiple Collective Investment Funds Trust ("VantageTrust II") investment options that may be available through your VantageCare Retirement Health Savings Plan. VantageTrust II is a group trust established and maintained by VantageTrust Company, LLC, a wholly owned subsidiary of ICMA-RC. VantageTrust II provides for the commingling of assets of certain benefit trusts and benefit plans as defined in its Declaration of Trust and Participation Agreement, and is only available for investment by such eligible benefit trusts and benefit plans.

The VantageTrust II Funds are not mutual funds. Fund units are not deposits of VantageTrust Company and are not insured by the Federal Deposit Insurance Corporation or any other agency. The VantageTrust II Funds are securities that have not been registered under the Securities Act of 1933 and are exempt from investment company registration under the Investment Company Act of 1940.

Each VantageTrust II Fund, except for the VT II Cash Management Fund, invests substantially all of its assets in a series of The Vantagepoint Funds, a registered mutual fund that is sponsored by ICMA-RC and managed by its affiliate. Additional information about The Vantagepoint Funds can be found in the prospectus that is available online at www.icmarc.org/investments or by calling 800-669-7400.

Before investing in a VantageTrust II Fund you should carefully consider your investment goals, tolerance for risk, investment time horizon, and personal circumstances. There is no guarantee that a VantageTrust II Fund will meet its investment objective and you can lose money.

To ensure that you have the most current fund information, please log on to Account Access at www.icmarc.org for a complete list of investment options available in your plan or call ICMA-RC Investor Services at 800-669-7400.

For additional information regarding the VantageTrust II Funds, including a description of the principal risks, please consult the VantageTrust II Funds Disclosure Memorandum, which is available when you log in at www.icmarc.org, or upon request by calling Investor Services at 800-669-7400.

CASH MANAGEMENT FUND

VT II Cash Management Fund

FUND CODE 8856

INVESTMENT OBJECTIVE	To seek as high a level of current income as is consistent with the preservation of capital and the maintenance of liquidity.
PRINCIPAL INVESTMENT STRATEGIES	The underlying fund normally invests in a diversified portfolio of high quality, dollar-denominated short-term debt securities, including: securities issued or guaranteed as to principal and interest by the U.S. government or its agencies or instrumentalities; certificates of deposit, time deposits, bankers' acceptances, and other short-term securities issued by domestic or foreign banks or their subsidiaries or branches; repurchase agreements, including tri-party repurchase agreements; asset-backed securities; and commercial paper and other short-term corporate obligations, including those with floating or variable rates of interest. Normally, the underlying fund invests at least 25% of its net assets in bank obligations.
PRINCIPAL RISKS	Interest Rate Risk, Credit Risk, Liquidity Risk, Banking Industry Risk, Foreign Securities Risk, U.S. Government Agency Risk, U.S. Treasury Securities Risk, Repurchase Agreement Counterparty Risk, Municipal Securities Risk
ESTIMATED EXPENSE RATIO	0.83%

FIXED INCOME FUNDS

VT II Vantagepoint Low Duration Bond Fund

FUND CODE 8624

INVESTMENT OBJECTIVE	To seek total return that is consistent with preservation of capital.
PRINCIPAL INVESTMENT STRATEGIES	The underlying mutual fund invests, under normal circumstances, at least 80% of its net assets in bonds and other fixed income securities of varying maturities, and normally invests at least 65% of its net assets in bonds and other fixed income securities with more than one year to maturity. The underlying mutual fund seeks to maintain a portfolio effective duration of no greater than three years. It may invest in high yield securities ("junk bonds") and floating rate loans, as well as foreign securities and derivative instruments.
PRINCIPAL RISKS	Credit Risk, Interest Rate Risk, Asset-Backed Securities Risk, Mortgage-Backed Securities Risk, Prepayment and Extension Risk, Municipal Securities Risk, Call Risk, U.S. Government Agency Securities Risk, Foreign Securities Risk, Foreign Currency Risk, Floating Rate Loans Risk, High Yield Securities Risk, Derivative Instruments Risk, Multi-Manager Risk
ESTIMATED EXPENSE RATIO	0.84%

VT II Vantagepoint Inflation Focused Fund

FUND CODE 8675 53

INVESTMENT OBJECTIVE	To offer inflation protection and income.
PRINCIPAL INVESTMENT STRATEGIES	The underlying mutual fund invests, under normal circumstances, in a combination of (1) inflation-indexed fixed income securities or instruments, (2) other fixed income securities or instruments, and (3) inflation-linked derivatives. To the extent that the underlying mutual fund's subadvisers invest in fixed income securities that are not inflation-indexed, they may use inflation-linked derivatives in connection with such investments to seek to achieve the investment objective. The underlying mutual fund generally invests in investment grade fixed income securities.
PRINCIPAL RISKS	Inflation-Adjusted Securities Risk, Interest Rate Risk, Credit Risk, Foreign Securities Risk, Foreign Currency Risk, U.S. Government Agency Securities Risk, Derivative Instruments Risk, Call Risk, Mortgage-Backed Securities Risk, Asset-Backed Securities Risk, Municipal Securities Risk, Multi-Manager Risk
ESTIMATED EXPENSE RATIO	0.87%

U.S. STOCK FUNDS**VT II Vantagepoint Equity Income Fund**

FUND CODE 8625

INVESTMENT OBJECTIVE	To offer long-term capital growth with consistency derived from dividend yield.
PRINCIPAL INVESTMENT STRATEGIES	The underlying mutual fund invests, under normal circumstances, at least 80% of its net assets in equity securities. The underlying mutual fund seeks to invest primarily in the common stocks of U.S. companies that its subadvisers believe will pay dividends. As a result of its income focus, certain sectors or industries may be emphasized. The underlying mutual fund may exhibit greater sensitivity to certain economic factors (e.g., changing interest rates) than will the general stock market. It may invest in companies of all sizes, but generally focuses on larger capitalization companies. A portion of the underlying mutual fund invests in (or obtains exposure to) stocks included in a custom version of the Russell 1000® Value Index, following an indexed or passively managed approach to investing.
PRINCIPAL RISKS	Stock Market Risk, Preferred Stock Risk, Style Risk, Equity Income/Interest Rate Risk, Small-Cap Securities Risk, Mid-Cap Securities Risk, Indexing Risk, Foreign Securities Risk, Foreign Currency Risk, Convertible Securities Risk, Multi-Manager Risk
ESTIMATED EXPENSE RATIO	1.00%

VT II Vantagepoint Growth & Income Fund

FUND CODE 8647

INVESTMENT OBJECTIVE	To offer long-term capital growth and current income.
PRINCIPAL INVESTMENT STRATEGIES	The underlying mutual fund invests, under normal circumstances, primarily in U.S. common stocks that its subadvisers believe offer the potential for capital appreciation or that may provide current income by paying dividends. Strategies used by its subadvisers include 1) focusing on large-capitalization U.S. companies whose common stocks are believed to offer potential for price appreciation because of undervaluation, earnings growth, or both; and 2) emphasizing U.S. stocks that may pay dividends.
PRINCIPAL RISKS	Stock Market Risk, Preferred Stock Risk, Mid-Cap Securities Risk, Foreign Securities Risk, Equity Income/Interest Rate Risk, Foreign Currency Risk, Convertible Securities Risk, Multi-Manager Risk
ESTIMATED EXPENSE RATIO	0.99%

VT II Vantagepoint Growth Fund

FUND CODE 8620

INVESTMENT OBJECTIVE	To offer long-term capital growth.
PRINCIPAL INVESTMENT STRATEGIES	The underlying mutual fund invests, under normal circumstances, primarily in U.S. common stocks that are considered by its subadvisers to have above-average potential for growth. Its subadvisers emphasize stocks of well established medium- and large-capitalization firms. The underlying mutual fund also may invest in foreign equity securities, small-capitalization equity securities, U.S. preferred securities, and U.S. convertible securities.
PRINCIPAL RISKS	Stock Market Risk, Preferred Stock Risk, Foreign Securities Risk, Foreign Currency Risk, Style Risk, Small-Cap Securities Risk, Mid-Cap Securities Risk, Convertible Securities Risk, Multi-Manager Risk
ESTIMATED EXPENSE RATIO	1.03%

VT II Vantagepoint Select Value FundFUND CODE 8622 **53**

INVESTMENT OBJECTIVE	To offer long-term growth from dividend income and capital appreciation.
PRINCIPAL INVESTMENT STRATEGIES	The underlying mutual fund invests, under normal circumstances, primarily in common stocks of mid-capitalization U.S. companies that its subadvisers believe present attractive investment opportunities at favorable prices in relation to the intrinsic worth of the issuer and may offer the possibility for growth through the reinvestment of dividends. The underlying mutual fund generally seeks to invest in common stocks of companies with market capitalizations that fall within the range of companies in the Russell Midcap® Value Index. It also may invest in foreign equity securities, U.S. preferred stock, U.S. convertible securities, and small-capitalization equity securities and may invest up to 10% of its net assets in REITs.
PRINCIPAL RISKS	Stock Market Risk, Mid-Cap Securities Risk, Small-Cap Securities Risk, Equity Income/Interest Rate Risk, Style Risk, REITs Risk, Foreign Securities Risk, Foreign Currency Risk, Preferred Stock Risk, Convertible Securities Risk, Multi-Manager Risk
ESTIMATED EXPENSE RATIO	1.19%

VT II Vantagepoint Aggressive Opportunities Fund

FUND CODE 8626

INVESTMENT OBJECTIVE	To offer high long-term capital appreciation.
PRINCIPAL INVESTMENT STRATEGIES	The underlying mutual fund invests, under normal circumstances, primarily in common stocks of small- to mid-capitalization U.S. and foreign companies. One or more of its subadvisers employing an actively managed strategy seeks to select common stocks it believes offer the opportunity for high capital appreciation. In addition, a portion of the underlying mutual fund invests in (or obtains exposure to) stocks included in a custom version of the Russell Midcap® Growth Index, following an indexed or "passively managed" approach to investing. The range of stocks in which the underlying mutual fund generally invests is expected to be that of the Russell Midcap® Index.
PRINCIPAL RISKS	Stock Market Risk, Mid-Cap Securities Risk, Style Risk, Small-Cap Securities Risk, Indexing Risk, Foreign Securities Risk, Foreign Currency Risk, Derivative Instruments Risk, Preferred Stock Risk, Convertible Securities Risk, Multi-Manager Risk
ESTIMATED EXPENSE RATIO	1.05%

VT II Vantagepoint Discovery Fund

FUND CODE 8623

INVESTMENT OBJECTIVE	To offer long-term capital growth.
PRINCIPAL INVESTMENT STRATEGIES	The underlying mutual fund invests, under normal circumstances, primarily in a combination of common stocks of U.S. small-capitalization companies, Russell 2000® Index futures contracts, and U.S. and foreign fixed income securities. Its subadvisers select stocks that they believe have above average potential for growth and that generally have market capitalizations that fall within the range of companies in the Russell 2000® Index. The underlying mutual fund's U.S. and foreign fixed income securities (1) are held, in part, as collateral in conjunction with its use of futures contracts; (2) may include government and agency securities, corporate bonds, mortgage-backed securities, asset-backed securities, and municipal securities; and (3) at all times have a portfolio effective duration no greater than three years. In addition to using Russell 2000® Index futures contracts, the underlying mutual fund's subadvisers also may use other derivative instruments. The underlying mutual fund also may invest in foreign equity securities (including those of issuers located in emerging market countries), U.S. preferred stock, and U.S. and foreign convertible stock.
PRINCIPAL RISKS	Stock Market Risk, Small-Cap Securities Risk, Preferred Stock Risk, Foreign Securities Risk, Foreign Currency Risk, Convertible Securities Risk, High Yield Securities Risk, Municipal Securities Risk, Derivative Instruments Risk, Interest Rate Risk, Credit Risk, Call Risk, Mortgage-Backed Securities Risk, Asset-Backed Securities Risk, U.S. Government Agency Securities Risk, Multi-Manager Risk
ESTIMATED EXPENSE RATIO	1.17%

INTERNATIONAL FUND**VT II Vantagepoint International Fund**

FUND CODE 8645

INVESTMENT OBJECTIVE	To offer long-term capital growth and diversification by country.
PRINCIPAL INVESTMENT STRATEGIES	The underlying mutual fund invests primarily in the common stocks of companies headquartered outside the United States. Under normal circumstances, the underlying mutual fund invests at least 80% of its net assets in foreign equity securities (common and preferred stock), including securities of issuers located in emerging market countries. It also may invest in U.S. or foreign fixed income securities of any maturity, U.S. equity securities, and U.S. or foreign convertible securities.
PRINCIPAL RISKS	Stock Market Risk, Foreign Securities Risk, Emerging Markets Securities Risk, Foreign Currency Risk, Preferred Stock Risk, Small-Cap Securities Risk, Mid-Cap Securities Risk, Derivative Instruments Risk, Credit Risk, Interest Rate Risk, Convertible Securities Risk, Multi-Manager Risk
ESTIMATED EXPENSE RATIO	1.19%

VT II Vantagepoint Core Bond Index Fund

FUND CODE 8630

INVESTMENT OBJECTIVE	To offer current income by approximating the performance of the Barclays U.S. Aggregate Bond Index.
PRINCIPAL INVESTMENT STRATEGIES	The underlying mutual fund invests, under normal circumstances, at least 80% of its net assets in bonds and other fixed income securities included in the Barclays U.S. Aggregate Bond Index, selected and weighted to seek to result in investment characteristics comparable to those of that index and performance that correlates with the performance of that index. It considers To-Be-Announced ("TBA") transactions that provide substantially similar exposure to securities in the Barclays U.S. Aggregate Bond Index to be investments included within the index. The underlying mutual fund follows an indexed or "passively managed" approach to investing. A sampling technique is employed to approximate index characteristics, using fewer securities than are contained in the index.
PRINCIPAL RISKS	Interest Rate Risk, U.S. Government Agency Securities Risk, Mortgage-Backed Securities Risk, TBA Risk, Asset-Backed Securities Risk, Prepayment and Extension Risk, Credit Risk, Indexing Risk
ESTIMATED EXPENSE RATIO	0.63%

VT II Vantagepoint 500 Stock Index Fund

FUND CODE 8637

INVESTMENT OBJECTIVE	To offer long-term capital growth by approximating the performance of the S&P 500 Index.
PRINCIPAL INVESTMENT STRATEGIES	The underlying mutual fund invests, under normal circumstances, at least 90% of its net assets in stocks included in the S&P 500 Index, weighted to seek to replicate the investment characteristics of the S&P 500 Index and performance that correlates with that of the index. The underlying mutual fund follows an indexed or "passively managed" approach to investing.
PRINCIPAL RISKS	Stock Market Risk, Indexing Risk
ESTIMATED EXPENSE RATIO	0.62%

VT II Vantagepoint Broad Market Index Fund

FUND CODE 8650

INVESTMENT OBJECTIVE	To offer long-term capital growth by approximating the performance of the Russell 3000 [®] Index.
PRINCIPAL INVESTMENT STRATEGIES	The underlying mutual fund invests, under normal circumstances, at least 90% of its net assets in equity issuers included in the Russell 3000 [®] Index, selected and weighted to seek to result in investment characteristics comparable to those of that index and performance that correlates with the performance of that index. The underlying mutual fund follows an indexed or "passively managed" approach to investing.
PRINCIPAL RISKS	Stock Market Risk, Small-Cap Securities Risk, Mid-Cap Securities Risk, Indexing Risk
ESTIMATED EXPENSE RATIO	0.62%

VT II Vantagepoint Mid/Small Company Index Fund

FUND CODE 8638

INVESTMENT OBJECTIVE	To offer long-term capital growth by approximating the performance of the Russell 2500 [™] Index.
PRINCIPAL INVESTMENT STRATEGIES	The underlying mutual fund invests, under normal circumstances, at least 90% of its net assets in equity issuers included in the Russell 2500 [™] Index, selected and weighted to seek to replicate the investment characteristics of the Russell 2500 [™] Index and performance that correlates with the performance of that index. The underlying mutual fund follows an indexed or "passively managed" approach to investing.
PRINCIPAL RISKS	Stock Market Risk, Small-Cap Securities Risk, Mid-Cap Securities Risk, REITs Risk, Indexing Risk
ESTIMATED EXPENSE RATIO	0.62%

VT II Vantagepoint Overseas Equity Index Fund

FUND CODE 8636

INVESTMENT OBJECTIVE	To offer long-term capital growth and diversification by approximating the performance of the MSCI Europe Australasia Far East (EAFE) Index (Net).
PRINCIPAL INVESTMENT STRATEGIES	The underlying mutual fund invests, under normal circumstances, at least 90% of its net assets in a portfolio of the equity securities (common and preferred stock) in the MSCI Europe Australasia Far East (EAFE) Index (Net), weighted to seek to replicate the investment characteristics of that index and performance that correlates with that of the index. The underlying mutual fund follows an indexed or "passively managed" approach to investing.
PRINCIPAL RISKS	Stock Market Risk, Foreign Securities Risk, Mid-Cap Securities Risk, Foreign Currency Risk, Indexing Risk
ESTIMATED EXPENSE RATIO	0.73%

The VT II Vantagepoint Milestone Funds are target date funds and the VT II Vantagepoint Model Portfolio Funds are target risk funds. Each invests substantially all of its assets in the single Vantagepoint Milestone Fund ("Milestone Fund") or Vantagepoint Model Portfolio Fund ("Model Portfolio Fund") that shares its investment objective. In turn, each underlying Milestone Fund or Model Portfolio Fund is a "fund of funds" that invests substantially all of its assets in other Vantagepoint Funds and one or more third party ETFs. By investing in this way, each Milestone Fund or Model Portfolio Fund is exposed to the risks as well as the potential rewards of its underlying funds and of the portfolio holdings and strategies of those funds.

TARGET RISK FUNDS
VT II Vantagepoint Model Portfolio Conservative Growth Fund
FUND CODE 8852

INVESTMENT OBJECTIVE	To offer reasonable current income and capital preservation, with modest potential for capital growth.
PRINCIPAL INVESTMENT STRATEGIES	The underlying mutual fund invests in a combination of other Vantagepoint Funds and one or more third party exchange-traded funds ("ETFs") to seek to obtain exposure to approximately 61% fixed income investments, 30% equity investments, and 9% multi-strategy investments. Multi-strategy investments generally include asset classes and strategies that seek to provide additional diversification from traditional stocks and bonds. Examples may include convertible securities, derivative-based strategies, and real estate investment trusts ("REITs"), among others.
PRINCIPAL RISKS	Asset Allocation Risk, Investing in Other Investment Companies, ETF Risks, Interest Rate Risk, Credit Risk, Convertible Securities Risk, High Yield Securities Risk, Mortgage-Backed Securities Risk, Asset-Backed Securities Risk, Prepayment and Extension Risk, U.S. Government Agency Securities Risk, Stock Market Risk, Foreign Securities Risk, Emerging Markets Securities Risk, Small-Cap Securities Risk, Mid-Cap Securities Risk, Derivative Instruments Risk, Indexing Risk, Large Investor Risk
ESTIMATED EXPENSE RATIO	1.05%

VT II Vantagepoint Model Portfolio Traditional Growth Fund
FUND CODE 8853

INVESTMENT OBJECTIVE	To offer moderate capital growth and reasonable current income.
PRINCIPAL INVESTMENT STRATEGIES	The underlying mutual fund invests in a combination of other Vantagepoint Funds and one or more third party exchange-traded funds ("ETFs") to seek to obtain exposure to approximately 34% fixed income investments, 54% equity investments, and 12% multi-strategy investments. Multi-strategy investments generally include asset classes and strategies that seek to provide additional diversification from traditional stocks and bonds. Examples may include convertible securities, derivative-based strategies, and real estate investment trusts ("REITs"), among others.
PRINCIPAL RISKS	Asset Allocation Risk, Investing in Other Investment Companies, ETF Risks, Stock Market Risk, Foreign Securities Risk, Emerging Markets Securities Risk, Small-Cap Securities Risk, Mid-Cap Securities Risk, Equity Income/Interest Rate Risk, Convertible Securities Risk, High Yield Securities Risk, Interest Rate Risk, Credit Risk, Mortgage-Backed Securities Risk, Asset-Backed Securities Risk, Prepayment and Extension Risk, U.S. Government Agency Securities Risk, Derivative Instruments Risk, Indexing Risk, Large Investor Risk
ESTIMATED EXPENSE RATIO	1.07%

VT II Vantagepoint Model Portfolio Long-Term Growth Fund
FUND CODE 8854

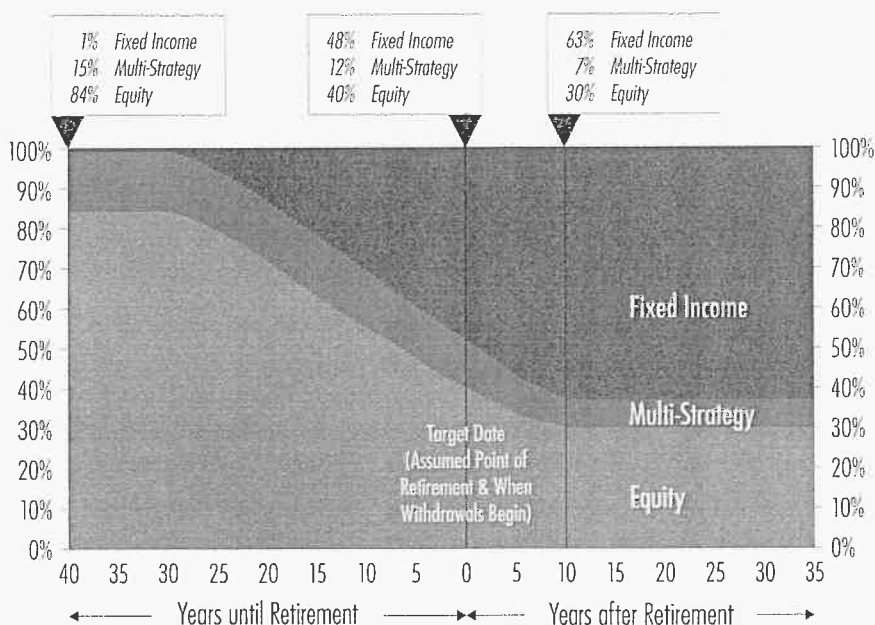
INVESTMENT OBJECTIVE	To offer high long-term capital growth and modest current income.
PRINCIPAL INVESTMENT STRATEGIES	The underlying mutual fund invests in a combination of other Vantagepoint Funds and one or more third party exchange-traded funds ("ETFs") to seek to obtain exposure to approximately 15% fixed income investments, 72% equity investments, and 13% multi-strategy investments. Multi-strategy investments generally include asset classes and strategies that seek to provide additional diversification from traditional stocks and bonds. Examples may include convertible securities, derivative-based strategies, and real estate investment trusts ("REITs"), among others.
PRINCIPAL RISKS	Asset Allocation Risk, Investing in Other Investment Companies, ETF Risks, Stock Market Risk, Foreign Securities Risk, Emerging Markets Securities Risk, Small-Cap Securities Risk, Mid-Cap Securities Risk, Equity Income/Interest Rate Risk, Convertible Securities Risk, High Yield Securities Risk, Interest Rate Risk, Credit Risk, Mortgage-Backed Securities Risk, Asset-Backed Securities Risk, Prepayment and Extension Risk, Derivative Instruments Risk, Indexing Risk, Large Investor Risk
ESTIMATED EXPENSE RATIO	1.11%

INVESTMENT OBJECTIVE	To offer high long-term capital growth.
PRINCIPAL INVESTMENT STRATEGIES	The underlying mutual fund invests, under normal circumstances, 100% of its net assets in equity funds by investing in a combination of other Vantagepoint Funds and one or more third party exchange-traded funds ("ETFs") whose assets are invested, under normal circumstances, at least 80% in equity securities (common and preferred stock) or instruments that provide equity exposure. The underlying mutual fund expects to have significant exposure to non-U.S. securities.
PRINCIPAL RISKS	Asset Allocation Risk, Investing in Other Investment Companies, ETF Risks, Stock Market Risk, Foreign Securities Risk, Emerging Markets Securities Risk, Small-Cap Securities Risk, Mid-Cap Securities Risk, Preferred Stock Risk, Equity Income/Interest Rate Risk, Indexing Risk, Large Investor Risk
ESTIMATED EXPENSE RATIO	1.15%

TARGET DATE FUNDS

The targeted allocation of each Milestone Fund's assets among underlying funds and the asset classes they represent is determined by Vantagepoint Investment Advisers, LLC ("VIA"), the investment adviser to The Vantagepoint Funds. Over time, VIA will adjust the asset allocation of each "dated" Milestone Fund to seek to become more conservative as the year designated in its name approaches and for approximately 10 years beyond the designated year. This is intended to reduce investment risk as investors move toward and into retirement. However, there is no guarantee that this goal will be achieved, and investors may lose money investing in the Milestone Funds. Ten years after the date in the Milestone Fund's name, it will reach its "landing point" and its target asset allocation becomes constant. The sequence of asset allocation changes that the dated Milestone Funds are expected to follow is known as the "glide path" and is illustrated in the chart below.

All dated Milestone Funds expect to follow the same glide path, regardless of target year.



VT II Vantagepoint Milestone Retirement Income FundFUND CODE 8850 **53**

INVESTMENT OBJECTIVE	To offer current income and opportunities for capital growth that have limited risk.
PRINCIPAL INVESTMENT STRATEGIES	The underlying mutual fund invests in a combination of other Vantagepoint Funds and one or more third party exchange-traded funds ("ETFs") to seek to obtain exposure to approximately 63% fixed income funds, 30% equity investments, and 7% multi-strategy fund. Multi-strategy investments generally include asset classes and strategies that seek to provide additional diversification from traditional stocks and bonds. Examples may include convertible securities, derivative-based strategies, and real estate investment trusts ("REITs"), among others.
PRINCIPAL RISKS	Asset Allocation Risk, Investing in Other Investment Companies, ETF Risks, Interest Rate Risk, Credit Risk, Convertible Securities Risk, High Yield Securities Risk, Mortgage-Backed Securities Risk, Asset-Backed Securities Risk, Prepayment and Extension Risk, U.S. Government Agency Securities Risk, Stock Market Risk, Foreign Securities Risk, Emerging Markets Securities Risk, Derivative Instruments Risk, Mid-Cap Securities Risk, Indexing Risk, Large Investor Risk
ESTIMATED EXPENSE RATIO	1.01%

VT II Vantagepoint Milestone 2010 Fund

FUND CODE 8857

INVESTMENT OBJECTIVE	To offer high total return consistent with the Fund's current asset allocation.
PRINCIPAL INVESTMENT STRATEGIES	The underlying mutual fund invests in a combination of other Vantagepoint Funds and one or more third party exchange-traded funds ("ETFs") using an asset allocation strategy designed for investors who retired in or around the year 2010 and would like to make gradual withdrawals from their investment. The underlying mutual fund invests in a combination of equity, fixed income, and multi-strategy investments that its investment adviser believes to be appropriate. Multi-strategy investments generally include asset classes and strategies that seek to provide additional diversification from traditional stocks and bonds. Examples may include convertible securities, derivative-based strategies, and real estate investment trusts ("REITs"), among others. As time elapses, the underlying mutual fund's allocation to equity and multi-strategy investments decreases and the its allocation to fixed income investments increases so that by June 30 of the year 2020 (10 years after the year indicated in its name), the underlying mutual fund's net assets will be invested approximately 30% in equity funds, 63% in fixed income funds, and 7% in the multi-strategy fund.
PRINCIPAL RISKS	Asset Allocation Risk, Investing in Other Investment Companies, ETF Risks, Interest Rate Risk, Credit Risk, Mortgage-Backed Securities Risk, Convertible Securities Risk, High Yield Securities Risk, Asset-Backed Securities Risk, Prepayment and Extension Risk, U.S. Government Agency Securities Risk, Stock Market Risk, Foreign Securities Risk, Emerging Markets Securities Risk, Mid-Cap Securities Risk, Derivative Instruments Risk, Indexing Risk, Large Investor Risk
ESTIMATED EXPENSE RATIO	1.02%

**VT II Vantagepoint
Milestone Funds**

2015	2020	2025	2030	2035	2040	2045	2050
FUND CODE	FUND CODE	FUND CODE	FUND CODE	FUND CODE	FUND CODE	FUND CODE	FUND CODE
8858	8859	8860	8861	8862	8863	8864	8865

INVESTMENT OBJECTIVE	To offer high total return consistent with the Fund's current asset allocation.							
PRINCIPAL INVESTMENT STRATEGIES	The corresponding underlying Vantagepoint Milestone fund invests in a combination of other Vantagepoint Funds and one or more third party exchange-traded funds ("ETFs") using an asset allocation strategy designed for investors who expect to begin making gradual withdrawals from the Fund, typically at or after retirement (assumed to occur at age 60), in or around the year stated in the underlying mutual fund's name. The underlying mutual fund invests in a combination of equity, fixed income, and multi-strategy investments that its investment adviser believes to be appropriate. Multi-strategy investments generally include asset classes and strategies that seek to provide additional diversification from traditional stocks and bonds. Examples may include convertible securities, derivative-based strategies, and real estate investment trusts ("REITs"), among others. As time elapses, the underlying mutual fund's allocation to equity and multi-strategy investments decreases and its allocation to fixed income investments increases so that by June 30 of the 10th year after the year indicated in the underlying mutual fund's name, its net assets will be invested approximately 30% in equity funds, 63% in fixed income funds, and 7% in the multi-strategy fund.							
PRINCIPAL RISKS	Asset Allocation Risk, Investing in Other Investment Companies, ETF Risks, Stock Market Risk, Foreign Securities Risk, Emerging Markets Securities Risk, Small-Cap Securities Risk, Mid-Cap Securities Risk, Equity Income/Interest Rate Risk, Convertible Securities Risk, High Yield Securities Risk, Interest Rate Risk, Credit Risk, Mortgage-Backed Securities Risk, Asset-Backed Securities Risk, Prepayment and Extension Risk, U.S. Government Agency Securities Risk, Derivative Instruments Risk, Indexing Risk, Large Investor Risk							
ESTIMATED EXPENSE RATIO	2015	2020	2025	2030	2035	2040	2045	2050
	1.02%	1.03%	1.05%	1.06%	1.09%	1.10%	1.16%	1.32%

VI.C

**Village of Germantown
The Government & Finance Committee &
Village Board**

MEETING DATE: GGF – February 23, 2016
Village Board - March 7, 2016

PLACEMENT: New Business

ITEM TITLE: State of Wisconsin Debt Collection
Agreement – Ambulance Billing Collections

SUBMITTED BY: Kim Rath, Finance Director

SUMMARY EXPLANATION:

It has been recommended by our ambulance billing provider 3Rivers Billing that it may be in our best interest to use the State of WI Debt Collection Services for delinquent accounts and to use them as our primary collections agency. There is no collection fee to pay, the fees are added to the patients debt. We will still use American Accounts & Advisors as a secondary collection agency for debts that we don't have social security numbers for. Attached is the State's agreement and information booklet.

3Rivers would still work the accounts that have respondent information and payment plans, there wouldn't be an automatic turnover after so many days.

The State adds a \$35.00 fee or 15% (whichever is greater) to the balance of the accounts they pursue. The debtor is responsible for the fee. They reduce their costs first upon account payment. 3Rivers has three other fire departments currently using the state's service and they have been seeing better success with their collections.

ATTACHED : ORDINANCE____ RESOLUTION ____ OTHER X

State Debt Collection Agreement

RECOMMENDATION

COMMITTEE ACTION

State Debt Collection Agreement

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Introduction

This agreement between the _____, (hereafter referred to as "agency") and the Wisconsin Department of Revenue (hereafter referred to as "department") will set forth the requirements and expectations of both agencies relating to the department providing debt collection services for the agency under the provisions of s. 71.93 (8), Wis. Stats.

Statutory Authority

The department is authorized pursuant to the provisions of s. 71.93(8), Wis. Stats., to enter into a written agreement to have the department collect any amount owed to the state agency.

Duties of the Agency

1. Unless stated and agreed to separately, debt sent to the department for collection must be greater than \$50.00, and shall be reduced to a judgment prior to referral of the debt, unless the agency has provided the debtor with reasonable notice and an opportunity to be heard with regard to the debt.
2. The agency shall send unpaid debt to the department for collection when the debt is more than 90 days past due, unless the agency is negotiating a repayment agreement with the debtor, the debtor has filed bankruptcy, the debtor has objected to the basis of the debt and the agency is responding to the objection, or the agency has negotiated a waiver of the time period or debt type from the Secretary of the department.
3. At least 30 days prior to referral of the debt to the department, the agency shall send notice to the debtor of the agency's intention to refer the debt to the department for collection. The notice must state the nature and amount of the debt, identify the agency to whom the debt is owed, advise the debtor that collection costs will be assessed once the debt is referred to the department, and inform the debtor of the debtor's right to appeal. Any appeal periods will have expired and all disputes resolved prior to referral of debt to the department.
4. The agency will send the following file updates in an electronic format:
 - a. New Debts: The agency will furnish information using the department's prescribed file layout. Each debtor will have a unique agency identifier and each debt will have an agency debt number. If a judgment or lien against the debtor was entered, the agency shall provide the lien number, county where the judgment or lien is filed, the names on the judgment or lien, the docket or filing number, and the amount of the judgment or lien.
 - b. Debt Updates: Any non-monetary updates to the debt amount or recall of the debt must be transmitted to the department, using the department's prescribed file layout, within 24 hours of receipt. Changes to the balance may include estimated assessments replaced by actual information, debts reduced by compromise agreement, or administrative adjustments. Any payments must be remitted to the department for posting to the department's collection case. The agency is responsible for refunding the collection fee to the debtor, if appropriate, on recalled debts.

5. The agency agrees to adjust to zero any debts certified to the department's agency setoff system either through the TRIP application, state agency mainframe or CCAP. Through this agreement, the department will offset refunds to the agency's debts through the department's collection system.
6. Once debt is referred to the department for collection, the agency will discontinue billing statements, demand letters, and active collection efforts. The agency will direct all debtor calls or requests regarding collection of the debt to the department.
7. Once a debt is referred to the department for collection, the agency will forward any payments received to the department for processing. Department collection costs must be paid even if the debtor sends full payment of the debt to the agency.
8. If the debt is compromised or settled, the agency will contact the department to determine the amount of the department's collection costs that must be remitted to the department. The agency will be responsible for any department collection costs remaining when the agency fails to consider department collection costs when accepting payments from the debtor or compromising debt.
9. The agency will not re-refer debts that have been recalled by the agency or closed and returned by the department with the exception of closed bankruptcy cases and resolved disputes.
10. Correspondence and telephone inquiries received that relate to the validity of the debt will be forwarded to the agency for a timely response. The agency will have resources available to assist debtors and department collectors with debt-related issues.
11. If the agency fails to provide accurate and timely updates to the debt and the result is an overpayment of the debt, the debt will be returned to the agency for a refund to the debtor. The agency will refund the debtor the amount of overpayment received plus the department collection costs, if appropriate.
12. If a payment or refund setoff has been posted to a debt and it is later determined that the payment or refund setoff was in excess of the debt owed to the agency, it will be the agency's responsibility to refund such excess to the debtor. If at the time of payment or refund setoff, the debtor had a debt with the agency but the agency did not adjust the debt to zero, it is the agency's responsibility to refund the administrative fee to the debtor.
13. Payments and refund setoffs that occur because of erroneous identification information provided by the agency may be corrected by the department and it is the agency's responsibility to pay any collection fees or amounts involved may be reversed.
14. The agency shall be responsible and liable for any claims or lawsuits made against the department arising from collection of a debt that is alleged to be incorrect or not owed by the debtor.
15. The agency agrees to maintain the confidentiality of all accounts, correspondence, documents and any other related information, which may be obtained from or furnished by the department. If a third party is used by the agency to manage the debts referred to the department, the third party must sign an agreement with the department and will be bound by the same confidentiality requirements. Any unauthorized use or disclosure of such

information, or inadequate procedures for safeguarding the confidentiality of such information, constitutes grounds for immediate termination of this agreement.

16. The agency will review reports transmitted, reconcile accounts and notify the department within 60 days of any discrepancies.
17. The agency will have technical staff available to maintain electronic file layouts, electronic reports, and other requirements as needed. Agency and department contact information will be periodically updated.
18. The agency and the department can agree to other collection services, such as sending notices, providing the opportunity to be heard, and filing and managing bankruptcy claims.

Duties of the Department

1. The department will take all reasonable and cost-effective actions to collect referred debts. Collection efforts may include, but are not limited to:
 - a. Identify assets available for satisfaction of debts
 - b. Send demand letters
 - c. Subpoena records
 - d. Setoff refunds
 - e. Negotiate and monitor payment plans
 - f. Enter into compromise agreements
 - g. File liens when appropriate
 - h. Levy assets
 - i. Certify wages
2. The secretary of revenue may waive the referral of certain types of debts.
3. The department shall collect debts and assess interest in the same manner that it collects taxes and assesses interest under ss. 71.82(2), 71.91, 71.92, and 73.03 (20), Wis. Stats.
4. The department will add an administrative fee to each debt referred for collection. The administrative fee will be reviewed periodically and adjusted up or down to cover all costs to the department to administer this program.
5. The department will apply payments made on delinquencies first in discharging costs, then penalties and interest, with the balance applied to principal. Once a payment or refund setoff has been posted, the agency will be notified of such postings.
6. The department will collect against debtors who owe multiple debts to various state entities. Proceeds collected will apply first to debts owed to the department, then to debts owed to state agencies, including the courts and the Legislature, in the order that the debts were referred, then to debts owed to authorities and local units of government in the order that the debts were referred.
7. The department will send a Statement of Account to the debtor monthly as long as there is account activity, such as a payment or credit to the account. If there is no recent activity, a

Statement of Account will be sent at least once every 6 months. Delinquent interest will be added to the account monthly.

8. The department may suspend collection action on an agency account temporarily if the debtor raises concerns that need to be addressed by the agency, such as the validity of the debt or whether the debt was previously paid. The debtor will be advised that they must contact the agency, and department collection action will resume in 30 days unless the agency contacts the department to request additional time or to recall the debt.
9. If a payment, refund, or refundable credit is determined to be in error or is otherwise adjusted after posting to an agency debt, the department may reverse the credit with that agency.
10. The department will close out any debt with balance that falls below \$20.00 and return the debt to the agency as too small to pursue.
11. The department will pursue debt collection for a period of 5 years. Any debt that has not been collected within 5 years or any debt that has been determined to be uncollectible will be closed out and returned to the agency.
12. The department will suspend collection action on debts if the debtor files bankruptcy. It will be the agency's responsibility to pursue a bankruptcy claim, if appropriate. The agency has the right to recall a debt when a bankruptcy has been filed if they wish to pursue separately.
13. The department will send the following update files:
 - a. Debt Response File - The department will edit and compare debtor information to the department's "history file" to determine correctness. Notification will be given to the agency whether such data was accepted or rejected in the same medium as originally submitted by the agency. If the data is accepted by the department, the department will transmit the debt number for each debt accepted to the agency.
 - b. Transaction File - The department will post transactions to the debtor's account daily. On a monthly basis an update file will be transmitted to the agency.
 - c. Return Debt File - On a quarterly basis the department will notify the agency of any collection cases that have been determined as uncollectible. For any returned debt the department will indicate whether a lien was filed, the docket date of the lien, the docket number and where it was filed.
 - d. Performance Analysis Report will be made available upon agency request.
14. Monthly, remittances will be posted to the agency's WISMART account or through electronic funds transfer (EFT) to the agency's bank account.
15. The department will have collectors available to assist debtors and the agency staff with debt-related issues. The department will resolve any debtor disputes pertaining only to the department's collection process and any collections taken by the department.
16. The department will have technical staff available to create and maintain electronic file layouts, electronic reports, and other requirements as needed. Agency and department contact information will be periodically updated.

17. The Secretary of Revenue shall be the final authority in the resolution of any interagency disputes in regard to referral of debts.

18. The department and the agency can agree to other collection services, such as sending notices, providing the opportunity to be heard, and filing and managing bankruptcy claims.

Legal Requirements

This agreement is effective upon the signing below of the agency's and department's representatives. Amendments mutually agreed to by authorized representatives of the agency and the department shall become effective when signed and dated as an ADDENDUM to this agreement. The terms of the agreement may be renegotiated upon 60 days notice by either party.

Wisconsin Department of Revenue:

By: _____

Dated: _____

Agency: _____

By: _____

Dated: _____



STAR Authorization for the Electronic Deposit of State of WI Payments

Section 1 – Taxpayer Identification Information		
Federal Employer Identification Number: example 00-0000000	Social Security Number: example 000-00-0000	
Please note: We are required to obtain your Tax Identification Number pursuant to Section 6109 of the Internal revenue Code so that we can report income paid to you to the IRS as required by law.		
Enter the Name of the State Agency Paying You or Your Company:		
Type of Transaction ☐ Add ☐ Change/Update ☐ Inactivate		
Section 2 – Contact Information		
Legal Business or Individual Name:		
Address:		
City:	State:	ZIP Code + 4:
Phone:	Email Address:	
Section 3A – New Financial Information		Section 3B – Prior Financial Information (Change /Update)
Attach Bank Verification - Information provided below must match this document.		Information provided below must match previous submission.
New Financial Institution Name:		Prior Financial Institution Name:
☐ Checking Account ☐ Savings Account		☐ Checking Account ☐ Savings Account
New Transit Routing/ABA Number:		Prior Transit Routing/ABA Number:
New Account Number:		Prior Account Number:
Section 4 – Wisconsin State Agency, Local Government, or District (As Listed Below)		
Are you a Wisconsin State Agency, Local Government, or District? ☐ Yes ☐ No		
If yes, Please Select One of the Following:		
☐ City ☐ County ☐ School District ☐ Special Tax District ☐ Technical College ☐ Town ☐ Village ☐ Other		
Entity Name:		
Is your entity in the Wisconsin Department of Revenue State Debt Collection Program? (SDC)		☐ Yes ☐ No
Is your entity in the Wisconsin Department of Revenue Tax Refund Intercept Program? (TRIP)		☐ Yes ☐ No
Does your entity receive payments (i.e. shared revenues) from WI Department of Revenue State & Local Finance?		☐ Yes ☐ No
Section 5 – Local Government Investment Pool		
Do not complete this section if your deposits should go directly to your financial institution.		
Local Government Investment Pool Number:		Sub-Account Number:

Section 6 – Read the Agreement, Sign & Date (Digital/Typed & Stamped Signatures are not accepted)

Account changes will take approximately 10-days to take effect. All bank accounts are tied to an address in our system. A separate form is required for each address. The entity listed hereby authorizes the State of Wisconsin to initiate credit entries to its bank account at the Financial Institution identified above. Additionally, this form provides the State of Wisconsin the authority to debit (withdraw) any erroneous credits (deposits) to the account. This authority shall remain in effect until the State of Wisconsin receives written notification of revocation, and has a reasonable opportunity to act on it.

☐ I have attached a copy of current voided check or deposit slip, or included a bank letter on bank letterhead signed by a bank representative. Each must include the individual or company name, routing and account numbers.

☐ Check if the entire amount of the electronic payment is ultimately deposited to a financial institution outside the U.S.

Print Name:	Title:	Date:
Authorized Signature:		
Contact Email Address:	Contact Phone Number:	

Submit completed documents to the State Agency to be invoiced.

Instructions for Completing the Authorization for the Electronic Deposit of State of Wisconsin Payments

Section 1 – Taxpayer Identification Information

- Enter your Taxpayer Identification Number (TIN) in the appropriate section (EIN or SSN).
- Enter the name of the State agency that will be paying you (i.e. Department of Revenue).
- Place a check mark to indicate the type of action.

Section 2 – Contact Information

- Enter the complete name and address of the company or individual that will be receiving the electronic deposits.
- Enter the phone number and email address of the company or individual. You will receive an email notification when your banking information has been added or updated in our system

Section 3A – New Financial Information

The image shows a sample check form with the following fields and labels:

- Your Name** (top left)
- Your Address** (top left)
- Check image** (top left, with a check icon)
- DATE** (top right)
- 1001** (top right, likely a check number)
- PAY TO THE ORDER OF** (middle left)
- \$** (middle right, with a box for the amount)
- DOLLARS** (middle right)
- Your Bank Name** (bottom left)
- MEMO** (bottom left)
- 123456789** (bottom left, 9-digit routing number)
- 0000987654321** (bottom left, account number)
- 1001** (bottom right, check number)

Below the check image, there are three labels: **9 Digit Routing Number**, **Your Account Number**, and **Check Number**.

- Enter the name of the new financial institution authorized to conduct transactions, as it should be listed in our system.
- Place a check mark to indicate the type of account in which funds are to be deposited.

- Enter the financial institution's complete nine-digit Routing number in the spaces provided (see example above)
- Enter the complete Account Number where funds are to be deposited (see example above)

Section 3B – Prior Financial Information (Required for a Change/Update)

- Enter the financial institution name, 9-digit routing number and complete Account Number (see example above).

Section 4 – Wisconsin State Agency, Local Government, or District

- If you are not a Wisconsin State Agency, Local Government, or District, check the box "No" in the first question and do not complete the rest of this section.
- If you are a Wisconsin State Agency, Local Government, or District, check the box "Yes" in the first question.
- Check the box that best identifies your Wisconsin State Agency, Local Government, or District.
 - City
 - County
 - Other (Fire Department, State Agency, University, etc.)
 - School District
 - Special Tax District (Town Sanitary, Metropolitan Sewer, or Lake Protection and Rehabilitation District)
 - Technical College
 - Town
 - Village

- Enter the name of the Wisconsin State Agency, Local Government, or District.
- Check "Yes" or "No" regarding your participation in the Department of Revenue's State Debt Collection (SDC), Tax Refund Intercept Program (TRIP), and State and Local Finance Program (Shared Revenues).

Section 5 – Local Government Investment Pool

- Do not complete if you are not a Wisconsin State Agency, Local Government, or District.
- Do not complete if you are a Wisconsin State Agency, Local Government, or District and would like your deposits made to a financial institution.
- If you are a Wisconsin State Agency, Local Government, or District and would like your deposits made to a LGIP account, provide the pool number and sub-account number you would like used for your deposits. Please leave the Financial Institution Section blank, unless you have prior financial institution information.

Section 6 – Read, Sign and Date

- Please read all of the information.
- Check the boxes to verify you acknowledge and agree with the information.
- Print your name, sign and date.

Bank Verification

- You must attach a current voided check, deposit ticket or bank letter signed by a bank representative if you are providing information for a financial institution.

Appendix 6: Implementation Plan

1. Agency Name: _____
2. Are you a current user of the Tax Refund Intercept Program (TRIP)? ☐ Yes ☐ No
 - a. If yes, please provide your six digit agency ID: _____
3. How do you plan on submitting debts to DOR?
☐ Online - My Tax Account (MTA) Please provide MTA Login ID: _____
☐ File Transfer (SFTP) Please provide WAMS Login ID: _____
4. How should DOR deposit proceeds collected on your behalf?
☐ WISMART Transfer – required if you use the state central bank (**state agencies**)

WISMART Accounting String:

FUND AGENCY
ORG CODE APPR
REVENUE SOURCE CODE OR BALANCE SHEET ACCOUNT
SUB REV ACTIVITY CODE

- ☐ Bank Account ACH transfer (**All other agencies**)

☐ Checking ☐ Savings

Bank Account Number

Bank Routing Number (9 digits)

5. What is your projected implementation date?

**STATE OF WISCONSIN
DEPARTMENT OF REVENUE
CONFIDENTIALITY AND NON-DISCLOSURE AGREEMENT**

Definitions used herein:

"Confidential Information" means all tangible and intangible information and materials, including all Personally Identifiable Information, being disclosed in connection with this Agreement, in any form or medium (and without regard to whether the information is owned by the State or by a third party), that satisfy at least one of the following criteria: (i) Personally Identifiable Information; (ii) information obtained from a Wisconsin tax return or writing and that is confidential under ss. 71.78 and 77.61(5), Wis. Stats., (iii) federal tax information that is confidential under secs. 7431, 7213, and 7213A, IRC, (iv) non-public information related to the State's employees, customers, technology (including data bases, data processing and communications networking systems), schematics, specifications, and all information or materials derived therefrom or based thereon; or (v.) information designated as confidential in writing by the State.

"Personally Identifiable Information" means an individual's last name and the individual's first name or first initial, in combination with and linked to any of the following elements, if the element is not publicly available information and is not encrypted, redacted, or altered in any manner that renders the element unreadable: (a) the individual's Social Security number; (b) the individual's driver's license number or state identification number; (c) the individual's date of birth; (d) the number of the individual's financial account, including a credit or debit card account number, or any security code, access code, or password that would permit access to the individual's financial account; (e) the individual's DNA profile; or (f) the individual's unique biometric data, including fingerprint, voice print, retina or iris image, or any other unique physical characteristic.

"Corrective Action Plan" means a plan communicated by the State to the Contractor for the Contractor to follow in the event of any threatened or actual use or disclosure of any Confidential Information that is not specifically authorized by this Agreement, or in the event that any Confidential Information is lost or cannot be accounted for by the Contractor.

Duty of Non-Disclosure and Security Precautions

Contractor shall not use Confidential Information for any purpose other than the limited purposes set forth in the Agreement. Contractor shall hold the Confidential Information in confidence, and shall not disclose such Confidential Information to any persons other than those directors, officers, employees, and agents ("*Representatives*") who have a business-related need to have access to such Confidential Information in furtherance of the limited purposes of this Agreement and who have been apprised of, and agree to maintain, the

confidential nature of such information in accordance with the terms of this Agreement. Contractor shall be responsible for the breach of this Agreement by any of its Representatives.

Contractor shall institute and/or maintain such procedures as are reasonably required to maintain the confidentiality of the Confidential Information, and shall apply the same level of care as it employs to protect its own confidential information of like nature.

Contractor shall ensure that all indications of confidentiality contained on or included in any item of Confidential Information shall be reproduced by Contractor on any reproduction, modification, or translation of such Confidential Information. If requested by the State, Contractor shall make a reasonable effort to add a proprietary notice or indication of confidentiality to any tangible materials within its possession that contain Confidential Information of the State, as directed.

Contractor shall return or destroy all Personally Identifiable Information it holds upon termination of this Agreement. After destruction of any Personally Identifiable Information, the Contractor shall certify to the department that such destruction has occurred.

Limitations on Obligations

The obligations of confidentiality assumed by Contractor pursuant to this Agreement shall not apply to the extent Contractor can demonstrate that such information:

- (i) is part of the public domain without any breach of this Agreement by Contractor;
- (ii) is or becomes generally known on a non-confidential basis, through no wrongful act of Contractor;
- (iii) was known by Contractor prior to disclosure hereunder without any obligation to keep it confidential;
- (iv) was disclosed to it by a third party which, to the best of Contractor's knowledge, is not required to maintain its confidentiality;
- (v) was independently developed by Contractor; or
- (vi) is the subject of a written agreement whereby the State consents to the disclosure of such Confidential Information by Contractor on a non-confidential basis.

Legal Disclosure

If Contractor or any of its Representatives shall be under a legal obligation in any administrative, regulatory or judicial circumstance to disclose any Confidential Information, Contractor shall give the department prompt notice thereof (unless it has a legal obligation to the contrary) so that the department may seek a

protective order or other appropriate remedy. In the event that such protective order is not obtained, Contractor and its Representatives shall furnish only that portion of the information that is legally required and shall disclose the Confidential Information in a manner reasonably designed to preserve its confidential nature.

Unauthorized Use, Disclosure, or Loss

If Contractor becomes aware of any threatened or actual use or disclosure of any Confidential Information that is not specifically authorized by this Agreement, or if any Confidential Information is lost or cannot be accounted for, Contractor shall notify the department's Contact-Liaison within the same business day the Contractor becomes aware of such use, disclosure, or loss. Such notice shall include, to the best of the Contractor's knowledge at that time, the persons affected, their identities, and the Confidential Information disclosed.

The Contractor shall take immediate steps to mitigate any harmful effects of the unauthorized use, disclosure, or loss. The Contractor shall reasonably cooperate with the department's efforts to seek appropriate injunctive relief or otherwise prevent or curtail such threatened or actual breach, or to recover its Confidential Information, including complying with a reasonable Corrective Action Plan.

If the unauthorized use, disclosure, or loss is of Personally Identifiable Information, or reasonably could otherwise identify individuals, Contractor shall, at its own cost, implement each of the following measures as directed by the State as part of a Corrective Action Plan:

1. Notify the affected individuals by mail or the method previously used by the State to communicate with the individual. If the Contractor cannot with reasonable diligence determine the mailing address of the affected individual and the State has not previously contracted with that individual, the Contractor shall provide notice by a method reasonably calculated to provide actual notice.
2. Notify consumer reporting agencies of the unauthorized release.
3. Offer credit monitoring and identity theft insurance to affected individuals from a company that is acceptable to the State and under terms that are acceptable to the State for one year from the date the individual enrolls in credit monitoring.
4. Provide a customer service or hotline to receive telephone calls and provide assistance and information to affected individuals during hours that meet the needs of the affected individuals, as established by the State.

5. Adequately staff customer service telephone lines referred to in paragraph 4 to assure an actual wait time of less than five (5) minutes for callers.

Liquidated Damages; Equitable Relief; Indemnification

Indemnification: In the event of a breach of this Section by Contractor, Contractor shall indemnify and hold harmless the State of Wisconsin and any of its officers, employees, or agents from any claims arising from the acts or omissions of the Contractor, and its subcontractors, employees and agents, in violation of this Section, including but not limited to costs of monitoring the credit of and provision of identity theft insurance to all persons whose Confidential Information was disclosed, disallowances or penalties from federal oversight agencies, and any court costs, expenses, and reasonable attorney fees, incurred by the State in the enforcement of this Section. In addition, notwithstanding anything to the contrary herein, the Contractor shall compensate the State for its actual staff time and other costs associated with the State's response to the unauthorized use or disclosure constituting the breach.

Equitable Relief: The Contractor acknowledges and agrees that the unauthorized use, disclosure, or loss of Confidential Information may cause immediate and irreparable injury to the individuals whose information is disclosed and to the State, which injury will not be compensable by money damages and for which there is not an adequate remedy available at law. Accordingly, the parties specifically agree that the State, on its own behalf or on behalf of the affected individuals, shall be entitled to obtain injunctive or other equitable relief to prevent or curtail any such breach, threatened or actual, without posting security and without prejudice to such other rights as may be available under this Agreement or under applicable law.

Liquidated Damages: The Contractor agrees that an unauthorized use or disclosure of Confidential Information may result in damage to the State's reputation and ability to serve the public interest in its administration of programs affected by this Agreement. Such amounts of damages which will be sustained are not calculable with any degree of certainty and thus shall be the amounts set forth herein. Assessment under this provision is in addition to other remedies under this Agreement and as provided in law or equity. The State shall assess damages as appropriate and notify the Contractor in writing of the assessment. The Contractor shall automatically deduct the damage assessments from the next appropriate monthly invoice, itemizing the assessment deductions on the invoice.

Liquidated Damages shall be as follows:

1. \$1000 for each individual whose Confidential Information was used or disclosed;

2. \$2500 per day for each day that the Contractor fails to substantially comply with the Corrective Action Plan.

Compliance Reviews

The State may conduct a compliance review of the Contractor's security procedures to protect Confidential Information.

Survival

This Section shall survive the termination of the Agreement.

Agency Name

Vendor Name

By _____
Signature Date

Typed or Printed Name

Wisconsin Department of Revenue

By _____
Signature Date

Diane L. Hardt
Typed or Printed Name

VILLAGE OF GERMANTOWN WASHINGTON COUNTY**RESOLUTION NO. - 16****APPROVING AMENDMENTS TO THE 2016 BUDGET
Capital Account and General Fund Carry Over**

WHEREAS, the Village Board of the Village of Germantown approved the appropriation of funds for operations for the year 2016, and,

WHEREAS, funds for various Capital Projects and General Fund expenditures were included in the 2015 Budget and have not been fully expensed, and;

WHEREAS, several projects are still ongoing, or will have its excess funds attributed to another capital project, as detailed in the attached listing, totaling \$471,661 for General Fund and \$643,428 for Capital Fund 40, and,

NOW THEREFORE BE IT RESOLVED, by the Village Board of the Village of Germantown that the 2016 Budget be amended according to the attached list, and

BE IT FURTHER RESOLVED that the Village Clerk is hereby authorized and directed to publish a copy of this Resolution as a Class I Notice in accordance with Section 65.90 (a) Wisconsin Statutes.

Introduced by: _____

Adopted: _____

Vote: Ayes: _____ Nays: _____

Dean M. Wolter, President

ATTEST:

Barbara K.D. Goeckner, MMC/WCPC
Village Clerk

Budget Amendment Resoution

DRAFT

Carry Over Projects & Equipment Purchases - 2015 to 2016

Capital Projects Fund

Account	Department	Description	Purpose	Amount	Original Budget	Amended
40-542-570-8850	Highway	Street Improvements	Signal Upgrade County Line	27,653	25,000	52,653
40-553-570-8520	Parks	Vehicles	1 Ton Truck - Delivery Feb	34,452	0	34,452
40-542-570-8810	Highway/Engineering	Asphalt paving	Asphalt Paving	407,380	1,500,000	1,907,380
		Includes Freistadt Rd improvements account \$59,000				
40-541-570-8911	Engineering	Pilgrim Road	Pilgrim Road	5,000	0	5,000
40-521-570-8430	Police Dept	Communication	2017 Audio Logger & Phone	5,168	0	5,168
				479,653		

Use of Existing Capital Funds to Offset 2016 Debt

Account	Department	Description	Purpose	Amount
40-541-570-8909	Engineering	Freistadt & Maple Signalization	Offset Ditch Enclosures 2016	100,000
40-541-570-8911	Engineering	Prior Pilgrim Rd Borrowing		13,000
40-541-570-8902	Engineering	Prior Flooding Mitigation		47,000
TIF 5		Call TIF Debt Interest Savings		3,775
				163,775

General Fund

Account	Department	Description	Purpose	Amount	Original Budget	Amended
10-563-530-4400	Planning	Contracted Services	Zoning Map	32,318	15,000	47,318
10-513-570-8100	Clerk	Misc Equipment	Voting Machine	3,600	20,500	24,100
10-521-530-3810	Police	Uniform Allowance	Backordered 2015 Ammo/Mags (PO Encumbrance)	1,140	30,000	31,140
10-480-485-5210	Police	Donations	2015 Donaitons for Honor Guard - Moving Wall	1,350	0	1,350
10-522-530-5400	Fire	Equip Repair & Maintenance	Fire Dept Equip Repair	3,960	20,000	35,326
10-522-530-5400	Fire	Equip Repair & Maintenance	Brush Truck Repair - Dive Gear Sale	11,366		
10-519-570-8242	Building & Grounds	Major Repairs - DPW Bldg	Feasability Study Shop Expansion	5,000	25,000	30,000
10-553-570-8100	Parks	Misc Equipment	Plow for Truck #301 - Delivery exp Feb	7,000	23,000	30,000
10-567-530-7950	Municipal Development	Tourism	Unspent Hotel/Motel Tax Revenue	51,372	33,391	84,763
	Library	Library County Expense	Unlaspings County Library Revenue	36,550	240,000	276,550
10-553-530-5290	Parks	Street Tree Maintenance	Use 2015 DNR Grant for 2016	5,075	72,000	77,075
10-541-570-8200	Engineering	DOT Donges Bay Payack	DOT Donges Bay Payack	216,930	0	216,930
	Various	\$108,464.76 per year				
		Move to Capital Fund (40)				
			Cover Police Cap. Projects other than 9-1-1 System & Hwy Cty Line Signal	96,000		
				471,661		



Division of Transportation System Development
Southeast Regional Office
141 N.W. Barstow Street
P.O. Box 798
Waukesha, WI 53187-0798

Scott Walker, Governor
Mark Gottlieb, P.E., Secretary
Internet: www.dot.wisconsin.gov

Telephone: (262) 548-5903
Facsimile (FAX): (262) 548-5662

E-Mail: waukesha.dtd@dot.wi.gov

October 15, 2015

Mr. David Schornack
Village Administrator
Germantown Village Hall
N112 W17001 Mequon Road
Germantown, WI 53022

Subject: ID 2712-00-01
Donges Bay Road
Division Road to STH 145

Dear Mr. Schornack

The Wisconsin Department of Transportation (WisDOT) acknowledges the challenge faced by the Village of Germantown when considering the repayment of \$216,929.52 of federal funding spent on the subject project. In an effort to ease the burden of immediate repayment, WisDOT has agreed to allow the Village to repay their debt over a two year period, with equal monthly payments beginning January 1, 2016. WisDOT has also agreed to forgo charging interest on this debt over the same period.

WisDOT strongly prefers to avoid reducing the Village's General Transportation Aids (GTA) payment to reconcile this debt. However, WisDOT retains the option of withholding GTA payments as a means of collecting the funds in a timely manner.

Your cooperation is greatly appreciated in this effort. In acknowledgement, please sign the attached repayment schedule and return the signed document to me at the above address. Please feel free to call me with any questions or concerns at (262)548-8789.

Sincerely,

A handwritten signature in cursive script that reads "Robert Schmidt".

Robert Schmidt, P.E.
Local Program Manager, WisDOT, SE Region

c: Sherri Voigt
Brionne Bischke

Village of Germantown Payment Schedule

2712-00-01
Donges Bay Road
Division Road to STH 145

<u>Payment Due</u>	<u>Amount</u>
1/1/16	\$9,038.73
2/1/16	\$9,038.73
3/1/16	\$9,038.73
4/1/16	\$9,038.73
5/1/16	\$9,038.73
6/1/16	\$9,038.73
7/1/16	\$9,038.73
8/1/16	\$9,038.73
9/1/16	\$9,038.73
10/1/16	\$9,038.73
11/1/16	\$9,038.73
12/1/16	\$9,038.73
1/1/17	\$9,038.73
2/1/17	\$9,038.73
3/1/17	\$9,038.73
4/1/17	\$9,038.73
5/1/17	\$9,038.73
6/1/17	\$9,038.73
7/1/17	\$9,038.73
8/1/17	\$9,038.73
9/1/17	\$9,038.73
10/1/17	\$9,038.73
11/1/17	\$9,038.73
12/1/17	\$9,038.73

As an authorized representative of the Village of Germantown, I certify that the Village is in agreement with the repayment schedule shown above. The Village agrees to pay the Wisconsin Department of Transportation twenty four equal monthly payments of \$9,038.73, beginning January 1, 2016.

Signature

Title

Date

VILLAGE OF GERMANTOWN – WASHINGTON COUNTY

RESOLUTION NO. - 16

**RESOLUTION AUTHORIZING THE CHARGE OFF OF UNCOLLECTED
2014 DELINQUENT PERSONAL PROPERTY TAXES**

WHEREAS, Personal Property Taxes are settled in full with the taxing jurisdictions during the February settlement and various 2014 personal property taxes due to the Village of Germantown remain unpaid and are deemed uncollectible, and,

WHEREAS, for taxes assessed as of January 1, 2011, a taxation district may only charge back personal property taxes if the taxes are owed by an entity that has ceased operations, or filed a petition for bankruptcy, or are due on personal property that has been removed from the next assessment roll, the Village Treasurer has, in accordance with the provisions of Section 74.42 (1) Wisconsin Statutes, charged back to each taxing jurisdiction its proportional share of the uncollected personal property taxes, and,

WHEREAS, other delinquent accounts have been sent to Waukesha County for further collection efforts or are being pursued internally, and,

NOW THEREFORE BE IT RESOLVED, by the Village Board of the Village of Germantown, Washington County, Wisconsin, that the following uncollected 2014 personal property taxes will be removed from the general ledger: Please see attached listing of accounts which total \$8,399.94, of which the Village share will be **\$2,268.13**

Introduced by: _____

Date Adopted: _____

Vote: Ayes: _____ Nays: _____

Dean M. Wolter, Village President

ATTEST:

Barbara K.D.Goeckner, MMC/WCPC
Village Clerk

**Business of the Village Board
and/or
General Government & Finance Committee
Germantown, WI**

MEETING DATE: February 23, 2016 General Government & Finance Comm

PLACEMENT: New Business

ITEM TITLE: Resolution to Charge off 2014 delinquent Personal Property

SUBMITTED BY: Kim Rath, Finance Director

SUMMARY EXPLANATION:

Attached is a listing of delinquent 2014 Personal Property Taxes. The amounts applicable to other taxing authorities have been charged back. The Village's share is \$2,268.13. The majority of the accounts are either out of business or no longer in the Village. Other accounts that are still deemed collectible will be pursued by Waukesha County collections or pursued internally.

For taxes assessed as of January 1, 2011 a taxation district may **only** charge-back personal property taxes if the taxes are owed by an entity that had ceased operations, or filed a petition for bankruptcy, or are due on personal property that has been removed from the next assessment roll. The Village will need to work closely with our Assessing firm to monitor habitually unpaid accounts to determine whether the should be either removed from the tax roll all together or pursued more aggressively through collections or the court system. Our inability to charge back accounts that are appropriately taxed, yet not paid, will be costly to the Village.

ATTACHMENT: ORDINANCE___ RESOLUTION_XX___ OTHER___

RECOMMENT: Approval GGF - Positive Recommendation to Forward to VB

Village of Germantown

CHARGE OFF OF DELINQUENT 2014 PERSONAL PROPERTY TAXES - 03/02/15

0.009 0.144 0.270 0.153 0.509 0.068

	Due From State	Due From County	Due From Village	Due From School	Due From MATC	TOTAL	CONDITION
PA22300109							
PD8880410							
PH21300109							
PK88806501							
PO88820013							
PR88810021							
PS26410003							
PS888200101							
AN EYE FOR DESIGN	7.06	112.01	209.73	395.06	52.85	776.71	3
DYNAMIC HOME SOLUTIONS	1.69	26.84	50.27	94.68	12.67	186.15	3
HILLSIDE METAL PRODUCTS	27.69	439.24	822.44	1,549.26	207.27	3,045.90	3
KANKETA	1.69	26.84	50.27	94.68	12.67	186.15	3
OLIVE GARDEN	30.77	488.05	913.82	1,721.40	230.30	3,384.34	3
REICHARDS PERFORMANCE	1.53	24.40	45.70	86.07	11.51	169.21	3
SAGE SOLUTIONS	3.38	53.69	100.52	189.36	25.33	372.28	3
STAR WHOLESALE	2.54	40.27	75.38	142.01	19.00	279.20	3

76.35 1,211.34 2,268.13 4,272.52 571.60 8,399.94

County & State Portion

1,287.69

Charge back conditions:

- 1) Entity ceased operations
- 2) Filed petition for bankruptcy
- 3) Removed from next assessment roll

Accounts Sent to Waukesha County Collections or being pursued internally

PA88801498	ARAMARK REFRESHMENT	379.05	
PC34125004	CFO PLUS	74.45	
PF18300176	FRANK LANDSCAPE	9017.55	PAYMENT PLAN
PJ23400494	JOHNSON MANAGEMENT	1,396.03	PAYMENT PLAN
PL66600900	LEGACY SALON	172.60	
PM88807505	MIRACLE CLEANING	79.53	
PF224100109	PREFERRED FITNESS	1,115.14	
PP88808472	PRO COAT	1,935.85	
PS88812501	SPRINT UNTIED	341.81	
PS999108005	SUPERIOR METAL	94.75	
PT23204093	TURF KING	260.60	
PS23357504	SYDNEY LANDSCAPE	93.06	

Collection or Payment Plan

14,960.42

Grand Total

23,360.36

BUSINESS OF THE GENERAL GOVERNMENT & FINANCE COMMITTEE GERMANTOWN, WI

MEETING DATE: February 23, 2016

AGENDA ITEM: New Business Item

ITEM TITLE: 2016 Weights & Measures Resolution

SUBMITTED BY: Jeffrey W. Retzlaff, Director, Community Development Department

SUMMARY EXPLANATION:

Pursuant to a Memorandum of Agreement (MOA) between the Village and the Wisconsin Department of Agriculture, Trade and Consumer Protection (DATCP) regarding DATCP's duties as the "sealer" of weights & measures devices, the Village Board is required to establish an annual fee schedule for all types of weights & measures devices used within the Village.

The ORIGINAL July 1, 2010 MOA is an annual, self-renewing agreement wherein DATCP informs the Village what their costs will be for their services. For 2016, DATCP's cost will be \$5,600 (no change from 2015). The Village is obligated to pay this cost pursuant to the Agreement. In turn, the Village adds a small administrative fee (\$1,000 was budgeted for 2016) in an effort to recover the costs incurred for administration of the program by Community Development-Inspection Services staff. The total of DATCP's cost and the Village's administration fee (\$6,600 for 2016) is then divided by the number and type of devices for which a license was issued last year in order to determine the specific fee by type of device (different devices require a greater amount of inspection time as determined by DATCP and, in turn, are charged a higher fee).

Approval of this resolution occurs every year and the fees for 2016 are essentially the same as those charged in 2015 (the number and type of devices used by businesses in the Village changes very little from year to year).

A resolution establishing the "Weights & Measures Device 2016 Fee Schedule" has been prepared and is required to be adopted by the Board.

ATTACHMENTS:

- ◆ Draft Resolution w/ the 2016 Weights & Measures Device Fee Schedule

RESOLUTION NO. R _____

**ESTABLISHING A 2016 FEE SCHEDULE FOR WEIGHTS & MEASURES DEVICES
REQUIRED UNDER SECTION 12.26 OF THE MUNICIPAL CODE**

WHEREAS, The Village of Germantown and the Wisconsin Department of Agriculture, trade and Consumer Protection (DATCP) entered into a self-renewing Memorandum of Agreement (dated July 1, 2010) where both agencies agree that DATCP will furnish the services and perform the duties of sealers of weights and measures on an annual basis from July 1 to June 30 required under Chapter 98.04, and, that the Village will pay DATCP an amount necessary to cover the cost of such services no later than May 1 of the current fiscal year; and

WHEREAS, the amount of such services agreed to as set forth in the Memorandum of Agreement for the Year 2016 is \$5,600; and

WHEREAS, the Village of Germantown charges administrative fees totaling \$1,000 per year that are prorated per device to cover costs incurred by the Village's Community Development Department associated with the processing, review and administration of the Village's weights & measures license regulations set forth in Section 12.26; and

WHEREAS, it is required under Section 12.26(7) that the Village Board establish a schedule of fees for each type of weighing and measuring device used for the purpose of computing a charge or payment for service rendered on the basis of weight or measure within the Village of Germantown; and

WHEREAS, on February 23, 2016, the Village's General Government & Finance Committee did review and recommend approval of the proposed Weights & Measures Fee Table set forth in Exhibit 1 attached hereto; and

NOW, THEREFORE, BE IT RESOLVED that the Weights & Measures Device Fee Schedule attached hereto as Exhibit 1 is hereby established for licenses issued in 2016.

Introduced by: _____

Adopted: _____

Vote: _____ Ayes: ____ Nays: ____

ATTEST:

Barbara K.D. Goeckner
Village Clerk

Dean Wolter
Village President

EXHIBIT 1.**WEIGHTS & MEASURES DEVICE
2016 FEE SCHEDULE**

Device Type	Inspection Time (hrs) Per Device	# of Devices	Total Time (hrs)	% of Time	Total Cost	Fee (\$) Per Device
Vehicle Scales	1.5	4	6	4.58%	\$ 302.29	\$ 75.57
Small Capacity Scales 0-30#	0.3	38	11.4	8.70%	\$ 574.35	\$ 15.11
Large Capacity Scales 31-1000 #	0.7	5	3.5	2.67%	\$ 176.34	\$ 35.27
Point of Sale Scanner Combos	0.4	63	25.2	19.24%	\$ 1,269.62	\$ 20.15
Liquid Measuring Devices (LMDs)	0.3	283	84.9	64.81%	\$ 4,277.40	\$ 15.11
Totals		393	131	100.00%	\$ 6,600.00	
Late Fee (per license)	\$100.00					

VI.
G

**BUSINESS OF THE GENERAL GOVERNMENT AND FINANCE COMMITTEE
GERMANTOWN, WI**

MEETING DATE: February 23, 2016

AGENDA ITEM: New Business

ITEM TITLE: Village Labor & Equipment Rates - 2016

SUBMITTED BY: Lawrence W Ratayczak, P.E., Director of Public Works

SUMMARY EXPLANATION:

As the Village may be requested for personnel and/or equipment to assist in a project or emergency repairs of Village public works, staff typically prepares a list of rates to be charged for labor and equipment. In 2016 staff is recommending a Labor Rate Schedule that reflects actual labor cost, which includes wages, benefits and a 15% addition for administrative cost. Labor rates for the last several years were developed to reflect private market rates. Staff has reviewed State Statutes with Village Attorney, consulted with the Village Fire Chief, Police Chief, Director of Development and several surrounding communities with all recommending/utilizing direct labor, benefit and administrative cost for a total charge out rate.

ATTACHMENT: ORDINANCE____ RESOLUTION____ OTHER X

Suggested Labor and Equipment Rates for 2016.

RECOMMENDATION:

Staff recommends that the General Government and Finance Committee review the attached rates and forward on to the Village Board with a positive recommendation for approval.

COMMITTEE ACTION:

Proper parliamentary procedure to deny a request is to have a motion made in the affirmative and by voting NAY would deny the request if a majority vote.

LABOR RATES -- 2016

VILLAGE OF GERMANTOWN

POSITION DESCRIPTION	Annual Hourly Rates	
	2015	2016
Director of Public Works	\$95.00	\$72.21
Village Engineer	\$90.00	\$60.83
Project Engineer	\$68.00	\$52.40
Engineer Tech III / Land Surveyor	\$65.00	\$45.97
Land Surveyor/Survey Crew w/Robot	\$152.00	\$133.66
Highway Superintendent	\$67.00	\$52.09
Zoning Administrator/Planner	\$77.00	\$59.18
Civil Engineer	\$61.00	\$38.79
Record Drawing Documentation Preparation	\$96.00	\$46.14
Construction Inspection	\$96.00	\$46.14
Highway Maintenance Worker II	\$53.00	\$43.70
Highway Operators (Traffic Signals)	\$93.00	\$50.74
Water Superintendent	\$67.00	\$52.09
Waste Water Superintendent	\$67.00	\$52.09
Utility Operator	\$53.00	\$44.83
Clerical	\$46.00	\$35.34

NOTE: 2016 rates reflect the actual total wage cost to Village in 2015 with a 2% increase to account for a 2016 wage increase and 15% for Administrative Costs;; 2015 wages were a hybrid of the regular wages adjusted to an estimated Market Value of comparable positions.

EQUIPMENT RATES -- 2016

VILLAGE OF GERMANTOWN

Annual Hourly Rates

EQUIPMENT DESCRIPTION	Annual Hourly Rates	
	2015	2016
Cruz-Air	\$61.00	\$62.22
Case Backhoe & Loader	\$36.00	\$36.72
Michigan Loader	\$46.00	\$46.92
Case/John Deer Loader/Snow Plow	\$78.00	\$79.56
Case/John Deer Loader/Snow Blower	\$106.00	\$108.12
Single Axle Dump Truck (5yd)	\$33.00	\$33.66
Single Axle Dump Truck w/Plow/Aux. Wing/Sander (5 yd)	\$53.00	\$54.06
Tandem Axle Dump Truck	\$44.00	\$44.88
Tandem Axle Dump Truck w/Plow/Aux. Wing/Sander	\$65.00	\$66.30
4 Wheel Oshkosh w/Plow/Wing/Sander	\$106.00	\$108.12
1-Ton Patrol Truck (2-3 yd)	\$25.00	\$25.50
1-Ton Truck w/Plow	\$31.00	\$31.62
Truck w/Water Jetter w/Aux. Power Unit	\$50.00	\$51.00
Aerial Lift Truck	\$62.00	\$63.24
Pickup Truck	\$19.50	\$19.89
Pickup Truck w/Plow	\$28.00	\$28.56
Self Propelled Vibrating Roller	\$38.00	\$38.76
Self Propelled Non-Vibratory Roller	\$35.00	\$35.70
185 cfm Air Compressor (Portable)	\$28.00	\$28.56
Street Sweeper 40 Hp w/Front Mounted Broom	\$37.00	\$37.74
Vacuum Sweeper	\$82.00	\$83.64
Vac All	\$86.00	\$87.72
Sewer line Televising Truck	\$116.00	\$118.32
Combination Sewer Machine (pipe jetter & vac)	\$140.00	\$142.80
Mini Excavator	\$49.02	\$50.00
Skid Steer Loader w/Bucket	\$32.00	\$32.64
Skid Steer Loader w/Snow Blower/Broom	\$35.00	\$35.70
Tar Kettle	\$34.00	\$34.68
Motorized Mower (24" & Under)	\$13.25	\$13.52
Motorized Mower (25"-47")	\$18.50	\$18.87
Motorized Mower (48" & larger)	\$21.50	\$21.93
Tractor w/Sickle or Flail Mower	\$46.00	\$46.92

Chain Saw	\$12.25	\$12.50
Hydraulic Saw	\$12.25	\$12.50
Hydraulic Pruner	\$12.25	\$12.50
Chipper	\$40.00	\$40.80
Generator (225 Kw)	\$57.00	\$58.14
Generator (Under 10 Kw)	\$25.00	\$25.50
Trailer Mounted Vacuum Excavator	\$84.00	\$85.68
6 " Pump/Hose	\$31.00	\$31.62
4" Pump/Hose	\$26.00	\$26.52
3" Pump/Hose	\$21.50	\$21.93
		\$0.00
		\$0.00
Barricades-----DAILY COST	\$3.00	\$3.06
Traffic Control Signs-----DAILY COST	\$1.50	\$1.53
NOTE: 2016 rates reflect a 2% increase of 2015 rates		

VI. H

**BUSINESS OF THE GENERAL GOVERNMENT & FINANCE COMMITTEE
GERMANTOWN, WI**

MEETING DATE: February 23, 2016

AGENDA ITEM: New Business

ITEM TITLE: Employee Compensation Increases for 2016

SUBMITTED BY: Dave Schornack, Village Administrator

SUMMARY EXPLANATION:

Staff was instructed to present to the General Government & Finance Committee some options for employee increases for 2016. The Village Board included in the 2016 budget the equivalent of a 2% increase for most employees. In 2014, non-union employees received a 2.0% increase across the board. For 2015, non-union employees received a 1.5% increase and .5% was divided among what were referred to as the "high achievers."

Knowing that the Village Board desires to allocate some of the funds budgeted in the 2016 Budget to what has been referred to as "high achievers" a couple of options that would be consistent with the Performance Evaluation and Pay Plan that the Village Board adopted would be to do one of the following:

- 1) Allocated 1.5% across the board to all non-union employees, and divide the remaining .5% among the "high achievers." This is the same procedure that the Village Board chose for 2015, however, for 2016 I would recommend making the performance portion of the increase a permanent increase rather than a one-time bonus.
- 2) The second option would be the same as the first, but with allocating 1.75% across the board and dividing the remaining .25% among the "high achievers."

Consideration of union employee increases will be presented at a future date.

ATTACHMENT: ORDINANCE _____ RESOLUTION _____ OTHER X

- Performance Evaluation and Pay Plan
- Summary of Wage & Salary Increases for Union & Non-Union Employees

RECOMMENDATION:

As desired

Village of



Germantown

Performance Evaluation and Pay Plan

for Full-time and Part-time Non-Union Employees

adopted by Village Board on November 4, 2013

Village of Germantown: Performance Evaluation and Pay Plan

PURPOSE

Most employees want feedback about their work performance and information about what they are doing right, as well as where improvement is necessary. This performance evaluation and pay plan is aimed at helping employees reach their potential and thereby promoting the effective delivery of Village services. Above all, this program is intended to provide a constructive approach to personal development.

There are a number of objectives that can be gained through performance evaluation. They include:

- clarifying work assignments, objectives and expectations
- Letting employees know whether they are meeting these expectations
- Encouraging employee development
- Obtaining information that can be used in making assignments, planning work activities and training
- Employee feedback

REVIEW

All performance evaluations will be reviewed by department officials up to and including the department head. If deemed appropriate based upon an employee's comments and other factors, such officials may make changes in any category after consultation with the department head. If a change is anticipated, an employee must also be given the opportunity to discuss the point before such change is made. The changes shall be made by placing an "X" through the supervisor's mark, adding the new mark, and initialing. An employee should sign that the change was reviewed with him or her and given an opportunity to comment on the change in writing on the performance evaluation form.

Upon completion of the department head's review, a copy of the performance evaluation should be given to the employee, and the original retained by the department head. Results are to be kept confidential at all times, with access limited to those who have a need for the information.

APPEALS

An employee may formally appeal a performance evaluation done by a supervisor within one week of the evaluation interview or being notified of a change. In this event, the supervisor's supervisor should meet with both the employee and supervisor and address the differences. Upon completion of this review, the supervisor's supervisor shall either sustain the supervisor's rating or change it, routing it through the balance of the process explained in the preceding section.

An appeal of a performance evaluation may be made to the Village Administrator within one week after the employee receives a copy of the performance evaluation signed by the department head if deemed necessary by the Village Administrator. A meeting with the employee and others involved will be called by the Village Administrator who will review the facts. In all cases, the decision of the Village Administrator will be final.

Village of Germantown: Performance Evaluation and Pay Plan

PAY FOR PERFORMANCE

The pay for performance portion of this program is totally up to the Village Board whether or not the Board chooses to fund it each year. The Board may choose to give a certain dollar or percent amount across the board to all employees and then also give an increase to employees based on performance. The Board could give both an across the board increase and performance increase or it may choose to give one and not the other or it could choose to do neither in a particular year.

If the Village Board choose to fund a certain dollar amount of pay for performance, that dollar amount would be divided amongst the departments and employees by the Village Administrator. This cannot be done simply mathematically as supervisors will evaluate employees differently, some giving generally higher or lower ratings than another supervisor. The Village Administrator will work allocate how much will go to each department and the Village Administrator and department director will determine how much will go to each employee utilizing the employee's performance evaluation ratings along with taking into account how each supervisor in the department rates employees. The Village Administrator will determine the allocation of performance pay given to each director for that director's pay and advise the Village Board accordingly prior to finalization.

POSITONS INCLUDED IN PERFORMANCE EVALUATION AND MEASUREMENT PROCEDURE

Administrative Assistant Police
Communication Officers
Communication Supervisor
Deputy Treasurer
Director of Community Development
Director of Parks & Recreation
Director of Public Works
Finance Director
Fire Chief
Highway Superintendent
Foreman of Parks, Highways, Buildings & Grounds
Police Captain
Police Chief
Police Lieutenant
Public Works Secretary
Recreation Supervisor
Senior Coordinator
Village Administrator
Village Clerk
Village Engineer
Water Superintendent
Wastewater Superintendent

Summary of Wage & Salary Increases for Union & Non-Union Employees

revised 2-12-2016

	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
Firefighters Union	1.0% #1	0.0%	0.0%	7.0% #2	1.5% #3	3.0% #8	
Police Union	3.0%	0.0%	0.0%	0.0%	0.0%	3.0% #5	3.0% #9
Public Works Union	2.5% #4	2.5%	0.0%	0.0%	0.0%	1.5%	
Non-Union	0.0%	0.0%	0.0% #6	0.0%	2.0%	1.5% #7	

#1 1.0% on 12-31-2010

#2 7.0% increase only for those employees initially employed prior to July 1, 2011 and also contributing the employee share of the WRS contribution as of January 1, 2014. No increase for any other employees, including those initially employed after July 1, 2011 who contribute to the employee WRS contribution.

#3 1.5% for regular part-time and regular full-time, 0.5% for paid-on-call firefighters.

#4 required to take twelve unpaid layoff days

#5 required to contribute 1.5% towards WRS starting January 1, 2015, health insurance from a dollar amount (around 10 to 11%) to a percentage (12%).

#6 some non-union employees received either a one-time one or two percent bonus.

#7 some non-union employees received a bonus in addition to the 1.5%

#8 full-time 1.5% on 1-1-15 and 1.5% on 7-1-15, POC 1.5%, health insurance premium share from 11% to 12%

#9 required to contribute an additional 1.5% towards WRS starting January 1, 2016.

VII. A1

FOR FUND: GENERAL FUND FOR 12 PERIODS ENDING DECEMBER 31, 2015									
DEPARTMENT DESCRIPTION	DECEMBER		DECEMBER		VARI- ANCE	FISCAL		FISCAL	
	BUDGET	ACTUAL	ACTUAL	ANCE		YEAR BUDGET	YEAR-TO-DATE ACTUAL	VARI- ANCE	
REVENUES									
TAXES	824,053.94	810,979.67	(1.5)			9,888,647.00	9,879,729.32	0.0	
SPECIAL ASSESSMENTS	390.42	4,685.28	1100.0			4,685.00	4,685.28	0.0	
INTERGOVERNMENTAL REVENUES	191,216.37	10,926.70	(94.2)			2,294,596.00	2,331,482.48	1.6	
LICENSES, PERMITS & FEES	66,470.08	95,965.88	44.3			797,640.00	915,768.37	14.8	
FINES, FORFEITURES & PENALTIES	18,708.34	41,157.38	119.9			224,500.00	178,474.55	(20.5)	
PUBLIC CHARGES FOR SERVICES	127,955.26	108,586.47	(15.1)			1,535,462.00	1,671,587.29	8.8	
MISCELLANEOUS REVENUES	11,020.79	5,851.62	(46.9)			132,249.00	170,872.96	29.2	
OTHER FINANCING SOURCES	0.00	0.00	0.0			0.00	0.00	0.0	
TOTAL REVENUES	1,239,815.20	1,078,153.00	(13.0)			14,877,779.00	15,152,600.25	1.8	
EXPENSES									
VILLAGE BOARD-LEGISLATIVE	11,318.80	8,752.71	22.6			135,825.00	117,827.59	13.2	
ADMINISTRATOR	8,540.86	9,294.79	(8.8)			102,490.00	105,014.02	(2.4)	
CLERK	24,937.88	51,274.61	(105.6)			299,254.00	283,953.00	5.1	
TREASURER & ACCOUNTING	15,687.47	24,428.95	(55.7)			188,249.00	183,076.52	2.7	
ASSESSOR	5,763.93	0.00	100.0			69,167.00	69,967.77	(1.1)	
DATA PROCESSING	9,016.04	10,675.98	(18.4)			108,192.00	86,928.90	19.6	
GENERAL GOVERNMENT	10,023.62	26,579.09	(165.1)			120,283.00	86,269.06	28.2	
BUILDING & GROUNDS MAINTENANCE	46,158.06	62,317.88	(35.0)			553,896.00	472,727.52	14.6	
LAW ENFORCEMENT	406,272.94	583,508.37	(43.6)			4,875,274.00	4,780,002.42	1.9	
FIRE PROTECTION	151,653.80	288,888.76	(90.4)			1,819,844.00	1,742,473.77	4.2	
EMERGENCY GOVERNMENT	923.34	570.81	38.1			11,080.00	11,346.96	(2.4)	
INSPECTION	22,067.71	24,383.35	(10.4)			264,812.00	217,311.59	17.9	
DPW ADMIN & ENGINEERING	16,298.95	20,149.62	(23.6)			195,587.00	192,515.53	1.5	
HIGHWAY DEPARTMENT	252,129.44	417,974.80	(65.7)			3,025,552.00	2,832,877.70	6.3	
SOLID WASTE RECYCLING	47,201.86	64,384.16	(36.4)			566,422.00	511,916.33	9.6	
LIBRARY	73,207.55	111,855.29	(52.7)			878,489.53	831,405.74	5.3	
RECREATION	87,996.31	102,008.57	(15.9)			1,055,955.00	1,124,274.65	(6.4)	
PARKS	37,601.19	56,432.43	(50.0)			451,214.00	468,152.64	(3.7)	
SENIOR CENTER	9,629.04	12,816.25	(33.0)			115,548.00	103,319.91	10.5	
PLANNING & ZONING	15,718.77	17,610.27	(12.0)			188,625.00	156,601.29	16.9	
MUNICIPAL DEVELOPMENT	9,032.92	5,525.40	38.8			108,395.00	51,447.88	52.5	
OTHER FINANCING USES	50.00	0.00	100.0			600.00	0.00	100.0	
TOTAL EXPENSES	1,261,230.48	1,899,432.09	(50.6)			15,134,753.53	14,429,410.79	4.6	
TOTAL FUND REVENUES	1,239,815.20	1,078,153.00	(13.0)			14,877,779.00	15,152,600.25	1.8	
TOTAL FUND EXPENSES	1,261,230.48	1,899,432.09	(50.6)			15,134,753.53	14,429,410.79	4.6	
SURPLUS (DEFICIT)	(21,415.28)	(821,279.09)	3735.0			(256,974.53)	723,189.46	(381.4)	

2015 General Fund
Major Variance Accounts

Account Number	Description	Budget	Actual	
10-410-411-2300	Hotel Motel Tax	265,866	303,255	37,389
10-410-411-3100	Water Utility PILOT	574,705	528,153	-46,552
10-410-411-3400	Ag Use Value	1,000	7,192	6,192
10-440-443-3100	Building Inspection Fees	235,000	346,558	111,558
10-450-450-1100	Other Bld Inspec	105,000	118,318	13,318
10-460-467-7310	Court Penalties & Costs	208,000	158,404	-49,596
10-480-481-1100	Recreation Fees	840,000	965,794	125,794
10-480-489-9600	Interest	22,000	31,784	9,784
	Online Auction items	0	31,561	<u>31,561</u>
			239,448	(Scuba \$11,366, PD Rifles \$4704, Misc Hwy \$20,195)
Gas & Oil		252,700	174,623	-78,077
New Waste Mgmt Contract Savings		1,051,872	995,176	-56,696
Street Lighting - Ind Park Out		175,000	156,833	-18,167
Inspection - Wages		264,812	217,098	-47,714
Heat, light, Power		287,000	215,938	<u>-71,062</u>
			-271,716	
			511,164	

Carry Forward to 2016

Various	Department	Library Non Lapsing - estimated			
10-563-530-4400	Planning	36,550	Estimated		
10-513-570-8100	Clerk	32,318	Contracted Services		Zoning Map
10-521-530-3810	Police - Ammo backorder	3,600	Misc Equipment		Voting Machine
10-480-485-5210	Honor Guard Donaitons	1,140	Uniforms		
10-522-530-5400	Fire	1,350	Donations		
10-522-530-5400	Fire	3,960	Equip Repair & Maintenance		Fire Dept Equip Repair
10-519-570-8242	Building & Grounds	11,366	Brush Truck Repair		From Dive Gear Sale
10-553-570-8100	Parks	5,000	Major Repairs - DPW Bldg		Feasibility Study Shop Expansion
10-567-530-7950	Municipal Development	7,000	Misc Equipment		Plow for Truck #301 - Delivery exp Feb
10-553-530-5290	Parks, Street Tree Mnt	51,372	Tourism		Unspent Hotel/Motel Tax Revenue
		<u>5,075</u>	Use 2015 DNR Grant		
		158,731			

DOT Donges Bay

Use for Capital Borrowing

216,930
96,000
 312,930
 471,661

Department Summary	Budget	Actual	Variance	Carryover	Info
Legislative	135,825	117,828	-17,997		Legal Serv - \$14,000
Administrative	102,490	105,014	2,524		
Clerk	299,254	283,953	-15,301	3,600	Travel & Wages Elec wages under
Finance	188,249	183,077	-5,172		
Assessor	69,167	69,968	801		
Data Processing	108,192	86,929	-21,263		Hardware Support
General Govt	120,283	86,269	-34,014		Heat, Light & Power
Bld Grounds	553,896	472,728	-81,168	5,000	Wages, Village Wide Monitoring
Police	4,875,274	4,780,002	-95,272	2,490	WRS, Legal Fees, Gas & Oil
Fire	1,819,844	1,742,474	-77,370	15,326	Energy
Emerg. Govt	11,080	11,347	267		
Big Inspection	264,812	217,312	-47,500		Inspector not full time status
DPW Admin	195,587	192,516	-3,071		Staff turnover
Highway	3,025,552	2,832,878	-192,674		Snow & Ice, Gas & Oil, Street Lightnng, Curbside pickup
Recycle	566,422	511,916	-54,506		New Curbside pickup contract
Library	878,490	831,406	-47,084	36,550	Non lapsing
Recreation	1,055,955	1,124,248	68,293		offset with addl revenue
Parks	451,214	468,153	16,939	12,075	
Sr Center	115,548	103,320	-12,228		
Planning	188,625	156,601	-32,024	32,318	
Municipal Development	108,395	51,448	-56,947	51,372	
	15,134,154	14,429,384	-704,770	158,731	

VILLAGE OF GERMANTOWN
 SUMMARIZED REVENUE & EXPENSE REPORT

DEPARTMENT DESCRIPTION	FOR FUND: GENERAL FUND				FOR 1 PERIODS ENDING JANUARY 31, 2016			
	JANUARY		JANUARY		%		FISCAL	
	BUDGET	ACTUAL	BUDGET	ACTUAL	VARI-ANCE	ANCE	YEAR BUDGET	YEAR-TO-DATE ACTUAL
REVENUES								
TAXES	848,111.06	784,071.50	(7.5)	10,177,333.00	(7.5)		784,071.50	(92.2)
SPECIAL ASSESSMENTS	390.41	0.00	100.0	4,685.00	100.0		0.00	100.0
INTERGOVERNMENTAL REVENUES	188,778.29	244,664.40	29.6	2,265,340.00	(89.1)		244,664.40	(89.1)
LICENSES, PERMITS & FEES	68,494.10	25,133.31	(63.3)	821,930.00	(96.9)		25,133.31	(96.9)
FINES, FORFEITURES & PENALTIES	18,083.32	1,741.47	(90.3)	217,000.00	(99.1)		1,741.47	(99.1)
PUBLIC CHARGES FOR SERVICES	131,977.92	121,990.27	(7.5)	1,583,736.00	(92.2)		121,990.27	(92.2)
MISCELLANEOUS REVENUES	5,375.97	12,836.46	138.7	64,512.00	(80.1)		12,836.46	(80.1)
OTHER FINANCING SOURCES	0.00	0.00	0.0	0.00	0.0		0.00	0.0
TOTAL REVENUES	1,261,211.07	1,190,437.41	(5.6)	15,134,536.00	(5.6)		1,190,437.41	(92.1)
EXPENSES								
VILLAGE BOARD-LEGISLATIVE	11,999.77	11,970.52	0.2	143,998.00	91.6		11,970.52	91.6
ADMINISTRATOR	9,014.53	9,806.26	(8.7)	108,175.00	90.9		9,806.26	90.9
CLERK	28,149.83	17,092.85	39.2	337,799.00	94.9		17,092.85	94.9
TREASURER & ACCOUNTING	15,718.85	11,259.33	28.3	188,627.00	94.0		11,259.33	94.0
ASSESSOR	8,777.82	64.29	99.2	105,334.00	99.9		64.29	99.9
DATA PROCESSING	6,837.54	17,936.84	(162.3)	82,051.00	78.1		17,936.84	78.1
GENERAL GOVERNMENT	14,031.87	4,250.35	69.7	168,383.00	97.4		4,250.35	97.4
BUILDING & GROUNDS MAINTENANCE	49,262.17	13,105.12	73.3	591,147.00	97.7		13,105.12	97.7
LAW ENFORCEMENT	401,871.70	355,759.89	11.4	4,822,462.00	92.6		355,759.89	92.6
FIRE PROTECTION	158,377.19	77,302.72	51.1	1,900,528.00	95.9		77,302.72	95.9
EMERGENCY GOVERNMENT	1,422.89	671.01	52.8	17,075.00	96.0		671.01	96.0
INSPECTION	20,706.85	14,254.71	31.1	248,483.00	94.2		14,254.71	94.2
DPW ADMIN & ENGINEERING	18,778.09	11,893.34	36.6	225,338.00	94.7		11,893.34	94.7
HIGHWAY DEPARTMENT	247,738.28	156,099.60	36.9	2,972,861.00	94.7		156,099.60	94.7
SOLID WASTE RECYCLING	32,735.04	2,360.12	92.7	392,821.00	99.3		2,360.12	99.3
LIBRARY	67,406.56	33,895.53	49.7	808,880.00	95.8		33,895.53	95.8
RECREATION	99,212.50	52,926.58	46.6	1,190,551.00	95.5		52,926.58	95.5
PARKS	39,578.95	18,136.36	54.1	474,948.00	96.1		18,136.36	96.1
SENIOR CENTER	9,824.10	4,161.87	57.6	117,890.00	96.4		4,161.87	96.4
PLANNING & ZONING	14,478.61	11,576.56	20.0	173,744.00	93.3		11,576.56	93.3
MUNICIPAL DEVELOPMENT	5,236.73	1,384.24	73.5	62,841.00	97.7		1,384.24	97.7
OTHER FINANCING USES	50.00	0.00	100.0	600.00	100.0		0.00	100.0
TOTAL EXPENSES	1,261,209.87	825,908.09	34.5	15,134,536.00	34.5		825,908.09	94.5
TOTAL FUND REVENUES	1,261,211.07	1,190,437.41	(5.6)	15,134,536.00	(5.6)		1,190,437.41	(92.1)
TOTAL FUND EXPENSES	1,261,209.87	825,908.09	34.5	15,134,536.00	34.5		825,908.09	94.5
SURPLUS (DEFICIT)	1.20	364,529.32	7343.3	0.00			364,529.32	100.0

VII. A2
Germantown Health Plan Actual 2016

2015 Ending balance **\$928,030.51**

	January	February	March	April	May	June	July	August	September	October	November	December	Totals
Health Plan Premium Contribution*	136,089.32												136,089.32
Employee Contributions	15,130.51												15,130.51
Interest													0.00
SubTotal Revenue	151,219.83	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	151,219.83
Administrative Expense + Stop Loss**	36,416.75												36,416.75
HSA Contributions	14,375.00												14,375.00
Health Payment Sys AFI Fee	550.21												550.21
Health Claims & RX Paid ***	14,273.30												14,273.30
Sub Total Health Plan Expense	65,615.26	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	65,615.26
Revenues less Expense (Current Month)	85,604.57	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	85,604.57
Running Total (2015 + Current Year)	1,011,635.08	1,011,635.08	1,011,635.08	1,011,635.08	1,011,635.08	1,011,635.08	1,011,635.08	1,011,635.08	1,011,635.08	1,011,635.08	1,011,635.08	1,011,635.08	1,011,635.08
Pending Stop Loss Reimbursement													1,011,635.08
2015 Claims Paid 2016 (Run-in)	171,065.00												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

Stop Loss Reimbursement

2015	253,683.41
2014	61,725.94
2013	322,332.96
2012	569,399.36
2011	493,715.08
2010	393,817.50
2009	114,486.16
2008	154,024.89
2007	37,900.83
2006	51,938.00
2005	94,605.00

Germantown Health Plan Actual 2015

2014 Ending balance

\$601,947.83

	January	February	March	April	May	June	July	August	September	October	November	December	Totals
Health Plan Premium Contribution*	126,268.10	128,500.30	128,500.30	127,043.74	127,043.74	127,043.74	127,043.74	127,043.74	127,043.74	127,043.74	131,629.32	150,183.24	1,554,387.44
Employee Contributions	15,759.29	15,759.29	15,752.34	15,701.48	15,591.93	14,987.50	14,442.35	15,373.73	15,689.90	15,616.13	15,427.29	15,130.51	185,431.74
Interest												6,053.55	6,053.55
SubTotal Revenue	142,027.39	144,259.59	144,252.64	142,745.22	142,635.67	142,031.24	141,486.09	142,417.47	142,733.64	142,659.87	147,056.61	171,367.30	1,745,872.73
Administrative Expense + Stop Loss**	37,043.81	36,093.81	35,418.36	35,610.60	34,962.56	34,517.30	34,846.18	34,264.99	36,460.78	35,611.74	36,317.82	45,755.61	436,903.58
HSA Contributions	6,695.17			14,062.50		6,436.78	13,854.17			13,437.50			54,486.12
Health Payment Sys AFI Fee	181.15	4,461.83	2,111.36	724.77	1,429.50	1,167.05	1,073.59	783.15	661.87	949.62	2,000.04	5,771.65	21,315.58
Health Claims & RX Paid ***	10,077.57	87,366.87	110,910.25	35,326.57	(768.89)	52,391.52	55,541.35	48,646.48	58,929.87	56,125.25	116,002.10	278,535.83	909,084.77
Sub Total Health Plan Expense	53,997.70	127,922.51	148,439.97	85,724.44	35,623.19	94,512.65	105,315.29	83,694.62	96,052.52	106,124.11	154,319.96	330,063.09	1,421,790.05
Revenues less Expense (Current Month)	88,029.69	16,337.08	(4,187.33)	57,020.78	107,012.48	47,518.59	36,170.80	58,722.85	46,681.12	36,735.76	(7,263.36)	(158,695.79)	324,082.68
Running Total (2014 + Current Year)	689,977.52	706,314.60	702,127.27	759,148.05	866,160.53	913,679.12	949,849.92	1,008,572.77	1,055,253.89	1,091,989.65	1,084,726.30	926,030.51	926,030.51
Pending Stop Loss Reimbursement													926,030.51
2014 Claims Paid 2015 (Run-in)		249,749.84											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

Stop Loss Reimbursement

2015	253,683.41
2014	61,725.94
2013	322,332.96
2012	569,399.36
2011	493,715.08
2010	393,817.50
2009	114,486.16
2008	154,024.89
2007	37,900.83
2006	51,938.00
2005	94,605.00

Germantown Dental Plan Actual 2016

2015 Ending balance	\$22,571.56											
Dental Plan Premium Contribution*	9,016.91											
Interest	0.00											
SubTotal Revenue	9,016.91	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9,016.91
Administrative Expense	255.00											255.00
Claims Paid	832.00											832.00
Sub Total Health Plan Expense	1,087.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,087.00
Revenues less Expense (current month)	7,929.91	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,929.91
Running Total (2015 + current year)	30,501.47	30,501.47	30,501.47	30,501.47	30,501.47	30,501.47	30,501.47	30,501.47	30,501.47	30,501.47	30,501.47	30,501.47
2015 Claims Paid 2016 (Run in)	8,265.05											

Germantown Dental Plan Actual 2015

2014 Ending balance	\$27,926.00												
	January	February	March	April	May	June	July	August	September	October	November	December	Totals
Dental Plan Premium Contribution* Interest	7,196.50	7,385.62	7,385.62	7,307.00	7,307.00	7,307.00	7,307.00	7,307.00	7,307.00	7,307.00	7,617.85	8,612.03 215.29	89,246.62 215.29
SubTotal Revenue	7,196.50	7,385.62	7,385.62	7,307.00	7,307.00	7,307.00	7,307.00	7,307.00	7,307.00	7,307.00	7,617.85	8,727.32	89,461.91
Administrative Expense	237.50	237.50	237.50	232.50	232.50	235.00	230.00	217.50	232.50	232.50	237.50	222.50	2,785.00
Claims Paid	2,454.60	5,973.90	10,230.94	6,659.10	9,401.95	7,946.20	6,024.61	6,806.95	8,809.05	4,165.70	7,297.80	16,260.55	92,031.35
Sub Total Health Plan Expense	2,692.10	6,211.40	10,468.44	6,891.60	9,634.45	8,181.20	6,254.61	7,024.45	9,041.55	4,398.20	7,535.30	16,483.05	94,816.35
Revenues less Expense (current month)	4,504.40	1,174.22	(3,082.82)	415.40	(2,327.45)	(874.20)	1,052.39	282.55	(1,734.55)	2,908.80	82.55	(7,755.73)	(5,354.44)
Running Total (2014 + current year)	32,430.40	33,604.62	30,521.80	30,937.20	28,609.75	27,735.55	28,787.94	29,070.49	27,335.94	30,244.74	30,327.29	22,571.56	22,571.56
2014 Claims Paid 2015 (Run in)	8,081.06												

DISTRIBUTION OF BILLED CLAIMS

	Current	Prior
Total claim bills submitted to the plan.	Gross Claim Charges: \$2,324,611.22	\$2,175,115.58
Less claims not eligible under the plan (i.e. patient not eligible, benefit maximums, benefit exclusions, duplicates, etc)	Ineligible Claims: \$114,153.29	\$166,891.08
Less claims amount reduced due to other insurance coverage being primary over this plan, including Medicare.	COB Savings: \$283.14	\$19,154.53
Equals total claims eligible for reimbursement under the plan and applied towards appropriate discounts and benefit plan design. (Prescription Drugs Portion Of Eligible Claims: \$105,125.53)	Total Eligible Claims: \$2,210,174.79	\$1,989,069.97
Less PPO discounts applied to eligible claims.	Provider Discounts: \$777,458.70	\$617,463.30
Equals total allowed claims eligible to be applied towards the benefit plan structure.	Total Allowed Claims: \$1,432,716.09	
Less the members' portion of the benefit plan design. (These totals do not include Rx copays)	Deductible: \$128,142.53	\$129,602.53
	Coinsurance: \$32,160.73	\$39,075.59
	Copays: \$9,051.24	\$9,284.09
	Total Member Liability: \$189,354.50	\$177,962.21
Equals total claims paid for the given time period. (This total will match other totals for accumulated claims by various categories as reported in this report package as well as standard reports for the same time period)	Gross Paid Claims: \$1,263,361.59	\$1,193,644.46
Less Amount Over Group Specific Deductible received for claims paid during the reported time-period. This will not include lasers or claims that apply to the aggregating specific corridors.	Amount Over Group Specific Deductible: \$257,510.28	\$138,068.92
Net paid claims is the total used to calculate net claims cost to the plan during the reported time period. The percentage illustrated is the percent paid of billed charges.	Net Paid Claims: \$1,005,851.31 43.27%	\$1,055,575.54 48.53%

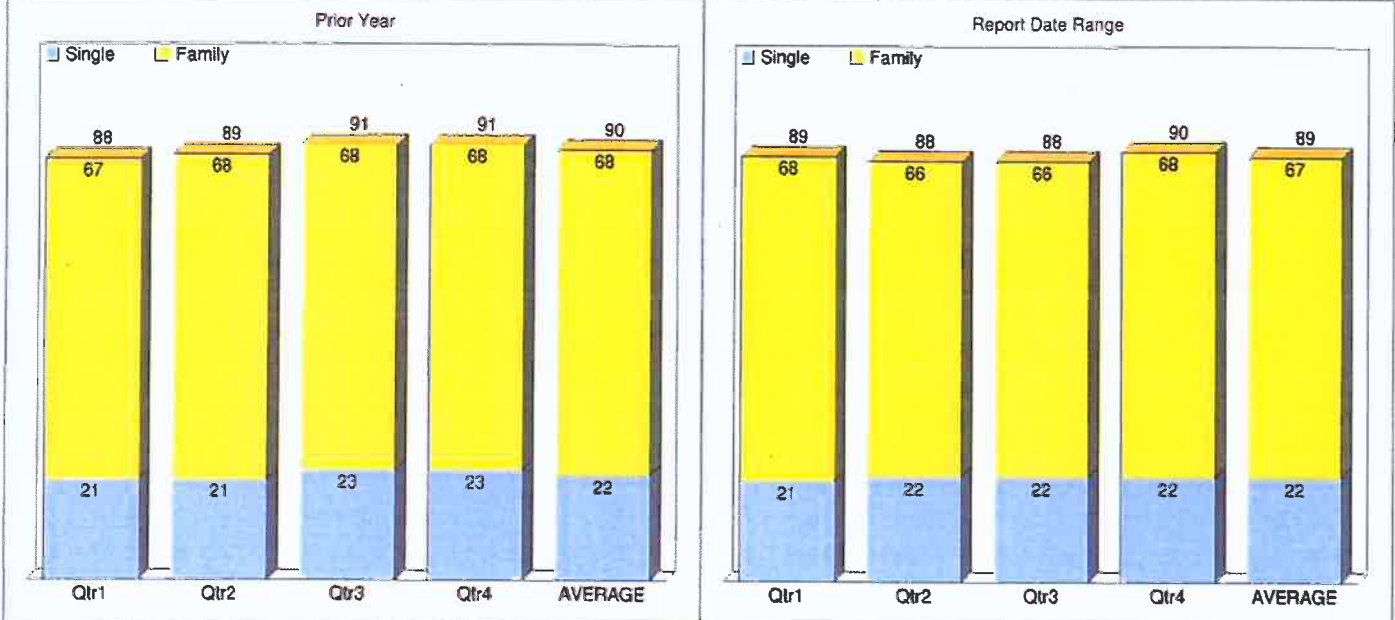
If prescription are designed as a copay plan, Rx data (copays / coinsurance and PBM discounts) are not included in those subtotals. The total paid for prescriptions is included in the Total Charges and Paid Claims.

PLAN REDUCTIONS AND SAVINGS

Type	Amount	Prior Amount
Additional Information Required	\$3,318.80	\$54,088.09
Benefit Maximum Exhausted	\$5,775.50	\$3,670.92
Benefit Not Covered	\$11,560.52	\$21,056.15
Coding Review	\$4,571.32	\$7,186.71
Duplicate Charges	\$47,248.21	\$61,620.90
Lack Of Timely Filing	\$779.05	\$3,755.00
Medicaid Allowed Applied	\$79.60	\$0.00
Medical Necessity	\$2,573.00	\$3,721.52
Participant Eligibility	\$15,396.61	\$4,195.37
Provider Not Eligible	\$60.00	\$0.00
Usual And Customary Reduction	\$5,430.57	\$1,846.84
Work / Injury Related	\$17,243.11	\$3,243.00
Miscellaneous Adjustment	\$117.00	\$51.73
Ineligible Subtotal	\$114,153.29	\$164,436.23
PPO Discount	\$777,458.70	\$617,463.30
COB Savings	\$283.14	\$19,154.53
TOTAL COST ELIMINATION	\$891,895.13	\$782,182.67

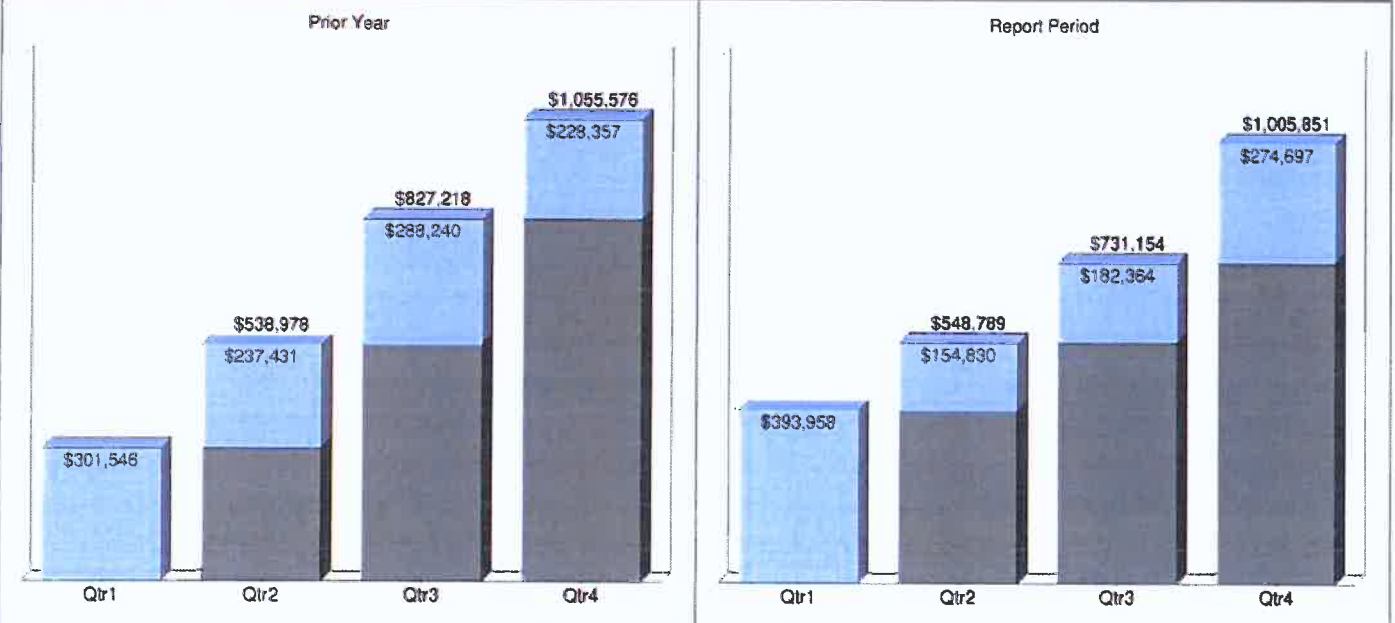
We adjudicate claims according to your plan document, and vigorously search for potential plan reductions and savings. Our systems and procedures, in coordination with our Claims Surveillance System, provide multiple layers of screening in order to eliminate all unnecessary charges. This table illustrates the total your plan saved and the general categories of reductions and savings.

ENROLLEE COUNTS



Enrollee counts by quarter is the average of the single/family enrollment for the 15th of each month of that quarter. The Average column is the average enrollment during the full 4 quarters reported.

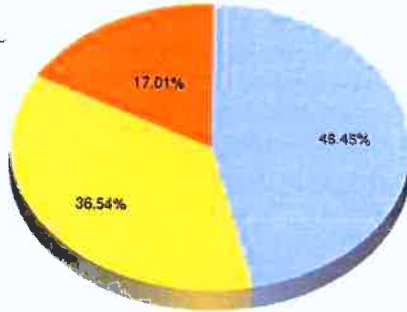
TOTAL CLAIMS UNDER GROUP SPECIFIC AMOUNT



The chart illustrates the net paid claims by quarter and the total for the year which are under the specific deductible. This report will not include lasers or claims that apply to the aggregating specific corridors.

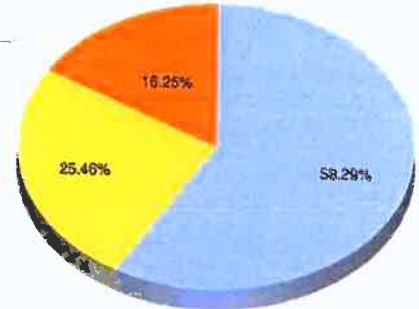
HEALTH PLAN CLAIMS CURRENT PERIOD

Enrollees: 46.45%
Spouses: 36.54%
Children: 17.01%



BENCHMARK CLAIMS CURRENT PERIOD

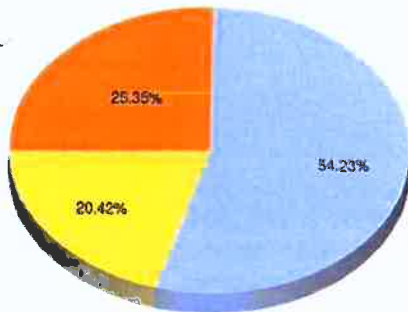
Enrollees: 58.29%
Spouses: 25.46%
Children: 16.25%



Benchmark: Auxiant Book Of Business

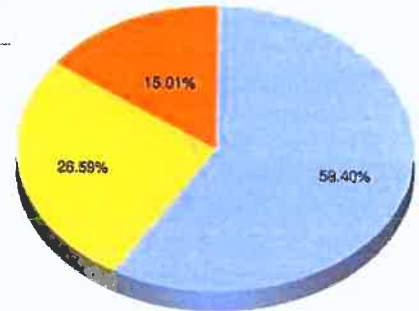
HEALTH PLAN CLAIMS PRIOR YEAR

Enrollees: 54.23%
Spouses: 20.42%
Children: 25.35%



BENCHMARK CLAIMS PRIOR YEAR

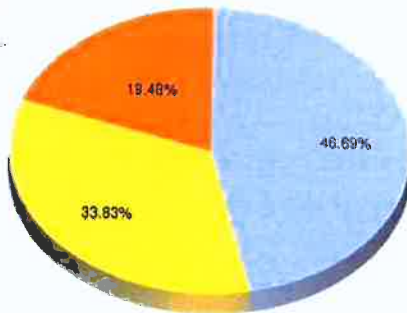
Enrollees: 58.40%
Spouses: 26.59%
Children: 15.01%



Benchmark: Auxiant Book Of Business

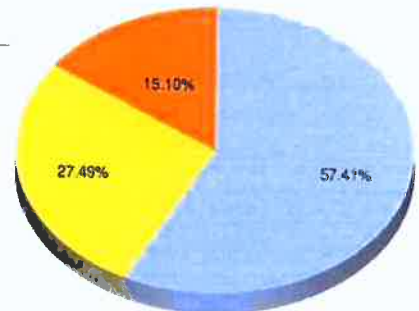
HEALTH PLAN CLAIMS TWO YEARS PRIOR

Enrollees: 46.69%
Spouses: 33.83%
Children: 19.48%



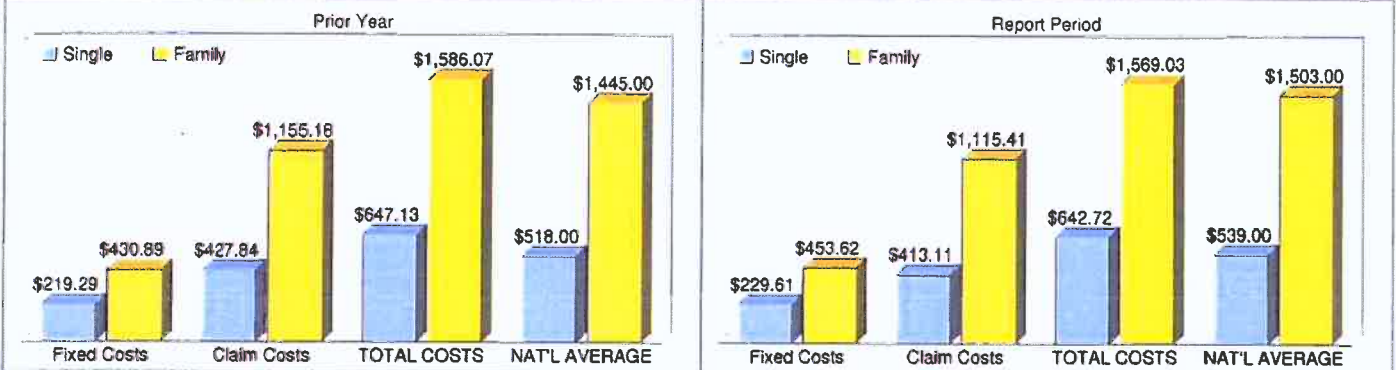
BENCHMARK CLAIMS TWO YEARS PRIOR

Enrollees: 57.41%
Spouses: 27.49%
Children: 15.10%



Benchmark: Auxiant Book Of Business

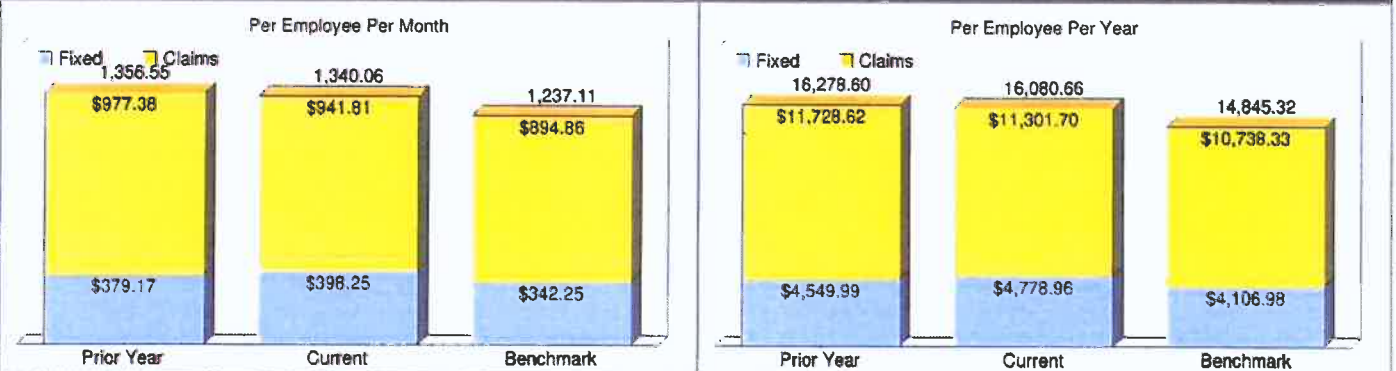
AVERAGE FIXED AND CLAIMS COST EXHIBIT



Fixed costs are all administration fees, vendor fees, stop loss premium, and consulting fees combined. The total cost then is the average single/family net cost of the plan for the plan year. This is useful to compare year over year and as a fully-insured premium comparison.

National Average Source: Kaiser Family Foundation 2014 | Kaiser/Towers Watson Projection 2015

AVERAGE FIXED AND CLAIMS COST TREND



Average Fixed and Claims Cost Trend shows the two-year trend of the average Per Employee Per Month and Per Employee Per Year net cost of the health plan. The report also illustrates the separation of fixed and claims costs as well as those same statics for our benchmark as a reference for comparison.

PEPM TREND WITH NATIONAL AVERAGE

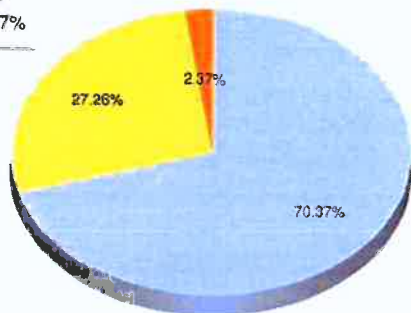


PEPM Trend illustrates the year-over-year trend of the average PEPM cost to the plan. The average pepm does not include laser deductibles or aggregating specific corridors. The National Average is reported based on a calendar year.

National Average Source: Towers Watson Projection 2015 | Towers Watson 2014, 2013

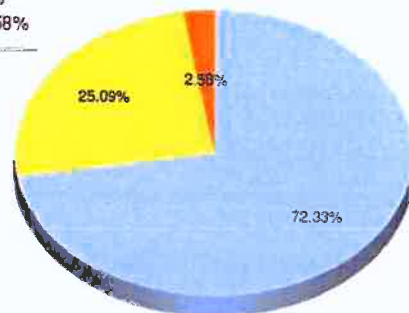
COST DISTRIBUTION CURRENT PERIOD

Claims Paid: 70.37%
Stop Loss: 27.26%
Administration: 2.37%



BENCHMARK COST DISTRIBUTION CURRENT PERIOD

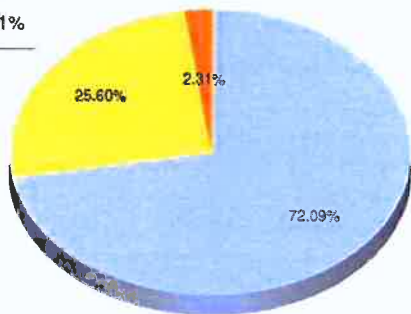
Claims Paid: 72.33%
Stop Loss: 25.09%
Administration: 2.58%



Benchmark: Auxiant Book Of Business

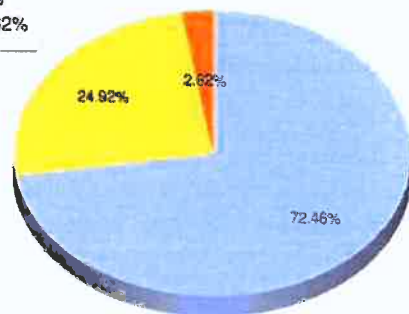
COST DISTRIBUTION PRIOR YEAR

Claims Paid: 72.09%
Stop Loss: 25.60%
Administration: 2.31%



BENCHMARK COSTS PRIOR YEAR

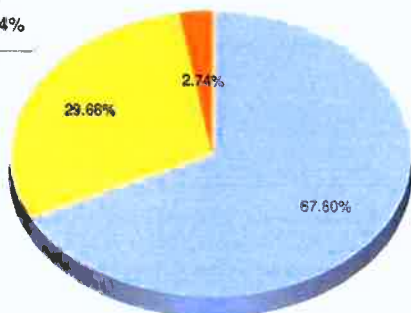
Claims Paid: 72.46%
Stop Loss: 24.92%
Administration: 2.62%



Benchmark: Auxiant Book Of Business

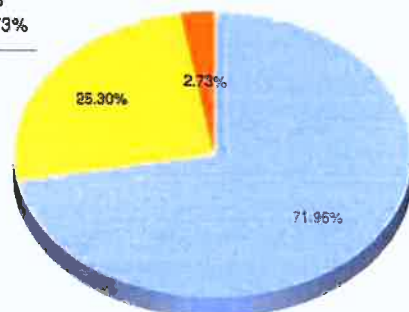
COST DISTRIBUTION TWO YEARS PRIOR

Claims Paid: 67.60%
Stop Loss: 29.66%
Administration: 2.74%



BENCHMARK COSTS TWO YEARS PRIOR

Claims Paid: 71.95%
Stop Loss: 25.30%
Administration: 2.73%



Benchmark: Auxiant Book Of Business

PROVIDER DISCOUNTS - CURRENT

Type	Eligible Charges	Discount	Allowed	Paid	PPO %
Tier 1 PPO	\$1,892,722.14	\$720,667.96	\$1,172,054.18	\$1,026,230.45	38.08%
PPO Discounted Claims	\$125,908.33	\$55,987.95	\$69,920.38	\$60,101.14	44.47%
PPO Claims Appropriately Priced *	\$25,247.62	N/A	\$25,247.62	\$23,041.78	N/A
Total PPO Claims	\$2,043,878.09	\$776,655.91	\$1,267,222.18	\$1,109,373.37	
Top 25 Providers ‡					43.53%
Non-PPO Claims	\$25,802.28	\$802.79	\$24,999.49	\$17,371.95	
Claims Not Eligible For Discounts †	\$140,494.42	N/A	\$140,494.42	\$136,616.27	
Grand Totals	\$2,210,174.79	\$777,458.70	\$1,432,716.09	\$1,263,361.59	

PROVIDER DISCOUNTS - PRIOR YEAR

Type	Eligible Charges	Discount	Allowed	Paid	PPO %
Tier 1 PPO	\$1,644,019.47	\$572,689.02	\$1,071,330.45	\$920,361.60	34.83%
PPO Discounted Claims	\$156,072.71	\$43,384.53	\$112,688.18	\$101,081.65	27.80%
PPO Claims Appropriately Priced *	\$16,264.06	N/A	\$16,264.06	\$11,772.97	N/A
Total PPO Claims	\$1,816,356.24	\$616,073.55	\$1,200,282.69	\$1,033,216.22	
Top 25 Providers ‡					37.51%
Non-PPO Claims	\$22,063.92	\$1,389.75	\$20,674.17	\$14,737.65	
Claims Not Eligible For Discounts †	\$150,649.81	N/A	\$150,649.81	\$145,690.59	
Grand Totals	\$1,989,069.97	\$617,463.30	\$1,371,606.67	\$1,193,644.46	

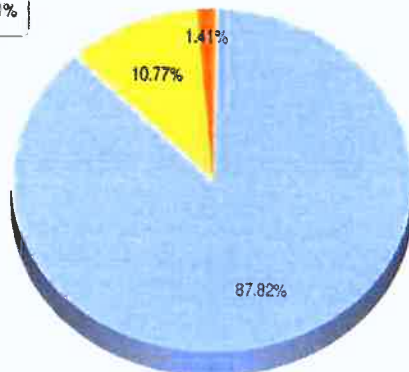
* In network claims where the charge amount is equal to or less than the PPO fee schedule or claims paid at the network level without discount.

‡ Average percent of the top 25 providers by total discounted dollars.

† Prescription claims; Misc Administration fees - LCM; Discount Fees; etc.

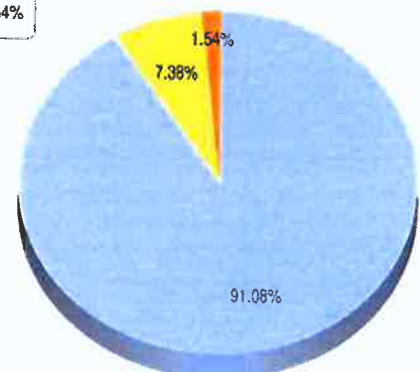
PPO UTILIZATION - PRIOR

Tier 1 PPO: 87.82%
PPO Claims: 10.77%
Non-PPO Claims: 1.41%



PPO UTILIZATION - CURRENT

Tier 1 PPO: 91.08%
PPO Claims: 7.38%
Non-PPO Claims: 1.54%



TOP 25 CLAIM DOLLARS BY PROVIDER

MEDICAL PROVIDERS

FIN	Provider	Zip	In Network	Claims In	Out Of Network	Claims Out	Total
390987025	COMMUNITY MEMORIAL HOSPITAL	53278	\$202,361.97	35	\$0.00	0	\$202,361.97
272953799	AURORA MEDICAL CENTER GRAFTON	54308	\$147,166.78	17	\$0.00	0	\$147,166.78
391595302	AURORA ADVANCED HEALTHCARE INC	53209	\$115,926.67	531	\$0.00	0	\$115,926.67
272042610	FROEDTERT MCW COMMUNITY PHYSICIANS	53278	\$101,779.66	692	\$0.00	0	\$101,779.66
390812532	CHILDRENS HOSPITAL OF WI	53278	\$83,294.08	23	\$0.00	0	\$83,294.08
390806181	AURORA HEALTH CARE METRO INC	53234	\$48,976.94	16	\$0.00	0	\$48,976.94
390807063	CSM COMMUNITY PHYSICIANS	60677	\$43,946.78	101	\$0.00	0	\$43,946.78
390910727	WAUKESHA MEMORIAL HOSPITAL	53187	\$36,471.38	1	\$0.00	0	\$36,471.38
390806261	MEDICAL COLLEGE OF WISCONSIN	53288	\$35,815.53	118	\$0.00	0	\$35,815.53
391678306	AURORA MEDICAL GROUP	53234	\$33,426.94	114	\$0.00	0	\$33,426.94
390806302	ST JOSEPHS COMMUNITY HOSPITAL	53278	\$28,023.86	25	\$0.00	0	\$28,023.86
800337676	MIDWEST ORTHOPEDIC SPECIALTY HOSP L	53201	\$24,559.82	1	\$0.00	0	\$24,559.82
390930748	AURORA SHEBOYGAN MEMORIAL MEDICAL	54308	\$19,890.31	6	\$0.00	0	\$19,890.31
452662533	GREAT MIDWEST MEDICAL INC	53045	\$13,005.86	1	\$0.00	0	\$13,005.86
391083015	PROHEALTH CARE MEDICAL ASSOCIATES	53187	\$11,565.46	74	\$0.00	0	\$11,565.46
390806180	AURORA VISITING NURSE ASN	53227	\$10,238.85	35	\$0.00	0	\$10,238.85
391745897	MENOMONEE FALLS AMBULATORY SURGERY	53051	\$8,870.78	6	\$0.00	0	\$8,870.78
391954169	WEST BEND SURGERY CENTER	53213	\$7,718.26	3	\$0.00	0	\$7,718.26
391548024	NORTH SHORE SURGICAL CENTER	53209	\$7,197.00	2	\$0.00	0	\$7,197.00
390830664	THEDA CLARK MEDICAL CENTER	54912	\$7,107.94	2	\$0.00	0	\$7,107.94
200217581	ORTHOPEDIC SURGEONS OF WISCONSIN SC	53226	\$6,931.97	10	\$0.00	0	\$6,931.97
391150165	AURORA MEDICAL CENTER	53234	\$6,865.29	7	\$0.00	0	\$6,865.29
362183812	RUSH OAK PARK HOSPITAL INC	60678	\$6,248.79	1	\$0.00	0	\$6,248.79
391102739	GREAT LAKES PATHOLOGISTS SC	53278	\$6,185.00	22	\$0.00	0	\$6,185.00
390794174	OCONOMOWOC MEMORIAL HOSPITAL INC	53187	\$5,851.67	5	\$0.00	0	\$5,851.67
TOTAL			\$1,019,427.59	1,848	\$0.00	0	\$1,019,427.59

OTHER PROVIDERS

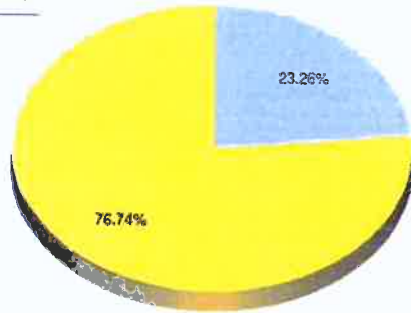
FIN	Provider	Zip	In Network	Claims In	Out Of Network	Claims Out	Total
112581812	CATAMARAN LLC	10087	\$0.00	0	\$105,159.15	25	\$105,159.15
202702059	HEALTH PAYMENT SYSTEMS	53202	\$15,505.40	10	\$0.00	0	\$15,505.40
311368946	AUXIANT MEDICAL MNGT (LCM/MNT)	43054	\$0.00	0	\$13,674.17	37	\$13,674.17
861040704	AUXIANT MEDICAL MNGT (PHX)	52407	\$0.00	0	\$1,890.35	79	\$1,890.35
PHARMACY	PHARMACY PAY INSURED	53713	\$0.00	0	\$189.69	290	\$189.69
PH	PRESCRIPTION DRUGS	75284	\$0.00	0	\$1.56	13	\$1.56
TOTAL			\$15,505.40	10	\$120,914.92	444	\$136,420.32

ALL PROVIDERS \$1,263,361.59

Prescription drugs may not match to other prescription drug amounts as claims are processed differently based on the provider, diagnosis, and type of claim.

MEMBERS MEETING DEDUCTIBLE

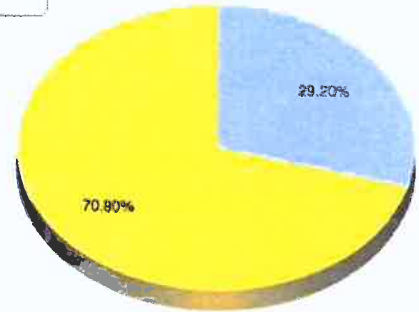
Met: 67 (23.26%)
Not Met: 221 (76.74%)



Based on 2015 deductible.

PRIOR MEMBERS MEETING DEDUCTIBLE

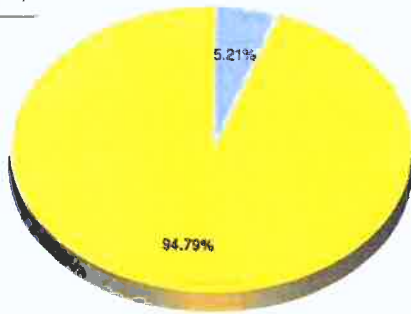
Met: 80 (29.20%)
Not Met: 194 (70.80%)



Based on 2014 deductible.

MEMBERS MEETING OOP MAX

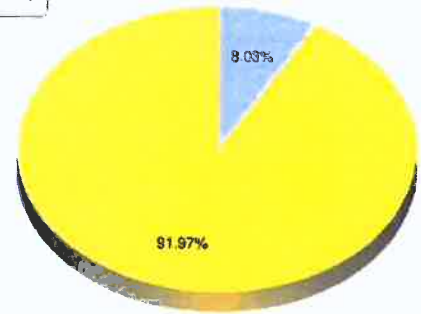
Met: 15 (5.21%)
Not Met: 273 (94.79%)



Based on 2015 out of pocket.

PRIOR MEMBERS MEETING OOP MAX

Met: 22 (8.03%)
Not Met: 252 (91.97%)



Based on 2014 out of pocket.

COPAY ANALYSIS

Type	Members	Claims Count	Copay Amount	Prior Members	Prior Claims	Prior Amount
Office Visit	135	305	\$6,338.75	126	315	\$6,281.42
Prescription Drugs	18	41	\$737.49	5	5	\$77.67
ER Visits	12	13	\$1,625.00	18	21	\$2,625.00
Urgent Care	7	8	\$400.00	4	6	\$300.00

This report shows how many unique members have accessed copays during this time period, and can be used to determine any disruption to members if copays are added or changed. The total dollars are calculated by adding the copay amounts of all claims for all members during this time period.

COST ALLOCATION BY PAID RANGE

Paid Range	Members ¹	% Of Total	Accumulated %	Total Paid ²	% Of Total	Accumulated %
No Claims Paid ³	66	22.37%	22.37%			
Paid Less Than 250	64	21.69%	44.07%	\$-16,340.81	-1.43%	-1.43%
Paid 250 - 499	37	12.54%	56.61%	\$14,045.97	1.23%	-0.20%
Paid 500 - 749	19	6.44%	63.05%	\$11,948.52	1.05%	0.85%
Paid 750 - 999	15	5.08%	68.14%	\$12,819.98	1.12%	1.97%
Paid 1,000 - 1,999	22	7.46%	75.59%	\$30,488.34	2.67%	4.65%
Paid 2,000 - 2,999	19	6.44%	82.03%	\$48,191.96	4.23%	8.87%
Paid 3,000 - 3,999	8	2.71%	84.75%	\$26,756.91	2.35%	11.22%
Paid 4,000 - 4,999	7	2.37%	87.12%	\$30,821.51	2.70%	13.92%
Paid 5,000 - 9,999	16	5.42%	92.54%	\$108,027.64	9.48%	23.40%
Paid 10,000 - 19,999	7	2.37%	94.92%	\$91,480.18	8.02%	31.42%
Paid 20,000 - 29,999	5	1.69%	96.61%	\$120,297.76	10.55%	41.98%
Paid 30,000 - 39,999	2	0.68%	97.29%	\$69,937.79	6.13%	48.11%
Paid 40,000 - 49,999	2	0.68%	97.97%	\$91,505.13	8.03%	56.14%
Paid 50,000 - 99,999	5	1.69%	99.66%	\$340,261.57	29.85%	85.99%
Paid 100,000 Or More	1	0.34%	100.00%	\$159,765.31	14.01%	100.00%

22.37% of the population had \$0 paid (Benchmark: 0.12% of the population had \$0 paid).

88.78% of the plan cost came from 15.25% of the population (Benchmark: 89.51% of the cost from 24.39% of the population).

PRIOR YEAR COST ALLOCATION BY PAID RANGE

Paid Range	Members ¹	% Of Total	Accumulated %	Total Paid ²	% Of Total	Accumulated %
No Claims Paid ³	79	26.60%	26.60%			
Paid Less Than 250	35	11.78%	38.38%	\$3,559.96	0.34%	0.34%
Paid 250 - 499	32	10.77%	49.16%	\$11,273.24	1.07%	1.40%
Paid 500 - 749	40	13.47%	62.63%	\$24,978.89	2.36%	3.77%
Paid 750 - 999	18	6.06%	68.69%	\$15,308.58	1.45%	5.21%
Paid 1,000 - 1,999	23	7.74%	76.43%	\$31,150.65	2.95%	8.16%
Paid 2,000 - 2,999	12	4.04%	80.47%	\$29,798.45	2.82%	10.98%
Paid 3,000 - 3,999	7	2.36%	82.83%	\$23,535.91	2.23%	13.20%
Paid 4,000 - 4,999	6	2.02%	84.85%	\$26,638.87	2.52%	15.72%
Paid 5,000 - 9,999	19	6.40%	91.25%	\$135,332.28	12.80%	28.52%
Paid 10,000 - 19,999	14	4.71%	95.96%	\$196,165.41	18.55%	47.07%
Paid 20,000 - 29,999	3	1.01%	96.97%	\$79,061.50	7.48%	54.55%
Paid 30,000 - 39,999	4	1.35%	98.32%	\$142,281.61	13.46%	68.01%
Paid 40,000 - 49,999	2	0.67%	98.99%	\$90,496.86	8.56%	76.56%
Paid 50,000 - 99,999	3	1.01%	100.00%	\$247,802.52	23.44%	100.00%
Paid 100,000 Or More	0	0.00%	100.00%	\$0.00	0.00%	100.00%

26.60% of the population had \$0 paid (Benchmark: 0.12% of the population had \$0 paid).

89.02% of the plan cost came from 19.53% of the population (Benchmark: 89.51% of the cost from 24.39% of the population).

¹ Included: Any eligible members or members with paid claims during this report's date range.

² Any negative values are due to voids and adjustments.

³ Includes no payment on claims due to deductibles and/or copays.

COST ALLOCATION BY GENDER AND AGE

Demographic	Members ¹	% Of Total	Accumulated %	Total Paid ²	% Of Total	Accumulated %	PMPY
Females 0-18	45	15.25%	15.25%	\$34,103.69	2.99%	2.99%	\$757.86
Males 0-18	45	15.25%	30.51%	\$132,303.20	11.61%	14.60%	\$2,940.07
Females 19-25	14	4.75%	35.25%	\$41,603.25	3.65%	18.25%	\$2,971.66
Males 19-25	17	5.76%	41.02%	\$3,859.71	0.34%	18.58%	\$227.04
Females 26-30	5	1.69%	42.71%	\$15,294.10	1.34%	19.93%	\$3,058.82
Males 26-30	8	2.71%	45.42%	\$9,617.40	0.84%	20.77%	\$1,202.18
Females 31-35	7	2.37%	47.80%	\$74,371.76	6.52%	27.29%	\$10,624.54
Males 31-35	4	1.36%	49.15%	\$2,090.03	0.18%	27.48%	\$522.51
Females 36-40	12	4.07%	53.22%	\$10,091.22	0.89%	28.36%	\$840.94
Males 36-40	10	3.39%	56.61%	\$87,961.07	7.72%	36.08%	\$8,796.11
Females 41-45	10	3.39%	60.00%	\$30,231.34	2.65%	38.73%	\$3,023.13
Males 41-45	13	4.41%	64.41%	\$33,765.46	2.96%	41.69%	\$2,597.34
Females 46-50	21	7.12%	71.53%	\$162,061.98	14.22%	55.91%	\$7,717.24
Males 46-50	19	6.44%	77.97%	\$25,737.77	2.26%	58.17%	\$1,354.62
Females 51-55	14	4.75%	82.71%	\$40,952.64	3.59%	61.76%	\$2,925.19
Males 51-55	14	4.75%	87.46%	\$78,057.57	6.85%	68.60%	\$5,575.54
Females 56-60	10	3.39%	90.85%	\$117,496.51	10.31%	78.91%	\$11,749.65
Males 56-60	13	4.41%	95.25%	\$39,386.56	3.45%	82.37%	\$3,029.74
Females 61-65	4	1.36%	96.61%	\$187,186.40	16.42%	98.79%	\$46,796.60
Males 61-65	4	1.36%	97.97%	\$9,365.96	0.82%	99.61%	\$2,341.49
Females Over 65	2	0.68%	98.64%	\$278.87	0.02%	99.63%	\$139.44
Males Over 65	4	1.36%	100.00%	\$4,191.37	0.37%	100.00%	\$1,047.84

PRIOR YEAR COST ALLOCATION BY GENDER AND AGE

Demographic	Members ¹	% Of Total	Accumulated %	Total Paid ²	% Of Total	Accumulated %	PMPY
Females 0-18	39	14.13%	14.13%	\$123,861.44	11.71%	11.71%	\$3,175.93
Males 0-18	40	14.49%	28.62%	\$113,142.85	10.70%	22.41%	\$2,828.57
Females 19-25	13	4.71%	33.33%	\$51,751.50	4.89%	27.31%	\$3,980.88
Males 19-25	14	5.07%	38.41%	\$8,236.73	0.78%	28.09%	\$588.34
Females 26-30	5	1.81%	40.22%	\$40,903.61	3.87%	31.96%	\$8,180.72
Males 26-30	11	3.99%	44.20%	\$88,800.86	8.40%	40.35%	\$8,072.81
Females 31-35	6	2.17%	46.38%	\$45,070.60	4.26%	44.62%	\$7,511.77
Males 31-35	4	1.45%	47.83%	\$9,918.92	0.94%	45.55%	\$2,479.73
Females 36-40	11	3.99%	51.81%	\$41,063.27	3.88%	49.44%	\$3,733.02
Males 36-40	8	2.90%	54.71%	\$5,604.31	0.53%	49.97%	\$700.54
Females 41-45	9	3.26%	57.97%	\$19,663.35	1.86%	51.83%	\$2,184.82
Males 41-45	13	4.71%	62.68%	\$113,052.17	10.69%	62.52%	\$8,696.32
Females 46-50	20	7.25%	69.93%	\$62,986.48	5.96%	68.48%	\$3,149.32
Males 46-50	20	7.25%	77.17%	\$36,129.92	3.42%	71.89%	\$1,806.50
Females 51-55	12	4.35%	81.52%	\$30,435.73	2.88%	74.77%	\$2,536.31
Males 51-55	11	3.99%	85.51%	\$53,321.22	5.04%	79.81%	\$4,847.38
Females 56-60	10	3.62%	89.13%	\$63,655.35	6.02%	85.83%	\$6,365.54
Males 56-60	13	4.71%	93.84%	\$75,209.58	7.11%	92.95%	\$5,785.35
Females 61-65	6	2.17%	96.01%	\$20,340.66	1.92%	94.87%	\$3,390.11
Males 61-65	5	1.81%	97.83%	\$35,285.24	3.34%	98.21%	\$7,057.05
Females Over 65	2	0.72%	98.55%	\$121.44	0.01%	98.22%	\$60.72
Males Over 65	4	1.45%	100.00%	\$18,829.50	1.78%	100.00%	\$4,707.38

¹ Included: Any eligible members or members with paid claims during this report's date range

² Any negative values are due to voids and adjustments.

TIF 6 Summary

Through 2015

Oct 2014

G.O. Community Development Bond

Projects

Capitalized Interest

Total

To Date Expense

5,574,758.90

(5,112,977.65)

(461,781.25)

0.00

447,852.55

169,319.79

(4,665,125.10)

(292,461.46)

(4,957,586.56)

Project Costs

2014 373,018.37

2015 87,980.17

2016

2017

Capitalized Interest Paid

169,319.79

184,712.50

107,748.96

Total 460,998.54

Interest Earned

2014 1,122.83

2015 12,023.16

Total 13,145.99

Debt Schedule

Year	Principal 1-Mar	Interest Rate	Interest 1-Mar	Interest 1-Sep	Total
2015			76,963.54	92,356.25	169,319.79
2016			92,356.25	92,356.25	184,712.50
2017			92,356.25	92,356.25	184,712.50
2018			92,356.25	92,356.25	184,712.50
2019			92,356.25	92,356.25	184,712.50
2020	150,000.00	3.00	92,356.25	90,106.25	332,462.50
2021	150,000.00	3.00	90,106.25	87,856.25	327,962.50
2022	280,000.00	3.00	87,856.25	83,656.25	451,512.50
2023	280,000.00	4.00	83,656.25	78,056.25	441,712.50
2024	330,000.00	4.00	78,056.25	71,456.25	479,512.50
2025	380,000.00	4.00	71,456.25	63,856.25	515,312.50
2026	380,000.00	4.00	63,856.25	56,256.25	500,112.50
2027	405,000.00	3.00	56,256.25	50,181.25	511,437.50
2028	415,000.00	3.00	50,181.25	43,956.25	509,137.50
2029	425,000.00	3.00	43,956.25	37,581.25	506,537.50
2030	435,000.00	3.25	37,581.25	30,512.50	503,093.75
2031	440,000.00	3.25	30,512.50	23,362.50	493,875.00
2032	440,000.00	3.50	23,362.50	15,662.50	479,025.00
2033	440,000.00	3.50	15,662.50	7,962.50	463,625.00
2034	455,000.00	3.50	7,962.50		462,962.50
Total	5,405,000.00		1,279,207.29	1,202,243.75	7,886,451.04

107,748.96 76,963.54

262,184.90 Reoffering Premium
(49,726.00) Underwriters Discount
(42,700.00) Issuance Costs

5,574,758.90

**VILLAGE OF GERMANTOWN
IMPACT FEES 2016**

VII. B

Police 21 Impact	Fire 22 Impact	Library 23 Impact	Park & Rec 24 Impact	Water 50 Impact	Total
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2016 Beginning Balance	56,994.26	31,917.95	20,422.65	127,514.46	214,070.65	450,919.97

Actual

Revenues						
Through January 2016	0.00	0.00	0.00	0.00	0.00	0.00
Year to date Interest	328.18	183.76	117.51	734.43	1,213.37	2,577.25
TOTAL 2016 COLLECTIONS	328.18	183.76	117.51	734.43	1,213.37	2,577.25
CURRENT YEAR TO DATE BALANCE	57,322.44	32,101.71	20,540.16	128,248.89	215,284.02	453,497.22
Less 2016 Transfers		(26,000.00)	(20,000.00)		(52,107.91)	(98,107.91)
Current Balance after Transfers	57,322.44	6,101.71	540.16	128,248.89	163,176.11	355,389.31

Year to Date Collections Sewer Connection Fee:	0.00
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	POLICE	FIRE	LIBRARY	RECREATION	WATER	SEWER CONNECTION
2016 Impact Fee Amounts	\$148.00	\$171.00	\$281.00	\$736.00	\$832.00	
	\$0.2809/\$1000	\$0.63549/\$1000				\$3,808.00
	Blding Cost	Blding Cost				

TOTAL COLLECTED 2016	0.00	0.00	0.00	0.00	0.00	0.00

Expenditure Date	2015	current	current	2017	current ***	No spend-down limit
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*** Use for Well #11 Costs & Debt Service

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

Sewer Connection Fee History

2015	206,351.35
2014	312,544.81
2013	92,070.60
2012	136,996.86
2011	41,219.38
2010	17,872.81
2009	35,774.10
2008	129,254.67
2007	378,319.14
2006	105,826.50
2005	199,238.12
	1,655,468.34

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VILLAGE OF GERMANTOWN
DISTRIBUTION JOURNAL # AP-021016

1/2/16

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JOURNAL DATE: 02/10/16

ACCOUNTING PERIOD: 02

ITEM	ACCOUNT #	ACCOUNT DESCRIPTION	VENDOR	INVOICE	TRANSACTION DESCRIPTION	DEBIT AMT	CREDIT AMT
GENERAL FUND							
01	10-100-130-5220	ACCOUNTS RECEIVABLE-AMBULANC	91924	020816	AARP/UHC MEDICARE COMP REFND	534.51	
02	10-100-130-5220	ACCOUNTS RECEIVABLE-AMBULANC	91924	02082016	AARP/UHC MEDICARE COMP REFND	267.42	
03	10-100-130-5220	ACCOUNTS RECEIVABLE-AMBULANC	91924	020816	AARP/UHC MEDICARE COMP REFND	451.15	
04	10-100-130-5220	ACCOUNTS RECEIVABLE-AMBULANC	91924	02082016	AARP/UHC MEDICARE COMP REFND	348.16	
05	10-100-130-5220	ACCOUNTS RECEIVABLE-AMBULANC	91924	020816	AARP/UHC MEDICARE COMP REFND	199.02	
06	10-100-130-5220	ACCOUNTS RECEIVABLE-AMBULANC	91924	02082016	AARP/UHC MEDICARE COMP REFND	196.89	
07	10-100-130-5220	ACCOUNTS RECEIVABLE-AMBULANC	94862	02082016	NATIONAL GOVT SVCS REFUND	355.12	
08	10-100-130-5220	ACCOUNTS RECEIVABLE-AMBULANC	94955	02082016	WISCONSIN PHYSICIANS REFUND	90.59	
09	10-100-130-5220	ACCOUNTS RECEIVABLE-AMBULANC	94955	02082016	K JESCHKE YOUNG REFUND	70.00	
10	10-100-150-7000	DUE FROM/TO VILLAGE HEALTH P	03146	421285	CATAMARAN CLAIM COST	3,748.55	
11	10-100-150-7000	DUE FROM/TO VILLAGE HEALTH P	03146	421287	CATAMARAN CLAIM FEE	45.00	
12	10-100-150-7000	DUE FROM/TO VILLAGE HEALTH P	14876	IVC0000000163	NUVANTAGE EAP 2/1/16-4/30/16	200.00	
13	10-100-160-2100	PREPAID INSURANCE	12969	13300	M3 INS 16/17 PROPERTY POLICY	52,859.00	
14	10-100-160-2200	COPIER EXPENSES IN SUSPENSE	03559	498840	COMPLETE OFFICE SUPPLIES	115.96	
15	10-100-160-2200	COPIER EXPENSES IN SUSPENSE	04131	49026184	DE LAGE LANDEN ACCT 691467	330.50	
16	10-100-160-2200	COPIER EXPENSES IN SUSPENSE	04131	49026622	DE LAGE LANDEN ACCT 691443	340.50	
17	10-100-160-2200	COPIER EXPENSES IN SUSPENSE	04131	49026626	DE LAGE LANDEN ACCT 691443	237.00	
18	10-100-160-2200	COPIER EXPENSES IN SUSPENSE	04131	49026630	DE LAGE LANDEN ACCT 691443	330.50	
19	10-100-160-2200	COPIER EXPENSES IN SUSPENSE	15504	C324479	OFFICE COPYING EQT 667019	200.79	
20	10-100-160-2200	COPIER EXPENSES IN SUSPENSE	15504	C324480	OFFICE COPYING EQT 667020	14.38	
21	10-100-160-2200	COPIER EXPENSES IN SUSPENSE	15504	C324481	OFFICE COPYING EQT 667021	28.44	
22	10-100-160-2200	COPIER EXPENSES IN SUSPENSE	15504	C324482	OFFICE COPYING EQT 667022	34.76	
23	10-200-210-5310	LIFE INSURANCE DEDUCTIONS	13365	02082016	MINN LIFE SPOUSE&DEPEND MARC	120.75	
24	10-200-210-5310	LIFE INSURANCE DEDUCTIONS	13365	02082016	MINN LIFE ADDL LIFE MARCH 20	494.35	
25	10-200-210-5310	LIFE INSURANCE DEDUCTIONS	13365	02082016	MINN LIFE SUPPLEMENTAL MARCH	521.73	
26	10-200-210-5330	HEALTH INSURANCE DEDUCTION	07212	02082016	VLG GTOWN HLTH EMPL SHR FEB	15,578.32	
27	10-200-210-5330	HEALTH INSURANCE DEDUCTION	07212	02082016	VLG GTOWN HLTH CORR JAN	447.81	
28	10-200-210-5332	AFLAC DEDUCTION-TAX DEFERRED	01249	497208	AFLAC ACCT BT767 DEFERRED	453.75	
29	10-200-210-5332	AFLAC DEDUCTION-TAX DEFERRED	01249	662817	AFLAC ACCT BT458 DEFERRED	1,112.48	
30	10-200-210-5333	AFLAC DEDUCTION-TAXABLE	01249	497208	AFLAC ACCT BT767 TAXABLE	457.86	
31	10-200-210-5333	AFLAC DEDUCTION-TAXABLE	01249	662817	AFLAC ACCT BT458 TAXABLE	813.08	
32	10-200-260-8000	PARK & RECREATION DEFERRED R	94991	193271	S REID REC REFUND	40.00	
33	10-200-260-8000	PARK & RECREATION DEFERRED R	94992	193273	E CANNON REC REFUND	40.00	
34	10-200-260-8000	PARK & RECREATION DEFERRED R	94993	193270	L MANLEY REC REFUND	80.00	
35	10-200-260-8000	PARK & RECREATION DEFERRED R	94994	193396	M SIMMONS REC REFUND	79.20	
36	10-200-260-8000	PARK & RECREATION DEFERRED R	94995	193385	A KNOBLOCH REC REFUND	35.00	
37	10-200-260-8000	PARK & RECREATION DEFERRED R	94996	193446	M RYLES REC REFUND	35.00	
38	10-200-260-8000	PARK & RECREATION DEFERRED R	98303	193272	S KOPREK REC REFUND	35.00	

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VILLAGE OF GERMANTOWN
DISTRIBUTION JOURNAL # AP-021016

JOURNAL DATE: 02/10/16

ACCOUNTING PERIOD: 02

ITEM	ACCOUNT #	ACCOUNT DESCRIPTION	VENDOR	INVOICE	TRANSACTION DESCRIPTION	DEBIT AMT	CREDIT AMT
GENERAL FUND							
39	10-430-431-5200	STATE AID-LAW ENFORCEMENT	23217	01272016	CTY WEST BND GRANT TASK FORC	460.36	
40	10-460-462-2220	AMBULANCE FEES	20329	3508	3 RIVERS BILLING JANUARY EMS	2,535.95	
41	10-480-489-9900	MISCELLANEOUS REVENUES	05652	01312016	EQUILRIGHTS CHILD LABOR PERM	142.50	
42	10-512-520-2300	HEALTH INSURANCE	07212	02082016	VLG GTOWN HLTH ADM FEB	1,056.25	
43	10-512-520-2400	DENTAL INSURANCE	07192	02082016	VLG GTOWN DENTL ADM FEB	63.83	
44	10-512-520-2500	LIFE INSURANCE	13365	02082016	MINN LIFE MARCH 2016	46.10	
45	10-512-530-6110	WELLNESS - EMPLOYEE REIMBURS	11230	02012016	KETILE MORAINNE YMCA WELLNESS	85.00	
46	10-512-530-6110	WELLNESS - EMPLOYEE REIMBURS	25036	02012016	YMCA OF METRO MINN WELLNESS	17.00	
47	10-512-530-7200	TELEPHONE	19099	01142016	DAVID R SCHORNACK TELEPHONE	50.00	
48	10-512-530-7200	TELEPHONE	20355	02012016	TIME WARNER ACCT 107056801	14.17	
49	10-512-530-7800	TRAVEL	19099	01142016	DAVID R SCHORNACK TRAVEL	12.96	
50	10-513-520-2300	HEALTH INSURANCE	07212	02082016	VLG GTOWN HLTH CLK FEB	3,879.13	
51	10-513-520-2400	DENTAL INSURANCE	07192	02082016	VLG GTOWN DENTL CLK FEB	237.25	
52	10-513-520-2500	LIFE INSURANCE	13365	02082016	MINN LIFE MARCH 2016	27.02	
53	10-513-530-3100	GENERAL SUPPLIES & EXPENSES	05450	01272016	US BANK AMAZON MARKETPLACE	5.94	
54	10-513-530-3100	GENERAL SUPPLIES & EXPENSES	05450	01272016	US BANK AMAZON MARKETPLACE	108.11	
55	10-513-530-3100	GENERAL SUPPLIES & EXPENSES	05450	01272016	US BANK AMAZON MARKETPLACE 1/	6.88	
56	10-513-530-3950	ELECTION SUPPLIES & EXPENSES	03521	19331	COMMAND CENTRAL ICE RISERS	50.00	
57	10-513-530-3950	ELECTION SUPPLIES & EXPENSES	05450	01272016	US BANK AMAZON MARKETPLACE	67.99	
58	10-513-530-3950	ELECTION SUPPLIES & EXPENSES	05450	01272016	US BANK AMAZON MARKETPLACE	3.57	
59	10-513-530-3950	ELECTION SUPPLIES & EXPENSES	07488	01312016	B GOECKNER	103.04	
60	10-513-530-3950	ELECTION SUPPLIES & EXPENSES	10507	700202-1-16	JOURNAL SENTINEL ACCT 700202	60.80	
61	10-513-530-3950	ELECTION SUPPLIES & EXPENSES	19173	18173	SCHULTZ-BERNSTEIN CLK SEPT20	195.00	
62	10-513-530-3950	ELECTION SUPPLIES & EXPENSES	19173	18175	SCHULTZ-BERNSTEIN CLK NOV 20	520.00	
63	10-513-530-3950	ELECTION SUPPLIES & EXPENSES	19173	18176	SCHULTZ-BERNSTEIN CLK DEC 20	130.00	
64	10-513-530-3950	ELECTION SUPPLIES & EXPENSES	23186	02082016	WASHINGTON CTY GIS DIST MAPS	45.00	
65	10-513-530-3950	ELECTION SUPPLIES & EXPENSES	19173	18172	SCHULTZ-BERNSTEIN CLK AUG 20	130.00	
66	10-513-530-5400	EQUIPMENT REPAIR & MAINTENAN	19173	18173	SCHULTZ-BERNSTEIN CLK SEPT20	195.00	
67	10-513-530-5400	EQUIPMENT REPAIR & MAINTENAN	07488	01312016	B GOECKNER TELEPHONE	25.00	
68	10-513-530-7200	TELEPHONE	20355	02012016	TIME WARNER ACCT 107056801	35.42	
69	10-513-530-7200	TELEPHONE	21032	439	UMEX CTR LAND USE EDUCATION	25.00	
70	10-513-530-7700	TRAINING & SEMINARS	07212	02082016	VLG GTOWN HLTH TREAS FEB	2,497.88	
71	10-514-520-2300	HEALTH INSURANCE	07192	02082016	VLG GTOWN DENTL TREAS FEB	153.75	
72	10-514-520-2400	DENTAL INSURANCE	13365	02082016	MINN LIFE MARCH 2016	45.99	
73	10-514-520-2500	LIFE INSURANCE	05450	01272016	US BANK AMAZON BACK UP TAPE	79.99	
74	10-514-530-5400	EQUIPMENT REPAIR & MAINTENAN	19173	18176	SCHULTZ-BERNSTEIN FIN DEC 20	130.00	
75	10-514-530-5400	EQUIPMENT REPAIR & MAINTENAN	20355	02012016	TIME WARNER ACCT 107056801	31.17	
76	10-514-530-7200	TELEPHONE					

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VILLAGE OF GERMANTOWN
DISTRIBUTION JOURNAL # AP-021016

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JOURNAL DATE: 02/10/16

ACCOUNTING PERIOD: 02

ITEM	ACCOUNT #	ACCOUNT DESCRIPTION	VENDOR	INVOICE	TRANSACTION DESCRIPTION	DEBIT AMT	CREDIT AMT
GENERAL FUND							
77	10-517-520-2300	HEALTH INSURANCE	07212	02082016	VLG GTOWN HITH DATA PRO FEB	650.00	
78	10-517-520-2400	DENTAL INSURANCE	07192	02082016	VLG GTOWN DENTL DATA PROC FE	39.33	
79	10-517-520-2500	LIFE INSURANCE	13365	02082016	MINN LIFE MARCH 2016	9.29	
80	10-517-530-7200	TELEPHONE	20355	02012016	TIME WARNER ACCT 107056801	12.75	
81	10-517-530-7400	HARDWARE, SUPPORT & SERVICE	19173	18172	SCHULTZ-BERNSTEIN DP AUG 201	997.50	
82	10-517-530-7400	HARDWARE, SUPPORT & SERVICE	19173	18173	SCHULTZ-BERNSTEIN DP SEPT 20	445.00	
83	10-517-530-7400	HARDWARE, SUPPORT & SERVICE	19173	18174	SCHULTZ-BERNSTEIN DP OCT 201	445.00	
84	10-517-530-7400	HARDWARE, SUPPORT & SERVICE	19173	18175	SCHULTZ-BERNSTEIN DP NOV 201	380.00	
85	10-517-530-7400	HARDWARE, SUPPORT & SERVICE	19173	18176	SCHULTZ-BERNSTEIN DP DEC 201	250.00	
86	10-517-530-7450	SOFTWARE, SUPPORT & SERVICE	05450	01272016	US BANK LOGMEIN 1/12	149.50	
87	10-518-530-3100	GENERAL SUPPLIES AND EXPENSE	19660	12556811 012816	STANDARD COFFEE SUPPLIES	171.30	
88	10-518-530-7100	HEAT, LIGHT, & POWER	23723	01292016	WE ENERGIES 1201-246-185 GAS	14.44	
89	10-518-530-7100	HEAT, LIGHT, & POWER	23723	01292016	WE ENERGIES 1447-646-032 ELE	820.82	
90	10-518-530-7100	HEAT, LIGHT, & POWER	23723	01292016	WE ENERGIES 1447-646-032 GAS	1,067.78	
91	10-518-530-7100	HEAT, LIGHT, & POWER	23723	01292016	WE ENERGIES 2837-673-759 GAS	819.52	
92	10-518-530-7200	TELEPHONE	01789	262253827001	AT&T ACCT 262 253-8270 500	1,168.80	
93	10-518-530-7200	TELEPHONE	01789	262677217701	AT&T ACCT 262 677-2177 299 2	35.44	
94	10-518-530-7200	TELEPHONE	01789	262677217701	AT&T ACCT 262 R53-1234 123 2	559.71	
95	10-518-530-7700	GEN GOVT. TRAINING	21032	439	UMEX CTR LAND USE EDUCATION	300.00	
96	10-519-520-2300	HEALTH INSURANCE	07212	02082016	VLG GTOWN HITH BLDG&GRN FEB	2,502.08	
97	10-519-520-2400	DENTAL INSURANCE	07192	02082016	VLG GTOWN DENTL BLDG&GRN FEB	199.42	
98	10-519-520-2500	LIFE INSURANCE	13365	02082016	MINN LIFE MARCH 2016	35.16	
99	10-519-530-3100	GENERAL SUPPLIES & EXPENSES	02087	EC0001007724-01	BATTERIES PLS	568.20	
100	10-519-530-3100	GENERAL SUPPLIES & EXPENSES	05450	01272016	US BANK MILLS FLEET FARM 1/8	310.94	
101	10-519-530-3100	GENERAL SUPPLIES & EXPENSES	13207	83838	MENARDS ACCT 31730252	23.98	
102	10-519-530-3100	GENERAL SUPPLIES & EXPENSES	20355	02032016	TIME WARNER ACCT 702685501	90.49	
103	10-519-530-3500	CUSTODIAL SUPPLIES	14035	S1995179.001	NASSCO INC SUPPLIES	2,607.00	
104	10-519-530-3500	CUSTODIAL SUPPLIES	14035	S1995184.001	NASSCO INC SUPPLIES	554.27	
105	10-519-530-3500	CUSTODIAL SUPPLIES	14035	S2000419.001	NASSCO INC SUPPLIES	42.75	
106	10-519-530-4400	CONTRACTED SERVICES	03424	50303	CLEAN POWER JANUARY 2016	8,628.00	
107	10-519-530-5210	MAINT & REPAIR -VILL HALL BL	07599	9002261437	GRAINGER V.H. COMPRESSOR	927.00	
108	10-519-530-5210	MAINT & REPAIR -VILL HALL BL	14214	02012016	NEU'S BLDG CTR ACCT 23009	111.73	
109	10-519-530-5215	MAINT & REPAIR - WOLF/BAST	07579	8747	GOSCHEY MECH WOLF HS,BELL 20	306.00	
110	10-519-530-5215	MAINT & REPAIR - WOLF/BAST	13207	83518	MENARDS ACCT 31730275	16.45	
111	10-519-530-5215	MAINT & REPAIR - WOLF/BAST	14035	S1995184.002	NASSCO INC SUPPLIES	52.84	
112	10-519-530-5221	MAINT & REPAIR - POLICE BLDG	01617	56218	ARMOUR COATINGS POLICE ANNEX	75.00	
113	10-519-530-5221	MAINT & REPAIR - POLICE BLDG	07579	8714	GOSCHEY MECH P.D. FALL CK 20	189.58	
114	10-519-530-5221	MAINT & REPAIR - POLICE BLDG	13207	83352	MENARDS ACCT 31730275	47.68	

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GENERAL FUND							
115	10-519-530-5221	MAINT & REPAIR - POLICE BLDG	13207	83403	MENARDS ACCT 31730275	104.71	
116	10-519-530-5221	MAINT & REPAIR - POLICE BLDG	13207	83407	MENARDS ACCT 31730275	28.98	
117	10-519-530-5221	MAINT & REPAIR - POLICE BLDG	13207	83417	MENARDS ACCT 31730275	60.09	
118	10-519-530-5221	MAINT & REPAIR - POLICE BLDG	13207	83459	MENARDS ACCT 31730275	101.63	
119	10-519-530-5221	MAINT & REPAIR - POLICE BLDG	13207	83474	MENARDS ACCT 31730252	13.12	
120	10-519-530-5221	MAINT & REPAIR - POLICE BLDG	13207	83990	MENARDS ACCT 31730275	64.93	
121	10-519-530-5221	MAINT & REPAIR - POLICE BLDG	14214	02012016	NEU'S BLDG CTR ACCT 23009	40.08	
122	10-519-530-5222	MAINT & REPAIR - FIRE STATIO	07579	8740	GOSCHEY MECH FIRE 2 2015	721.56	
123	10-519-530-5224	MAINT & REPAIR - SURVIVE ALI	13207	83699	MENARDS ACCT 31730275	14.56	
124	10-519-530-5242	MAINT & REPAIR - DPW OFFICES	07579	8715	GOSCHEY MECH DPW PKS GAR 201	666.41	
125	10-519-530-5242	MAINT & REPAIR - DPW OFFICES	07579	8717	GOSCHEY MECH DPW OFFICE 2015	629.48	
126	10-519-530-5242	MAINT & REPAIR - DPW OFFICES	07579	8718	GOSCHEY MECH GARAGE 3&4 2015	510.00	
127	10-519-530-5242	MAINT & REPAIR - DPW OFFICES	07579	8739	GOSCHEY MECH DPW GARAGE 3 20	1,287.80	
128	10-519-530-5242	MAINT & REPAIR - DPW OFFICES	07579	8748	GOSCHEY MECH DPW SVC 2015	336.96	
129	10-519-530-5242	MAINT & REPAIR - DPW OFFICES	13207	83688	MENARDS ACCT 31730252	51.02	
130	10-519-530-5242	MAINT & REPAIR - DPW OFFICES	14214	02012016	NEU'S BLDG CTR ACCT 23009	18.61	
131	10-519-530-5251	MAINT & REPAIR - LIBRARY BLD	05450	01272016	US BANK MILW PLATE GLASS 1/1	29.00	
132	10-519-530-5251	MAINT & REPAIR - LIBRARY BLD	07579	8734	GOSCHEY MECH LIBRARY 2015	534.17	
133	10-519-530-5251	MAINT & REPAIR - LIBRARY BLD	13207	83828	MENARDS ACCT 31730252	4.98	
134	10-519-530-5251	MAINT & REPAIR - LIBRARY BLD	13207	83884	MENARDS ACCT 31730252	11.97	
135	10-519-530-5251	MAINT & REPAIR - LIBRARY BLD	14213	01302016	MENARDS ACCT 31730252	8.97	
136	10-519-530-5251	MAINT & REPAIR - LIBRARY BLD	14213	01302016	NEU'S SUPPLY LINE ACCT 23009	270.00	
137	10-519-530-5254	HEAT, LIGHT, POWER-FIRE CTR	13207	83687	MENARDS ACCT 31730275	8.43	
138	10-519-530-7150	HEAT, LIGHT, POWER-FIRE CO B	23723	01292016	WE ENERGIES 8432-745-632 ELE	110.69	
139	10-519-530-7150	HEAT, LIGHT, POWER-FIRE CO B	23723	01292016	WE ENERGIES 9001-628-234 GAS	243.97	
140	10-519-570-8222	MAJOR REPAIRS - FIRE STATION	07579	8631	GOSCHEY MECH FIRE 2 (2015)	2,720.00	
141	10-521-520-2300	HEALTH INSURANCE	07212	02082016	VLG GTOWN HLTH POLICE FEB	52,462.50	
142	10-521-520-2400	DENTAL INSURANCE	07192	02082016	VLG GTOWN DENTL POLICE FEB	3,253.83	
143	10-521-520-2500	LIFE INSURANCE	13365	02082016	MINN LIFE MARCH 2016	388.70	
144	10-521-530-3100	GENERAL SUPPLIES & EXPENSES	04895	02082016	DWD-UI ACCT 693003-000-9	1,850.00	
145	10-521-530-3100	GENERAL SUPPLIES & EXPENSES	05450	01272016	US BANK PAYPAL WCPA	65.00	
146	10-521-530-3100	GENERAL SUPPLIES & EXPENSES	07615	64141	GRAPHIC EDGE CARDS S JONES	22.48	
147	10-521-530-3100	GENERAL SUPPLIES & EXPENSES	94989	01262016	WI-PAC PETE HOELL MEMBERSHIP	50.00	
148	10-521-530-3200	OFFICE SUPPLIES	05606	226711	ENVIRONMTL INNOVATIONS TONER	59.00	
149	10-521-530-3200	OFFICE SUPPLIES	05606	226712	ENVIRONMTL INNOVATIONS TONER	69.00	
150	10-521-530-3200	OFFICE SUPPLIES	17355	2498829	QUILL CORP SUPPLIES	23.09	
151	10-521-530-3200	OFFICE SUPPLIES	17355	2570852	QUILL CORP SUPPLIES	75.01	
152	10-521-530-3200	OFFICE SUPPLIES	17355	2643343	QUILL CORP SUPPLIES	13.99	

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GENERAL FUND							
153	10-521-530-3200	OFFICE SUPPLIES	17355	2682004	QUIL CORP SUPPLIES	23.09	
154	10-521-530-3300	COPY MACHINE	07573	100273912	GFC LEASING 411836 P.D.	376.25	
155	10-521-530-3400	POSTAGE	05450	01272016	US BANK USPS 1/11	294.00	
156	10-521-530-3810	UNIFORM ALLOWANCE	02892	R95-0000610	BUDS POLICE SUPP 2015	1,140.00	
157	10-521-530-3810	UNIFORM ALLOWANCE	05450	01272016	US BANK J G UNIFORMS	130.49	
158	10-521-530-3810	UNIFORM ALLOWANCE	05450	01272016	US BANK J G UNIFORMS	253.94	
159	10-521-530-3810	UNIFORM ALLOWANCE	07043	004768024	GALLS BOOT/OXFORD P.D.	153.29	
160	10-521-530-3830	JUVENILE SUPPLIES	17355	2570852	QUIL CORP SUPPLIES	182.28	
161	10-521-530-3850	INVESTIGATIVE SUPPLIES	12326	1407764-2016013	LEXISNEXIS RISK ACCT 1407764	114.50	
162	10-521-530-4130	OTHER COURT COSTS	03529	400033943900	COMM MEM HOSP 15-018777 (201	60.00	
163	10-521-530-4130	OTHER COURT COSTS	03529	400034986800	COMM MEM HOSP 16-001101	60.00	
164	10-521-530-4130	OTHER COURT COSTS	94990	12292015	WI STATE LAB HYGIENE 15-0181	213.00	
165	10-521-530-5410	OFFICE EQUIP-REPAIR & MAINT	05450	01272016	US BANK AMAZON 1/8	98.40	
166	10-521-530-5410	OFFICE EQUIP-REPAIR & MAINT	02594	228904	US BANK CROSSMATCH 1/20	209.14	
167	10-521-530-5500	VEHICLE REPAIR & MAINTENANCE	06321	106449	GORDIE BOUCHER PARTS SQD 2	126.12	
168	10-521-530-5500	VEHICLE REPAIR & MAINTENANCE	07170	220915	BOB FISH GMC SQD 16 HOSE	99.40	
169	10-521-530-5500	VEHICLE REPAIR & MAINTENANCE	07208	174507	GENERAL COMM SQD 14 REPAIR	725.55	
170	10-521-530-5500	VEHICLE REPAIR & MAINTENANCE	07208	174583	GROWN TIRE&AUTO SQD 13	25.46	
171	10-521-530-5500	VEHICLE REPAIR & MAINTENANCE	07208	174584	GROWN TIRE&AUTO SQD 5	27.56	
172	10-521-530-5500	VEHICLE REPAIR & MAINTENANCE	14018	012816	GTOWN TIRE&AUTO SQD 18	17.10	
173	10-521-530-5500	VEHICLE REPAIR & MAINTENANCE	15623	4004-227758	FALLS AUTO PARTS ACCT 4040	477.48	
174	10-521-530-5500	VEHICLE REPAIR & MAINTENANCE	16595	10IV102793	O'REILLY AUTO SQD 16	72.04	
175	10-521-530-5500	VEHICLE REPAIR & MAINTENANCE	16595	15IV003623	PRECISION SVC & PTS SQD 2	25.68	
176	10-521-530-5500	VEHICLE REPAIR & MAINTENANCE	23723	01292016	PRECISION SVC & PTS SQDS 2&1	180.10	
177	10-521-530-7100	HEAT, LIGHT, & POWER	23723	01292016	WE ENERGIES 6209-883-149 ELE	626.44	
178	10-521-530-7100	HEAT, LIGHT, & POWER	23723	01292016	WE ENERGIES 6209-883-149 GAS	818.47	
179	10-521-530-7100	HEAT, LIGHT, & POWER	23723	01292016	WE ENERGIES 7815-126-541 GAS	322.83	
180	10-521-530-7200	TELEPHONE	01789	262250155301	AT&T ACCT 262 250-1553 423 0	18.63	
181	10-521-530-7200	TELEPHONE	01789	262250155301	AT&T ACCT 262 250-1553 423 0	18.63	
182	10-521-530-7200	TELEPHONE	01789	414245633801	AT&T ACCT 414 245-6338 852 5	96.73	
183	10-521-530-7210	COMMUNICATION	02110	1761-02	BAYCOM INC 911 SVC AGREEMENT	1,231.71	
184	10-521-530-7210	COMMUNICATION	07170	220728	GENERAL COMM REPAIR P.D.	467.50	
185	10-521-530-7210	COMMUNICATION	20355	02072016	TIME WARNER ACCT 702686401	758.99	
186	10-521-530-7210	COMMUNICATION	23715	T20506	WI DEPT OF JUSTICE-TIME	517.50	
187	10-521-530-7300	INSURANCE & BONDS	12082	02082016	LAW HEALTH INS VERA JAN 2016	200.00	
188	10-521-530-7400	COMPUTER HARDWARE MAINT AGRE	03679	8771	CMT ADV MAINTENANCE P.D. 201	700.00	
189	10-521-530-7450	COMPUTER SOFTWARE SUPPORT	19173	18172	SCHULTZ-BERNSTEIN PD AUG 201	260.00	
190	10-521-530-7450	COMPUTER SOFTWARE SUPPORT	19173	18173	SCHULTZ-BERNSTEIN PD SEPT 20	975.00	

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GENERAL FUND							
191	10-521-530-7450	COMPUTER SOFTWARE SUPPORT	19173	18174	SCHULTZ-BERNSTEIN PD OCT 201	1,917.50	
192	10-521-530-7450	COMPUTER SOFTWARE SUPPORT	19173	18175	SCHULTZ-BERNSTEIN PD NOV 201	1,170.00	
193	10-521-530-7450	COMPUTER SOFTWARE SUPPORT	19173	18176	SCHULTZ-BERNSTEIN PD DEC 201	390.00	
194	10-521-530-7700	TRAINING	05450	01272016	US BANK PAYPAL WPLF HOELL	210.00	
195	10-521-530-7700	TRAINING	05450	01272016	US BANK PAYPAL WPLF SNOW	135.00	
196	10-521-530-7800	TRAVEL	05450	01272016	US BANK COUNTRY INN & STES		11.32
197	10-521-530-7800	TRAVEL	05450	01272016	US BANK COUNTRY INN & STES	100.32	
198	10-521-530-7800	TRAVEL	05450	01272016	US BANK KALAHARI 1/5	79.00	
199	10-521-530-7800	TRAVEL	05450	01272016	US BANK KALAHARI 1/5	79.00	
200	10-521-530-7920	POLICE RECRUIT TESTING	23706	12162015	WCPA ENTRY LEVEL EXAMS 2015	356.00	
201	10-522-520-2300	HEALTH INSURANCE	07212	02082016	VLG GTOWN HLTH FIRE FEB	10,012.46	
202	10-522-520-2400	DENTAL INSURANCE	07192	02082016	VLG GTOWN DENTL FIRE FEB	613.50	
203	10-522-520-2500	LIFE INSURANCE	13365	02082016	MINN LIFE MARCH 2016	107.86	
204	10-522-530-3100	GENERAL SUPPLIES & EXPENSES	01332	01-183197	ALLIED DIGITAL PHOTO F.D.	47.25	
205	10-522-530-3100	GENERAL SUPPLIES & EXPENSES	03559	504561	COMPLETE OFFICE SUPPLIES	55.19	
206	10-522-530-3100	GENERAL SUPPLIES & EXPENSES	04895	02082016	DMD-UI ACCT 693003-000-9	114.20	
207	10-522-530-3100	GENERAL SUPPLIES & EXPENSES	13207	83488	MENARDS ACCT 31730275	48.32	
208	10-522-530-3140	INSPECTION/FIRE ED SUPPLY &	11587	INVO0780365	KNOX CO GASKETS	140.00	
209	10-522-530-3140	INSPECTION/FIRE ED SUPPLY &	16714	2016083	PROPHOENIX MOBILE INSPECTION	1,462.50	
210	10-522-530-3190	MEALS-TRAINING & EMERGENCIES	03663	02012016	COMDATA CORP ACCT RF049	76.20	
211	10-522-530-3200	OFFICE SUPPLIES	03559	495372	COMPLETE OFFICE SUPPLIES	267.96	
212	10-522-530-3500	CUSTODIAL SUPPLIES & EXPENSE	26207	9002073594	KEP SALES & SVC BOGO PROMO	143.90	
213	10-522-530-3510	CUSTODIAL SUPPL & EXP - SVA	13207	82902	MENARDS ACCT 31730275	8.99	
214	10-522-530-3810	UNIFORMS	12047	212107	LARK UNIFORM OUTFITTERS F.D.	59.80	
215	10-522-530-3860	MEDICAL SUPPLIES & EXPENSES	01689	93404258	ARROW INTL NEEDLE SET	674.75	
216	10-522-530-3860	MEDICAL SUPPLIES & EXPENSES	02562	82023801	BOUND TREE MEDICAL SUPPLIES	945.64	
217	10-522-530-3860	MEDICAL SUPPLIES & EXPENSES	02562	82031717	BOUND TREE MEDICAL SUPPLIES	863.26	
218	10-522-530-3860	MEDICAL SUPPLIES & EXPENSES	05450	01272016	US BANK FROEDERT HEALTH EDUC	145.00	
219	10-522-530-3860	MEDICAL SUPPLIES & EXPENSES	19792	4006089685	STERICYCLE INC SUPPLIES	81.66	
220	10-522-530-5400	EQUIPMENT REPAIR & MAINTENAN	01571	2160248	AMERICAN TEST CTR FIRE 1771	1,384.00	
221	10-522-530-5400	EQUIPMENT REPAIR & MAINTENAN	02245	16-02	B BIEDENBENDER FIRE 71 UPGRA	3,960.00	
222	10-522-530-5400	EQUIPMENT REPAIR & MAINTENAN	03347	0F36086777	CINTAS FIRE DEPT TRUCK	157.06	
223	10-522-530-5400	EQUIPMENT REPAIR & MAINTENAN	09806	46283	ISG INFRASYS F.D.	165.00	
224	10-522-530-5400	EQUIPMENT REPAIR & MAINTENAN	19173	18172	SCHULTZ-BERNSTEIN FIRE AUG 2	195.00	
225	10-522-530-5400	EQUIPMENT REPAIR & MAINTENAN	19173	18175	SCHULTZ-BERNSTEIN FIRE NOV20	162.50	
226	10-522-530-5500	VEHICLE REPAIR, MAINT & LEAS	05450	01272016	US BANK DEL CITY 1/19	266.37	
227	10-522-530-5500	VEHICLE REPAIR, MAINT & LEAS	09561	C041001955:01	INTRSTATE PWR FIRE 1790 (201	19.45	
228	10-522-530-5500	VEHICLE REPAIR, MAINT & LEAS	14018	012816	FALLS AUTO PARTS ACCT 4040	93.17	

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GENERAL FUND							
229	10-522-530-5500	VEHICLE REPAIR, MAINT & LEAS	14018	01282016	FALLS AUTO PARTS ACCT 2160	8.00	
230	10-522-530-5500	VEHICLE REPAIR, MAINT & LEAS	16595	15CN002983	PRECISION SVC & PTS CREDIT		30.00
231	10-522-530-5500	VEHICLE REPAIR, MAINT & LEAS	18510	WM818416	ROAD EQUIPMENT FIRE 1752	52.50	
232	10-522-530-7100	HEAT, LIGHT, POWER-STATION	23723	01292016	WE ENERGIES 2481-365-817 ELE	1,064.62	
233	10-522-530-7100	HEAT, LIGHT, POWER-STATION	23723	01292016	WE ENERGIES 4477-134-548 GAS	692.23	
234	10-522-530-7111	HEAT, LIGHT & POWER - SVA	23723	01292016	WE ENERGIES 3080-583-163 ELE	108.52	
235	10-522-530-7111	HEAT, LIGHT & POWER - SVA	23723	01292016	WE ENERGIES 3080-583-163 GAS	145.40	
236	10-522-530-7210	COMMUNICATIONS	05450	01272016	US BANK LOGMEIN 1/12	299.00	
237	10-522-530-7210	COMMUNICATIONS	07170	220714	GENERAL COMM MOVE ANTENNAS F	57.25	
238	10-522-530-7210	COMMUNICATIONS	07170	220889	GENERAL COMM BATTERIES F.D.	95.00	
239	10-522-530-7720	FIRE TRAINING, SEMINAR, & TR	23002	05-16	WCFTOA ANNUAL DUES	50.00	
240	10-522-530-7720	FIRE TRAINING, SEMINAR, & TR	23057	02042016	WASH CITY FIRE CHIEFS ASSN DU	200.00	
241	10-522-530-7730	RESCUE TRAINING, SEMINAR, TR	16714	2016012	PROPHOENIX MAINT 2015	8,827.68	
242	10-523-520-2300	HEALTH INSURANCE	07212	02082016	VLG GTOWN HLTH EMERG GOV FEB	81.25	
243	10-523-520-2400	DENTAL INSURANCE	07192	02082016	VLG GTOWN DENTL EMERG GOV FE	4.92	
244	10-523-520-2500	LIFE INSURANCE	13365	02082016	MINN LIFE MARCH 2016	0.68	
245	10-524-520-2300	HEALTH INSURANCE	07192	02082016	VLG GTOWN HLTH INSPEC FEB	2,579.13	
246	10-524-520-2400	DENTAL INSURANCE	07192	02082016	VLG GTOWN DENTL INSPEC FEB	158.67	
247	10-524-520-2500	LIFE INSURANCE	13365	02082016	MINN LIFE MARCH 2016	48.07	
248	10-524-530-7200	TELEPHONE	20355	02012016	TIME WARNER ACCT 107056801	35.42	
249	10-524-530-7700	TRAINING & SEMINARS	91344	01222016	WI HOUSNG ALINCE SEMINAR MKR	50.00	
250	10-524-530-7800	TRAVEL	18295	11232015	J RETZLAFF 2015 INSPEC TRAVE	213.33	
251	10-541-520-2300	HEALTH INSURANCE	07212	02082016	VLG GTOWN HLTH DPW ADM FEB	1,294.87	
252	10-541-520-2400	DENTAL INSURANCE	07192	02082016	VLG GTOWN DENTL DPW ADM FEB	147.75	
253	10-541-520-2500	LIFE INSURANCE	13365	02082016	MINN LIFE MARCH 2016	73.42	
254	10-541-530-3200	OFFICE SUPPLIES	05450	01272016	US BANK DOA E PAY DOC SALES	66.24	
255	10-541-530-5500	VEHICLE REPAIR & MAINTENANCE	14018	012816	FALLS AUTO PARTS ACCT 4040	3.90	
256	10-541-530-7200	TELEPHONE	20355	02012016	TIME WARNER ACCT 107056801	38.25	
257	10-541-530-7200	TELEPHONE	21480	0119316781	U.S.CELLULAR ACCT 208905708	53.44	
258	10-541-530-7700	TRAINING & SEMINARS	05450	01272016	US BANK UWM SCE 1/6	395.00	
259	10-541-530-7800	TRAVEL	02189	01292016	B BEIRUSS TRAVEL	248.08	
260	10-542-520-2300	HEALTH INSURANCE	07212	02082016	VLG GTOWN HLTH HWY FEB	16,532.63	
261	10-542-520-2400	DENTAL INSURANCE	07192	02082016	VLG GTOWN DENTL HWY FEB	1,150.33	
262	10-542-520-2500	LIFE INSURANCE	13365	02082016	MINN LIFE MARCH 2016	217.78	
263	10-542-530-3100	GENERAL SUPPLIES & EXPENSES	05450	01272016	US BANK OFFICE MAX 1/6	191.00	
264	10-542-530-3100	GENERAL SUPPLIES & EXPENSES	05450	01272016	US BANK OFFICE MAX 1/15	89.48	
265	10-542-530-3100	GENERAL SUPPLIES & EXPENSES	20355	02032016	TIME WARNER ACCT 702685501	90.50	
266	10-542-530-3200	BEAUTIFICATION/OTHER SUPPLIE	06536	1240	FLYRITE CORP FLAGS	2,533.20	

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JOURNAL DATE: 02/10/16 ACCOUNTING PERIOD: 02

ITEM	ACCOUNT #	ACCOUNT DESCRIPTION	VENDOR	INVOICE	TRANSACTION DESCRIPTION	DEBIT AMT	CREDIT AMT
GENERAL FUND							
267	10-542-530-3510	STREET & ALLEYS-MAT & SUPP	05450	01272016	US BANK MANUFACTURERS PRODUC	49.79	
268	10-542-530-3510	STREETS & ALLEYS-MAT & SUPP	13207	83419	MENARDS ACCT 31730275	41.99	
269	10-542-530-3510	STREETS & ALLEYS-MAT & SUPP	13207	83471	MENARDS ACCT 31730252	64.90	
270	10-542-530-3510	STREETS & ALLEYS-MAT & SUPP	13207	83831	MENARDS ACCT 31730252	52.55	
271	10-542-530-3510	STREETS & ALLEYS-MAT & SUPP	14213	01302016	NEU'S SUPPLY LINE ACCT 23009	352.35	
272	10-542-530-3510	STREETS & ALLEYS-MAT & SUPP	14214	02102016	NEU'S BLDG CTR ACCT 23009	202.56	
273	10-542-530-3510	STREETS & ALLEYS-MAT & SUPP	19304	SC034938	SHERWIN IND COLD PATCH	117.60	
274	10-542-530-3510	STREETS & ALLEYS-MAT & SUPP	19304	SC034950	SHERWIN IND FIBER MIX BULK	66.95	
275	10-542-530-3530	SNOW & ICE-MATERIAL & SUPPLY	03689	71446614	COMPASS MINERALS SALT	26,523.57	
276	10-542-530-3530	SNOW & ICE-MATERIAL & SUPPLY	03689	71447440	COMPASS MINERALS SALT	7,276.80	
277	10-542-530-3540	STREET SIGNS & MARKINGS-MAT	20668	I515123	TAPCO STOCK	194.50	
278	10-542-530-3540	STREET SIGNS & MARKINGS-MAT	20668	I515124	TAPCO STOCK	142.50	
279	10-542-530-3700	GAS & OIL	23812	02092016	WI EMERG MGMT DPW INVENTORY	205.00	
280	10-542-530-3700	GAS & OIL	23812	02092016	WI EMERGENCY MGMT PD INVENT	205.00	
281	10-542-530-3700	GAS & OIL	23816	12769005	WOLF & SONS ACCT 11207-69	485.49	
282	10-542-530-3700	GAS & OIL	23816	12773007	WOLF & SONS ACCT 11207-69	815.93	
283	10-542-530-3700	GAS & OIL	23816	12780011	WOLF & SONS ACCT 11207-69	865.41	
284	10-542-530-4100	PRIVATIZED SERVICES	19173	18172	SCHULTZ-BERNSTEIN DPW AUG 20	130.00	
285	10-542-530-4100	PRIVATIZED SERVICES	19173	18176	SCHULTZ-BERNSTEIN HWY DEC 20	195.00	
286	10-542-530-5400	EQUIPMENT REPAIR & MAINTENAN	01770	338025	AUTO BRAKE CLUTCH HWY 471	18.92	
287	10-542-530-5400	EQUIPMENT REPAIR & MAINTENAN	01770	339260	AUTO BRAKE CLUTCH HWY 408	635.82	
288	10-542-530-5400	EQUIPMENT REPAIR & MAINTENAN	05450	01272016	US BANK WEST SIDE RADIO 1/7	260.00	
289	10-542-530-5400	EQUIPMENT REPAIR & MAINTENAN	05450	01272016	US BANK PAY PAL SELL ITNOW 1	510.00	
290	10-542-530-5400	EQUIPMENT REPAIR & MAINTENAN	05450	01272016	US BANK ROCK AUTO MIRROR	47.92	
291	10-542-530-5400	EQUIPMENT REPAIR & MAINTENAN	06036	WIMI632352	FASTENAL CO HWY STOCK	102.92	
292	10-542-530-5400	EQUIPMENT REPAIR & MAINTENAN	06036	WIMI632525	FASTENAL CO HWY STOCK	3.43	
293	10-542-530-5400	EQUIPMENT REPAIR & MAINTENAN	08065	69330	HAUSER AUTO ELEC HWY 465	149.00	
294	10-542-530-5400	EQUIPMENT REPAIR & MAINTENAN	08196	214223-00	HEIN ELECTRIC HWY STOCK	100.02	
295	10-542-530-5400	EQUIPMENT REPAIR & MAINTENAN	09551	R041001428:01	INTERSTATE POWER SYSTEMS 201	496.37	
296	10-542-530-5400	EQUIPMENT REPAIR & MAINTENAN	12033	1170219P	LAKESTATE INTL HWY STOCK	450.00	
297	10-542-530-5400	EQUIPMENT REPAIR & MAINTENAN	12033	1170602P	LAKESTATE INTL HWY 467	22.93	
298	10-542-530-5400	EQUIPMENT REPAIR & MAINTENAN	12033	1171770P	LAKESTATE INTL HWY 472	282.03	
299	10-542-530-5400	EQUIPMENT REPAIR & MAINTENAN	12033	CM1170205P	LAKESTATE INTL CREDIT		
300	10-542-530-5400	EQUIPMENT REPAIR & MAINTENAN	12350	K32019	LINCOLN CONTRACTORS SHOP SAW	133.08	32.52
301	10-542-530-5400	EQUIPMENT REPAIR & MAINTENAN	13334	H74880	MID-STATE EGT FILTER	14.98	
302	10-542-530-5400	EQUIPMENT REPAIR & MAINTENAN	14018	012816	FALIS AUTO PARTS ACCT 4040	359.48	
303	10-542-530-5400	EQUIPMENT REPAIR & MAINTENAN	14213	01302016	NEU'S SUPPLY LINE ACCT 23009	25.20	
304	10-542-530-5400	EQUIPMENT REPAIR & MAINTENAN	14214	02012016	NEU'S BLDG CTR ACCT 23009	43.27	

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GENERAL FUND							
305	10-542-530-5400	EQUIPMENT REPAIR & MAINTENAN	16595	10CN021380	PRECISION SVC & PTS CREDIT		133.43
306	10-542-530-5400	EQUIPMENT REPAIR & MAINTENAN	16595	10IV101915	PRECISION SVC & PTS HWY	81.18	
307	10-542-530-5400	EQUIPMENT REPAIR & MAINTENAN	16595	10IV102545	PRECISION SVC & PTS HWY	52.25	
308	10-542-530-5400	EQUIPMENT REPAIR & MAINTENAN	16595	10IV103255	PRECISION SVC & PTS HWY	107.81	
309	10-542-530-5400	EQUIPMENT REPAIR & MAINTENAN	16595	15CN003073	PRECISION SVC & PTS CREDIT		24.00
310	10-542-530-5400	EQUIPMENT REPAIR & MAINTENAN	16595	15IV003564	PRECISION SVC & PTS HWY	114.33	
311	10-542-530-5400	EQUIPMENT REPAIR & MAINTENAN	16595	15IV003676	PRECISION SVC & PTS	205.68	
312	10-542-530-5400	EQUIPMENT REPAIR & MAINTENAN	20275	56585-00	TERMINAL SUPPLY HWY STOCK	201.86	
313	10-542-530-5400	EQUIPMENT REPAIR & MAINTENAN	20275	85685-00	TERMINAL SUPPLY HWY 425	395.92	
314	10-542-530-5400	EQUIPMENT REPAIR & MAINTENAN	20275	85686-00	TERMINAL SUPPLY HWY 467	271.33	
315	10-542-530-7120	STREET LIGHTING	07596	983294751	GRAYBARLIGHTING	329.05	
316	10-542-530-7120	STREET LIGHTING	07596	983294753	GRAYBAR LIGHTING	178.10	
317	10-542-530-7120	STREET LIGHTING	23723	01292016	WE ENERGIES 0474-077-462 ELE	112.38	
318	10-542-530-7120	STREET LIGHTING	23723	01292016	WE ENERGIES 0875-989-638 ELE	18.96	
319	10-542-530-7120	STREET LIGHTING	23723	01292016	WE ENERGIES 1006-722-962 ELE	425.63	
320	10-542-530-7120	STREET LIGHTING	23723	01292016	WE ENERGIES 1023-266-150 ELE	195.59	
321	10-542-530-7120	STREET LIGHTING	23723	01292016	WE ENERGIES 1225-522-762 ELE	685.84	
322	10-542-530-7120	STREET LIGHTING	23723	01292016	WE ENERGIES 1482-970-384 ELE	78.39	
323	10-542-530-7120	STREET LIGHTING	23723	01292016	WE ENERGIES 1644-164-537 ELE	78.94	
324	10-542-530-7120	STREET LIGHTING	23723	01292016	WE ENERGIES 2816-356-842 ELE	70.22	
325	10-542-530-7120	STREET LIGHTING	23723	01292016	WE ENERGIES 3032-822-864 ELE	90.07	
326	10-542-530-7120	STREET LIGHTING	23723	01292016	WE ENERGIES 3434-935-844 ELE	601.42	
327	10-542-530-7120	STREET LIGHTING	23723	01292016	WE ENERGIES 3452-194-270 ELE	8,649.84	
328	10-542-530-7120	STREET LIGHTING	23723	01292016	WE ENERGIES 3845-024-172 ELE	16.80	
329	10-542-530-7120	STREET LIGHTING	23723	01292016	WE ENERGIES 4259-114-204 ELE	202.99	
330	10-542-530-7120	STREET LIGHTING	23723	01292016	WE ENERGIES 4485-693-976 ELE	22.50	
331	10-542-530-7120	STREET LIGHTING	23723	01292016	WE ENERGIES 4635-128-982 ELE	65.07	
332	10-542-530-7120	STREET LIGHTING	23723	01292016	WE ENERGIES 4894-582-644 ELE	62.08	
333	10-542-530-7120	STREET LIGHTING	23723	01292016	WE ENERGIES 5805-593-538 ELE	33.93	
334	10-542-530-7120	STREET LIGHTING	23723	01292016	WE ENERGIES 6447-393-013 ELE	145.44	
335	10-542-530-7120	STREET LIGHTING	23723	01292016	WE ENERGIES 6657-935-214 ELE	739.81	
336	10-542-530-7120	STREET LIGHTING	23723	01292016	WE ENERGIES 8230-499-231 ELE	63.57	
337	10-542-530-7120	STREET LIGHTING	23723	01292016	WE ENERGIES 8688-223-349 ELE	28.22	
338	10-542-530-7120	STREET LIGHTING	23723	01292016	WE ENERGIES 8693-174-308 ELE	19.23	
339	10-542-530-7120	STREET LIGHTING	23723	01292016	WE ENERGIES 9426-745-216 ELE	191.13	
340	10-542-530-7120	STREET LIGHTING	23723	01292016	WE ENERGIES 9427-946-913 ELE	16.80	
341	10-542-530-7120	STREET LIGHTING	23723	01292016	WE ENERGIES 9433-788-794 ELE	125.59	
342	10-542-530-7200	TELEPHONE	21480	0119316781	U.S.CELLULAR ACCT 208905708	159.30	

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GENERAL FUND							
343	10-542-530-7950	SOLID WASTE CONTRACT	23173	5865603-2275-0	WASTE MGMT 477-0114037-2275-	47,081.52	
344	10-546-520-2300	HEALTH INSURANCE	07212	02082016	VLG GTOWN HLTH RECYCL FEB	547.83	
345	10-546-520-2400	DENTAL INSURANCE	07192	02082016	VLG GTOWN DENTL RECYCL FEB	43.17	
346	10-546-520-2500	LIFE INSURANCE	13365	02082016	MINN LIFE MARCH 2016	5.24	
347	10-546-530-4810	CURBSIDE PICKUP	23173	5865603-2275-0	WASTE MGMT 477-0114037-2275-	26,269.85	
348	10-551-520-2300	HEALTH INSURANCE	07212	02082016	VLG GTOWN HLTH LIBRARY FEB	4,508.37	
349	10-551-520-2400	DENTAL INSURANCE	07192	02082016	VLG GTOWN DENTL LIBRARY FEB	376.25	
350	10-551-520-2500	LIFE INSURANCE	13365	02082016	MINN LIFE MARCH 2016	109.87	
351	10-551-530-3150	GENERAL SUPPLIES & EXP-COUNT	05937	91602	EXPRESS NEWS AD LIBR SPEC 20	108.00	
352	10-551-530-3150	GENERAL SUPPLIES & EXP-COUNT	05937	91799	EXPRESS NEWS AD LIBRARIAN 20	108.00	
353	10-551-530-3200	OFFICE SUPPLIES	03559	481106	COMPLETE OFFICE SUPPLIES 201	222.17	
354	10-551-530-3200	OFFICE SUPPLIES	03559	486319	COMPLETE OFFICE SUPPLIES	192.11	
355	10-551-530-3200	OFFICE SUPPLIES	03559	497763	COMPLETE OFFICE SUPPLIES	52.49	
356	10-551-530-3200	OFFICE SUPPLIES	04204	5760424	DEMCO SUPPLIES 2015	60.33	
357	10-551-530-3400	POSTAGE	18273	02082016	RESERVE ACCT 21362033 LIBRAR	500.00	
358	10-551-530-3600	BOOKS	02123	2031578435	BAKER & TAYLOR BOOKS	132.09	
359	10-551-530-3600	BOOKS	02123	2031606826	BAKER & TAYLOR BOOKS	135.24	
360	10-551-530-3600	BOOKS	02123	2031631764	BAKER & TAYLOR BOOKS	197.08	
361	10-551-530-3600	BOOKS	02123	2031635285	BAKER & TAYLOR BOOKS	1,322.62	
362	10-551-530-3600	BOOKS	02123	2031638301	BAKER & TAYLOR BOOKS	47.94	
363	10-551-530-3600	BOOKS	03209	1348824	CENTER POINT LG PRNT BKS 201	91.53	
364	10-551-530-3600	BOOKS	07044	56986722	GALE/CENGAGE BOOKS	24.79	
365	10-551-530-3600	BOOKS	07540	330635	GREY HOUSE PUBL BOOKS 2015	118.75	
366	10-551-530-3600	BOOKS	07540	333237	GREY HOUSE PUBL BOOKS 2015	229.50	
367	10-551-530-3600	BOOKS	07540	334156	GREY HOUSE PUBL BOOKS 2015	216.00	
368	10-551-530-3600	BOOKS	07540	918161	GREY HOUSE PUBL BOOKS 2015	350.02	
369	10-551-530-3600	BOOKS	09528	90526252	INGRAM LIBRARY SVCS BOOKS20	106.46	
370	10-551-530-3600	BOOKS	16231	0511549-IN	PENWORTHY BOOKS	1,716.23	
371	10-551-530-3600	BOOKS	19068	133976	SALEM PRESS BOOKS 2014	420.75	
372	10-551-530-3600	BOOKS	19068	140892	SALEM PRESS BOOKS 2015	80.75	
373	10-551-530-3600	BOOKS	23499	02022016	WHYTE HIRSCHBOECK DUDEK S.C.	364.85	
374	10-551-530-3600	BOOKS	23748	01152016	WI TAXPAYERS ALLIANCE	105.00	
375	10-551-530-3610	BOOKS-CO.SYSTEM	02123	2031482376	BAKER & TAYLOR BOOKS 2015	92.73	
376	10-551-530-3610	BOOKS-CO.SYSTEM	02123	2031377797	BAKER & TAYLOR BOOKS 2015	433.16	
377	10-551-530-3610	BOOKS-CO.SYSTEM	02123	2031410300	BAKER & TAYLOR BOOKS 2015	168.34	
378	10-551-530-3610	BOOKS-CO.SYSTEM	02123	2031500235	BAKER & TAYLOR BOOKS 2015	1,805.04	
379	10-551-530-3610	BOOKS-CO.SYSTEM	02123	2031528003	BAKER & TAYLOR BOOKS 2015	224.52	
380	10-551-530-3610	BOOKS-CO.SYSTEM	02123	2031554226	BAKER & TAYLOR BOOKS 2015	147.44	

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GENERAL FUND							
381	10-551-530-3610	BOOKS-CO. SYSTEM	03209	1329260	CENTER POINT LG PRNT BKS 201	116.92	
382	10-551-530-3610	BOOKS-CO. SYSTEM	03209	1342357	CENTER POINT LG PRNT BKS 201	166.26	
383	10-551-530-3610	BOOKS-CO. SYSTEM	03209	1343359	CENTER POINT LG PRNT BKS 20	1,020.96	
384	10-551-530-3610	BOOKS-CO. SYSTEM	03209	1344281	CENTER POINT LG PRNT BKS 201	87.00	
385	10-551-530-3610	BOOKS-CO. SYSTEM	03209	1347720	CENTER POINT LG PRNT BKS 201	532.08	
386	10-551-530-3610	BOOKS-CO. SYSTEM	07044	56644849	GALE/CENGAGE BOOKS 2015	30.39	
387	10-551-530-3610	BOOKS-CO. SYSTEM	07044	56724783	GALE/CENGAGE BOOKS 2015	50.38	
388	10-551-530-3610	BOOKS-CO. SYSTEM	07044	56726230	GALE/CENGAGE BOOKS 2015	47.23	
389	10-551-530-3610	BOOKS-CO. SYSTEM	07044	56885459	GALE/CENGAGE BOOKS 2015	47.23	
390	10-551-530-3610	BOOKS-CO. SYSTEM	07044	56951851	GALE/CENGAGE BOOKS 2015	1,106.23	
391	10-551-530-3610	BOOKS-CO. SYSTEM	07044	57193408	GALE/CENGAGE BOOKS	72.72	
392	10-551-530-3610	BOOKS-CO. SYSTEM	07044	57311782	GALE/CENGAGE BOOKS CREDIT		30.39
393	10-551-530-3610	BOOKS-CO. SYSTEM	07540	334157	GREY HOUSE PUBL BOOKS 2015	191.60	
394	10-551-530-3610	BOOKS-CO. SYSTEM	07540	916748	GREY HOUSE PUBL BOOKS 2015	149.50	
395	10-551-530-3610	BOOKS-CO. SYSTEM	09528	90189294	INGRAM LIBRARY SVCS BOOKS20	7.69	
396	10-551-530-3610	BOOKS-CO. SYSTEM	09528	90189295	INGRAM LIBRARY SVCS BOOKS20	76.55	
397	10-551-530-3610	BOOKS-CO. SYSTEM	09528	90217649	INGRAM LIBRARY SVCS BOOKS20	41.21	
398	10-551-530-3610	BOOKS-CO. SYSTEM	09528	90375198	INGRAM LIBRARY SVCS BOOKS20	136.27	
399	10-551-530-3610	BOOKS-CO. SYSTEM	09528	90553603	INGRAM LIBRARY SVCS BOOKS20	202.76	
400	10-551-530-3610	BOOKS-CO. SYSTEM	09528	90569303	INGRAM LIBRARY SVCS BOOKS20	18.99	
401	10-551-530-3610	BOOKS-CO. SYSTEM	09528	90676868	INGRAM LIBRARY SVCS BOOKS20	233.78	
402	10-551-530-3610	BOOKS-CO. SYSTEM	09528	90718681	INGRAM LIBRARY SVCS BOOKS20	9.30	
403	10-551-530-3610	BOOKS-CO. SYSTEM	09528	90837232	INGRAM LIBRARY SVCS BOOKS20	45.44	
404	10-551-530-3610	BOOKS-CO. SYSTEM	09528	90969789	INGRAM LIBRARY SVCS BOOKS20	241.31	
405	10-551-530-3610	BOOKS-CO. SYSTEM	09528	90987511	INGRAM LIBRARY SVCS BOOKS20	9.89	
406	10-551-530-3610	BOOKS-CO. SYSTEM	09528	91062796	INGRAM LIBRARY SVCS BOOKS20	103.61	
407	10-551-530-3610	BOOKS-CO. SYSTEM	13255	601037	MICROMARKETING BOOKS 2015	48.79	
408	10-551-530-3610	BOOKS-CO. SYSTEM	13255	601545	MICROMARKETING BOOKS 2015	27.95	
409	10-551-530-3610	BOOKS-CO. SYSTEM	13255	603275	MICROMARKETING BOOKS 2015	11.96	
410	10-551-530-3610	BOOKS-CO. SYSTEM	13255	603893	MICROMARKETING BOOKS 2015	19.99	
411	10-551-530-3610	BOOKS-CO. SYSTEM	19068	140891	SALEM PRESS BOOKS 2015	165.75	
412	10-551-530-3610	BOOKS-CO. SYSTEM	19068	140897	SALEM PRESS BOOKS 2015	106.25	
413	10-551-530-3610	BOOKS-CO. SYSTEM	19068	140902	SALEM PRESS BOOKS 2015	106.25	
414	10-551-530-3610	BOOKS-CO. SYSTEM	19250	11453060	SCHOLASTIC LIBRARY BOOKS 201	152.10	
415	10-551-530-3610	BOOKS-CO. SYSTEM	19250	11453061	SCHOLASTIC LIBRARY BOOKS 201	400.40	
416	10-551-530-3610	BOOKS-CO. SYSTEM	19250	11461263	SCHOLASTIC LIBRARY BOOKS	218.40	
417	10-551-530-3620	BOOK PROCESSING	02906	13576	BUDGET LIBRARY SUPPLIES	2,790.00	
418	10-551-530-3620	BOOK PROCESSING	07611	IN059047	GRESSCO KWIK CASES 2015	399.83	

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GENERAL FUND							
419	10-551-530-3625	BOOK PROCESSING-COUNTY SYSTE	04204	5758059	DEMCO SUPPLIES 2015	779.73	
420	10-551-530-3625	BOOK PROCESSING-COUNTY SYSTE	18317	194101	RESEARCH TECH INTL SUPPL 201	91.75	
421	10-551-530-3625	BOOK PROCESSING-COUNTY SYSTE	18317	195131	RESEARCH TECH INTL SUPPL 201	95.55	
422	10-551-530-3630	PERIODICALS	13336	2472	MID-WI FED LIB SYS BOOK PAGE	336.00	
423	10-551-530-3630	PERIODICALS	23778	3008138	WT COX INFORMATION PERIODICA	170.05	
424	10-551-530-3645	AUDIO VISUAL-COUNTY SYSTEM	01088	PLS93617244	ALLIANCE ENTERTAINMT CDS 20	427.19	
425	10-551-530-3645	AUDIO VISUAL-COUNTY SYSTEM	13355	600646	MICROMARKETING BOOKS 2015	39.95	
426	10-551-530-3645	AUDIO VISUAL-COUNTY SYSTEM	13336	2296	MID-WI FED LIB SYS 2015	3,033.84	
427	10-551-530-3645	AUDIO VISUAL-COUNTY SYSTEM	16210	0041190878	PENGUIN RANDOM HSE CREDIT201	26.25	54.00
428	10-551-530-3645	AUDIO VISUAL-COUNTY SYSTEM	16210	1085178019	PENGUIN RANDOM HSE CDS 2015	33.75	
429	10-551-530-3645	AUDIO VISUAL-COUNTY SYSTEM	16210	1085509060	PENGUIN RANDOM HSE CDS 2015	57.75	
430	10-551-530-3645	AUDIO VISUAL-COUNTY SYSTEM	16210	1085567571	PENGUIN RANDOM HSE CDS 2015	71.25	
431	10-551-530-3645	AUDIO VISUAL-COUNTY SYSTEM	16210	1085599265	PENGUIN RANDOM HSE CDS 2015	41.25	
432	10-551-530-3645	AUDIO VISUAL-COUNTY SYSTEM	16210	1085685227	PENGUIN RANDOM HSE CDS 2015	25.00	78.75
433	10-551-530-3645	AUDIO VISUAL-COUNTY SYSTEM	16210	9002248656	PENGUIN RANDOM HSE CREDIT201	19.99	
434	10-551-530-3645	AUDIO VISUAL-COUNTY SYSTEM	18217	75249620	RECORDED BOOKS CDS 2015	517.83	
435	10-551-530-3645	AUDIO VISUAL-COUNTY SYSTEM	19072	75252493	SYNCB 60457 8781 040492 (201	143.36	
436	10-551-530-3645	AUDIO VISUAL-COUNTY SYSTEM	20355	12102015	TIME WARNER ACCT 702334901	279.22	
437	10-551-530-3665	COMPUTER SERVICE - COUNTY	20355	012516	TIME WARNER ACCT 702334901	716.84	
438	10-551-530-3665	COMPUTER SERVICE - COUNTY	11381	122515	KIPP TOYS 2015	179.95	
439	10-551-530-3821	SUMMER READING COUNTY	03157	10189452-00	CARSON IND MAINTENANCE KIT	37.35	
440	10-551-530-5400	EQUIPMENT MAINTENANCE	07572	31884	GORDON FLESCH 14M173 (2015)	117.00	
441	10-551-530-5400	EQUIPMENT MAINTENANCE	16382	IN11416549	PITNY BOWS 1640-2598-88-8(20	57.29	
442	10-551-530-5400	EQUIPMENT MAINTENANCE	07572	624176	GORDON FLESCH 14M173 (2015)	344.90	
443	10-551-530-5410	EQUIPMENT MAINT-COUNTY SYSTE	07573	IN11388028	GFC LEASING 411836 LIBRARY20	344.90	
444	10-551-530-5410	EQUIPMENT MAINT-COUNTY SYSTE	07573	I00264350	GFC LEASING 411836 (2015)	4,668.73	
445	10-551-530-5410	EQUIPMENT MAINT-COUNTY SYSTE	13336	I00270159	MID-WI FED LIB SYS 2015	495.00	
446	10-551-530-5410	EQUIPMENT MAINT-COUNTY SYSTE	20618	2269	TOWN SQUARE PUBL	444.15	
447	10-551-530-7250	OUTREACH - COUNTY	23135	010 GER-WT-XM-1	CITY OF WEST BEND OUTREACH S	60.00	
448	10-551-530-7250	OUTREACH - COUNTY	23727	5014	WI LIBRARY ASSOC RATZMANN	20.52	
449	10-551-530-7700	TRAINING & SEMINARS	18202	02092016	S REISTER TRAVEL	10,468.71	
450	10-551-530-7800	TRAVEL	07212	01252016	VLG GTOWN HLTH REC FEB	805.58	
451	10-552-520-2300	HEALTH INSURANCE	07192	02082016	VLG GTOWN DENTL REC FEB	85.39	
452	10-552-520-2400	DENTAL INSURANCE	13365	02082016	MINN LIFE MARCH 2016	26.50	
453	10-552-520-2500	LIFE INSURANCE	05450	02082016	US BANK KENOSHA CO US EX 1/1	1,000.00	
454	10-552-530-3100	GENERAL SUPPLIES & EXPENSES	05450	01272016	US BANK PAYPAL WPPA	87.08	
455	10-552-530-3100	GENERAL SUPPLIES & EXPENSES	03559	505836	COMPLETE OFFICE SUPPLIES		
456	10-552-530-3200	OFFICE SUPPLIES					

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GENERAL FUND							
457	10-552-530-3200	OFFICE SUPPLIES	03559	506894	COMPLETE OFFICE SUPPLIES	159.00	
458	10-552-530-3800	PROGRAM SUPPLIES & EXPENSE	01512	249894-01	AMERICAN LITHO KIDS KLUB FLY	625.00	
459	10-552-530-3800	PROGRAM SUPPLIES & EXPENSE	03686	418311	COMPUTER EXPL UNDERSTNDG CLO	60.00	
460	10-552-530-3800	PROGRAM SUPPLIES & EXPENSE	03686	418954	COMPUTER EXPL K'NEX CHALLENG	32.00	
461	10-552-530-3800	PROGRAM SUPPLIES & EXPENSE	04043	01262016	J DAVIS BASKETBALL OFFL 1/21	90.00	
462	10-552-530-3800	PROGRAM SUPPLIES & EXPENSE	04043	02022016	J DAVIS BASKETBALL OFFL 1/28	90.00	
463	10-552-530-3800	PROGRAM SUPPLIES & EXPENSE	04851	58280VV	DUNNS T'S	13.95	
464	10-552-530-3800	PROGRAM SUPPLIES & EXPENSE	05022	02022016	RICHARD EBELING VB OFFL 2/1	61.50	
465	10-552-530-3800	PROGRAM SUPPLIES & EXPENSE	05450	01272016	US BANK AMAZON MARKETPLACE	48.82	
466	10-552-530-3800	PROGRAM SUPPLIES & EXPENSE	05450	01272016	US BANK AMERICAN RED CROSS	120.00	
467	10-552-530-3800	PROGRAM SUPPLIES & EXPENSE	05450	01272016	US BANK FUN TIMEZ 12/30	50.00	
468	10-552-530-3800	PROGRAM SUPPLIES & EXPENSE	05450	01272016	US BANK USTA MEMBERSHIP 1/12	35.00	
469	10-552-530-3800	PROGRAM SUPPLIES & EXPENSE	05450	01272016	US BANK WHEN TO WORK 1/12	440.00	
470	10-552-530-3800	PROGRAM SUPPLIES & EXPENSE	05450	01272016	US BANK AMAZON 1/13	19.58	
471	10-552-530-3800	PROGRAM SUPPLIES & EXPENSE	05450	01272016	US BANK MENARDS 1/15	50.33	
472	10-552-530-3800	PROGRAM SUPPLIES & EXPENSE	05450	01272016	US BANK AMAZON MARKETPLACE 1/	44.94	
473	10-552-530-3800	PROGRAM SUPPLIES & EXPENSE	05450	01272016	US BANK AMAZON MARKETPLACE 1/	7.99	
474	10-552-530-3800	PROGRAM SUPPLIES & EXPENSE	05450	01272016	US BANK FACEBOOK	20.37	
475	10-552-530-3800	PROGRAM SUPPLIES & EXPENSE	06693	02012016	R FROMMADER ARCHERY INSTR	272.00	
476	10-552-530-3800	PROGRAM SUPPLIES & EXPENSE	07236	02032016	G'OWN COMM LIBRARY LOST ITEM	18.00	
477	10-552-530-3800	PROGRAM SUPPLIES & EXPENSE	08222	1041	HEALTH HEELERS DOG 2015	170.00	
478	10-552-530-3800	PROGRAM SUPPLIES & EXPENSE	08222	1055	HEALTH HEELERS DOG 2015	170.00	
479	10-552-530-3800	PROGRAM SUPPLIES & EXPENSE	08222	1068	HEALTH HEELERS THERAPY DOG	190.00	
480	10-552-530-3800	PROGRAM SUPPLIES & EXPENSE	08228	01282016	A HEINEN SUPPLIES	113.86	
481	10-552-530-3800	PROGRAM SUPPLIES & EXPENSE	08467	01262016	J HIGHT V.B. OFFICIAL 1/25	69.75	
482	10-552-530-3800	PROGRAM SUPPLIES & EXPENSE	08467	02022016	J HIGHT V.B. OFFICIAL 2/1	69.75	
483	10-552-530-3800	PROGRAM SUPPLIES & EXPENSE	11212	79	KETTLE MORAINNE FSC 2015	160.00	
484	10-552-530-3800	PROGRAM SUPPLIES & EXPENSE	11212	83	KETTLE MORAINNE FSC	890.00	
485	10-552-530-3800	PROGRAM SUPPLIES & EXPENSE	13085	01262016	J MASON V.B. OFFICIAL 1/25	60.00	
486	10-552-530-3800	PROGRAM SUPPLIES & EXPENSE	13085	01292016	J MASON V.B. OFFICIAL 1/28	40.00	
487	10-552-530-3800	PROGRAM SUPPLIES & EXPENSE	13085	02022016	J MASON V.B. OFFICIAL 2/1	60.00	
488	10-552-530-3800	PROGRAM SUPPLIES & EXPENSE	13085	02052016	J MASON V.B. OFFICIAL 2/4	40.00	
489	10-552-530-3800	PROGRAM SUPPLIES & EXPENSE	21411	01262016	M URBAN BASKETBALL OFFL	75.00	
490	10-552-530-3800	PROGRAM SUPPLIES & EXPENSE	21411	02052016	M URBAN BASKETBALL OFFL 2/4	75.00	
491	10-552-530-3800	PROGRAM SUPPLIES & EXPENSE	23078	01262016	R WATTS V/B OFFL 1/25	78.00	
492	10-552-530-3800	PROGRAM SUPPLIES & EXPENSE	23468	02052016	C WILLIAMS UR BASKETBALL OFF	75.00	
493	10-552-530-3800	PROGRAM SUPPLIES & EXPENSE	26251	02022016	J ZAUTNER BASKETBALL OFFL 1/	75.00	
494	10-552-530-3800	PROGRAM SUPPLIES & EXPENSE	91774	02052016	L LICHTENWALNER SUPPLIES	22.41	

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GENERAL FUND							
495	10-552-530-3800	PROGRAM SUPPLIES & EXPENSE	99630	381802	BADGER POPCORN & CONCESSION	156.20	
496	10-552-530-3810	SPRAYGROUND MAINT & EXPENSE	01789	262250155301	AT&T ACCT 262 250-1553 423 0	18.63	
497	10-552-530-5400	EQUIPMENT REPAIR & MAINTENAN	19173	18172	SCHULTZ-BERNSTEIN REC AUG 20	292.50	
498	10-552-530-5400	EQUIPMENT REPAIR & MAINTENAN	19173	18173	SCHULTZ-BERNSTEIN REC SEPT20	585.00	
499	10-552-530-5400	EQUIPMENT REPAIR & MAINTENAN	19173	18174	SCHULTZ-BERNSTEIN REC OCT 20	292.50	
500	10-552-530-5400	EQUIPMENT REPAIR & MAINTENAN	19173	18176	SCHULTZ-BERNSTEIN REC DEC 20	487.50	
501	10-552-530-7200	TELEPHONE	20355	02012016	TIME WARNER ACCT 107056801	85.00	
502	10-552-530-7200	TELEPHONE	21480	0120731631	U.S.CELLULAR ACCT 211988146	39.95	
503	10-553-520-2300	HEALTH INSURANCE	07212	02082016	VLG GTOWN HLTH PARKS FEB	2,567.50	
504	10-553-520-2400	DENTAL INSURANCE	07192	02082016	VLG GTOWN DENTL PARKS FEB	155.25	
505	10-553-520-2500	LIFE INSURANCE	13365	02082016	MINN LIFE MARCH 2016	23.05	
506	10-553-530-5400	EQUIPMENT REPAIR & MAINTENAN	06036	WIMI632300	FASTENAL CO EQUIPMENT	24.25	
507	10-553-530-5400	EQUIPMENT REPAIR & MAINTENAN	06036	WIMI632322	FASTENAL CO PARKS	112.28	
508	10-553-530-5400	EQUIPMENT REPAIR & MAINTENAN	13334	H74882	MID-STATE EQT LAWN MOWERS	333.04	
509	10-553-530-5400	EQUIPMENT REPAIR & MAINTENAN	13334	H74995	MID-STATE EGT LAWN MOWERS	123.69	
510	10-553-530-5400	EQUIPMENT REPAIR & MAINTENAN	14018	012816	FALIS AUTO PARTS ACCT 4040	15.47	
511	10-553-530-5400	EQUIPMENT REPAIR & MAINTENAN	16595	151V003564	PRECISION SVC & PTS PARKS	146.68	
512	10-553-530-7120	POWER AND LIGHTING	23723	01292016	WE ENERGIES 0626-324-338 ELE	16.80	
513	10-553-530-7120	POWER AND LIGHTING	23723	01292016	WE ENERGIES 1250-671-474 ELE	483.99	
514	10-553-530-7120	POWER AND LIGHTING	23723	01292016	WE ENERGIES 2021-764-663 GAS	279.66	
515	10-553-530-7120	POWER AND LIGHTING	23723	01292016	WE ENERGIES 3620-779-421 ELE	18.96	
516	10-553-530-7120	POWER AND LIGHTING	23723	01292016	WE ENERGIES 3862-273-160 ELE	54.33	
517	10-553-530-7120	POWER AND LIGHTING	23723	01292016	WE ENERGIES 4650-368-035 ELE	51.11	
518	10-553-530-7120	POWER AND LIGHTING	23723	01292016	WE ENERGIES 4667-452-159 ELE	18.96	
519	10-553-530-7120	POWER AND LIGHTING	23723	01292016	WE ENERGIES 4862-459-787 ELE	129.44	
520	10-553-530-7120	POWER AND LIGHTING	23723	01292016	WE ENERGIES 5446-792-539 ELE	18.96	
521	10-553-530-7200	TELEPHONE	21480	0119316781	U.S.CELLULAR ACCT 208905708	54.76	
522	10-554-520-2300	HEALTH INSURANCE	07212	02082016	VLG GTOWN HLTH SR CTR FEB	629.13	
523	10-554-520-2400	DENTAL INSURANCE	07192	02082016	VLG GTOWN DENTL SR CTR FEB	166.08	
524	10-554-530-3100	GENERAL SUPPLIES & EXPENSES	15504	C324484	OFFICE COPYING EGT 667024	19.45	
525	10-554-530-3100	GENERAL SUPPLIES & EXPENSES	23823	02032016	WPRA SR CTR COORDINATOR JOB	75.00	
526	10-554-530-3800	SENIOR PROGRAM EXPENSE	01695	02012016	V ASCHAUER DECORATIVE ART CL	105.00	
527	10-554-530-3800	SENIOR PROGRAM EXPENSE	04539	02012016	G DOMBROW YOGA 12/15/15-2/9/	400.00	
528	10-554-530-3800	SENIOR PROGRAM EXPENSE	18527	01222016	K RODGER SUPPLIES SR CTR	16.48	
529	10-554-530-3800	SENIOR PROGRAM EXPENSE	95579	02012016	R COOK PICKLEBALL INSTR	80.00	
530	10-554-530-5400	EQUIPMENT REPAIR & MAINTENAN	19173	18172	SCHULTZ-BERNSTEIN SC AUG 201	65.00	
531	10-554-530-5400	EQUIPMENT REPAIR & MAINTENAN	19173	18173	SCHULTZ-BERNSTEIN SC SEPT 20	130.00	
532	10-554-530-5500	VEHICLE REPAIR & MAINTENANCE	14018	012816	FALIS AUTO PARTS ACCT 4040	16.43	

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GENERAL FUND							
533	10-554-530-7100	UTILITIES	23723	01292016	WE ENERGIES 3009-094-332 GAS	492.92	
534	10-554-530-7100	UTILITIES	23723	01292016	WE ENERGIES 7252-274-675 ELE	1,330.14	
535	10-554-530-7200	TELEPHONE	01789	262250155301	AT&T ACCT 262 250-1553 423 0	18.63	
536	10-554-530-7200	TELEPHONE	20355	01252016	TIME WARNER ACCT 700656301	130.19	
537	10-554-530-7200	TELEPHONE	21480	0120731631	U.S.CELLULAR ACCT 211988146	4.00	
538	10-563-520-2300	HEALTH INSURANCE	07212	02082016	VLG GTOWN DENTL PLANNING FEB	2,746.25	
539	10-563-520-2400	DENTAL INSURANCE	07192	02082016	VLG GTOWN DENTL PLANNING FEB	40.75	
540	10-563-520-2500	LIFE INSURANCE	13365	02082016	MINN LIFE MARCH 2016	39.86	
541	10-563-530-3200	OFFICE SUPPLIES	07615	64121	GRAPHIC EDGE CARDS RETZLAF	44.95	
542	10-563-530-3900	PLANNING COMMISSION-OTHER EX	21032	439	UWEX CTR LAND USE EDUCATION	100.00	
543	10-563-530-7200	TELEPHONE	20355	02012016	TIME WARNER ACCT 107056801	21.25	
544	10-563-530-7600	PUBLICATIONS & NOTICES	10507	700202-1-16	JOURNAL SENTINEL ACCT 700202	332.40	
545	10-563-530-7700	TRAINING & SEMINARS	21032	439	UWEX CTR LAND USE EDUCATION	10.00	
546	10-563-530-7800	TRAVEL	18295	12022015	J RETZLAF 2015 PLANNING TRA	452.53	
547	10-567-530-3950	HISTORICAL SOCIETY	01789	262250155301	AT&T ACCT 262 250-1553 423 0	18.63	
548	10-567-530-3950	HISTORICAL SOCIETY	01789	2622628317001	AT&T ACCT 262 628-3170 284 2	103.71	
549	10-100-110-1001	GENERAL CASH US BANK			ACCOUNTS PAYABLE OFFSET		462,834.41
Police Asset/Forfeitures							
550	19-567-530-3100	ASSET/FOREFEITURES GEN EXP	20021	511425867	TASER HOLSTERS, HANDLE	2,032.37	
551	19-100-150-1000	Asset Forf Due Fr Gen Fund			ACCOUNTS PAYABLE OFFSET		2,032.37
DEBT SERVICE FUND							
552	30-580-581-6438	2005 G.O. REFUNDING BOND TID	01726	01212016	ASSOC BANK TIF 4&5 GEN LIB	250,000.00	
553	30-580-581-6439	2005 G.O. REFUNDING PRIN TID	01726	01212016	ASSOC BANK TIF 4&5 GEN LIB	90,000.00	
554	30-580-581-6440	2005 G.O. REFUND PRIN LIBRAR	01726	01212016	ASSOC BANK TIF 4&5 GEN LIB	230,000.00	
555	30-580-582-6838	2005 G.O. REFUND PRIN TID#4	01726	01212016	ASSOC BANK TIF 4&5 GEN LIB	9,916.75	
556	30-580-582-6839	2005 G.O. REFUND BOND TID#5	01726	01212016	ASSOC BANK TIF 4&5 GEN LIB	3,680.68	
557	30-580-582-6840	2005 G.O. REFUND BOND LIBRAR	01726	01212016	ASSOC BANK TIF 4&5 GEN LIB	35,946.32	
558	30-100-150-1000	DUE FROM/TO GENERAL FUND			ACCOUNTS PAYABLE OFFSET		619,543.75
CAPITAL PROJECTS FUND							
559	40-522-570-8460	COMMUNICATION EQUIPMENT	16714	2016012	PROPHOENIX MAINT 2015	825.00	
560	40-542-570-8520	BRUCKS	93476	01272016	REG FEE VIN#5KRAAXDV2GLHH568	74.50	
561	40-542-570-8810	ASPHALT PAVING	10507	700202-1-16	JOURNAL SENTINEL ACCT 700202	101.30	

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562	40-100-150-1000	DUE FROM/TO GENERAL FUND			ACCOUNTS PAYABLE OFFSET		1,000.80
T.I.F.#6 CAPITAL PROJECTS FUND							
563	46-571-520-2300	HEALTH INSURANCE	07212	02082016	VLG GTOWN HLTH TIF 6 FEB	585.00	
564	46-571-520-2400	DENTAL INSURANCE	07192	02082016	VLG GTOWN DENTL TIF 6 FEB	45.17	
565	46-100-150-1000	DUE FROM/TO GENERAL FUND			ACCOUNTS PAYABLE OFFSET		630.17

WATER UTILITY							
566	50-180-180-1830	PRELIMINARY SURVEY & INVESTI	06595	46879	FOTH INFRASTRUCTURE WELL SIT	4,038.60	
567	50-200-230-1711	DEPOSITS -CARRIAGE HILLS WTR	18041	02032016	RAUCH & ROMANSHER CARRIAGE H	11,680.00	
568	50-711-530-6030	OP SUPPLIES - MISC EXPENSE	06107	5-283-14716	FED EX ACCT 1365-1296-0	26.68	
569	50-711-530-6030	OP SUPPLIES - MISC EXPENSE	20355	02032016	TIME WARNER ACCT 702685501	90.50	
570	50-712-530-6100	MAINT SUPPL (DIGGERS) & CELL	21480	0115316781	U.S.CELLULAR ACCT 208905708	53.44	
571	50-712-530-6110	SUPPLIES MAINT OF STRUCT & I	18783	113811	RUEKERT & MIELKE SCADA 2015	510.74	
572	50-712-530-6110	SUPPLIES MAINT OF STRUCT & I	19173	18173	SCHULTZ-BERNSTEIN WTR SEPT20	260.00	
573	50-712-530-6170	SUPPLIES MAINT WATER SOURCE	03663	02012016	COMDATA CORP ACCT RF049	95.90	
574	50-712-530-6170	SUPPLIES MAINT WATER SOURCE	13207	83764	MENARDS ACCT 31730300	42.14	
575	50-712-530-6170	SUPPLIES MAINT WATER SOURCE	13207	83778	MENARDS ACCT 31730300	27.36	
576	50-712-530-6170	SUPPLIES MAINT WATER SOURCE	14214	02012016	NEU'S BLDG CTR ACCT 23009	1,179.46	
577	50-721-530-6210	FUEL FOR POWER PRODUCTION	23723	01292016	WE ENERGIES 9033-932-436 GAS	117.39	
578	50-721-530-6220	ELECTRICAL EXPENSE	23723	01292016	WE ENERGIES 9451-793-248 ELE	5,357.49	
579	50-722-530-6310	MAINT SUPPLIES STRUC & IMP	05543	0031489-IN	ENERGENECS PARTS	851.96	
580	50-722-530-6310	MAINT SUPPLIES STRUC & IMP	23085	26566	WAREHOUSE EGT SUPPLIES	646.00	
581	50-731-530-6400	OP SUPPLIES SUP AND ENG	08021	9770991	HACH CO SUPPLIES REAGENT	187.04	
582	50-731-530-6410	CHEMICALS	12995	14054	MARTELIE WTR TRTMT CHEMICAL	3,404.28	
583	50-731-530-6430	MISCELLANEOUS EXPENSE	14723	289030	NORTHERN LAKE SVC BACTERIA	90.00	
584	50-731-530-6430	MISCELLANEOUS EXPENSE	14723	289242	NORTHERN LAKE SVC BACTERIA	90.00	
585	50-732-530-6510	MAINT SUPPLIES STRUC & IMPR	21391	846949	USA BLUEBOOK 859536	384.21	
586	50-741-530-6600	SUPPLIES SUPERVISION AND ENG	18783	113813	RUEKERT & MIELKE 2015	57.50	
587	50-741-530-6620	TRANSMISSION & DIST LINES EX	23723	01292016	WE ENERGIES 7611-186-967 ELE	102.06	
588	50-741-530-6620	TRANSMISSION & DIST LINES EX	23723	01292016	WE ENERGIES 8073-429-104 ELE	566.18	
589	50-741-530-6650	MISCELLANEOUS EXPENSES	07211	2016029	GTWN SWR IND FEE 4TH QTR 201	2,958.42	
590	50-741-530-6650	MISCELLANEOUS EXPENSES	07211	2016030	GTWN SWR IND FEE 4TH QTR 201	2,465.68	
591	50-741-530-6650	MISCELLANEOUS EXPENSES	13393	1W-511-15	MTW METRO SEWER WELL 11 201	688.00	
592	50-742-530-6730	MAINT OF TRANS & DIST MAINS	20575	12172015	D F TOMASINI DFT 1945-60A 20	2,385.00	
593	50-751-520-2300	HEALTH INSURANCE	07212	02082016	VLG GTOWN HLTH WATER FEB	10,130.25	
594	50-751-520-2400	DENTAL INSURANCE	07192	02082016	VLG GTOWN DENTL WATER FEB	645.33	
595	50-751-520-2500	LIFE INSURANCE	13365	02082016	MTNN LIFE MARCH 2016	128.75	
596	50-751-530-9030	SUPPLIES RECORDS AND COLLEC	05450	01272016	US BANK OFFICE MAX	83.48	

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WATER UTILITY							
597	50-751-530-9030	SUPPLIES RECORDS AND COLLEC	19173	18176	SCHULTZ-BERNSTEIN MTR DEC 20	260.00	
598	50-751-530-9333	MAINT SUPPLIES & EXP - TRANS	02188	0061910-IN	BEARINGS INC	28.64	
599	50-751-530-9333	MAINT SUPPLIES & EXP - TRANS	14018	012816	FALLS AUTO PARTS ACCT 4040	22.39	
600	50-761-530-9210	OFFICE SUPPLIES & CENTREX PH	20355	02012016	TIME WARNER ACCT 107056801	33.29	
601	50-110-150-1145	DUE FROM/TO GENERAL FUND			ACCOUNTS PAYABLE OFFSET		49,688.16

SEWER UTILITY							
602	60-820-530-8212	POWER FOR PUMPING-LIFT STATI	23723	01292016	WE ENERGIES 8836-601-611 ELE	345.23	
603	60-820-530-8212	POWER FOR PUMPING-LIFT STATI	23723	01292016	WE ENERGIES 9427-041-879 ELE	103.42	
604	60-820-530-8271	OTHER OPERATING SUPPLIES & E	20355	02032016	TIME WARNER ACCT 702685501	90.50	
605	60-830-520-2500	LIFE INSURANCE	13365	02082016	MINN LIFE MARCH 2016	67.50	
606	60-830-530-8313	COLLECTION SYSTEM MATERIALS	04215	16005130	DIVERSEY	400.00	
607	60-830-530-8313	COLLECTION SYSTEM MATERIALS	14018	012816	FALLS AUTO PARTS ACCT 4040	338.34	
608	60-830-530-8323	LIFT STATIONS MATERIALS & EX	14214	02012016	NEU'S BLDG CTR ACCT 23009	19.58	
609	60-830-530-8323	LIFT STATIONS MATERIALS & EX	16595	151V003676	PRECISION SVC & PTS	75.05	
610	60-830-530-8343	GENERAL PLANT MATERIALS & EX	01593	9047307758	AIRGAS USA JACKET	81.22	
611	60-830-530-8343	GENERAL PLANT MATERIALS & EX	14214	02012016	NEU'S BLDG CTR ACCT 23009	85.22	
612	60-830-530-8343	GENERAL PLANT MATERIALS & EX	19173	18173	SCHULTZ-BERNSTEIN SWR SEPT20	130.00	
613	60-830-530-8343	GENERAL PLANT MATERIALS & EX	19173	18174	SCHULTZ-BERNSTEIN SWR 2015	227.50	
614	60-830-530-8353	OFFICE MATERIALS-PLANT	05450	01272016	US BANK AMAZON MARKETPLCE 1/	12.50	
615	60-830-530-8353	OFFICE MATERIALS-PLANT	06036	01272016	US BANK AMAZON MARKETPLCE 1/	7.51	
616	60-830-530-8363	VEHICLE MAINT-MATERIALS & EX	05450	WIMI632380	EASTENAL CO HWY STOCK	6.00	
617	60-830-530-8363	VEHICLE MAINT-MATERIALS & EX	13019	196798	MIDWEST METAL HWY STOCK	90.00	
618	60-830-530-8363	VEHICLE MAINT-MATERIALS & EX	14018	012816	FALLS AUTO PARTS ACCT 4040	47.16	
619	60-830-530-8363	VEHICLE MAINT-MATERIALS & EX	14214	02012016	NEU'S BLDG CTR ACCT 23009	14.20	
620	60-850-520-2300	HEALTH INSURANCE	07212	02082016	VLG GTOWN HLTH SEWER FEB	9,582.46	
621	60-850-520-2400	DENTAL INSURANCE	07192	02082016	VLG GTOWN DENTL SEWER FEB	606.25	
622	60-850-530-8517	TELEPHONE	01789	262242916901	AT&T ACCT 262 242-9169 420 2	37.26	
623	60-850-530-8517	TELEPHONE	21480	0119316781	U.S.CELLULAR ACCT 208905708	164.38	
624	60-850-530-8520	OUTSIDE SERVICES-GENERAL	18783	113812	RUEKERT & MIELKE SCADA 2015	169.86	
625	60-850-530-8560	MISCELLANEOUS GENERAL EXPENS	19173	18176	SCHULTZ-BERNSTEIN SWR DEC 20	260.00	
626	60-850-530-8560	MISCELLANEOUS GENERAL EXPENS	20355	02012016	TIME WARNER ACCT 107056801	33.28	
627	60-110-150-1145	DUE FROM/TO GENERAL FUND			ACCOUNTS PAYABLE OFFSET		12,994.42

INTERFUND SUMMARY
Due To/From Asset Forf Fund
ACCTS PAYABLE INTERFUND OFFS
2,032.37

ITEM	ACCOUNT #	ACCOUNT DESCRIPTION	VENDOR	INVOICE	TRANSACTION DESCRIPTION	DEBIT AMT	CREDIT AMT
629	10-100-150-3000	DUE FROM/TO DEBT SERVICE FUN			ACCTS PAYABLE INTERFUND OFFS	619,543.75	
630	10-100-150-4000	DUE FROM/TO CAPITAL PROJ FUN			ACCTS PAYABLE INTERFUND OFFS	1,000.80	
631	10-100-150-4600	DUE TO/FROM T.I.F. #6			ACCTS PAYABLE INTERFUND OFFS	630.17	
632	10-100-150-5000	DUE FROM/TO WATER UTILITY			ACCTS PAYABLE INTERFUND OFFS	49,688.16	
633	10-100-150-6000	DUE FROM/TO SEWER UTILITY			ACCTS PAYABLE INTERFUND OFFS	12,994.42	
634	10-100-110-1001	GENERAL CASH US BANK			ACCTS PAYABLE INTERFUND OFFS		685,889.67

TOTALS:	1,835,052.59	1,835,052.59
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Village of Germantown

Department Community Development

Planning & Zoning Services Division

Code Violations

As of February 15, 2016

Status (Open or Closed)	Code Violation Notice#	Date Issued	Comply Date	Property Address	Property Owner(s)	Type of Violation	Remedie d Property Owner	Comment(s)	Action(s) Taken by Village Staff
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	OWNER NOW COOPERATING	REQUEST BY OWNER FOR ADDL TIME TO COMPLY
OPEN	1396	6-13-14	7-15-14	W141 N10538 WOODED HILLS DR	ANTHONY OKOSUN	BUILDING/OCCUPANCY FAILURE TO COMPLETE FINAL GRADING AND LANDSCAPING WITHIN 1-YEAR	IN PROCESS	GRADING & LANDSCAPING WORK COMPLETE; NEED TO CHECK IN SPRING	REQUEST FOR FOLLOWUP INSPECTION BY ENGINEERING RE: GRADING
OPEN	2015-5-1	5-21-15	6-20-15	N112 W21212 MEQUON ROAD	ANNE LINDERT (FORE- CLOSURE UNDERWAY)	PROPERTY MAINTENANCE; DILAPIDATED BUILDING; PUBLIC NUISANCE	OWNER COOPERA TIVE; ACTION PENDING	RAZE ORDER ISSUED 6-21-15 W/ 30-DAY DEADLINE; UNFIT FOR HUMAN HABITATION NOTICE POSTED 5-28-15 W/ 15-DAY DEADLINE FOR TENANT TO VACATE	PENDING; STAFF WORKING WITH BANK TO RAZE BLDG; 2-3 MONTHS UNTIL RAZE COMPLETED (PER CONTRACTOR)
OPEN	2015-5-3	5-21-15	6-20-15	N112 W21212 MEQUON ROAD	ANNE LINDERT (FORE- CLOSURE UNDERWAY)	PROPERTY MAINTENANCE	ACTION PENDING	SEPARATE FROM RAZE ORDER; MISC ITEMS ON PROPERTY	PENDING; STAFF NOW WORKING WITH BANK; 2-3 MONTHS UNTIL WORK COMPLETED

OPEN	2015-6-1	6-3-15	8-1-15	N112 W16760 MEQUON ROAD	VILLAGE PLAZA; THOMAS ALBIERO	SIGN CODE: REPLACEMENT SIGN PANELS W/O OPAQUE BACKGROUND	ACTION PENDING	CITATION TO BE ISSUED	VARIANCE APPEAL DENIED; APPEAL PERIOD EXPIRED
OPEN	2015-7-1	7-2-15	8-17-15	N98 W15754 SCHOOL ROAD	SYLVIA KSIOSZK	PROPERTY MAINT	ACTION PENDING	HOME & ACCESSORY BUILDING- DETERIORATING PAINT&FASCIA BOARDS	OWNER HAS PASSED AWAY; SON REQUEST FOR MORE TIME- TRYING TO ACQUIRE PROPERTY FROM ESTATE
OPEN	2015-7-3	7-20-15	8-5-15	W172 N12629 DIVISION ROAD	GARY ESKILDSEN	PROPERTY MAINT, JUNK & JUNKED VEHICLES	ACTION PENDING	JUNK, VEHICLES & DILAPIDATED STRUCTURES; RE- INSPECT IN SPRING	PROPERTY SOLD; NEW OWNER INDICATES WILL ADDRESS IN SPRING
OPEN	2015-09-01	9-28-15	10-15-15	W210 N11120 MOUNTBROOKE DRIVE	QAISAR MANSOOR	ILLEGAL RETAINING WALL; SETBACK VIOLATION	ACTION PENDING		VARIANCE DENIED; CIRCUIT COURT APPEAL ERIOD EXPIRES FEB 13
OPEN	2015-10-01	10-7-15	10-30-15	N106 W20997 PARK HILL	JONES & NEWSOM	ILLEGAL DWELLING	ACTION PENDING	TEMP ACCESSORY BLDG ON VACANT LOT W/ PRINCIPAL BUILDING FIRST	OWNER TO FILE QUIT CLAIM TO ADJOIN LOT W/ VACANT LOT TO REMEDY YARD ISSUE
OPEN	2015-11-01	11-9-15	11-30-15	W211 N10555 PARK HILL LN	STEVEN WHITE	FENCE IN FRONT/STREET YARD OVER 4 FT NO PERMIT	ACTION PENDING		OWNER CONTACTED; FENCE TO BE MOVED WEATHER PERMITTING

VTD - E

VILLAGE OF GERMANTOWN - Capital Projects Fund 40		2016				Through January
Item	Allocated	YTD	Balance	Project	Amt to	Budget
Description	to Project	Expenditure	Remaining	Complete	Reserve	Acct #
LAW ENFORCEMENT						
Replace Roll Call Room Furniture & Interview Room	20,000		20,000			40-521-570-8410
ProPhoenix Enhancement - Citizen & Court Interface	17,000		17,000			40-521-570-8440
Upgrade Video Security of PD Complex	50,000		50,000			40-521-570-8450
Replace 9-1-1 System	161,000		161,000			40-521-570-8460
Replace Chief's Squad	34,000		34,000			40-521-570-8520
Audio Logger & Phone System - Balance for 2016 Maintenance	5,168	0	5,168			40-521-570-8430
FIRE PROTECTION						
Ambulance	250,000		250,000			40-522-570-8520
DPW ADM & ENGINEERING						
Ditch Enclosures - Crestview	60,000		60,000			40-541-570-8892
Ditch Enclosures - Happy Hollow/Whitehouse	60,000		60,000			40-541-570-8892
Pilgrim Road (carryover)	5,000		5,000			40-541-570-8911
HIGHWAY DEPARTMENT						
Tandem Axle Patrol Truck - replace #465 2000 Intl	210,000		210,000			40-542-570-8520
Single Axle Patrol Truck - replace #464 1998	190,000		190,000			40-542-570-8520
Tractor w/ Sweeper & Blade	70,000		70,000			40-542-570-8530
Asphalt Paving (w/ carryover 2015 \$348,380 + \$59,000 Freistadt Rd)	1,907,380	265	1,907,115			40-542-570-8810
Traffic Signal Cabinet Equipment Upgrades County Line Rd	25,000		25,000			40-542-570-8850
Signal Update County Line Rd - c/o from 2015	27,653		27,653			40-542-570-8850
RECREATION						
Alt Bauer & Haupt Strasse Tennis Courts	65,000		65,000			40-552-570-8310
Alt Bauer Park Playground Equipment	85,000		85,000			40-552-570-8310
PARKS, BUILDINGS & GROUNDS						
Replace Concrete Approach - North, Fire Station 2	85,000		85,000			40-519-570-8222
Chipper	80,000		80,000			40-553-570-8530
1 Ton Dump Trucks - c/o from 2015	34,452		34,452			40-553-570-8520
Total Projects	3,441,653	265	3,441,388		0	

Cash On Hand

Cash Balance - Pool	1,245,030
Cash Balance - TD Ameritrade	93,115

\$\$\$ Available

1,338,145

Committed Funds -

Wilderness Park	10,000	
2015 Retainages Payable	83,928	
Blackstone Spec Assmt	446,901	Use for Debt Service Offset
	540,829	

\$\$\$ Available for projects

797,316

Project Balance

-3,441,388

Non committed funds

\$ (2,672,072)

INSPECTION SERVICES

LETTERS OF CREDIT/OCCUPANCY BONDS

Project	Expiration Date	Dollar Amount	Note	Issuing Bank	Renewability	Letter of Credit #
AT & T Mobility LLC W124 N13185 Wasaukee Road	None	\$ 20,000.00		Fidelity & Deposit Maryland Schaumburg, IL 60196	N/A	9145948
M. D. Development/Moore W193 N10975-80 Kleinmann Dr.	5/19/2016	\$ 20,000.00		National Exchange Bank Fond du Lac, WI 54936	No Auto Extension	111914-1
Extreme Stainless W194 N11005 Kleinmann Drive	11/20/2016	\$ 20,000.00		Cornerstone Community Grafton, WI 53024	No Auto Extension	78 dated 11/20/15
Elisworth Adhesives W129 N10825 Washington Drive	4/27/2016	\$ 20,000.00		National Exchange Bank Fond du Lac, WI 54936	No Auto Extension	042715-1
Wago Corporation N120 W19129 Freistadt Road	None/Cash	\$ 20,000.00		N/A	N/A	Cash Bond
Plastic Components N118 W18845 Bunsen Drive	None/Cash	\$ 20,000.00		N/A	N/A	Cash Bond
Weimer Bearing N112 W13131 Mequon Road	None/Cash	\$ 20,000.00		N/A	N/A	Cash Bond
Koenig Industries W188 N11820 Maple Road	None/Cash	\$ 20,000.00		N/A	N/A	Cash Bond
Bradley Way Partners N106 W13131 Bradley Way	6/1/2016	\$ 20,000.00		Cornerstone Community Grafton, WI 53024	No Auto Extension	74 dated 5/29/15
INFOCOR W129 N10880 Washington Dr.	6/1/2016	\$ 40,606.00		Cornerstone Community Grafton, WI 53024	No Auto Extension	75 dated 5/29/15
First Choice Ingredients N112 W19528 Mequon Road	6/15/2016	\$ 20,000.00		Associated Bank Green Bay, WI 54304	No Auto Extension	DC112643US16015
Momentum Early Learning W175 N11037 Stonewood Drive	None/Cash	\$ 20,000.00		N/A	N/A	Cash Bond
Tender Reflections Memory Care N109 W17525 Virginia Avenue	7/23/2016	\$ 20,000.00		Park Bank Brookfield, WI 53005	No Auto Extension	07232015B
Aurora Health W180 N11070 River Lane	12/1/2016	\$ 20,000.00		Park Bank Milwaukee, WI 53216	No Auto Extension	8122015
Graphics Systems W189 N11161 Kleinmann Drive	None/Cash	\$ 20,000.00		N/A	N/A	Cash Bond

February 2016

[illegible]

Letters of Credit Report

Village of Germantown

Department of Public Works and Finance Department

Revised: 2-4-2016

Development	Expiration Date	Dollar Amount	Issuing Bank	Renewability	Letter of Credit No
Continental 246 (BMW/ings)	5/15/2016	\$32,000.00	Bank Mutual	Final Extension	7356006863
Midwest Assisted Living	7/23/2016	\$165,500.00	Park	Auto Extension	07232015A
Asset Development	2/13/2017	\$268,692.01	Wells Fargo	No Auto Extension	NZS614643
Prairie Glen Ph 2	Pending	Pending	Pending	Pending	Pending
Collateralization of funds held at US Bank					
US Bank	3/1/2016	\$20,000,000.00	Federal Home Loan Bank of Cincinnati		518967

Project(s) to WATCH:

None

Note:

Prairie Glen Ph 2 Developer's Agreement pending
Hillstone Apartments released September 2015
CARRIAGE HILLS GERMANTOWN: Approved release LOC by PWHC on Feb. 2, 2016
US BANK__New Letter of Credit #518967 to replace LOC #517465 // New increased value LOC required due to tax collections (per Kim Rath)
Continental 246: incorrectly removed from list on June 2015 LOC Report replaced on LOC Report 2/4/2016
ASSET DEVELOPMENT__Final LOC period is 2017-2018, see Finance for final amount

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 EUP #3-1 for removal or clean-up if necessary	\$50,000	08/01/15	Spring Bank	Glenn A. Michaelson, SVP	Spring Bank, 16555 W. Wisconsin Ave., Ste. 100, Brookfield, WI 53005	Automatic renewal after 1 year	LDIC #52H1203	Open
2	Thomas Roskopf	Wetland Delineation/Freistadt Road	\$300		Cash	Thomas Roskopf	W200 N12107 Josephine Dr., Richfield			Open

NOTES:
1 Enviro Safe for clean-up: Annually Renewing in Perpetuity
2 Thomas Roskopf - Wetland Delineation

SUMMARY OF VILLAGE CONTRACTS

2-10-16

Contract Expiration Date	Name of Company	Service or Product Provided	Is this a contract? lease? license?	Annual Cost of Contract	Department Negotiating/Overseeing Contract
03-29-2016	Schultz-Bernstein & Associates	Trend Micro Antivirus Maintenance	license	756.00	Finance
04-29-2016	Carlson AutoCAD	Auto CAD Software Maintenance	contract	1,300.00	Engineering
05-01-2016	Wisconsin DOT (Municipal Salt Bid)	road salt	contract	168,000 est.	Highway
06-09-2016	Winscribe Digital	police dictation equipment	contract	2,727.00	Police
06-30-2016	A/E Graphics	OCE Plotter	Lease	694.03	Engineering
07-18-2016	AT&T	long distance	contract	varies	Finance
08-15-2016	TE Brennan Company	Property & liability insurance consulting	contract	5,626.68	Finance
no contract yet	Marine Biochemists	Algae treatment (Friedenfeld Park)	contract		Highway
no contract yet	Marine Biochemists	Algae treatment (pond by Wago)	contract		Highway
10-05-2016	Gordon Flesch	copier maintenance	lease	4,515.00	Police
10-31-2016	Tapco	intersection signal maintenance	contract	2,075.00	Highway
10-31-2016	NuVantage Employee Resource	employee assistance program	contract	800+ hr. fee	Administration
12-31-2016	Cintas	fire alarm inspections	contract	7,652 est.	Buildings & Grounds
12-31-2016	Accurate Appraisal	assessing services	contract	44,500.00	Administration
12-31-2016	Harris	MSI Maintenance	license	14,826.30	Finance
12-31-2016	ProPhoenix Corporation	ProPhoenix annual main. & support	contract	29,280.12	Police
12-31-2016	ProPhoenix Corporation	ProPhoenix annual main. & support	contract	9,652.68	Fire
12-31-2016	General Communications	maintenance contract on AUX I/O's only	contract	2,850.00	Police
12-31-2016	Marlin Business Bank	Nexlog 740 Recorder	lease	19,916.32	Police
12-31-2016	Vermot Systems	Rec Trac Maintenance	license	4,283.91	Park & Rec
12-31-2016	J. Manuel & Associates	tax col./pet lic., sp. assn't soft. maintenance	license	625.00	Finance
12-31-2016	Washington County Humane Society	Animal Control	contract	3,309.00	Police
12-31-2016	Seiler	GPS Total Station Maintenance Plan	contract	1,170.00	Engineering
12-31-2016	Ruekert & Mielke	GIS (3 year contract-pay 100% upfront)	contract	6,500.00	Sewer/Water/Engineering
12-31-2016	Ruekert & Mielke	SCADA UP-GRADE	contract	80,000.00	Sewer & Water
12-31-2016	Wachtell Tree Science & Service	EAB Activities	contract	15,000.00	Forestry
12-31-2016	Baycom	911 service agreement	contract	1,231.71/mo. until system is replaced	
03-01-2017	ISDN	Pri Centrex	contract	see pricing list	Finance
03-06-2017	MLG	Business Park brokerage services	contract	10%	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
03-21-2017	General Code	laserfiche maintenance	contract	2,666.00	Police
05-31-2017	Emergency Services Marketing	I Am Responding	contract	650.00	Fire
09-13-2017	GFC Leasing	copiers	lease	5,700.00	Library
12-31-2017	Clean Power	Janitorial Services(2 year/option 3rd yr)	contract	110,000.00	Buildings & Grounds
02-28-2018	Johnson Controls	HVAC-Library	contract	2,727/2,809/2,893	Buildings & Grounds
09-30-2018	ITU-Absorb Tech	towels, floor mats, mop heads	contract	4,993.53	Buildings & Grounds
10-01-2020	Waste Management	solid waste & recycling pickup	contract	1,000,000.00	DPW

12-31-2015	Braun Thyssen Krupp Elevator	PD elevator maintenance agreement	contract		Police
12-31-2015	Washington Co. Sheriff's Office	radio console maintenance	contract	4,050.00	Police
12-31-2015	General Communication	radio maintenance	contract	1,260.00	Buildings & Grounds
02-1-2016	AT&T	State of Wisconsin Centrex	contract	see pricing list	Finance