

**VILLAGE OF GERMANTOWN
N112 W17001 MEQUON ROAD
GERMANTOWN, WI 53022**

MEETING: REGULAR MEETING OF THE VILLAGE BOARD

DATE AND TIME: MONDAY, February 5, 2018 7:00 p.m.

LOCATION: Germantown Village Hall Board Room

- I. **CALL TO ORDER:** *This meeting has been given public notice in accordance with Section 19.83 and 19.84, Wis. Stats, in such form that will apprise the general public and news media of subject matter that is intended for consideration and action.*
- II. **ROLL CALL:**
- III. **PLEDGE OF ALLEGIANCE:**
- IV. **PRESIDENT'S REPORT:**
- V. **ANNOUNCEMENTS OF FORTHCOMING EVENTS OF PUBLIC INTEREST
COMMITTEE AND DEPARTMENT REPORTS:**
The following individuals will be given the opportunity to make announcements of future municipal activities: Village President, Village Board Members, Village Administrator, Village Attorney, Village Clerk, And Department Heads.
- VI. **CITIZEN INPUT/PUBLIC APPEARANCE on items not subject to a public hearing:**
Please be advised per §19.84(2), information will be received from the public. It is the policy of this municipality that there be a three (3) minute time period, per person, with time extension 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. (15 minutes)
- VII. **CONSENT AGENDA:**
 - A. Approval of Minutes: January 15, 2018 Regular Village Board Meeting
 - B. Accounts payable/payroll
 1. January 25, 2018 Accounts Payable \$ 776,287.43
 2. January 23, 2018 Payroll (Hourly) \$ 214,344.75
 3. January 31, 2018 Payroll (Salary) \$ 93,116.88

The following items were forwarded from **Public Safety** with a unanimous recommendation.

Operator's Licenses: Sara Viduski . [Recommendation Forthcoming]

Change of Agent: Sandra Balistriere, Ultra Mart Foods, LLC [Recommendation Forthcoming]

 - C. In Building Paging System for Fire Station 2.
 - D. Temporary Class "B" Fermented Malt Beverage License, Germantown Jr. Warhawks Baseball Club, Jr. War Hawks Memorial Day Tournament, May 25,

2018-May 28, 2018, Haupt Strasse Park and Firemans Park.
[Recommendation Forthcoming]

- E. Temporary Class "B" Fermented Malt Beverage License, Germantown Jr. War Hawks Baseball Club, Mid Summer Slam, June 22, 2018-June 24, 2018, Haupt Strasse Park and Firemans Park. [Recommendation Forthcoming]
- F. Temporary Class "B" Fermented Malt Beverage License, St. Boniface Parish, St. Boniface School – Fish Fry, February 23, 2018. [Recommendation Forthcoming]

VIII. UNFINISHED BUSINESS:

- A. Resolution 4-2018, Washington County Aging & Disability Resource Center Agreement.

IX. NEW BUSINESS:

- A. Resolution 10-2018, 2018 Capital Projects / Equipment Requests.
- B. Resolution 11-2018, Resolution Authorizing the Borrowing of not to Exceed \$2,500,000 and Providing for the Issuance and Sale of General Obligation Community Development Bonds Therefor
- C. Resolution 12-2018, Resolution Authorizing the Borrowing of not to Exceed \$2,825,000; and Providing for the Issuance and Sale of General Obligation Promissory Notes Therefor
- D. Authorization to Fill Village Engineer Position.
- E. Authorization to Fill Highway Department Mechanic I.

X. ADJOURNMENT:

The next regular meeting of the Village Board will be on February 19, 2018 at 7:00 p.m.

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 please contact the Village Clerk at (262)250-4740 at least 2 days prior to the meeting.

**VILLAGE OF GERMANTOWN
VILLAGE BOARD MEETING MINUTES
January 15, 2018**

CALL TO ORDER: The meeting was called to order at 7:00 p.m. by President Wolter

ROLL CALL: Present: President Wolter, Trustees Baum, Campbell, Hughes, Kaminski, Miller, Warren and Zabel. Excused Absence: Myers. Also present: Administrator Kreklow, Clerk Boldrey, Deputy Clerk Tucker.

PLEDGE OF ALLEGIANCE:

PRESIDENT'S REPORT:

Pres. Wolter reflected on Dr. Martin Luther King's Day.

On behalf of the Village President Wolter accepted the Certificate of Appreciation from SERTAC (South East Wisconsin Trauma Advisory Council) for Work in Presidential Policy Directive #8 for National Preparedness. Fire Chief Weiss read and presented the certificate to President Wolter. Village of Germantown is the first community in Wisconsin to be presented with the Certification.

**ANNOUNCEMENTS OF FORTHCOMING EVENTS OF PUBLIC
INTEREST/DEPARTMENT AND COMMITTEE REPORTS:**

Trustees provided information on upcoming meeting dates and times.

Trustee Rick Miller reported that the 33rd Annual Germantown Community Scholarship Fundraiser will be held on February 1, 2018 at the Hilton Gardens Park Place.

Fire Chief Gary Weiss was presented with the Heart-Safe Wisconsin Awarding the Designation of a Heart-Safe Community to the Village of Germantown. This award represents the work of Fire Chief Weiss and the Germantown Fire Department working diligently over the past year to meet the requirements to earn this designation for the community. Over 10% of the population is trained in CPR and AED. The Village of Germantown is the second community in the State of Wisconsin to achieve the designation. Heart Safe representative Michael LaRosse presented the award.

CITIZEN INPUT/PUBLIC APPEARANCE on items not subject to a public hearing:

No One Spoke.

CONSENT AGENDA:

- A. Approval of Minutes: December 18, 2017 Regular Village Board Meeting.
- B. Accounts Payable / Payroll.

1.	January 10, 2018	Payroll (hourly)	\$ 202,442.41
2.	January 10, 2018	Accounts Payable	\$ 572,701.53
3.	January 13, 2018	Payroll (salary)	\$ 88,585.09

The following items were forwarded from **Public Safety** with a unanimous recommendation.

- C. Operator Licenses: Jordan Hottinger, Lisa Grad, Daniel Hughes, Ryan Hughes, Susan Jesmok, Emily Lazaris, Suzanne Peyer. [Forthcoming Recommendation]
- D. Approve Secondhand Article Dealer & Secondhand Jewelry Dealer License Renewal for 01-01-18 to 12-31-18, Kessler's Diamond Center [Recommended Approval]
- E. Approve Secondhand Article Dealer License Renewal for 01-01-18 to 12-31-18, White House of Music [Recommended Approval]
- F. ECO ATM Inc. Hunter Bjorkman Agent Renewal for 01-01-2018 to 12-31-2018. [Recommended Approval]

The following items were forwarded from **Public Works** with a unanimous recommendation.

- G. Authorization to Purchase – Service Truck – Water Utility.
- H. Authorization to Pay Invoice – D.F. Tomasini (Wilson Drive).
- I. Authorization to Pave Access Drive – Well #11.
- J. Authorization for Blanket Purchase Order – Hydrant Replacements.
- K. Consideration to Update Water Hydraulic Model.
- L. Authorization to Replace & Install New Altitude Valves & Piping – Tower #1.
- M. Authorization to Replace Well House & Water Tower Doors.
- N. Authorization to Clean & Oversee Replacement of Mud Valve – Tower #1.
- O. Authorization to Upgrade Meter Reading Hardware – Water Utility.
- P. Resolution 5-2018, Authorization to Contract – Painting Library Interior.
- Q. Authorization to Purchase Patrol Trucks – Highway Dept.
- R. Authorization to Purchase ¼ Ton Pickups - Parks & Highway Dept.
- S. Resolution 6-2018, Authorization to Contract Forestry Services – Wachtel Tree Science.
- T. Resolution 7-2018, Consideration of Contract – TAPCO Preventative Maintenance.
- U. Resolution 8-2018, Consideration of Maintenance Agreement – Johnson Controls.
- V. Resolution 9-2018, Authorization to Contract – Flooring for Police Dept. and Library.
- W. Authorization to Purchase – Used Compost Screener – Recycling Center.

The following items were forwarded from **General Government and Finance** with a unanimous recommendation:

- X. Resolution 27-2017, Budget Amendment for TID 7 Chart of Accounts.

MOTION (Baum/Zabel) to approve Consent Agenda Items A – X. Roll call vote carried.

UNFINISHED BUSINESS:

- A. Resolution 4-2018, Washington County Aging & Disability Resource Center Agreement. Mark Schroeder reported on the agreement. Mark reported that he and Administrator Kreklow met with the County after the Holidays. He has been in communication with the director of the ADRC. The County is replacing what was on the tax levy with federal grant dollars.

MOTION (Baum/Warren) to approve postpone the item until the next meeting. Roll call vote carried.

- A. Baudhuin Surveying & Engineering, Agent for Top Leaf Development LLC and Alan & Lynda Luther, Property Owners – 107 Acres South of Freistadt Road, North of Elm Lane and West of Wasaukee Road (including N120 W12851 Freistadt Road). Rezoning Application from A-1: Agricultural to Rs-3: Residential Single-Family Zoning District and a Concept Plan for a 47-lot Single-Family Residential Subdivision. (Tax Key: GTNV 241-997; GTNV 241-998; GTNV 242-999)

The Community Development Director / Planner, Jeff Retzlaff reported on the items and reviewed the rezoning concept plan application. Aerial views and graphics of the area were shown. The 2020 land use map with the property highlighted was shown. Since September there have been five alternative concept plan reviews at four different Plan Commission meetings. The prior options were reviewed. A new plan that was received last week was distributed. The Plan Commission sent the item to the Village board for the Public Hearing on the Concept Plan. The Concept Plan with wetland delineation was presented to the Plan Commission. The Plan Commission wanted public input on the development and postponed action on the concept plan until the meeting in February. Issues include the access roads, the accommodation of the wetlands and the soils for the onsite septic systems. The Plan Commission did recommend the rezoning from the October meeting.

Pres. Wolter opened the public hearing and read the public hearing notice at 7:34 p.m.

Todd Johnson of Elm Lane came forward. He gave family history to the property. The homestead home was used for a fire department training exercise. He noted access to the park near their property. Mr. Johnson stated that he is not opposed to the development but has several concerns. He is not in favor of extending or reconstructing Elm Lane or additional park parking. He prefers to see larger lots. Mr. Johnson opposes granting a waiver of wetland setback and questioned the size of the retention ponds. The existing fields to the East are tiled. He and his family enjoy the wildlife and questioned if the trees would be moved. He questioned if there would be a developer's agreement.

Bruce Bernarde of Freistadt Road commented his concern of water run off and waiver of the 25 foot set back.

Marcus Stern of Forest Drive commented on water run-off and traffic on Forest Drive. He also commented on wells and wetlands. He also commented on SEWRPC.

Caroline Metternich of Freistadt Road commented on water run-off and preservation of wetlands. She would like a swale directing the water to her pond.

Rickard Boehlke of Elm Lane lives across from the Johnsons. He spoke of the wetlands and he agrees with the easement as he previously had to install a hammerhead.

David Broberg of Forest Drive distributed packets to the board that included maps from the smart growth plan. He spoke for the wetlands.

Ron Peterson of Forest Drive spoke for a through road to Mequon Road. He commented on a recent septic that failed.

Tom Isaac of Freistadt Road spoke for the wetlands and that the property is identified on the DNR's Natural Heritage Database as Schessler natural area for special identified plants. They have sump pumps that are very active.

Blake Hutchinson of Elm Land spoke in regards to water issues in the area. He also commented on well issues.

Dominic Augustine of Crestview Drive spoke in disappointment to the development.

Matt Bennett of Forest Drive spoke for the quiet roads and is opposed to the development.

Garrett Bradley of Forest Drive commented on the narrowness of the road and the school buses. He has three sump pumps that are very active.

Jim Marlesky Forest Drive commented on the park and dead-end street.

Todd Jernberg of Freistadt Road gave history of the property. He spoke in favor of the wetlands and wildlife. He suggested larger lots.

Kathy Henning of Elm Lake commented of concern of the access and narrowness of roads and the buses.

Arthur Bognar of Crestview Drive commented in favor of large lot sizes and quiet neighborhoods. He does have two sump pumps.

Brittany Weidman of Crestview Drive commented in favor of the wildlife and the quite neighborhood.

Peter Herth of Baudhuin Surveying & Engineering and Shari Waggoner of Top Leaf Development LLC came to the podium.

The current plan does not ask for a set-back variance. The current plan takes into consideration the placement of septic on every lot. There have been three holes dug per lot in regards to soil testing for the septic. This has been approved by the state.

The wetlands have been delineated. Wetland delineation in the State of Wisconsin are valid for five years.

The current plan does allow for larger lots to the West, as four lots that are five acres or greater. There is 107 acres and proposing 41 lots, which is an average of 2.9 acres per lot.

Discussion of access is shown off of Elm. Stormwater ponds have been proposed and need to be approved by the DNR. There would be a Homeowners Association.

An unknown person commented with concern of the west side with larger lots and the access for the larger lots.

Pres. Wolter closed the public hearing at 8:40 p.m.

- B. Amendments to the Zoning Code (Chapter 17) of the Village of Germantown Municipal Code: 17.41 (Residential Accessory, Use, Building and Structures); and 17.49 (Architectural Control) affecting the size, location and exterior materials of residential accessory structures.

Jeff Retzlaff, Community Development Director and Planner, reviewed the draft ordinance and changes as drafted. The ordinance change is due to type of requests that have come forward through the Zoning Board of Appeals and Plan Commission. The amendment creates definition and categories.

Pres. Wolter opened and read the public hearing notice at 8:41 p.m.

Marty Meyers of W140 N13721 Country Aire Drive spoke in favor of the ordinance change due to his experience of wanting to build a garage or building in the front of his home and was denied by the Board of Zoning of Appeals.

A resident was against a portion of the amendment as it is not one size will not fit all.

Pres. Wolter closed the public hearing at 8:54 p.m.

NEW BUSINESS:

- A. Ordinance 01-2018, Rezoning from A-1: Agricultural to Rs-3: Residential Single-Family Zoning District. Baudhuin Surveying & Engineering, Agent for Top Leaf Development LLC and Alan & Lynda Luther, Property Owners – 107 Acres South of Freistadt Road, North of Elm Lane and West of Wasaukee Road (including N120 W12851 Freistadt Road). (Tax Key: GTNV 241-997; GTNV 241-998; GTNV 242-999)

MOTION (Baum/Zabel) to approve Ordinance 01-2018 as presented. The site plan is still up for discussion. Access points are still up for discussion. The public hearing was held to get public input and then go back to Plan Commission. Discussion ensued of the lot sizes.

The land to the North will be part of the MMSD Greenseams program. The

zoning proposed is Rs-3. The stormwater management plan and retention ponds were discussed in detail to the current ordinance. The wetland setbacks will remain. Discussion ensued of the wells. Well permits are issued by the DNR. Discussion ensued of the density of the plan.

By a show of hands most in the gallery preferred the larger lots.

Discussion ensued of the traffic / road plan and connections.

MOTION to amend (Zabel/Kaminski) and to send the Ordinance back to Plan Commission. Motion as amended carried.

The next Plan Commission meeting is on February 12th at 6:30 p.m.

- B. Ordinance 02-2018, Amendments to the Zoning Code (Chapter 17) of the Village of Germantown Municipal Code: 17.41 (Residential Accessory, Use, Building and Structures); and 17.49 (Architectural Control) affecting the size, location and exterior materials of residential accessory structures.

MOTION (Baum/Zabel) to approve Ordinance 02-2018. Discussion ensued of the additional buildings in the front yard. Discussion ensued that there needs to be flexibility with distance measurements.

Jeff Retzlaff, Community Development and Planning, reviewed the draft ordinance and the set-back specifications. This would not override subdivision covenants.

Discussion ensued of Marty Meyer's property and the placement of the building.

Discussion of the approval process ensued. The approval process would be through permitting. Discussion ensued as to add oversight by the Plan Commission for site plan approval. The cost was noted. Discussion ensued of items going to the zoning board of appeals.

Amendment motion by Zabel, second by Kaminski to send 17.41 (3) site location requirement, section 5 of Ordinance 02-2018 back to the Plan Commission. Amendment motion carried.
Motion as amended carried.

- C. Resolution 01-2018, Approving the Salaries and Compensation for Exempt Employee's and Other Non-Represented Support Staff.

MOTION (Kaminski/Baum) to approve Resolution 01-2018. In the future the Village will be using a performance based program. Roll call vote carried.

- D. Resolution 02-2018, Associated Appraisal Revaluation Assessment Services Agreement.

MOTION (Zabel/Miller) to approve Resolution 02-2018. Mark Brown of Associated Appraisal came to the podium. This is for 2019 revaluation. Associated Appraisal would begin work in July / August 2018. Roll call vote carried.

- E. Associated Appraisal – Discussion and Approval of \$30,000 Charge for Electronic Property Records Compliance/Data Conversion.

Discussion ensued of the Village's coming into compliance from the last assessor.

Mark Brown of Associated Appraisal came to the podium. Mark commented on the reports he provided to the Village that breaks down the work that was completed to bring the Village into compliance. The Village did withhold payment to the previous assessor as they were not in compliance.

Finance Director Rath reported on her discussion with the Department of Revenue. The Village staff will need to perform our own compliance checks.

MOTION (Miller/Baum) to approve the \$30,000 Charge for Electronic Property Records Compliance / Data Conversion. Roll call vote carried, Zabel voted no.

- F. Phil Secker, Animal Fancier License 01-01-18 to 12-31-18.

MOTION (Baum/Zabel) to approve the Animal Fancier License from 01-01-2018 – 12-31-2018 for Phil Secker. Roll call vote carried.

ADJOURNMENT: There being no further business, meeting adjourned at 10:15 p.m.

Next regular Village Board meeting, Monday, February 5, 2018 at 7:00 p.m.

Deanna L. Boldrey, WCMC/CMC
Village Clerk



Business of the Public Safety Committee

Germantown, WI

Fire Department

Meeting Date: January 15, 2018

Agenda item: New Business

Item Title: In-building Paging System for Fire Station 2

Submitted By: Gary L. Weiss, Fire Chief

Summary Explanation:

Requesting approval to move forward with an In-Station Emergency Incident Paging system for Station 2. This includes speaker, ramping-up decoder and all associated parts and labor.

This will allow firefighters not to carry radio's around all day to hear if there is an emergency incident.

Bid will be handed out at the PSC Meeting.

Funds are included in the 2018 Budget 10-522-570-8100

Attachment: Ordinance_____ Resolution_____ Other_____

Requested Action:

Recommend Approval

BUSINESS OF THE VILLAGE BOARD
VILLAGE OF GERMANTOWN, WI

MEETING DATE: Monday, December 18, 2017

AGENDA ITEM: New Business

ITEM TITLE: Agreement between the Village of Germantown and the Aging & Disability Resource Center of Washington County for Year 2018

SUBMITTED BY: Mark Schroeder, Park & Recreation Director

SUMMARY EXPLANATION:

For many years, a cooperative relationship has existed between the Village of Germantown and Washington County for the use of the Village's Senior Center. Specifically, the village had two agreements with the county; 1) a \$600/year rental agreement for use of the senior center for the county nutrition program, and 2) a \$6,000 county grant to help provide senior programs to the community.

On November 27th, village staff meet with the county to discuss the 2018 agreement. For 2018, due to budget cuts, the village was informed that the county will be going to one agreement whereby the county would no longer pay the \$600/yr. rental, and the village could realize up to \$6,000 in grant monies for the year, not as an annual payment, but on a reimbursable basis, based on the list of approved programs/activities noted in the agreement. The agreement also noted that the village may only charge a maximum of \$10 per participant for these eligible programs to qualify for expense reimbursement.

Monies associated with the facility rental and county grant had already been earmarked in the Village budget as a revenue. Staff is currently reviewing a list of current senior programs and activities that may qualify for grant program reimbursement and potential revenue for the village. Staff last contacted county staff on December 7th requesting the most recent version of the agreement.

ATTACHMENT: ORDINANCE____ RESOLUTION____ OTHER____

RECOMMENDATION:

The village and the county have enjoyed a cooperative relationship for many years. The county serves over 14,000 senior center and home delivered meals through the nutrition program each year, in addition to providing programs to the seniors of the community.

**VILLAGE OF GERMANTOWN
WASHINGTON COUNTY**

RESOLUTION NO. 04-2018

WASHINGTON COUNTY AGING & DISABILITY RESOURCE CENTER AGREEMENT

WHEREAS, the Village of Germantown Senior center has been providing services to area seniors for several years with budgeted support from Washington County, and,

WHEREAS, In December of 2017, Washington County presented an agreement to the Village outlining grant opportunities with a list of approved activities for the grant dollars, and,

WHEREAS, the Village Board met on January 15, 2018, and reviewed the Agreement.

NOW THEREFORE BE IT RESOLVED, that the attached Agreement Between the Village of Germantown and the Aging & Disability Resource Center of Washington County is hereby approved.

Introduced by: _____

Adopted: _____

Vote: Ayes: _____ Nays: _____

Dean M. Wolter, Village President

ATTEST:

Deanna L. Boldrey, WCMC/CMC
Village Clerk

**AGREEMENT BETWEEN
VILLAGE OF GERMANTOWN
AND
AGING & DISABILITY RESOURCE CENTER
OF WASHINGTON COUNTY**

In consideration for the mutual covenants herein, the Aging & Disability Resource Center of Washington County, State of Wisconsin, hereinafter known as the "PROGRAM", having offices at 333 East Washington Street, Suite 1000, West Bend, WI 53095, and the Village of Germantown, for the Germantown Senior's Activity Center, hereinafter known as the "FACILITY", located at W162 N11960 Park Avenue, Germantown, WI 53022, agree as follows:

1. The FACILITY shall provide:

- A. Use of their facility including meeting rooms, kitchen facilities and furnishings to be used for prescheduled activities Monday-Friday between 8:00 am and 4:30 pm as agreed upon by both parties.
- B. Payment of all utility charges.
- C. Provisions of garbage removal.
- D. Storage facilities for equipment and utensils.
- E. General liability insurance coverage \$1,000,000 per occurrence.
- F. A Certificate of Insurance acceptable to the County that shall contain a provision that coverage afforded under the policy will not be cancelled unless at least 30 (thirty) days prior written notice has been given to the County.
- G. Germantown Senior's Activity Center is responsible for providing a quarterly report of activities held at the Germantown Senior's Activity Center to the County. These reports along with an invoice reflecting the cost of eligible expenses should be sent to the County by the 15th of the following month. The reports shall include:
 - 1) Type of program, equipment or supplies
 - 2) Number of participants (include attendance log)
 - 3) Cost of program, equipment or supplies with supporting documentation for eligible programs (Exhibit A)
 - 4) Evidence Based Health Promotion Program Demographic Questionnaire for each participant (Exhibit B)

2. The PROGRAM shall provide:

- A. Meals which shall be delivered and shall contain 1/3 (one-third) minimum daily requirements for an adult.
- B. Recruiting, training, and scheduling of volunteers who shall be responsible for hosting, serving, cleanup, record keeping, and shall follow health and sanitation procedures.

- C. Planning and coordinating of various social and recreational activities preceding meal service, as agreed, with the approval of the Facility.
 - D. Services that are for the benefit of older adults of Washington County.
3. The FACILITY and the PROGRAM agree as follows:
- A. Meal service shall be open to all residents of the United States 60 (sixty) years of age or older, or married to a citizen 60 (sixty) years of age or older.
 - B. The PROGRAM shall not be held responsible for unclean conditions caused by individuals or groups who use the Facility outside of contract hours.
 - C. The PROGRAM may establish various rules and regulations regarding walk-ins as necessary in cooperation with the FACILITY.
 - D. The PROGRAM will not operate on a day when:
 - 1) There is a community emergency. Each party will make reasonable efforts to notify the other if such emergency exists.
 - 2) All Washington County holidays including the day after Thanksgiving.
 - 3) Agreed upon by both parties.
4. Payment. PROGRAM will provide up to \$6,000 per year to FACILITY for planning and coordinating eligible programs listed in Exhibit A. Invoices submitted pursuant to paragraph 1.G. shall be reviewed and approved by the ADRC Director or her designee prior to payment to Facility. Prior approval for reimbursement of cost for programs not listed in Exhibit A must be obtained from Tammy Anderson, Director.
5. FACILITY may charge a maximum of \$10.00 per participant, per full course for eligible programs. All participants must be charged the same registration fee. Facility may retain this fee for cost of their operation.
6. Term and Termination:
- A. Term. This Agreement shall be effective as of January 1, 2018, and ending December 31, 2018. This Agreement shall automatically renew for subsequent one (1) year periods under the same terms and conditions as outlined herein, unless modified by mutual consent of the parties, which such modification shall be reduced to writing, signed by the parties and attached as an Addendum to this Agreement. This is subject to the termination provision of 6.B. below.
 - B. Termination. Either party may terminate this Agreement at any time during the life of this Agreement, or subsequent renewal periods, for any or no reason by giving 30 (thirty) days prior written notice in writing to the other party of the intention to do so. Said written notice for the PROGRAM shall be sent to:

Tammy Anderson, Director
AGING & DISABILITY RESOURCE CENTER OF WASHINGTON COUNTY
333 E Washington Street, Suite 1000
West Bend, WI 53095

And said written notice for the FACILITY shall be sent to:

Dean Wolter, President
Village of Germantown
N112W17001 Mequon Road, PO Box 337
Germantown, WI 53022

7. Insurance. PROGRAM shall not provide any insurance coverage of any kind for FACILITY or FACILITY'S employees. FACILITY shall provide the following general liability coverage: General liability (\$1,000,000 per occurrence). A Certificate of Insurance acceptable to PROGRAM shall be submitted prior to the commencement of this Agreement. The Certificate shall contain a provision that coverage afforded under the policy will not be cancelled unless at least 30 (thirty) days prior written notice has been given to PROGRAM.

8. Entire Agreement and Severability. This Agreement constitutes the entire agreement between the PROGRAM and the FACILITY. If any provision of this Agreement is held to be void, invalid or otherwise unenforceable, in whole or in part, the other provisions shall remain in force and effect.

In Witness Whereof, the parties hereto affix their hands and seals.

FOR THE FACILITY:
Germantown Senior's Activity Center

FOR THE PROGRAM:
Washington County

Dean Wolter
President, Village of Germantown

Richard P. Gundrum
County Board Chairman

Date: _____

Date: _____

Ashley A. Reichert
County Clerk

Date: _____

Exhibit A

List of Approved Activities for ADRC Grant Money

- Blood Pressure checks (not Nancy Gloede)
- Chair exercises
- Dental Health screenings or presentations
- Drivers safety education
- Exercise equipment (senior friendly)
- Exercise/Fitness class
- Falls prevention
- Flu shots
- Foot care clinics
- Gentle fitness
- Health discussions
- Health screenings (not Nancy Gloede)
- Nutrition presentations
- Medication Management/Pharmacist presentations
- Med wise Program
- Memory loss seminar/Alzheimer's association presentation
- Stress management
- Tai Chi
- Wii exercise activities
- Yoga
- Zumba
- Other organized physical fitness activities
- Other Workshops or presentations that promote health and wellness (please obtain prior approval)
- Recreation/Socialization
- Activities that promote socialization and mental enrichment
- Bingo
- Book club
- Crafts
- Ceramics
- Games
- Gardening
- Intergenerational activities
- Music
- Movies
- Senior trips

For anything not listed here please contact Director Tammy Anderson to obtain approval.

Exhibit B

*Washington County ADRC
Older Americans Act Title IIID Evidence-Based Health Promotion Program
Demographic Questionnaire*

The information we are asking you to provide is needed to comply with federal reporting requirements. We also need it to help us analyze and evaluate programs and offer additional healthy aging opportunities to participants. We will store this information in a secure electronic database. We will not share your information with another agency without your permission and will not sell this information to anyone. You have the right to review your electronic record and request changes to assure accuracy. You will not be denied access to this program if you refuse to provide this information. If you have questions regarding this questionnaire, please ask the *Program Leader*.

Name: _____

Address: _____

City, State: _____ ZIP: _____

Telephone: _____

County: _____

E-mail: _____ Date: _____

Background

1. What is your date of birth? _____
(month) (day) (year)

2. What is your sex?

- ☐ Male
☐ Female

3. Are you Hispanic, Latino, or Spanish origin?

- ☐ Yes
☐ No
☐ Unknown

Exhibit B continued

4. What is your race? (Check ✓ all that apply.)

- ☐ American Indian or Alaska Native
- ☐ Asian or Asian-American
- ☐ Black or African-American
- ☐ Hawaiian Native or Pacific Islander
- ☐ White or Caucasian
- ☐ Other: _____

5. Today, how many people live in your household (including yourself)?
Number of people: _____

6. If you are in a one-person household, please check your income level
(skip if it does not apply to you):

- ☐ Over \$11,880
- ☐ Under \$11,880

7. If you are in a two-person household, please check your income level
(skip if it does not apply to you):

- ☐ Over \$16,020
- ☐ Under \$16,020

8. Has a health care provider ever told you that you have any of the following chronic conditions?
(Check ✓ all that apply.)

- | | |
|--|---|
| ☐ Alzheimer's or related Dementia | ☐ High Cholesterol |
| ☐ Arthritis/Rheumatic Disease | ☐ Hypertension (High Blood Pressure) |
| ☐ Breathing/Lung Disease (<i>Asthma, Emphysema, Bronchitis</i>) | ☐ Multiple Sclerosis |
| ☐ Cancer or Cancer Survivor | ☐ Osteoporosis (Low Bone Density) |
| ☐ Chronic Pain | ☐ Stroke |
| ☐ Depression or Anxiety Disorders | ☐ Other Chronic Condition: _____ |
| ☐ Diabetes | _____ |
| ☐ Heart Disease | ☐ None (No Chronic Condition) |

Thank you for your assistance!

**VILLAGE OF GERMANTOWN
WASHINGTON COUNTY**

RESOLUTION NO. 10-2018

APPROVAL OF 2018 CAPITAL PROJECTS / EQUIPMENT REQUESTS

WHEREAS, the 2018 Village Budget was passed on November 20, 2017, which included a list of Capital Projects and Capital Equipment requests; and

WHEREAS, the funds to complete these requests will require a General Obligation Promissory Note; and

WHEREAS, the list will require final committee and Village Board Approval to proceed; and

NOW, THEREFORE, BE IT RESOLVED by the Village Board of the Village of Germantown, Washington County, Wisconsin, that attached listing of projects and equipment for 2018 be approved and authorized to proceed in obtaining the funds necessary for completion.

Introduced by: _____

Adopted: February 5, 2018

Vote: Ayes: _____

Nays: _____

Dean M. Wolter, Village President

ATTEST:

Deanna L. Boldrey, WCMC/CMC
Village Clerk

**VILLAGE OF GERMANTOWN
CAPITAL PURCHASES FUND ITEMS**

ITEM DESCRIPTION	PRO ECT E UIPMENT	FUNDING SOURCE				ITEMS TO BE BORROWED FOR
		CAPITAL/GENERAL RESERVE	GRANTS	REVENUE FROM FIXED ASSET SALES	IMPACT FEE SPECIAL REVENUE	

POLICE DEPARTMENT

Evidence Storage Lockers - revised from \$25,000 10/23/17 Chief H	20,000	20,000				0
Computer Hardware - Desktops & Servers	59,576					59,576
Fingerprint Imager	23,000	23,000				0
TOTAL POLICE DEPARTMENT	,	,				,

FIRE DEPARTMENT

Refurbish Ladder Truck	200,000					200,000
TOTAL FIRE DEPARTMENT	,					,

DPW ADMINISTRATION AND ENGINEERING

New Plotter	20,000	20,000				0
Storm Drainage Improvements	150,000					150,000
Sidewalk Inspection & Repair	10,000	10,000				0
MS4	50,000					50,000
TOTAL DPW ADMINISTRATION AND ENGINEERING	,	,				,

HIGHWAY DEPARTMENT

Patrol Truck	200,000					200,000
Patrol Truck	200,000					200,000
3/4 Ton Pickup	40,000					40,000
Asphalt Paving	1,500,000					1,500,000
1/3 Cost Utility Locate Van	15,000	15,000				0
						0
TOTAL HIGHWAY DEPARTMENT	, ,	,				, ,

PAR S BLD GROUNDS, RECYCLING

Truck - 3/4 Ton Pickup	40,000					40,000
Compost Screener	60,000					60,000
Electronic Sign	35,000	20,000				15,000
TOTAL PAR S B GROUNDS	,	,				,

RECREATION SENIOR CENTER

Fireman's Park Design & Pathways	95,000					95,000
Spassland Park Basketball Court Standards	30,000					30,000
Spassland Park Playground	90,000					90,000
Ford Para-Transit 350 8-passenger van	55,000				29,000	26,000
TOTAL RECREATION	,				,	,

GRAND TOTAL

	, ,	,			,	, ,
--	-----	---	--	--	---	-----

Estimated Borrowing Costs	45,000					<u>45,000</u>
	2,937,576					2,800,576
					approx borrowing	2,800,000

**VILLAGE OF GERMANTOWN
GENERAL GOVERNMENT & FINANCE COMMITTEE
MEETING MINUTES
JANUARY 16, 2018**

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

ROLL CALL: Present: Chairperson Zabel, Trustee Members: Baum, and Miller. Excused Absence: Kaminski. Also present: Finance Director Rath, and Clerk Boldrey.

APPROVAL OF MINUTES: December 19, 2017 – **MOTION (Baum/Miller) to approve. Motion carried.**

PUBLIC COMMENT: No public comment.

UNFINISHED BUSINESS:

- A. 2018 Compensation Update
Item will carry over to next month.

NEW BUSINESS:

- A. Resolution 10-2018, 2018 Capital Projects / Equipment Requests.
This is for 2018 new borrowing capital. This is for \$2,800,000 dollars. Capital General is on-hand for borrowing. **Motion by (Baum/Miller) to approve. Motion carried. Do not put on consent agenda.**

REPORTS:

- A. **Monthly Year to Date Financials:**
1. Revenue and Expense Report: Reports submitted by Finance Director, Rath. The reports were reviewed. Some 2017 revenues are still coming in. We may be able to have a revolving capital fund. All revenues and expenses are included.
 2. Health and Dental Plans: Finance Director, Rath reported that both funds are doing well. There are no issues.
 3. TIF 6 Summary: Finance Director, Rath; commented that the balance is getting smaller. There are some small projects left. There is an escrow account for the balance of this year and next. Possible revenues in 2019. There are three possible developments. Zabel commented on possible dedicated right turn lane on round about on Lannon and Appleton if the volume is high enough.
- B. **Impact Fees Financial Reports:** Reported by Finance Director, Rath; Impact fees are growing. Saxony came in at \$137,620. The Village has received the first invoice for the garage.
- C. **Accounts Payable:** December 25, 2017 and January 10, 2018 payables were reviewed.
- D. **Code Violation Reports:**
1. Building Inspection Department.
 2. Planning Department.
- The code violation reports were reviewed. Tr. Baum questioned the one from 2014 as monitored. The status was questioned. Administrator Krecklow to review with staff.
- E. **C.I.P. PROJECTS:** Presented by Finance Director Rath; On-going projects from 2017. There will be some carryover from the capital fund and general fund. Kinderburg Park Basketball Court is complete. Most of the carry-over is for public works items. The recreation van item is for key fobs and misc. items. The playground equipment has been delivered and will be installed in 2018.
- F. **Letter of Credit Summaries:**
1. Building Inspection Department – Reviewed.
 2. Public Works Department– Reviewed.

3. Planning Department – Reviewed.

G. **Summary of all Village Contracts:** Contracts were reviewed.

NEXT MEETING: February 20th at 6:00 p.m.

ADJOURNMENT: Chairman Zabel adjourned meeting at 6:32 p.m.

Respectfully Submitted,

Deanna L. Boldrey
Village Clerk

DRAFT

**VILLAGE OF GERMANTOWN
WASHINGTON COUNTY**

RESOLUTION NO. 11-2018

**RESOLUTION AUTHORIZING THE BORROWING OF NOT TO EXCEED \$2,500,000;
AND PROVIDING FOR THE ISSUANCE AND SALE OF GENERAL OBLIGATION
COMMUNITY DEVELOPMENT BONDS THEREFOR**

WHEREAS, it is necessary that funds be raised by the Village of Germantown, Washington County, Wisconsin (the "Village") for the purpose of paying the project costs of public infrastructure and improvements of the Village's Tax Incremental District No. 7 (the "Project"), and there are insufficient funds on hand to pay said costs;

WHEREAS, the Village hereby finds and determines that the Project is within the Village's power to undertake and serves a "public purpose" as that term is defined in Section 67.04(1)(b) of the Wisconsin Statutes; and,

WHEREAS, villages are authorized by the provisions of Section 67.04 of the Wisconsin Statutes to borrow money and to issue general obligation bonds for such public purposes.

NOW, THEREFORE, BE IT RESOLVED by the Village Board of the Village that:

Section 1. Authorization of the Bonds. For the purpose of paying the cost of the Project, there shall be borrowed pursuant to Section 67.04 of the Wisconsin Statutes, the principal sum of not to exceed TWO MILLION FIVE HUNDRED THOUSAND DOLLARS (\$2,500,000) from a purchaser to be determined by subsequent resolution of this Village Board (the "Purchaser").

Section 2. Sale of the Bonds. To evidence such indebtedness, the Village President and Village Clerk are hereby authorized, empowered and directed to make, execute, issue and sell to the Purchaser for, on behalf of and in the name of the Village, general obligation community development bonds aggregating the principal amount of not to exceed TWO MILLION FIVE HUNDRED THOUSAND DOLLARS (\$2,500,000)(the "Bonds").

Section 3. Award of the Bonds. The Finance Director (in consultation with the Village's financial advisor, Ehlers & Associates, Inc.) shall prepare or cause to be prepared an Official Notice of Sale and an Official Statement and take other actions necessary for the subsequent sale and award of the Bonds.

Section 4. Prior Resolutions; Severability; Effective Date. All prior resolutions, rules or other actions of the Village or any parts thereof in conflict with the provisions hereof shall be, and the same are, hereby rescinded insofar as the same may so conflict. In the event that any one or more provisions hereof shall for any reason be held to be illegal or invalid, such illegality or invalidity shall not affect any other provisions hereof. The foregoing shall take effect immediately upon adoption and approval in the manner provided by law.

Adopted and recorded this 5th day of February, 2018.

Introduced by: _____

Vote: Ayes: _____

Nays: _____

Dean M. Wolter, Village President

ATTEST:

Deanna L. Boldrey, WCMC/CMC
Village Clerk

**VILLAGE OF GERMANTOWN
WASHINGTON COUNTY**

RESOLUTION NO. 12-2018

**RESOLUTION AUTHORIZING THE BORROWING OF NOT TO EXCEED \$2,825,000;
AND PROVIDING FOR THE ISSUANCE AND SALE OF GENERAL OBLIGATION
PROMISSORY NOTES THEREFOR**

WHEREAS, it is necessary that funds be raised by the Village of Germantown, Washington County, Wisconsin (the "Village") for the purpose of paying the costs of 2018 capital improvements including road improvements; storm drainage; public building and grounds improvements; fire truck refurbishment; and equipment acquisition (the "Project") and there are insufficient funds on hand to pay said costs;

WHEREAS, the Village hereby finds and determines that the Project is within the Village's power to undertake and serves a "public purpose" as that term is defined in Section 67.04(1)(b) of the Wisconsin Statutes; and

WHEREAS, villages are authorized by the provisions of Section 67.12(12) of the Wisconsin Statutes to borrow money and to issue general obligation promissory notes for such public purposes.

NOW, THEREFORE, BE IT RESOLVED by the Village Board of the Village that:

Section 1. Authorization of the Notes. For the purpose of paying the costs of the Project, there shall be borrowed pursuant to Section 67.12(12) of the Wisconsin Statutes, the principal sum of not to exceed TWO MILLION EIGHT HUNDRED TWENTY-FIVE THOUSAND DOLLARS (\$2,825,000) from a purchaser to be determined by subsequent resolution of this Village Board (the "Purchaser").

Section 2. Sale of the Notes. To evidence such indebtedness, the Village President and Village Clerk are hereby authorized, empowered and directed to make, execute, issue and sell to the Purchaser for, on behalf of and in the name of the Village, general obligation promissory notes aggregating the principal amount of not to exceed TWO MILLION EIGHT HUNDRED TWENTY-FIVE THOUSAND DOLLARS (\$2,825,000)(the "Notes").

Section 3. Award of the Notes. The Finance Director (in consultation with the Village's financial advisor, Ehlers & Associates, Inc.) shall prepare or cause to be prepared an Official Notice of Sale and an Official Statement and take other actions necessary for the sale and award of the Notes on or after March 5, 2018.

Section 4. Prior Resolutions; Severability; Effective Date. All prior resolutions, rules or other actions of the Village or any parts thereof in conflict with the provisions hereof shall be, and the same are, hereby rescinded insofar as the same may so conflict. In the event that any one or more provisions hereof shall for any reason be held to be illegal or invalid, such illegality or invalidity shall not affect any other provisions hereof. The foregoing shall take effect immediately upon adoption and approval in the manner provided by law.

Adopted and recorded this 5th day of February, 2018.

Introduced by: _____

Vote: Ayes: _____

Nays: _____

Dean M. Wolter, Village President

ATTEST:

Deanna L. Boldrey, WCMC/CMC
Village Clerk

**BUSINESS OF THE VILLAGE BOARD
GERMANTOWN, WI**

MEETING DATE: February 5, 2018

AGENDA ITEM: New Business

ITEM TITLE: Authorization to Fill Vacancy-Village Engineer

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

SUMMARY EXPLANATION:

Director of Public Works is recommending filling the soon to be vacant Village Engineer Position due to the resignation of the current Village Engineer (John Laning).

ATTACHMENT: ORDINANCE_____ RESOLUTION_____ OTHER X

- Employee Vacancy Justification Worksheet
- Position Description
- Organizational Chart

RECOMMENDATION:

Staff is recommending that the Village Board Approve filling the vacancy of the Village Engineer position.

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.

EMPLOYEE VACANCY JUSTIFICATION WORKSHEET

All positions left vacant by retirement, resignation, or termination need to complete the following worksheet before the vacant position may be advertised or filled. This worksheet shall not pertain to temporary, seasonal, and sworn public safety employees.

Vacancy Justification Worksheet

Position to be filled: Village Engineer

Department: Department of Public Works / Engineering

Pay: range: \$79,410.80 / \$89,811.48 / \$97,690.54 ///// current \$89,036.00

How long was the previous personnel in position: 18 months

Can the Position be:

Deferred for a period of time? Yes No

Why: The position is a Department Head position responsible for the management of three permanent and 2-3 summer intern positions. In addition, this position is responsible for the design, construction and project management of the Village's annual new construction projects.

Transferred or shared with existing staff: Yes No

Why: This position cannot be shared with existing staff. This position is required and needed to be filled by a licensed engineer and the only other licensed engineer is the Director of Public Works whose schedule does not allow time to perform both positions.

Consolidated with another position? Yes No

Why: This position cannot be consolidated with another position due to the number of responsibilities and variety of duties carried out by this position.

Privatized / Contractual? Yes No

Why: This position does not lend itself to be privatized due to the daily interaction required between engineering staff and other departments. The loss of this interactive communication would result in a decrease of production within the department and valuable input of direction and information to other Village departments.

**** Attach current job description and department organizational chart and submit to:**

Lawrence Rataygab
Department Director
Signature / Approval

1/30/2018
Date

SAH
Village Administrator
Signature / Approval

1.30.2018
Date

**Village of Germantown
Job Description**

Job Title: Village Engineer

Department: Engineering

Reports To: Director of Public Works

FLSA Status: Exempt **Pay Grade:** 23

Dates Modified: January 31, 2018

Selection: Village President, Village Administrator and Director of Public Works

RESPONSIBILITIES OF POSITION:

The main responsibilities of this position are to manage and direct the duties and functions of the engineering staff. The Village Engineer must be able to apply professional engineering knowledge and skills for the design and implementation of public works projects. The Village Engineer must act in a professional manner with respect to the Village staff, the public, the elected officials and other appointed commissioners.

GENERAL STATEMENT OF DUTIES:

The Village Engineer will perform and/or direct engineering work involving design, review, investigation, development, maintenance, and construction of public works projects within the Village of Germantown. The Village Engineer acts as a technical resource to the Village Board and associated government committees. The Village Engineer assists the Public Works Director with Public Works Committee meetings. The Village Engineer is responsible for directing work for the engineering staff and working with the Public Works Department.

This position may also perform related services associated with administering permits, compliance with governing regulatory agency requirements, design of public works projects, review and oversight of private development projects, mapping, recordkeeping, MS4 program and all other engineering-related services as directed by the Village Engineer.

The Village Engineer must have the ability to communicate clearly and concisely either verbally or in written form.

**Village of Germantown
Job Description**

EXAMPLES OF DUTIES PERFORMED:

- Supervise and delegate work to engineering staff;
- Establish criteria for design and construction of public works projects;
- Perform design work and field investigation on in-house design projects for street and utility system expansions, replacements, or upgrades;
- Confer with developers to relate Village requirements for expansion of streets and utilities within proposed subdivisions or other developments;
- Coordinate work performed by engineering consultants for the Village;
- Receive complaints and problems from residents and work to resolve problems if possible;
- Attend the Village Planning Commission meetings (as required);
- Attend the Public Works Committee meetings;
- Attend various other public meetings as needed;
- Conduct informational meetings as needed for public works projects;
- Schedule the construction of public works projects;
- Maintain documentation of public works construction projects;
- Assist with the preparation of the annual capital and operating budget;
- Prepare ordinance amendments as needed;
- Review subdivision plats, certified survey maps, and site development plans for compliance with Village standards and ordinances;
- Solicit engineering firms and/or contractors for completion of public works projects;
- Supervise site inspection services for development projects;
- Work with Building Inspectors as needed prior to issuance of building permits;
- Coordinate permits and review for public works projects with the State regulatory agencies;
- Attend training programs and seminars and promote the professional development of staff;

**Village of Germantown
Job Description**

- Engages in long-range planning
- Manages WDNR storm water permit illicit discharge detection & elimination, education & outreach, annual reports and watershed-based permit development & MS4 program
- Assists with counter customer service
- Requires prompt, predictable and regular physical attendance at Village Hall, worksites and other designated locations
- Lawfully operates a motor vehicle, including Village assigned vehicles, and maintains ability to travel throughout and enter all different properties in the jurisdiction or as assigned.

MINIMUM QUALIFICATIONS REQUIRED:

Bachelor's Degree in Civil Engineering from an ABET-accredited university and five to seven years' experience in a progressively responsible management position in charge of a variety of engineering staff and large construction projects or any combination of experience that provides equivalent knowledge, skills and abilities. Must possess solid verbal and written communication skills; practical knowledge of civil engineering practices and principles; computer skills associated with AutoCAD, MS-Outlook, MS-Word, MS-Excel and MS-PowerPoint software. Basic working knowledge of modern survey techniques.

Wisconsin P.E. certification is a requirement at time of hire.

Possession of and maintenance of a valid unencumbered Wisconsin Driver's License is required.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ability to utilize a computer or other electronic screen for extended periods of time and use other office equipment.

Ability to work in and perform physically laborious movements in various Wisconsin weather conditions from heat and rain to snowy and icy conditions.

Ability to climb ladders; frequently climb stairs; operate in confined spaces; walk through construction sites; routinely traverse irregular surfaces; occasionally lift and/or move up to 50 pounds; frequently bend and twist; occasionally crawl; and sit for extended periods of time.

**Village of Germantown
Job Description**

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ability to work in both field and office environments; concurrently and efficiently work on multiple projects and tasks; perform field work in all Wisconsin weather conditions.

SELECTION GUIDELINES, REASONABLE ACCOMMODATION, AND RECEIPT:

The selection process may include formal application, rating of qualifications and experience, oral interviews, reference checks, background examination, and job-related tests.

The above is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

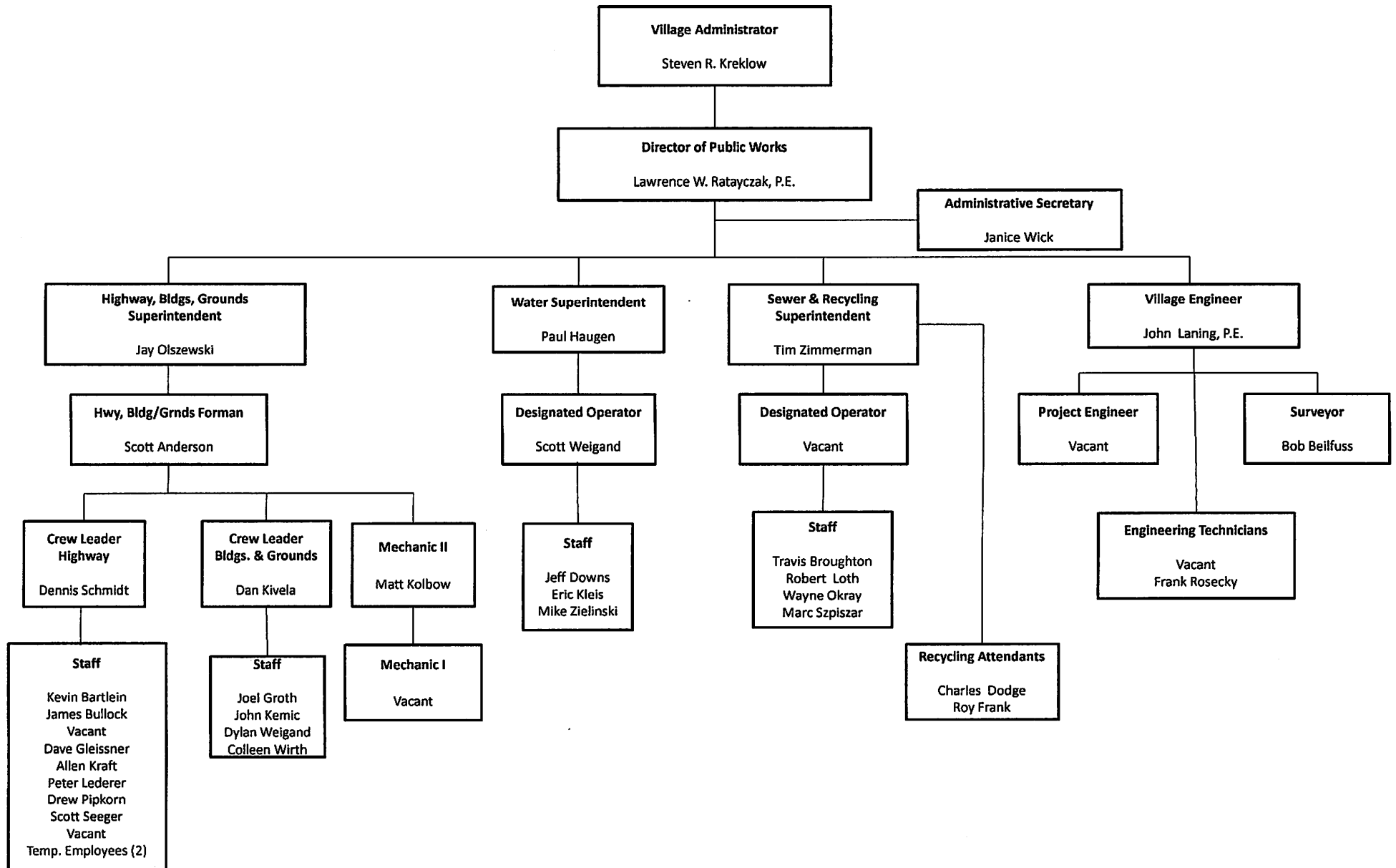
The Village is an Equal Opportunity Employer. In compliance with state and federal law, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Prepared by the Director of Public Works on January 31, 2018

I have received the job description and I understand the duties of the position. I will ask any questions about any duties within the description or assigned to me that I do not understand.

Name: _____

Date: _____



**BUSINESS OF THE VILLAGE BOARD
GERMANTOWN, WI**

MEETING DATE: February 5, 2018

AGENDA ITEM: New Business

ITEM TITLE: Authorization to Fill Vacancy – Highway Dept. Mechanic I

SUBMITTED BY: Jay Olszewski, Highway Superintendent

SUMMARY EXPLANATION:

Highway Superintendent Olszewski is recommending filling the vacant Highway Dept. Mechanic I position due to the resignation of the current mechanic (Robert Dobberfuhl).

ATTACHMENT: ORDINANCE____ RESOLUTION____ OTHER X

- Employee Vacancy Justification Worksheet
- Position Description

RECOMMENDATION:

Staff is recommending that the Village Board approve filling the vacancy of the Mechanic I position.

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.

EMPLOYEE VACANCY JUSTIFICATION WORKSHEET

All positions left vacant by retirement, resignation, or termination need to complete the following worksheet before the vacant position may be advertised or filled. This worksheet shall not pertain to temporary, seasonal, and sworn public safety employees.

Vacancy Justification Worksheet

Position to be filled: Mechanic I

Department: Highway Parks Buildings and Grounds

Pay: \$22.96 - \$26.99

How long was the previous personnel in position: 17 years

Can the Position be:

Deferred for a period of time?

Yes

No

Why: To provide essential level of service to internal and external customers the position must be maintained.

Transferred or shared with existing staff:

Yes

No

Why: No other employees possess the ASE required certifications.

Consolidated with another position?

Yes

No

Why: Fleet and Village have grown to a level that exceed the staffing as it exists. Consolidation would only exaggerate that problem.

Privatized / Contractual?

Yes

No

Why: This was attempted in the past with portions of the work load and it was found to be inefficient and costly.

**** Attach current job description and department organizational chart and submit to:**

Department Director

Signature / Approval

Village Administrator

Signature / Approval

Date

Date

1/31/2018

1.31.2018

**VILLAGE OF GERMANTOWN
JOB DESCRIPTION**

Job Title: Mechanic I

Department: Department of Public Works

Reports To: Highways, Parks, Buildings & Grounds Superintendent

FLSA Status: Non-Exempt

Dates Modified: January 31, 2018

Selection: Highways, Parks, Buildings & Grounds Superintendent

GENERAL STATEMENT OF DUTIES:

This is a skilled position required to work and maintain all of Village vehicles under the direct supervision of the Mechanic II position.

DISTINGUISHING FEATURES OF THE CLASS:

Work assignments will be provided by the Superintendent of Highways, Parks, Buildings & Grounds and/or Foreman. While conducting vehicle maintenance, the Mechanic II position will have supervisory authority over this position.

EXAMPLES OF WORK: (Illustrative only)

Assists with mechanical, hydraulic, electrical, and body maintenance and any other necessary repair work on all Village of Germantown vehicles and equipment;

Makes diagnoses and repairs to equipment or vehicles such as engine repair and overhaul, replacing brake linings, changing tires, repairing broken braces or brackets, repairing generators, drive shafts, axles, springs, clutches, oil seals, bearings, wiring systems, and other miscellaneous items to insure proper operating conditions;

Performs welding operations on vehicles and equipment, and also performs soldering or brazing as required;

Performs tune-ups on engines, motors, carburetors, ignition systems, and other items as necessary;

Performs preventative maintenance on vehicles and equipment, including lubrication and oil changes;

Mount and repair snow plows;

Using a computer system, complete and maintain any and all necessary documents related to maintenance, oil changes, and lubrication both completed and scheduled;

Assure that all tools and equipment are in ready and safe operating condition;

VILLAGE OF GERMANTOWN
JOB DESCRIPTION

Maintain a high standard of safety and good housekeeping, to include maintaining Village garage areas in a neat, clean, organized, and safe manner;
Use diagnostic equipment, when available, to assist in evaluating vehicle operation problems;
Assist in ordering parts and maintaining inventory and records of inventory as prescribed by Village procedures;
Check and compare quality and prices on all purchases to assure best buys for the Village;
Inspect, test, maintain and repair operating components within Village buildings and facilities, when practical and as assigned;
When emergency or other conditions require, work nights, weekends, overtime and at odd hours;
Perform related work as required and assigned and perform such additional duties as are necessary to the uninterrupted conduct of Village operations;
Plow snow and salts roads as required;
Fills out work sheets allocating time spent to various projects;

(This list of essential job functions is not exhaustive and may be supplemented as necessary from time to time.)

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Excellent knowledge of methods and techniques used in vehicle and equipment maintenance and repair; ability to use all types of mechanic's tools and equipment; good oral and written communication skills; ability to follow written and oral directions; thoroughness; neatness; dependability; ability to assist and direct helpers that may be assigned; ability to use a computer to file and retrieve records of maintenance and repairs; ability to report for work in a prompt and timely manner and to be present for work on a regular and consistent basis; ability to work with limited supervision, demonstrating thoroughness, resourcefulness; good judgement and coordination; be well organized; have the physical ability, strength, and mobility necessary to operate or repair, move or remove and replace vehicle and equipment parts independently and in concert with others; ability to repetitively lift and move objects weighing up to 90 pounds without assistance, approximately four times per day, and to lift and move objects weighing up to 200 pounds in concert with others approximately five times per week.

EXPERIENCE AND TRAINING REQUIRED:

High School, trade school graduate/equivalent. Applicant shall have a minimum of five years of actual experience, specifically in the field of fleet maintenance and repair of heavy equipment, attachments, light fleet, and small powered tools or units. Must attain within twelve (12) months an ASE Certificate in four of the following: gasoline engine, diesel engine, drive train, brakes, suspension, steering or electrical systems. This shall be maintained.

VILLAGE OF GERMANTOWN
JOB DESCRIPTION

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk.

The employee must have the physical ability, strength and mobility necessary to complete the duties independently and in concert with others; ability to repetitively lift and move objects weighing up to 90 pounds without assistance, approximately four times per day, and lift and move objects weighing up to 200 pounds in concert with others approximately five times per week.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This work environment has a moderate noise level.

ADDITIONAL REQUIREMENTS:

Applicant must have possession of and maintenance of a valid Wisconsin Class A, B CDL License with an N endorsement or the ability to obtain same within six (6) months of hiring.

Complete set of hand tools to perform general maintenance is required.

VILLAGE OF GERMANTOWN
JOB DESCRIPTION

SELECTION GUIDELINES, REASONABLE ACCOMMODATION, AND RECEIPT:

The selection process may include formal application, rating of qualifications and experience, oral interviews, reference checks, background examination, and job related tests.

The above is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The Village is an Equal Opportunity Employer. In compliance with state and federal law, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I have received the job description and I understand the duties of the position. I will ask any questions about any duties within the description or assigned to me that I do not understand.

Name: _____

Date: _____

Prepared by: Director of Public Works
July, 2002
January, 2018