

VILLAGE OF GERMANTOWN
N112 W17001 MEQUON ROAD
GERMANTOWN, WI 53022

MEETING: **GENERAL GOVERNMENT & FINANCE COMMITTEE**

DATE AND TIME: **TUESDAY, January 21, 2014**
5:00 p.m.

LOCATION: **Germantown Village Hall Board Room**
N112 W17001 Mequon Road

- I. **CALL TO ORDER:** This meeting has been given public notice in accordance with Wisconsin Statutes, Section 19.83 and 19.84 in such form that will apprise the general public and news media of subject matter that is intended for discussion and action.
- II. **ROLL CALL:** Chairperson Zabel, Trustees Baum, Kaminski, and Vanderheiden.
- III. **APPROVAL OF MINUTES:** December 17, 2013 meeting.
- IV. **PUBLIC COMMENT:** Please be advised per State Statute Section 19.84(2), information will be received from the public. It is the policy of this municipality that there be a three minute time period, per person, with time extensions per the Chief Presiding Officer's discretion; be further advised that there may be limited discussion on the information received, however, NO ACTION will be taken under public comments.
- V. **UNFINISHED BUSINESS:**
 - A. ***UPDATE ON REPLACEMENT OF BOARD ROOM AUDIO / VISUAL AND CABLE EQUIPMENT – Discussion and Action.***
- VI. **NEW BUSINESS:**
 - A. ***AUTHORIZATION TO FILL FULL-TIME SENIOR COORDINATOR POSITION AND APPROVAL OF JOB DESCRIPTION – Discussion and Action.***
 - B. ***APPROVAL TO PAY INVOICE FROM ECONOMIC DEVELOPMENT WASHINGTON COUNTY (EDWC) IN THE AMOUNT OF \$10,000.00 – Discussion and Action.***
 - C. ***CAPITAL OUTLAY PROJECTS FOR 2014 – REVIEW AND PRIORITIZATION – Discussion and Action.***
 - D. ***CAPITAL OUTLAY PLAN (2011 – 2030) – REVIEW AND REVISION – Discussion and Action.***

VII. **REPORTS:**

- A. Monthly, Year to Date Financials
 - 1. Revenue and Expense Report – All Funds
 - 2. Health and Dental Plans
- B. Impact Fees Financial Reports
- C. Accounts Payable
- D. Monthly Code Violation Reports
 - 1. Building Inspection Department
 - 2. Planning Department
- E. C.I.P. Projects
- F. Letter of Credit Summaries
 - 1. Building Inspection Department
 - 2. Public Works Department
 - 3. Planning Department
- G. Summary of all Village Contracts

VIII. **NEXT MEETING:** Tuesday, February 18, 2014 at 5:00 p.m.

IX. **ADJOURNMENT:**

PLEASE NOTE that upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact the Village Clerk at 250-4740.

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

**VILLAGE OF GERMANTOWN
GENERAL GOVERNMENT & FINANCE COMMITTEE
MEETING MINUTES
December 17, 2013**

CALL TO ORDER: The meeting was called to order at 5:02 p.m. by Chairperson Zabel.

ROLL CALL: Chairperson Zabel and Trustee Members Baum and Kaminski. Also present Administrator Schornack, Finance Director Rath, Clerk Goeckner, DPW Ludwig, Administrative Secretary Wick, and Deputy Clerk Micka. Absent and Excused: Trustee Vanderheiden.

APPROVAL OF MINUTES: *Motion Kaminski, second Baum, to approve the minutes from the November 19, 2013 meeting. Motion carried without negative vote.*

PUBLIC COMMENT: No-one addressed the Committee.

APPROVAL OF AGREEMENT BETWEEN WASHINGTON COUNTY AND THE VILLAGE OF GERMANTOWN FOR VOTING EQUIPMENT COST SHARE:

Clerk Goeckner reviewed the agreement with the Committee. The Washington County Clerk is proposing to purchase new election equipment in 2015. The proposal is for the County to pay 80% of the costs, and the Village to pay the remaining 20% of the costs. The payments would begin in 2016, and would be for a three year period.

Discussion followed:

- ✓ It is more efficient and cost effective if all municipalities in the county use the same equipment;
- ✓ If the Village chooses different equipment, we would be responsible for all programming costs;
- ✓ State Statutes require that municipalities pay the cost of voting equipment;
- ✓ Voting equipment must be certified by the State of Wisconsin;
- ✓ The Village would need an additional machine as a backup in case of equipment problems on election day and would be responsible for 100% of the cost; and
- ✓ Exact costs for the equipment are not known at this time, and the estimated 20% cost share for each machine is \$1,640.

Motion Kaminski, second Baum, to approve the Agreement Between Washington County and the Village of Germantown for Voting Equipment Cost Share. Motion carried without negative vote.

NON-UNION EMPLOYEE COMPENSATION INCREASES: Administrator Schornack reviewed his recommendation for a proposed 2% cost-of-living adjustment for non-union employees for 2014. He stated that non-union employees have not received a cost-of-living adjustment for four years, and funds are included in the 2014 budget.

GENERAL GOVERNMENT & FINANCE COMMITTEE
MEETING MINUTES
December 17, 2013
Page 2

Discussion followed:

- ✓ A pay for performance plan was approved to set goals and conduct performance evaluations in 2014 for increases effective in 2015;
- ✓ A 2% increase is included in the 2014 budget for non-union employees;
- ✓ Cost-of-living adjustments in surrounding municipalities and Village of Germantown Unions;
- ✓ Social Security Increases in the last four years;
- ✓ 2011 salary survey conducted by the Village of Germantown; and
- ✓ Some non-union employees received a bonus in 2012.

Motion Kaminski, second Baum, to forward to the Village Board with a positive recommendation a pay increase for non-union employees with the amount to be determined by the Village Board in a Closed Session meeting. Motion carried without negative vote.

REPLACEMENT OF BOARD ROOM AUDIO / VISUAL EQUIPMENT: Administrator Schornack reported that residents were not receiving the Time Warner signal, but for the Village Board meeting last night it was being received. He stated that more information is needed, and that some residents may not have the box or digital to receive the signal. He noted that there have been continual problems with AT&T equipment.

Clerk Goeckner did research on the problems with the equipment, contacted other municipalities for information, and reviewed the responses with the Committee. Residents with Time Warner can watch meetings on Channel 25 with a box and Channel 15.25 on other televisions. Administrator Schornack rebooted AT&T and the cable worked fine, but sometimes residents with U-Verse can receive channels from other municipalities and not from Germantown. She checked with other municipalities on the Clerk's network, and received information from West Bend on the equipment they use. She contacted the provider for West Bend, AVI Midwest, and they will evaluate our equipment at a cost of \$129 per hour. AVM would charge \$75 per hour to evaluate our equipment, and felt it may be a Time Warner issue.

Discussion followed:

- ✓ Possibility of a box recording the meetings and playing them back, which would cost approximately \$12,000;
- ✓ If streaming meetings on the website, a computer would need to be purchased and hooked up to our equipment and the internet
 - If storing 40 hours of video, cost should be less than \$1,000;
 - Install a video card for less than \$300; and
 - There is a line item of \$8,400 in the 2013 budget that can be carried over to cover these costs.
- ✓ The company that was to install the video equipment requested all money upfront prior to completing the work; and
- ✓ Recommendation that the equipment be looked at and provide solutions.

GENERAL GOVERNMENT & FINANCE COMMITTEE
MEETING MINUTES
December 17, 2013
Page 3

Motion Kaminski, second Baum, to move forward and hire a professional in an amount not to exceed \$1,000 to make a recommendation and to obtain quotes for the audio / visual equipment in the Board Room, and begin the process to stream Village Board meetings on the Village Website. Motion carried without negative vote.

REPORTS:

Monthly Year to Date Financials:

Revenue and Expense Report – All Funds: Finance Director Rath reviewed the reports with the Committee. The reports are through November, there is an additional five to six weeks of payroll remaining for this year, December had increased expenses due to salt and overtime for plowing, and this will be a positive year. Discussion followed on the 2014 capital projects, the Department Directors will be prioritizing projects, and discussion will follow at the January Committee meeting.

Health and Dental Plans: Finance Director Rath reported that both plans are doing well.

Impact Fees Financial Reports: No discussion.

Accounts Payable: Finance Director Rath reviewed the reports with the Committee.

Monthly Code Violation Reports: Building Inspection Department and Planning Department: No discussion.

C.I.P. PROJECTS: Finance Director Rath reviewed the report, and at the next Committee meeting there will a review of all projects.

Letter of Credit Summaries: Building Inspection Department, Public Works Department, and Planning Department: The Committee reviewed the reports.

Summary of all Village Contracts: The Committee reviewed the report, and discussion followed on the Waste Management contract.

NEXT MEETING: The next committee meeting is Tuesday, January 21, 2014 at 5:00 p.m.

ADJOURNMENT: There being no further business, the meeting adjourned at 6:12 p.m.

Respectfully Submitted,

Christine M. Micka
CMC/WCMC, Deputy Clerk

V-A

**BUSINESS OF
THE GENERAL GOVERNMENT & FINANCE COMMITTEE**

MEETING DATE: January 21, 2014

PLACEMENT NEW BUSINESS

ITEM TITLE: UPDATE ON REPLACEMENT OF BOARD ROOM
AUDIO/VISUAL AND CABLE EQUIPMENT

SUBMITTED BY: Barbara K. D. Goeckner, Village Clerk

SUMMARY EXPLANATION:

On January 8th Administrator Schornack and I met with a service technician from AVI Systems in Brookfield to review our current cable/audio/visual equipment. In addition, I have spent well over 30 hours of time working on various issues and questions related to this equipment and programming in an attempt to resolve all issues and questions. Following are the various components and suggestions for consideration.

AT&T U-verse:

Issues/concerns:

View Cast box which transmits for the AT&T access is making a lot of noise, needs to be rebooted occasionally

AT&T not always working for residents

Suggestions

View Cast box running AT&T will be sent in to the manufacturer to have the fan repaired and receive any updates that have occurred since its last service in 2012. AT&T's Public Access channel will be down entirely while this occurs, with an estimated time to be at least a month. Replacement of this box is approximately \$6,500.

Time Warner Cable:

Issues/concerns:

Time Warner signal not always being received by residents

Unable to view Time Warner output from camera room/Village Hall

Suggestions:

A converter box is needed from Time Warner to put on our feed so we can see the output for our access channel within the camera room. Administrator Schornack had requested this item from Time Warner twice over the last 2-4 months to no avail. Trying to connect with them for this item has been very difficult and can only be retained through them, with an additional monthly charge, at this time estimated at \$1 per month.

Residents having an issue viewing through Time Warner likely have older televisions which no longer receive their upgraded digital programming, or have not purchased the level of programming or additional receivers or converters necessary to receive Time Warner's latest digital upgraded channels/signal.

Scrolling of meeting agendas and information notices on cable:

The scrolling of meeting agendas and information notices on the cable channel is currently run on a standalone computer for this purpose only. This computer is located in the Clerk's office and not on the Village network or server. This week that computer stopped working and is not putting out any information to the access channel. We are waiting for the contracted IT support to assist in repairing or replacing the equipment as we have to access the program from the old computer in order to put it on a new one. Only then will we be able to get the Channel 25 information page running again. I have located a used computer which we will try to use for this replacement, if it is in working order, once the contracted IT support is available.

The Clerk's office staff spends a minimum of 2+ hours each week creating the power point and retyping agendas and information to set up the scrolling meeting notices and information which plays out on Channel 25.

Scheduling software for running playback:

Scheduling software of the Village Board meeting and the County Board meeting is on another standalone computer located in the camera room off of the Village Board room. This computer is quite old and is running on Windows 98. The scheduling software for this computer is not on the Village's network and it is not available anywhere else in Village Hall that I am aware of. While trouble shooting all of the equipment last week we discovered it was turned off and probably had been for some time due to it not being plugged into a battery backup and Village Hall's power is re-set on a regular basis. I have now plugged this into the battery backup to prevent this issue.

After each Village Board and when the recording of the County Board meeting is received the PC Tech would spend 1-3 hours (3+ times per month) reviewing the recorded DVD's and setting up the scheduling and the time necessary for playback. The person entering this information must spend the time at the computer in the camera room to accomplish this task. After the PC Tech left in September this was not done because no one else had the information or knowledge to work on this. AVI assisted me in learning to do this and getting it set up. However, due to the current system setup I am unable to tell if the Village Board and County Board meetings scheduled for playback are working properly and am in the process of diagnosing this through outside sources.

Audio equipment:

We have had some problems with 1 or 2 microphones within our Audio equipment. Administrator Schornack will replace these microphones by ordering replacements on-line at a reduced cost, rather than going through a provider. While the current audio equipment had a 2013 authorization for replacement of about \$8,400 and could be replaced with less and simpler, more efficient equipment, other than the microphone issues it appears the rest of the equipment is working and it is not anticipated it will be replaced as previously considered.

Video/camera equipment:

The Video/camera equipment appears to be running fine and it is not anticipated to be replaced at this time.

Streaming Village Board on our website:

As reported previously, we can live stream the Village Board meetings through our new website and would be able to store 10 GB or approximately 40 hours of meetings on the website before being required to pay a fee to our website provider. A rough estimation indicates 12 months of Village Board meetings could be stored on the website, at which time we would delete the oldest meeting(s) when we add the most recent, to remain below the maximum amount. We would need additional equipment and upgrades to stream these meetings through the website, such as a video card at a cost of about \$300. However, the computer this would need to be installed on needs to be one that is connected to the broadcasting equipment and hardwired for an internet connection. The computer we would consider for this is in the camera room, but is far too outdated to handle this upgrade and is not connected to the broadcasting equipment, just the DVD players for playback. Because this computer is so outdated, it is not possible to add the upgraded equipment or attach it to the broadcasting equipment and would never be able to handle streaming the meetings through the website.

Recording and playback equipment:

AVI can provide information for replacement of our recording and playback equipment and I am requesting a quote from them for this. It is my understanding this upgrade would make several components of our cable/audio/visual program much simpler and more efficient. This upgrade would resolve a number of issues and equipment problems and resolve the need for a new computer for the scheduling program, as well as a new computer for the meeting and information program to scroll on the public access channel. It will allow for the live streaming of the meetings on the website without upgrading computers and adding components. It would network the programs and equipment so they can be set up and worked on from our individual desktops, rather than having more than one computer to handle nothing other than separate tasks at separate locations. It will also safeguard all of the programs involved through our backup tapes and server/network accessibility and give access to those in need through the network rather than on an individual system which has an opportunity to crash and all information to be lost.

Final Summation:

The time spent with AVI was extremely beneficial to inform us of what we have, what can be repaired, what can or should be replaced and direction on use of the various equipment and programs.

At this time I believe it is in the best interest of the Village to wait until such time as we know exactly what is required for the entire system prior to making any new purchases regarding this equipment, so we are assured all components of the equipment will work harmoniously together. At such time I will return with this information and any recommendations.

ATTACHMENT: ORDINANCE____ RESOLUTION ____ OTHER ____ NONE **X**

RECOMMENDATION:

To be brought forward at a later date.

ACTION BY Committee

**GENERAL GOVERNMENT & FINANCE COMMITTEE
GERMANTOWN, WI**

MEETING DATE: January 21, 2014

AGENDA ITEM: New Business

ITEM TITLE: Authorization to hire Senior Coordinator & approve Position Description

SUBMITTED BY: Justin Casperson, Park & Recreation Director 

SUMMARY EXPLANATION:

On March 31, 2014 Senior Coordinator Jean Brill will be retiring. Ms. Brill has worked for the Village of Germantown for thirteen years and at her current position for the past five years. Prior to her current position, she was the Senior Center Secretary.

The Senior Center is a standalone facility that operates Monday – Friday from 8:00am – 4:30pm with evening and weekend rentals. The Center is managed by one person, the Senior Coordinator with the assistance from a part-time secretary (12 hours per week) and volunteers. In addition to managing the center, the Coordinator develops, implements, and oversees recreation programming, including cultural arts, physical fitness, health workshops, human services, trips, speakers, special events and special interest classes.

The Senior Center underwent an expansion in 2008 and a staffing reduction in 2009. The expansion along with the reduction in staffing significantly added to Ms. Brill's workload. Her hard work, dedication and diligence greatly benefitted the Village as it expanded the Senior Center facility and senior adult programming.

I respectfully ask the Committee to evaluate the Senior Coordinator pay grade. This position executes the same functions as a Recreation Supervisor, but assigned a lower pay grade. The Senior Coordinator pay grade is a 7. The Recreation Supervisor pay grade is a 10.

Since my hiring I have worked and continue to work toward streamlining operations, improving communications and increasing efficiency. Also, I have been establishing a trusting relationship between Senior Center members and the Village. By granting permission to fill the position as soon as possible, it will allow the Park and Recreation Department adequate time to hire a new person, avoid operation interruptions, increase efficiency and continue to build that trusting relationship.

ATTACHMENT:

Employee Vacancy Justification Worksheet
Park and Recreation Department Organizational Chart
Senior Coordinator Position Description

RECOMMENDATION:

To approve the Senior Coordinator Position Description and authorize the hiring of a new Senior Coordinator.

EMPLOYEE VACANCY JUSTIFICATION WORKSHEET

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

Vacancy Justification Worksheet

Position to be filled: SENIOR COORDINATOR

Department: PARK & RECREATION DEPARTMENT

Pay: CURRENT PAY: \$33,837, PAY GRADE: 7 (\$32,639 – \$40,218)

How long was the previous person in this position? 13 YEARS

Can the Position be:

Deferred for a period of time? Yes: No: X

Why: The current employee will be retiring March 31. The position has a high level of responsibility with the day to day operation of the Senior Center and programming. It is imperative the position is filled quickly to avoid interruptions in operation. The goal is to have a person in place by March 17.

Transferred or shared with existing staff: Yes: No: X

Why: It is not feasible to transfer or share the position as workloads & operations dictate a standalone full-time position who manages & coordinates the Senior Center and its activities.

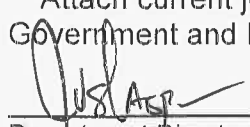
Consolidated with another position? Yes: No: X

Why: The position cannot be consolidated because there is only one fulltime person working at the Senior Center. The Senior Center employed two people before a reduction in employment in 2009.

Privatized/Contractual? Yes: No: X

Why: It is not feasible for this type of position. It is important the individual adheres to the duties assigned by the Village and Department Director.

** Attach current job description and department organizational chart and submit to General Government and Finance Committee.


Department Director

Signature/Approval

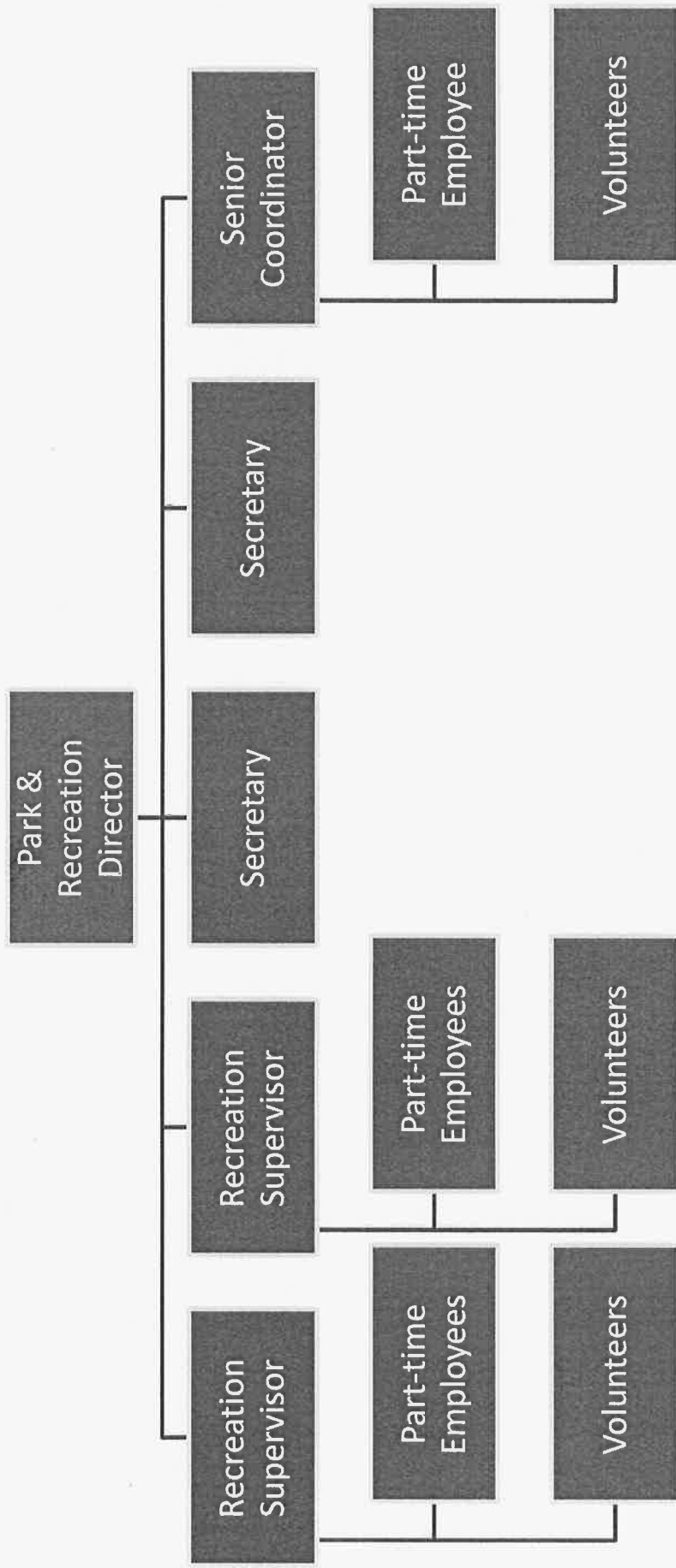

Village Administrator

Signature/Approval

1-14-14
Date

1-14-14
Date

PARK & RECREATION DEPARTMENT ORGANIZATION CHART



**Village of Germantown
Position Description**

Job Title: Senior Coordinator
Department: Park and Recreation
Reports To: Park and Recreation Director
Compensation Plan: Non-Union
FLSA Status: Exempt
Dates Modified: October 2011
Selection: Park and Recreation Director

GENERAL STATEMENT OF DUTIES:

Develop, implement, and oversee a community recreation program for senior adults, including cultural arts, physical activities, health activities, human services, trips, special events and special interest programs, and oversees the Senior Center and its property .

DISTINGUISHING FEATURES OF THE CLASS:

The employee in this position is responsible for a number of varied duties which require the ability to learn the systems and protocols to which it is assigned, and competence in the operation of equipment found there. The employee in this position works under the direction of the Park and Recreation Director but is expected to initiate and carry out daily projects. The employee in this position must be able to coordinate work on several projects and at times work under pressure. The Park and Recreation Director is available for guidance on difficult and non-recurring problems.

SUPERVISION RECEIVED:

Under the supervision of the Park and Recreation Director.

SUPERVISION EXERCISED:

The employee will supervise a part-time secretary & volunteers.

EXAMPLES OF DUTIES PERFORMED:

This list of duties and responsibilities is not all inclusive and may be expanded to include other duties and responsibilities, as management may deem necessary.

- Develop, organize and coordinate the implementation of community recreation and human service programs for senior adults, and classes, workshops, trips and activities for senior adults engaged in recreation programs and co-sponsored programs.

- Serve as spokesperson to public, media, business, and governmental inquiries about the Germantown Senior Center and senior adult programs, and promote interests and provide information regarding recreation programs to school officials, other recreation officials, community service groups, other departments, and general public.
- Supervises, coordinates, assigns, trains, evaluates, disciplines, and certifies recreation staff and volunteers in the development and implementation of community recreation programs, and provides personnel recommendations and guidance to the Director regarding assignments, staffing, productivity, discipline and other personnel issues. Investigates personnel or volunteer issues and issues reprimands and makes recommendations for more serious disciplinary action or separation.
- Advises Director regarding matters involving budgeting, purchasing, personnel, and labor relations.
- Coordinates and maintains records of the Senior Center and its programs.
- Assists in developing and administering the Senior Center budget and monitors budget activities throughout the year.
- Advise the Director and other Coordinators regarding Senior Center business and meet with management personnel regarding Department supervisor matters.
- Coordinates and assists in the recruitment, interviewing, and selection of employees and volunteers and recommend the hiring or selection of specific candidates for employment or volunteer status.
- Oversees the property and facilities of the Senior Center and recommends improvements and modifications to equipment and facilities.
- Serves as the Village liaison and works collaboratively with the Senior Club, senior housing developments, Washington County agencies and other entities.
- Serve as a member of various committees, as assigned.
- Attend public meetings and advise the Board and committees.
- Purchases, requests, maintain and disseminate equipment to facilities and staff.
- Prepare trip brochures, letters, posters, weekly news releases, flyers, monthly newsletter and related communications regarding adult programs.
- Coordinate daily transportation services for adults as well as for field trips and other excursions.
- Provide information and referral services for a variety of social services to adults in the community.
- Perform a variety of clerical functions as needed to accomplish work routines as follows, including filing; posting and or logging information to manual or automated records; processing mail; ordering supplies; duplicates and distributes materials; collating and assembling documents; and photocopying, scanning and faxing documents.
- Coordinate registration for senior programs and assist in Department registration.
- Coordinate monthly senior informational meeting.
- Perform a variety of miscellaneous duties such as answer telephone inquiries, as well as receive and assist visitors at the Senior Center, including answering questions and basic customer relations; responds to inquiries from employees, citizens and others and refers, when necessary, to appropriate persons; running errands; picking up supplies as needed for activities; making arrangements for rental

and use of Senior Center; helping set up tables and chairs for classes; handle concerns regarding Recreation programs or other public services.

- Perform other duties, tasks and responsibilities as assigned.
- Ability to provide first-line supervision.
- Ability to persuade, convince, and train others.

ESSENTIAL KNOWLEDGE, SKILLS AND 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

- High school diploma or equivalent, and seven years increasingly responsible experience, or any equivalent combination of related education and experience, in recreation, geriatrics, social work or related work, that provides requisite knowledge, skills and abilities for this position; or
- An Associate's or Bachelor's Degree from an accredited school in recreation, geriatrics, social work, or a closely related field and two years increasingly responsible experience in recreation, geriatrics, social work or related work, that provides requisite knowledge, skills and abilities for this position; and
- Position requires a valid WI driver's license & certification in CPR, AED and First Aid.

Supervisory Skills

- Ability to advise and provide interpretation regarding the application of policies, procedures, and standards to specific situations.
- Ability to instruct, assign, review and evaluate the work of others, and ability to discipline employees.
- Ability to develop and convey orders and instructions.
- Ability to counsel, mediate, and provide supervision and to maintain positive working relationships and supervisor-subordinate relationships.

Language Skills

- Ability to professionally communicate orally and in writing with the Department Director, staff, volunteers, other Village departments, and officials, community groups, Chamber of Commerce, schools, local businesses, media, and the public.
- Ability to comprehend and interpret complex data and information, such as Budgets and Contracts, using established criteria, in order to determine consequences and to identify and select alternatives. 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 including reports, budgeting documents, personnel documents, and program documents

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 use functional reasoning in performing influence functions.
- Ability to exercise the judgment, decisiveness and creativity 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

- Proficiency in typing, 10 key calculator, computers and electronic data processing.
- Working knowledge of modern office practices and procedures and Microsoft Office, including Word, Excel, PowerPoint and Outlook.
- Ability to effectively meet and deal with the public.
- Artistic and creative skills desirable.
- Ability to perform bookkeeping duties accurately.
- Ability to work effectively in cooperation with fellow employees as a member of the supervisory team.
- Ability to work in and maintain an environment that may deal with sensitive and confidential information.

PHYSICAL DEMANDS:

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

- While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; stand for long periods; 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.
- The employee must exert light physical effort in sedentary to light work, occasionally involving lifting, carrying, pushing, pulling, crouching, crawling, kneeling, stooping and or moving up to 50 pounds.

WORK ENVIRONMENT:

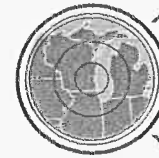
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is moderately quiet.
- 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.

Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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

VI-13
INVOICE



**Business
Ready
Wi.com**

**ECONOMIC DEVELOPMENT
WASHINGTON COUNTY**

COPY

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

Date: 1/7/2014

Description	Amount
2014 EDWC Investment	10,000.00
Total Due	\$10,000.00

Payment Information

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

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

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

MEETING DATE: January 21, 2014

AGENDA ITEM: New Business

ITEM TITLE: Capital Outlay Projects for 2014-Review and Prioritization

SUBMITTED BY: Dave Schornack, Village Administrator

SUMMARY EXPLANATION:

At the December General Government and Finance Committee meeting the Committee requested that an item be placed on this agenda to review and prioritize the proposed capital outlay projects for 2014.

ATTACHMENT: ORDINANCE_____ RESOLUTION_____ OTHER X

Capital Outlay Projects for 2014 (proposed)

RECOMMENDATION:

As desired

VILLAGE OF GERMANTOWN
2014 CAPITAL PURCHASES FUND 40 ITEMS -

ITEM DESCRIPTION	PROJECT/ EQUIPMENT	FUNDING SOURCE				ITEMS TO BE BORROWED FOR
		CAPITAL/GENERAL RESERVE	GRANTS	REVENUE FROM FIXED ASSET SALES	IMPACT FEE SPECIAL REVENUE	
POLICE DEPARTMENT						
Replace UPS System	30,000					30,000
Mercom Audio Logger	45,000					45,000
Server Array Cluster	30,000					30,000
Replace Rifles	18,000					18,000
Replace Squad Rifle Mounts	13,000					13,000
TOTAL POLICE DEPARTMENT	136,000	0	0	0	0	136,000
FIRE DEPARTMENT						
Heavy Rescue/Fire Truck	788,000					788,000
Computers & Software (2 CF-31 computers & Netmotion Licenses)	23,000					23,000
MRX Heart Monitor (Philips Monitor Upgrades \$63,375 in 2013 budget)	41,625					41,625
Turn out gear & boots	50,000					50,000
Communications Equip - 6 portables + 1 mobile	20,000					20,000
TOTAL FIRE DEPARTMENT	922,625	0	0	0	0	922,625
DPW ADMINISTRATION AND ENGINEERING						
Migrate from MapGuide GIS to ArcGIS (split w. W/S) Full cost \$65,000	21,600					21,600
Stream Bank Stabilization	60,000					60,000
Misc future drainage improvements	60,000					60,000
Division to Magnolia - Donges Bay	44,500					44,500
Pilgrim Road	35,000					35,000
TOTAL DPW ADMINISTRATION AND ENGINEERING	221,100	0	0	0	0	221,100
HIGHWAY DEPARTMENT						
Crack Fill Machine	45,000					45,000
Fork Lift	20,000					20,000
Patrol Truck to replace #424	175,000			8,000		167,000
Iron Worker-tool to cut/bend/fabricate Steel	30,000					30,000
Asphalt Paving Road Projects -	1,427,700					1,427,700
TOTAL HIGHWAY DEPARTMENT	1,697,700	0	0	8,000	0	1,689,700
PARKS						
Repave Alt Bauer	64,002		23,801			40,201
Use 2013 funds from Zero Turn Purchase, plus MMUSD Grant						
Ash Tree Removal	25,000					25,000
TOTAL PARKS	89,002	0	23,801	0	0	65,201
GRAND TOTAL						
	3,066,427	0	23,801	8,000	0	3,034,628

Borrowing Costs 45,000

Original total before Additional Reductions 3,079,626

Projected G.O. Note 3,080,000

Reductions - end of year Capital 2013 42,045

Jefferson Ditch, Flooding Mitigation Balance, Wasaukee Rd 14,993

Above 18% 2012 Reserve 314,000

371,038

2,708,962 Borrowing Cost

Above 19% 2012 Reserve 248,000

19% + other reductions 305,038

2,774,962 Borrowing Cost

2012

Detailed Balance Sheet 3,955,527.11 700,938.11 (Fund Equity Difference from prior year)
Total Fund Equity

Non Current Receivables
Delq PP 14,996.22
Delq Taxes - Specials 36,428.89
51,425.11 (51,425.11)

Prepaid Expense (3,356.73)
Assigned
Budget Carry Over (328,036.00)
Payment in Lieu of Taxes (579,670.00)

Unreserved General Fund 2,993,039.27 607,436.60

2013 Expense budget 14,188,992.00 21.09%

Carry over
Fire Dept Training Tower 15,000.00
Police Squad equip 1,555.00
Emerg Govt Siren 14,000.00
Recycle - Wood Chipping 10,817.00
Library Non-lapsing 132,265.00
Transfer to Cap Funds 67,000.00
Hotel/Motel Tourism 44,470.00
Planning Web Based map 4,250.00
Website 38,679.00
328,036.00

2014 Expense Budget 14,656,048
18% 2,638,089
Difference between 18% & 21% 354,951

Need \$40,000 Fire Dept 2014 -40,000
Excess 314,951

19% 2,784,649
Fire Dept 2014 -40,000
2,744,649
Excess 248,390

VILLAGE OF GERMANTOWN - Capital Projects Fund 40		2013				DECEMBER
Item	Allocated	YTD	Balance	Project	Amt to	Budget
Description	to Project	Expenditure	Remaining	Complete	Reserve	Acct #
LAW ENFORCEMENT						
Security System Upgrade - Carry Over 2014	45,000	37,788	7,212			40-521-570-8210
Server Replacement (use \$7,000 from G/F carryover, \$13,000 Capital carryover)	20,000	20,014	0	x		40-521-570-8430
Scheduling System - (use 2012 G/F carryover)	6,370	6,370	0	x		40-521-570-8440
Squad Video - Carry Over 2014	82,000	71,035	0	x		40-521-570-8456
Speed Trailer - (use 2012 G/F carryover)	17,000	17,395	0	x		40-521-570-8470
FIRE PROTECTION						
Philips Monitor Upgrades - Carry over 2014	63,375		63,375			40-522-570-8530
Thermal Image Camera (1) - (use G/F carryover)	15,000	16,000	0	x		
New Quad Gas Meters - (Use G/F carryover)	6,000	4,557	0	x		
Forcible Entry Trainer - (use G/F carryover) - carry over 2014	8,000		8,000			
DPW ADM & ENGINEERING						
Pilgrim Road WI DOT Design (Mequon to FDL) - carry over 2014	35,000	16,997	18,003			40-541-570-8911
WI DNR 216 Permit (Capital carryover)	3,097	3,000	0	x		40-541-570-8903
Wasaukee Road (Capital Carryover)	1,000		1,000			40-541-570-8897
Jefferson Ditch (Capital carryover)	20,000	11,433	8,567			40-541-570-8894
Flooding Mitigation (Capital carryover)	60,000	53,213	5,426			40-541-570-8902
Donges Bay (Capital carryover)	23,352	26,267	0			40-541-570-8908
PARKS DEPARTMENT						
New 2500 4x4 w/o Plow	28,500	28,635	0	x		40-553-570-8520
(2) New Zero Turn Mowers - (Use capital carry over funds)	30,000	27,617	0	x		40-553-570-8530
HIGHWAY DEPARTMENT						
Loader	256,000	255,444	0	x		40-542-570-8450
Mini Excavator (Gen/Swr Split) Just General portion - total \$70,000	35,000	34,968	0	x		
Asphalt Roller - (Use capital carryover funds)	20,000	20,000	0	x		
New 4x4 Pickup w/ Plow	32,500	31,863	0	x		40-542-570-8520
Asphalt Road Projects - (\$1,200,000 budget, carryover +135,500 + \$190,000 capital)	1,525,500	1,448,434	77,066			40-542-570-8810
Kleinmann Drive (Capital carryover)	40,544	0	40,544			40-542-570-8810
Library						
Automation Equipment - County (carry over)	17,270	0	17,270			40-551-570-8435
Recreation						
Friedenfeld Park Donation (carry over)	3,121	0	3,121			40-552-570-8310
Spassland Park Shelter & Rest Room - (Use \$20,000 capital carryover, Debt \$186)	210,000	204,462	5,538			40-552-570-8210
Fireman's Park Playground	50,000	50,000	0	x		40-552-570-8310
Retainages Payable - 2012 retainage paid, pending 2013	99,406	6,836	92,570			40-200-210-1100
Total Projects	2,753,035	2,392,327	347,692		0	

Cash On Hand

Cash Balance - Pool	580,608
Cash Balance - TD Ameritrade	138,400
First Bank Sweep	0
\$\$\$ Available	719,007

Committed Funds -

Senior Center Committed to future expense	12,577	+ Funds from sale of van \$4,650.
Blackstone Spec Assmt	276,134	Use for Debt Service Offset
LRIP Funds	40,560	
	329,270	

\$\$\$ Available for projects **389,737**

Project Balance **-347,692**

Non committed funds **\$ 42,045**

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

MEETING DATE: January 21, 2014

AGENDA ITEM: New Business

ITEM TITLE: Capital Outlay Plan (2011-2030) Review and Revision

SUBMITTED BY: Dave Schornack, Village Administrator

SUMMARY EXPLANATION:

At the December General Government and Finance Committee meeting the Committee requested that an item be placed on this agenda to review and revise the Capital Outlay Plan.

ATTACHMENT: ORDINANCE_____ RESOLUTION_____ OTHER_____

The Capital Outlay Plan (2011-2030) had been placed in your mailbox; please bring it along to the meeting.

RECOMMENDATION:

As desired

Germantown Health Plan Actual 2013

2012 Ending balance

\$338,349.39

	January	February	March	April	May	June	July	August	September	October	November	December	Totals
--	---------	----------	-------	-------	-----	------	------	--------	-----------	---------	----------	----------	--------

Health Plan Premium Contribution* 130,912.12 131,990.11 130,363.77 131,916.05 129,815.42 132,463.40 128,624.14 130,912.12 134,545.51 130,450.03 131,820.33 148,843.85 1,592,655.85

Employee Contributions

15,281.90

15,373.15

15,373.15

15,135.15

14,908.23

14,908.23

14,908.23

14,441.34

14,795.01

14,972.27

15,048.72

14,915.05

180,060.43

Interest

0.00

Subtotal Revenue

146,194.02

147,363.26

145,736.92

147,050.20

144,723.65

147,371.63

143,532.37

145,353.46

149,340.52

145,422.30

146,869.05

163,758.90

1,772,716.28

Administrative Expense + Stop Loss**

HSA Contributions

39,097.01

34,948.88

35,655.56

37,296.19

33,767.50

34,994.87

35,499.37

34,366.68

34,872.14

34,782.14

39,235.53

34,384.08

428,896.95

Health Payment Sys Afl Fee

13,437.50

18.65

262.59

529.87

990.50

1,885.49

1,953.60

516.07

1,771.93

1,312.21

1,718.99

6,885.82

18,945.63

Health Claims & RX Paid ***

1,203.10

59,314.20

133,868.70

74,978.03

109,821.75

116,271.21

40,004.12

30,981.41

93,045.11

77,752.98

96,117.74

407,737.98

1,241,096.33

Sub Total Health Plan Expense

53,756.26

94,526.67

170,054.13

126,389.72

145,474.74

153,219.68

89,728.40

65,863.16

129,689.18

126,034.63

137,072.26

449,216.21

1,741,024.24

Revenues less Expense (Current Month)

92,437.76

52,837.59

(24,317.21)

20,660.48

(751.09)

(5,948.05)

53,803.97

79,490.30

19,651.34

19,387.47

9,796.79

(285,457.31)

31,692.04

Running Total (2012 + Current Year)

430,787.15

483,624.74

459,307.53

479,968.01

479,216.92

473,368.87

527,172.84

606,663.14

626,314.48

645,701.95

655,498.74

370,041.43

370,041.43

Pending Stop Loss Reimbursement

142,429.81

512,170.74

2012 Claims Paid 2013 (Run-in)

0.00

0.00

*Health plan premiums include department contributions plus Cobra and retiree payments

**Administrative expense includes Stop Loss Premium

***Reimbursements from Stop Loss Carrier included in Health Claims

Stop Loss Reimbursement

2012 578,294.50
2011 494,321.27
2010 396,073.20
2009 117,655.91
2008 154,024.89
2007 37,900.83
2006 51,938.00
2005 94,605.00

VII-A-2

Germantown Dental Plan Actual 2013

2012 Ending balance

\$87,802.29

	January	February	March	April	May	June	July	August	September	October	November	December	Totals
Dental Plan Premium Contribution*	5,559.96	5,614.78	5,520.00	5,685.32	5,417.58	5,795.82	5,417.58	5,795.82	5,606.70	5,542.94	5,606.70	6,310.51	67,873.71
Interest													0.00
Sub Total Revenue	5,559.96	5,614.78	5,520.00	5,685.32	5,417.58	5,795.82	5,417.58	5,795.82	5,606.70	5,542.94	5,606.70	6,310.51	67,873.71
Administrative Expense	242.50	235.00	240.00	240.00	227.50	235.00	235.00	235.00	235.00	235.00	274.38	237.50	2,871.88
Claims Paid	752.00	6,490.20	6,412.06	11,164.20	8,455.47	8,443.72	6,502.30	10,436.13	4,252.60	10,470.16	9,277.80	9,160.60	91,817.24
Sub Total Health Plan Expense	994.50	6,725.20	6,652.06	11,404.20	8,682.97	8,678.72	6,737.30	10,671.13	4,487.60	10,705.16	9,552.18	9,398.10	94,689.12
Revenues less Expense (current month)	4,565.46	(1,110.42)	(1,132.06)	(5,718.88)	(3,265.39)	(2,882.90)	(1,319.72)	(4,875.31)	1,119.10	(5,162.22)	(3,945.48)	(3,087.59)	(26,815.41)
Running Total (2012 + current year)	92,367.75	91,257.33	90,125.27	84,406.39	81,141.00	78,258.10	76,938.38	72,063.07	73,182.17	68,019.95	64,074.47	60,986.88	60,986.88

2012 Claims Paid 2013 (Run In) - 703.40

0.00
0.00

VILLAGE OF GERMANTOWN IMPACT FEES 2013						
	Police 21 Impact	Fire 22 Impact	Library 23 Impact	Park & Rec 24 Impact	Water 50 Impact	Total
2013 Beginning Balance	18,213.79	17,261.80	5,158.59	19,082.85	158,153.37	217,870.40

Actual						
Revenues						
Through December	10,002.51	13,618.62	15,455.00	40,480.00	61,243.52	140,799.65
Year to date Interest						0.00
TOTAL 2013 ACTUAL COLLECTIONS	10,002.51	13,618.62	15,455.00	40,480.00	61,243.52	140,799.65

CURRENT YEAR TO DATE BALANCE	28,216.30	30,880.42	20,613.59	59,562.85	219,396.89	358,670.05
Less Transfers		(11,000.00)	(1,900.00)		(53,967.80)	(66,867.80)
Current Balance after Transfers	28,216.30	19,880.42	18,713.59	59,562.85	165,429.09	291,802.25

Year to Date Collections Sewer Connection Fee:	92,070.60
--	-----------

	POLICE	FIRE	LIBRARY	RECREATION	WATER	SEWER CONNECTION
2013 Impact Fee Amounts	\$148.00	\$171.00	\$281.00	\$736.00	\$832.00	
	\$0.2809/\$1000	\$0.63549/\$1000				\$3,460.00
	Blding Cost	Blding Cost				

Tim Obrien Condo 11	148.00	171.00	281.00	736.00	832.00	
Singe 10 Blackstone	148.00	171.00	281.00	736.00	832.00	
Tim O'Brien Lot 25	148.00	171.00	281.00	736.00	832.00	
Allen Bros. Lot 20	148.00	171.00	281.00	736.00	832.00	
Glue Dots 212-972	280.90	635.49			707.20	2,941.00
Blackstone Lot 12	148.00	171.00	281.00	736.00	832.00	
Tim O'Brien Lot 72	148.00	171.00	281.00	736.00	832.00	
Robinson 112-402	148.00	171.00	281.00	736.00		
Kevin Skogg 134-933	148.00	171.00	281.00	736.00		
Tim Obrien Condo Blackstone 173/175	296.00	342.00	562.00	1,472.00	1,664.00	
Demlang Blackstone Lot 19	148.00	171.00	281.00	736.00	832.00	
Wolter Blackstone Lot 14	148.00	171.00	281.00	736.00	832.00	
Halen Homes Lot 39 Blackstone	148.00	171.00	281.00	736.00	832.00	
Halen Homes Lot 58 Blackstone	148.00	171.00	281.00	736.00	832.00	
Tim O'Brien Lot 21 Blackstone	148.00	171.00	281.00	736.00	832.00	
Tim O'Brien Lots 15 & 16 Blackstone	296.00	342.00	562.00	736.00	832.00	
Tim O'Brien Lot 18 Blackstone	148.00	171.00	281.00	1,472.00	1,664.00	
Tim O'Brien Lot 32 Blackstone	148.00	171.00	281.00	736.00	832.00	
SCS LLC					1,880.32	7,819.60
Tim O'Brien #107/108 Glen @ Blackstone	296.00	342.00	562.00	1,472.00	1,664.00	
Allan Bros. # 24 Blackstone	148.00	171.00	281.00	736.00	832.00	
Bielinski / Nash	148.00	171.00	281.00	736.00		
Majestic - Blackstone #71	148.00	171.00	281.00	736.00	832.00	
Halen - Blackstone #48	148.00	171.00	281.00	736.00	832.00	
Halen - Blackstone #27	148.00	171.00	281.00	736.00	832.00	
Tim Obrien Blackstone #63	148.00	171.00	281.00	736.00	832.00	
Tim O'Brien Blackstone #116 & #117	296.00	342.00	562.00	1,472.00	1,664.00	
Wm. Ryan Homes Blackstone #68	148.00	171.00	281.00	736.00	832.00	
Tim O'Brien Blackstone #57	148.00	171.00	281.00	736.00	832.00	
Tim O'Brien Blackstone #35	148.00	171.00	281.00	736.00	832.00	
Tim O'Brien Blackstone Unit 112/113	296.00	342.00	562.00	1,472.00	1,664.00	
Tim O'Brien Blackstone Lot #37	148.00	171.00	281.00	736.00	832.00	
Tim O'Brien Blackstone Lot #64	148.00	171.00	281.00	736.00	832.00	
Solomen 233-976						3,460.00
MSI/TCI	870.79	1,970.02			6,323.20	26,296.00
Halen - The Glen @ Blackstone #62	148.00	171.00	281.00	736.00	832.00	
Tim O'Brien Condo #130	148.00	171.00	281.00	736.00	832.00	
Tim O'Brien Units 141/142 Blackstone	296.00	342.00	562.00	1,472.00	1,664.00	
Home Source One Hilltop 99	148.00	171.00	281.00	736.00		3,460.00
Home Source One Hilltop 98	148.00	171.00	281.00	736.00		3,460.00
JBj Ellens 262-301	201.83	456.60			3,286.40	13,667.00
Halen Homes Blackstone Unit 4	148.00	171.00	281.00	736.00	832.00	
Trisect 272-989	508.99	1,151.51			7,446.40	30,967.00
O'Brien Blackstone 131/132	296.00	342.00	562.00	1,472.00	1,664.00	
Demlang Blackstone Lot 36	148.00	171.00	281.00	736.00	832.00	
O'Brien Blackstone Unit 65	148.00	171.00	281.00	736.00	832.00	
O'Brien Condo Single Family #14	148.00	171.00	281.00	736.00	832.00	
O'Brien Blackstone #16	148.00	171.00	281.00	736.00	832.00	
O'Brien Condo Duplex #109/110	296.00	342.00	562.00	1,472.00	1,664.00	
Allan Bld Blackstone #26	148.00	171.00	281.00	736.00	832.00	
J. Douglas Blackstone #73	148.00	171.00	281.00	736.00	832.00	
O'Brien Homes Blackstone #103/104	296.00	342.00	562.00	1,472.00	1,664.00	
TOTAL COLLECTED 2013	10,002.51	13,618.62	15,455.00	40,480.00	61,243.52	92,070.60

Expenditure Date	August 2015	current	current	July 2017	current ***	No spend-down limit
------------------	-------------	---------	---------	-----------	-------------	------------------------

Village of Germantown
Inspection Services
Code Violations & Complaints

As of January 14, 2014

Code Violation Notice Number	Date of Complaint	Date Violation Notice Mailed	Property Owner(s)	Type of Violation	Compliance Date Given	Violation Remedied by Property Owner Yes/No	If No, Date Violation Remedied by Staff	Action(s) Taken by Village Staff

Village of Germantown

Department Community Development

Planning Services Division

Code Violations & Complaints

As of January 15, 2014

Status (Open or Closed)	Code Violation Notice#	Date Issued	Comply Date	Property Address	Property Owner(s)	Type of Violation	Remedied Property Owner	Comment(s)	Action(s) Taken by Village Staff
OPEN	1361	9-27-12	10-15-12	N128 W12950 HIGHLAND RD	JACK KRUEGER	PROPERTY MAINT	NO	A total of (3) citations were re-issued as directed by Mid- Moraine (separate citation for each code violation); Attorney for property owner filed letter with court pleading "not guilty"	COURT DATE 1-23- 14
OPEN	1374	4-10-13	4-30-13	W172 N13098 DIVISION RD	PATRICK JOSTEN	EXTERIOR SITE MODIFICATIONS W/O SITE PLAN & TENANTS W/O ZONING PERMIT	IN PROCESS		RE-INSPECT REQUIRED BY FIRE DEPT. SPRING '14 RE-INSPECT
OPEN	1380	8-19-13	8-26-13	MILLER NURSERY	BRUCE MILLER	TEMPORARY SIGNS W/O PERMIT & JUNK ON PROPERTY	IN PROCESS	CUP REQUIRES REMOVAL OF JUNK	OWNER REQUEST MORE TIME TO REMOVE TRAILER/JUNK; SPRING '14 RE- INSPECT

NOTE:

VII - 1

VILLAGE OF GERMANTOWN - Capital Projects Fund 40		2013				DECEMBER
Item	Allocated	YTD	Balance	Project	Amt to	Budget
Description	to Project	Expenditure	Remaining	Complete	Reserve	Acct #
LAW ENFORCEMENT						
Security System Upgrade - Carry Over 2014	45,000	37,788	7,212			40-521-570-8210
Server Replacement (use \$7,000 from G/F carryover, \$13,000 Capital carryover)	20,000	20,014	0	x		40-521-570-8430
Scheduling System - (use 2012 G/F carryover)	6,370	6,370	0	x		40-521-570-8440
Squad Video - Carry Over 2014	82,000	71,035	0	x		40-521-570-8456
Speed Trailer - (use 2012 G/F carryover)	17,000	17,395	0	x		40-521-570-8470
FIRE PROTECTION						
Philips Monitor Upgrades - Carry over 2014	63,375		63,375			40-522-570-8530
Thermal Image Camera (1) - (use G/F carryover)	15,000	16,000	0	x		
New Quad Gas Meters - (Use G/F carryover)	6,000	4,557	0	x		
Forcible Entry Trainer - (use G/F carryover) - carry over 2014	8,000		8,000			
DPW ADM & ENGINEERING						
Pilgrim Road WI DOT Design (Mequon to FDL) - carry over 2014	35,000	16,997	18,003			40-541-570-8911
WI DNR 216 Permit (Capital carryover)	3,097	3,000	0	x		40-541-570-8903
Wasaukee Road (Capital Carryover)	1,000		1,000			40-541-570-8897
Jefferson Ditch (Capital carryover)	20,000	11,433	8,567			40-541-570-8894
Flooding Mitigation (Capital carryover)	60,000	53,213	5,426			40-541-570-8902
Donges Bay (Capital carryover)	23,352	26,267	0			40-541-570-8908
PARKS DEPARTMENT						
New 2500 4x4 w/o Plow	28,500	28,635	0	x		40-553-570-8520
(2) New Zero Turn Mowers - (Use capital carry over funds)	30,000	27,617	2,383	x		40-553-570-8530
HIGHWAY DEPARTMENT						
Loader	256,000	255,444	0	x		40-542-570-8450
Mini Excavator (Gen/Swr Split) Just General portion - total \$70,000	35,000	34,968	0	x		
Asphalt Roller - (Use capital carryover funds)	20,000	20,000	0	x		
New 4x4 Pickup w/ Plow	32,500	31,863	0	x		40-542-570-8520
Asphalt Road Projects (\$1,200,000 budget, carryover +135,500 + \$190,000 capital)	1,525,500	1,448,434	77,066			40-542-570-8810
Kleinmann Drive (Capital carryover)	40,544	0	40,544			40-542-570-8810
Library						
Automation Equipment - County (carry over)	17,270	0	17,270			40-551-570-8435
Recreation						
Friedenfeld Park Donation (carry over)	3,121	0	3,121			40-552-570-8310
Spassland Park Shelter & Rest Room - (Use \$20,000 capital carryover, Debt \$180,000)	210,000	204,462	5,538			40-552-570-8210
Fireman's Park Playground	50,000	50,000	0	x		40-552-570-8310
Retainages Payable - 2012 retainage paid, pending 2013	99,406	6,836	92,570			40-200-210-1100
Total Projects	2,753,035	2,392,327	350,075			

Cash On Hand

Cash Balance - Pool	580,608
Cash Balance - TD Ameritrade	138,400
First Bank Sweep	0
\$\$\$ Available	719,007

Committed Funds -

Senior Center Committed to future expense	12,577	+ Funds from sale of van \$4,650.
Blackstone Spec Assmt	276,134	Use for Debt Service Offset
LRIP Funds	40,560	
	329,270	

\$\$\$ Available for projects **389,737**

Project Balance **-350,075**

Non committed funds **\$ 39,662**

INSPECTION SERVICES

VII - F

Jan-14

LETTERS OF CREDIT/OCCUPANCY BONDS

Project	Expiration Date	Dollar Amount	Note	Issuing Bank	Renewability	Letter of Credit #
Super Lube N112 W16076 Mequon Road	2/17/2014	\$ 20,000.00		First Citizens State Bank Whitewater, WI 53190	No Auto Extension	182005
Construction Supply/Walters N112 W19515 Mequon Road	Cash	\$ 7,500.00		N/A	N/A	Cash Bond
McDonald's/McKee Associates N112 W15936 Mequon Road	6/7/2014	\$ 20,000.00		First Business Bank Madison, WI 53719	No Auto Extension	842
Jerry's Old Town N116 W15841 Main Street	None/Cash	\$ 20,000.00		N/A	N/A	Cash Bond
Irgens/Trans Coil Inc. W132 N10611 Grant Drive	10/3/2014	\$ 20,000.00		Bank Mututal Brookfield, WI 53005	No Auto Extension	7356006448
Dental Professionals N112 W16760 Mequon Road	None/Cash	\$ 20,000.00		N/A	N/A	Cash Bond
J.B.J./Ellen's Home South Phase II W150 N11127 Fond du Lac Ave	None/Cash	\$ 20,000.00		N/A	N/A	Cash Bond
The Gables/Matterhaus N109 W17000 Ava Circle	None/Cash	\$ 20,000.00		N/A	N/A	Cash Bond
River Lane Holdings N114 W17881-83 Blackstone Cir.	6/30/2014	\$ 18,500.00		Park Bank Brookfield, WI 53005	No Auto Extension	11202013

NOTES:

PUBLIC WORKS DEPARTMENT

LETTERS OF CREDIT

Page 1 of 1

1/9/2014

Development	Expiration Date	Dollar Amount	Issuing Bank	Renewability	Letter of Credit No
Asset Development	2/13/2014	267,681.97	Wells Fargo	No Auto Extension	NZS614643
-	-	-	-	-	-

Project(s) to WATCH:



Germantown Planning & Zoning Department

LETTERS OF CREDIT (LOC)

Beneficiary: Village of Germantown

Note	Developer/Owner/Project	Project	Amount (\$)	Expires Date	Bank/Lender	Contact Name	Address	Renewal Terms	Bank Ref ID/#	Status
1	Enviro-Safe Consulting	Provision of LUP #3-11 for removal or clean-up if necessary	\$50,000	08/01/14	Spring Bank	Glen A. Michaelson, SVP	Spring Bank, 16555 W. Wisconsin Ave., Ste. 100, Brookfield, WI 53005	Automatic renewal after 1 year	LUC #5201203	Open

NOTES:

1 Enviro-Safe for clean-up; Annually Renewing in Perpetuity

SUMMARY OF VILLAGE CONTRACTS

1-14-14

Contract Expiration Date	Name of Company	Service or Product Provided	Is this a contract? lease? license?	Annual Cost of Contract	Department Negotiating/ Overseeing Contract
02-28-2014	Morphotrak	Fast ID maintenance	contract	442.23	Police
03-01-2014	ISDN	Pri Centrex	contract	see pricing list	Finance
03-29-2014	Schultz-Bernstein & Associates	Trend Micro Antivirus Maintenance	license	756.00	Finance
04-29-2014	Carlson AutoCAD	Auto CAD Software Maintenance	contract	1,238.00	Engineering
04-30-2014	Eaton Corporation	UPS maintenance main	contract	2,605.00	Police
04-30-2014	Wisconsin DOT (Municipal Salt Bid)	road salt	contract	210,000 est.	Highway
Summer 2014	Harley Davidson	motorcycle	lease	1,570.50	Police
06-24-2014	Inacom/Core BTS	Cisco router maintenance	contract	724.62	Police
08-31-2014	TE Brennan Company	Property & liability insurance consulting	contract	3,963.40	Finance
10-31-2014	NuVantage Employee Resource	employee assistance program	contract	790+ hr. fee	Administration
10-31-2014	Tapco	intersection signal maintenance	contract	1,710+ \$85/hr.	Highway
Fall 2014	Marine Biochemists	Algae treatment (pond by Wago)	contract	1,722.00	Highway
12-31-2014	J. Mauel & Associates	tax col./pet lic., sp. assn't soft. maintenance	license	625.00	Finance
12-31-2014	ProPhoenix Corporation	ProPhoenix annual main. & support	contract	28,706.00	Police
12-31-2014	Harris	MSI Maintenance	license	13,294.17	Finance
12-31-2014	General Communications	maintenance contract on AUX I/O's only	contract	2,880.00	Police
12-31-2014	Washington County Humane Society	animal control	contract	2,982.00	Police
12-31-2014	Vermot Systems	Rec Trac Maintenance	license	4,038.00	Park & Rec
02-29-2015	Johnson Controls	HVAC-Library	contract	2,648.00	Buildings & Grounds
03-06-2015	MLG	Business Park brokerage services	contract	10%	Administration
03-21-2015	General Code	laserfiche maintenance	contract	2,666.00	Police
06-06-2015	AT&T	T-1 line PD to Menomonee Falls	contract		Police
09-_-2015	Industrial Towel and Uniform	towels, floor mats, mop heads	contract	see pricing list	Buildings & Grounds
10-01-2015	Waste Management	solid waste & recycling pickup	contract	900,000.00	DPW
12-31-2015	Ruekert & Mielke	GIS (3 year contract-payment 100% upfront)	contract	15,000.00	Sewer & Water
12-31-2015	JB Janitorial Services LLC	janitorial service	contract	83,040.00	Buildings & Grounds
12-31-2015	Braun Thyssen Krupp Elevator	PD elevator maintenance agreement	contract		Police
12-31-2015	Accurate Appraisal	assessing services	contract	54,500.00	Administration
02-10-2016	AT&T	telephone service-Integration Info. Network	contract	see pricing list	Administration

Contract Expiration Date	Name of Company	Service or Product Provided	Is this a contract? lease? license?	Annual Cost of Contract	Department Negotiating/ Overseeing Contract
02-06-2016	AT&T	State of Wisconsin Centrex	contract	see pricing list	Finance
06-09-2016	Winscribe Digital	police dictation equipment	contract	2,727.00	Police
10-05-2016	Gordon Flesch	copier maintenance	lease	4,515.00	Police
12-31-2016	Cintas	fire alarm inspections	contract	7,652 est.	Buildings & Grounds
05-31-2017	Emergency Services Marketing	I Am Responding	contract	650.00	Fire
09-13-2017	GFC Leasing	copiers	lease	5,700.00	Library
07-18-2016	AT&T	long distance	contract	varies	Finance
09-13-2017	GFC Leasing	copiers	lease	5,700.00	Library
open	Ruekert & Mielke	SCADA	contract	T & M	Sewer & Water
Open	Arborscape	weed violation cutting services	contract	time & material	Community Development

12-31-2013	General Communication	check DPW radio alarms	license	1,085.00	Buildings & Grounds
12-31-2013	Seiler	GPS Total Station software maintenance	license	3,034.00	Engineering
12-31-2013	Milwaukee 2-Way	911 service agreement	contract	14,230.00	Police
12-31-2013	Schultz-Berstein & Associates	Trend Micro Antivirus Maintenance	license	1,167.00	Police
12-31-2013	General Communications	radio maintenance	contract	2,844.00	Fire
12-31-2013	Washington Co. Sheriff's Office	radio console maintenance	contract	4,050.00	Police
12-31-2013	Phillips	defibrillator maintenance	contract	5,260.00	Fire