

VILLAGE OF GERMANTOWN
N112 W17001 MEQUON ROAD
GERMANTOWN, WI 53022

MEETING: **PUBLIC SAFETY COMMITTEE**

DATE AND TIME: **MONDAY, June 4, 2018** **5:30 p.m.**

LOCATION: **VILLAGE HALL BOARD ROOM**
N112 W17001 MEQUON ROAD

- I. **CALL TO ORDER:** This meeting has been given public notice in accordance with Wisconsin Statutes, Section 19.83 and 19.84 in such form that will apprise the general public and news media of subject matter that is intended for discussion and action.
- II. **ROLL CALL:** Chairperson Hughes, Trustees Warren, Wing and Myers.
- III. **PUBLIC COMMENT:** *Please be advised per State Statute Section 19.84(2), information will be received from the public. It is the policy of this municipality that there be a three-minute time period, per person, with time extensions per the Chief Presiding Officer's discretion; be further advised that there may be limited discussion on the information received. However, NO ACTION will be taken under public comments.*
- IV. **APPROVAL OF MINUTES:** May 7, 2018 Regular Meeting.
- V. **REPORTS:**
- A. Police Department.
 - 1. Monthly.
 - B. Fire Department.
 - 1. Monthly.
 - C. Overtime Reports.
 - 1. Police Department.
 - 2. Fire Department.
 - D. Policy Updates.
 - 1. Police Department:
 - a. 11.02 Evidence Property Maintenance.
 - 2. Fire Department:
 - a. None.
- VI. **UNFINISHED BUSINESS:**
- A. None.
- VII. **NEW BUSINESS:**
- A. Police Department – Purchase of Replacement Desktop Computers.
 - B. Police Department –Purchase of Replacement Exchange and File Server.
 - C. Operator Licenses: Margaret Casey, Ian Haynes, Toni Hundertmark, Jessica Lomibao, James Manseau, Chelsea Newton, Heather Smith, Lisa Thompson. [Recommended Approval]

- D. Extension of Premise: BSC LLC, Eric D Schroeder, Agent, d/b/a **Big Sky Country**, W204 N11498 Goldendale Rd. Use of Parking Lot Extending from Door to Door (102 foot) and Extending from Building to Lot Line (38 foot) on July 21st, 9 am – 9 pm, Guardians of the Children Charity Event.

VIII. **NEXT MEETING:** Set July 2018 Meeting Date and Time.

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.

NOTICE is given that a majority of the Village Board may attend this meeting to gather information about an agenda item over which they have decision making responsibility. This may constitute a meeting of the Village Board per State ex rel. Badke v. Greendale Village Board, even though the Village Board will not take formal action at this meeting.

**MEETING MINUTES
PUBLIC SAFETY COMMITTEE MEETING
MAY 7, 2018
VILLAGE HALL BOARD ROOM**

CALL TO ORDER: Chairman John Hughes called the meeting to order at 5:30 p.m.

ROLL CALL: Present were: Chairman Hughes, Trustees Warren, Wing and Myers. Attorney Sajdak and Deputy Clerk Tucker was also in attendance.

PUBLIC COMMENT: None.

APPROVAL OF PREVIOUS MINUTES: Motion by Tr. Myers, second by Tr. Warren, to approve the minutes of April 2, 2018 Public Safety Meeting. Motion carried.

POLICE DEPARTMENT MONTHLY REPORT:

- Chief Hoell reported that an arrest has been made in regards to an armed robbery in March. The person will be federally charged.
- Chief Hoell reported that the drug drop box is open 24 / 7. In the last 6 months 193 pounds were collected.
- There has been a spike in extra patrols. The Police Department is working with the schools and stationing officers to be more visible in the schools at various times of the day.

FIRE DEPARTMENT MONTHLY REPORT:

- Interim Chief Delain reported that the department is tracking at 8 minutes or less to emergency calls for 90% of the calls.
- The Interim Fire Chief has started working with the consultant, R. W. Management. Currently, policies are being reviewed.
- The Overtime reports were reviewed. Chief Hoell reported that a recruit will graduate this Thursday will then attend training for the next four months. At that point the Police Department will be fully staffed.
The Fire Department Overtime report is tracking good right now.

UNFINISHED BUSINESS:

- None.

NEW BUSINESS:

- Hiring Communication Officer – Police Department.
Chief Hoell reported that Joyce Schweitzer has retired. Chief Hoell is requesting to fill the position. Motion by Tr. Myers, second by Tr. Warren approval hiring a communication officer. Motion carried unanimously.
- Police Department Building Project.
Chief Hoell reported that he supplied a large packet with a good overview by giving a history of where we are at with the construction plans. The Police Department took over the old library in 2004. The challenges are highlighted in the report. The questions remain such as connect the buildings, remodel the building or build a new building.

Currently the Police Department is dealing with cosmetic changes, security issues, and ADA issues. The Building is 36 years old. The last time the item was discussed was ten years ago. Chief Hoell is requesting to discuss, due to building needs. Currently, the Police Department is at capacity.

Discussion ensued of whether to do a feasibility study if the project will be crossed off again. Discussion ensued of the need of a feasibility study in order to know the costs and what is needed.

Tr. Myers suggested to involve Administrator Kreklow, and to get costs and then prioritize. Need something presented to the board.

Motion by Tr. Warren/second by Tr. Wing to move the Police Department Building item forward to the Village Board for discussion. Motion carried unanimously.

- Refurbishment of Ladder Truck 1771 – Fire Department.

Motion by Tr. Myers, second by Tr. Warren to recommend approval of the refurbishment of the ladder truck 1771 – Fire Department in an amount not to exceed \$200,000. The ladder will be removed and sand blasted, tested, and then repainted. The quote is \$193,000, \$200,000 is budgeted. John Delain will find out about the warranty. Motion carried unanimously.

- Deutschstadt Heritage Foundation Inc. Picnic License, Temporary Class “B” Fermented Malt Beverage and Wine for MaiFest May 18 – May 20, Freidenfeld Park, Tent on Country Aire Dr.

Motion by Tr. Myers second by Tr. Warren, to recommend approval of the temporary Class “B” Fermented Malt Beverage and Wine License to Deutschstadt Heritage Foundation Inc for MaiFest May 18 – May 20, Freidenfeld Park, Tent on Country Aire Dr. Motion carried unanimously.

- Ordinance 11-2018 Amend Sections 9.041, 9.042, and 9.043, Municipal Code Relating to the Use, Possession and Sale of Nicotine and Vapor Products.

Attorney Sajdak commented that this came from the school resource officer. Germantown has seen increase with vapor products in the schools and the current ordinance does not address the vapor products. This update will bring the ordinance in line with the state statutes.

Motion by Tr. Myer, second by Tr. Warren to recommend approval of Ordinance 11-2018 Amend Sections 9.041, 9.042, and 9.043, Municipal Code Relating to the Use, Possession and Sale of Nicotine and Vapor Products . Motion carried unanimously.

- Operator’s Licenses: Naseem Abbas, Victoria Ahrens, Andrew Aldred, Frank Arena, Judy Arnold, Theresa Bach, Kayla Billmann, Jeffrey Bird, Erin Bird, Brian Boettcher, Andrew Brawn, William Brockman IV, David Burns, Jewelia Cook, Mellissa Czerwinski, Ann Davis, Bridget DeLeon, Kevin Dobson, Susan Drexler, Richard Eastham, Jonathan Engelmann, Mary Erickson, Dawn Fouche’, Shawn Frank, Julie Friede, Sherry Gagliano, Kim Gamroth, Kayla Gleixner, Lisa Grad, Amanda Greenwood, Judith Greve, Paul Groh, Susan Goecks, Joseph Gutenkunst, Yvonne Hall, Kathryn Hanson, Susan Hanson, Charles Hargan, Denise Harthun, Anita Hauner, Jennifer Heisdorf, Jayme Hoff, Eric Hoffman, Chelsea Humphreys, David Iverson II, Jeffrey Jacobs, Bruce Javens, Susan Jesmok, Jodi Kanzenbach, Jeetendra Khinot, Dawn Kirchner, Karen Klever, Steve Koenig, Nicholas Koeppler, Kimberly Kohler,

- Ronald Kohls, Wayne Kohls-Guenther, Joseph Krajcik, Janice Krueger, Erik Lange, Emily Lazaris, Rebecca Leibiger, Matthew Levesley, Cassidy Liederbach, Alexander Lindenberg, Tayla Lofton, Adam Maciejczak, Daniel Marchewka, Paul McLeod, Janet Miller-Parkison, Jennifer Murray, Michael Nardelli, Heather Nellessen, Chad Nickerson, Ruth Numrich, William Numrich, Susan Oechsner, Nancy Oinas, Rick Perry, Suzanne Peyer, Justin Pischke, Michael Polski, Ashley Rahl, Cedric Reed, Cheryl Rhoades, Kevin Riley, Susan Roxbury, Wendy Sarwas, Ashley Satterlee, Shane Schallert, Teresa Schmitz, Ingolf Sam Schneider, James Schramm, Eric Schroeder, Caleb Siden, Cynthia Singsheim, Tara Smith, Pareshkumar Soni, Cassandra Tabbert, Carlton Tatreau, Michelle Thomas, Joel Timmerman Jr., Joel Timmerman III, Rebecca Ulik, Roberta Van Asten, Asif Vadsaria, Tamara Waterhouse, Tyrus Welch, Ashley Welnicke, Amy Westra, Jarrod Willoughby, Michael Willavage, Stephanie Wolf, Sheri Ziehlsdorf [Recommend Approval].

Motion by Tr. Myers second by Tr. Warren, to recommend approval of the operator's licenses as presented. Motion carried unanimously.

Clerk Boldrey read that, All premise license recommendations / approvals to be conditional upon completion of all documentation, compliance of all code violations/requirements and monies owed to the village paid prior to issuance of licenses in addition to any other conditions noted.

A. RENEWALS: "Class B" Fermented Malt Beverage and Intoxicating Liquor Licenses:

Motion by Tr. Myers, seconded by Tr. Warren, to forward the below listed applications for Class B Fermented Malt Beverage and Intoxicating Liquor Licenses to Village Board with a positive recommendation. Hoell and DeLain advised they had no objections to the license applications. Motion carried. Tr. Wing abstained as he part owner of an entity listed.

1. Aldo's Pizza & Pub, LLC, Dwayne Ketterer, Agent, 584 Jordan Circle, Colgate, d/b/a **Aldo's Pizza & Pub**, W156 N11058 Pilgrim Rd. (includes an outside dining area of approximately 30 feet in front of building to be open until 10:00 p.m.
2. Barley Pop Brew Haus, LLC, Deborah Reinbold, Agent, 1388 Parkview Dr, Hubertus, d/b/a **Barley Pop Pub & Restaurant**, N116 W16137 Main Street. (includes Brew Haus and fenced outside extension on north side of building to be open until 10:00 p.m. and outside extension July 4, 2018 from the east end of the building to the western end, all the way to the sidewalk, during the July 4th parade beginning at 11:00 a.m.).
3. Blackstone Creek Golf Club Ltd., Troy D. Schmidt, Agent, N105 W14467 Wilson Circle, d/b/a **Blackstone Creek Golf Club**, N112 W17300 Mequon Road. (includes golf course property of 156 acres)
4. BSC LLC, Eric D Schroeder, Agent, 4619 W Bluemound Ct, Milwaukee, d/b/a **Big Sky Country**, W204 N11498 Goldendale Rd. (includes 8' x 55' outside patio on side open until 10:00 p.m.)
5. Bubs on Main, LLC, Scott H. Pecor, Agent, 306 W. Ravine Baye, Bayside, d/b/a **Bubs Irish Pub**, N116 W16218 Main St.
6. Blazin Wings, Inc., Jillian Cabanatuan, Agent, N96 W20309 County Line Rd., d/b/a **Buffalo Wild Wings**, N96 W17990 County Line Rd. (includes attached patio with hours restricted between 10:00 p.m. and 8:00 a.m.)
7. Maple Road, LLC, Boro Buzdum, Agent, 1804 Barton Ave., West Bend, d/b/a **Buzdum's Pub & Grill**, W188 N10515 Maple Rd. (Includes an outdoor patio area).
8. ERJ Dining III, LLC, Paul S. Thompson, Agent, 7188 W Fox Haven Court, Franklin, WI 53132, d/b/a **Chili's Grill & Bar**, N96 W18640 County Line Rd.

9. Eastern Kettle Moraine Moose Lodge 1238, Dan Walk, Agent, W211 N11863 Hilltop, d/b/a **E.K.M. Moose Lodge 1238**, W198 N10217 Appleton Ave., Germantown, WI 53022. (includes outside pavilion 22' x 20', and open area for Lodge picnics including buildings to be open until 10:00 p.m., 480' x 525' grounds area).
10. Florian Park, Inc., Ryan Rahl, Agent, 311 Preserve Way, Colgate, WI 53017, d/b/a **Florian Park Conference & Event Center**, N111 W18611 Mequon Rd, Germantown, WI 53022. (includes outside premise Willow Path, Willow Gardens, and Willow Point on south end of Willow Pond to be open until 10:00 p.m. and outdoor designated smoking area to the north of property).
11. KJ's Bar & Grill, Gerald Louis Wagner, Agent, N112 W21209 Mequon Rd., dba **KJ's Bar & Grill**, N112 W21209 Mequon Rd.
12. Germantown American Legion Post #1, Inc., James A. Heimann, Agent, 2584 Country Aire, Cedarburg, d/b/a **Germantown American Legion Post #1**, N120 W15932 Freistadt Rd.
13. JK GAM, LLC, Jon R. Gamroth, Agent, N104 W15303 Donges Bay Rd, d/b/a **Gamroth's Kuhburg Junction**, W140 N10385 Fond du Lac Ave.
14. Northridge Automotive Enterprises, Inc., David L. Iverson, Agent, N166 W19523 Ravens Way, Jackson, d/b/a **Ivee's at Main**, W157 N11618 Fond du Lac Ave. (includes outside patio in front of building until 10:00 p.m.)
15. La Chimenea LLC, Hector Jimenez, Agent, 2056 S 37th St., Milwaukee, d/b/a **La Chimenea**, N112 W15251 Mequon Rd. (includes 1100 sq. ft. outside patio to be open until 10:00 p.m.)
16. Lone Star, LLC, Karen Ann Pritzlaff, Agent, W204 N11912 Goldendale Rd., d/b/a **Lone Star**, W204 N11912 Goldendale Rd. (includes horseshoe courts, path, outside fenced area to be open until 10:00 p.m., and outside front porch area)
17. Marko's Pizza II Inc., Ken Ubert, Agent, 3943 Rosie Court, Colgate, d/b/a **Marko's Pizza II**, W156 N9664 Pilgrim Rd.
18. Metro Cigars, LLC, Jennifer Lynn Groh, Agent, 1671 Holy Hill Lane, Hubertus, d/b/a **Metro Cigars, LLC**, W182 N9606 Appleton Avenue #104.
19. Old Town WI, LLC, Brian A. Meyer, Agent, N26 W30227 Maple Ave., d/b/a **Old Town Beer Hall**, N116 W15841 Main Street. (includes outdoor deck open until 10:00 p.m.)
20. G-town Pub, LLC, Craig Braidigan, Agent, 2385 Scenic Hill Trail, Richfield, d/b/a **The Public House**, W207 N10466 Appleton Ave.
21. Robin L. Bird, LLC, Robin L. Bird, Agent, W188 N13367 Maple Rd, Richfield, d/b/a **Sports Corner Bar & Grill**, W187 N12793 Fond du Lac Avenue. (includes outside volleyball courts and smoking room to be open until 10:00 p.m.)
22. Christine A. Brockman, W157 N11638 Fond du Lac Avenue, d/b/a **Tiny T's**, W157 N11638 Fond du Lac Avenue, Germantown, WI 53022. (includes fenced outside premise on July 4, 2018 & August 18, 2018)
23. WI Bier Stube LLC, Brian A. Meyer, Agent, N26 W30227 Maple Ave., d/b/a **Von Rothenburg Bier Stube**, N116 W15863 Main Street. (includes outside fenced beer garden extended to parking lot open until 10:00 p.m.)

H. **Class "B" Fermented Malt Beverage and "Class C" Wine Licenses**

Motion by Tr. Meyer, seconded by Tr. Warren, to forward the below listed applications for **Class "B" Fermented Malt Beverage and "Class C" Wine Licenses** to Village Board with a positive recommendation. Hoell and DeLain advised they had no objections to the license applications. Motion carried unanimously.

1. Zhengren Zheng, N111 W16424 Esquire Ct., d/b/a **China Kitchen**, N112 W16560 Mequon Rd.
2. Hung Hao LLC, Hung D. Lu, Agent, N109 W12628 Coneflower Cir., d/b/a **Hung Hao Restaurant**, N112 W15800 Mequon Rd.

3. **ST1X Golf Entertainment**, W164 N11271 Squire Dr., Agent, Robert Stafford 13985 N. Pine Bluff Rd., Mequon; Owners, Daniel Hughes and Ryan Hughes of N108 W6905 Berkshire St., Cedarburg.

I. **"Class B" (wine only) Winery License and Class "B" Fermented Malt Beverage**

Motion by Tr. Warren, seconded by Tr. Wing, to forward the below listed applications for **"Class B" (wine only) Winery License and Class "B" Fermented Malt Beverage** to Village Board with a positive recommendation. Hoell and DeLain advised they had no objections to the license applications. Motion carried unanimously.

1. Apple Works Winery LLC, Kevin H. Behnke, Agent, W179 N12536 Fond Du Lac Ave., d/b/a **Apple Works Winery/Behnke Estates**, W179 N12536 Fond Du Lac Ave. (Includes an Outside Premise Extension which includes an outdoor patio area and tent.)

J. **"Class A" Fermented Malt Beverage and Intoxicating Liquor Licenses**

Motion by Tr. Warren, seconded by Tr. Meyer, to forward the below listed applications for **"Class A" Fermented Malt Beverage and Intoxicating Liquor Licenses** to Village Board with a positive recommendation. Hoell and DeLain advised they had no objections to the license applications. Motion carried unanimously.

1. **Aldi Inc.**, Michelle Kind, Agent, 5230 State Rd. 167, Hubertus, d/b/a **Aldi #67**, N96 W18838 County Line Rd.
2. Cost Plus, Inc., Heather Lazar, Agent, 443 E Dover St., Milwaukee, d/b/a **Cost Plus World Market**, N96 W18970 County Line Rd.
3. Colgate Gas, Inc., Didar Singh, Agent, W150 N7248 Paseo Lane, Menomonee Falls, d/b/a **County Line BP**, N96 W21962 County Line Rd.
4. Kwik Trip, Inc., Bethany A. Ohde, Agent, 6639 W. Bonniwell Rd., Mequon, d/b/a **Kwik Trip #631**, W188 N10963 Maple Rd.
5. Ultra Mart Foods, LLC., Jared Beilke, Agent, N89W15640 Cleveland Ave, Menomonee Falls, Cedarburg, d/b/a **Pick 'n Save #6357**, N112 W16200 Mequon Rd.
6. B&B Inc of Milwaukee, Asif Vadsaria, Agent, W151 N11492 Potomac Cir., dba **Quick Pick Food Mart**, N128 W21760 Holy Hill Rd.
7. Sendik's Germantown LLC, Theodore Balistreri, Agent, 5566 N. Diversey Blvd., Whitefish Bay, d/b/a **Sendik's Food Market**, N112 W15800 Mequon Rd.
8. Speedway, LLC, Richard Eastham, Agent, 2958 S. 90th St, West Allis, d/b/a **Speedway #4465**, W178 N9653 Riversbend Lane.
9. Speedway, LLC, Dawn Reith, Agent, N75 W222586 Cherry Hill Rd., Sussex, d/b/a **Speedway #4495**, W164 N11233 Squire Dr.
10. Walgreen Co., Vickie Matt, Agent, 1411 Deer Trail Ct., Hubertus, d/b/a **Walgreens #05427**, W156 N11261 Pilgrim Rd.
11. Wal-Mart Stores East, LP, Shante T. Travis, Agent, 3115 Lilly Rd., Brookfield; d/b/a **Wal-Mart #1515**, W190 N9855 Appleton Ave. (Includes outside parking lot specifically designated for online grocery pick up.)
12. NSM Enterprises LLC, Naseem Abbas, Agent, N114 W15775 Sylvan Ct, #2, d/b/a **Willow Creek BP**, W201 N10451 Appleton Ave.

SET THE NEXT MEETING DATE AND TIME: June 4, 2018 at 5:30 p.m.

ADJOURNMENT: There being no further business, the meeting was adjourned at 7:00 p.m.

Respectfully Submitted,
Deanna L. Boldrey,
Village Clerk

Overtime Report for Police & Fire Departments

2017 Year to date through:

20-May-18

2018						2017			
Empl #	Employee Name	Total OT Hours Paid	Total Cost of OT Paid	Total OT Hrs to Comp	Time off Hours	Total OT Hours Paid	Total OT Hrs to Comp	ANNUAL Total of OT hours worked	ANNUAL Total OT to Pay
Police Dept									
90	Ball, Brian	0.00	0.00	10.75	16.13	0.00	99.75	99.75	0.00
93	Bartelt, Adam	24.00	996.12	25.75	38.63	6.75	44.63	51.38	271.96
92	Bloch, Ryan	42.75	2,412.38	5.75	8.63	135.25	27.38	162.63	7,409.00
115	Case, Robert	47.25	2,734.36	18.50	27.75	203.75	85.50	289.25	11,497.61
118	Farnsworth, Cody	0.25	10.38	46.00	69.00	0.00	0.00	0.00	0.00
113	Gilbert-Roeder, Trent	30.75	1,276.28	22.50	33.75	33.00	49.50	82.50	1,329.57
107	Heaney, Troy	0.00	0.00	22.75	34.13	0.00	0.00	0.00	0.00
153	Jones, Matthew	5.00	234.83	0.00	0.00	0.00	0.00	0.00	0.00
101	Jones, Shawn	10.00	627.60	12.00	18.00	59.25	38.25	97.50	3,610.10
88	Laux, Kevin	3.00	169.29	32.75	49.13	40.75	116.25	157.00	2,299.52
142	Marten, Shawn	0.00	0.00	70.00	105.00	0.00	154.13	154.13	0.00
102	Mikulec, Daniel	8.25	465.55	33.50	50.25	26.00	185.25	211.25	1,467.18
119	Onela, Michael	0.00	0.00	0.75	1.13	37.00	53.50	90.50	2,087.91
138	Olson, Toni	73.75	4,267.91	7.00	10.50	127.75	50.25	178.00	7,184.02
137	Pesch, Justin	65.00	3,052.73	4.75	7.13	148.75	25.50	174.25	6,388.07
133	Pierce, Catherine	0.00	0.00	31.25	46.88	10.50	127.50	138.00	450.92
96	Pierzchalski, David	80.25	4,528.51	26.00	39.00	17.50	335.63	353.13	987.53
98	Rechlicz, Justin	6.25	352.69	29.25	43.88	99.25	119.25	218.50	5,600.68
121	Schubert, Matthew	0.00	0.00	28.25	42.38	0.00	48.38	48.38	0.00
89	Schulz, Zachary	19.75	873.64	22.25	33.38	140.75	20.25	161.00	5,506.14
97	Spreiter, Jared	0.00	0.00	63.50	95.25	208.25	94.50	302.75	8,943.30
99	von Bereghy, Darren	127.75	7,208.93	37.00	55.50	192.75	187.88	380.63	10,876.88
95	Whealon, Shaun	20.50	850.85	40.25	60.38	46.50	29.25	75.75	1,873.49
Total Police			30,062.04					*	77,783.87
Annual Budget			95,000.00						95,000.00

State Aid Reimbursement 0.00 05.31.2018
Hunting/Concealed Carry Permit 0.00 05.31.2018

Total year end actual = \$1: \$ 91,900.63
* (difference from report due to personnel changes)
2017 State Aid Reimb \$2,960.32
2017 'Hunting/Concealed Carry Permit 0.00

Note: Overtime hours to comp are reflected in regular wages

Fire Dept - Full Time

*	593 Smith, Steve	80.00	2685.60						0.00
*	694 Mayer, Andrea	21.25	31.88						18182.09
Fire Dept Regular Part-time									
		Overtime Hrs	True OT cost					OT Hours	True OT Cost
**	563 Rossman	107.67	3,549.89					573.00	19,214.37
**	605 Rodriguez	160.52	4,010.33					295.50	7,149.49
**	617 Hass, Thomas	50.02	1,249.74					105.75	2,346.29
**	625 Goetz, Steve	63.81	1,594.10					17.25	483.06
**	653 Asmondy	121.94	3,046.33					235.00	5,801.01
**	698 Wolf	65.25	1,630.13						
									34,994.22
									15,080.52

Effective July 24, 2013 - POC's over 53 hours/week

	Hrs over 53	2018	2017 Hours	2017 Cost

***	672 Krieg, Caitlin		30.25	942.05
***	694 Mayer, Andrea		6.25	192.75
***	690 Holms, Mitchell	12.50	367.13	

total POC overtime				
	12.50	367.13	36.50	1,134.80
*	Full time, hours are over and above the 20 normal overtime hours reflected in their base wages			
**	Part time hours worked over and above 53 normal hours in one week, which are paid at 1.5 times			

True OT Cost thru:
20-May-18 22,916.99

Last year's true OT Cost
\$ 54,311.11

Budget -- included within general wages

Total Fire Dept - OT wages paid through 12.31.17 \$54,311.11
Total Fire Dept - OT wages paid through 12.31.16 \$103,222.05
Total Fire Dept - OT wages paid through 12.31.15 \$129,824.98

**BUSINESS OF THE PUBLIC SAFETY COMMITTEE
GERMANTOWN, WI**

MEETING DATE: 06-04-2018

AGENDA ITEM: Policy Updates

ITEM TITLE: Policy Updates

SUBMITTED BY: Capt. Mike Snow

SUMMARY EXPLANATION:

Updates to the following policies:

11.02; Evidence Property Maintenance

ATTACHMENT: ORDINANCE_____ RESOLUTION_____ OTHER_____

RECOMMENDATION:

BOARD ACTION:

POLICY & PROCEDURE

GERMANTOWN POLICE DEPARTMENT

SUBJECT: **EVIDENCE/ PROPERTY
MAINTENANCE**

SCOPE: All Department Personnel
DISTRIBUTION: Policy & Procedure Manual

REFERENCE: WI State Statutes: 170.07-11, 968.18,
968.20, 968.205; Chapter 968

NUMBER: 11.02

ISSUED: 05/17/2018

EFFECTIVE: 05/17/2018

☐ RESCINDS

☐ AMENDS

WILEAG 5TH EDITION

STANDARDS: 11.1.7, 11.1.8,
11.2.1, 11.2.2, 11.2.3, 11.2.4,
11.2.5, 11.2.6

INDEX AS: Authorized Personnel (Property)
Evidence and Property Controls
Inspections
Transfer of Custody
Transmittal of Evidence to Lab

PURPOSE: The purpose of this Policy & Procedure is to identify the responsibilities involved in the proper handling, safekeeping, and disposition of property and evidence that is found, recovered, seized, or stored as a result of action by a member of the Germantown Police Department, and to establish guidelines for managing this inventory.

For general property, the objective shall be safe and orderly retention. The Department shall store all property in a manner that strives to:

- A. Maintain its original condition at the time of acquisition.
- B. Keep it in such a manner as to promote the Department's reputation as an honest and reputable police department worthy of the public's confidence and trust.
- C. The objective of evidence control is to:
 - 1. Support ongoing investigations through the secure retention of property that has evidentiary value in a court of law.

2. Help facilitate successful prosecution in criminal matters.
3. Safeguard the chain of evidence, and
4. Inspire the public's confidence and trust in the Department's ability to maintain legal safeguards for the receipt, handling, security, and eventual disposition of evidence.

D. Established guidelines shall promote an environment in which evidence can:

1. Be retained without deterioration.
2. Remain free from substantiated accusations of tampering.
3. Meet the requirements designated by current law and OSHA (Occupational Safety and Health Administration) standards.
4. Be of restricted access to minimize the number of people held accountable for such property.
5. Enhance the credibility of the Department to safely and legally manage evidence.

This Policy & Procedure consists of the following numbered sections:

- I. POLICY
- II. DEFINITIONS
- III. GENERAL PROCEDURES
- IV. INVENTORY PROCEDURES
- V. SECURE FACILITIES
- VI. PROPERTY AND EVIDENCE STORAGE
- VII. AUTHORIZED PERSONNEL
- VIII. DISPOSITION OF PROPERTY
- IX. PROPERTY OFFICER RESPONSIBILITIES
- X. INSPECTIONS

I. POLICY

- A. Members of the Germantown Police Department shall seize and inventory property when probable cause exists to believe that the property is stolen, contraband, abandoned, in need of safekeeping, or when it is required as evidence.

Inventoried property shall be documented on a property inventory report and secured in an evidence locker or other authorized secure area. All inventoried property shall be handled and stored in such a manner which preserves its integrity and evidentiary value and which protects it from loss, theft, damage, or other adverse effects.

Any Officer seizing any item(s) without a search warrant shall give a receipt as soon as practicable to the person from whose possession they are taken in accordance with 968.18.

II. DEFINITIONS

- A. INVENTORY: To make an itemized report or record of.
- B. PROPERTY: Something owned; any tangible possession that is owned by someone.
- C. EVIDENCE: Property having significance as a potential means of determining the truth of an alleged matter of fact under investigation.
- D. SEIZED: Property acquired by the police by means of warrant or warrant less search. An involuntary relinquishment of possession and control.
- E. RECOVERED: To get back something previously lost or taken away.
- F. CONTRABAND: Property that is by federal or state law or local ordinance inherently illegal and prohibited from private ownership, use or possession.
1. Property not inherently illegal but put to an illegal use
- G. SAFEKEEPING: Entrusted to another for care, protection, etc.
- H. FOUND/ABANDONED: To have come upon or discovered, often by accident. / The intentional act of relinquishing permanently all rights, title, claim and possession of property without reference to a specific person.
- I. STOLEN: That which has been taken from another without right or permission.
- J. LOST: Owner has involuntarily parted possession of property and has no knowledge of its location.

III. GENERAL PROCEDURES

- A. Recovery of Property

1. Upon taking possession of evidence or property from a person, officers will document the person's identity and the circumstances surrounding the recovery of the property. A receipt will be issued upon request to the person from whom non-contraband items are taken.
2. Officers will research for ownership any evidence or property that is recovered when the ownership is unknown or uncertain at the time of their recovery.

B. Property Intake Procedures

All items taken into the Germantown Police Department's possession shall be documented on a property inventory report providing a brief description of each property item, as well as an incident report or an entry into our ProPhoenix RMS detailing the circumstances by which this property came into the agency's possession.

1. All items shall be described in detail so as to be readily identifiable upon inspection.
2. If property is to be stored, it shall be assigned a property inventory number by generated by the departments ProPhoenix RMS.
3. The property inventory report shall be completed in full by the recovering officer.
4. If property can be released to the owner, the recovering officer shall clearly note this in the incident report along within the remarks section of the recovered page in the property module.
5. If evidence requires processing by the State Crime Lab or other laboratory, the recovering officer shall clearly note this information in the incident report. The officer will also populate the "Hold" drop down in the recovered tab of the property report. The officer will also notify the detective bureau.
6. All transfers of custody for evidence or property shall be documented in the incident report and in the ProPhoenix RMS.

C. Packaging & Storage

1. All items shall be packaged and secured in a sealed paper, plastic bag or envelope if possible, with multiple items packaged separately from one another whenever possible. In general, all items shall be packaged in accordance with the guidelines set forth in the most current Wisconsin Department of Justice State Crime Laboratories' Physical Evidence Handbook. Certain items require specific packaging instructions, which are outlined in this policy.
2. All packages shall have a ProPhoenix generated label which will be placed directly on the outside of the package. If this is not the case, information included shall be as detailed as is practical, paying specific attention to the

case number and the potential owner of the property.

3. Large items, such as vehicles, bicycles and other similar items that cannot be packaged shall have a completed property label affixed to the property in such a manner that does not permit it to become easily detached, allows a view of the property label information, and minimizes any damage or disfigurement to the property itself.
4. All items not immediately released shall be placed in a secure locker in the property room before the end of the officer's shift. A supervisor may authorize an exception if the property is required for investigative purposes. In this case the property must be secured in a temporary locker.
5. Vehicles, bicycles, and other large items not stored in the property room will be transferred to their designated storage areas and properly secured, and that location shall be mentioned in the ProPhoenix RMS.
6. Evidence that requires processing by the State Crime Lab should be transferred by the Detective Bureau or a person designated by the Chief of Police to allow for the proper maintenance of the chain of custody.
7. It shall also be the responsibility of any officer or member of this Department taking property into his/her possession to either render the property safe from any known or perceivable hazards or to notify the Property Officer that an item or object poses a potential danger for injury and/or blood borne pathogens. Special care shall be taken when handling firearms and no weapons shall be stored possessing active ammunition.
8. The Property Officer shall determine when certain property, due to its size, odor, volatility, or dangerous condition, shall be re-located to a remote location under the control of this Department in order to maximize citizen and employee safety.
9. All items inventoried shall be stored in a secured evidence locker or other authorized secure area.
10. The Property Officer maintains the right to refuse to accept any property which is not properly marked, packaged or documented.

D. Transmittal of Evidence to the Crime Lab

1. All transfers of evidence to and from the Crime Lab will be coordinated through the Detective Bureau or designee, who will ensure that evidence destined for the Crime Lab is delivered in a timely and appropriate manner.
2. All perishable physical evidence which may include, but is not limited to, fresh whole/liquid blood, blood-stained objects, other physiological stains and tissue, and biological materials, should be sent to the Crime Lab as expeditiously as possible.

3. Evidence shall be prepared and packaged in accordance with Crime Lab procedures, and all evidence submitted to the Crime Lab shall be accompanied by a "Transmittal of Evidence" form, which has been completed by the transporting officer.
4. All transfers of evidence to and from the Crime Lab will be documented in the property update section of ProPhoenix. Information will include the date and time of transfer. Transfers shall also be documented in a supplement to the incident report.
5. A copy of the Crime Lab Receipt of Physical Evidence shall be attached to the original case file.
6. The Crime Lab will mail the written results of their findings, which will be forwarded to the investigating officer. This officer will then, in a timely manner, insure that the results are documented in a supplement to the incident report and placed with the incident report. The lab results and corresponding supplemental report will then be forwarded to the District Attorneys office.
7. When retrieving evidence from the Crime Lab, the property will either be returned to the Property Officer in person, or secured in an evidence locker. This information shall be documented in a supplement to the incident report.

IV. INVENTORY PROCEDURES

A. Stolen Property

1. Any item found to be stolen shall be recovered and inventoried.
2. If property is listed as stolen through NCIC/CIB, then the reporting agency shall be contacted regarding the recovery.
3. If the property is of evidentiary value, then it shall be retained until the criminal case is closed and all appeals are exhausted. Items may be photographed and returned to the owner where feasible and with prior approval from the prosecutor.
4. If property is not of evidentiary value, then a determined effort shall be made to return the property to its owner.

B. Contraband

1. Any item found to be contraband (that which cannot be legally possessed) shall be recovered and inventoried.
2. Contraband items not of evidentiary value shall be inventoried and disposed of by the Property Officer in the appropriate manner. Fireworks, alcohol, tobacco products, and perishable items confiscated under a municipal ordinance violation may be destroyed by the investigating officer, but must be

photographed first. The destruction of this evidence must also be witnessed by another officer and documented in the incident report. Photograph(s) of the evidence are to be attached to the original incident report. The property inventory report must be noted, 'Photographed and Destroyed by (OFFICER'S NAME)'.

C. Weapons

1. All firearms shall be checked through NCIC/CIB.
2. All firearms shall be carefully inspected and made safe.
3. All firearms shall be described in detail, including make, serial number, and any identifying marks.
4. Special care should be taken to document the location of ammunition found in a weapon and to preserve any trace evidence that may be recovered from the weapon. All firearms are to be packaged separately from other items listed on the property inventory report. Ammunition should not be packaged in the same evidence container as the weapon. All firearms should be packaged in cardboard gun boxes.
5. All non-folding edged weapons shall be packaged in a cardboard box, and secured in a stationary position within the box, to prevent accidental injury. Folding edged weapons shall be stored in a folded position, and packaged in a sealed, evidence container. Edged weapons containing blood or other evidentiary material should be air-dried prior to packaging, and should not be packaged in plastic.
6. All weapons shall be packaged in such a manner as to protect others from accidental injury.

D. Controlled Substances

1. All controlled substances shall be identified, tested, weighed, and/or counted. Field testing shall be performed unless the entire amount of the substance would be consumed by the field test, in which case testing shall be performed by the crime lab. When dealing with unknown substances see Directive 2017-01
2. All controlled substances shall be packaged separately from other items listed on the property inventory report.
3. Marijuana and other plant material should be dried prior to packaging, and shall be packaged in a sturdy paper container.
4. Syringes and needles shall be packaged in a clear plastic tube and be presented for transport to the State Crime Lab for testing.

E. Body Fluids

1. All evidence suspected of containing hairs, fibers, semen, blood, or other body fluids should be recovered, processed and inventoried following the procedures contained in the most current State Crime Lab's Physical Evidence Handbook.
2. Officers inventorying biological evidence containing DNA shall clearly note this information on the property inventory report.
3. All biological evidence shall be temporarily placed in the evidence lab room for drying or refrigeration/freezing. A temporary freezer is located in the evidence lab room for this purpose. When evidence is placed in this freezer, it shall be secured with the provided padlock. The original property inventory label must accompany the evidence.
4. If the biological evidence requires refrigeration or freezing, the Property Officer, upon receipt of the property inventory copy, will be responsible for promptly transferring the evidence to the refrigerator/freezer located in the property room.
5. If the biological evidence requires drying, it is the responsibility of the investigating officer to check on its progress. When the drying process is complete, it is the investigating officer's responsibility to properly package and transfer the evidence and original property record to a secure evidence locker for transfer to the property room.

F. Sexual Offenses

1. If the possibility exists to collect physical evidence from the victim, the victim should be taken to the Sexual Assault Treatment Center, located at, in order, St. Joseph's Hospital, Aurora Hartford Hospital or Community Memorial Hospital.
2. The investigating officer should accompany the victim to the treatment center to photograph possible injuries and to receive items of evidence recovered from the SANE nurse.
3. Officers should contact the Wisconsin Crime Lab at (414) 382-7500 if there are any questions concerning the proper handling and inventory of evidence.

G. Motor Vehicles

1. Vehicles may be processed at the scene if removal of the vehicle to another location might compromise the integrity of the evidence. Otherwise, all vehicles seized as evidence shall be towed to the Germantown Police Department for processing and stored in the impound location.
2. Vehicles will be inventoried on a vehicle information report. The tow bill shall be left at dispatch for payment.
3. All vehicles are subject to an inventory search. An inventory search is an administrative measure designed to protect motor vehicles and their contents while in police custody; to protect the Department against claims of lost, stolen or damaged property.

4. An inventory search also protects Department personnel and the public against injury or damaged property due to hazardous materials or substances that may be in the vehicle. Officers are to document in the incident report that an inventory search was completed.

Scope of Inventory Searches

- a) An inventory search may extend to all areas of the vehicle in which personal property or hazardous materials may reasonably be found, including but not limited to the passenger compartments, trunk and glove box.
 - b) The contents and all containers found within the vehicle are subject to an inventory search, including but not limited to all open, closed or locked containers. Care should be taken not to unnecessarily damage items found during the inventory. Any damage to items or the vehicle resulting from an inventory search shall be noted in the incident report.
 - c) Property seized from a vehicle during an inventory search for safekeeping purposes shall be documented on a property inventory report.
 - d) Items of evidence or contraband found during an inventory search may be seized and retained for use in connection with a subsequent criminal investigation.
5. Vehicles seized as evidence should not be released unless charges are dismissed or upon approval of the District Attorney's Office or other relevant prosecuting authority.
 6. If the owner is not located, or the vehicle is not claimed within fourteen (14) days of release, then the vehicle shall be presumed abandoned under Village Ordinance 7.07(3) and shall be treated as such.
 7. Asset forfeiture proceedings for a motor vehicle must be approved by the Chief.

H. Abandoned Property/Safekeeping

1. Any property that has been found, abandoned, or seized for safekeeping shall be inventoried.
2. The reporting officer shall make a determined effort to notify the property owner and shall document those efforts in the incident report.

I. Currency/Precious Stones & Metals

1. All currency, precious stones and precious metals will be packaged separately from other items listed on the property inventory report.
2. Currency shall be counted twice in the presence of another officer. Denominations shall be noted on the property inventory report.

3. Precious stones and metals shall be described in detail on the property inventory report but officers should refrain from exacting descriptions unless verified by a gemologist.

J. Hazardous Materials

1. All explosives, flammable liquids, flammable solids, gases which are flammable, poisonous, or corrosive, and any other hazardous material will not be inventoried unless made safe by a qualified person. A property inventory report will be completed and the items properly disposed of. If such materials are made safe, they may be stored in the designated Flammable Storage Cabinet located in the garage and a property inventory report shall be completed.
2. Hazardous materials required as evidence, whereas if made safe would damage a criminal case, shall be packaged and inventoried under the direction of the State Crime Lab.

K. Alcohol & Other Perishable Items

1. Opened containers of alcohol shall not normally be kept in inventory. If needed as evidence, items should be inventoried, photographed and disposed of. For Circuit Court cases the empty containers should be inventoried.
2. Perishable items may be inventoried, photographed and turned over to the owner. If the owner cannot be determined or located, the officer may dispose of these items.

L. Bicycles, Mopeds & Other Large Items

1. All bicycles, mopeds, and other large items seized by the Department shall be inventoried and secured in the approved outdoor storage location. Property tags shall be attached to all items.

M. License Plates

1. License plates listed as stolen will be inventoried and the reporting agency notified. Stolen license plates may be destroyed if there is no prosecution and/or the reporting agency does not want the plates retained.
2. License plates needed as evidence will be inventoried.

N. Prisoner's Property

1. Property belonging to a person who is being held in the municipal lockup, which is not considered as evidence or contraband, shall be inspected and noted on the property section of the prisoner's municipal jail record. A property record report is not necessary.
2. Currency and checks shall be packaged separately from other items. Perishable

food items will be disposed of and their disposal noted on the municipal jail record.

3. When receiving property from a prisoner or releasing property to a prisoner, both the prisoner and the receiving/releasing officer will acknowledge the receipt of the property on the property section of the prisoner's municipal jail record.
4. Once property has been received from a prisoner, the prisoner shall not have access to that property until they are released from custody or turned over to another jurisdiction.
5. When a prisoner is released from custody, released to another agency, or transported to the Washington County Jail as a safe keeper, the prisoner's property shall accompany the prisoner. A prisoner's property will not be inventoried unless it is of evidentiary value or upon approval of a supervisor.

O. Departmental Property

1. The Chief of Police shall assume the responsibility and accountability for all Department owned property. Department personnel are responsible for Department owned property assigned or under their control.
2. Department personnel are not to intentionally misuse, damage or destroy any Department owned property. Lockers, mail slots and filing cabinets assigned to Department personnel are considered Department owned property.

V. SECURE FACILITIES

- A. The Property Officer shall maintain an area of evidence storage lockers within the processing room area.

Though such lockers are intended for the temporary secure storage of items that have evidentiary value, such lockers may also be used to secure property of a sensitive, delicate, or valuable nature, until the Property Officer can re-locate such items. The Property Officer or designee shall periodically examine the contents of all lockers and attempt to maintain the majority of the lockers in an open and available condition, in order to make this resource available to members of the Department during hours of his/her absence.

VI. PROPERTY AND EVIDENCE STORAGE

- A. All property and evidence either acquired or seized by this Department, shall be stored in a secure and designated area. If material is determined to be evidence and the authorized personnel necessary to gain entry to the property room are not available, the item(s) should be secured in a temporary storage locker within the Processing Room area.
- B. In the absence of the Property Officer or designee, the door to the property room shall be closed and locked.

- C. Certain items of property including high value, sensitive, and/or high-risk property require enhanced security, such as money, jewelry, firearms, and drugs. Enhanced security for these items includes but is not limited to, additional physical barriers inside a secure property room. These may be an extra room with a separate lock, fencing, locked cabinets, a gun safe, or any other space that can be locked and is separate from all other property.

Long weapons shall be stored within the property room so as to stabilize their position and prevent damage. Jewelry and money are to be secured within a safe located within the property room, while drugs are to be secured in the separate drug room located within the property room, and these items are accessible only by authorized personnel.

VII. AUTHORIZED PERSONNEL

- A. In order to maintain accountable security for the property and evidence in possession of the Germantown Police Department, the following individuals have been entrusted with access to all areas of both property and evidence:

1. Chief of Police
2. Property and Evidence Supervisor/Lieutenant
3. Property Officer

Upon any personnel changes to these positions, the locks to the property room door and the temporary storage lockers shall be changed or re-keyed.

- B. Access to impound facilities shall be enjoyed by all sworn members of the Department through the use of keys hung in the key cabinet.

VIII. DISPOSITION OF PROPERTY

In general, all items not of evidentiary value or considered as contraband shall be held for a minimum of thirty (30) days prior to disposal, unless the items can be returned to the lawful owner.

Items that cannot be returned to the lawful owner within that time period may be disposed of by the Property Officer through auction or other methods determined by the Chief of Police.

- A. Items of evidence may be disposed of after completion of all relevant court proceedings, including the appeals process, or upon a court order.
1. In a case involving evidence, the officer who took custody of and inventoried the evidence shall be responsible for notifying, in writing, the Property Officer when evidence is no longer needed for court proceedings.
 2. The Property Officer shall make a reasonable effort to return the property to its lawful owner if such property can be legally possessed.

3. Items of evidence which are returnable, but for which no lawful owner can be determined or located, shall be held for thirty (30) days at which time it may be disposed of by the Property Officer through auction or other methods determined by the Chief of Police.
- B. There are special requirements for preserving and destroying biological evidence containing DNA.
1. Any biological material, or physical evidence that contains biological material, collected in connection with a criminal investigation that leads to a conviction, delinquency adjudication, commitment, or a finding of not guilty by reason of insanity, pursuant to WI Statute 968.205, requires preservation of this evidence until the discharge date of every person convicted.
 - a) This includes ALL biological material and physical evidence containing biological material collected, not just that evidence relied upon for charging or used at trial for conviction. This includes elimination samples and unidentified samples.
 - b) The discharge date on a conviction is the date in which the person or persons convicted have reached not only the end of incarceration, but also any probation or parole commitments, extended supervision, or juvenile dispositional orders, even if there was no institutional placement.
 - c) The requirements set forth under WI Statute 968 are not just prospective. The duty to preserve evidence collected within the scope of the statute extends to evidence collected before the statute was enacted, if it was in the possession of the custodial agency on or before the effective date of September 1, 2001.
- C. Illegal or contraband property shall be destroyed by the Property Officer, with the exception of fireworks, alcohol, and tobacco products confiscated under a municipal ordinance violation. These items may be destroyed by the investigating officer.
- D. Firearms and ammunition.
1. Firearms and ammunition seized pursuant to a warrant or civil or criminal action shall only be released upon a court order. (Reference WI Statute 968.20)
 - a) Effective 02/16/2016, Wi Statute 968.20(1m)(d) requires that if a person claims the right of possession of a seized firearm that has not been returned, the court must follow specific guidelines as referenced in statute language.
 2. In all other cases involving firearms and ammunition the Property Officer shall make a reasonable effort to notify the lawful owner that he/she may apply for the return of the property by contacting the Germantown Police Department within thirty (30) days of notice and providing sufficient proof of ownership.
 3. Firearms and ammunition not released pursuant to a court order or returned to the lawful owner within thirty (30) days of notification shall be transferred to the

State Crime Lab for disposal.

E. Lost, abandoned, or recovered property.

1. Provisions of statute 170.07 through 170.11 shall govern the disposition of lost property as noted below.
2. The recovering officer shall make a determined effort to locate and notify the owner of any lost, found, or recovered property.

The recovering officer shall notify the Property Officer whether or not the owner has been contacted and the current status of the property.

3. Any property not claimed within thirty (30) days of notification may be disposed of by the Property Officer through auction or other methods determined by the Chief of Police.
4. The Property Officer or designee shall be alert for any property surrendered to this Department by a citizen that has expressed a desire to retain this property if unclaimed.
5. Property requested by the finder if ownership cannot be established shall provide written notice to the Germantown Police Department within five (5) days after finding the money or goods. The Germantown Police Department shall post a notice of the found money or goods in two (2) public places in the county or village. If no owner of lost money or goods appear within ninety (90) days, after notice is given, to the Germantown Police Department the finder of the money or goods shall become the owner.

F. No Department employee shall keep for his or her own use property found in the course of duty or take possession of property during off-duty hours when the discovery was made while on duty. Employees are prohibited from storing property in their personal desks, lockers, vehicles, homes, or other places that are not secure or would interrupt the chain of custody.

G. The Property Officer shall prepare and maintain a list of all property that may be disposed of by auction or other methods and submit said list to the Chief of Police upon request.

H. Release of property to the public shall be performed primarily by the Property Officer or an individual with full access to all areas of property and evidence. Other officers and/or employees should refrain from releasing property to the public, unless such arrangements are made ahead of time with the Property Officer.

I. When property is released, the transfer shall be documented in the ProPhoenix RMS. This shall include the date of release, signature of the releasing officer and the signature of the person receiving the property.

IX. PROPERTY OFFICER RESPONSIBILITIES

The Property Officer shall be an officer designated by the Chief of Police. The Property Officer shall be responsible for the property management function, which includes the official inventorying, custody, security, storage, record keeping and disposition of evidence and property.

A. Duties of the Property Officer include:

1. The management and security of the property room(s).
2. To ensure the safekeeping, accurate recording and proper disposition of evidence and all lost, abandoned, recovered and unclaimed property.
3. The maintenance of property control logs, reports, and files in a complete and efficient manner of all property/evidence and their status under the control of the Department.
4. To return, or caused to be returned property that may be released to its owner.
5. The disposal or destruction of property upon direction of the Chief of Police, criminal courts, or as prescribed by ordinance or statute.
6. The processing and routing of evidence for appropriate testing and analysis as required.
7. Any other duties related to the property control function as designated by the Chief of Police.

B. The Property Officer maintains the right to refuse to accept any property which is not properly marked, packaged or documented, and the right to refuse to release any property for which release has not been properly authorized.

C. Access to the property room is restricted to the Property Officer and other personnel authorized by the Chief of Police.

X. INSPECTIONS

A. On a semi-annual basis, the Property Officer' Supervisor shall conduct an inspection to determine agency compliance with Policy & Procedure pertaining to evidence and property management and control procedures.

B. An annual audit of the property room shall be conducted by a supervisor not directly associated with property room management. The annual audit should be a random sampling of property to satisfy the supervisor that policy and procedures are being followed; however, this audit should consist mainly of high risk items, e.g., money, drugs, jewelry, and firearms.

- C. Random, unannounced inspections of property storage areas will be conducted as directed by the Chief of Police but not less than one inspection annually.
- D. Whenever there is a change in personnel for the Property Officer position, the new Property Officer and a designee of the Chief of Police shall conduct an inventory audit. The audit should be sufficient to ensure the integrity of the system and the accountability of the property.
- E. For the purposes of this policy, inspection means, to examine the property/evidence function for the purpose of determining whether policies and procedures are being followed. An inspection can include tracing a few items of property/evidence to verify they are stored in the proper location.
An audit refers the selection of a random sample of items of property/evidence to determine whether they can be properly accounted for. This process enables the auditor to draw conclusions about the integrity of the entire inventory of property/evidence. An inventory means a complete listing or record of every item of property/evidence the agency has in its custody or every item within a particular category, such as high risk items.
- F. Written results of all inspections and audits are to be forwarded to the Chief of Police.
- G. The Property Officer shall make every effort to insure that property stored by this Department is packaged, labeled, and retained in a uniform manner and that any changes or improvements in the management of property and evidence control shall be communicated throughout this Department to all sworn and applicable civilian personnel.

Peter G. Hoell
Chief of Police

This Policy & Procedure cancels and supersedes any and all written directives relative to the subject matter contained herein.

Initial 05/17/2018

BUSINESS OF THE PUBLIC SAFETY COMMITTEE
GERMANTOWN, WI

MEETING DATE: June 4, 2018

AGENDA ITEM: New Business

ITEM TITLE: Purchase Replacement Desktop Computers and Monitors

SUBMITTED BY: Communications Supervisor Lynn Schmidt

SUMMARY EXPLANATION:

There is an approved budget amount of \$12,576.00 for the replacement of desktop computers that have been in use since 2011 and 2012. Some of these computers were unable to be updated to Windows 10 and all of them have outdated processors and run slow and are prone to locking up. I would like to replace them with small form factor work stations with solid hard drives to greatly increase processing speed while reducing the desk space they use. I would also like to purchase dual monitors and monitor stands. It is becoming more and more necessary for employees to see and access multiple programs and windows simultaneously. The computers being replaced: Chief, Captain, Administrative Secretary, Lieutenants (5), Report Writing (3), Crime Prevention, Detectives (2), and Clerk Typist.

ATTACHMENT: ORDINANCE_____ RESOLUTION_____ OTHER_X____

Attached please find copy of quotes.

RECOMMENDATION:

I recommend that we purchase all quoted items from Steve Storrs/Schultz-Bernstein at a cost of \$12,735.00. This includes all hardware, software, set up and installation. All prices are NASPO ValuePoint pricing. Steve is very familiar with the current and future needs of our department and has the security clearances to provide installation, configuration and support. Prices for the same hardware and software were received from:

Schultz-Bernstein	\$12,735.00
Hewlett Packard	\$18,645.00 – does not include installation.
CDW-G	\$19,090.95 – different computer model quoted and does not include installation.



Exchange/Application Server/Workstations

Price Schedule Prepared For

Germantown Police Department

April 30, 2018

SBA Price

WORKSTATION / REPORT WRITING

HP EliteDesk Workstation – Mini Form Factor	\$625.00
- Intel Core I5 6 th Gen Processor	
- 8GB SDRAM	
- 256GB Solid State Hard Drive	
- Integrated Gigabit Ethernet, Video, Audio	
- Keyboard, Mouse	
- Windows 10 Professional 64bit	
HP 24" Flat Panel LED Monitor	\$136.00
Dual Monitor Stand and DP to VGA Adapter for Original Mtr	\$64.00
HP Quick Release Mounting Bracket for PC	\$24.00
Total Hardware:Installed Price	\$849.00
TOTAL 15 WORKSTATIONS WITH DUAL MONITOR SETUPS	\$12,735.00

Prices do not include State sales tax, shipping or insurance charges.

Prices subject to change without notice.



Public Sector Sales

May 17, 2018

GERMAN TOWN POLICE DEPARTMENT
N112 W16877 MEQUON ROAD
GERMANTOWN WI 53022

RE : HP Public Sector Quote - 12215200

Dear Marilyn Feltenberger,

Thank you for your recent interest in HP Public Sector Sales. Award-winning HP products are designed to deliver high-performance technology, powerful networking and legendary HP quality - all at a value that your budget demands. From Notebook PCs to Printers, HP provides a single resource for complete solutions that meet all your computing needs. You can rely on HP for the performance, uptime, and efficiency you need to keep your agency running smoothly and hassle-free. Every HP product is designed and tested to provide industry-standard compatibility and investment protection. And, with special maintenance services, easy ordering and flexible financing, HP makes buying the right solution for your organization easier and more convenient than ever.

Attached is the price quotation you requested. When submitting a purchase order directly to HP, please be certain to include the requested information on the Ordering Information page attached to this quotation. Including the necessary information will ensure the accurate and timely processing of your order through HP Public Sector.

you may [click here to view this quote and place an order online](#) or fax in your purchase order at 800-825-2329.

-Please reference this contract: WI - STATE OF WISCONSIN (NASPO VP PC) Contract (505ENTO16NASPOCOMPUT04) terms and conditions.

-The terms and conditions of the WI - STATE OF WISCONSIN (NASPO VP PC) Contract (505ENTO16NASPOCOMPUT04) will apply to any order placed as a result of this inquiry; no other terms or conditions shall apply.

- Third party items that may be included in this quote are covered under the terms of the manufacturer warranty, not the HP Inc. warranty.

- This quotation may contain open market products which are sold in accordance with HP's Standard Terms and Conditions.

If you should have questions regarding this quotation or need any other assistance, please contact your Public Sector sales representative.

Sincerely,

Ashlee Carrasco

Inside Sales Representative



Public Sector Sales

Ordering Information

It's never been easier to place your direct orders with HP. Now you can have fast, accurate service with special options designed to personalize, process and expedite your shipments with higher levels of accuracy. Ordering HP products is as simple as picking up the phone, using the fax machine, or logging onto the HP Public Sector website at http://welcome.hp.com/country/us/eng/solutions/pub_sector.html

Online ordering

With the HP Online Store, you can create quotes with real-time pricing; place an order using a credit card or purchase order, keep up-to-date on the latest product promotions and pricing available on your contract, inquire about order status and view product/price information - all from your desktop PC.

[Click here to view this quote and place an order online.](#)

Faxing Option

Faxing your order is convenient, too. Simply fill out your request on the customer purchase order and send to 1-800-825-2329. Your order will be promptly handled, and you can call a Customer Service Representative to confirm your order.

Personalized Telesales

To provide more personal service to you, our telephone sales and order administration representatives are assigned by territory. This means you can reach a dedicated government, education, or medical sales team every time you call - giving you added value by letting you grow personal relationships with representatives who know your product as well as your special terms and delivery requirements. To request a quote, check product availability, and other related questions, call your Telesales Representative.

Order Accuracy

To ensure the accurate and timely processing of your order, please verify that your purchase order includes the following information:

- o Bill-to address,
- o Ship-to address,
- o Purchase order number,
- o Part number, description, and price,
- o Contract # and name
- o Reseller of choice
- o Contact name, phone number, and email address,
- o Special delivery requirements
- o Requested delivery date
- o Signature of authorized purchaser
- o Please note that HP Inc. must be listed as the vendor.
- o Sample/Editable PDF Purchase Order forms are available at these links -
 - o Standard PO (STL / K12 / Hi Ed / Fed) - http://gem.compaq.com/gemstore/sites/downloads/STL_PO_Template.pdf
 - o Federal Form 1449 - http://gem.compaq.com/gemstore/sites/downloads/FED_PO_Template_Form_1449.pdf

Tax-Exempt Certificate Requirements

All tax-exempt accounts should have a tax-exempt certificate on file with HP to avoid having sales tax added to their invoice. This certificate needs to be provided only once. If you are ordering for the first time, please include with your order or account application.

HP Credit

HP's financing programs can help your agency purchase or lease HP solutions. To inquire more about a customized financial solution proposal call your Telesales Representative.

Order Tracking and Status

All orders are entered within 24 hours of receipt and are scheduled to ship on a first in first out basis. Orders are shipped within seven days of receipt provided all items are in stock and all necessary information has been properly included on your purchase order. (Remember that ship complete orders can be delayed if a particular item is not currently in stock.) To inquire about the status of your order, you may either call your corresponding Customer Service Representative or [check your order status online](#)

Returned Merchandise

A return material authorization number (RMA) is required for all returns to be processed. Returns may be requested within 30 days of shipment. Please call your Public Sector Customer Service Representative in order to have an RMA assigned. Please have a copy of the packing slip available when you call.

Customer Relationship and Sales For Public Sector Sales

Fax: 800-825-2329

K-12 Education: 800-888-3224

Higher Ed: 877-480-4433

State & Local: 888-202-4682

**PRICE QUOTATION****Quote Number: 12215200**

Quote Date : May 17, 2018

Revised Date : May 17, 2018

Expires: June 16, 2018

Provided by: Ashlee Carrasco

Marilyn Feltenberger

GERMAN TOWN POLICE DEPARTMENT

Big Deal Number: **41330981**

Contract: WI - STATE OF WISCONSIN (NASPO VP PC) (505ENTO16NASPOCOMPUT04)

Product availability and product discontinuation is subject to change without notice. The prices in this quotation are valid for 30 days from quote date above. Please include the quote number and contract from this quote on the corresponding purchase order. HP INC. PROPRIETARY INFORMATION FOR CUSTOMER USE ONLY. DO NOT SHARE.

Item	Part No.	Description	Qty.	Unit Price	Extended
------	----------	-------------	------	------------	----------

Group:

1.	1FY84UT#ABA	HP EliteDesk 800 G3 1FY84UT#ABA Product - HP EliteDesk 800 G3 Operating system - Windows 10 PRO 64-bit Energy Efficiency - ENERGY STAR qualified Manageability features - Intel® vPro™ Technology Chipset - Intel® Q270 Chipset Graphics - Intel HD 630 Graphics Processor - Intel Core i5-7500T 2.7G 6M 2400 4C - 7th Generation Memory - 8GB (1x8GB) DDR4-2400 SODIMM 1st hard drive - SSD Turbo Drive G2 256GB NVMe TLC Port types - 3 DisplayPorts Integrated Network - Intel® i219LM Gigabit Network Connection Keyboard - USB Slim Keyboard Mouse - HP USB Mouse Security hardware - TPM 2.0 Security Software - HP Sure Start G3, HP Client Security, Microsoft Defender Additional software - HP Noise Cancellation Software, Workwise, Velocity, HP Support Assistant, Cyberlink Power Media Player System recovery solutions - On HDD and HP OS Download site Power supply - Y High Efficiency External Power Supply 65w Warranty - 3/3/3 Warranty TPR : promotion pricing ends on 7/31/2018	15	\$740.00	\$11,100.00
2.	1FH47AA#ABA	HP E243 23.8" Display 1FH47AA#ABA Monitors - HP E243 23.8" Display Contrast ratio - 1000:1 Contrast Ratio Brightness (typical) - 300 cd/m² Input Signal - (1) DisplayPort™ 1.2, (1) HDMI 1.4, (1) VGA, HDMI and DisplayPort™ Horizontal/Vertical viewing angle (typical) - Up to 178° horizontal/178° vertical (10:1 minimum contrast ratio) Max Power Rating - 38 W	30	\$172.00	\$5,160.00

Note: For detailed warranty information, please link to "URL" for more information www.hp.com/go/specificwarrantyinfo.

Sales taxes added where applicable. Freight is FOB Destination.

**PRICE QUOTATION**

Page 2 of 3

Quote Number: 12215200

Quote Date : May 17, 2018

Revised Date : May 17, 2018

Expires: June 16, 2018

Provided by: Ashlee Carrasco

Marilyn Feltenberger

GERMAN TOWN POLICE DEPARTMENT

Big Deal Number: **41330981**

Contract: WI - STATE OF WISCONSIN (NASPO VP PC) (505ENTO16NASPOCOMPUT04)

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Item	Part No.	Description	Qty.	Unit Price	Extended
		Native resolution - 1920 x 1080 @ 60 Hz Response rate (typical, rise and fall) - 5 ms gray to gray Anti-Glare and Anti-Static - YES Energy Efficiency - ENERGY STAR® qualified Warranty - Protected by HP, including a 3 year standard limited warranty. Optional Care Pack Services are extended service contracts which go beyond your standard warranties.			
3.	EM870AA	HP Quick Release Bracket	15	\$21.00	\$315.00
4.	AW664AA#ABA	HP Adjustable Dual Display Stand	15	\$120.00	\$1,800.00
5.	AS615AA	HP DisplayPort To VGA Adapter	15	\$18.00	\$270.00
SUB TOTAL :					\$18,645.00

TOTAL PRICE : \$18,645.00

To ensure the accurate and timely processing of your order, please include quote # 12215200 on your Purchase Order.

GET MORE FOR YOUR MONEY

Make the most of your budget and protect against technology obsolescence. Lease these HP products with a purchase price of \$18,645.00 for 36 months for as little as \$598.50 per month. At the end of the lease, send the equipment back to HP Financial Services and upgrade to new technology or purchase the equipment at its fair market value.*

GET MORE WITH HP FINANCIAL SERVICES

For more information, call Hewlett-Packard Financial Services Company at 1-888-277-5942 and talk to a financial services representative who specializes in supporting government and education entities.

Note: For detailed warranty information, please link to "URL" for more information www.hp.com/go/specificwarrantyinfo.

Sales taxes added where applicable. Freight is FOB Destination.



PRICE QUOTATION

Page 3 of 3

Quote Number: 12215200

Quote Date : May 17, 2018

Revised Date : May 17, 2018

Expires: June 16, 2018

Provided by: Ashlee Carrasco

Marilyn Feltenberger

GERMAN TOWN POLICE DEPARTMENT

Big Deal Number: 41330981

Contract: WI - STATE OF WISCONSIN (NASPO VP PC) (505ENTO16NASPOCOMPUT04)

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Item	Part No.	Description	Qty.	Unit Price	Extended
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* The monthly payment amount is for a lease commencing on or before 6/16/2018 with a term of 36 months and a fair market value purchase option at the end of the lease term. This and other leasing and financing options are available through Hewlett-Packard Financial Service Company (HPFSC) or one of its affiliates to qualified education and state and local customers in the U.S. and subject to credit approval and execution of standard HPFSC documentation. Fees and other restrictions may apply. This is not a commitment to lease. Rates and payments are subject to change at any time without notice. Leasing and financing options for Federal governmental agencies (subject to a \$50,000 minimum) are available from Hewlett-Packard Company.

Comments:

Note: For detailed warranty information, please link to "URL" for more information www.hp.com/go/specificwarrantyinfo.

Sales taxes added where applicable. Freight is FOB Destination.

QUOTE CONFIRMATION



DEAR LYNN SCHMIDT,

Thank you for considering CDW•G for your computing needs. The details of your quote are below. [Click here](#) to convert your quote to an order.

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
JTBN972	5/2/2018	JTBN972	6674051	\$19,090.95

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
HP ProDesk 400 G3 - mini desktop - Core i5 6500T 2.5 GHz - 8 GB - 256 GB Mfg. Part#: 1NZ22UT#ABA UNSPSC: 43211508 Contract: National IPA Technology Solutions (2018011)	15	4550959	\$745.63	\$11,184.45
HP EliteDisplay E243i - LED monitor - 24" Mfg. Part#: 1FH49A8#ABA UNSPSC: 43211902 Contract: National IPA Technology Solutions (2018011)	30	4753234	\$235.30	\$7,059.00
HP B300 - mounting kit Mfg. Part#: 2DW53AT UNSPSC: 31162313 Contract: Wisconsin Counties Association	30	4784304	\$28.25	\$847.50

PURCHASER BILLING INFO	SUBTOTAL	\$19,090.95
Billing Address: GERMANTOWN POLICE DEPT. ACCTS. PAYABLE PO BOX 96 N 112 W 16877 MEQUON RD. GERMANTOWN, WI 53022-0096 Phone: (262) 253-7780 Payment Terms: Net 30 Days-Govt State/Local	SHIPPING	\$0.00
	GRAND TOTAL	\$19,090.95
	Please remit payments to: CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515	
DELIVER TO		
Shipping Address: GERMANTOWN POLICE DEPT. LYNN SCHMIDT PO BOX 96 N 112 W 16877 MEQUON RD. GERMANTOWN, WI 53022-0096 Phone: (262) 253-7780 Shipping Method: CEVA Deferred, 3-5 Days		

Need Assistance? CDW•G SALES CONTACT INFORMATION



Stefan Parafink

(866) 537-4661

stefpar@cdwg.com

This quote is subject to CDW's Terms and Conditions of Sales and Service Projects at <http://www.cdwg.com/content/terms-conditions/product-sales.aspx>
For more information, contact a CDW account manager

**BUSINESS OF THE PUBLIC SAFETY COMMITTEE
GERMANTOWN, WI**

MEETING DATE: June 4, 2018

AGENDA ITEM: New Business

ITEM TITLE: Purchase Replacement Exchange and File Servers

SUBMITTED BY: Communications Supervisor Lynn Schmidt

SUMMARY EXPLANATION:

There is an approved budget amount of \$47,000.00 for the replacement of the police department exchange server, domain controller and file server that have been in place since 2011. I am proposing the purchase of a completely redundant system including rack mounted servers and an external modular SMART array system. The servers will be configured using Microsoft Hyper – V licensing and management consoles to allow for future expansion and future storage needs.

ATTACHMENT: ORDINANCE____ RESOLUTION____ OTHER_X____

Attached please find copy of quote.

RECOMMENDATION:

I recommend that we purchase all quoted items from Steve Storrs at a cost of \$46,265.00. This includes all hardware, software, set up and installation. All prices are NASPO ValuePoint pricing. Steve is very familiar with the current and future needs of our department and has the security clearances to provide installation, configuration and support. Prices for the same hardware and software were received from:

Schultz-Bernstein	\$39,365.00 plus \$6,900.00 installation – all inclusive.
CDW-G	\$37,937.56 – does not include licensing, software, configuration or installation.
Newegg Business	\$39,772.36 – does not include configuration or installation.
Hewlett Packard	\$ 53,768.96 – does not include configuration or installation.



Exchange/Application Server/Workstations

Price Schedule Prepared For

Germantown Police Department

April 30, 2018

System Configuration

SBA Price

HP Proliant DL380G10 Rack Mount Server	\$3,480.00
- Intel Silver 4114 2.2GHz 10 Core Processor - Dual Processor Capable - (3) PCIe Expansion Slots - Embedded 4-Port 1GbE Network Adapter - 16GB RDIMM Memory (1x16 RDIMM 2R 2666) - HP Smart Array P408i-a/2GB SAS RAID Controller FBWC - Up to 24 SFF Hot-Swap SAS Hard Drive Bays - 2U High Rack Mount Design - Dual 800Watt High-Efficiency Hot-Swap Power Supply - Redundant Cooling Fans (6, N+1) - 3-Year On-Site Warranty	
Second Intel Silver 4114 2.2GHz 10 Core Processor	\$980.00
Dual 300GB Hot-Swap SAS 15,000rpm Disk Drives	\$720.00
- 300GB RAID-1 for Operating System (\$360/each)	
128GB(4x32)R PC4-2666 Smart Memory (Total of 144GB)	\$2,276.00
Windows Server 2016 Standard Server License	\$2,960.00
- 64bit Server License - Quantity 4 (Host,Exchange,DomainController,FServer)	
Microsoft Hyper-V Server 2016	\$0.00
- Virtual Server License / Management console	
Microsoft Exchange Server 2016 Standard	\$1,948.00
- Includes Client Access Licenses	
HP iLO Advanced Pack – Single Server License	\$285.00
HP 3-Year 24x7 6-Hour Commit-To-Repair Warranty Upgrade	\$985.00
BASE SERVER HARDWARE / CONTRACT PRICING	\$13,634.00
2nd SERVER : REDUNDANT : NO CLIENT ACCESS LIC.	\$11,686.00
<u>TOTAL 2 SERVERS FOR REDUNDANT CONFIRUATION</u>	<u>\$25,320.00</u>

Prices do not include State sales tax, shipping or insurance charges.

Prices subject to change without notice.

**EXTERNAL MODULAR SMART ARRAY SYSTEM
(REDUNANT IF PURCHASE 2 SERVERS ABOVE)**

HPE MSA 1040 2U External Cabinet \$6,290.00

- 24 SFF Drive Bays for SAS Drives
- (2) MSA 1040 Fiber Channel MSA Controllers w/SFP
- 8GB Fiber Channel (2) Ports per Controller
- 2U High Rack Cabinet

Ten 600GB Hot-Swap SAS 10,000rpm Disk Drives \$4,490.00

- 1.8TB RAID-10 for Database Storage

HP 16GB 2-Port PCIe Fiber Channel Host Bus Adapter \$2,980.00

- Quantity 2 (1 for Each Server) (\$1,490/each)

Fiber Channel Cabling \$285.00

Total:Smart Array System \$14,045.00

INSTALLATION

Install New Server/Array/Exchange/Virtual Servers/Integrate PC's \$6,900.00

- Estimated Time: 7 Days

TOTAL 2 SERVERS/SMART ARRAY/FIBER/INSTALL \$46,265.00

QUOTE CONFIRMATION



DEAR LYNN SCHMIDT,

Thank you for considering CDW•G for your computing needs. The details of your quote are below. [Click here](#) to convert your quote to an order.

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
JSZV101	5/2/2018	JSZV101	6674051	\$27,672.74

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
HPE ProLiant DL380 Gen10 - rack-mountable - Xeon Silver 4114 2.2 GHz - 16 G Mfg. Part#: 875766-S01 UNSPSC: 43211501 Contract: NJPA 100614#CDW Technology Catalog/NSA (100614#CDW)	2	4708406	\$3,401.97	\$6,803.94
Intel Xeon Silver 4114 / 2.2 GHz processor Mfg. Part#: 826850-B21 UNSPSC: 43201503 Contract: NJPA 100614#CDW Technology Catalog/NSA (100614#CDW)	2	4739617	\$823.85	\$1,647.70
HPE SmartMemory - DDR4 - 16 GB - DIMM 288-pin Mfg. Part#: 835955-B21 UNSPSC: 32101602 Contract: NJPA 100614#CDW Technology Catalog/NSA (100614#CDW)	14	4708375	\$439.19	\$6,148.66
HPE Integrated Lights-Out Advanced - license + 3 Years 24x7 Support - 1 ser Mfg. Part#: BD505A UNSPSC: 43232804 Contract: NJPA 100614#CDW Technology Catalog/NSA (100614#CDW)	2	3626789	\$323.50	\$647.00
HPE Enterprise - hard drive - 300 GB - SAS 12Gb/s Mfg. Part#: 870753-B21 UNSPSC: 43201803 Contract: NJPA 100614#CDW Technology Catalog/NSA (100614#CDW)	4	4503467	\$392.92	\$1,571.68
HPE StoreFabric SN1100Q 16Gb Dual Port - host bus adapter Mfg. Part#: P9D94A UNSPSC: 43201404 Contract: NJPA 100614#CDW Technology Catalog/NSA (100614#CDW)	2	4082527	\$1,398.92	\$2,797.84
HPE Foundation Care Call-To-Repair Service - extended service agreement - 3 Mfg. Part#: H8QQ6E UNSPSC: 81111812 Electronic distribution - NO MEDIA Contract: NJPA 100614#CDW Technology Catalog/NSA (100614#CDW)	2	4789157	\$4,027.96	\$8,055.92

PURCHASER BILLING INFO	SUBTOTAL	\$27,672.74
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Billing Address: GERMANTOWN POLICE DEPT. ACCTS. PAYABLE PO BOX 96 N 112 W 16877 MEQUON RD. GERMANTOWN, WI 53022-0096 Phone: (262) 253-7780 Payment Terms: Net 30 Days-Govt State/Local	SHIPPING	\$0.00
	GRAND TOTAL	\$27,672.74
DELIVER TO	Please remit payments to: CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515	
Shipping Address: GERMANTOWN POLICE DEPT. LYNN SCHMIDT N 112 W 16877 MEQUON RD. GERMANTOWN, WI 53022-0096 Phone: (262) 253-7780 Shipping Method: FEDEX Ground		

Need Assistance? CDW•G SALES CONTACT INFORMATION



Stefan Parafink

(866) 537-4661

stefpar@cdwg.com

This quote is subject to CDW's Terms and Conditions of Sales and Service Projects at <http://www.cdwg.com/content/terms-conditions/product-sales.aspx>
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QUOTE CONFIRMATION



DEAR LYNN SCHMIDT,

Thank you for considering CDW•G for your computing needs. The details of your quote are below. [Click here](#) to convert your quote to an order.

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
JSZV503	5/2/2018	JSZV503	6674051	\$10,264.82

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
HPE Modular Smart Array 1050 Dual Controller SFF Storage - hard drive array Mfg. Part#: Q2R19A UNSPSC: 43201802 Contract: NJPA 100614#CDW Technology Catalog/NSA (100614#CDW)	1	4840897	\$5,296.70	\$5,296.70
HPE Dual Port Enterprise - hard drive - 600 GB - SAS 12Gb/s Mfg. Part#: J9F46A UNSPSC: 43201803 Contract: NJPA 100614#CDW Technology Catalog/NSA (100614#CDW)	10	3760864	\$299.48	\$2,994.80
HPE PremierFlex - network cable - 6.6 ft Mfg. Part#: QK733A UNSPSC: 26121609 Contract: NJPA 100614#CDW Technology Catalog/NSA (100614#CDW)	4	2771792	\$72.03	\$288.12
HPE Foundation Care 24x7 Service - extended service agreement - 3 years - o Mfg. Part#: HT4C7E UNSPSC: 81111812 Electronic distribution - NO MEDIA Contract: NJPA 100614#CDW Technology Catalog/NSA (100614#CDW)	1	4823290	\$1,685.20	\$1,685.20

PURCHASER BILLING INFO		SUBTOTAL		\$10,264.82
Billing Address: GERMANTOWN POLICE DEPT. ACCTS. PAYABLE PO BOX 96 N 112 W 16877 MEQUON RD. GERMANTOWN, WI 53022-0096 Phone: (262) 253-7780 Payment Terms: Net 30 Days-Govt State/Local		SHIPPING		\$0.00
		GRAND TOTAL		\$10,264.82
		Please remit payments to: CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515		
DELIVER TO				
Shipping Address: GERMANTOWN POLICE DEPT. LYNN SCHMIDT N 112 W 16877 MEQUON RD. GERMANTOWN, WI 53022-0096 Phone: (262) 253-7780 Shipping Method: FEDEX Ground				



Stefan Parafink

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(866) 537-4661

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stefpar@cdwg.com

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<http://www.cdwg.com/content/terms-conditions/product-sales.aspx>
For more information, contact a CDW account manager

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Dear Ischmidt@germantownpolice.org,

was shopping on NeweggBusiness and wanted to share the item(s) in his/her cart with you.
You can view the entire contents below.

GTPD2018 Array

Cart Item List:

Qty.	Product Description	Savings	Total Price
2	<u>HEWLETT-PACKARD P9D94A SN1100Q</u> <u>16GB 2P FC HBA</u> Item #:9B14U-001H-001D0 Return Policy: Standard Return Policy	-\$2,884.20 Instant	\$5,598.00 \$2,713.80
40	<u>Microsoft Exchange Standard CAL 2016 English</u> <u>Local Government OLP 1 License No Level Usr</u> <u>CAL</u> Item #:9B-32-588-714 Return Policy: Consumable Product Return Policy		\$2,639.60
2	<u>Microsoft Exchange Server Standard 2016</u> <u>English Local Government OLP 1 License No</u> <u>Level</u> Item #:9B-32-588-716 Return Policy: Consumable Product Return Policy		\$1,055.98
8	<u>Microsoft Windows Server 2016 Standard -</u> <u>License - 16 cores - local - OLP: Government -</u> <u>English</u> Item #:9B-32-011-375 Return Policy: Consumable Product Return Policy		\$5,247.92
1	<u>HP Foundation Care 24x7 Service - Extended</u> <u>service agreement - parts and labor - 3 years - on-</u> <u>site - 24x7 - response time: 4 h - for ProLiant</u> <u>DL360 Gen10</u> Item #:9B-32-254-121 Return Policy: Consumable Product Return Policy		\$1,811.00

2	<u>HP 875766-S01 Proliant DL380 Gen10 - Server - Rack-Mountable - 2U - 2-Way - 1 X Xeon Silver 4114 / 2.2 Ghz - Ram 16 Gb - Sata/Sas - Hot-Swap 2.5 Inch - No Hdd - Gige - Monitor: None - Hpe Smart Buy</u> Item #:9SIV15X77T3392 Sold by DigitalShopper		\$6,939.22
2	<u>HP C8R23B MSA 8Gb Short Wave Fibre Channel SFP+ 4-Pack Transceiver</u> Item #:9SIV1DS7B39629 Sold by NothingButSavings		\$865.48
4	<u>Hewlett-Packard 627114-002#1 300GB SAS 6GB/S 15K RPM SFF SC</u> Item #:9SIV04Z74N0413 Sold by IPC Store	-\$366.92 Instant	\$2,180.00 \$1,813.08
10	<u>Hewlett-Packard HEW#J9F46A MSA 600GB 12G SAS 10K 2.5" ENT</u> Item #:9SIV04Z6XP8695 Sold by IPC Store	-\$2,929.00 Instant	\$6,190.00 \$3,261.00
1	<u>Hp 5m Multi-mode Om3 Lc/Lc Fc Cable - AJ836A</u> Item #:9SIV04Z74M9955 Sold by IPC Store		\$103.89
3	<u>HP OM3 Fiber Channel Cable AJ836A</u> Item #:9SIV04Z6XM8425 Sold by IPC Store		\$297.81
1	<u>HP E7W02A MSA 1040 2-port 1G iSCSI Dual Controller SFF Storage</u> Item #:9SIV19A6PV0949 Sold by Prince Technology LLC		\$4,850.00
2	<u>HP 860657-B21 Intel Xeon Silver 4114 - 2.2 Ghz - 10-Core - 20 Threads - 13.75 Mb Cache - Lga3647 Socket - For Proliant DL360 Gen10</u> Item #:9SIV00967V6600 Sold by Antonline.com	-\$493.32 Instant	\$2,338.00 \$1,844.68
8	<u>Accessories - Printers/Scanners/Faxes</u> Item #:9SIV0091KZ0777 Sold by Antonline.com	-\$2,415.20 Instant	\$8,392.00 \$5,976.80

2	HP 512485-B21 iLO Advanced 1 Server License with 1yr 24x7 Tech Support and Updates Item #:9SIV0381ZG7822 Sold by Tuksy.com -\$445.90 Instant \$798.00 \$352.10
Grand Total: \$39,772.36	

If you have any questions or need further assistance, please visit our [Help page](#).

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Your NeweggBusiness Customer Service Team

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Newegg Business, Inc., 17708 Rowland St., City of Industry, CA 91748

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Hewlett Packard
Enterprise

Quote summary

NQ00142812-01

In reply to your request:

Date: May 22, 2018
Quote #: NQ00142812-01
Quote Segment: SLED
Terms: NT30 AFTER INVOICE DATE
Contract ID: 505ENT-O16-NASPOCOMPUT-03

Expires On: August 20, 2018
RFQ #:
HPE Sales Contact: James Lehr
HPE Sales Contact Phone: +1 972 6944194
HPE Sales Contact Fax:
HPE Sales Contact Email: james.ryan.lehr@hpe.com

Solution Overview

Solution	Net Price
Hardware	10,744.00
Software	0.00
Support	4,355.52
Installation	0.00
Other	0.00
Sub-total	USD 15,099.52
Freight Estimated Freight	0.00
Ship Via Total weight	42.190
Grand Total:	USD 15,099.52

Submit Purchase Order To:

Email: US-SLED-ORDERS@hpe.com

HPE Purchasing contact

Contact Name:
Phone:
Fax Number:
Email:
Address:

Customer details

Sold To Address: Village of Germantown
 N112W17001 MEQUON RD
 GERMANTOWN, Wisconsin, 53022
 US

Ship To Address: Village of Germantown
 N112W17001 MEQUON RD
 GERMANTOWN, Wisconsin, 53022
 US

Legal Quotation:

Hewlett Packard Enterprise Proprietary for Customer Use Only - Do Not Share.

Quote details

The following structured solution is offered for sale with a defined configuration menu and solution adjustment. Changing the configuration may affect the offer.

No.	Qty	Product	Description	Ext Net Price	EDT
	1	5112086071-01	1050-210518-1244	15,099.52	
0100	1	Q2R19A	HPE MSA 1050 8Gb FC DC SFF Storage	6,000.00	17 days
0101	10	J9F46A	HPE MSA 600GB 12G SAS 10K 2.5in ENT HDD	4,456.00	17 days
0200	1	H1K94A3	HPE 3Y Proactive Care CTR Service	0.00	Support product
	1	H1K94A3#RCA	HPE MSA 1050 Storage Support	4,355.52	Support product
0300	4	QK733A	HPE Premier Flex LC/LC OM4 2f 2m Cbl	288.00	17 days
Sub-Total:				USD 15,099.52	
Freight	Estimated Freight	Ship Via	Total weight	42.190(kg)	0.00
Grand Total:				USD 15,099.52	

Terms & Conditions

Unless the customer has another valid agreement with Hewlett Packard Enterprise, this quotation is governed by Hewlett Packard Enterprise Customer Terms-Portfolio. A copy of these terms can be found on-line at <http://www8.hp.com/us/en/hpe/hp-information/end-user-agreement/terms.html> or a copy can be requested from your Customer Service Representative.

Quote contains special discounts. Unless the customer has another valid agreement with Hewlett Packard Enterprise, this quotation is governed by Hewlett Packard Enterprise Customer Terms - Portfolio. A copy of these terms can be found on-line at <http://www8.hp.com/us/en/hpe/hp-information/end-user-agreement/terms.html>.

For inquiries regarding this quote please contact your HPE sales rep

Upon issuing a Purchase Order to Hewlett Packard Enterprise please include the following:• Hewlett Packard Enterprise listed as the Vendor• Bill to and ship to addresses• PO number and valid Hewlett Packard Enterprise quote number• Hewlett Packard Enterprise Contract ID as referenced in your quote from HPE if applicable• Contact name, phone number and e-Mail address• For electronic software include the end user e-Mail Address• Requested delivery date per SLA requirements and any special delivery requirements• Tax status • If support is ordered provide the end user's name and phone number. For upgrades include the serial number or the support identifier for contract entitlement.

*Prices are exclusive of use, sales value added and other taxes. Should the item or items being quoted herein be exempt from sales tax please include the appropriate valid tax exemption certificate referencing Hewlett Packard Enterprise as the vendor.

*If quoted herein, Remarketed Products are fully remanufactured and carry new product warranty. Purchase is subject to inventory availability at receipt of order. Inventory may not be reserved. Hewlett Packard Enterprise reserves the right to substitute new components if appropriate, or to cancel orders by notifying the customer if necessary components are unavailable. *If quoted herein, Hewlett Packard Enterprise Promotions must be ordered as quoted, no substitutions will be allowed. POs must be received on or prior to the expiration date of the quote or special promotion whichever comes first.

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The terms and conditions of the WSCA/NASPO as set forth in your Contract ID as referenced in your quote from HPE applies to any order placed as a result of this inquiry. No other terms and conditions shall apply. Please reference this contract when placing an order.





Hewlett Packard
Enterprise

Quote summary

NQ00142811-01

In reply to your request:

Date: May 22, 2018
Quote #: NQ00142811-01
Quote Segment:
Terms: NT30 AFTER INVOICE DATE
Contract ID: 505ENT-O16-NASPOCOMPUT-03

Expires On: August 20, 2018
RFQ #:
HPE Sales Contact: James Lehr
HPE Sales Contact Phone: +1 972 6944194
HPE Sales Contact Fax:
HPE Sales Contact Email: james.ryan.lehr@hpe.com

Solution Overview

Solution	Net Price
Hardware	23,494.22
Software	2,538.74
Support	12,336.48
Installation	0.00
Other	0.00
Sub-total	USD 38,369.44
Freight Estimated Freight	0.00
Ship Via Total weight	58.070
Grand Total:	USD 38,369.44

Submit Purchase Order To:

Email: US-SLED-ORDERS@hpe.com

HPE Purchasing contact

Contact Name:
Phone:
Fax Number:
Email:
Address:

Customer details

Sold To Address: Village of Germantown
 N112W17001 MEQUON RD
 GERMANTOWN, Wisconsin, 53022
 US

Ship To Address: Village of Germantown
 N112W17001 MEQUON RD
 GERMANTOWN, Wisconsin, 53022
 US

Legal Quotation:

Hewlett Packard Enterprise Proprietary for Customer Use Only - Do Not Share.

Quote details

The following structured solution is offered for sale with a defined configuration menu and solution adjustment. Changing the configuration may affect the offer.

No.	Qty	Product	Description	Ext Net Price	EDT
	1	5112085443-01	DL380-210518-1042	38,369.44	
0100	2	868704-B21	HPE DL380 Gen10 24SFF CTO Server	4,028.14	14 days
	2	868704-B21#ABA	U.S. - English localization	0.00	12 days
0101	2	826850-L21	HPE DL380 Gen10 4114 Xeon-S FIO Kit	1,706.74	17 days
0102	2	826850-B21	HPE DL380 Gen10 4114 Xeon-S Kit	1,706.74	16 days
0103	8	815100-B21	HPE 32GB 2Rx4 PC4-2666V-R Smart Kit	7,183.20	14 days
0104	4	870753-B21	HPE 300GB SAS 15K SFF SC DS HDD	1,690.68	14 days
0105	2	870549-B21	HPE DL38X Gen10 12Gb SAS Expander	1,020.54	14 days
0106	2	P9D94A	HPE SN1100Q 16Gb 2p FC HBA	3,886.40	17 days
0107	2	P01366-B21	HPE 96W Smart Storage Battery 145mm Cbl	144.54	14 days
0108	2	804331-B21	HPE Smart Array P408i-a SR Gen10 Ctrlr	874.54	14 days
0109	2	339778-B21	HP Raid 1 Drive 1 FIO Setting	0.02	17 days
0110	4	865414-B21	HPE 800W FS Plat Ht Plg LH Pwr Sply Kit	1,106.68	14 days
0111	2	871147-B21	MS WS16 (16-Core) Std FIO Npi en SW	1,444.00	14 days
0112	2	871158-DN1	MS WS16 (4-Core) Std Add Lic AMS SW	410.00	14 days
0113	2	BD505A	HPE iLO Adv 1-svr Lic 3yr Support	684.74	14 days
0114	2	733660-B21	HPE 2U SFF Easy Install Rail Kit	146.00	17 days
0200	1	H1K94A3	HPE 3Y Proactive Care CTR Service	0.00	Support product
	2	H1K94A3#Y9J	HPE MS WS2016 16-Core Standard Support	2,018.64	Support product
	2	H1K94A3#R2M	HPE iLO Advanced Non Blade - 3yr Support	40.56	Support product
	2	H1K94A3#WAH	HPE DL38x Gen10 Support	9,690.72	Support product

Quote details

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No.	Qty	Product	Description	Ext Net Price	EDT
	2	H1K94A3#Y9K	HPE MS WS2016 4-Core Standard Support	586.56	Support product
Sub-Total:				USD 38,369.44	
Freight	Estimated Freight		Ship Via	Total weight 58.070(kg)	0.00
Grand Total:				USD 38,369.44	

Terms & Conditions

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VILLAGE OF GERMANTOWN
N112 W17001 Mequon Road, P.O. Box 337
Germantown, WI 53022-0337
PHONE: (262) 250-4740 FAX: (262) 253-8255

OUTSIDE PREMISES EXTENSION
APPLICATION FOR AMENDMENT OF "CLASS B"
FERMENTED MALT BEVERAGE & INTOXICATING LIQUOR LICENSE
Processing Fee: \$25.00

See Policy & Procedure

Name of Licensed Premises: BSE Wisconsin LLC dba BIG SKY COUNTRY

Address: W204 NH498 GOLDENDALE ROAD

City/State/Zip Code: GERMANTOWN, WI 53022

Current Liquor License Number: 17-3

Person in Charge of Event: ERIC SCHROEDER

Phone Number: 414-331-9191

E-Mail Address: ericschroeder@wi.rr.com

Purpose for requesting the outside extension:

Provide overflow Food/BEVERAGE SERVICE FOR ATTENDEES OF
CHARITY EVENT FOR GUARDIANS OF THE CHILDREN.

Dates of Event: July 21st, 2018

Time of Event (Municipal Code regulations are limited to 10:00 p.m.): 9am - 9pm

Describe area of outside extension (INCLUDE A DETAILED DRAWING OF THE AREA with dimensions):

USE PARKING LOT Extending From Door to Door (100ft) and
Extending from building to lot line (38ft.)

PLEASE NOTE: Additional permits or approvals may be required by other Village Departments (sign permits, temporary use permits, electrical permits, etc.). You are responsible for obtaining those permits prior to your event. Contact the Community Development Department at 262-250-4735 for further information.

I hereby certify that the answers on this application are complete, true and correct to the best of my knowledge and belief. I agree in the consideration of the granting of this license to comply with the laws of the State of Wisconsin and with all the provisions of the Municipal Code of Ordinances of the Village of Germantown and have read all legal and policy requirements provided to me with this application.

Signature of Owner

MAY 23, 2018
Date

VILLAGE OF GERMANTOWN ADMINISTRATIVE USE ONLY:

Date Clerk's Department mailed out 300' notices (Attach list of property owners that notices were sent to.): 5-24-18

Police Chief Date Notified: 5-23-18
Approved or Denied (Circle One)
Date: 5-30-18

Fire Chief Date Notified: 5-23-18
Approved or Denied (Circle One)
Date:

Public Safety Meeting Date: 6-4-18
Approved or Denied (Circle One)

Village Board Meeting Date: 6-4-18
Approved or Denied (Circle One)

License Number

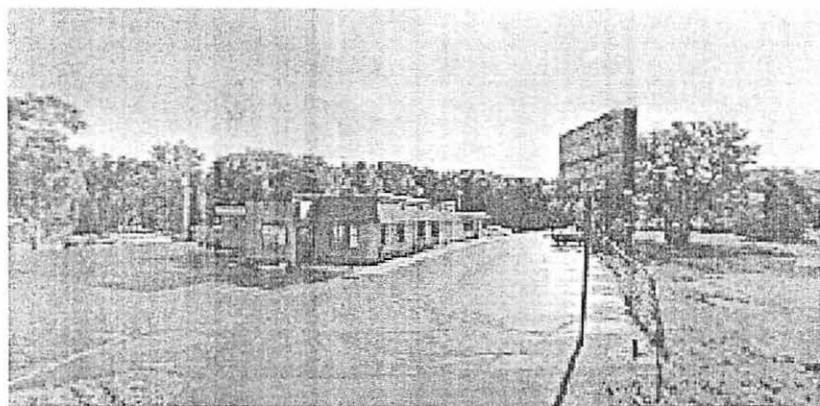
Date Effective
7-21-18

Clerk / Deputy Clerk

Google Maps W204N11498 Goldendale Rd

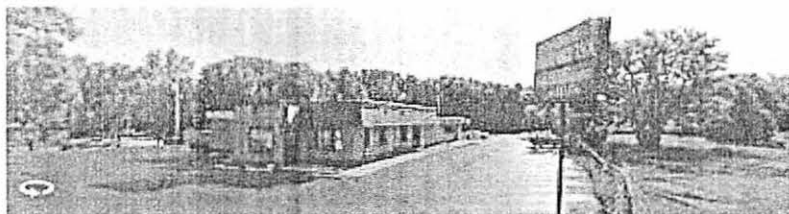


Map data ©2018 Google 20 ft



W204N11498 Goldendale Rd

Germantown, WI 53022



At this location