

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

MEETING: REGULAR MEETING OF THE VILLAGE BOARD

DATE AND TIME: MONDAY, April 2, 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: March 19, 2018 Regular Village Board Meeting
- B. Accounts payable/payroll
- | | | | |
|----|----------------|------------------|---------------|
| 1. | March 20, 2018 | Payroll (Hourly) | \$ 206,681.07 |
| 2. | March 25, 2018 | Accounts Payable | \$ 539,024.18 |
| 3. | March 31, 2018 | Payroll (Salary) | \$ 86,736.70 |
- The following items were forwarded from **Public Safety** with a unanimous recommendation.
- C. Operator's Licenses: Operator's Licenses: Katelyn Dory, Joshua Stoltenberg [Recommendation Forthcoming].
- D. Change of Agent: Heather Lazar, Cost Plus World Market. [Recommendation Forthcoming].

- E. Application For Fireworks User Permit, July 4th At Fireman's Park – Lynn Grgich, Kiwanis. Operator: Wolverine Fireworks Display. [Recommendation Forthcoming]

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

- F. Resolution 25-2018 – Approving Amendments to the 2018 Budget – Capital Account & General Fund Carry Over.
- G. Resolution 26-2018 – Authorizing the Charge-off of Uncollected 2016 Delinquent Personal Property Taxes.

VIII. NEW BUSINESS:

- A. Trio Engineering, Agent for the Germantown School District, Property Owner of the Germantown High School, W180 N11501 River Lane. Certified Survey Map (CSM) application to combine parcels.
- B. Ordinance 06-2018, An Ordinance Amending Chapter 3.08, Claims Procedure of the Village Of Germantown Municipal Code.
- C. New Class "B" Fermented Malt Beverage Application for Apple Works Winery LLC, W179N12536 Fond du Lac Ave, Kevin Behnke, May 1, 2018 – June 30, 2018.
- D. Administrator Performance Review & Objectives. The Village Board may convene into closed session per Wis. Stats. §19.85 (1) (c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility and may reconvene into open session to take such action as it deems appropriate.

IX. ADJOURNMENT

***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
March 19, 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, Myers, and Warren. Excused absence: Zabel. Also present: Administrator Kreklow, Clerk Boldrey, and Attorney Sajdak.

PLEDGE OF ALLEGIANCE:

PRESIDENT'S REPORT:

Pres. Wolter reported that the Village of Germantown finished with a surplus due to additional permit fee revenues. The surplus is just over \$200,000. The surplus can pay down capital items or supplement the reserve or emergency fund. Pres. Wolter congratulated the board for a job well done and good stewardship.

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

Trustees provided information on upcoming meeting dates and times.

Proclamation National Surveyors Week, March 18 – March 24, 2018. Pres. Wolter read and presented the Proclamation to Bob Beilfuss, the President of the Wisconsin Society of Land Surveyors.

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

Jim Denor of Burning Bush Court, member of Grace Lutheran School and Church and a member of the church board of directors. He spoke in support of passing the intergovernmental agreement. A large number of individuals in the gallery raised their hands as members of the Grace Lutheran Church and School.

Charlie Hargen of Biscayne Drive commented on the extension of water service. When the agreement was made and Grace paid for the water extension on the North side of County Line. It was expected at that time that the expansion would come. Spoke in favor of the intergovernmental agreement.

CONSENT AGENDA:

- | | | | |
|----|---|------------------|---------------|
| A. | Approval of Minutes: March 5, 2018 Regular Village Board Meeting | | |
| B. | Accounts payable/payroll | | |
| | March 10, 2018 | Accounts Payable | \$ 618,831.90 |
| | March 6, 2018 | Payroll (Hourly) | \$ 217,713.64 |
| | March 15, 2018 | Payroll (Salary) | \$ 89,511.64 |
| C. | Resolution17-2018, Amending the Salary and Compensation Schedule for Exempt Employees and Other Non-Represented Support Staff – Calendar Year 2018. | | |
| D. | Operator’s Licenses: Savannah Howard, Bruce Javens, John Miller, Chelsea Newton, Gina Pirelli, Heather Spilger [Recommended] | | |

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

- E. Replacement of Training Room Chairs – Police Department.
The following items were forwarded from **Board of Public Works** with a unanimous recommendation.
- F. Authorization to Purchase – Replacement Pump – Lift Station #7.
 - G. Resolution 18-2018 Authorization to Contract with Mr. Holland's Heating and Air for Furnaces – Village Hall in an amount not to exceed \$24,767.
 - H. Resolution 19-2018 Authorization to Contract with Murphy's Exterior Construction for Roof Replacement at Schoenlauffen Park in an amount not to exceed \$6,579.04; and Authorization to Complete Power Washing and Sealing of Exposed Ceiling / Beams and Repairs to the Fascia at Schoenlauffen Park Shelter in a total amount not to exceed \$15,000.
 - I. Resolution 20-2018 Authorization to Contract with Murphy's Exterior Construction for Siding and Dormer Repairs at the Village Hall in amount not to exceed \$5,740.89; and, Authorization to Complete Spot Repairs on the Overhang of Employee Entrance at Village Hall in a total amount not to exceed \$10,000.
 - J. Discussion / Authorization to Pay Invoice – Michels Materials – TID #6.
 - K. Resolution 21-2018 – Establishing 2018 Village Labor and Equipment Rates.

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

VIII. NEW BUSINESS:

- A. Resolution 22-2018 Awarding the Sale of \$2,825,000 General Obligation Promissory Notes, Series 2018A; Providing the Form of Notes; and Levying a Tax in Connection Therewith.

Maureen Holsen of Ehlers came to the podium to review the Sale of General Obligation Promissory Notes. The bidding came in at \$2,795,000. This is due to the issuance costs coming in less than anticipated. Maureen reviewed the bids and the Village's Bond Rating. Tr. Warren questioned the bond rating of neighboring communities.

MOTION (Baum/Warren) to approve, Resolution 22-2018 Awarding the Sale of \$2,795,000 General Obligation Promissory Notes, Series 2018A. Roll call vote carried.

- B. Resolution 23-2018, Intergovernmental Agreement with the Village of Menomonee Falls Amending Certain Intergovernmental Agreements Between the Communities Relating to Utility service within Menomonee Falls.

Amendment Motion by Myers to table the Resolution to the next General Government and Finance Committee and then at the next Village Board meeting. Second by Miller. Amendment Motion Failed.

MOTION (Baum/Warren) to approve, Resolution 23-2018 Intergovernmental Agreement with the Village of Menomonee Falls Amending Certain Intergovernmental Agreements Between the Communities Relating to Utility service within Menomonee Falls. Attorney Sajdak gave an overview of the agreement. Roll call vote carried, Hughes voted no.

C. Setting of Next Village Board Meeting Date.

Discussion ensued of the next regular meeting to be held on April 2nd at 7 p.m. This is the day prior to the Spring Election.

Motion (Baum/Miller) to hold the next meeting on April 2nd. Motion carried, Myers voted no.

- D. Resolution 24-2018, Germantown Municipal Employees Union Local 730 Contract. The Village Board may Convene into closed session per Wis. Stats. §19.85 (1) (e) For the Purpose of Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session and may convene into open session to take such action as it deems appropriate.
- E. Discussion of Investigation concerning Fire Department Personnel. The Village Board may convene into closed session per Wis. Stats. §19.85 (1) (f) Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any

Motion by (Baum/Myers) to Convene into Closed Session in regards to: Resolution 24-2018, Germantown Municipal Employees Union Local 730 Contract.

The Village Board may Convene into closed session per Wis. Stats. §19.85 (1) (e) For the Purpose of Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session and may convene into open session to take such action as it deems appropriate and Discussion of Investigation concerning Fire Department Personnel. The Village Board may convene into closed session per Wis. Stats. §19.85 (1) (f) Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any referred to in such histories or data, or involved in such problems or investigations.

The Board convened into closed session at 7:52 p.m. and included the Village Board, the Village Attorney, Administrator Kreklow and Clerk Boldrey. Roll Call Vote Carried Unanimously.

Motion by (Baum/Kaminski) to reconvene into open session at 8:15 p.m. Roll Call Vote Carried Unanimously.

Motion by (Baum/Kaminski) to Approve Resolution 24-2018, Germantown Municipal Employees Union Local 730 Contract. Roll Call Vote Carried Unanimously.

Motion by (Baum/Kaminski) to Accept the Fire Chief's Resignation with terms as discussed in closed session. Roll Call Vote Carried Unanimously.

ADJOURNMENT: There being no further business, meeting adjourned at 8:16 p.m.

Deanna L. Boldrey, WCMC/CMC
Village Clerk

DRAFT

**VILLAGE OF GERMANTOWN
WASHINGTON COUNTY**

RESOLUTION NO. 25-2018

**BUDGET RESOLUTION APPROVING AMENDMENTS TO THE 2018 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 2018; and,

WHEREAS, funds for various Capital Projects and General Fund expenditures were included in the 2017 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 \$272,881 for General Fund and \$1,375,728 for Capital Fund 40; and,

NOW THEREFORE BE IT RESOLVED, by the Village Board of the Village of Germantown does hereby approve that the 2018 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, Village President

ATTEST:

Deanna L. Boldrey, WCMC/CMC
Village Clerk

Budget Amendment Resoution

Carry Over Projects & Equipment Purchases - 2017 to 2018

Capital Projects Fund

Account	Department	Description	Purpose	Amount	2018	
					Original Budget	Amended
40-521-570-8460	Police	Commuication Equipment	Radio Console Update	82,273	0	82,273
40-521-570-8440	Police	Computer Software	Portable Radios - Warranty	16,724	0	16,724
40-519-570-8221	Building & Grounds	Police Department	Impound Garage	179,600	0	179,600
40-541-570-8892	Engineering	Stormwater Relay		292,583	150,000	442,583
40-541-570-8902	Engineering	Flooding Mitigation		50,000	0	50,000
40-541-570-8913	Engineering	MS4 Program	Evaluation & Improvements	48,000	50,000	98,000
40-542-570-8810	Public Works	Asphalt Paving	Asphalt Paving	534,485	1,500,000	2,034,485
40-542-570-8850	Public Works	Street Improvements	Cty LineTraffic Signal & Cabinet Upgrades, Video Detection	73,812		73,812
40-542-570-8520	Public Works	Trucks	2017 Truck purchase completion	54,063	455,000	509,063
40-552-570-8450	Recreation	Other Equipment	Haupt Strasse Playground	44,188	90,000	134,188
				1,375,728	2,245,000	3,620,728

Use of Existing Capital Funds to Offset 2018 Projects & Equipment

Account	Department	Description	Purpose	Amount
40-521-570-8410	Police	Furniture	Storage Lockers	20,000
40-521-570-8455	Police	Other Equipment	Fingerprint Imager	23,000
40-541-570-8400	Engineering	Equipment	New Plotter	20,000
40-541-570-8901	Engineering	Sidewalk Program	Repair & Design	10,000
40-542-570-8520	Highway	Vehicles	1/3 cost Locate Van	15,000
40-519-570-8200	Building & Grounds	Misc Bld & Grounds	Portion of the cost of Electronic Sign	20,000
				108,000

General Fund

Account	Department	Description	Purpose	Amount	Original Budget	
					Amended	
10-521-570-8100	Police	Misc Equipment	Server Update Winscribe	9,000	97,680	106,680
10-519-570-8201	Bld & Grounds	Misc Equipment	Furnace Replacment	12,863	71,000	83,863
10-513-570-8100	Clerk's Office	Misc Equipment	Polling Booths	10,000	0	10,000
10-542-530-3530	Highway	Snow & Ice Material/Supp	Salt	20,933	175,000	195,933
10-542-530-3505	Highway	Asphalt Paving	Asphalt Paving	31,873	450,000	481,873
10-563-530-4400	Community Development	Planning - Contracted Services	Contracted Services	60,315	15,000	75,315
10-551-+++ -+++	Library	County Carry over	Various Accounts (pending Library Board Approval)	35,381		35,381
10-567-530-7950	Municipal Development	Hotel Motel Tax		92,516	98,568	191,084
				272,881		

RESOLUTION NO. 26 – 18

**RESOLUTION AUTHORIZING THE CHARGE OFF OF UNCOLLECTED
2016 DELINQUENT PERSONAL PROPERTY TAXES**

WHEREAS, Personal Property Taxes are settled in full with the taxing jurisdictions during the February settlement and various 2016 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 Finance Director 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 2016 Personal Property taxes will be removed from the general ledger: Please see the attached listing of accounts which totals \$28,526.42, of which the Village share is **\$7,966.29**

Introduced by: _____

Date Adopted: _____

Vote: Ayes: _____ Nays: _____

Dean M. Wolter, Village President

ATTEST:

Deanna Boldrey, WCMC/CM
Village Clerk

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

MEETING DATE: March 26,, 2018 General Government & Finance Comm
April 2, 2018 Village Board

PLACEMENT: New Business

ITEM TITLE: Resolution to Charge off 2016 Delinquent Personal Property

SUBMITTED BY: Kim Rath, Finance Director

SUMMARY EXPLANATION:

Attached is a listing of delinquent 2016 Personal Property Taxes. The amounts applicable to other taxing authorities have been charged back. The Village's share is \$7,966.29. 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 internally, or by Waukesha County.

The higher amount this year is due to the closing of Gander Mountain.

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 they 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___

RECOMMENDATION:: Approval

Village of Germantown

CHARGE OFF OF DELINQUENT 2016 PERSONAL PROPERTY TAXES - 03/05/18

0.155

0.010

0.146

0.279

0.494

0.071

		Due From State	Due From County	Due From Village	Due From School	Due From MATC	TOTAL	CONDITION
PB88812514	BELISSIMA SPA	1.33	20.14	38.63	68.38	9.85	138.33	3
PB88812511	BLUE BANANA YOGURT	1.88	28.67	54.99	97.35	14.01	196.90	3
PF20402080	FINANCIAL EQUIPMENT CO	0.33	4.98	9.54	16.90	2.43	34.18	3
PFG29400699	GANDER MOUNTAIN	202.86	3,081.21	5,909.95	10,462.97	1,505.92	21,162.91	2
PG88809509	GOEFF OF ALL TRADES	0.47	7.11	13.63	24.13	3.48	48.82	3
PH999045	HEIM MFG CORP	14.52	220.58	423.08	749.03	107.80	1,515.01	3
PI88810011	ITT EDUCATIONAL	22.65	344.01	659.84	1,168.18	168.14	2,362.82	3
PJ23400494	JOHNSON MGMT SERVICE	15.58	236.69	453.98	803.74	115.68	1,625.67	3
PO28100109	MEG O'MARRO ATTORNEY	0.09	1.42	2.73	4.82	0.70	9.76	3
PJ35450006	JR CARPENTRY	2.03	30.80	59.08	104.60	15.05	211.56	3
PP88808477	PLAY ZONE LLC	4.68	71.08	136.34	241.35	34.74	488.19	3
PSR88810023	RUE 21	3.90	59.23	113.60	201.13	28.95	406.81	2
PS888200115	STRYKER SPINE	1.56	23.69	45.45	80.45	11.58	162.73	3
PW88812108	WI COMMUNITY MENTAL HEALTH	1.56	23.69	45.45	80.45	11.58	162.73	3
		273.44	4,153.30	7,966.29	14,103.48	2,029.91	28,526.42	

County & State Portion

4,426.74

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

PP999020	PINNACLE WOODWORK	836.42
PF224100109	PREFERRED FITNESS	1,296.94
PS22101594	SCHMAUS LAW OFFICE	92.75
Total		2,226.11

BUSINESS OF THE VILLAGE BOARD GERMANTOWN, WI

MEETING DATE: April 2, 2018

AGENDA ITEM: New Business (CERTIFIED SURVEY MAP)

ITEM TITLE: Trio Engineering, Agent for the Germantown School District, Property Owner & Germantown High School, W1850 N11501 River Lane; 1-Lot Certified Survey Map (Parcel Combination)

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

SUMMARY EXPLANATION:

Trio Engineering, agent for the Germantown School District, property owner, is seeking approval of a Certified Survey Map (CSM) to combine four existing parcels that comprise the Germantown High School property totaling 73.7 acres located on River Lane.

As discussed at the May 2017 Plan Commission meeting when the site plans for the High School facility referendum improvements were reviewed and approved, the high school property is comprised of multiple parcels (and a small access driveway outlot) totaling 73.7 acres. The Certified Survey Map (CSM) land combination is required to legally combine all parcels into one parcel and, as such, was required as a condition of approval of the site plans.

ATTACHMENTS:

- ◆ 3/26/18 Staff Report
- ◆ 3/26/18 Plan Commission Meeting Minutes
- ◆ Preliminary CSM

PLAN COMMISSION RECOMMENDATIONS:

APPROVE the 1-lot Certified Survey Map (CSM) land combination as proposed.

CERTIFIED SURVEY MAP (CSM) APPLICATION

3/26/18 Plan Commission Meeting

Germantown School District / Germantown High School

Village Staff Report & Recommendation

Germantown, Wisconsin

Summary

Trio Engineering, agent for the Germantown School District, property owner, is seeking approval of a Certified Survey Map (CSM) to combine four existing parcels that comprise the Germantown High School property totaling 73.7 acres located at W180 N11501 River Lane.

Property Location: W180 N11501 River Lane

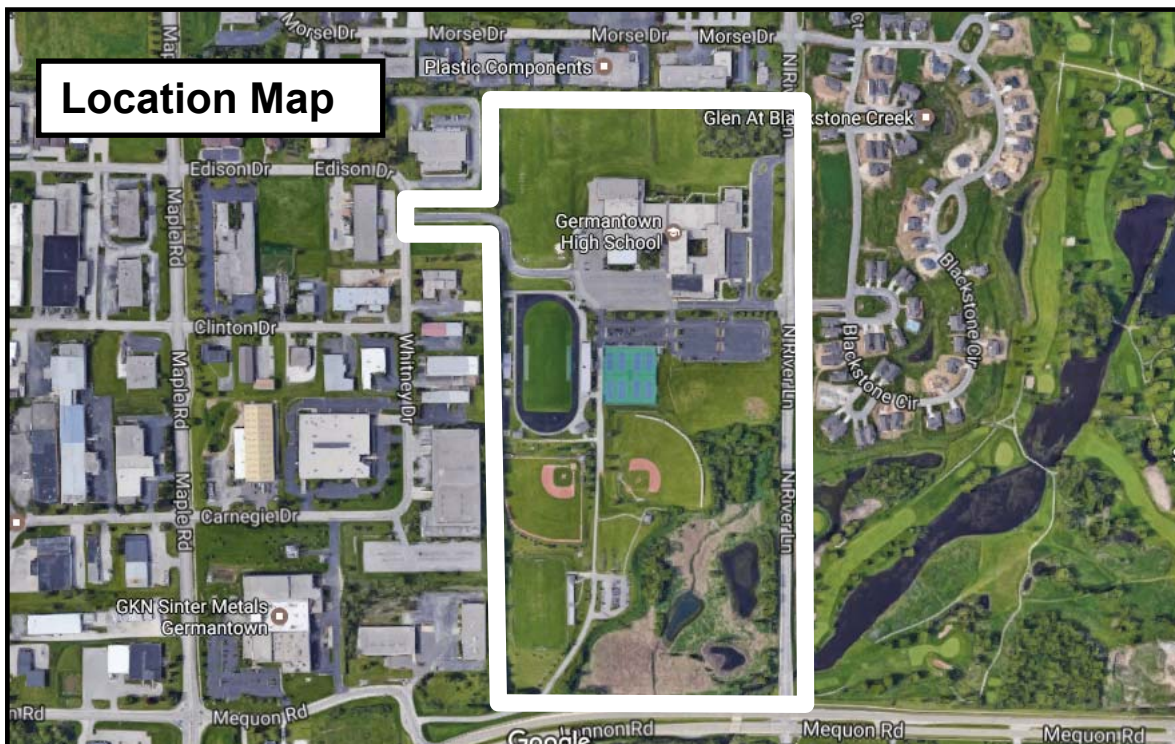
Applicant/

Property Owners: Trio Eng
12660 W. North Ave
Brookfield, WI 53005

Ric Erickson
Germantown School District
N104 W13840 Donges Bay Road
Germantown, WI

Current Zoning: I: institutional

Adjacent Land Uses		Zoning
North	Industrial	M-1
South	Business/Agricultural	B-3/A-2
East	Residential	Rd-2
West	Industrial	M-1



Proposal

Trio Engineering, agent for the Germantown School District, property owner, is seeking approval of a Certified Survey Map (CSM) to combine four existing parcels that comprise the Germantown High School property totaling 73.7 acres located at W180 N11501 River Lane.

As discussed at the May 2017 Plan Commission meeting when the site plans for the High School facility referendum improvements were reviewed and approved, the high school property is comprised of three (3) separate parcels (and a small access driveway outlot) totaling 73.7 acres. As shown on the attached aerial, existing property lines run through the football field, soccer field, parking lots, etc. The Certified Survey Map (CSM) land combination is required to legally combine all parcels into one parcel and, as such, was required as a condition of approval of the site plans.

Staff CommentPublic Works/Engineering Department

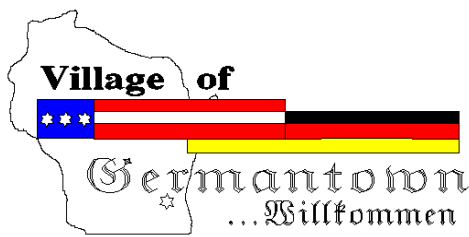
The Village Surveyor has also identified a few technical corrections and driveway design requirements in a March 16, 2018 memo (copy attached) that will have to be addressed and/or corrected prior to recording the CSM.

Village Planner Recommendation

APPROVE the Certified Survey Map land combination for the four parcels owned by the Germantown School District for the high school property located at W180 N11501 River Lane subject to the following conditions:

1. All technical corrections and issues raised by the Village Surveyor in the March 16, 2018 memo shall be addressed and/or corrected prior to recording the CSM.





Engineering Department Memorandum

To: Jeff Retzlaff Village Planner

CC:

From: Bob Beilfuss, PLS, Village Surveyor

Date: March 16, 2018

Re: Germantown High School Land Division

Jeff,

Here are my review comments for the CSM received 2-19-2018.

Certified Survey Map-Rezoning-PDD

Applicant or Owner Germantown School District

Land Surveyor/Firm: Ted R. Indermuehle, PLS, Trio Engineering, LLC

1. Building setback lines for current zoning are missing and need to be mapped, dimensioned and date stamped.
2. A certificate of mortgagee is required unless the owner can provide written proof that a lender is not involved with this property.

No further review comments.

Document Submittals and Data Conversion

As of October 2005, the Village of Germantown requires a digital copy of all Certified Survey Maps, Condominium Plats and Subdivision Plats in addition to the documents as required by Wisconsin Statute and Village Ordinances as part of the land division approval.

Prior to Recording the Certified Survey Map, the professional land surveyor is responsible for submitting a copy of the AutoCad drawing file (.dwg) of the document in version 2016 on compact disk (CD) or via email to the Village Surveyor.

All digital professional land surveyor seals and signatures will be purged from the digital copy prior to submittal.

The model space of the drawing will be done in Wisconsin State Plane Coordinate System, South Zone (NAD 1927 datum) and the Grid Bearing basis.

Prior to Recording the Certified Survey Map, the Village Engineering Department will verify that the boundary markers have been installed as described on the submitted map. All boundary corners are to be clearly marked in the field by the professional land surveyor of record.

PLAN COMMISSION MINUTES
March 26, 2018

CALL TO ORDER: Chairman Wolter called the meeting to order at 6:30 p.m.

ROLL CALL: Chairman Dean Wolter, Trustee Rep David Baum, Commissioners Peter Nilles, Tony Laszewski, Bill Shadid, Mary Ellen Gray and Bob Williams were present. Also present were Community Development Director/Village Planner Jeff Retzlaff and Planning Assistant Lori Johnson.

PUBLIC INPUT: The following residents spoke in support of the Metro Cigars Conditional Use Permit application: Bob Warren, W168 N10766 Juniper Drive, Jim Dawson, W232 N9200 Wooded Ridge Trail, Colgate, Rick Miller, N120 W15241 Freistadt Road.

APPROVAL OF MINUTES: *MOTION Baum second Shadid to Approve the minutes from February 26, 2018.*

MOTION carried unanimously.

Trio Engineering, Agent for the Germantown School District, property owner of the Germantown High School – W180 N11501 River Lane. The property owner is seeking approval of a Certified Survey Map (CSM) to combine four existing parcels that comprise the Germantown High School property totaling 73.7 acres. Planner Retzlaff summarized the proposal.

MOTION Baum second Laszewski to Approve the Certified Survey Map land combination for the four parcels owned by the Germantown School District for the high school property located at W180 N11501 River Lane subject to the following conditions:

- 1. All technical corrections and issues raised by the Village Surveyor in the March 16, 2018 memo shall be addressed and/or corrected prior to recording the CSM.***

MOTION carried unanimously.

ANNOUNCEMENTS:

ADJOURNMENT: There being no further business, the meeting was adjourned at 7:40 p.m.

Respectfully submitted,

Lori Johnson
Planning Assistant



Village of
Germantown
Willkommen

Fee must accompany application

☐ \$2,900 with public improvements

☒ \$1,960 no public improvements

Paid

Date 2-19-18

CERTIFIED SURVEY MAP APPLICATION

Pursuant to Section 18.06 of the Municipal Code

Please read and complete this application carefully. All applications must be signed and dated.

1 APPLICANT OR AGENT

TRIO ENGINEERING
12660 W. NORTH AVENUE
BROOKFIELD, WI 53005
Phone (262) 790-1480
Fax (262) 790-1481
E-Mail CHITCH@TRIOENG.COM

PROPERTY OWNER

GERMANTOWN SCHOOL DISTRICT
1104 W13840 DANCES BAY ROAD
GERMANTOWN, WI 53022
Phone (262) 253-3900
Fax (262) 251-6999

2

PROPERTY ADDRESS OR GENERAL LOCATION

TAX KEY NUMBER

<u>W180 N11501 RIVER LANE</u>	<u>213962; 213963;</u> <u>213967; 213999</u>
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3

PURPOSE OF LAND SPLIT

<u>COMBINATION OF FOUR PARCELS FOR</u> <u>PROPOSED BUILDING & PARKING LOT ADDITIONS.</u>	Will the land split require rezoning?	
	<u>NO</u>	
	From	To

4

READ AND INITIAL THE FOLLOWING:

CH I understand that the Certified Survey Map is not valid until recorded at the Washington County Register of Deeds. The Village will record the document and charge the applicant all applicable recording fees.

CH I understand that the Map will not be placed on the Village Board agenda until all the technical corrections to the CSM are made, the payment of any outstanding impact fees are paid to the Village Clerk's Department, and the original signed and stamped copy of the Map is submitted on the proper paper.

CH I understand that parcels created outside the Sewer Service Area will require a soil test. I also understand that all properties abutting a State Highway will require DOT approval and I will be responsible for securing such approval prior to recording.

CH I understand all delinquent property taxes on any of the properties involved shall be paid prior to recording.

5

SIGNATURES -- ALL APPLICATIONS MUST BE SIGNED BY OWNER!

<u>[Signature]</u>	<u>2-14-2018</u>	<u>[Signature]</u>	<u>2/15/18</u>
Applicant	Date	Owner	Date

CERTIFIED SURVEY MAP NO.

BEING ALL OF OUTLOT 1 OF CERTIFIED SURVEY MAP NO. 4222 AND A PART EAST
1/2 OF THE SOUTHWEST 1/4 OF SECTION 21, TOWN 9 NORTH, RANGE 20 EAST,
IN THE VILLAGE OF GERMANTOWN, WASHINGTON COUNTY, WISCONSIN.

OVERALL DETAIL SHEET

LEGEND:

- - INDICATES Section Corner (See Plan for Details)
- - INDICATES "Set" 0.750" O.D. X 18" long reinforcing bar weighing 1.502 lbs. per lineal foot.
- - INDICATES "Found" 1" iron pipe, unless noted otherwise.

PREPARED BY:

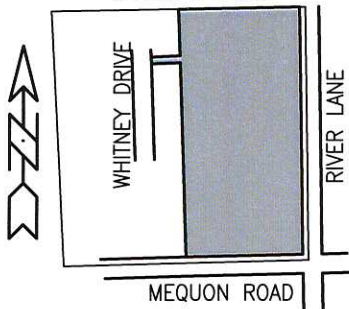
TRIO ENGINEERING, LLC
12660 W. NORTH AVENUE,
BLDG. "D"
BROOKFIELD, WI 53005
PHONE: 262-790-1480
FAX: 262-790-1481

OWNER:

GERMANTOWN SCHOOL DISTRICT
N104 W13840 DONGES BAY RD.
GERMANTOWN, WI 53022

LOCALITY MAP:

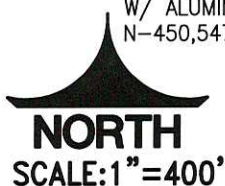
SW 1/4 SEC. 21
T. 9 N., R. 20 E.
SCALE: 1"=2000'



NOTES:

- ALL BEARINGS ARE REFERENCED TO GRID NORTH OF THE WISCONSIN STATE PLANE COORDINATE SYSTEM, SOUTH ZONE (NAD-27), IN WHICH THE SOUTH LINE OF THE S.W. 1/4 OF SECTION 21, TOWN 9 NORTH, RANGE 20 EAST, BEARS S88°36'14"W.

SW. CORNER OF THE SW 1/4
SEC. 21-9-20
WIS. STATE PLANE COORD. SYSTEM
- SOUTH ZONE
FND. CONC. MON.
W/ ALUMINUM CAP
N-450,547.66 E-2,495,138.14



NORTH
SCALE: 1"=400'

DRAFTED THIS 13th DAY OF FEBRUARY, 2018

THIS INSTRUMENT WAS DRAFTED BY TED R. INDERMUEHLE, S-3119

JOB NO. 17-007-495-01

SHEET 1 OF 6

NE. CORNER OF THE SW 1/4,
SEC. 21-9-20

WIS. STATE PLANE COORD.
SYSTEM - SOUTH ZONE

FND. CONC. MON. W/ BRASS CAP
N-453,246.14 E-2,497,638.24

N89°02'59"E 1257.64

N. LINE, S.W. 1/4, SEC. 21-9-20
S89°02'59"W, 2636.81'

ADDITION (UNDER
CONSTRUCTION)

EXISTING
BUILDING

ADDITION (UNDER
CONSTRUCTION)

LOT 1
3,209,178 S.F.
(73.6726 Ac.)

S00°57'57"E 2574.59

RIVER LANE
120' WIDE PUBLIC R.O.W.

WHITNEY DRIVE
66' WIDE PUBLIC R.O.W.

N88°03'41"E
299.94

N01°56'16"W
72.62

S88°03'41"W
299.94

OUTLOT 1,
CSM 4222

N01°56'16"W
489.75

N01°56'16"W 2022.04

UNPLATTED LANDS
DOC. 812693

3/4" IPF

S88°36'14"W 1213.84

(P.O.B.)

N00°57'57"W
63.00

S88°36'14"W
60.00

MEQUON ROAD
VARIABLE WIDTH PUBLIC R.O.W.

(S.T.H. "167")

RR SPIKE FND.

S. LINE, S.W. 1/4, SEC. 21-9-20
(S88°36'14"W, 2545.58')

P.O.C., SE. CORNER OF THE
SW 1/4 SEC. 21-9-20

WIS. STATE PLANE COORD. SYSTEM
- SOUTH ZONE

FND. CONC. MON. W/ALUMINUM CAP
N-450,609.67 E-2,497,682.69

CERTIFIED SURVEY MAP NO.

BEING ALL OF OUTLOT 1 OF CERTIFIED SURVEY MAP NO. 4222 AND A PART EAST 1/2 OF THE SOUTHWEST 1/4 OF SECTION 21, TOWN 9 NORTH, RANGE 20 EAST, IN THE VILLAGE OF GERMANTOWN, WASHINGTON COUNTY, WISCONSIN.

WHITNEY DRIVE

66' WIDE PUBLIC R.O.W.

N01°56'16"W

72.62

S88°03'41"W
299.94

N88°03'41"E
299.94

LOT 1,
CSM 4222

N01°56'16"W 489.75

PARCEL 1,
CSM 3017

PARCEL 1,
CSM 2687

PARCEL 1,
CSM 3103

LOT 2,
CSM 4222

N01°56'16"W 2022.04

LOT 1,
CSM 3584

LOT 1,
CSM 3230

N. LINE, S.W. 1/4, SEC. 21-9-20
(S89°02'59"W, 2636.81')
20' WIDE UTILITY EASEMENT
PER DOC 423353

12' WIDE UTILITY EASEMENT
PER DOC 420966

LOT 1,
CSM 3197

N89°02'59"E 1257.64

PARCEL 1,
CSM 3499

LOT 1
3,209,126 S.F.
(73.6714 Ac.)

ADDITION (UNDER
CONSTRUCTION)

EXISTING
BUILDING

ADDITION (UNDER
CONSTRUCTION)

PARCEL 2,
CSM 3499

298.87'

PARCEL 3,
CSM 3499

5' WIDE UTILITY EASEMENT
PER DOC 540919

60.00'

60.00'

S00°57'57"E 2574.59

E. LINE, S.W. 1/4, SEC. 21-9-20
(S00°57'57"E, 2637.12')

RIVER LANE
120' WIDE PUBLIC R.O.W.

NE. CORNER OF THE SW 1/4,
SEC. 21-9-20
WIS. STATE PLANE COORD.
SYSTEM - SOUTH ZONE
FND. CONC. MON. W/ BRASS CAP
N-453,246.14 E-2,497,638.24

NORTH
SCALE: 1"=200'



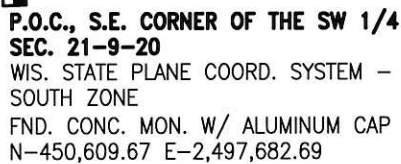
DRAFTED THIS 13th DAY OF FEBRUARY, 2018

THIS INSTRUMENT WAS DRAFTED BY TED R. INDERMUEHLE, S-3119

JOB NO. 17-007-495-01

SHEET 2 OF 6

BEING ALL OF OUTLOT 1 OF CERTIFIED SURVEY MAP NO. 4222 AND A PART EAST 1/2 OF THE SOUTHWEST 1/4 OF SECTION 21, TOWN 9 NORTH, RANGE 20 EAST, IN THE VILLAGE OF GERMANTOWN, WASHINGTON COUNTY, WISCONSIN.



DRAFTED THIS 13th DAY OF FEBRUARY, 2018
THIS INSTRUMENT WAS DRAFTED BY TED R. INDERMUEHLE, S-3119 JOB NO. 17-007-495-01 SHEET 3 OF 6

CERTIFIED SURVEY MAP NO._____

**BEING ALL OF OUTLOT 1 OF CERTIFIED SURVEY MAP NO. 4222 AND A PART EAST 1/2 OF THE
SOUTHWEST 1/4 OF SECTION 21, TOWN 9 NORTH, RANGE 20 EAST, IN THE VILLAGE OF
GERMANTOWN, WASHINGTON COUNTY, WISCONSIN.**

SURVEYOR'S CERTIFICATE:

STATE OF WISCONSIN)
)ss
COUNTY OF WASHINGTON)

I, Ted R. Indermuehle, Professional Land Surveyor, do hereby certify:

That I have surveyed, divided, and mapped, All of Outlot 1 of Certified Survey Map No. 4222 and a part of the East 1/2 of the Southwest 1/4 of Section 21, Town 9 North, Range 20 East, in the Village of Germantown, Washington County, Wisconsin, now being more particularly bounded and described as follows:

Commencing at the Southeast Corner of said Southwest 1/4; Thence South 88°36'14" West along the South line of said Southwest 1/4, a distance of 60.00 feet to a point; Thence North 00°57'57" West 63.00 feet to a point on the North right-of-way line of Mequon Road (State Highway "167") and the place of beginning of lands hereinafter described;

Thence South 88°36'14" West along said North line, 1213.84 feet to a point on the East line of Certified Survey Map Number 6050 and it's extension; Thence North 01°56'16" West along said East line, 2022.04 feet to the Southeast corner of Outlot 1 of Certified Survey Map Number 4222; Thence South 88°03'41" West along the South line of said Outlot 1, 299.94 feet to a point on the East right-of-way of Whitney Drive; Thence North 01°56'16" West along said East line, 72.62 feet to a point; Thence North 88°03'41" East along the North line of said Outlot 1, 299.94 feet to a point said point being the Southeast corner of Lot 1 of Certified Survey Map Number 4222; Thence North 01°56'19" West along said East line, 489.75 feet to a point on the South line of Certified Survey Map Number 3584 and the North line of the said Southwest 1/4, Thence North 89°02'59" East along said North line, 1257.64 feet to a point on the West right-of-way line of "River Lane"; Thence South 00°57'57" East along said West line, 2574.59 feet to the point of beginning of this description.

The Gross area of said Parcel contains 3,209,178 Square Feet (or 73.6726 Acres) of land, more or less.

That I have made such survey, land division and map by the direction of **GERMANTOWN SCHOOL DISTRICT**, owner of said lands.

That such map is a correct representation of all the exterior boundaries of the land surveyed and the land division thereof made.

That I have fully complied with the provisions of Chapter 236 of the Wisconsin Statutes and the subdivision regulations of the Village of Germantown in surveying, dividing and mapping the same.

Dated this_____ day of_____, 20_____.

Ted R. Indermuehle, P.L.S.
Professional Land Surveyor, S-3119
TRIO ENGINEERING, LLC
12660 W. North Avenue, Building "D"
Brookfield, WI 53005
Phone: (262)790-1480 Fax: (262)790-1481

Drafted this 13th Day of February, 2018

THIS INSTRUMENT WAS DRAFTED BY TED R. INDERMUEHLE, S-3119

Job. No. 17-007-495-01

SHEET 4 OF 6

CERTIFIED SURVEY MAP NO._____

**BEING ALL OF OUTLOT 1 OF CERTIFIED SURVEY MAP NO. 4222 AND A PART EAST 1/2 OF THE
SOUTHWEST 1/4 OF SECTION 21, TOWN 9 NORTH, RANGE 20 EAST, IN THE VILLAGE OF
GERMANTOWN, WASHINGTON COUNTY, WISCONSIN.**

OWNER'S CERTIFICATE:

GERMANTOWN SCHOOL DISTRICT, a Quasi-Municipal Corporation, duly organized and existing under and by virtue of the laws of the State of Wisconsin, as owner, does hereby certify that said Corporation caused the land described on this map to be surveyed, divided and mapped as represented on this map in accordance with the provisions of Chapter 236 of the Wisconsin Statutes and the ordinances of the Village of Germantown, this _____ day of _____, 20 ____.

Bob Soderberg, School Board President

STATE OF WISCONSIN)
) ss
COUNTY OF WASHINGTON)

Personally came before me this _____ day of _____, 20____, Bob Soderberg, School Board President of the above named Corporation, to me known to be the person who executed the foregoing instrument, and to me known to be the School Board President of said Corporation, and acknowledged that he executed the foregoing instrument as such officer as the deed of said Corporation, by its authority.

Print Name: _____
Notary Public, _____ County, WI
My commission expires: _____

VILLAGE OF GERMANTOWN PLANNING COMMISSION APPROVAL:

This Certified Survey Map is hereby approved by the Planning Commission of the Village of Germantown on this _____ day of _____, 20 ____.

Dean Wolter, Chairman

Date:

Lori Johnson, Secretary

Date:

CERTIFIED SURVEY MAP NO. _____

**BEING ALL OF OUTLOT 1 OF CERTIFIED SURVEY MAP NO. 4222 AND A PART EAST 1/2 OF THE
SOUTHWEST 1/4 OF SECTION 21, TOWN 9 NORTH, RANGE 20 EAST, IN THE VILLAGE OF
GERMANTOWN, WASHINGTON COUNTY, WISCONSIN.**

VILLAGE BOARD APPROVAL:

This Certified Survey Map, being a part of the Northwest 1/4 of the Southwest 1/4 of Section 23, Town 9 North, Range 20 East, in the Village of Germantown, Washington County, Wisconsin, having been approved by the Planning Commission being the same, is hereby approved and accepted by the Village Board of Trustees of the Village of Germantown on this _____ day of _____, 20 _____.

Dean Wolter, Village President

Date:

Deanna Boldrey, Village Clerk

Date:

ORDINANCE NO. 06-2018

AN ORDINANCE AMENDING CHAPTER 3.08

CLAIMS PROCEDURE OF THE VILLAGE OF GERMANTOWN MUNICIPAL CODE

THE VILLAGE BOARD OF THE VILLAGE OF GERMANTOWN, WASHINGTON COUNTY, WISCONSIN, ORDAINS AS FOLLOWS:

SECTION 1. That Section 3.08 Claims Procedure is revised as follows where words are stricken are deleted and words that are underlined are to be added:

3.08 - CLAIMS PROCEDURE.

(1) ~~MECHANICS OF PURCHASING.~~

- ~~(a) Purchase Orders. (Am. Ord. #40-95; Am. Ord. #7-03) In all cases, except emergencies, purchase orders shall be completed and approved prior to the actual order or commitment being made. Purchase orders are required for the following types of purchases:
 - 1. ~~Materials with a cost exceeding \$1,000.00. (Am. Ord. #12-14)~~
 - 2. ~~Any furniture or equipment.~~
 - 3. ~~Any special or unusual orders.~~~~
- ~~(b) Petty Cash. Purchases up to \$25.00 may be made out of the Village petty cash fund. The item should be paid for and the receipt submitted to the office of the Treasurer. Reimbursement will then be made for the amount of the receipt. If necessary, the petty cash amount may be advanced; however, the receipt and any change should be returned the same day.~~

(2) (1) GENERAL POLICIES.

- ~~(a) All purchase orders must be approved by the appropriate committee or department head, or the Village Administrator. Funds for the purchase shall have been budgeted.~~
- ~~(b) Purchase orders will be issued on the basis of competitive prices, taking into consideration quality, price and delivery.~~
- ~~(c) It will be the responsibility of the requesting department to anticipate future needs of the department in a timely manner, to allow reasonable lead time to place orders. Emergencies will be handled on a priority basis.~~
- ~~(d) A department shall, whenever practical, combine relatively small orders for similar types of materials.~~
- ~~(e) Specifications are to be established by the using department and will not be changed or substituted without prior consultation of the user.~~
- ~~(f) All change orders are to be approved by the department head that has authority over the contract for which the change order is applicable. If the change order exceeds \$5,000.00, then the change order shall also be approved by the Village Administrator. Once the change order has been approved, the work as stated in the change order can immediately proceed provided that:
 - 1. ~~The members of the committee that oversees the contract or project shall be immediately notified by email of the amount and reason for the change order; and~~~~

~~2. The change order shall be placed on the committee's next agenda for approval. (Cr. Ord. #31-14)~~

(3) APPROVAL OF CLAIMS.

~~(a) Payment of Accounts. Accounts on demand against the Village shall be paid pursuant to §64.044, Wis. Stats., audited by an appropriate committee and approved by the Village Board. The minutes of the Village Board shall reflect the amounts of all approved accounts in total for each division of government (general fund, utility, etc.). The Finance Director shall keep on file the details of all claims in accordance with generally accepted accounting principals and the State Statutes for record preservation.~~

~~(b) Payment of Regular Wages or Salaries. Regular wages or salaries of Village officers and employees shall be paid by payroll, verified by the proper Village official in time for payment on the regular pay day.~~

(4) PURCHASE AUTHORIZATION. (Cr. Ord. #30-90)

~~(a) Budgeted Items. (Am. Ord. #7-03; Am. Ord. #12-14) Approved by the Village Board in the budget process:~~

1. Less than \$1,000.00 and under budget	Department head authorization
2. Less than \$1,000.00 and over budget or less than \$3,500.00 and under budget	Village President/Village Administrator authorization
3. Between \$1,000.00 and \$3,500.00 and over budget or less than \$5,000.00 and under budget	Village President/Village Administrator with Committee of jurisdiction authorization
4. \$3,500.00+ and over budget, or \$5,000.00+ and under budget	Village Board authorization

-

~~(b) Nonbudget Items. Not approved in the budget process:~~

1. Less than \$250.00	Village President/Village Administrator authorization
2. Less than \$1,000.00	Village President/Village Administrator with Committee of Jurisdiction authorization
3. All other, \$1,000.00 and over	Village Board authorization

(1) GENERAL POLICY.

(a) Payments may be made from the Village Treasury after the Finance Director audits and approves each claim as a proper charge against the treasury and endorses his/her approval thereon, having determined that all of the following conditions have been met:

1. That funds are available therefor pursuant to the budget approved by the Village Board.

2. That the item or service covered by such claim has been authorized by the proper official, department head or board or commission, in accordance with this section and the approved Village Procurement Policy.

3. That the item or service has been actually supplied or rendered in conformity with such authorization.

4. That the claim is just and valid pursuant to law. The Finance Director may require the submission of such proof and evidence to support the foregoing as in their discretion may be deemed necessary.

(b) The Finance Director or other designated officer shall prepare a list of all approved claims, showing the name of the claimant, the purpose, the date, and the amount of the paid claim and submit such list to the Village Board. The Finance Director shall provide such list not less than monthly.

(c) ANNUAL AUDIT. An annual detailed audit of the Village's financial transactions and accounts by a public accountant licensed under Ch. 442, Wis. Stats., is hereby authorized.

(2) PURCHASE AUTHORIZATION AMOUNTS. (Cr. Ord. #30-90)

(a) Budgeted Items. (Am. Ord. #7-03; Am. Ord. #12-14) The following amounts apply to purchases of goods as well as to contracts for services approved by the Village Board in the budget process:

<u>1. Up to \$2,500.00</u>	<u>Department head or department delegate authorization</u>
<u>2. Up to \$7,500</u>	<u>Village Administrator authorization</u>
<u>3. Up to \$15,000</u>	<u>Committee authorization</u>
<u>4. \$Over \$15,000</u>	<u>Village Board authorization</u>

-

(b) Nonbudget and Over-budget Items. Spending over \$500 not approved in the normal budget process or spending over a budget limit should be approved by the board except in the case of emergency.

(c) Emergency Approvals. In the event of emergency situations that have the potential to cause harm to life, health or property, purchases may be approved outside of the normal processes. In these

situations, the relevant department head must inform the Village Board of the purchase(s), along with an explanation of the event.

(d) Change orders are to be approved by the department head that has authority over the contract for which the change order is applicable. If the change order exceeds \$5,000.00, then the change order shall also be approved by the Village Administrator. Once the change order has been approved, the work as stated in the change order can immediately proceed provided that:

1. The members of the committee that oversees the contract or project shall be immediately notified by email of the amount and reason for the change order; and

2. The change order shall be placed on the committee's next agenda for approval. (Cr. Ord. #31-14)

SECTION 2. This ordinance shall take effect and be in full force the day after its passage and publication, as provided by law.

Introduced by Trustee: _____

Adopted: _____

Vote:

Ayes:

Nays:

Absent:

Dean M. Wolter, Village President

APPROVED AS TO FORM:

ATTEST:

Brian C. Sajdak, Village Attorney
Village Clerk

Deanna L. Boldrey,

**VILLAGE OF GERMANTOWN
GENERAL GOVERNMENT & FINANCE COMMITTEE
MEETING MINUTES
March 26, 2018**

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

ROLL CALL: Present: Chairperson Zabel, Trustee Members: Baum, Kaminski, and Miller. Also present: Administrator Kreklow, Clerk Boldrey, Finance Director Rath, and Deputy Clerk Tucker.

APPROVAL OF MINUTES: February 20, 2018 – **MOTION (Baum/Miller) to approve. Motion carried.**

PUBLIC COMMENT: No public comment.

NEW BUSINESS:

- A. Resolution 25-2018 – Approving Amendments to the 2018 Budget – Capital Account & General Fund Carry Over. Finance Director Rath reported on the carry over from 2017 to 2018. The dollar amount for capital improvements is \$1,375,728, and for General Fund the amount is \$272,881. The Hotel Motel Tax amount roll over is at \$92,516 for a balance of \$191,084. Discussion ensued of the carry over items. The work Land Use Plan is a planned carry over. The final lift for Main Street was not done. Part of the road work is paid for by the Water and Sewer.
Motion by (Baum / Miller) to approve recommendation of Resolution 25-2018. Motion carried unanimously.
- B. Resolution 26-2018 – Authorizing the Charge-off of Uncollected 2016 Delinquent Personal Property Taxes. Kim reported on the item. These are deemed uncollectable. This year it is higher due to Gander Mountain Bankruptcy.
Motion by (Kaminski/Baum) to approve recommendation of Resolution 26-2018. Motion carried unanimously.
- C. Ordinance 06-2018, An Ordinance Amending Chapter 3.08, Claims Procedure of the Village Of Germantown Municipal Code.
Michelle Tucker reported on the ordinance and reviewed other communities code. She reviewed the changes with department heads. The larger range amounts were discussed since they are already budgeted amounts. The committee directed to have the auditors review prior to the Village Board meeting.
Motion by (Baum/Miller) to approve recommendation with range number updates to section 2 (s) of less than \$2,500 for department head or department delegate authorization, up to \$7,500 Village Administrator authorization, up to \$15,000 Committee Authorization, and Over \$15,000 for Village Board Authorization. Motion carried unanimously. Zabel commented that the items will not be placed on consent agenda.
- D. Resolution 27-2018 – Adoption of Purchasing Policy.
Because the policy was not in the packet, Motion by (Kaminski/Miller) to bring item back to next month's meeting with numbers updated. Motion carried unanimously.
- E. Update on the Interim Fire Chief Position and the Fire Chief Hiring Process.
Administrator Kreklow reported that John Delain has been appointed as the acting fire chief. Steve will pull together some numbers for the committee in regards to compensation. The

PFC recommended and requested that the Village use a professional search firm for the hiring of a Fire Chief. Steve has reached out five different firms and asked them to put together some proposals. Looking at analyzing the department for needs and direction. Also discussed were having two department heads. Steve commented he would like them item to go before the April 16, 2018 meeting.

REPORTS:

A. **Monthly Year to Date Financials:**

1. Revenue and Expense Report All Funds: Finance Director Rath reported that a lot of the activity goes back to 2017. The numbers ending for 2017 look good. There will be a significant increase to reserve balance.
2. Health and Dental Plans: Finance Director Rath reported that both plans ended fairly well. The Village may want to look at changing the base deductible. There is a discount program for the vendors.
3. TIF 6 Summary: The report was reviewed. Majority of the expenses are gone. The sign is up. Balance on hand is \$26,000. Another payment due in September. There is \$135,000 in reserve at MLG. Closing of TIF 4 could be short term loan option. There will be planting of trees and landscaping.

B. **Impact Fees Financial Reports:** The report was reviewed. There has been a little activity for the beginning of the year.

C. **Accounts Payable:** February 25, 2018 and March 10, 2018 payables were reviewed.

D. **Code Violation Reports:**

1. Building Inspection Department.
 2. Planning Department.
- The code violation reports were reviewed. Administrator Kreklow is working with Planner Retzlaff and staff. The report showed a couple court dates.

E. **C.I.P. PROJECTS:** Kim reported on the carry overs. The borrowing is pending for completion on April 5.

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 and no changes from last month.

SCHEDULE NEXT MEETING: There will be a meeting on April 16, 2018 at 6 pm.

ADJOURNMENT: Chairman Zabel adjourned meeting at 6:11 p.m.

Respectfully Submitted,

Deanna L. Boldrey
Village Clerk