VILLAGE OF GERMANTOWN
N112 W17001 MEQUON ROAD
GERMANTOWN, WI 53022

MEETING:	**REGULAR MEETING OF THE VILLAGE BOARD**
DATE AND TIME:	**MONDAY, August 3, 2020 7:00 p.m.**
LOCATION:	**Germantown Village Hall Board Room** **N112 W17001 Mequon Road**

NOTICE: Pursuant to the current recommendation of the Centers for Disease Control and Prevention limiting the size of public gatherings, capacity within the Board Room will be limited. Members of the body and citizens may also attend the meeting virtually through the WebEx platform, Meeting #: 126 525 6960 Password: uXJNesQc823 which can be accessed by phone at 408-418-9388 or by logging on https://villageofgermantown.my.webex.com/villageofgermantown.my/j.php?MTID=m16a65123402cd6eaf765a7bc74561473. Citizens wishing to view the meeting are encouraged to watch the live broadcast of the meeting through Channel 25 on Spectrum cable, or the livestream on the Village's website. Citizens not wishing to attend the meeting personally or virtually may submit any public comments by sending an email to comments@village.germantown.wi.us by 4 p.m. on the day of the meeting so that it can be provided to the members of the body for their consideration.

AGENDA

I. CALL TO ORDER: *This meeting has been given public notice in accordance with Section 19.83 and 19.84, Wis. Stats, in such form that will apprise the general public and news media of subject matter that is intended for consideration and action.*

II. ROLL CALL:

III. PLEDGE OF ALLEGIANCE:

IV. PRESIDENT'S REPORT:

V. ANNOUNCEMENTS OF FORTHCOMING EVENTS OF PUBLIC INTEREST COMMITTEE AND DEPARTMENT REPORTS:

A. The following individuals will be given the opportunity to make announcements of future municipal activities: Village President, Village Board Members, Village Administrator, Village Attorney, Village Clerk, And Department Heads, to include:
B. Introduction of Germantown School Superintendent, Brett Stousland.
C. Election Update.

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

Please be advised per §19.84(2), information will be received from the public. It is the policy of this municipality that there be a three (3) minute time period, per person, with time extension per the Chief Presiding Officer's discretion; be further advised that there may be limited discussion on the information received, however, no action will be taken under public comments. (15 minutes) Written Public Comments should be directed to comments@village.germantsown.wi.us, by 4 p.m. on Monday, August 3.

VII. CONSENT AGENDA:

A. Approval of Minutes July 20, 2020 Regular Village Board Meeting.

B. Accounts payable/payroll

1.	July 21, 2020	Payroll (Hourly)	$ 258,982.72
2.	July 25, 2020	Accounts Payable	$ 223,921.90
3.	July 31, 2020	Payroll (Salary)	$ 107,594.06
4.	July 31, 2020	Accounts Payable	$ 2,114.80

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

C. Acceptance Of 2019 Comprehensive Annual Financial Report (CAFR).

VIII. OLD BUSINESS:

A. None.

IX. PUBLIC HEARINGS:

A. None.

X. NEW BUSINESS:

A. Resolution 47-2020, Germantown Soccer Club 2020-2022 Field Usage Agreement.

B. Preliminary Subdivision Plat for a 16-Lot Residential Subdivision, Veridian Homes, LLC, Agent for VHKE LLC, Property Owner - N104 W14942 Donges Bay Road.

C. Organizational Structure Finance Functions.

D. Classification and Filling of Deputy Clerk / Deputy Treasurer Position.

E. Resolution 48-2020, A Resolution Authorizing the Assignment and Partial Release of a Development Agreement with Goldendale Road Germantown LLC for the Approximately 45.6 Acres of Land Located at the Southwest Corner of Goldendale and Rockfield Roads.

F. Resolution 49-2020, Resolution Relating to Village of Germantown COVID-19 Emergency Declaration.

XI. ADJOURNMENT.

The next regular meeting of the Village Board will be on Monday, August 17, 2020 at 7:00 p.m.

UPON REASONABLE NOTICE, *efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For Additional information or to request this service please contact the Village Clerk at (262)250-4740 at least 2 days prior to the meeting.*

VILLAGE OF GERMANTOWN
VILLAGE BOARD MEETING MINUTES
July 20, 2020

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

ROLL CALL: Present: President Wolter, Trustees Baum, Hudson, Kaminski, Miller, Myers, Pieper, Wing, and Zabel. Also present: Administrator Kreklow, Clerk Braunschweig, Attorney Sajdak, Director Retzlaff, Director Schroeder, Director Ratayczak, and Manager Tucker. Clerk's Note: This was a partial Virtual Webex Meeting.

PLEDGE OF ALLEGIANCE:

PRESIDENT'S REPORT:
No Report.

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

CITIZEN INPUT/PUBLIC APPEARANCE on items not subject to a public hearing:
None.

CONSENT AGENDA:

A. Approval of Minutes July 6, 2020 Regular Village Board Meeting.
B. Accounts payable/payroll

1.	July 7, 2020	Payroll (Hourly)	$	265,672.80
2.	July 10, 2020	Accounts Payable	$	567,077.27
3.	July 15, 2020	Payroll (Salary)	$	108,343.97

Motion (Baum/Zabel) to approve Consent Agenda Items A-B. Roll Call Voted Carried Unanimously.

OLD BUSINESS:

A. Status of 2020 Budget Savings Plan, Resolution 41-2020, Directing the Village Administrator to Implement 2020 Budget Savings Plan.

Administrator Kreklow gave an update of the Covid-19 and

A chart showing the trending upwards of new Covid-19 cases. There are four police offices and two firefighters that have tested positive. No other Village Employees have tested positive.

A slide was shown to review the comparison of Rec programs that are continuing and those that have been cancelled. The drive-in movie was successful. A comparison of 2020 and 2021 programs enrollment numbers were shown. A review of revenue impacts was shown. A cares grant application was submitted and would be an additional $335,000 in revenues. Possible budgetary savings were shown.

PUBLIC HEARING:

A. None.

NEW BUSINESS:

A. Resolution 45-2020, Appreciation of Service to Holly Madson.

Motion (Myers/Zabel) to approve Resolution 45-2020, Appreciation of Service – Holly Madson. President Wolter read the resolution. Motion Carried Unanimously.

B. Resolution 46-2020 to Rescind a Portion of 2019 Real Property Taxes GTV 332986.

Motion (Myers/Miller) to approve Resolution 46-2020 to Rescind a Portion of 2019 Real Property Taxes GTV 332986. Roll Call Vote Carried Unanimously.

C. Firemen's Park Shelter Project Design – Review of Preliminary Budget & Project Alternatives.

Director Schroeder came to the podium. He gave history to the Firemen's Park Multi-Purpose Shelter. Illustrations of proposed building were shown. The intent is to mirror the adjacent Gehl Performing building with exterior materials and roof. Epoxy flooring was discussed. Discussion ensued of the project. The budgeted amount is $850,000. If numbers do not come in under the budgeted amount the utilization of additional Park Impact Fees will need to be looked at.

Discussion ensued of the exterior brick work and three-season portion of the building. The Firemen's Memorial in the Park; the Bell was discussed. Current amount was $929,376. The Building Construction Committee does not have the authority to change budget. Discussion ensued of the Direct Purchase of Precast and responsibilities for the any issues. Would still be $12,000 high. Discussion ensued of the utilization of Park Impact Fees to make up the difference. Discussion of updates to the bell was discussed. The three-season room is not heated; the garage doors are not thermally effective. Discussion of the german architecture was commented on.

Discussion ensued that the building was designed as illustrated to meet budget. It can be revisited; however, it would be more expensive.

Motion (Myers/Kaminski) to approve the project budget of $850,000 to $900,000 for the Firemen's Park Multi-Purpose Shelter Project, and to include the following items (Direct Purchase Precast, Roof trusses/framing in lieu of I-Joist Framing , Painted Masonry CMU vs. Burnished block, Masonry front wall vs. Precast) as project alternates in the design plans/bid documents. Roll Call Vote Carried. Wing voted no.

D. Ordinance 12-2020, An Ordinance Annexing Village Owned Right-of-Way on Goldendale Road from State Truck Highway 145 to Approximately .12 Miles South of the Centerline of Bonniwell Road.

Motion (Myers/Zabel) to approve Ordinance 12-2020, An Ordinance Annexing Village Owned Right-of-Way on Goldendale Road from State Truck Highway 145 to Approximately .12 Miles South of the Centerline of Bonniwell Road. Motion carried unanimously.

<u>ADJOURNMENT.</u>

ADJOURNMENT: There being no further business, the meeting adjourned at 8:08 p.m.

The next regular meeting of the Village Board will be on Monday, August 3, 2020 at 7:00 p.m.

Respectfully Submitted,

Deanna Braunschweig

Deanna B. Braunschweig, WCMC/CMC
Village Clerk

BUSINESS OF
VILLAGE OF GERMANTOWN

THE GENERAL GOVERNMENT & FINANCE COMMITTEE & VILLAGE BOARD

MEETING DATE: July 20, 2020 – GGF

PLACEMENT: New Business

ITEM TITLE: Acceptance of the 2019 Comprehensive Annual Financial Report

SUBMITTED BY: Kim Rath, Finance Director

SUMMARY EXPLANATION:

The 2019 Comprehensive Annual Financial report has been completed and is presented to the General Government & Finance Committee. The audit report was e-mailed to the board members and placed on the Village of Germantown website. If you have any questions before the meeting, please contact me. A representative from Baker Tilly Virchow Krause will be available for a summary report and to answer any questions.

2019 Points of Interest

General Fund Unassigned Fund Balance $6.764 million – 39% of subsequent year expenditures – year end 2018 it was 36%

Water Utility ending 2019 unassigned cash balance = $551,244, down $31,171 from 2018. Balances for other accounts = Assigned (Water Tower Maintenance) $680,800, Restricted $336,088 (Impact Fees), and $173,300 (Debt Reserve, Redemption & Depreciation).

Sewer Utility ending 2019 cash balance = $8,167,696. Deducting for the April 2020 Capital charge of $2,777,886 the unassigned balance is $5,389,810, an increase of $1.3 million over 2018. The Sewer Utility borrowed $3,000,000 in December to continue construction of interceptor main for new development. Sewer Replacement CD $35,826 and Vehicle Replacement Fund $491,494

The Health & Dental plans combined year-end balance is $1,272,188

The Communication and Internal Controls reports again recommends separation of duties for additional oversite. While a good practice is would require additional staff. Auditor Journal Entries were for Wisconsin Retirement pension reporting.

ATTACHMENT: ORDINANCE____ RESOLUTION ____ OTHER _xx____

2019 Comprehensive Annual Financial Report (Sent in an earlier email and posted to website)

http://wi-germantown2.civicplus.com/DocumentCenter/View/4782/Village-of-Germantown-2019-CAFR---Final?bidId=

Communication to Those Charged with Governance & Management

RECOMMENDATION:

Acceptance

COMMITTEE ACTION

Reporting and insights from 2019 audit:

Village of Germantown, Wisconsin

June 18, 2020

Executive summary

We have completed our audit of the financial statements of the Village of Germantown for the year ended December 31, 2019, and have issued our report thereon dated June 18, 2020. This letter presents communications required by our professional standards.

Your audit should provide you with confidence in your financial statements. The audit was performed based on information obtained from meetings with management, data from your systems, knowledge of your Village's operating environment and our risk assessment procedures. We strive to provide you clear, concise communication throughout the audit process and of the final results of our audit.

Additionally, we have included information on key risk areas the Village of Germantown should be aware of in your strategic planning. We are available to discuss these risks as they relate to your organization's financial stability and future planning.

If you have questions at any point, please connect with us:

- Amanda Blomberg, Director: amanda.blomberg@bakertilly.com or +1 (608) 240 2386
- Leah Wipperfurth, Senior Associate: leah.wipperfurth@bakertilly.com or +1 (608) 240 2346

Sincerely,

Baker Tilly Virchow Krause, LLP

Amanda Blomberg

Amanda Blomberg, CPA

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Audit objectives

Audit objectives

Our responsibilities

As your independent auditor, our responsibilities include:

- Planning and performing the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement. Reasonable assurance is a high level of assurance.
- Assessing the risks of material misstatement of the financial statements, whether due to fraud or error. Included in that assessment is a consideration of the Village's internal control over financial reporting.
- Performing appropriate procedures based upon our risk assessment.
- Evaluating the appropriateness of the accounting policies used and the reasonableness of significant accounting estimates made by management.
- Forming and expressing an opinion based on our audit about whether the financial statements prepared by management, with the oversight of the Village Board:
    - Are free from material misstatement
    - Present fairly, in all material respects, and in accordance with accounting principles generally accepted in the United States of America

We are also required to communicate significant matters related to our audit that are relevant to the responsibilities of those charged with governance, including:

- Qualitative aspects of the Village's accounting practice including policies, accounting estimates and financial statement disclosures
- Significant difficulties encountered
- Disagreements with management
- Corrected and uncorrected misstatements
- Internal control matters
- Significant estimates
- Other findings or issues arising from the audit

Management's responsibilities

Management		Auditor
	Prepare and fairly present the financial statements	Our audit does not relieve management or those charged with governance of their responsibilities
	Establish and maintain effective internal control over financial reporting.	An audit includes consideration of internal control over financial reporting, but not an expression of an opinion on those controls
	Provide us with written representations at the conclusion of the audit	See Appendix B for a copy of management's representations

Audit status

Audit status

Significant changes to the audit plan

There were no significant changes made to either our planned audit strategy or to the significant risks and other areas of emphasis identified during the performance of our risk assessment procedures.

Audit approach and results

Audit approach and results

Planned scope and timing

Audit focus

Based on our understanding of the Village and environment in which you operate, we focused our audit on the following key areas:

- Key transaction cycles
- Areas with significant estimates
- Implementation of new accounting standards
- Areas of complexity and additional compliance requirement including TIF Districts

Our areas of audit focus were informed by, among other things, our assessment of materiality. Materiality in the context of our audit was determined based on specific qualitative and quantitative factors combined with our expectations about the Village's current year results.

Implementation of GASB No. 84 reporting fiduciary activities

During the current year, your government implemented GASB Statement No. 84 – *Fiduciary Activities*. This standard was issued to provide a clear foundation and reduce inconsistencies in reporting of fiduciary activities. Implementation of this standard required the evaluation of various activities and application of specific criteria to determine the fiduciary activities that required reporting. As a result of this standard you will note the following changes in your financial statements from prior years:

- Reclassification of agency activities as custodial funds
- Change in the activity that is reported through the tax collection custodial fund
- Presentation of additions and deductions on the statement of changes in fiduciary net position for all fiduciary funds, including custodial funds

Key areas of focus and significant findings

Significant risks of material misstatement

A significant risk is an identified and assessed risk of material misstatement that, in the auditor's professional judgment, requires special audit consideration. Within our audit, we focused on the following areas below.

Significant risk areas	Testing approach	Conclusion
Management override of controls	Incorporate unpredictability into audit procedures, emphasize professional skepticism and utilize audit team with industry expertise	Procedures identified provided sufficient evidence for our audit opinion

Other key areas of emphasis

We also focused on other areas that did not meet the definition of a significant risk, but were determined to require specific awareness and a unique audit response.

Other key areas of emphasis		
Cash and investments	Revenues and receivables	General disbursements
Payroll	Pension liabilities	Long-term debt
Capital assets including infrastructure	Net position calculations	Financial reporting and required disclosures

Internal control matters

We considered the Village's internal control over financial reporting as a basis for designing our audit procedures for the purpose of expressing our opinions on the financial statements. We are not expressing an opinion on the effectiveness of the Village's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and, therefore, material weaknesses or significant deficiencies may exist that were not identified.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis.

A material weakness is a deficiency or combination of deficiencies in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. We identified the following deficiencies as material weaknesses:

Inadequate Segregation of Duties

A properly designed system of internal control includes adequate staffing as well as policies and procedures to properly segregate duties. This includes systems that are designed to limit the access or control of any one individual to your government's assets or accounting records, and to achieve a higher likelihood that errors or irregularities in your accounting processes would be discovered by your staff in a timely manner.

At this time, due to staffing and financial limitations, the proper internal controls are not in place to achieve adequate segregation of duties. As a result, errors, irregularities or fraud could occur as part of the financial reporting process that may not be discovered by someone in your organization. Therefore, we are reporting a material weakness related to the internal control environment.

- **Key Controls**

There are certain controls that are not currently in place related to significant transaction cycles. As a result, there is a risk that erroneous or unauthorized transactions or misstatements could occur without the knowledge of management or the governing body. Our recommendations for strengthening controls are listed below.

Controls Over Payroll

- Persons preparing the payroll should be independent of other personnel duties or restricted from access to the payroll account.

Controls Over Property Taxes

- Bank reconciliations for the tax account should be performed by someone independent of the tax collection process.

Controls Over Utility Billing

- Persons involved in the cash receipting process should be independent of other billing duties.

Since the controls listed above or other compensating controls are not currently in place, errors or irregularities could occur as part of the accounting processes that might not be discovered by management or the governing body. Therefore, the absence of these controls is considered to be a material weakness.

We recommend that a designated employee review the segregation of duties, risks, and these potential controls and determine whether additional controls should be implemented. This determination should take into consideration a cost / benefit analysis.

- **Financial Statement Close Process**

Properly designed systems of internal control provide your organization with the ability to process and record accurate monthly and year-end transactions and annual financial reports.

Our audit includes a review and evaluation of the internal controls relating to financial reporting. Common attributes of a properly designed system of internal control for financial reporting are as follows:

- There is adequate staffing to prepare financial reports throughout the year and at year-end.
- Material misstatements are identified and corrected during the normal course of duties.
- Complete and accurate financial statements, including footnotes, are prepared.
- Financial reports are independently reviewed for completeness and accuracy.

Our evaluation of the internal controls over financial reporting has identified control deficiencies that are considered material weakness surrounding the preparation of financial statements and footnotes, adjusting journal entries identified by the auditors, and an independent review of financial reports.

Management has not prepared financial statements that are in conformity with generally accepted accounting principles. In addition, material misstatements in the general ledger were identified during the financial audit.

Required communications

Qualitative aspect of accounting practices

- Accounting policies: Management is responsible for the selection and use of appropriate accounting policies. In accordance with the terms of our engagement letter, we have advised management about the appropriateness of accounting policies and their application. The significant accounting policies used by the Village are described in Note I to the financial statements. As described in Note I, the Village changed accounting policies related to financial reporting for fiduciary activities by adopting Governmental Accounting Standards Board (GASB) No. 84 – *Fiduciary Activities* in 2019. We noted no transactions entered into by the Village during the year for which accounting policies are controversial or for which there is a lack of authoritative guidance or consensus or diversity in practice.

- Accounting estimates: Accounting estimates, including fair value estimates, are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements, the degree of subjectivity involved in their development and because of the possibility that future events affecting them may differ significantly from those expected. The following estimates are of most significance to the financial statements:

Estimate	Management's process to determine	Baker Tilly's conclusions regarding reasonableness
Net pension liability and related deferrals	Evaluation of information provided by the Wisconsin Retirement System	Reasonable in relation to the financial statements as a whole
Allowance for doubtful accounts	Evaluation of historical revenues and loss levels with the analysis on collectability of individual amounts	Reasonable in relation to the financial statements as a whole
Depreciation	Evaluate estimated useful life of the asset and original acquisition value	Reasonable in relation to the financial statements as a whole

There have been no significant changes made by management to either the processes used to develop the particularly sensitive accounting estimates, or to the significant assumptions used to develop the estimates, noted above.

- Financial statement disclosures: The disclosures in the financial statements are neutral, consistent and clear.

Significant unusual transactions

There have been no significant transactions that are outside the normal course of business for the Village or that otherwise appear to be unusual due to their timing, size or nature.

Other information in documents containing audited financial statements

The Village’s audited financial statements are “general purpose” financial statements. General purpose financial statements consist of the basic financial statements that can be used by a broad group of people for a broad range of activities. Once we have issued our audit report, we have no further obligation to update our report for events occurring subsequent to the date of our report. The Village can use the audited financial statements in other client prepare documents, such as official statements related to the issuance of debt, without our acknowledgement. Unless we have been engaged to perform services in connection with any subsequent transaction requiring the inclusion of our audit report, as well as to issue an auditor’s acknowledgment letter, we have neither read the document nor performed subsequent event procedures in order to determine whether or not our report remains appropriate.

Difficulties encountered during the audit

We encountered no significant difficulties in dealing with management and completing our audit.

Disagreements with management

Professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter that could be significant to the financial statements or the auditors' report. We are pleased to report that no such disagreements arose during the course of our audit.

Management’s consultations with other accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters. Management informed us that, and to our knowledge, there were no consultations with other accountants regarding auditing or accounting matters.

Written communications between management and Baker Tilly

The Appendix includes copies of other material written communications, including a copy of the management representation letter.

Uncorrected misstatements and corrected misstatements

Professional standards require us to accumulate misstatements identified during the audit, other than those that are clearly trivial and to communicate accumulated misstatements to management. Management is in agreement with the misstatements we have identified, and they have been corrected in the Village’s financial statements. The schedule within the Appendix summarizes the material corrected misstatements that, in our judgment, may not have been detected except through our auditing procedures. The internal control matters section of this report describes the effects on the financial reporting process indicated by the corrected misstatements, other than those that we consider to be of a lesser magnitude than significant deficiencies and material weaknesses.

Compliance with laws and regulations

We did not identify any non-compliance with laws and regulations during our audit.

Fraud

We did not identify any known or suspected fraud during our audit.

Going concern

Pursuant to professional standards, we are required to communicate to you, when applicable, certain matters relating to our evaluation of the Village's ability to continue as a going concern for a reasonable period of time but no less than 12 months from the date the financial statements are issued or available to be issued, including the effects on the financial statements and the adequacy of the related disclosures, and the effects on the auditor's report. No such matters or conditions have come to our attention during our engagement.

Independence

We are not aware of any relationships between Baker Tilly and the Village that, in our professional judgment, may reasonably be thought to bear on our independence.

Related parties

We did not have any significant findings or issues arise during the audit in connection with the Village's related parties.

Other audit findings or issues

We encountered no other audit findings or issues that require communication at this time.

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Village's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other matters

We applied certain limited procedures to the required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on the supplementary information which accompanies the financial statements but is not RSI. With respect to the supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with [accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

We were not engaged to report on the other information, which accompanies the financial statements but are not RSI. We did not audit or perform other procedures on this other information and we do not express an opinion or provide any assurance on it.

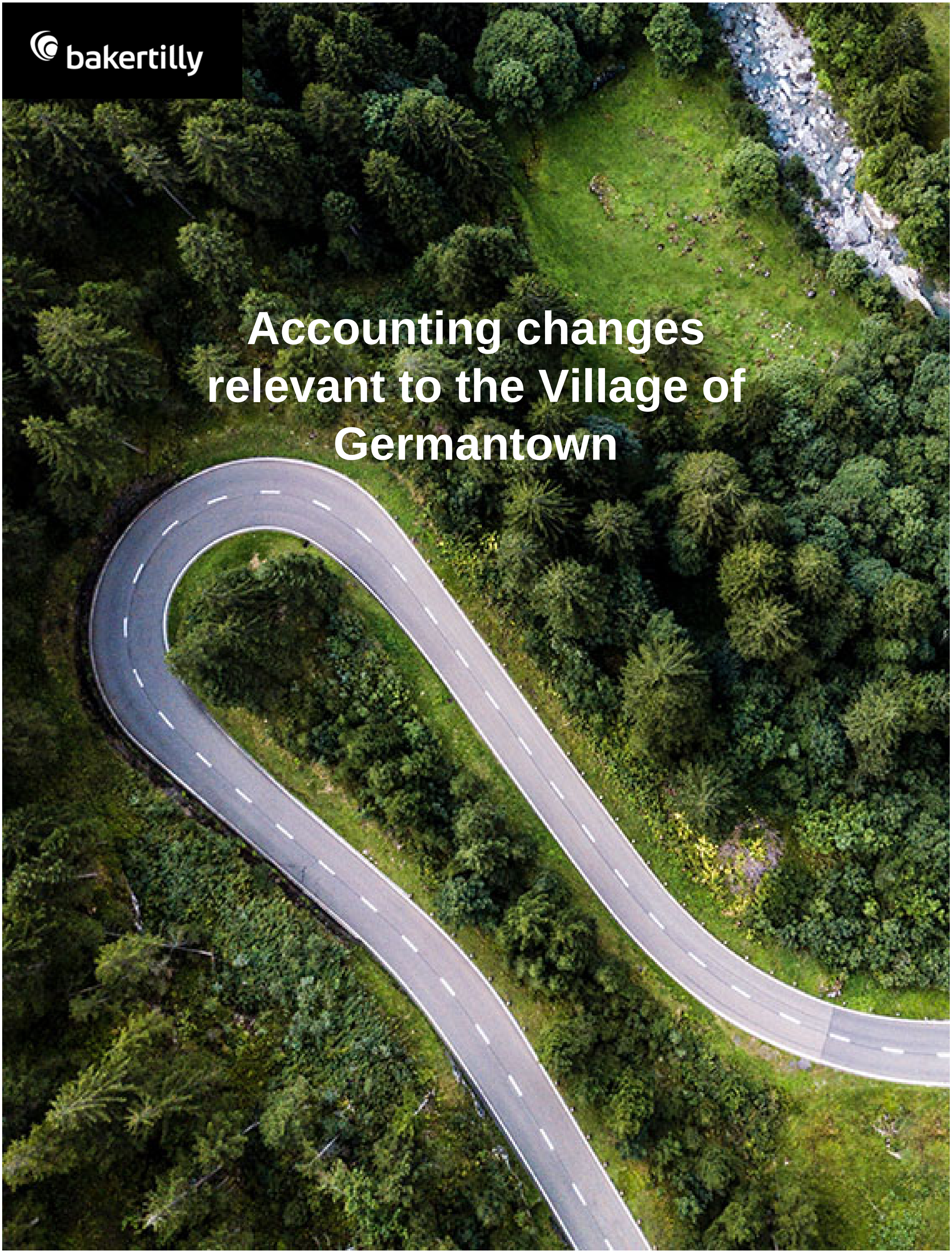
Nonattest services

The following nonattest services were provided by Baker Tilly:

- Financial statement preparation
- Adjusting journal entries
- Compiled regulatory reports
- Utility rate consulting
- Impact fee consulting

In addition, we prepared GASB No. 34 conversion entries which are summarized in the “Reconciliation of the Balance Sheet of Governmental Funds to the Statement of Net Position” and the “Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund Balances of Governmental Funds to the Statement of Activities” in the financial statements.

None of these nonattest services constitute an audit under generally accepted auditing standards, including *Government Auditing Standards*.



Accounting changes relevant to the Village of Germantown

Accounting changes relevant to the Village of Germantown

Future accounting standards updates

GASB Statement Number	Description	Potentially Impacts you	Effective Date
83	Certain Asset Retirement Obligations	✓	12/31/20*
87	Leases	✓	12/31/20
89	Accounting for Interest Incurred before the End of a Construction Period	✓	12/31/20
90	Majority Equity Interests and amendment of GASB Statements No. 14 and No. 61	✓	12/31/20*
91	Conduit Debt	✓	12/31/21
92	Omnibus 2020	✓	12/31/22*
93	Replacement of Interfund Bank Offered Rates	✓	12/31/22*
94	Public-Private and Public-Public Partnerships and Availability Payment Arrangements	✓	12/31/23

*The statements listed above through Statement No. 93 had their required effective dates postponed by one year with the issuance of Statement No. 95, *Postponement of Effective Dates of Certain Authoritative Gui*dance, with the exception of Statement No. 87 which was postponed by one and a half years. The effective date reflected above is the required revised implementation date.

Further information on upcoming GASB pronouncements

Preparing for the new lease standard

GASB's new single model for lease accounting will be effective for the fiscal year 2021. This standard will require governments to identify and evaluate contracts that convey control of the right to use another entity's nonfinancial asset as specified in the contract for a period of time in an exchange or exchange-like transaction. Contracts meeting the criteria for control, term and other items within the standard will result in recognizing a right to use asset and lease liability or a receivable and deferred inflow of resources.

We recommend the Village review this standard and start planning now as to how this will affect your financial reporting. We recommend that you begin by completing an inventory of all contracts that might meet the definition of a lease. The contract listing should include key terms of the contracts such as:

- Description of contract
- Underlying asset

- Contract term
- Options for extensions and terminations
- Service components, if any
- Dollar amount of lease

In addition, the Village should begin to establish a lease policy to address the treatment of common lease types, including a dollar threshold for each lease. We are available to discuss this further and help you develop an action plan.

Learn more about GASB 87.

Planning for the new conduit debt reporting

Conduit debt includes arrangements where there are three separate parties involved including a third party that is obligated for payment, a debt holder or lender and an issuing party which is often a government. This standard provides additional criteria for identifying and classifying conduit debt with the intent of providing consistency in how the debt is recorded and reported in governmental financial statements. The Village should identify any existing debt arrangements involving third party obligors and evaluate how those arrangements will be reported under the new standard in order to determine the potential impact of this standard on future financial reporting.

Trending challenges for organizations

Trending challenges for organizations

Management and the governing body of the Village must keep the future in mind as they evaluate strategies to achieve future growth. Keeping a balance between risk and sustainability is key, and organizations need to think beyond their immediate needs to their long-term goals. Economic uncertainty, coupled with key risk areas and fast-paced technology change, make strategic planning complex. Begin the discussion with your management team to find your path to your future.

COVID-19 Risks and ongoing response

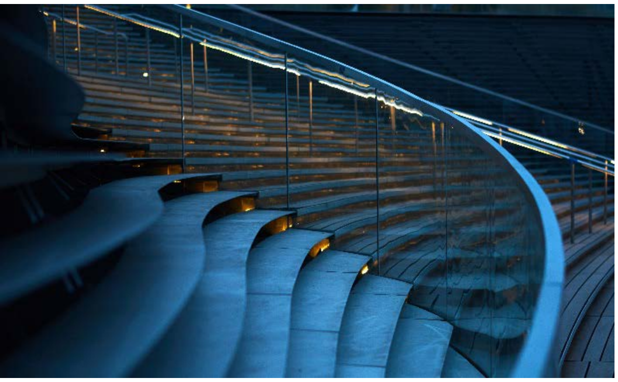
Staying nimble and resilient during unprecedented disruption

COVID-19 has challenged all organizations and the effects continue to unfold. It is critical that management and governing bodies stay nimble to respond to direct and indirect effects of this disruption on operations, cash flow, and people. Some best practices to consider include:

- Establish mechanisms to track COVID-19 related expenses, lost revenues or delayed revenues
- Monitor cash flow projections and seek short term liquidity help
- Create a policy and forms for compliance with Family First Coronavirus Response Act
- Compare anticipated results to bond covenants and track any continuing disclosure items
- Re-evaluate TIF projections with revised development scenarios
- Develop a strategy for leading your community through the crisis

Learn about public sector Coronavirus resources, including the latest news on business continuity and cash flow management, Federal stimulus and tax developments, and more.

2020 strategic risks for boards



Evaluating and mitigating the greatest risks

Public sector organizations face a multitude of internal and external risks in an evolving landscape. Risks can stem from strategy, finances, legal situations, operations, regulatory compliance, information technology, economic environment, and/or fraud, waste and abuse.

By employing a risk assessment, areas with the greatest needs and highest risks are evaluated. Then a risk mitigation plan can be developed and deployed.

Learn about risk assessment types, tools and strategies.

Cybersecurity

Operational reporting on cybersecurity effectiveness

As boards engage management in cybersecurity risk discussions, directors should expect management to produce reports on the effectiveness of the organization's cybersecurity-risk management program. Management can (and should) collect and analyze relevant performance measures and metrics to determine if cybersecurity safeguards and controls are operating as intended, and whether any corrective action should be taken to strengthen management's risk-mitigation approaches. While not an exhaustive list, some key processes on which management should report include these:

- Incident management
- Risk management and governance
- Independent assurance on the cybersecurity program

WATCH: On demand webinar about board governance over cybersecurity.

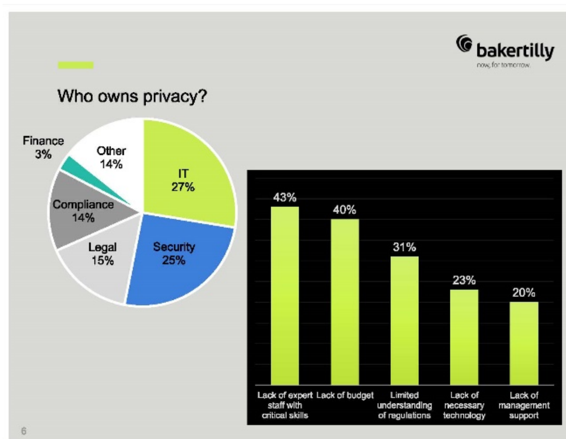
Learn more about cybersecurity risk management.

Data privacy

Elevating privacy risks to the forefront of board agendas

Organizations around the world are still scrambling to comply with the General Data Protection Regulation in the European Union, which went into effect in May 2018. While the data privacy regulatory environment changes rapidly, organizations can take proactive steps to ensure that they stay informed of the existing regulations and of those developing on the near horizon.

Adequate oversight remains a key part of staying on top of data privacy developments. Some regulations specify oversight requirements, and can depend on the type of the organization, the quantity and type of personal data processed, and the locations where operations take place. In many cases, a data protection officer (DPO) must lead the effort. Since the DPO is responsible for overseeing practices related to data protection strategy and implementation, having one in place early on will help ensure that the privacy program is comprehensive and consistent.



WATCH: On demand webinar about a risk-based approach to oversight, compliance and management of privacy

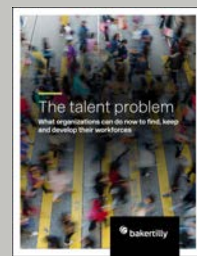
Learn more about data privacy risk management.

The talent problem

Establishing a lifeline for your shifting workforce

Employee recruitment and retention challenges are an all too common struggle in the public sector:

- Aging workers with institutional knowledge retire
- High demand for small qualified candidate pool
- Perception of geographic disadvantages
- Wage/benefit competition with private sector
- Lean operations exclude investments in recruitment, on-the-job training and technology
- Unclear growth and career advancement tracks



Download

Sustainable organizations must have a robust workforce development and succession planning program. Learn how to get started and incorporate a workforce/succession planning program with existing operational practices.

Innovation

Anticipating disruptive innovation and digital transformation

To stay competitive and relevant in a rapidly changing business landscape, organizations in every industry must navigate an increasingly disruptive, technology-enabled environment. Companies that do not address and embrace new and emerging technologies will be less competitive or may even face obsolescence.

Given these challenges to companies, what does innovation mean in this era of digital transformation? Innovation now involves finding the right problems worth solving; building new offerings, business models, and experiences; and generating value at scale for customers.

Furthermore, the rapid digital transformation of advanced technologies such as blockchain, robotic process automation (RPA), and artificial intelligence (AI) now portend similar effects in industries from financial services and healthcare to communications and manufacturing. Boards must become knowledgeable about these digital disruption trends in order to be able to conduct meaningful oversight that management can use successfully as the Village embraces new technologies.

Learn more about innovation opportunities.

Anticipating Disruptive Innovation and Digital Transformation

To stay competitive and relevant in a rapidly changing business landscape, organizations in every industry must navigate an increasingly disruptive, technology-enabled environment.

Read the blog post.

Public sector executive recruitment

Navigating recruitments and smart hiring

Competing for top executive talent in the public sector space takes industry knowledge, familiarity with the general applicant pool and experience navigating recruitments. Search consultants draw upon their understanding of organizational management and human resources to serve as a successful agent for government entities. In turn, public sector organizations can adopt a foundational understanding about search firms to ensure optimal collaboration on hiring opportunities.

Read the three part series to learn what your entity should be thinking about and how Baker Tilly can help.

Three part series on public sector executive recruitment

Navigate the changing workforce landscape with confidence, read the executive recruitment series.

1. Five myths about search firms
2. Recruiting for difficult positions
3. Hiring recommendations for government entities

Customer experience

Finding your edge in a competitive market

All industries are facing an increasingly competitive marketplace due to more connected consumers, partners and vendors. Where a company may have had a geographic advantage in the past, they now need to be able to compete against non-local organizations.

One of the key factors in maintaining your place in the market is ensuring a positive, fast and easy customer experience. Whether this means enhancing your customer support services through online chat bots or developing a mobile app to allow your customer access to their information around the clock, your organization needs to take your customer experience strategy seriously. Management and board members should understand where your experience is currently and what strategies you are evaluating to enhance it.

Learn more about why your customer experience is so important.

Operational and organizational sustainability

Aligning resources with strategy

As new demands confront the public sector industry, it's easy to solve an immediate problem instead of pausing to take a holistic view. Rippling inefficiencies, increasing financial pressures, taxing staff resources and plummeting constituent satisfaction can pile atop organizations already facing pressure to improve efficiency, effectiveness, relevance and financial viability.

An operational review follows a systematic, strategic approach to understanding an entity's operations and performance. Opportunities to improve processes, bolster internal controls and reduce costs are uncovered in order to realign organizational resources and strategic objectives.

Learn invaluable methods for executing an operational review while maintaining day-to-day operations.

Appendix A: Client service team

Client service team

Amanda Blomberg, CPA

Director

10 Terrace Ct
Madison, WI 53707
United States

T +1 (608) 240 2386
amanda.blomberg@bakertilly.com

Michelle Walter, CPA

Senior Manager

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10 Terrace Ct
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leah.wipperfurth@bakertilly.com

Appendix B: Management representation letter

Village of
Germantown

FINANCE DEPARTMENT
N112 W17001 Mequon Road,
P. O. Box 337
Germantown, WI 53022-0337
Telephone: (262) 250-4700
Fax: (262) 253-8255

June 18, 2020

Baker Tilly Virchow Krause, LLP
Ten Terrace Court
P.O. Box 7398
Madison, Wisconsin 53707-7398

Dear Baker Tilly Virchow Krause, LLP:

We are providing this letter in connection with your audit of the financial statements of the Village of Germantown as of December 31, 2019 and for the year then ended for the purpose of expressing opinions as to whether the financial statements present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Village of Germantown and the respective changes in financial position and cash flows, where applicable, in conformity with accounting principles generally accepted in the United States of America. We confirm that we are responsible for the fair presentation of the previously mentioned financial statements in conformity with accounting principles generally accepted in the United States of America. We are also responsible for adopting sound accounting policies, establishing and maintaining internal control over financial reporting, and preventing and detecting fraud.

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in the light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement. An omission or misstatement that is monetarily small in amount could be considered material as a result of qualitative factors.

We confirm, to the best of our knowledge and belief, the following representations made to you during your audit.

Financial Statements

1) We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter.

2) The financial statements referred to above are fairly presented in conformity with accounting principles generally accepted in the United States of America. We have engaged you to advise us in fulfilling that responsibility. The financial statements include all properly classified funds of the primary government required by accounting principles generally accepted in the United States of America to be included in the financial reporting entity.

3) We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

4) We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.

5) Significant assumptions we used in making accounting estimates, if any, are reasonable.

6) All events subsequent to the date of the financial statements and for which accounting principles generally accepted in the United States of America require adjustment or disclosure have been adjusted or disclosed. No other events, including instances of noncompliance, have occurred subsequent to the financial statement date and through the date of this letter that would require adjustment to or disclosure in the aforementioned financial statements.

7) All material transactions have been recorded in the accounting records and are reflected in the financial statements.

8) All known audit and bookkeeping adjustments have been included in our financial statements, and we are in agreement with those adjustments.

9) There are no known or possible litigation, claims, and assessments whose effects should be considered when preparing the financial statements. There are no unasserted claims or assessments that our lawyer has advised us are probable of assertion and must be disclosed in accordance with accounting principles generally accepted in the United States of America.

10) Guarantees, whether written or oral, under which the Village is contingently liable, if any, have been properly recorded or disclosed.

Information Provided

11) We have provided you with:

   a) Access to all information, of which we are aware, that is relevant to the preparation and fair presentation of the financial statements, such as financial records and related data, documentation, and other matters.

   b) Additional information that you have requested from us for the purpose of the audit.

   c) Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.

   d) Minutes of the meetings of Village Board or summaries of actions of recent meetings for which minutes have not yet been prepared.

12) We have not completed an assessment of the risk that the financial statements may be materially misstated as a result of fraud.

13) We have no knowledge of any fraud or suspected fraud that affects the entity and involves:

   a) Management,

   b) Employees who have significant roles in internal control, or

   c) Others where the fraud could have a material effect on the financial statements.

14) We have no knowledge of any allegations of fraud or suspected fraud affecting the entity received in communications from employees, former employees, regulators, or others.

15) We have no knowledge of known instances of noncompliance or suspected noncompliance with provisions of laws, regulations, contracts, or grant agreements, or abuse, whose effects should be considered when preparing financial statements.

16) There are no known related parties or related party relationships and transactions of which we are aware.

Other

17) There have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices.

18) We have a process to track the status of audit findings and recommendations.

19) The Village has no plans or intentions that may materially affect the carrying value or classification of assets, liabilities, or equity.

20) We are responsible for compliance with federal, state, and local laws, regulations, and provisions of contracts and grant agreements applicable to us, including tax or debt limits, debt contracts, and IRS arbitrage regulations; and we have identified and disclosed to you all federal, state, and local laws, regulations and provisions of contracts and grant agreements that we believe have a direct and material effect on the determination of financial statement amounts or other financial data significant to the audit objectives, including legal and contractual provisions for reporting specific activities in separate funds.

21) There are no:

    a) Violations or possible violations of budget ordinances, federal, state, and local laws or regulations (including those pertaining to adopting, approving and amending budgets), provisions of contracts and grant agreements, tax or debt limits, and any related debt covenants whose effects should be considered for disclosure in the financial statements or as a basis for recording a loss contingency, or for reporting on noncompliance, except those already disclosed in the financial statement, if any.

    b) Other liabilities or gain or loss contingencies that are required to be accrued or disclosed by accounting principles generally accepted in the United States of America.

    c) Nonspendable, restricted, committed, or assigned fund balances that were not properly authorized and approved.

    d) Rates being charged to customers other than the rates as authorized by the applicable authoritative body.

    e) Violations of restrictions placed on revenues as a result of bond resolution covenants such as revenue distribution or debt service funding.

22) In regards to the nonattest services performed by you listed below, we have 1) accepted all management responsibility; 2) designated an individual with suitable skill, knowledge, or experience to oversee the services; 3) evaluated the adequacy and results of the services performed, and 4) accepted responsibility for the results of the services.

    a) Financial statement preparation

    b) Adjusting journal entries

    c) Compiled regulatory reports

    d) Utility rate consulting

    e) Impact fee consulting

None of these nonattest services constitute an audit under generally accepted auditing standards, including *Government Auditing Standards*.

23) The Village of Germantown has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.

24) The Village of Germantown has complied with all aspects of contractual agreements that would have a material effect on the financial statement in the event of noncompliance.

25) The financial statements properly classify all funds and activities.

26) All funds that meet the quantitative criteria in GASB Statement No. 34 and No. 37 for presentation as major are identified and presented as such and all other funds that are presented as major are particularly important to financial statement users.

27) Components of net position (net investment in capital assets; restricted; and unrestricted) are properly classified and, if applicable, approved.

28) The Village of Germantown has no derivative financial instruments such as contracts that could be assigned to someone else or net settled, interest rate swaps, collars or caps.

29) Provisions for uncollectible receivables, if any, have been properly identified and recorded.

30) Expenses have been appropriately classified in or allocated to functions and programs in the statement of activities, and allocations have been made on a reasonable basis.

31) Revenues are appropriately classified in the statement of activities within program revenues and general revenues.

32) Interfund, internal, and intra-entity activity and balances have been appropriately classified and reported.

33) Deposits and investments are properly classified, valued, and disclosed (including risk disclosures, collateralization agreements, valuation methods, and key inputs, as applicable).

34) Capital assets, including infrastructure and intangible assets, are properly capitalized, reported, and, if applicable, depreciated/amortized. Any known impairments have been recorded and disclosed.

35) Tax-exempt bonds issued have retained their tax-exempt status.

36) We have appropriately disclosed the Village of Germantown's policy regarding whether to first apply restricted or unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position are available and have determined that net position were properly recognized under the policy.

37) We acknowledge our responsibility for the required supplementary information (RSI). The RSI is measured and presented within prescribed guidelines and the methods of measurement and presentation have not changed from those used in the prior period. We have disclosed to you any significant assumptions and interpretations underlying the measurement and presentation of the RSI.

38) With respect to the supplementary information, (SI):

   a) We acknowledge our responsibility for presenting the SI in accordance with accounting principles generally accepted in the United States of America, and we believe the SI, including its form and content, is fairly presented in accordance with accounting principles generally accepted in the United States of America. The methods of measurement and presentation of the SI have not changed from those used in the prior period, and we have disclosed to you any significant assumptions or interpretations underlying the measurement and presentation of the supplementary information.

   b) If the SI is not presented with the audited financial statements, we will make the audited financial statements readily available to the intended users of the supplementary information no later than the date we issue the supplementary information and the auditor's report thereon.

39) We assume responsibility for, and agree with, the information provided by the Wisconsin Retirement System as audited by the Legislative Audit Bureau relating to the net pension asset/liability and related deferred outflows and deferred inflows and have adequately considered the reasonableness of the amounts and disclosures used in the financial statements and underlying accounting records. We also assume responsibility for the census data that has been reported to the plan.

40) We have evaluated and considered all potential tax abatements and believe all material tax abatements have been properly reported and disclosed.

41) We are responsible for the estimation methods and assumptions used in measuring assets and liabilities reported or disclosed at fair value, including information obtained from brokers, pricing services or third parties. Our valuation methodologies have been consistently applied from period to period. The fair value measurements reported or disclosed represent our best estimate of fair value as the measurement date in accordance with the requirements of GASB 72 – *Fair Value Measurement*. In addition our disclosures related to fair value measurements are consistent with the objectives outlined in GASB 72. We have evaluated the fair value information provided to us by brokers, pricing services or other parties that has been used in the financial statements and believe this information to be reliable and consistent with the requirements.

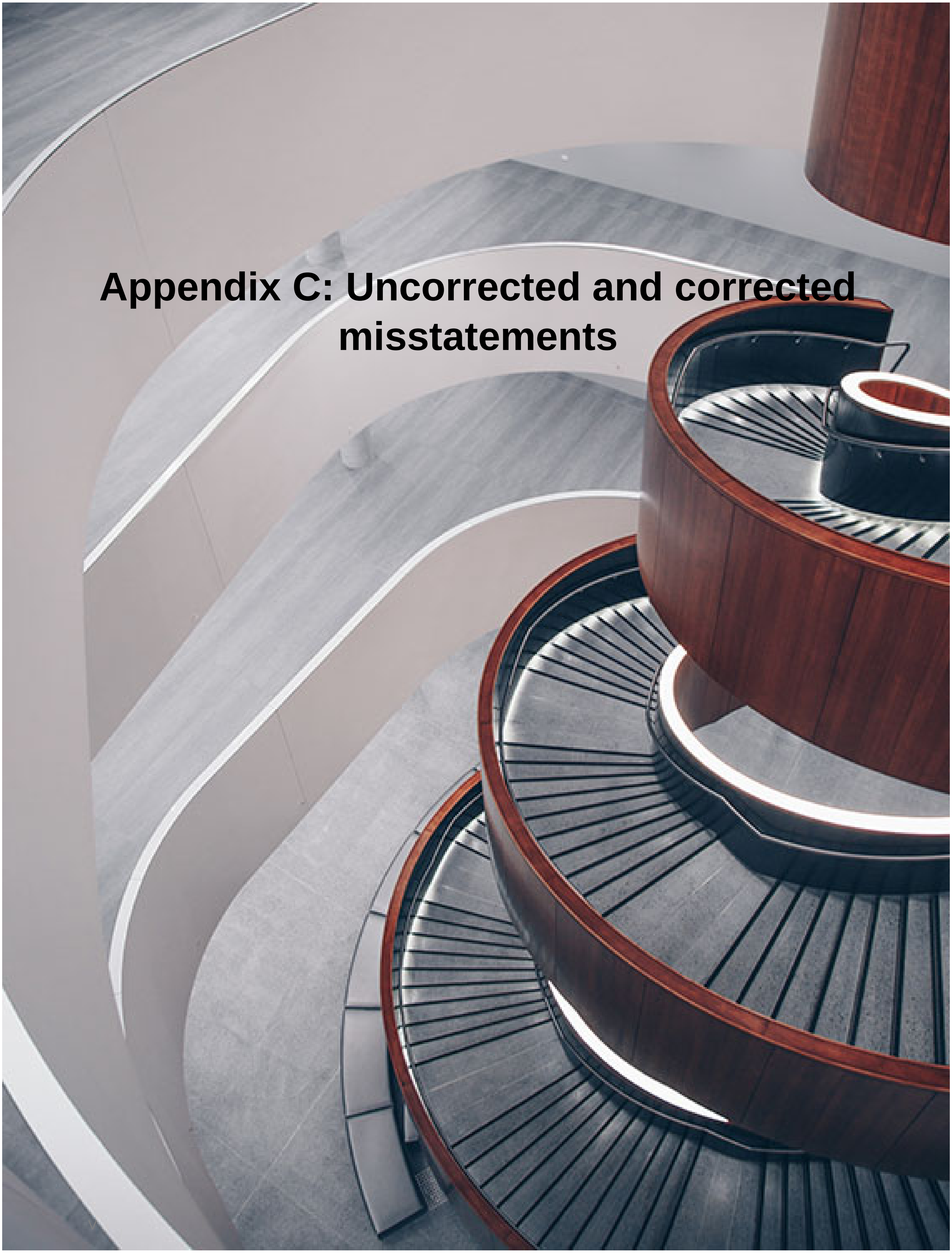
42) All activities that meet the criteria in GASB Statement No. 84 for presentation as fiduciary activities have been identified and presented as such.

43) Any direct borrowings, direct placements, lines of credit or debt default clauses have been identified and properly disclosed.

Sincerely,
Village of Germantown

Signed: Kim E. Rath Finance Director Signed: Steve Kreklow Administrator

Appendix C: Uncorrected and corrected misstatements



Material corrected misstatements

Description	Opinion unit	Amount
Change in net pension, deferred outflows of resources, and deferred inflows of resources	Water Utility, Sewer Utility	$615,905

The remaining misstatements that were identified and corrected by management were not material individually or in the aggregate to the financial statements taken as a whole.

Appendix D: Two-way communication regarding your audit

As part of our audit of your financial statements, we are providing communications to you throughout the audit process. Auditing requirements provide for two-way communication and are important in assisting the auditor and you with more information relevant to the audit.

As this past audit is concluded, we use what we have learned to begin the planning process for next year's audit. It is important that you understand the following points about the scope and timing of our next audit:

a. We address the significant risks of material misstatement, whether due to fraud or error, through our detailed audit procedures.

b. We will obtain an understanding of the five components of internal control sufficient to assess the risk of material misstatement of the financial statements whether due to error or fraud, and to design the nature, timing, and extent of further audit procedures. We will obtain a sufficient understanding by performing risk assessment procedures to evaluate the design of controls relevant to an audit of financial statements and to determine whether they have been implemented. We will use such knowledge to:

    - Identify types of potential misstatements.
    - Consider factors that affect the risks of material misstatement.
    - Design tests of controls, when applicable, and substantive procedures.

c. We will not express an opinion on the effectiveness of internal control over financial reporting or compliance with laws, regulations, and provisions of contracts or grant programs.

d. The concept of materiality recognizes that some matters, either individually or in the aggregate, are important for fair presentation of financial statements in conformity with generally accepted accounting principles while other matters are not important. In performing the audit, we are concerned with matters that, either individually or in the aggregate, could be material to the financial statements. Our responsibility is to plan and perform the audit to obtain reasonable assurance that material misstatements, whether caused by errors or fraud, are detected.

Our audit will be performed in accordance with auditing standards generally accepted in the United States of America.

We are very interested in your views regarding certain matters. Those matters are listed here:

a. We typically will communicate with your top level of management unless you tell us otherwise.

b. We understand that the governing board has the responsibility to oversee the strategic direction of your organization, as well as the overall accountability of the entity. Management has the responsibility for achieving the objectives of the entity.

c. We need to know your views about your organization's objectives and strategies, and the related business risks that may result in material misstatements.

d. We anticipate that the Village will receive an unmodified opinion on its financial statements.

e. Which matters do you consider warrant particular attention during the audit, and are there any areas where you request additional procedures to be undertaken?

f. Have you had any significant communications with regulators or grantor agencies?

g. Are there other matters that you believe are relevant to the audit of the financial statements?

Also, is there anything that we need to know about the attitudes, awareness, and actions of the governing body concerning:

a. The entity's internal control and its importance in the entity, including how those charged with governance oversee the effectiveness of internal control?

b. The detection or the possibility of fraud?

We also need to know if you have taken actions in response to developments in financial reporting, laws, accounting standards, governance practices, or other related matters, or in response to previous communications with us.

With regard to the timing of our audit, here is some general information. If necessary, we may do preliminary financial audit work during the months of October-December, and sometimes early January. Our final financial fieldwork is scheduled during the spring to best coincide with your readiness and report deadlines. After fieldwork, we wrap up our financial audit procedures at our office and may issue drafts of our report for your review. Final copies of our report and other communications are issued after approval by your staff. This is typically 6-12 weeks after final fieldwork, but may vary depending on a number of factors.

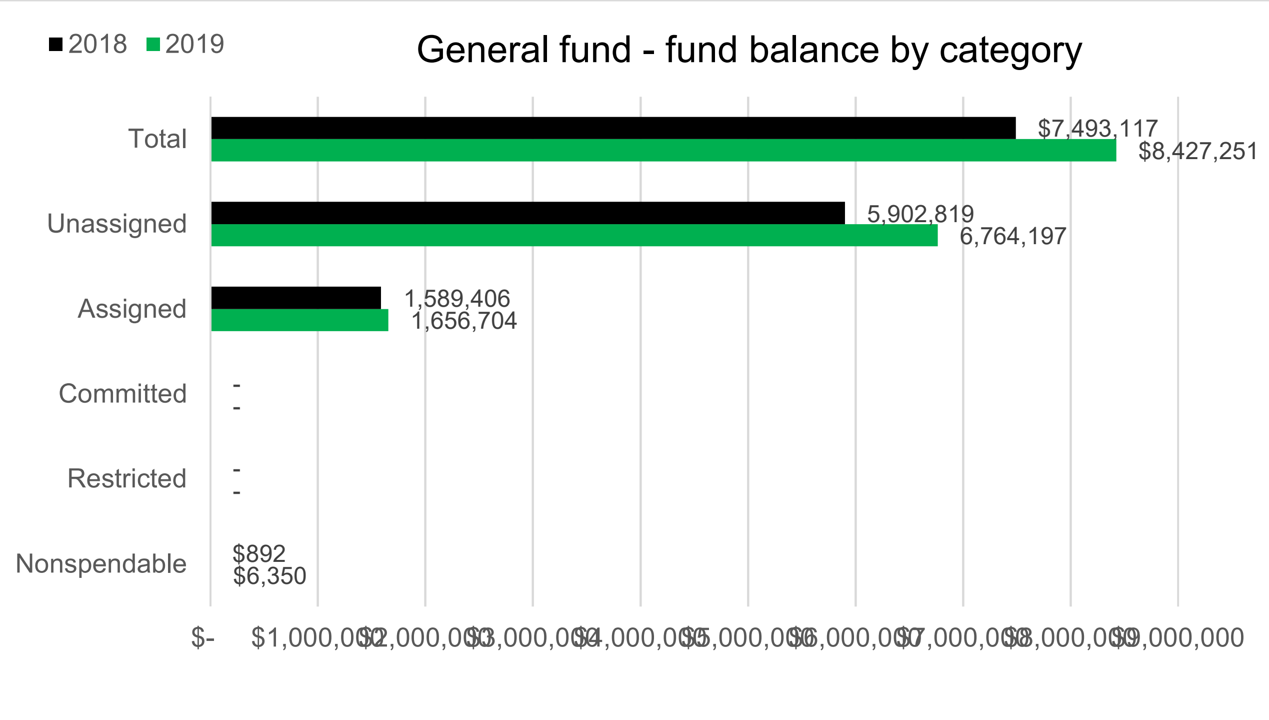
Keep in mind that while this communication may assist us with planning the scope and timing of the audit, it does not change the auditor's sole responsibility to determine the overall audit strategy and the audit plan, including the nature, timing, and extent of procedures necessary to obtain sufficient appropriate audit evidence.

We realize that you may have questions on what this all means, or wish to provide other feedback. We welcome the opportunity to hear from you.

Appendix E: Audit results

Village of Germantown

General fund results



Summarized income statement

	Actual	Final budget	Variance
Revenues and other financing sources	$ 17,293,714	$ 16,190,457	$ 1,103,257
Expenditures and other financing uses	16,359,580	17,197,245	837,665
Net change in fund balance	$ 934,134	$ (1,006,788)	$ 1,940,922

Fund balance category definitions

Nonspendable - amounts cannot be spent either because they are not in spendable form or because legal or contractual requirements require them to be maintained in tact.

Restricted - amounts that can be spent only for the specific purposes stipulated by an external source.

Committed - amounts constrained for specific purposes that are internally imposed through formal action of the governing body.

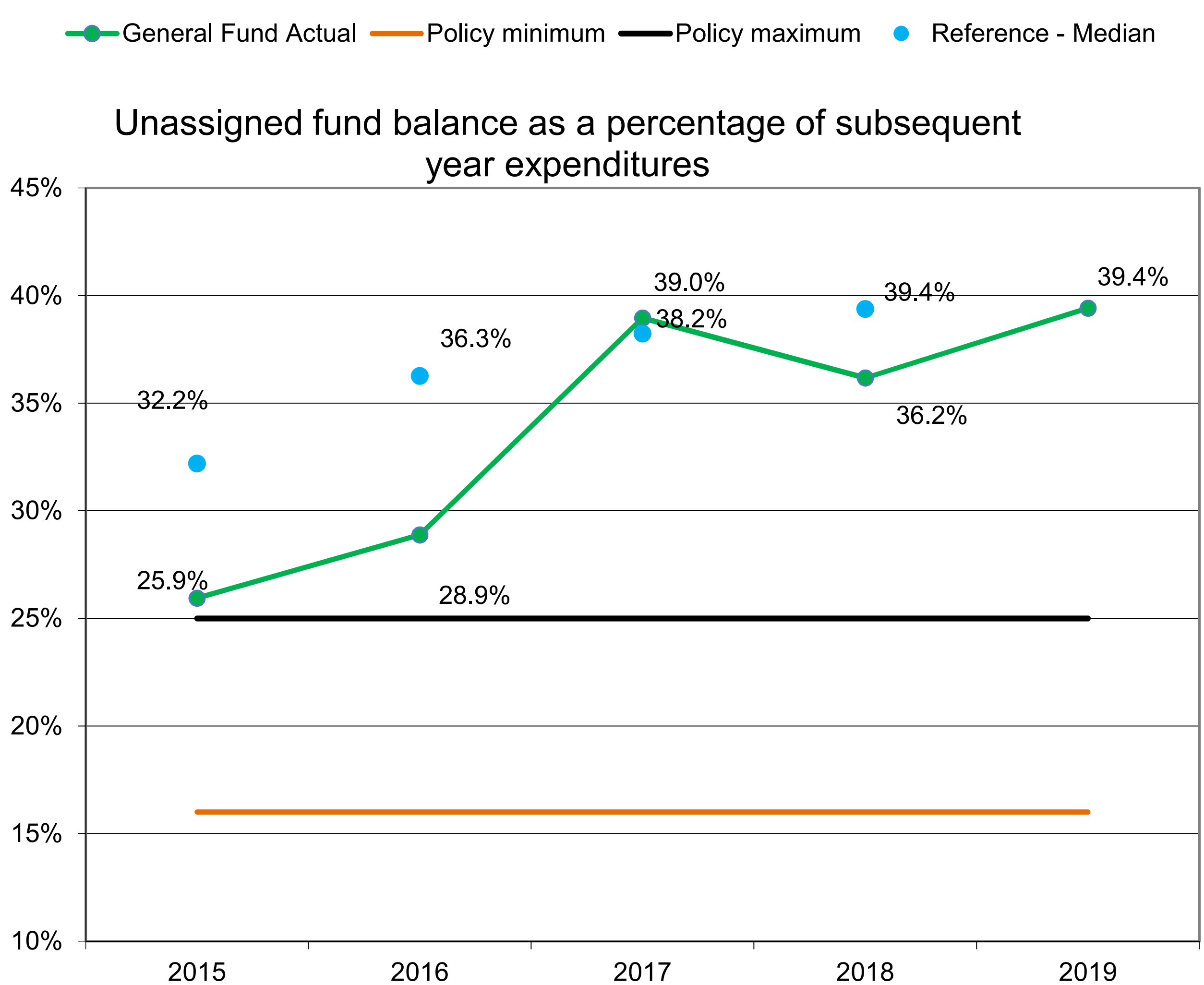
Assigned - spendable amounts that are intended to be used for specific purposes that are not considered restricted or committed.

Unassigned - residual amounts that have not been classified within other categories above.

Source: current and prior year financial statement information and other benchmark information as noted.

Fund balance policy:

Unassigned fund balance of 16-25% of Village's subsequent year general fund expenditure budget.



Other reference values

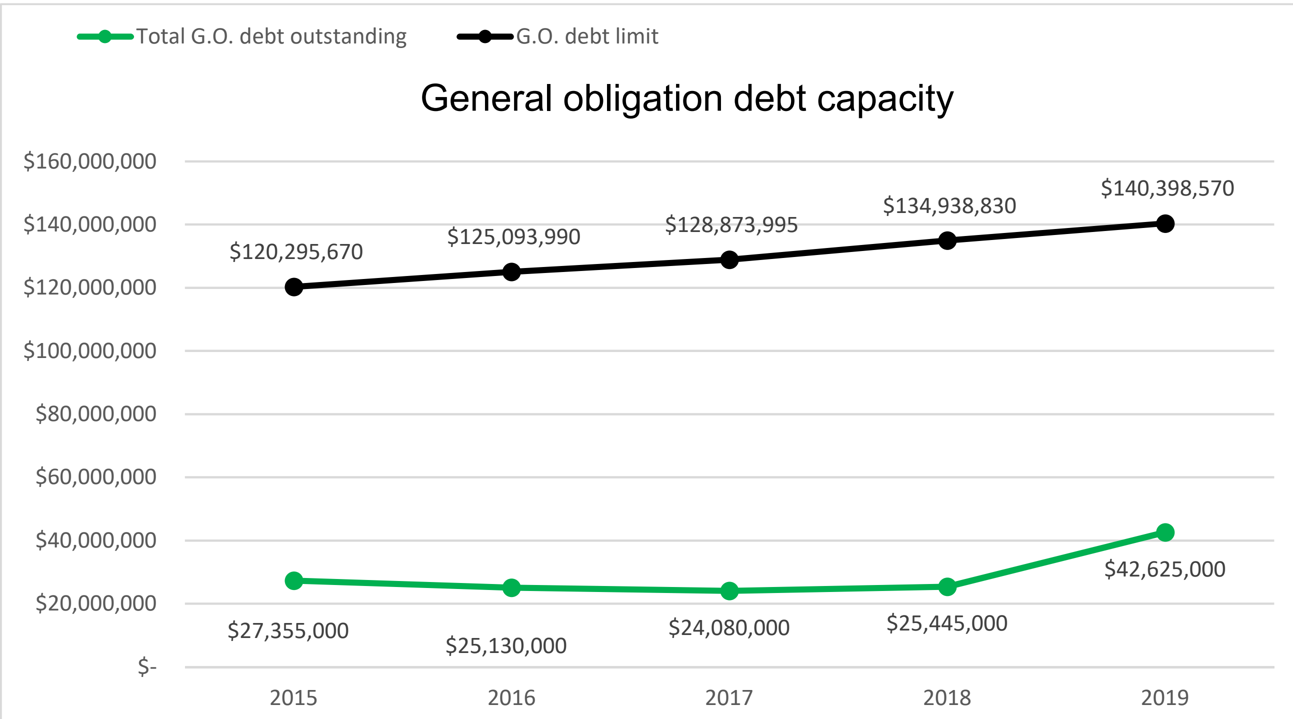
GFOA recommends a minimum of no less than 2 months (16.7%) of general fund expenditures.

Median reference value generated from 2015 - 2018 Baker Tilly municipal client data for population ranges from 17,500 to 30,000.

Source: current and prior year financial statement information and other benchmark information as noted.

Debt management policy:
The Village does not currently have a debt management policy.

Actual percentage of debt limit at 12/31/19: **30%**



Total debt outstanding by type at 12/31/2019

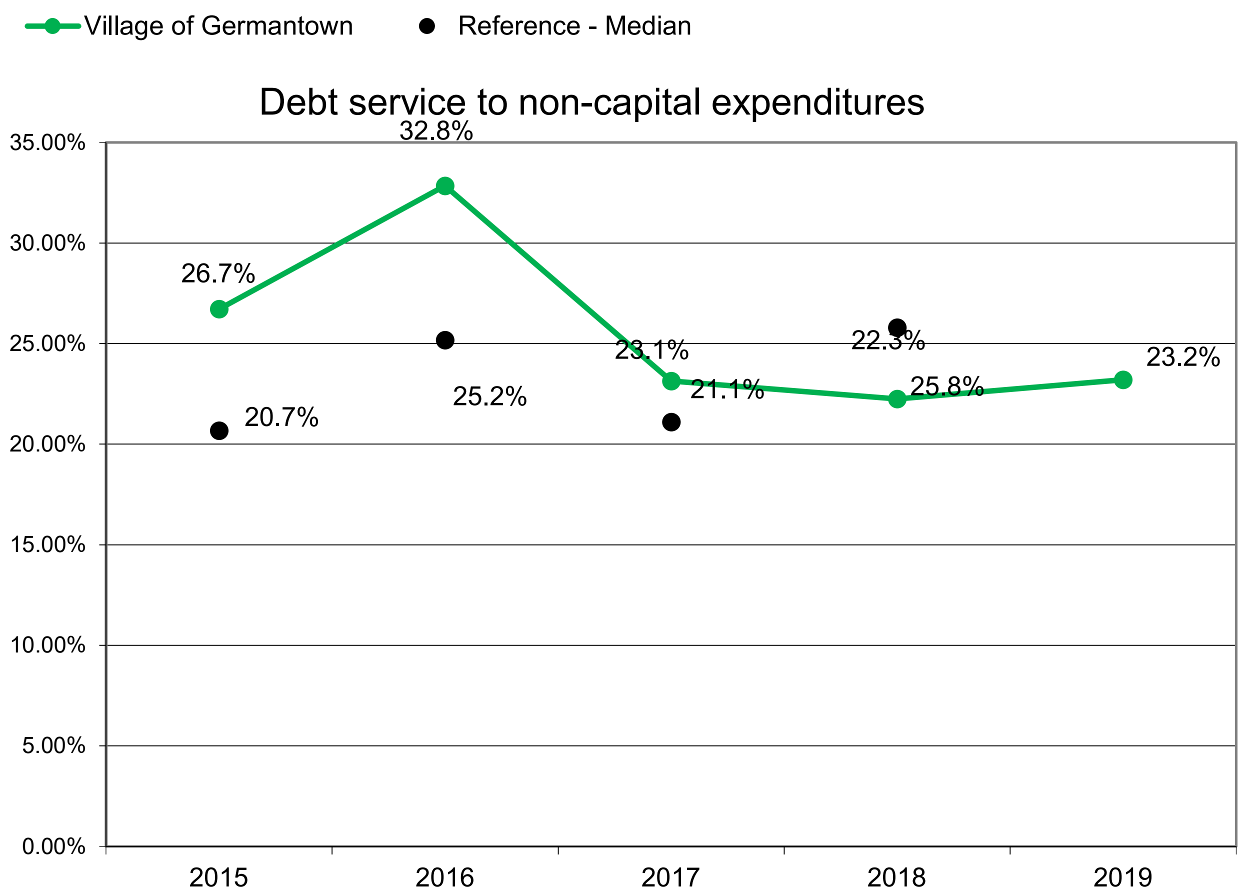
	General obligation	Revenue debt	Total
Village	$ 39,620,000	$ -	$ 39,620,000
Utility	3,005,000	911,329	$ 3,916,329
Total	$ 42,625,000	$ 911,329	$ 43,536,329

Comparative metrics available online through the Wisconsin Policy Forum.
https://wispolicyforum.org/research/municipal-datatool-examining-and-comparing-wisconsin-cities-and-villages/

Select "Debt" -- options for custom comparisons or comparisons by county

Village of Germantown

Governmental funds - debt service



Current and prior year data

		2019		2018
Principal*	$	5,150,000	$	3,910,000
Interest		838,707		590,517
Total	$	5,988,707	$	4,500,517
Non-capital expenditures	$	25,804,122	$	20,224,933

* Excludes refundings of prior issuances

Other reference values

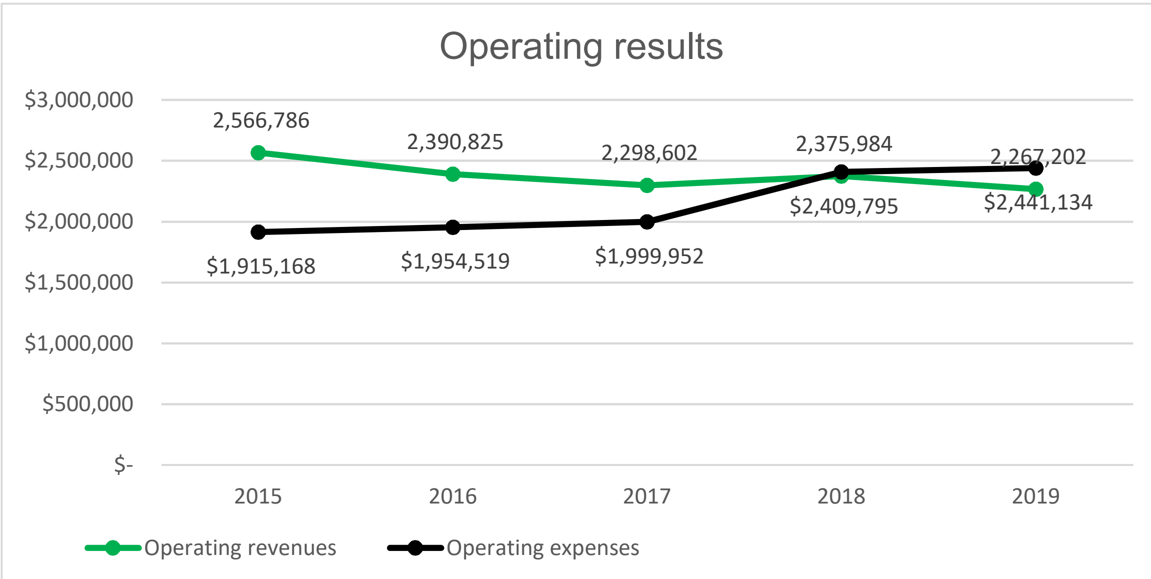
Median reference value generated from 2015 - 2018 Baker Tilly municipal client data for population ranges from 17,500 to 30,000.

Source: current and prior year financial statement information and other benchmark information as noted.

Germantown Water Utility

Water Utility Results

	Current Year	Prior Year
Actual Rate of Return	**-2.99%**	**-1.87%**
Authorized Rate of Return	**1.00%**	**1.00%**



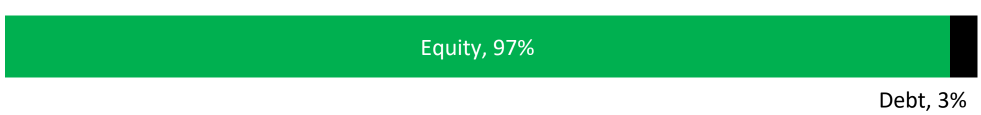
Unrestricted Reserves

	2015	2016	2017	2018	2019
Year end balance	$ 2,781,367	$ 2,547,289	$ 2,237,405	$ 1,276,527	$ 1,335,677
Months on hand	**13.00**	**12.79**	**11.68**	**6.45**	**7.07**

Debt Coverage

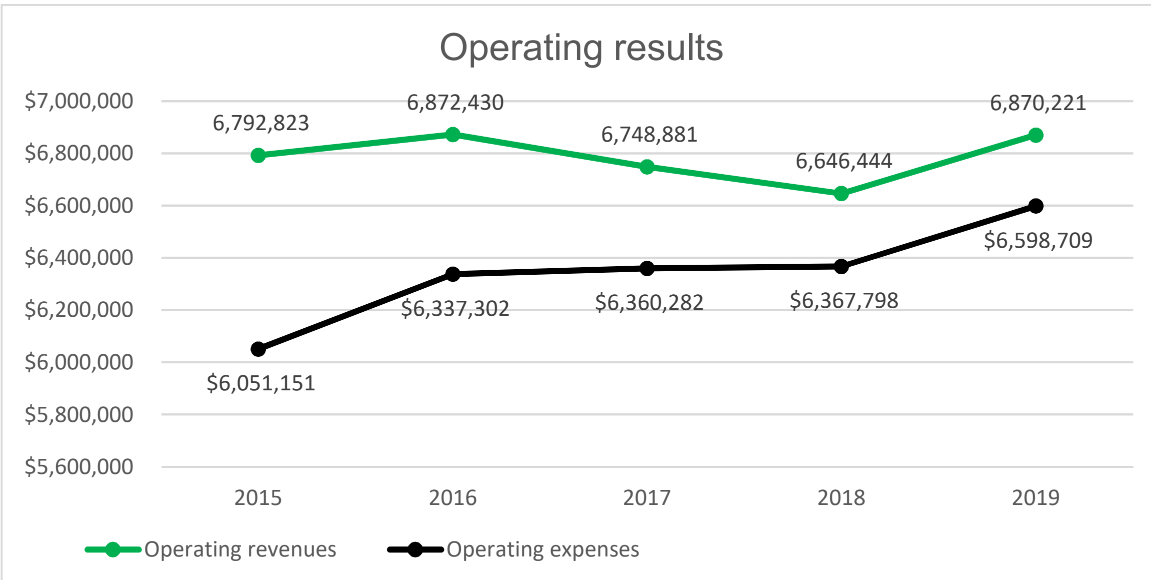
	2015	2016	2017	2018	2019
Actual	**10.91**	**9.22**	**9.50**	**7.11**	**6.48**
Required	1.25	1.25	1.25	1.25	1.25

Investment in Capital



Source: current and prior year financial statement information and other benchmark information as noted.

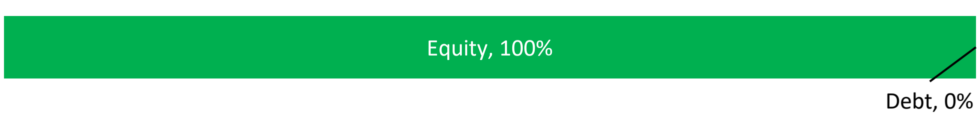
Germantown Sewer Utility
Sewer Utility Results



Unrestricted Reserves

	2015	2016	2017	2018	2019
Year end balance	$ 5,455,895	$ 4,879,522	$ 6,111,609	$ 7,043,583	$ 8,167,696
Months on hand	**9.64**	**8.52**	**10.87**	**12.72**	**14.27**

Investment in Capital



Source: current and prior year financial statement information and other benchmark information as noted.

VILLAGE OF GERMANTOWN
WASHINGTON COUNTY

RESOLUTION NO. 47-2020

GERMANTOWN SOCCER CLUB 2020-2022 FIELD USAGE AGREEMENT

WHEREAS, the Village of Germantown and the Germantown Soccer Club held a three-year agreement that expired on June 30, 2020; and,

WHEREAS, Staff has met with representatives of the Germantown Soccer Club to discuss renewal of the agreement. Attached is a two-year agreement for 2020-2022. This agreement is identical to the current agreement with the exception of the change in agreement term from three to two years. Appendix A defines the assigned field space. A per participant fee of $10 is incorporated to help address deficiencies in field maintenance. The fees paid are deposited in the Park and Recreation Facility Fund designated for use by the Village to help maintain the spaces used by the Germantown Soccer Club. Appendix B is included to help define the maintenance schedule. This agreement has been reviewed by the Germantown Soccer Club, and the Village Attorney. The organization is required to provide a liability insurance policy, and relinquish usage if the Village declares a need; and,

WHEREAS, On July 15, 2020, the Park and Recreation Commission met and recommended the attached agreement; and,

NOW THEREFORE BE IT RESOLVED, that the attached Agreement for 2020-2022 Germantown Soccer Club Field Usage Between the Village of Germantown and the Germantown Soccer Club is hereby approved.

Introduced by: ______________________________

Adopted: August 3, 2020

Vote: Ayes: ______ Nays: ______

____
Dean M. Wolter, Village President

ATTEST:

____
Deanna Braunschweig, WCMC/CMC
Village Clerk

BUSINESS OF THE VILLAGE BOARD
GERMANTOWN, WI

MEETING DATE: Monday, August 3, 2020

AGENDA ITEM: New Business

ITEM TITLE: Germantown Soccer Club - Field Usage Agreement 2020-2022

SUBMITTED BY: Mark Schroeder, Park & Recreation Director

SUMMARY EXPLANATION:
For several years, affiliate agreements have been in place between the Village of Germantown and community youth athletic organizations, including the Germantown Soccer Club. The Germantown Soccer Club (GSC) is a not for profit organization which serves over 300 youth annually. In July 2018, following review and recommendation by the Park & Recreation Commission, the Village Board approved a 3-year agreement with the GSC. This agreement expired on June 30, 2020.

Attached for your review and approval is a new 2-year agreement for 2020-2022. This agreement is identical to the current agreement with the exception of the change in agreement term from three to two years. Appendix A defines the assigned field space. A per participant fee of $10 is incorporated to help address deficiencies in field maintenance. The fees paid are deposited in the Park and Recreation Facility Fund designated for use by the Village to help maintain the spaces used by the GSC. Appendix B is included to help define the maintenance schedule.

This agreement has been reviewed by the Germantown Soccer Club, and the Village Attorney. Following review and recommendation by the Park and Recreation Commission, this agreement is before the Village Board for approval.

ATTACHMENT: ORDINANCE_____ RESOLUTION_____ OTHER__X__

Attachment: 2020-2022 Field Usage Agreement

RECOMMENDATION:
At the July 15th Park and Recreation Commission meeting, a motion was made by Commissioner Leukert, seconded by Commissioner Stapelman, to recommend to the Village Board to approve the Germantown Soccer Club Field Usage Agreement for 2020-2022. Motion carried unanimously.

FACILITY USAGE AGREEMENT

This Agreement entered into as of the date specified below by and between the **VILLAGE OF GERMANTOWN**, Washington County, Wisconsin (the “Village) and **GERMANTOWN SOCCER CLUB**, Germantown, Wisconsin (the “User”).

In consideration of the mutual obligations, undertakings, promises and covenants set forth herein, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. **USAGE OF FIELD**: The Village hereby agrees to allow the User to utilize six (6) fields at Friedenfeld Park, one (1) field at Dheinsville Park, two (2) fields at Kinderberg Park, and one (1) field at Haupt Strasse Park (see appendix A) for league games and practices (the “Premises”).

2. **RIGHT OF USAGE:** The Village’s Parks and Recreation Department shall have charge of scheduling the various sport fields located at Friedenfeld Park, Dheinsville Park, Kinderberg Park, and Haupt Strasse Park and will have priority in usage of the fields for recreation programs. The User will be allowed non-exclusive use of soccer fields for games and practices during the spring (April – June) and fall (September – October) seasons. The Village reserves the right to close the fields at any time for routine or preventative maintenance, poor or unsafe conditions and/or at other times when deemed in the best interest of the Village. The soccer fields may be utilized by the Village, in its sole discretion, for soccer practices as well as other recreational uses, including without limitation, use by other applicants, associations, or teams.

3. **REPAIRS:** User agrees that any repairs that need to be completed to the Premises resulting from User’s use thereof shall be the sole responsibility of the User, provided that Village may, in its sole discretion, choose to complete any repair work on its own and invoice User for the cost thereof. Such invoice shall be paid within 60 days of its issuance.

4. **TERMS:** The term of this agreement is two (2) years and shall commence on July 1, 2020 and terminate on June 30, 2022 unless terminated or renewed in accordance with this agreement.

5. **IMPROVEMENTS:** It is understood and agreed that the Premises will be used by the User for games and related lawful uses. The User may, at its own expense, construct and install improvements and equipment on the Premises to carry out its purposes and use thereof, provided that such work and equipment shall first be approved by the Village. Approvals are required by the Park and Recreation Director, Park and Recreation Commission, Building Inspection and possibly Planning Commission and Village Board depending on project and improvements. Any permanent structures or improvements installed by User shall become property of the Village, while any non-permanent improvements shall remain property of the User.

6. **FEES:** Germantown Soccer will assess a $10.00 fee for each participant playing in the league. The fee will be deposited in a non-reverting and non-lapsing fund to be used for preventative and routine maintenance and/or improvements at the Village’s discretion.

Routine maintenance will be performed according to the schedule outlined in Appendix B and shall be agreed upon by both the Village and Germantown Soccer.

7. **SPONSORSHIP:** The Village reserves and retains all naming rights and all rights and privileges for sponsorships, advertising and promotions. In the event that this agreement relates to the scheduling of a tournament, camp or clinic, the User shall provide the Village with written notice of any event sponsors, including the name of the sponsors and other information that may be requested by the Village. Event sponsorships will be permitted unless such sponsorship conflicts with any other Village sponsorships.

8. **ASSIGNMENT AND SUBLETTING:** User may not assign this agreement or the usage of the Premises, or any part thereof, to any other organization.

9. **COMPLIANCE WITH LAW:** User shall maintain the playing facility and comply with the highest safety standards set forth by the User's governing body. Except as otherwise provided for within this Agreement and those changes undertaken at User's discretion subject to the terms herein, User shall not be required to make any alterations, additions or improvements to the premises.

10. **LIABILITY:** User, on behalf of itself and its affiliates, successors, heirs and assigns, hereby releases and holds the Village and its officers, employees, representatives and agents harmless from any and all liability of any kind or nature occasioned by any act or omission within or on the Premises. User further agrees to keep in full force and effect during the term of this agreement, a public liability insurance policy, written and issued by a responsible insurance company acceptable to the Village, insuring itself and the Village against injury to property, person, or loss of life arising out of the use and occupancy of the demised premises, with limits of at least $100,000 property damage, $500,000 for one person, and $1,000,000 for any number of persons injured or killed in any one accident, and shall furnish the Village adequate and written evidence of such coverage annually.

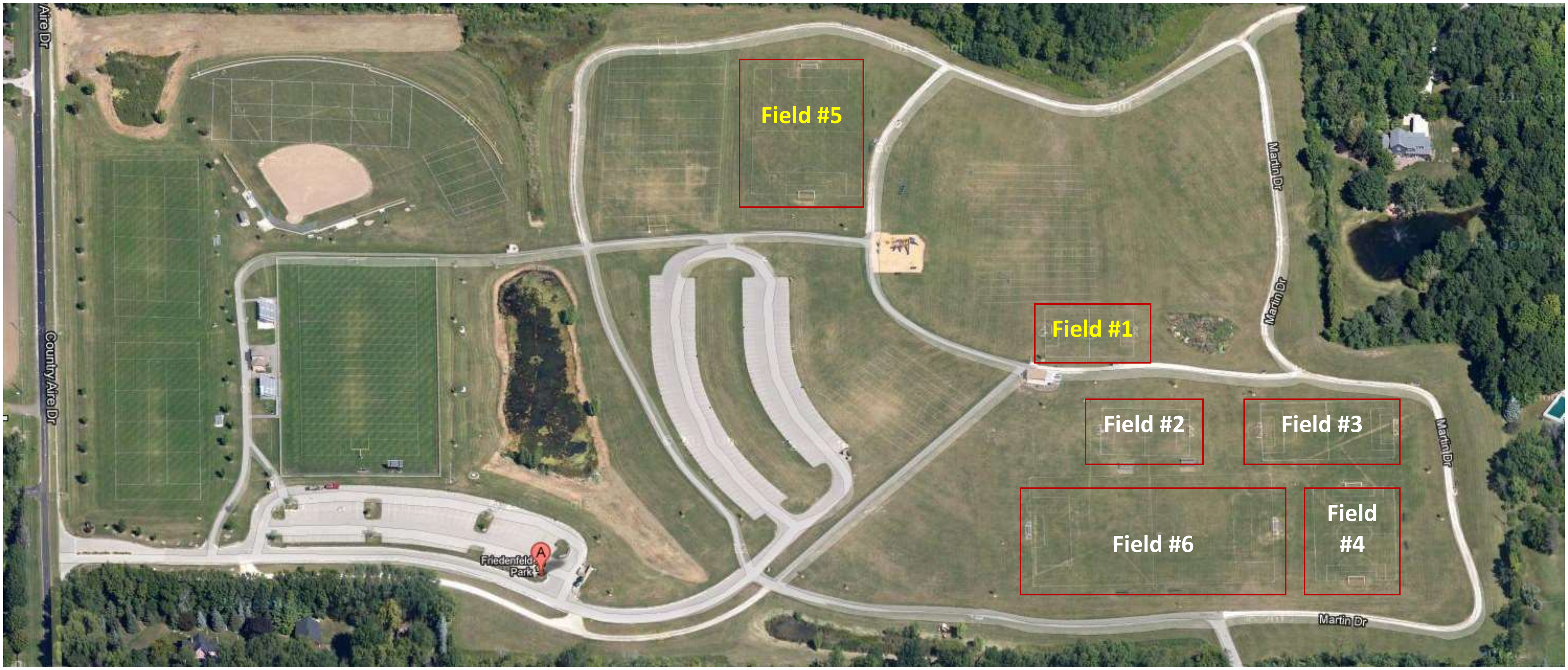
11. **AMENDMENT AND DEFAULT:** This Agreement may be amended at any time upon the mutual written agreement of the parties. This Agreement may be terminated in the event of the default of any of the terms and conditions set forth herein provided that User has failed to correct such default following 30 days written notice by the Village to User.

Entered into this ___ day of **August, 2020**

VILLAGE OF GERMANTOWN	**GERMANTOWN SOCCER CLUB**
______________________________	______________________________
Village President	Regional Director
______________________________	
Village Clerk	
______________________________	
Park & Recreation Director	

APPENDIX A

Friedenfeld Park Field Map



Dheinsville Park Field Map

Kinderberg Park Field Map

Haupt Strasse Park Field Map

APPENDIX B

Germantown Soccer

Friedenfeld Park Field Maintenance Schedule

Friedenfeld Sports Turf			
Maintenance - Germantown Soccer			
Maintenance	**Recommended Frequency Per Yr**	**Cost Per Application**	**Total Cost Using Recommended Frequency**
Aerating	2	$390.00	$780.00
Fertilizing	4	$595.00	$2,380.00
Broadleaf Spray	2	$448.00	$896.00
Total Cost:			**$4,056.00**
NOTE: Coverage of Fields 1 through 6			

NOTE: Cost listed about is approximate and may need to be adjusted on an annual basis dependant on the cost of fertilizer and broadleaf spray.

#

BUSINESS OF THE VILLAGE BOARD
GERMANTOWN, WI

MEETING DATE: August 3, 2020

AGENDA ITEM: New Business [Preliminary Subdivision Plat**]**

ITEM TITLE: Matt Cudney, Veridian Homes LLC, agent for VHKE LLC, Property Owner, 14.7 acres near Donges Bay Road @ Preserve Parkway (Tax Parcel ID# 263-984); Preliminary Subdivision Plat for a 16-lot Single-Family Residential Development ("Kinderberg Estates")

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

SUMMARY EXPLANATION:
Veridian Homes has submitted a preliminary subdivision plat for the 16-lot, 14.7-acre parcel south of Kinderberg Park. The preliminary plat is consistent with the concept plan approved along with rezoning of the property in March 2020.

The Plan Commission and Staff are recommending approval of the preliminary plat subject to eight (8) conditions, including a requirement for additional landscaping to provide an enhanced visual buffer along the east side of the development to be presented in a revised landscaping plan.

The required development agreement is NOT ready for Village Board action at this time (expected to be on the July 17 meeting agenda).

ATTACHMENTS:
- July 13, 2020 Staff Report
- July 13, 2020 Plan Commission Meeting Minutes
- Preliminary Plat

PLAN COMMISSION RECOMMENDATION:
APPROVE the Kinderberg Estates preliminary subdivision plat subject to eight (8) conditions:
1. Developer shall enter into a Development Agreement with the Village pursuant to Section 18 of the Village Code (Subdivision and Platting), as well as, the preparation of detailed plans for the installation of public utilities and improvements including, but not limited to public street improvements, water, sewer, storm water management facilities, master grading plan and erosion control, trails, landscaping & street trees, open space, lighting and signage.
2. The Developer shall submit a revised street tree and landscaping plan for the common area improvements to the Village Planner and Village Forester for final review and approval prior to or concurrent with execution of a Development Agreement with the Village. Said revised plan shall contain additional landscaping as follows: (a) along rear property lines and/or in the outlot area abutting Lots #12, #13, #14, #15 & #16; (b) adjacent to the 15' vision corners at the road entrance on Lot #1 & #16; (c) around the

entrance sign and in the cul-de-sac island; (d) additional landscaping needs to be added to help provide a buffer for the adjacent Heritage Hills subdivision along the rear property lines or in the outlot area abutting Lots #5, 6, and 7.

3. Notations or labels shall be added to the plat that prohibit direct access to Donges Bay Road and Preserve Pkwy from Lots #1, #10, #11, #16 & Outlot 3.
4. The Developer shall address all the Village Surveyor comments contained in a review memo dated June 24, 2020 and revise the preliminary plat (if necessary) prior to or concurrent with execution of a Development Agreement with the Village.
5. The Developer shall address all the Village Engineer/Public Works comments contained in a review memo dated June 26, 2020 and revise the detailed construction plans prior to or concurrent with execution of a Development Agreement with the Village.
6. The Development Agreement shall include a requirement that subdivision deed restrictions and covenants be submitted to the Village prior to final plat submittal that include a requirement that each individual lot contain the minimum landscaping required under Section 17.43(5).
7. The Developer shall work with staff to add additional landscaping and remove invasive species to the northeast quadrant of the site plan east of the north east detention pond. As the invasive species are removed, the Developer shall work with staff to plant additional trees to enhance the thinned-up tree line so they are strategically located to fill in any gaps left by the invasive species removal.
8. The Developer shall work with staff to augment the shape of the southwest detention pond to be more natural.

2. ***Landscaping should extend 3' from all sides of the proposed ground sign.***

MOTION carried unanimously.

Veridian Homes/Kinderberg Estates - Preserve Parkway @ Donges Bay Road. Matt Cudney, Veridian Homes LLC, agent for VHKE LLC, property owner, is requesting approval of a preliminary subdivision plat for a 16-lot,14.7-acre single-family residential development. Planner Retzlaff summarized the proposal. He indicated staff received 2 emails in support of the subdivision plat from Sue Mac Gillis and Solomon and Cynthia Johnson, Christine Huber's email stated she supported the 6 conditions from staff and recommended the developer revise the southwest stormwater pond to be more natural looking, Bob Fitzgerald expressed concern with construction commencing but not completing in a timely manner, recommended additional conditions to extend east buffer, remove invasive species, housing does not exceed 16 homes, and land to revert back to A-2 agricultural zoning if development does not occur within 12 months.

Planner Retzlaff explained the development agreement is approved by the Public Works Committee and the Village Board. Any additional items as presented will be presented to staff and the Village Attorney to be added to the proposed developers agreement for approval including: language stating development will not have more than 16 homes, the land will revert to A-2 agricultural if not developed by 4/6/2021. The language will be discussed at the Public Works Committee meeting.

MOTION Shadid second Williams to Approve the preliminary subdivision plat for the 16-lot, 14.7-acre single-family residential development called "Kinderberg Estates" located on Preserve Parkway subject to the following conditions:

1. ***Developer shall enter into a Development Agreement with the Village pursuant to Section 18 of the Village Code (Subdivision and Platting), as well as, the preparation of detailed plans for the installation of public utilities and improvements including, but not limited to public street improvements, water, sewer, storm water management facilities, master grading plan and erosion control, trails, landscaping & street trees, open space, lighting and signage.***
2. ***The Developer shall submit a revised street tree and landscaping plan for the common area improvements to the Village Planner and Village Forester for final review and approval prior to or concurrent with execution of a Development Agreement with the Village. Said revised plan shall contain additional landscaping as follows: (a) along rear property lines and/or in the outlot area abutting Lots #12, #13, #14, #15 & #16; (b) adjacent to the 15' vision corners at the road entrance on Lot #1 & #16; (c) around the entrance sign and in the cul-de-sac island; (d) additional landscaping needs to be added to help provide a buffer for the adjacent Heritage Hills subdivision along the rear property lines or in the outlot area abutting Lots #5, 6, and 7.***
3. ***Notations or labels shall be added to the plat that prohibit direct access to Donges Bay Road and Preserve Pkwy from Lots #1, #10, #11, #16 & Outlot 3.***
4. ***The Developer shall address all the Village Surveyor comments contained in a review memo dated June 24, 2020 and revise the preliminary plat (if necessary) prior to or concurrent with execution of a Development Agreement with the Village.***
5. ***The Developer shall address all the Village Engineer/Public Works comments contained in a review memo dated June 26, 2020 and revise the detailed construction plans prior to or concurrent with execution of a Development Agreement with the Village.***
6. ***The Development Agreement shall include a requirement that subdivision deed restrictions and covenants be submitted to the Village prior to final plat submittal that include a requirement that each individual lot contain the minimum landscaping required under Section 17.43(5).***

MOTION to Amend Baum second Kimmler that the developer work with staff to add additional landscaping and remove invasive species to the northeast quadrant of the site plan east of the north east detention pond.

Matt Cudney stated there were not specific comments from the Village Board to require additional landscaping on lots 5, 6 and 7. Planner Retzlaff explained the only landscaping shown on the concept plan was along the far east side at the existing tree line and lots 1 to the north and lot 16 to the south at the main entry. One of the requirements was that the landscape plan be presented to the Plan Commission for review and approval and then Plan Commission would detail and discuss what was good and what needed to be changed. He said he did not take the Village Board direction or commentary as an exclusive list of what should be talked about. Plan Commission can make whatever recommendations to the landscape plan they feel are reasonable.

MOTION to Amend carried unanimously.

Mr. Cudney, Veridian Homes, said the existing tree line is full and already has significant buffering. He said it seems excessive to add additional buffering. Chairman Baum said when you start to remove the invasive species you get bare spots. Mr. Cudney said he would add additional trees where the gaps are spaced appropriately.

MOTION to Amend Baum second Shadid that the developer work with staff as the invasive species are removed additional trees are to be planted to enhance the thinned-up tree line strategically located to fill in the gaps.

Commissioner Kimmler said the Village Arborist should decide the kind of trees to be planted. Chairman Baum agreed that the developer and staff should work together to decide which trees to use to fill in the gaps.

MOTION to Amend carried unanimously.

Discussion continued on the shape of the detention ponds. Mr. Cudney said he was limited with what he can do but the pond will look more rounded.

MOTION to Amend Baum second Shadid that the developer work with staff to augment the shape of the southwest detention pond to be a little more natural.

Chairman Baum said he understands there are limitations with wetlands, property lines and with requiring the trees on the south side.

MOTION to Amend carried 4-1 (Kimmler)

Discussion continued regarding the connection from Donges Bay Road through to the park and a bridge that was once in the plan. Mr. Cudney said the path was a shortcut for the residents to get to the park and is not necessary when the sidewalk along Preserve Parkway is 200 feet away. The Commission members agreed it was not necessary.

Mr. Cudney stated the proposed landscape plan adheres to the Village Arborist guidelines and he had recommended approval. He said trees should not be planted too close together because over a period of time it will create problems. Planner Retzlaff said the principal goal of the landscape plan is to create visual buffers and if the trees become too big in 35 years they can be trimmed. Commissioner Kimmler asked why trees needed to be added to the rear property lines along Donges Bay Road. Planner Retzlaff explained that because of a gas pipeline running along Donges Bay Road, a visual buffer of the backyards will be provided. Mr. Cudney said he would rather the trees be located at the street.

MOTION to Approve as Amended with Conditions #7 and #8 carried 4-1 (Williams)

Performance Alloys - N116 W18515 Morse Drive. MSI General, agent for the RA Resource Management LLP, property owner and Performance Alloys is seeking approval of site development and building plans for a 17,193 square foot expansion to the existing warehouse and manufacturing building located on a 2.02-acre parcel in the Germantown Industrial Park. Associate Planner Zandt summarized the proposal.

MOTION Shadid second Nilles to Approve the site development and building plans for the proposed 17,193-square foot expansion to the existing warehouse and manufacturing building located at N116W18515 Morse Drive subject to the following conditions:

1. ***This approval is subject to all the conditions and requirements set forth herein and adopted by the Plan Commission. Approval is granted for the site development and building plan set with a date stamped as being received by the Village on June 6, 2020.***
2. ***All landscaping, screening, grading, paving, storm water management, utility and other improvements that are not fire-safety related as shown on the approved site plans shall be installed as proposed prior to issuance of an occupancy permit unless a cash bond or letter of credit in an amount equal to 120 percent of the estimated installation and material costs reviewed and approved by the Village is submitted to the Village as necessary to ensure that installation of the proposed features and improvements will be completed within one (1) year after issuance of the occupancy permit.***
3. ***All technical issues and plan corrections identified by the Public Works Department/Village Engineer in the June 23, 2020 review letter, including final approval of the grading and erosion control plans shall be addressed and reflected in revised plans and/or supplemental information reviewed and approved by the Public Works Department prior to issuance of a building permit.***
4. ***State approved plans and a $20,000 occupancy bond are required by the Building Inspection Department as part of the building permit application.***
5. ***All exterior doors (except primary entrance) shall be clearly marked with reflective 5" or larger letters/numbers to aid emergency personnel access as required by the Police Department.***
6. ***A new driveway permit for the proposed driveway shall be obtained from the Department of Public Works prior to the issuance of a building permit.***
7. ***Any new proposed exterior signage, including monument and wall-mounted signs, shall be reviewed and approved under a separate application by the Plan Commission.***
8. ***Revise the lighting plan so that the foot candles do not exceed 0.05 at the property line.***
9. ***The applicant shall provide written approval from the Wisconsin Electric Power Company, for the construction of a portion of the addition in the Easement, prior to the issuance of any building permits.***

MOTION carried unanimously.

ANNOUNCEMENTS: None

PRELIMINARY SUBDIVISION PLAT
7/13/20 Plan Commission Meeting

Kinderberg Estates / Veridian Homes LLC

Village Planner Report **Germantown, Wisconsin**

Summary

Matt Cudney, Veridian Homes LLC, agent for VHKE LLC, property owner, is requesting approval of a preliminary subdivision plat for a 16-lot, 14.7-acre single-family residential development called "Kinderberg Estates" located on Preserve Parkway north of Donges Bay Road.

Location: Preserve Parkway @ Donges Bay Road

Applicant/ Property Owner:

Matt Cudney	VHKE LLC
Veridian Homes LLC	
N60W21555 Legacy Trail	N60W21555 Legacy Trail
Menomonee Falls, WI	Menomonee Falls, WI

Current Zoning: Rs-4: Single-Family

Adjacent Land Uses		Zoning
North	Institutional (Kinderberg Park)	I
South	Residential	Rs-5
East	Residential	Rs-4
West	Agricultural	A-2

Background/Proposal
Matt Cudney, Veridian Homes LLC, agent for the Germantown School District, property owner, is requesting approval of a preliminary subdivision plat for a 16-lot, 14.7-acre single-family residential development called “Kinderberg Estates” located on Preserve Parkway north of Donges Bay Road.

In March 2020, following a positive recommendation from the Plan Commission, the Village Board approved rezoning the 14.7-acre property into the Rs-4: Single-Family residential zoning district along with a 16-lot concept plan.

As summarized in Table 1, the proposed development has the following characteristics:

TABLE 1.

Gross Area (Ac)	14.70
Wetland Area (Ac)	0.10
Right-of-Way (Ac)	1.35
Net Density Area (Ac)	13.25
# Single-Family Lots/DU's	16
Gross Density (DU/acre)	1.09
Net Density (DU/net acre)	1.21
Open Space (Ac)	3.53 (24.0%)
Avg Lot Size	.44 ac (26,752 sqft)
Lot Size Range	.48 to .62 ac (20,771 to 37,250 sqft)

Staff Comments
Village Planner/Zoning Administrator
In accordance with the Village's Subdivision Code, the Plan Commission is responsible for reviewing the preliminary plat application and forwarding a recommendation to the Village Board along with comments received from the official "objecting agencies" (i.e. Washington County), as well as, all other review agencies to whom the plat has been submitted (e.g. Southeastern Wisconsin Regional Planning Commission/SEWRPC, Germantown School District, all utility companies, etc).

As required by the Plan Commission as part of the rezoning and concept plan approval, the Developer has submitted a street tree and landscaping plan for the common areas. Staff is concerned that the landscape plan is inadequate. In the landscape plan, the presentation shows trees at full growth and, as such, gives the appearance of a there being more than enough trees to provide the desired buffering (when there really isn’t enough since the planted size will be significantly smaller than at mature growth). Also, the way the plan is prepared, i.e. where the placement and shape of the species “call out” labels is co-mingled with the actual tree, it gives the appearance of more trees than there actually will be. For this reason, the plan looks sparse in terms of total quantity and especially evergreen trees for a plan that is supposed to be “heavy” on landscaping for visual buffering purposes.

Also, at the time the rezoning & concept plan were approved, the Plan Commission required landscape/buffering along the rear yard property lines of the lots around the Southwest storm basin in Outlot 3, but the proposal is to install landscaping in the open space area. While the Village does not have a prescribed standard or minimum design requirement for buffer areas, it is expected that such areas will include a combination of high-density deciduous and evergreen trees and shrubs (50/50%) along the side slopes of undulating berms. No berming is proposed in the plan and the number and type of trees does not appear to provide an acceptable level of visual buffering. Consequently, staff is recommending additional landscaping be installed in the following areas:

- Backs of Lots #12, #13, #14, #15 & #16
- Adjacent to the 15' vision corners at the road entrance on Lot #1 & #16
- The landscaping plan should include landscaping around the entrance sign and in the cul-de-sac island

Finally, notations or labels should be added to the plat that prohibit direct access to Donges Bay Road and Preserve Pkwy from Lots #1, #10, #11, #16 & Outlot 3.

Village Engineer/Public Works
The developer has submitted preliminary storm water management, grading, erosion control, and construction plans for the road improvements, water, sewer, and landscaping (street tree) plans.

However, in a review memo dated June 26, 2020 from the Public Works Director (copy attached), the Village Engineer has identified a series of technical issues and plan corrections recommended to the various plans that will need to be addressed and/or corrected in revised plans submitted for review and approval prior to or concurrent with executing a Development Agreement with the Village.

Village Surveyor
In a review memo dated June 24, 2020 (copy attached), the Village Surveyor identifies a series of issues that need to be addressed and/or corrected in a revised preliminary plat prior to the Village Board executing a Development Agreement with the Developer.

Parks & Recreation
In a February email from Park & Recreation Director Mark Schroeder (copy attached), the Village's Park & Recreation Commission reviewed the preliminary plat at their June 24 meeting. The Commission provided the following comments & recommendations:

1. The asphalt pathway to Donges Bay Road offers an important connection for the residents;
2. The commission recommended a connecting bridge be constructed on the north side of the development to connect to Kinderberg Park (it was noted that previous versions of the concept plan included a bridge);
3. Landscaping is not substantial enough on the east property line, additional landscaping needs to be added to help provide a buffer for the adjacent Heritage Hills subdivision;
4. Additional landscaping could be added to lots #5, 6, and 7.

Fire Department
Recommend approval.

Washington County
On June 25, 2020, the Washington County Land Use & Planning Committee met and determined that they have no objections to the preliminary plat (see attached letter).

Wisconsin Dept of Administration
The Village received a “no objection” email received May 29, 2020.

Southeastern Wisconsin Regional Planning Commission (SEWRPC)
In a June 20, 2020 letter from Kevin Muhs, Executive director, SEWRPC staff provide a list of recommendations for the proposed development, including:

1. *Developer should seek guidance and/or permits from the DNR and US Army Corp of Engineers for any wetland disturbance associated with the development;*
2. *Deed restrictions be against disturbance of wetlands within the subdivision be placed on the plat; and*
3. *Development be conducted in accordance with Village erosion control and post-construction storm water management regulations.*

WisDOT
Kinderberg Estates does not abut any highway under WisDOT jurisdiction. Therefore, no comments or objections have been received.

Germantown School District
No comments received.

Village Planner Recommendation

APPROVE the preliminary subdivision plat for the 16-lot, 14.7-acre single-family residential development called "Kinderberg Estates" located on Preserve Parkway subject to the following conditions:

1. Developer shall enter into a Development Agreement with the Village pursuant to Section 18 of the Village Code (Subdivision and Platting), as well as, the preparation of detailed plans for the installation of public utilities and improvements including, but not limited to public street improvements, water, sewer, storm water management facilities, master grading plan and erosion control, trails, landscaping & street trees, open space, lighting and signage.
2. The Developer shall submit a revised street tree and landscaping plan for the common area improvements to the Village Planner and Village Forester for final review and approval prior to or concurrent with execution of a Development Agreement with the Village. Said revised plan shall contain additional landscaping as follows: (a) along rear property lines and/or in the outlot area abutting Lots #12, #13, #14, #15 & #16; (b) adjacent to the 15' vision corners at the road entrance on Lot #1 & #16; (c) around the entrance sign and in the cul-de-sac island; (d) additional landscaping needs to be added to help provide a buffer for the adjacent Heritage Hills subdivision along the rear property lines or in the outlot area abutting Lots #5, 6, and 7.
3. Notations or labels shall be added to the plat that prohibit direct access to Donges Bay Road and Preserve Pkwy from Lots #1, #10, #11, #16 & Outlot 3.
4. The Developer shall address all the Village Surveyor comments contained in a review memo dated June 24, 2020 and revise the preliminary plat (if necessary) prior to or concurrent with execution of a Development Agreement with the Village.
5. The Developer shall address all the Village Engineer/Public Works comments contained in a review memo dated June 26, 2020 and revise the detailed construction plans prior to or concurrent with execution of a Development Agreement with the Village.
6. The Development Agreement shall include a requirement that subdivision deed restrictions and covenants be submitted to the Village prior to final plat submittal that include a requirement that each individual lot contain the minimum landscaping required under Section 17.43(5).

Village of Germantown ...Willkommen

Community Development Department
Jeffrey W. Retzlaff, AICP, Director
Village Planner & Zoning Administrator
N112 W17001 Mequon Road P.O. Box 337
Germantown, WI 53022-0337
Telephone: (262) 250-4735 Website: www.village.germantown.wi.us
FAX: (262) 253-8255 E-mail: jretzlaff@village.germantown.wi.us

July 2, 2020

Matt Cudney
Veridian Homes LLC.
N60 W21555 Legacy Trail
Menomonee Falls, WI 53051

RE: Kinderberg Estates Preliminary Plat;
Staff Review Comments

Village Staff has reviewed the preliminary plat and landscaping plan and has the following outstanding items/issues that need to be addressed. Please provide the requested information, corrections, revisions, etc. as soon as possible.

Park Commission

1. The Park & Recreation Commission reviewed the preliminary plat for the Kinderberg Estates at the June 24th commission meeting. Following discussion, the commission offered the following comments:
    a. The asphalt pathway to Donges Bay Road offers an important connection for the residents.
    b. The commission recommended a connecting bridge be constructed on the north side of the development to connect to Kinderberg Park. It was noted that previous versions of the plan included a bridge.
    c. Landscaping is not substantial enough on the east property line, additional landscaping needs to be added to help provide a buffer for the adjacent Heritage Hills subdivision.
    d. Additional landscaping could be added to lots #5, 6, and 7.

Planning & Zoning

2. Can you confirm that WE Energies is aware of your plan to install landscaping and a paved pedestrian path across their gas line easement?
3. In the landscape plan, the presentation shows trees at full growth and, as such, gives the appearance of a there being more than enough trees to provide the desired buffering (when there really isn't enough since the planted size is significantly smaller), and, the placement and shape of the species "call out" labels gives the appearance of more trees than there actually will be. For this reason, the plan looks sparse in terms of total quantity and especially evergreen trees for a plan that is supposed to be "heavy" on landscaping for visual buffering purposes.
4. As you are aware, rezoning & concept plan approval required landscape/buffering along the rear yard property lines of the lots around the SW storm basin, but you are proposing to install that landscaping in the open space area. While we do not have a standard or minimum design requirement for buffer areas, we expect that such areas will include a combination of high-density deciduous and evergreen trees and shrubs (50/50%) along side slopes of undulating berms (where possible given existing terrain or when constructing new buffer/screen areas). No berming is proposed and the number and type of trees do not

appear to provide an acceptable level of visual buffering. Additional landscaping should be installed in the following areas:

a. Backs of Lots #12, #13, #14, #15 & #16
b. Adjacent to the 15' vision corners at the road entrance on Lot #1 & #16

5. The detailed landscaping plan should include landscaping around the entrance sign and in the cul-de-sac island
6. Notations or labels need to be added to the plat that prohibit direct access to Donges Bay Road and Preserve Pkwy from Lots #1, #10, #11, #16 & Outlot 3
7. The shape of the SW storm basin is almost too symmetrical; it does not look natural in any way. Given its prominence at the front of the subdivision, it may be more of a detraction than the eye-catching feature it could possibly be. Can you ad some character to the shape?

Public Works

8. Language needs to be included in the Developer's Agreement or other binding document assigning responsibility to the homeowner's association for the perpetual maintenance of any subdivision sign(s), all landscaping in private landscape easements, and the private drainage easements.
9. See June 26, 2020 review memo from Public Works Director with comments from Village Engineer (attached).
10. See Water Utility comments on attached plan mark-up (attached).
11. See June 24, 2020 review memo from Village Surveyor for additional comments (attached).

When submitting revised plans or additional information, please submit (1) digital set and three (3) full-size hard copy plan sets to the Community Development Department. Complete responses and/or information, plan revisions, etc. to the items/issues listed above will help avoid delay in the review and processing of your application.

Respectfully,

Jeffrey W. Retzlaff, AICP
Village Planner & Zoning Administrator

Engineering Department Memorandum

To : Jeffrey W. Retzlaff, AICP, Planning Director/Zoning Administrator

From : Lawrence Ratayczak, P.E., Director of Public Works

Date : June 26, 2020

Re : Kinderberg Estates

Items Reviewed:

1. Civil Plan Set (14 pages) Dated: 05-22-20
2. Stormwater Management Plan Dated: 05-23-20

General Comments:

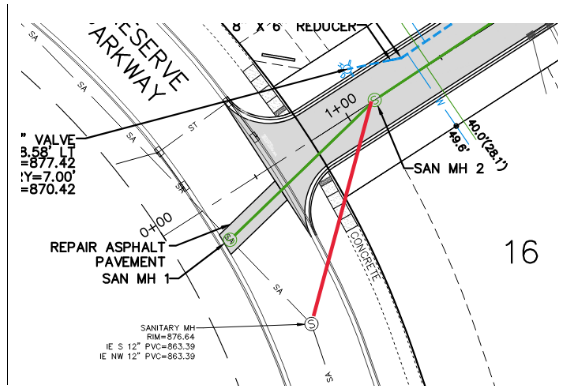
1. Please respond to each item below. **A written response addressing each item shall be included in your submittal**.
2. The submitted plans have been reviewed for general conformance with State and Village design guidelines. Additional comments could arise as a result of the plan completion and modifications. The items listed below will need to be fully resolved before the Engineering Dept. can recommend a formal approval of the plans and permit for construction.
3. This project will require a WRAPP/NOI from the DNR. Please submit a copy of the approved permit prior to final approval.
4. As-builts prepared to Village standards shall be prepared and provided to the Village post-construction (for all applicable items).
5. A professional engineer’s original seal is to be affixed, signed and dated on the final set of construction plans.
6. Contact Ryan Ehlerding, 262-250-4723 for a utility permit.

Water Utility Comments

1. Watermain is required to be a looped system and not a dead end.
2. Revise the connection in Donges Bay Road to provide a minimum of 12’ separation from the centerline of the hydrant to the centerline of the tap.
3. Label connection as tapping saddle to spigot end to accommodate a standard MJ gate valve.

Waste Water Utility Comments

1 Revise sanitary sewer alignment as shown in red.



G-1 Grading and Erosion Control

1 Recommend separating out the erosion control plan and grading plan.

2. Add stabilization requirements including late season stabilization to the erosion control plan.

3. Add notes detailing erosion control inspection and documentation requirements.

4. Add notes to require stabilization within 7 days of reaching final grade or if an areas will be inactive for 14 or more days.

5. Show how runoff will be routed to the sediment basins during construction. Temporary swales / diversion berms are likely needed.

6. Silt fence location is difficult to see. Please make silt fence bold and easy to see on the erosion control plan.

7. Silt fence is shown across the outlets of the pipes at the perimeter of the site. Silt fence is not effective at pipe outlets. Revise plan to show other means of erosion control at pipe outlets.

G-2 Path, Intersection, and cul de sac details.

1 Revise the curb cut for the pathway to have truncated domes set in concrete at the cul de sac.

R-1 Road A – Roadway and Storm Sewer

1 Add vertical curves to the grade breaks at stations 2+02 and 6+58

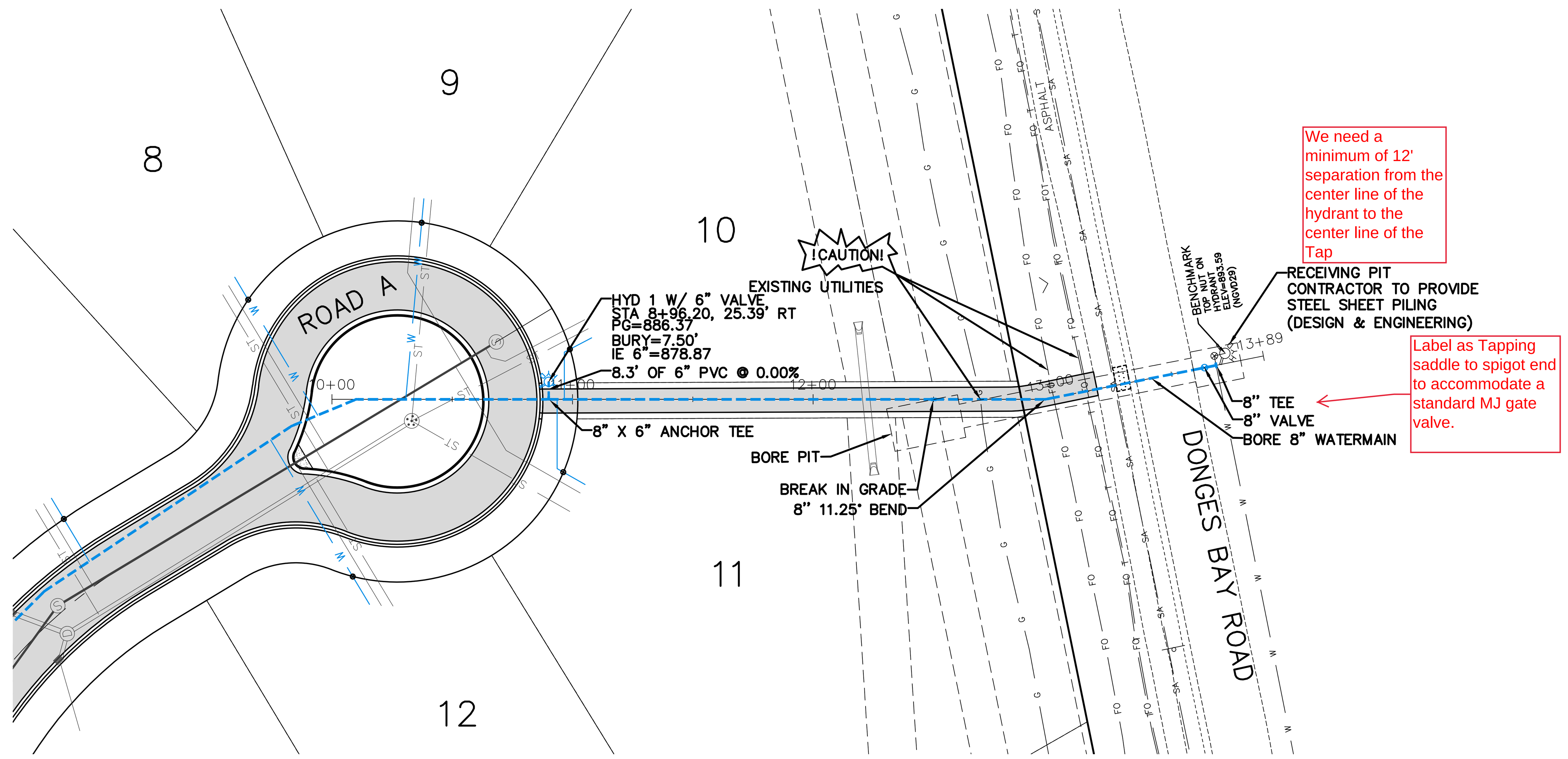
2. Village standards require 3' minimum cover. Revise manhole 1 to meet this requirement.

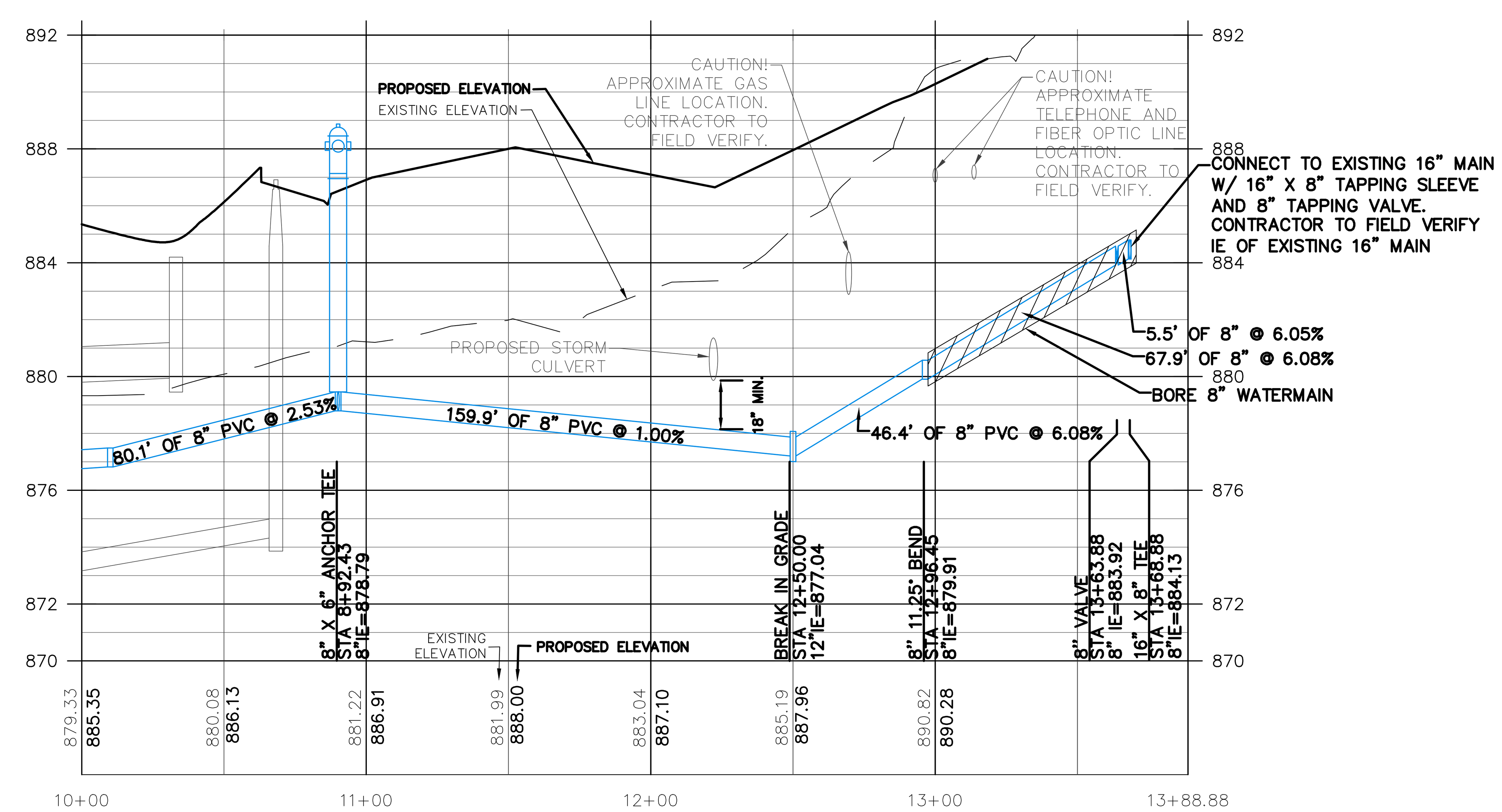
Stormwater Management Plan

1. The MMSD unit rate requirements apply to the entire project and do not allow offsite flows to be added to the allowed unit rate. For sites with offsite flows the volumetric procedure is recommended.
2. WDNR does not allow for treatment of offsite areas to provide credit towards meeting the water quality requirement. The volume of runoff must be accounted for in the model, but pollutant loading turned off. Revise calcs to follow WDNR guidance.
3. Provide additional topography in Donges Bay Road and offsite areas to east.

4. Provide information on assumptions made for impervious area for the lots and how it was broken down between rooftop, sidewalk, driveway, etc.
5. Soils borings show predominantly clay soils. Adjust SLAMM calcs to clay soils.
6. Provide additional information on how the grate capacities where calculated. Specifically, for the grates that are on grade and not in a sag condition.
7. Village standards require storm sewer mainline to be design to 25 year minimum.
8. Provide soil borings for pond areas

NOTES:
1. CONTRACTOR SHALL CONTACT DIGGERS HOTLINE TO HAVE UNDERGROUND UTILITIES LOCATED PRIOR TO CONSTRUCTION.
2. SANITARY LATERAL LABEL KEY: LATERAL LENGTH' (DISTANCE TO DOWNSTREAM MH')





HORIZONTAL: 1"=40'-0"
VERTICAL: 1"=4'-0"

1"= 40' SCALE 40' 0 40' 80' FEET

NORTH

WATERMAIN CONNECTION

EXCEL
ARCHITECTS • ENGINEERS • SURVEYORS
Always a Better Plan
100 Camelot Drive
Fond Du Lac, WI 54935
Phone: (920) 926-9800
www.EXCELENGINEER.com

COLLABORATION
VERIDIAN HOMES

PROJECT INFORMATION
PROPOSED RESIDENTIAL SUBDIVISION
KINDERBERG ESTATES
PRESERVE PKWY • GERMANTOWN, WI

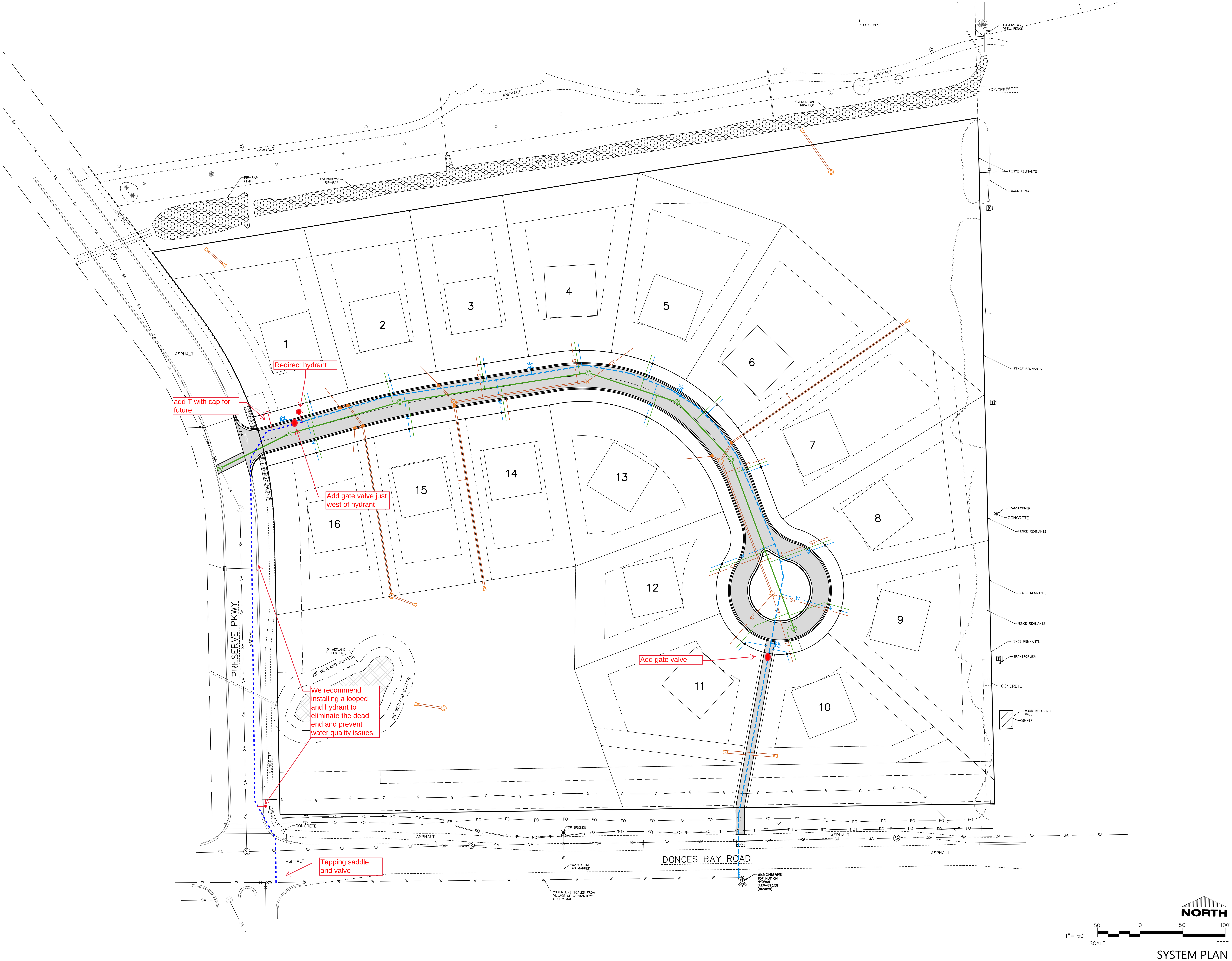
PROFESSIONAL SEAL

PRELIMINARY DATES
MAY 22, 2020

NOT FOR CONSTRUCTION

JOB NUMBER
2005920

SHEET NUMBER
U2



SYSTEM PLAN

EXCEL
ARCHITECTS • ENGINEERS • SURVEYORS
Always a Better Plan

100 Camelot Drive
Fond Du Lac, WI 54935
Phone: (920) 926-9800
www.EXCELENGINEER.com

COLLABORATION

VERIDIAN HOMES

PROJECT INFORMATION

PROPOSED RESIDENTIAL SUBDIVISION

KINDERBERG ESTATES

PRESERVE PKWY • GERMANTOWN, WI

PROFESSIONAL SEAL

PRELIMINARY DATES

MAY 22, 2020

NOT FOR CONSTRUCTION

JOB NUMBER

2005920

SHEET NUMBER

S

Engineering Department Memorandum

To : Jeffrey W. Retzlaff, AICP, Planning Director/Zoning Administrator
Lawrence Ratayczak, P.E., Director of Public Works

From : Bob Beilfuss, P.L.S., Village Surveyor/Civil Engineer III

Date : June 24, 2020

Re : Kinderberg Estates-Preliminary Plat Review

Items Reviewed:

1. Preliminary Plat Dated: 5/22/2020

Review Comments:

- As there will be a water main located in Outlot 2, there are some issues that need to be resolved. Our minimum public water main easement is 20'. Outlot 2 is only 15' wide and one of two things need to be performed.

  First, Outlot 2 needs to be widened to 20' and a reference that the outlot is to be used for a public water main.

  Or, the Outlot could be removed and in place a 20' Public Water Main and Ingress/Egress easement created that is centered on the common lot line between Lot 10 and Lot 11. The easement will contain language restricting the planting of vegetation, buildings, fences, changes in grade over the pipe etc. within the limits of the easement.

- Bearing basis: There is not one shown on the plat. As of January 1, 2020, all Certified Survey Maps and subdivision plats will be prepared using the NAD 83/2011 Datum for horizontal adjustment, and the NAVD88 Datum for vertical control.

  These datums will be used for all site plans, construction plans and record drawings of all utility installations, grading and road certifications and pond certifications.

- I am waiting on the updated construction plans from the engineer of record to finalize my review comments for the preliminary plat. There is a proposed water main line going from Road A to Lincoln Drive and I am waiting to see the alignment of that water main as this will be a public water main.

No further comments at this time.

Village of Germantown ...Willkommen

Fee must accompany application
Preliminary & Final Plat Fees Combined

- Under 10 lots $4,575 ☐
- 11-25 lots $5,600 ☒
- 26-50 lots $6,625 ☐
- Over 51 lots $7,650 ☐

PAID 5/26/20

SUBDIVISION PLAT APPLICATION

Pursuant to Section 18.04 and 18.05 of the Municipal Code

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

1

APPLICANT OR AGENT

Veridian Homes, LLC
Matt Cudney
N60W21555 Legacy Trail
Menomonee Falls, WI 53051
Phone (608) 220-9871
Fax ( )
E-Mail mcudney@veridianhomes.com

PROPERTY OWNER

VHKE LLC
Matt Cudney
N60W21555 Legacy Trail
Menomonee Falls, WI 53051
Phone (608) 220-9871
mcudney@veridianhomes.com

2

PROPERTY ADDRESS OR GENERAL LOCATION	TAX KEY NUMBER(S)
N104 W14942 Donges Bay Road	Parcel GTNV_263988

3

READ AND INITIAL THE FOLLOWING:

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

MC If technical corrections to the Plat are required, I understand that the document will not be recorded until all corrections are made and approved by the Village.

MC I understand that all applicable impact fees must be paid prior to recording. Failure to pay fees will delay recording and may ultimately result in the revocation of Village approval. I understand that parcels created outside the Sewer Service Area will require a soil test. I also understand that all properties abutting a State Highway will require DOT approval and I will be responsible for securing such approval prior to recording.

MC

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

MC I understand that a Developer's Agreement will be required prior to recording of the plat.

4

SIGNATURES -- ALL APPLICATIONS MUST BE SIGNED BY OWNER!

Matt Cudney 5/21/2020
Applicant Date

Matt Cudney 5/21/2020
Owner Date

EXCEL
ARCHITECTS • ENGINEERS • SURVEYORS

May 22, 2020

Kinderberg Estates Subdivision
Cover Letter

Project: Veridian Homes – Kinderberg Estates
N104 W14942 Donges Bay Road
Germantown, WI 53022

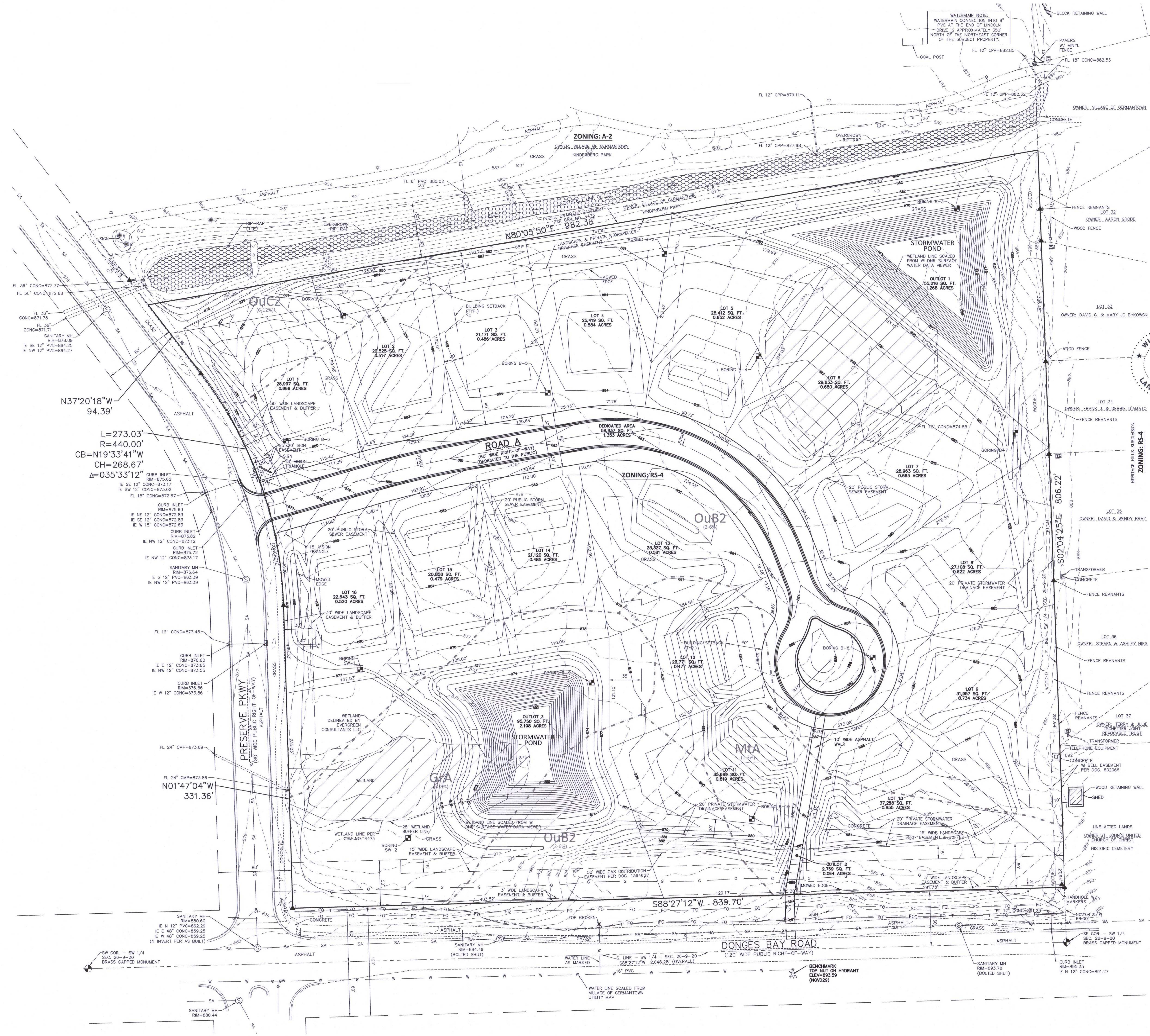
Re: Preliminary Plat, Construction Document Plan Set, & Stormwater Management Plan Submittal

Veridian Homes as applicant and developer, is pleased to submit the Preliminary Plat, Construction Document Plan Set, and Stormwater Management Plan for the proposed Kinderberg Estates subdivision. The property is described as Parcel ID GTNV_263988, located at N104 W14942 Donges Bay Road, currently owned by VHKE LLC and has recently been rezoned from A-2 to Rs-4. The signed applications, application fees, and supporting documents are attached to complete the submittal.

The proposed subdivision neighborhood includes 16 single-family residential lots on a vacant in-fill development site of 14.70 acres. The surrounding properties to the east and south are also existing single-family residential neighborhoods, the adjoining property to the north is a Village Park and the property to the west across Preserve Parkway is a vacant parcel containing a large wetland complex owned by the Village adjacent to another vacant 38-acre parcel shown on the Village's 2020 Land Use Plan as a future residential area.

In addition to Village submittal, the preliminary plat will be submitted the State of Wisconsin DOA and Washington County for their review. Appropriate approvals from SEWRPC, MMSD, and WI DNR will be obtained concurrently with Village review for the development and construction of public utility infrastructure.

Veridian Homes is family owned and family driven and has been helping families experience the joy, beauty and fulfillment of home ownership for over 60 years. Rooted in Wisconsin, Veridian wears their local heritage with pride and continues their commitment to building award-winning homes that are good for the land and people. Veridian started their first neighborhood in the Milwaukee area in 2015 at Silver Spring Estates in Menomonee Falls across from Hamilton High School. Mequon and Franklin are also home to Veridian neighborhoods (please visit www.veridianhomes.com for additional information).This proposed single-family residential neighborhood will help meet local demand for residential housing in and around the Village of Germantown. The site is located near I-41 providing access to desired destinations in and around the Milwaukee Metropolitan Area. The proposed neighborhood will complement the surrounding land uses.



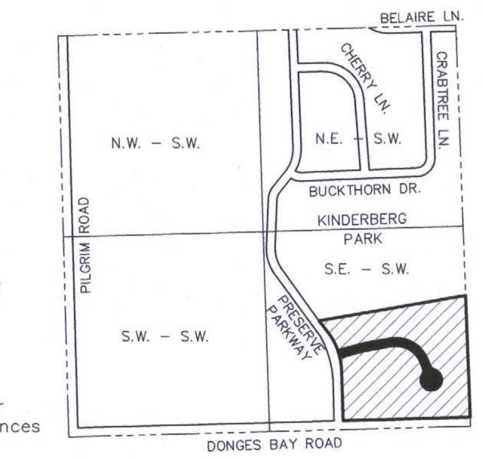
KINDERBERG ESTATES

LOT 2 OF CERTIFIED SURVEY MAP NO. 4473, RECORDED IN THE WASHINGTON COUNTY REGISTRY ON APRIL 6, 1995 IN VOLUME 30 OF CERTIFIED SURVEY MAPS ON PAGES, 24–27, AS DOCUMENT NO. 688873, AND BEING A PART OF THE SOUTHEAST 1/4 OF THE SOUTHWEST 1/4 OF SECTION 26, TOWNSHIP 9 NORTH, RANGE 20 EAST, IN THE VILLAGE OF GERMANTOWN, WASHINGTON COUNTY, WISCONSIN. EXCEPTING THEREFROM THE NORTHERLY 30 FEET THEREOF.

TOTAL AREA
14.704 ACRES
640,516 SQ. FT.

USE STATEMENT
RESIDENTIAL SINGLE FAMILY DEVELOPMENT
19 LOT SUBDIVISION
16 SINGLE FAMILY-ONE DWELLING LOTS
3 OUTLOT

LOCATION MAP



SW 1/4 OF SECTION 26, TOWNSHIP 9 NORTH, RANGE 20 EAST, VILLAGE OF GERMANTOWN, WASHINGTON COUNTY, WISCONSIN

SCALE: 1" = 1000'

= KINDERBERG ESTATES SUBDIVISION

I, Ryan Wilgreen, Professional Land Surveyor, hereby certify that such preliminary plat is a correct representation of all existing land divisions and features.

That I have fully complied with the provisions of Chapter 236 of the Wisconsin Statutes and Chapter 18.04 of the Village of Germantown Code of Ordinances in surveying, dividing and mapping of the same.

5/21/2020

Ryan Wilgreen, P.L.S. S-2647
ryan.w@excelengineer.com
Excel Engineering, Inc.
Fond Du Lac, Wisconsin 54935
Project No. 2005920

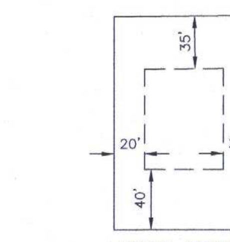
WISCONSIN
RYAN J. WILGREEN
S-2647
FOND DU LAC
WI
LAND SURVEYOR

EXISTING/PROPOSED ZONING:

RS-4: SINGLE FAMILY RESIDENTIAL DISTRICT

PRINCIPAL BUILDING SETBACKS

FRONT	40 FEET
SIDE	20 FEET
REAR	35 FEET



TYPICAL BUILDING SETBACKS

NOTES:

WATERMAIN

Watermain for this development will be provided from the 16" PVC watermain on the South side of Donges Bay Road.

FLOODPLAIN

Based upon a review of the Federal Emergency Management Agency Flood Insurance Rate Map community panel 55131C0378D and 55131C0379D, each with an effective date of November 20, 2013, the property described hereon falls within Zone "X"- Unshaded (areas determined to be outside the 0.2% annual chance floodplain)

OUTLOTS

-Outlot 1 & Outlot 3 of the plat of Kinderberg Estates is owned and shall be maintained by the Kinderberg Estates Homeowners Association and each individual lot owner shall have an undividable fractional ownership of the outlots and that Washington County and the Village of Germantown shall not be liable for any fees or special assessments in the event Washington County or the Village of Germantown should become the owner of any lot in the subdivision by reason of delinquency. The Homeowners Association shall maintain said outlot in an unobstructed condition so as to maintain its intended purpose. Construction of any building, grading, or filling in said outlot is prohibited unless approved by the Village of Germantown. The Homeowners Association grants to the Village the right (but not the responsibility) to enter upon this outlot in order to inspect, repair or restore said outlot to its intended purpose. Expenses incurred by the Village for said inspection, repair or restoration of said outlot may be placed against the tax roll for said association and collected as a special charge by the Village.

LANDSCAPE BUFFERYARD

Landscape Buffer Easement: This strip is reserved for the planting of trees and shrubs; the building of structures hereon is prohibited.

WETLANDS

-The Wetland shown on this plat were delineated by Evergreen Consultants, LLC on May 07, 2018, as well as wetland lines shown on Certified Survey Map No. 4473, and wetland lines scaled from Wisconsin DNR Surface Water Data Viewer mapping application. Wetlands delineated by Evergreen Consultants, LLC on May 07, 2018 that have been Exempted per #EXE-SE-2018-67-02987 & #EXE-SE-2018-67-03552 and approved for Wetland Fill per GP-SE-2018-67-02321 have not been depicted on this survey.

LEGEND:

WATER VALVE IN BOX
WATER SERVICE VALVE
EXISTING CURB INLET
TELEPHONE PEDESTAL
ELECTRIC TRANSFORMER
CABLE TV PEDESTAL
EXISTING LIGHT POLE
EXISTING SIGN
DECIDUOUS TREE
CONIFEROUS TREE
1" IRON PIPE FOUND
SOIL BORING
MONUMENT FOUND

SA EXISTING SANITARY SEWER AND MANHOLE
T EXISTING UNDERGROUND TELEPHONE CABLE
FO EXISTING UNDERGROUND FIBER OPTIC LINE
W EXISTING WATER LINE AND HYDRANT
ST EXISTING STORM SEWER
G EXISTING UNDERGROUND GAS LINE
EXISTING CURB AND GUTTER
PROPERTY LINE
RIGHT-OF-WAY LINE
ADJACENT PROPERTY LINE
800 EXISTING GROUND CONTOUR
800 PROPOSED GROUND CONTOUR
WOODED AREA

NORTH

1"= 50' SCALE 50' 0 50' 100' FEET

OWNER:
VHKE, LLC
6801 S. TOWNE DRIVE
MADISON, WI 53713

SUBDIVIDER:
VERIDIAN HOMES, LLC
6801 S. TOWNE DRIVE
MADISON, WI 53713

ENGINEER & SURVEYOR:
EXCEL ENGINEERING, INC.
100 CAMELOT DR
FOND DU LAC, WI 54935

PRELIMINARY PLAT

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100 Camelot Drive
Fond Du Lac, WI 54935
Phone: (920) 926-9800
www.EXCELENGINEER.com

PROJECT INFORMATION

PRELIMINARY PLAT
KINDERBERG ESTATES
DONGES BAY ROAD/PRESERVE PARKWAY • GERMANTOWN, WI 53022

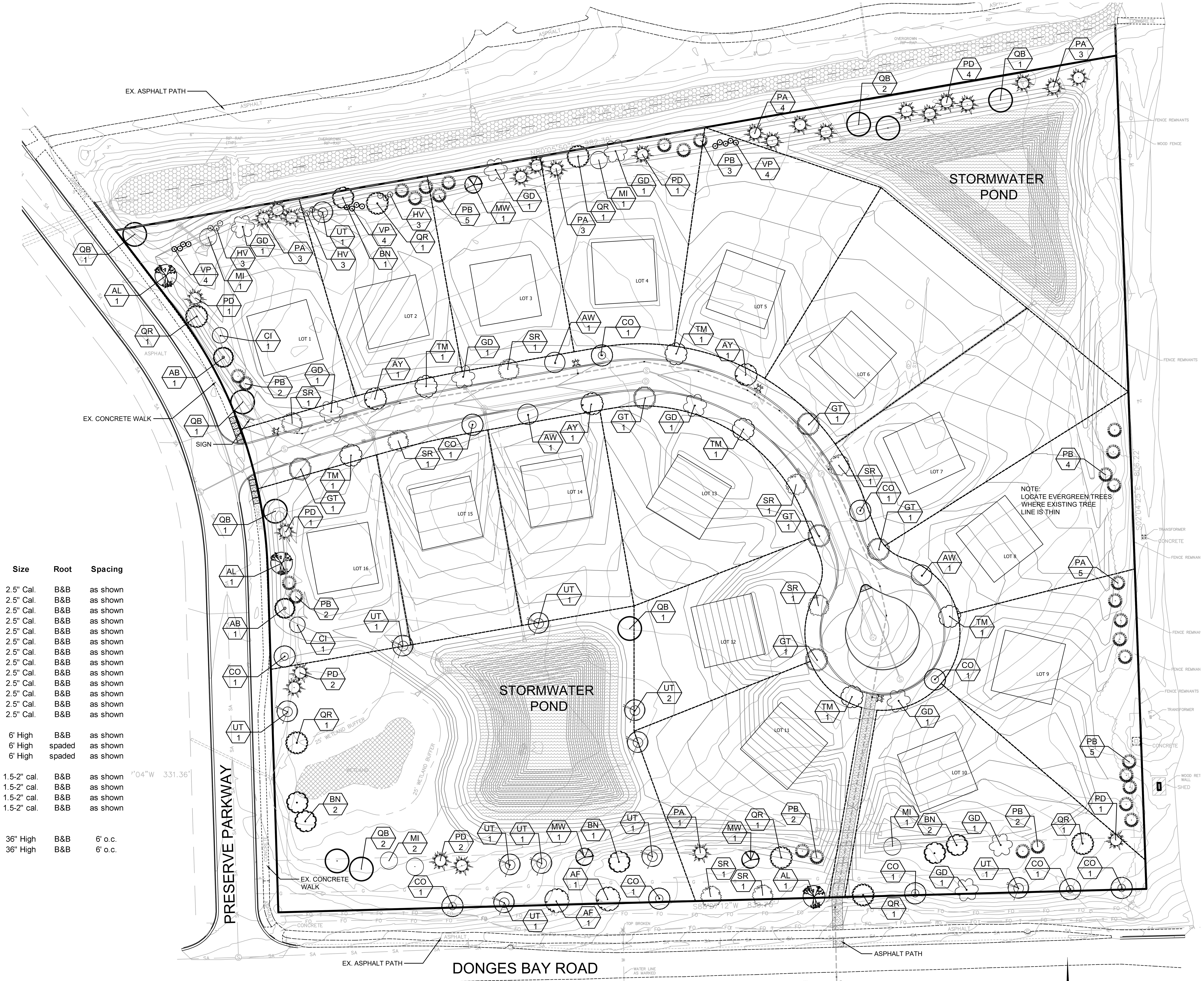
PROFESSIONAL SEAL

SHEET DATES
ISSUE DATE MAY 11, 2020
REVISIONS

JOB NUMBER
2005920

SHEET NUMBER
PP

WISCONSIN'S LARGEST
TREE TRANSPLANTERS



GENERAL NOTES:

1. THE FINAL LOCATION FOR ALL TREES SHALL BE BASED ON FIELD VERIFICATION AND CONDITIONS AND COMPLIANCE WITH THE VILLAGE TREE PLANTING STANDARDS.

2. ALL STREET TREES SHALL BE PLANTED MIDWAY BETWEEN THE ROW AND THE CURB.

3. NO TREE SHALL BE PLANTED CLOSER THAN 25' FROM ANY STREET CORNER, AS MEASURED FROM PROPERTY LINE.

4. NO TREE SHALL BE PLANTED CLOSER THAN 10' TO ANY LIGHT POLE.

5. NO TREE SHALL BE PLANTED CLOSER THAN 10' FROM A DRIVEWAY APPROACH.

6. NO TREE SHALL BE PLANTED CLOSER THAN 10' FROM A FIRE HYDRANT.

7. NO TREE SHALL BE PLANTED CLOSER THAN 5' FROM GAS, WATER VALVES AND SEWER LATERAL.

8. ALL TREES SHALL BE PLANTED WITH THE ROOT COLLAR LEVEL WITH GRADE OR SLIGHTLY ABOVE.

9. ALL TREES SHALL HAVE A 3" DEPTH MULCH TOPDRESSING CREATING A SAUCER EFFECT.

Plant Schedule

Key	Botanical Name	Common Name	Qty.	Size	Root	Spacing
SHADE TREES						
AY	Acer miyabei 'Morton' State Street	State Street Maple	3	2.5" Cal.	B&B	as shown
AW	Acer rubrum ' Northwood'	Northwood Red Maple	3	2.5" Cal.	B&B	as shown
AL	Acer saccharum 'Legacy'	Legacy Sugar Maple	3	2.5" Cal.	B&B	as shown
AF	Acer saccharum 'Bailsta' Fiesta Fall	Fiesta Fall Sugar Maple	2	2.5" Cal.	B&B	as shown
AB	Acer x freemanii 'Autumn Fantasy'	Autumn Fantasy Maple	1	2.5" Cal.	B&B	as shown
BN	Betula nigra	River Birch (clump)	6	2.5" Cal.	B&B	as shown
CO	Celtis occidentalis	Common Hackberry	10	2.5" Cal.	B&B	as shown
GT	Gleditsia triacanthos 'Shademaster'	Shademaster Honeylocust	6	2.5" Cal.	B&B	as shown
GD	Gymnocladus dioicus 'Espresso'	Espresso Kentucky Coffeetree	9	2.5" Cal.	B&B	as shown
QB	Quercus bicolor	Swamp White Oak	9	2.5" Cal.	B&B	as shown
QR	Quercus rubra	Northern Red Oak	7	2.5" Cal.	B&B	as shown
TM	Tilia americana 'Sentry'	Sentry American Linden	6	2.5" Cal.	B&B	as shown
UT	Ulmus 'Triumph'	Triumph Elm	11	2.5" Cal.	B&B	as shown
EVERGREEN TREES						
PA	Picea abies	Norway Spruce	19	6' High	B&B	as shown
PD	Picea glauca 'Densata'	Black Hills Spruce	12	6' High	spaded	as shown
PB	Pinus strobus	Eastern White Pine	25	6' High	spaded	as shown
ORNAMENTAL TREES						
CI	Crataegus crusgalli var. Inermis	Thornless Cockspur Hawthorn	2	1.5-2" cal.	B&B	as shown
MI	Malus 'Indian Summer'	Indian Summer Crab	6	1.5-2" cal.	B&B	as shown
MW	Malus 'Spring Snow'	Spring Snow Crab	2	1.5-2" cal.	B&B	as shown
SR	Syringa reticulata 'Ivory Silk'	Ivory Silk Tree Lilac	8	1.5-2" cal.	B&B	as shown
SHRUBS						
HV	Hamamelis virginiana	Common Witchhazel	9	36" High	B&B	6' o.c.
VP	Viburnum prunifolium	Blackhaw Viburnum	13	36" High	B&B	6' o.c.

WISCONSIN
GERARD A. REWOLINSKI
29
GLENDALE, WI
LANDSCAPE ARCHITECT

Gerard A. Rewolinski

LANDSCAPE PLAN

0 50' 100'
Horizontal Scale In Feet

N

TREES ON THE MOVE

Premier Landscapes

LANDSCAPE DEVELOPMENT FOR

KINDERBERG ESTATES
PRESERVE PKWY & DONGES BAY ROAD
GERMANTOWN, WISCONSIN

LANDSCAPE ARCHITECTURE

DESIGN BY: GAR

DRAWN BY: GAR

DATE: 5/28/2020

REVISED:

SCALE: 1"=50'-0"

SHEET: L100

TREES ON THE MOVE
5611 S. Calhoun Road
New Berlin, WI 53151
Phone: (262) 679-5200
treesonthemove.com

PLANTINGS, STRUCTURES AND OTHER REPRESENTATIONS SHOWN ON THIS PLAN ARE FOR THE PURPOSE OF CONVEYING LANDSCAPE DESIGN FEATURES. REFER TO PREPARED CONTRACT DOCUMENTS FOR SPECIFIC ITEMS INCLUDED IN ANY PARTICULAR PHASE OF LANDSCAPE CONSTRUCTION.

LANDSCAPE NARRATIVE:

COPY

SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

W239 N1812 ROCKWOOD DRIVE • PO BOX 1607 • WAUKESHA, WI 53187-1607• **TELEPHONE (262) 547-6721**
FAX (262) 547-1103

Serving the Counties of: KENOSHA MILWAUKEE OZAUKEE RACINE WALWORTH WASHINGTON WAUKESHA

RECEIVED
JUL 27 2020
OFFICE OF THE VILLAGE PLANNER
VILLAGE OF GERMANTOWN

July 23, 2020

Mr. Grant Duchac, P.E.
Senior Engineer
Excel Engineering, Inc.
100 Camelot Drive
Fond du Lac, WI 54935

Re: SEWRPC No. SSE 032-20

Dear Mr. Duchac:

This is to acknowledge receipt of your letter of June 1, 2020, requesting the Commission staff to review and comment on a proposed public sanitary sewer extension to serve sixteen single-family lots for the Kinderberg Estates proposed residential subdivision development located northeast of, and adjacent to, the intersection of Donges Bay Road and Preserve Parkway in the Village of Germantown, Washington County. Such review comments are required by Section NR 110.08(4) of the *Wisconsin Administrative Code*. From an existing public sanitary sewer in Preserve Parkway and along the western edge of the development site, approximately 450 feet north of an intersection with Donges Bay Road, a proposed public sanitary sewer will extend 865 feet northeast and southeast within proposed "Road A" to be built on the development site to serve the proposed residential development.

Commission staff have reviewed this matter and have determined that the proposed public sewer extension is in conformance with, and would serve to implement, the regional plans prepared and adopted by the Commission as the areawide water quality management planning agency.

The area to be served by the sewer extension does not include lands identified in regional plans as primary environmental corridor, secondary environmental corridor, or isolated natural resource area. However, the development site does contain lands identified in the field as wetlands, as shown on the Preliminary Plat included in your submittal and on the Wisconsin Wetlands Inventory. In addition to obtaining any necessary regulatory approvals from the Village of Germantown in this respect, the placement of fill or any disturbance of wetlands on the site, including earth moving activities adjacent to the wetlands for the construction of stormwater ponds or for the development of the lots, as proposed, may require permits from the Wisconsin Department of Natural Resources and/or the U.S. Army Corps of Engineers. Development in the vicinity of wetland areas may also be subject to protective area requirements set forth in Chapter NR 151, "Runoff Management," of the Wisconsin Administrative Code. Construction erosion control and post-construction stormwater management measures for the development site should be implemented as required under Chapter NR 151 and local ordinances.

Please include a copy of this letter with your submittal of plans and specifications for the subject sewer to the Wisconsin Department of Natural Resources.

Should you have any questions concerning this matter, please do not hesitate to contact us.

Sincerely,

Kevin J. Muhs, PE, AICP
Executive Director

KJM/JED/JPS/cp
#254197 – SSE 032-20

cc: Mr. Jeffrey W. Retzlaff, Planning and Zoning Administrator, Village of Germantown

SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION
W239 N1812 ROCKWOOD DRIVE • PO BOX 1607 • WAUKESHA, WI 53187-1607• TELEPHONE (262) 547-6721
FAX (262) 547-1103

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June 30, 2020

Ms. Lori Johnson
Planning Assistant
Village of Germantown
P. O. Box 337
Germantown, WI 53022

RE: Preliminary Plat/Kinderberg Estates Subdivision,
SW ¼, Section 26, T 9 N, R 20 E, Village of Germantown
SEWRPC No. CA-606-246

Dear Ms. Johnson:

This is to acknowledge receipt of your letter of May 28, 2020, concerning the above-captioned matter and to advise of the following Commission staff findings and recommendations relative thereto:

1. The proposed subdivision plat is to be developed with centralized sanitary sewer service and is located with a planned sewer service area as delineated in SEWRPC Community Assistance Planning Report No. 70, *Sanitary Sewer Service Area for the Village of Germantown*.

2. The subject subdivision plat abuts upon Donges Bay Road which is identified in the transportation element of VISION 2050 as a two-lane arterial along the development site. The existing right-of-way is adequate for the maintenance and improvement of this arterial facility.

3. The subject plat does not contain land delineated by the Commission as a primary or secondary environmental corridor, or isolated natural resource area.

   The developer has identified wetland areas in Outlot 1, Outlot 3, and Lots 5-7. Disturbance of any wetlands on the site including earth moving activities adjacent to wetlands may require permits from the Wisconsin Department of Natural Resources and/or the U.S. Army Corps of Engineers. Commission staff recommends that the developer contact those agencies to determine if any permits are required and to apply for those permits. In addition, we recommend that deed restrictions against the disturbance or development of all identified wetland areas within the subject subdivision be placed on the face of the plat.

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OFFICE OF THE VILLAGE PLANNER
VILLAGE OF GERMANTOWN

4. The subject plat is not located within an identified one-percent-annual-probability (100-year recurrence interval) flood hazard area as delineated in the Federal Flood Insurance Study (FIS) for Washington County.

5. The subject plat is located in the Menomonee River watershed. Runoff from the subject plat drains to the Upper Menomonee River. The regional water quality management plan recommends that nonpoint source pollution in this area be reduced. Adequate erosion control is necessary to reduce pollutant runoff from construction sites, and post-construction stormwater management would be needed to meet the nonpoint source pollution reduction requirements of the Village stormwater management ordinance. We would suggest that the subdivider call upon the Village Engineer for technical guidance in the attainment of sound erosion control management practices in connection with the development process, and that the post-construction stormwater management plan for the site comply with the requirements of the Village ordinance.

Should you have any questions concerning the foregoing, please do not hesitate to call.

Sincerely,

Kevin J. Muhs, PE, AICP
Executive Director

KJM/JED/FGF/mdj/cp
#254125 - KINDERBERG ESTATES PRELIMINARY PLAT

WASHINGTON COUNTY
EST 1836
WISCONSIN

Planning and Parks Department

Jamie Ludovic, Director of Community Development & Communications
Debora Sielski, Deputy Director Planning & Parks
Paul Sebo, County Conservationist
Phil Gaudet, Land Resources Manager

Public Agency Center
333 E. Washington Street, Suite 2300
P.O. Box 2003
West Bend, WI 53095-2003
(262) 335-4445
Fax: (262) 335-6868
webplan@co.washington.wi.us
www.co.washington.wi.us/PPD

NOTIFICATION OF ACTION ON PROPOSED SUBDIVISION PLAT
WASHINGTON COUNTY LAND USE & PLANNING COMMITTEE

06/25/2020

Department of Administration
Plat Review Unit
P O Box 1645
Madison WI 53701-1645

To Whom it May Concern:

This letter is to inform you that the Washington County Land Use & Planning Committee have considered the following subdivision plat pursuant to Wisconsin Statutes and applicable local Ordinances:

Date of Meeting: **06/25/2020**

Subdivision Name: **KINDERBERG ESTATES**

/ / Pre-Preliminary Plat /X / Preliminary Plat / / Final Plat

Location: PART OF THE SE 1/4 OF THE SW ¼ OF SECTION, 26
Municipality: VILLAGE OF GERMANTOWN
Subdivider: VERIDIAN HOMES LLC
Surveyor: RYAN WILGREEN, EXCEL ENGINEERING

Action taken:
Land Use & Planning Committee stated no objection to the Preliminary Plat for Kinderberg Estates Subdivision.

If you have any questions regarding this subdivision plat, please do not hesitate to contact me.

Sincerely,

Phillip J. Gaudet, Land Resources Manager

cc: Municipal Clerk
Subdivider
Surveyor
Land & Water Conservation Division

Lori Johnson

From: Mark Schroeder
Sent: Thursday, June 25, 2020 5:43 PM
To: Jeff Retzlaff; Emily Zandt; Lori Johnson
Cc: Scott Coulthurst
Subject: Kinderberg Estates Preliminary Plat

Jeff,

In response to the May 28th letter from Planning Assistant Lori Johnson, the Park & Recreation Commission reviewed the preliminary plat for the Kinderberg Estates Subdivision at the June 24th commission meeting. Following discussion the commission offered the following comments.

- The asphalt pathway to Donges Bay Road offers an important connection for the residents.
- The commission recommended a connecting bridge be constructed on the north side of the development to connect to Kinderberg Park. It was noted that previous versions of the plan included a bridge
- Landscaping is not substantial enough on the east property line, additional landscaping needs to be added to help provide a buffer for the adjacent Heritage Hills subdivision.
- Additional landscaping could be added to lots #5, 6, and 7.

If you have any questions, let me know.

Thanks,

Mark Schroeder, CPRP
Park & Recreation Director
Germantown Park & Recreation Department
Ph: (262) 250-4710 Fax: (262) 255-2920

GERMANTOWN PARK & RECREATION Visit Us on Facebook

Discover. Play. Grow

Lori Johnson

From: Deanna Braunschweig
Sent: Friday, May 29, 2020 2:17 PM
To: Lawrence Ratayczak; Jeff Retzlaff; Lori Johnson; Janice Wick; Tim Zimmerman; Inspector
Subject: FW: Sewer for 28234 KINDERBERG ESTATES plat
Attachments: 28234_20200526_Plat.pdf

From: Bell, David P - DOA <David.Bell@wisconsin.gov> **On Behalf Of** DOA Dir Plat Review
Sent: Friday, May 29, 2020 1:35 PM
To: Deanna Braunschweig <dbraunschweig@village.germantown.wi.us>
Subject: Sewer for 28234 KINDERBERG ESTATES plat

Dear Clerk, VILLAGE OF GERMANTOWN:

KINDERBERG ESTATES subdivision plat has been submitted to the Wisconsin Department of Administration for review. One of the purposes of the review process is to ensure that provisions have been made for wastewater treatment. The surveyor indicated on the plat review submittal form that public sewer will be made available to all of the lots in this subdivision.

If private on-site wastewater treatment systems will be used instead of public sewer, the systems must comply with the requirements of the local ordinance and the rules of the Department of Safety and Professional Services.

There is no need to respond to this email. If you have any questions regarding this review, please contact our office using the contact information listed below. If you have any questions regarding private on-site wastewater treatment systems, please contact Mark Finger, Department of Safety and Professional Services, at (608) 574-1189 or mark.finger@wi.gov.

Plat Review
WI Dept of Administration
plat.review@wisconsin.gov
Phone: 608-266-3200
https://doa.wi.gov/platreview

Finance Department Organizational Changes

Background:

At the end of June, the long-time Village Accounts Payable Clerk retired, and the Village Finance Director has announced she will be retiring around the end of the year. With these factors in mind, staff has been discussing possible succession planning options for our Finance Department.

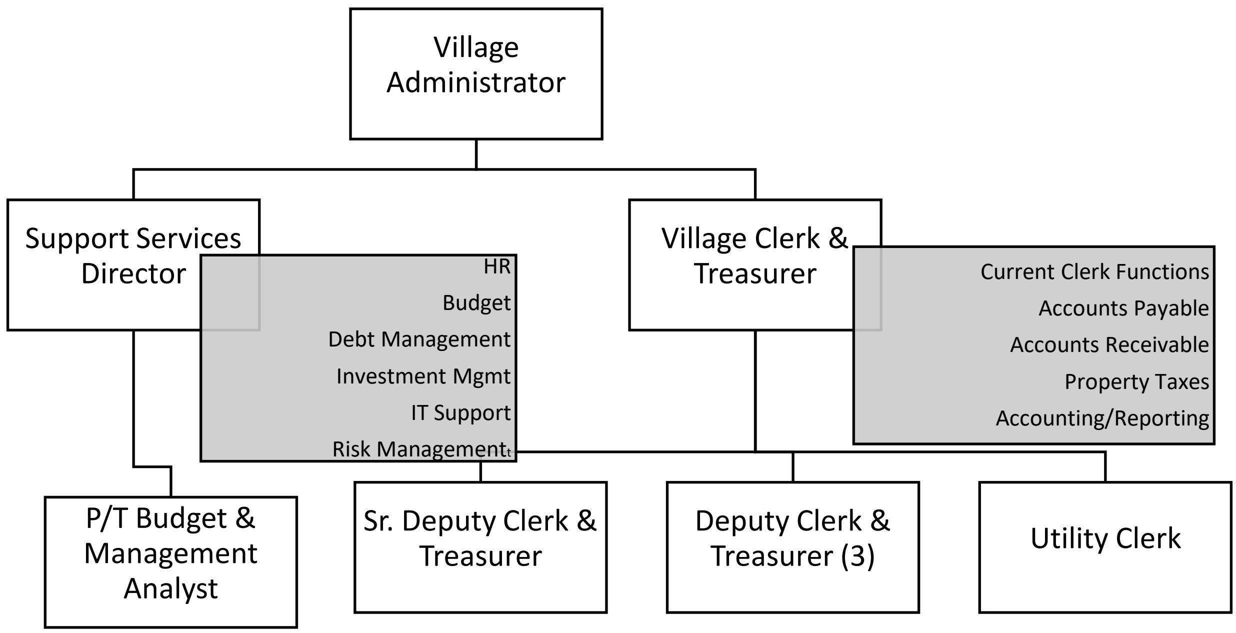
Factors in Determining Organizational Structure:

Beyond simply the dollars involved (which are very important), staff has been considering several other factors in determining what the best options might be for the future of the department. Some of these factors include:

- Efficiency, effectiveness, and customer service: By combining staff of the Finance Department and the Clerk's Department, we will be cross training multiple people to do multiple jobs. This will result in less gaps in service if someone is absent. It also allows us to use staff where they are needed most; for example, during tax season, instead of two people helping accept payments, there would be four.
- Existing staff: The Village is fortunate to have staff on the management team with a diverse set of skills. Tapping into these skills benefits the Village, and it also benefits the employees who will be better utilized, which should result in greater longevity. Both the Village Clerk and the Support Services Manager have finance related experience from previous positions, and both have expressed interest in expanding their roles with the Village.
- Segregation of Duties: One of the deficiencies pointed out in our audit involves segregation of duties. While this is a deficiency nearly every smaller municipality has, with the restructuring of the department, we are able to correct these issues by changing responsibilities. The end result will be slightly different duties for department staff.
- Cost: Recent Finance Director positions in neighboring communities have had salaries in excess of $100,000 a year, which means filling the position would likely cost us more than we currently have budgeted for the position. It would also create internal equity issues that may result in requests for salary increases in other departments.

Proposal:

With those questions in mind, the staff recommendation involves a shift in the structure of the department. Currently, there are four staff positions: Finance Director, Deputy Treasurer, and Accounts Payable Clerk, and Utility Clerk. The proposed change would divide the duties of the Finance Director between two other existing staff member, as shown in the organizational chart below.



Financial Impact:

We have already begun starting the process of analyzing job descriptions and classifications in order to determine appropriate salary ranges for each position. While this process has not been fully completed, all of our analysis shows a cost savings ranging between $20,000 to $40,000 in salaries for the departments.

Current Positions	**Proposed 2021 Positions**
Finance Director (1 FTE)	Sr Deputy Treasurer (1 FTE)
Deputy Treasurer (1 FTE)	Deputy Clerk/Deputy Treasurer (3 FTE)
Deputy Clerk/Management Analyst (2 FTE)	Utility Clerk (1 FTE)
Utility Clerk (1 FTE)	Support Services Director (1 FTE)
Accounts Payable Clerk (1 FTE)	Village Clerk Treasurer (1 FTE)
Support Services Manager (1 FTE)	Management/Budget Analyst (.5 FTE)
Village Clerk (1 FTE)	
8 FTE	7.5 FTE

Timeline:

- August Board Meeting: Eliminate Accounts Payable Clerk position and reclassify Deputy Clerk/Management Analyst position to a Deputy Clerk/Deputy Treasurer position. After reclassification, staff requests that we fill the vacancy immediately.
- 2021 Budget Process: Finalize salary ranges for existing staff; rewrite job descriptions, and ask for approval for 2021.
- 4^{th} Quarter 2020: Move existing staff to their 2021 salary in consideration for the additional work they will be doing as we transition.

Village of Germantown
Business of General Government & Finance Committee and Village Board

Meeting Date:	July 20, 2020 & August 3, 2020
Placement:	New Business
Item Title:	Request to change title of Deputy Clerk/Management Analyst to Deputy Clerk /Deputy Treasurer and Fill the Deputy Clerk / Deputy Treasurer Position

Summary Explanation:

The Clerk's Office Deputy Clerk position focuses on communication and service to internal as well as external customers.

Within the Clerk's office the workflow is in constant rotation of responsibilities. This allows for each to handle a variety of tasks from one week to the next so that each knows the responsibilities and tasks required whether the task is election, license or meeting related.

The variety of workflow allows for a "teamwork" environment, which lifts the morale in the office and provides for back up for one another. The "teamwork" approach gives the opportunity of a group commitment, leadership and continuous efficiency improvements.

The first part of the request is to change the position title / description and add responsibilities of accounts payable (entry of invoices to be paid), receivables at the counter, tax collections, and pet licensing to flow in with the already very workable work cycle.

The second part of the request is to fill an additional full-time position. The rate of pay would depend on qualifications and would be similar to that of the current Deputy Clerks. The funds would come from the already budgeted position plus positions that have not been filled but are within the general fund.

This request has surfaced due to the retirement of the Accounts Payable Clerk.

As the Village focuses on a strong customer service initiative, additional counter trained staff in these areas will add to the Customer Service focus as well as internal support to departments within the Village.

Recommendation:

Direct staff to change the title of Deputy Clerk/Management Analyst to Deputy Clerk / Deputy Treasurer and add the job responsibilities listed above to the job description, and fill the full-time position.

Village of Germantown

Deputy
Clerk/Treasurer

Job Description

Position Title:	Deputy Clerk/ Treasurer
Reports To:	Village Clerk Treasurer
Employment Category:	Full-Time
Department:	Clerk/Administration
Pay Grade:	11- Includes Step Program for advancement opportunities

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Job Summary:

Under the direction of the Village Clerk/Treasurer, the Deputy Clerk/Deputy Treasurer assists in the conduction of elections, licensing, tax collection, and the processing of invoices for the Village of Germantown. This position also assists with maintaining open and accurate public records, website updates, customer service, and administrative tasks. This position is a key member of the Village's customer service efforts.

Essential Duties and Responsibilities:

The following are the fundamental job duties and responsibilities. These are not to be construed as exclusive or all-inclusive; other duties may be required and assigned, as management deems necessary.

- Performs all required duties of the Village Clerk/Treasurer in their absence.
- Assists the Village Clerk/Treasurer in the operations of the Clerk/Treasurer's department.
- Maintains and distributes calendar of meetings in Village Hall and provides meeting information to the public.
- Maintains various calendars for the website.
- Posts notices of Village meetings and legal notices at official posting places, on Village website and on cable access channel in accordance with statutory and Village posting requirements on an as received or as directed basis.
- Assists with sending and receiving renewal information for licenses.
- Assists the Village Clerk/Treasurer with all election duties, including but not limited to: registration of voters, updating and maintaining of registration records, assisting voters with and processing of absentee ballots, providing guidance and assistance to poll workers, and composing materials and correspondence for elections

including reports, training materials, letters, memos, and other documents as required.

- Assists the public with general questions, record requests, meeting schedules, etc in person and over the phone.
- Notarizes documents as requested.
- Processes pet licenses and maintains related records.
- Attends seminars and workshops as approved or directed.
- Processes invoices received from vendors.
- Files accounts payable vouchers, timecards, purchase orders, etc. as needed.
- Operates cash register, processing payments for taxes, sewer/water, recreation and permits.
- Purchases office supplies for general Village inventory and specific departmental needs.
- Provides assistance to other departments as needed.
- Under direction of the Administrator, performs special projects and analysis.
- Assists with website updates as directed.
- Other duties as assigned.

Required Qualifications, Knowledge, Skills & Abilities:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

- An associate degree from an accredited school and / or equivalent training/ experience.
- Notary public certification or ability to obtain within 3 months of hire.
- Two or more years of experience in a municipal setting.

Language Skills

- Ability to communicate with a variety of people with differing interests.
- Ability to effectively communicate and promote both verbally and in writing.
- Ability to compare, count, differentiate, measure, copy, record and transcribe data

and information. Ability to classify, compute, tabulate, and categorize data.

- Ability to communicate in a manner to persuade, convince, and/or train others and to advise, interpret and apply policies, procedures and standards to specific situations.
- Ability to utilize and apply a variety of advisory data and information such as code manuals, Village ordinances, directories, policies, State statutes, procedures, guidelines and non-routine correspondence.
- Ability to prepare a variety of documents for the public.
- Ability to establish good working relationships with all levels of staff and citizenry, and provide facilitation skills in sensitive, emotional, or hostile situations.

Mathematical Skills

- Ability to calculate percentages, fractions, decimals, volumes, ratios, present values, and spatial relationships.
- Ability to interpret basic descriptive statistical reports.

Reasoning Ability

- Ability to exercise the judgment required in situations involving the evaluation of information against sensory and/or judgmental criteria.
- Ability to work well under pressure and handle stressful situations, to organize work and set priorities, managing time and resources to meet deadlines and changing demands within the entire operation of administrative services, perform duties with a minimum of supervision.

Other Qualifications

- Ability to effectively meet and communicate with the public.
- Ability to work independently and in a team environment.
- Understanding of state statutes and ability to learn and follow municipal code.
- Ability to organize and prioritize a large number of projects at one time.
- Exhibits initiative in completing assigned projects and tasks.
- Thorough working knowledge of Microsoft Office software and their applications.
- Experience with data entry, 10 key, or accounting required.
- Ability to show attention to detail, including during busy or high stress situations.
- Familiarity with WisVote, licensing software and/or website management preferred or the ability to easily learn new applications.

- Familiarity with MSI accounting system a plus.

PHYSICAL REQUIREMENTS

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

- While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is frequently required to walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.
- Specific vision abilities required by this job include close vision, ability to adjust focus, and the ability to sustain prolonged visual concentration.
- Requires the ability to operate, maneuver and/or provide simple but continuous adjustment on equipment, machinery and tools such as computer and other office machines, and or materials used in performing essential functions.
- Ability to coordinate eyes, hands, feet and limbs in performing slightly skilled movements such as typing and to operate various pieces of office equipment.
- Ability to recognize and identify degrees of similarities and differences between characteristics of colors, shapes and textures associated with job-related objects, materials and tasks.
- In general, this position is sedentary, with a normal workday including 6-7 hours of sitting at a desk; however, during election season or the annual licensing renewal period, this job requires standing/walking, lifting up to 25 lbs., ability to push up to 50 lbs; during these periods, 6-8 hours may be spent in these activities including standing at a counter.

Work Environment:

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

- The noise level in the work environment is moderate. Work is typically performed in an office setting.

- Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as repetitive computer keyboard use, irate individuals and intimidation may cause discomfort and poses limited risk of injury.
- Hours of this position are normally 8am-4:30pm Monday-Friday, but some evening and weekend hours may be required prior to, during and after elections.

Selection Guidelines, Reasonable Accommodations, and Receipt:

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

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

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

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

____

Applicant Signature Date

VILLAGE OF GERMANTOWN
GENERAL GOVERNMENT & FINANCE COMMITTEE
MEETING MINUTES
July 20, 2020

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

ROLL CALL: Present: Chairperson Zabel, Trustee Members: Kaminski, Myers, Wing. Also present: Administrator Kreklow, Manager Tucker, Attorney Sajdak, Clerk Braunschweig, and Director Retzlaff.

APPROVAL OF MINUTES: June 15, 2020 – MOTION (Kaminski/Myers) to approve the June 15, 2020 minutes. Motion carried unanimously.

PUBLIC COMMENT:
None.

NEW BUSINESS:
A. Acceptance Of 2019 Comprehensive Annual Financial Report (CAFR).

Amanda from Baker Tilly presented the CAFR and Financial information virtually from Webex.

Financial Statement graphs were presented showing the Comprehensive Annual Financial Report general fund results. Comparison of 2018 and 2019 were shown. The 2019 General Fund balance was at 8,427,251 at the end of 2019. There were $6,350 in non-spendable accounts. The revenues exceeded budget by $934,000. The Village has a policy to keep 15-25% in a rainy day fund.
General Obligation Debt was reviewed as there is $43 Million of debt. The Village is well under limits.

Germantown is a growing community with active TIF districts. Overall, with active TIF districts the debt is quite low. Debt by type was presented. Annual debt service payments were reviewed. The payments are just under $6 Million.

Utility Financials were shown. Amanda reviewed the utility revenue generated with the infrastructure in place. The operating revenues are falling due to no rate increase to cover expenses. Unrestricted reserves represent the cash on hand. It is recommended to have one billing cycle of cash on hand at a minimum; it is better to maintain six months to one year on hand.
The utility outstanding debt is low and is paid with reserves.

Discussion and questions ensued in regard to the rate increase. Vicki of Baker Tilly has been more involved. It is in process. Discussion ensued of the submittal to the PSC and where the submittal is in the process.

The decline in revenues is due to industrial use trending down. There is a general decline in water usage. Actual usage was shown.

Looks like industrial usage is down quite a bit due to a major customer specifically. All fairly stable. This is due to high quantity use.

Discussion of internal controls ensued. Discussion of checks and balances and controls over payroll ensued. A separation between payroll and entry of new employees.

Motion (Myers/Kaminski) to accept the CAFR as presented and send to the Village Board. Motion carried unanimously.

B. Public Service Commission Notification to Continue Waiving Late Payment Penalties.

The memo as provided was reviewed. Due to the Governor Order earlier this year late fees were waived. That order has since been altered to allow the application of late fees, although not toward any service incurred

between March 24 and July 15, 2020. The Village bills utilities quarterly. The last billing sent on June 30th was for service dates of March 15th through June 15th. The next billing cycle will be June 16 through September 15th and will be mailed October 1st. It would require extensive programming and testing to avoid charging late fees and penalties on the service dates outlined in the PSC order. The water utility late fees will be waived until the tax roll process that transfers past due balances to the property tax roll on or near November 16, 2020. We will resume assessing late fees after that. The PSC order does not apply to the Sewer Utility, late fees will be assessed to outstanding sewer billings when the property tax roll transfer takes place.

The amount that will not be collected in 2020 for Water Utility late fees is approximately $12,500.

C. Discussion of Organizational Structure Finance Functions.

Administrator Kreklow commented on organization changes in the Finance Department organization. He is working with Support Services Manager and Clerk to plan on taking on these responsibilities. Currently, there are four staff positions: Finance Director, Deputy Treasurer, and Accounts Payable Clerk, and Utility Clerk. The proposed change would divide the duties of the Finance Director between two other existing staff members, Village Clerk and Support Services Manager.

He is looking to fill the position with the experience and background in place. There is opportunity to utilize existing staff. Both have extensive background in finance and expressed interest. Recommending to begin the change in structure.

The proposed organizational chart was shown to divide the position into two categories. Clerk / Treasurer with Clerk functions and accounts payable, accounts receivable, tax collections, payroll, and the day to day reporting going to the current Clerk. The human resources, budget, debt management, IT, and risk management to move to Support Services.

He is looking to add a part-time analyst. This would be an intern working on their master's degree to provide additional support.

Internal control issues are not serious or uncommon with municipalities of our size. However, we do have opportunity to split the internal controls. There are some budget savings of $20,000-$40,000.

Discussion ensued of the job descriptions and pay ranges. There are currently two deputy clerks. With this plan there would be three deputy clerk /deputy treasurers. One of the positions would be the previous accounts payable position. Discussion ensued of filing the vacant position and workload.

Discussion ensued with review of positions. There would be possible increase in pay ranges.

With those questions in mind, the staff recommendation involves a shift in the structure of the department.

Clerk Braunschweig commented with interest and has experience with the items. She explained the team- work approach in the office with variety and sharing of responsibilities with a teamwork culture in the workplace. This lifts employee morale as well. The third person would allow internal and external customer service. Currently, there are strong teams in place with opportunity for growth.

Clerk Braunschweig reported that with the current election absentee requests Election Officials are brought in as needed.

D. Classification of Deputy Clerk / Deputy Treasurer Position.

Administrator Kreklow commented that this is a request for the accounts payable clerk to be titled as a Deputy Clerk/ Deputy Treasurer position and to fill that position. Discussion ensued of the addition of items to the deputy clerk's job responsibilities included accounts payable, accounts receivable, pet licensing, tax collections. Deputy Clerks are currently in the pay range ten and the proposed is an eleven. The job description was discussed and requested to be distributed to the General Government and Finance Committee.

Motion (Wing/Kaminski) to recommend the deputy clerk /deputy treasurer position and filling the position with the further information coming forward to the Village Board. Motion carried unanimously.

E. Ordinance 12-2020, An Ordinance Annexing Village Owned Right-of-Way on Goldendale Road from State Truck Highway 145 to Approximately .12 Miles South of the Centerline of Bonniwell Road.

Motion (Wing/Kaminski) to recommend Ordinance 12-2020, An Ordinance Annexing Village Owned Right-of-Way on Goldendale Road from State Truck Highway 145 to Approximately .12 Miles South of the Centerline of Bonniwell Road. This is on tonight's Village Board agenda. Motion carried unanimously.

OLD BUSINESS:
None.

REPORTS:

A. **Monthly Year to Date Financials:**
   1. Revenue and Expense Report All Funds: The reports were reviewed. The revenues and expenses are being closely watched.
   2. The revenues are dropping in recreation fees. At this time last year, recreation revenues were at 38%. This year the recreation revenues are at 18%. Expenses running lower as programs are not taking place. Not a big problem with the expenditures.
   3. Health and Dental Plans: Director Rath reviewed the reports. The Health Plan will need review.

B. **Impact Fees Financial Reports:** The report was reviewed.

C. **Accounts Payable:** June 25, 2020 and July 10, 2020 payables were reviewed.

D. **Code Violation Reports:** The report was reviewed.

E. **C.I.P. PROJECTS:** The reports were reviewed.

F. **Letter of Credit Summaries:** The reports were reviewed.
   1. Building Inspection Department – Reviewed.
   2. Public Works Department– Reviewed.
   3. Planning Department – Reviewed.

G. **Summary of all Village Contracts:** The summary of contracts were reviewed. Deputy Clerk Ben Hubrich will present a new format later this summer.

H. **SCHEDULE NEXT MEETING: The next meeting will be on August 17, 2020 at 6:00 pm.**

Building Inspection Services Contract and Community Development Building Inspection Personnel. The General Government and Finance Committee May Enter into Closed Session per Wis. Stat. § 19.85(1)(e) for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, and then may reconvene into open session to take such action as it deems appropriate.
Motion (Myers/Wing) Convene into Closed Session at 6:37 p.m. and to include the General Government and Finance Committee, Administrator Kreklow, Attorney Sajdak, Director Retzlaff and Clerk Braunschweig. Roll call vote carried unanimously.

ADJOURNMENT: Chairman Zabel adjourned the meeting at 6:57 p.m.

Respectfully Submitted,

Deanna Braunschweig

Deanna Braunschweig
Village Clerk

VILLAGE OF GERMANTOWN
WASHINGTON COUNTY

RESOLUTION NO. 48-2020

A RESOLUTION AUTHORIZING THE ASSIGNMENT AND PARTIAL RELEASE OF A DEVELOPMENT AGREEEMENT WITH GOLDENDALE ROAD GERMANTOWN, LLC, FOR THE APPROXIMATELY 45.6 ACRES OF LAND LOCATED AT THE SOUTHWEST CORNER OF GOLDENDALE AND ROCKFIELD ROADS

WHEREAS, the Village and Goldendale Road Germantown, LLC (the "Developer") previously entered into a Development Agreement for the approximately 45.6 acres of land located at the southwest corner of Goldendale and Rockfield Roads; and

WHEREAS, as part of the Development of the property, the Developer was constructing a new building for the Illing Company which was originally intended to be leased; and

WHEREAS, the Illing Company has subsequently decided that it would prefer the purchase the property and building; and

WHEREAS, the construction required under the Development Agreement for public improvements for the Illing property has been constructed; and

WHEREAS, Illing has requested that the Village release its portion of the property from the Development Agreement; and

WHEREAS, the Developer has also asked to assign the remainder of the Development Agreement to an affiliated company; and

WHEREAS, the Village Attorney and Village staff have worked with the parties to ensure appropriate protections are in place to ensure the development is completed as required;

NOW, THEREFORE, BE IT RESOLVED, by the Village Board of the Village of Germantown, Wisconsin, that the Partial Release of the Development Agreement in the form attached hereto is approved conditioned upon the Village Attorney being satisfied that all appropriate protections are in place.

BE IT FURTHER RESOLVED that the Assignment of the Development Agreement in the form attached hereto is also approved.

BE IT FURTHER RESOLVED that the Village President and Village Clerk are authorized to execute the Partial Release, Assignment and any other documents determined necessary by the Village Attorney to effectuate the purposes of this Resolution.

Introduced by:

Adopted: August 3, 2020

Vote: Ayes: Nays:

____
Dean M. Wolter, Village President

ATTEST:

____
Deanna Braunschweig, WCMC/CMC
Village Clerk

Document Number

ASSIGNMENT OF DEVELOPMENT AGREEMENT

THIS ASSIGNMENT OF DEVELOPMENT AGREEMENT ("Assignment") is made this ____ day of August, 2020, by and between Goldendale Road Germantown, LLC ("Initial Developer"), and Goldendale Road II, LLC ("Assignee").

WHEREAS, Initial Developer and the Village entered into that certain Development Agreement dated December 3, 2020 (the "Development Agreement") which was recorded in the office of the Washington County Register of Deeds on December 6, 2020 as Document No. 1485927 with respect to the development of the land further developed on the attached Exhibit A (the "Property"); and

WHEREAS, Initial Developer is conveying the northerly 20.027 acres of the Property to a third party, and Assignee, an affiliate of the Initial Developer, will retain the southeast 12.68 acres of the Property.

NOW, THEREFORE, in consideration of the mutual covenants and promises contained in the Development Agreement, Developer and the Village hereby acknowledge as follows:

Recording Area

Name and Return Address:
Deborah C. Tomczyk, Esq.
Reinhart Boerner Van Deuren s.c.
1000 N. Water Street, Suite 1700
Milwaukee, WI 53202

GTNV 074-976; 074-977;
074-989 & 074-990
Tax Identification Number (PIN)

1. Initial Developer hereby assigns to Assignee and Assignee hereby accepts from the Initial Developer, all of the Initial Developer's rights and obligations in and to the Development Agreement.

2. The Village of Germantown hereby expressly consents to the assignment by Initial Developer and to the assumption by Assignee of all of Initial Developer's rights and obligations in and to the Development Agreement.

IN WITNESS WHEREOF, Initial Developer, Assignee and Village have executed this Assignment effective as of the date of Declarant desires to enter into this Agreement for the purposes of granting an easement for vehicular and pedestrian egress and ingress benefiting Lot 2 and the Users (defined below), consistent with the terms of this Agreement first written above.

INITIAL DEVELOPER:	ASSIGNEE:
GOLDENDALE ROAD GERMANTOWN LLC BY DICKMAN DEVELOPMENT, LLC	GOLDENDALE ROAD II, LLC BY DICKMAN DEVELOPMENT, LLC
By: ___________________________________ Samuel D. Dickman, Manager	By:___________________________________ Samuel D. Dickman, Manager

STATE OF WISCONSIN)
)ss.
__________ COUNTY)

Personally appeared before me this ____ day of ________________, 2020, the above-named Samuel D. Dickman, as manager of Dickman Development, LLC, to me known to be the person who executed the foregoing agreement on behalf of the Goldendale Road Germantown, LLC and by its authority.

____
Notary Public State of Wisconsin
My commission expires:______________

STATE OF WISCONSIN)
)ss.
__________ COUNTY)

Personally appeared before me this ____ day of ________________, 2020, the above-named Samuel D. Dickman, as manager of Dickman Development, LLC, to me known to be the persons who executed the foregoing agreement on behalf of the Goldendale Road II, LLC and by its authority.

____
Notary Public State of Wisconsin
My commission expires:______________

ASSIGNMENT CONSENTED TO:

VILLAGE OF GERMANTOWN

By____
Dean Wolter, Village President

By____
Deanna B. Braunschweig, Village Clerk

STATE OF WISCONSIN)
) ss.
WASHINGTON COUNTY)

Personally came before me this ______ day of August, 2020, Dean Wolter, Village President, and Deanna L. Braunschweig, Village Clerk of the Village of Germantown, a Wisconsin municipal corporation, to me known to be the persons who executed the foregoing instrument of such officers as the, by its authority.

*____,
Notary Public, State of Wisconsin
My commission expires:________________________________

*Print Name of Notary Public

This Instrument was drafted by:
Deborah C. Tomczyk, Esq.
Reinhart Boerner Van Deuren s.c.
1000 North Water Street, Suite 1700
Milwaukee, WI 53202

EXHIBIT A
PROPERTY

First parcel:

LOT 1 OF CERTIFIED SURVEY MAP NO. 6913, RECORDED IN THE OFFICE OF THE REGISTER OF DEEDS FOR WASHINGTON COUNTY, WISCONSIN, ON SEPTEMBER 18, 2019 IN VOLUME 53 OF CERTIFIED SURVEY MAPS ON PAGES 285-288 AS DOCUMENT NO. 1480025, BEING A REDIVISION OF LOTS 2, 3 AND 4 OF CERTIFIED SURVEY MAP NO. 5959, BEING PART OF THE NORTHEAST 1/4 AND SOUTHEAST 1/4 OF THE SOUTHEAST 1/4 OF SECTION 7, IN TOWNSHIP 9 NORTH, RANGE 20 EAST, IN THE VILLAGE OF GERMANTOWN, COUNTY OF WASHINGTON, STATE OF WISCONSIN.

Second, Third and Fourth Parcels:

Outlot 1, Lot 2 and Lot 3 of Certified Survey Map No. 6930, recorded in the Washington County Register of Deeds office on November 20, 2019, as Document No. 1484868, being a redivision of Lot 2 of Certified Survey Map No. 6913 being a part of the Northeast 1/4 and the Southeast 1/4 of the Southeast 1/4 of Section 7, Township 9 North, Range 20 East. As corrected by Affidavit of Correction recorded as Document No. 1485652. Said land being in the Village of Germantown, Washington County, Wisconsin.

Document Number

PARTIAL RELEASE OF DEVELOPMENT AGREEMENT

Recording Area

Name and Return Address:
Deborah C. Tomczyk, Esq.
Reinhart Boerner Van Deuren s.c.
1000 N. Water Street, Suite 1700
Milwaukee, WI 53202

GTNV 074-976; 074-977; 074-989 & 074-990
Tax Identification Number (PIN)

THIS PARTIAL RELEASE OF DEVELOPMENT AGREEMENT, is made this _____ day of August, 2020, by the Village of Germantown, a Wisconsin municipal corporation ("Village").

WHEREAS, Goldendale Road Germantown, LLC ("GRG"), and the Village entered into that certain Development Agreement dated December 3, 2019, and recorded in the office of the Washington County Register of Deeds on December 6, 2019, as Document No. 1485927 (the "Development Agreement") against certain lands located in the Village of Germantown, County of Washington, State of Wisconsin, as further described on Exhibit A attached hereto (the "Property");

WHEREAS, GRG is conveying to ICHQ, LLC, the north 20.027 acres of the Property, as further described on Exhibit B attached hereto (the "North Lot");

WHEREAS. GRG's affiliate, Goldendale Road II, LLC ("Goldendale II"), continues to own the southeast 12.68 acres of the Property, as further described on Exhibit C (the "Southeast Lots"), and Goldendale II has accepted an assignment of GRG's obligations under the Development Agreement;

WHEREAS, GRG's obligations under the Development Agreement relating to the North Lot have been [nearly] completed;

WHEREAS, the Village wishes to release the Development Agreement against the North Lot (but not against the remainder of the Property).

NOW THEREFORE, the Village hereby releases the Development Agreement against the North Lot.

IN WITNESS WHEREOF, this Partial Release has been made, executed and delivered as of the date above written.

VILLAGE OF GERMANTOWN

By____
Dean Wolter, Village President

By____
Deanna B. Braunschweig, Village Clerk

STATE OF WISCONSIN)
) SS
WASHINGTON COUNTY)

Personally came before me this ______ day of August, 2020, Dean Wolter, Village President, and Deanna B. Braunschweig, Village Clerk of the Village of Germantown, a Wisconsin municipal corporation, to me known to be the persons who executed the foregoing instrument of such officers as the**,** by its authority.

____

*____,
Notary Public, State of Wisconsin

My commission expires:________________________________

*Print Name of Notary Public

This Instrument was drafted by:
Deborah C. Tomczyk, Esq.
Reinhart Boerner Van Deuren s.c.
1000 North Water Street, Suite 1700
Milwaukee, WI 53202

EXHIBIT A

PROPERTY

First parcel:
LOT 1 OF CERTIFIED SURVEY MAP NO. 6913, RECORDED IN THE OFFICE OF THE REGISTER OF DEEDS FOR WASHINGTON COUNTY, WISCONSIN, ON SEPTEMBER 18, 2019 IN VOLUME 53 OF CERTIFIED SURVEY MAPS ON PAGES 285-288 AS DOCUMENT NO. 1480025, BEING A REDIVISION OF LOTS 2, 3 AND 4 OF CERTIFIED SURVEY MAP NO. 5959, BEING PART OF THE NORTHEAST 1/4 AND SOUTHEAST 1/4 OF THE SOUTHEAST 1/4 OF SECTION 7, IN TOWNSHIP 9 NORTH, RANGE 20 EAST, IN THE VILLAGE OF GERMANTOWN, COUNTY OF WASHINGTON, STATE OF WISCONSIN.

Second, Third and Fourth Parcels:
Outlot 1, Lot 2 and Lot 3 of Certified Survey Map No. 6930, recorded in the Washington County Register of Deeds office on November 20, 2019, as Document No. 1484868, being a redivision of Lot 2 of Certified Survey Map No. 6913 being a part of the Northeast 1/4 and the Southeast 1/4 of the Southeast 1/4 of Section 7, Township 9 North, Range 20 East. As corrected by Affidavit of Correction recorded as Document No. 1485652. Said land being in the Village of Germantown, Washington County, Wisconsin.

EXHIBIT B

NORTH LOT

LOT 1, OF CERTIFIED SURVEY MAP NO. 6913, RECORDED IN THE OFFICE OF THE REGISTER OF DEEDS FOR WASHINGTON COUNTY, WISCONSIN, ON SEPTEMBER 18, 2019 IN VOLUME 53 OF CERTIFIED SURVEY MAPS ON PAGES 285-288 AS DOCUMENT NO. 1480025, BEING A REDIVISION OF LOTS 2, 3 AND 4 OF CERTIFIED SURVEY MAP NO. 5959, BEING PART OF THE NORTHEAST 1/4 AND SOUTHEAST 1/4 OF THE SOUTHEAST 1/4 OF SECTION 7, IN TOWNSHIP 9 NORTH, RANGE 20 EAST, IN THE VILLAGE OF GERMANTOWN, COUNTY OF WASHINGTON, STATE OF WISCONSIN.

EXHIBIT C
SOUTHEAST LOTS

Parcel I: Lot 3 of Certified Survey Map No. 6930, recorded in the Washington County Register of Deeds office on November 20, 2019, as Document No. 1484868, being a redivision of Lot 2 of Certified Survey Map No. 6913 being a part of the Northeast 1/4 and the Southeast 1/4 of the Southeast 1/4 of Section 7, Township 9 North, Range 20 East. As corrected by Affidavit of Correction recorded as Document No. 1485652. Said land being in the Village of Germantown, Washington County, Wisconsin.

Parcel II: Outlot 1 of Certified Survey Map No. 6930, recorded in the Washington County Register of Deeds office on November 20, 2019, as Document No. 1484868, being a redivision of Lot 2 of Certified Survey Map No. 6913 being part of the Northeast 1/4 and the Southeast 1/4 of the Southeast 1/4 of Section 7, Township 9 North, Range 20 East. As corrected by Affidavit of Correction recorded as Document No. 1485652. Said land being in the Village of Germantown, Washington County, Wisconsin.