VILLAGE OF GERMANTOWN
N112 W17001 MEQUON ROAD
GERMANTOWN, WI 53022

MEETING: **GENERAL GOVERNMENT & FINANCE COMMITTEE**

DATE AND TIME: **TUESDAY, February 18, 2014**
5:30 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:** January 21, 2014 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. ***EHLERS INVESTMENT PARTNERS – INVESTMENT ADVISERY AGREEMENT RENEWAL – Discussion and Action.***
   B. ***AT&T ISDN PRI CONTRACT RENEWAL – Discussion and Action.***
   C. ***GENERAL INFORMATION REGARDING VILLAGE PICKUP OF CURBSIDE WASTE AND RECYCLING – Discussion Only.***

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 MEETINGS:** Tuesday, March 18, 2014 at 5:00 p.m.
Set date and time for April meeting.

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
January 21, 2014

CALL TO ORDER: The meeting was called to order at 5:06 p.m. by Chairperson Zabel.

ROLL CALL: Chairperson Zabel and Trustee Members Baum (arrived at 6:13 p.m.), Kaminski and Vanderheiden. Also present President Wolter (arrived at 5:27 p.m.), Administrator Schornack, Finance Director Rath, Clerk Goeckner, Park & Recreation Director Casperson, Deputy Fire Chief Maury, and Deputy Clerk Micka.

APPROVAL OF MINUTES: ***Motion Kaminski, second Vanderheiden, to approve the minutes from the December 17, 2013 meeting. Motion carried without negative vote.***

PUBLIC COMMENT: No-one addressed the Committee.

UPDATE ON REPLACEMENT OF BOARD ROOM AUDIO / VISUAL AND CABLE EQUIPMENT: Clerk Goeckner reviewed her memorandum with the Committee and provided an update on the progress for replacement of the equipment. Clerk Goeckner and Administrator Schornack met with a technician from AVI on January 8th to review the current equipment and provide suggestions.

Discussion followed:

- ✓ AT&T U-Verse:
    - The biggest issue is with this equipment;
    - View Cast Box was sent to the manufacturer to have the fan repaired and receive updates occurring since the last service in 2012;
    - AT&T's Public Access channel will be down during this time for at least a month; and
    - Replacement of the box is approximately $6,500.00.
- ✓ Time Warner Cable:
    - Switched to full digital, with some customers not able to connect properly;
    - Unable to view output from camera room;
    - A converter box is needed in order to see the output for the access channel in the camera room;
    - The box can only be obtained from Time Warner at an estimated monthly charge of $1 per month; and
    - Difficulty in connecting with Time Warner;
- ✓ Scrolling of meeting agendas and information notices on cable:
    - This issue was remedied today.

Discussion continued:

- ✓ Scheduling software for running playback:
    - Scheduling software of the Village Board meeting and County Board meeting is on another stand alone computer located in the camera room off the Village Board room;
    - Computer is old and running on Windows 98;
    - Scheduling software is not on the Village's network and not available anywhere else in Village Hall;
    - The equipment had been turned off for some time, it is now plugged into a battery backup, and Village Hall power is re-set on a regular basis;
    - AVI assisted with learning the process for reviewing, setting up, and scheduling the playback; and
    - Due to the current system, we are unable to tell if the Village Board and County Board meetings scheduled for playback are working properly.
- ✓ Audio equipment:
    - Problems with microphones - Administrator will replace by purchasing on-line at a reduced cost;
    - Current audio equipment had a 2013 authorization for replacement at a cost of approximately $8,400; and
    - The equipment appears to be working and is not anticipated to be replaced as previously considered.
- ✓ Video/camera equipment:
    - This equipment appears to be running and is not anticipated to be replaced at this time.
- ✓ Streaming Village Board meetings on the Village website:
    - Live Stream of Village Board meetings on the website with the capability of storing approximately 40 hours of meetings, which is an estimate of 12 months of Village Board meetings;
    - Additional equipment is needed (video card at a cost of approximately $300, and computer equipment at a cost of approximately $1,500); and
    - The computer would need to be connected to the broadcasting equipment and hardwired for an internet connection.

Discussion continued:

- ✓ Recording and playback equipment:
  - A quote was requested from AVI for upgrade and replacement of recording and playback equipment;
  - Upgrade would resolve equipment problems and the need for a new computer for the scheduling program and a new computer for the meeting and information program to scroll on the public access channel;
  - Upgrade would make components of cable/audio/visual program simpler and more efficient;
  - Upgrade would allow for the live streaming of meetings on the website;
  - Upgrade would network the programs and equipment to be set up and worked on from individual desktops; and
  - Upgrade would safeguard all of the programs involved through our backup tapes and server/network accessibility.
- ✓ Final Summation:
  - Time spent with AVI was very beneficial;
  - Recommendation to wait prior to making any new purchases until it is known exactly what is required for the entire system;
  - Proceed with live stream through the website; and
  - The Clerk has spent between 30-40 hours on this process.

President Wolter arrived at 5:27 p.m.

Discussion followed, with the suggestion of possibly conducting a survey on the website to gather information on resident's thoughts on upgrading the equipment; many municipalities are struggling with equipment needs and no-one to fix them; the computer investment for live streaming on the website; revenue sources from Time Warner and AT&T; and the possibility of checking with the School District on what equipment they are using.

Consensus of the Committee was to move forward with creating a survey of residents to obtain demographic information and determine who watches the cable access channel, to proceed with streaming of meetings on the website, and to obtain information on the costs associated with upgrading the equipment. Clerk Goeckner will provide an update at the next Committee meeting.

<u>**AUTHORIZATION TO FILL FULL-TIME SENIOR COORDINATOR POSITION AND APPROVAL OF JOB DESCRIPTION:**</u> Park & Recreation Director Casperson read his memorandum to the Committee. Senior Coordinator Jean Brill will be retiring on March 31, 2014, she has worked for the Village for thirteen years, and has been at her present position for five years.

The Senior Center is a standalone facility that operates Monday through Friday from 8:00 a.m. to 4:30 p.m., with evening and weekend rentals. The Center is managed by one person, the Senior Coordinator with the assistance of a part-time secretary (averaging 12 hours per week) and volunteers.

Mr. Casperson reviewed the job duties, which include managing the center and developing, implementing, and overseeing programs, workshops, trips, speakers, and special events. The Senior Center underwent an expansion in 2008, and a staffing reduction in 2009, with both adding to the Coordinator's workload.

Mr. Casperson requested that the Committee evaluate the Senior Coordinator pay grade. This position performs the same functions as a Recreation Supervisor, but is assigned a lower pay grade. The Senior Coordinator pay grade is a 7, and the Recreation Supervisor pay grade is a 10.

Mr. Casperson has worked since his hiring to streamline operations, improve communications, and increase efficiency in his department. He is requesting approval of the job description and to hire a new person in order to avoid any interruptions in the department.

Discussion followed:

- ✓ Pay grade 7 has a pay range of $32,693 to $40,218;
- ✓ Pay grade 10 has a pay range of $38,006 to $46,755;
- ✓ The position was created in 2011;
- ✓ Current pay for the position is $33,837;
- ✓ Most municipalities do not have this type of position;
- ✓ Help is provided from the Park & Recreation Department; and
- ✓ If the pay grade for the position should be increased.

Motion Vanderheiden, second Kaminski, to forward to the Village Board the recommendation to hire a Senior Coordinator with the proposed job description and the current pay grade.

It was noted that the Village Board may review the pay grade in the future.

Motion carried without negative vote.

<u>**APPROVAL TO PAY INVOICE FROM ECONOMIC DEVELOPMENT WASHINGTON COUNTY (EDWC) IN THE AMOUNT OF $10,000.00:**</u> ***Motion Kaminski, second Vanderheiden, to approve payment of the invoice in the amount of $10,000.00 to Economic Development Washington County (EDWC) for the 2014 investment. Motion carried without negative vote.***

CAPITAL OUTLAY PROJECTS FOR 2014 – REVIEW AND PRIORITIZATION:

Finance Director Rath reviewed the proposed 2014 capital projects with the Committee. The total of projects with the borrowing is $3,080,000; the amount of reserve is 21% at 2012 year end; if cash is used for capital and not borrowed, it could be down to 18% - 19%; to maintain 18% reserve, $305,038 is needed; to maintain 19% reserve, $305,038 is needed; her recommendation for reserve is 19%; interest rate for borrowing is 1.75% to 3%; and interest is low on bank account balances.

Discussion followed on the projects that should be paid from cash reserves, with the following projects recommended to be removed from the borrowing:

- ✓ Replace UPS System under Police Department at $30,000;
- ✓ Mercom Audio Logger under Police Department at $45,000;
- ✓ Server Array Cluster under Police Department at $30,000;
- ✓ Replace Rifles under Police Department at $18,000;
- ✓ Replace Squad Rifle Mounts under Police Department at $13,000;
- ✓ Computers & Software (2 CF-31 computers & Netmotion Licenses) under Fire Department at $23,000;
- ✓ Turn out gear & boots under Fire Department at $50,000;
- ✓ Communications Equipment – 6 portables + 1 mobile under Fire Department at $20,000;
- ✓ Fork Lift under Highway Department at $20,000;
- ✓ Iron Worker-tool to cut/bend/fabricate Steel under Highway Department at $30,000; and
- ✓ Ash Tree Removal under Parks at $25,000.

Discussion followed on the projects that should be removed from the plan, and the following projects were recommended:

- ✓ Stream Bank Stabilization under DPW Administration and Engineering at $60,000; and
- ✓ $45,000 for the drainage ditch subdivision enclosures to be removed from the Asphalt Paving Road Projects under the Highway Department.

Trustee Baum arrived at 6:13 p.m.

Motion Kaminski, second Vanderheiden, to recommend to the Village Board approval of the Capital Outlay Projects for 2014 with the recommended changes to be taken from cash reserves, and to recommend that any future capital borrowing only be done for projects anticipated to last ten years or more. Motion carried without negative vote.

CAPITAL OUTLAY PLAN (2011 – 2030) – REVIEW AND REVISION: ***Motion Kaminski, second Baum, to postpone action on this item to the next Committee meeting in order to obtain updated numbers for the Plan. Motion carried without negative vote.***

REPORTS:
Monthly Year to Date Financials:

Revenue and Expense Report – All Funds: Finance Director Rath reviewed the report with the Committee. She noted that wages are current; revenue from the hotel/motel room taxes has not been received; there is two months of ambulance billing to be received; budget will be clean at year end; the budget is as tight as can be managed; labor costs are tight; building inspection revenue is positive; and sewer connection fees are positive.

Health and Dental Plans: Finance Director Rath reported that the year ended positively. A payment in the amount of $142,000 is expected from the stop loss carrier for the health plan, and the dental plan is down $20,000 as expected.

Impact Fees Financial Reports: Finance Director Rath reviewed the impact fees received, and noted that a plan needs to be developed for the Police Department Impact Fee; if there is no plan, the funds may need to be refunded.

Accounts Payable: No discussion.

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

C.I.P. PROJECTS: Finance Director Rath reviewed the report and noted that she will bring a carry-over resolution to the next Committee meeting for approval.

Letter of Credit Summaries: Building Inspection Department, Public Works Department, and Planning Department: Administrator Schornack reviewed the reports with the Committee. He stated that the bank requires funds to be collateralized, and the Committee requested a report from the Finance Department on future agendas.

Summary of all Village Contracts: Administrator Schornack reviewed the report with the Committee.

NEXT MEETING: Discussion followed on the time for the meeting, and it was decided to meet at 5:30 p.m. on Tuesday, February 18, 2014.

ADJOURNMENT: There being no further business, the meeting adjourned at 6:43 p.m.

Respectfully Submitted,

Christine M. Micka
CMC/WCMC, Deputy Clerk

VII - A-2

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	131,915.05	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**	39,097.01	34,948.88	35,655.56	37,296.19	33,767.50	34,994.87	35,499.37	34,365.68	34,872.14	34,782.14	39,235.53	34,384.08	428,898.95
HSA Contributions	13,437.50			13,125.00	0.00		13,125.00			12,187.50		208.33	52,083.33
Health Payment Sys AFI Fee	18.65	262.59	529.87	990.50	1,885.49	1,953.60	1,099.91	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	494,516.89	1,327,875.24
Sub Total Health Plan Expense	53,756.26	94,525.67	170,054.13	126,389.72	145,474.74	153,219.68	89,728.40	65,863.16	129,689.18	126,034.83	137,072.26	535,995.12	1,827,803.15
Revenues less Expense (Current Month)	92,437.76	52,837.59	(24,317.21)	20,660.48	(751.09)	(5,848.05)	53,803.97	79,490.30	19,651.34	19,387.47	9,796.79	(372,236.22)	(55,086.87)
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**	**283,262.52**	**283,262.52**
Pending Stop Loss Reimbursement												141,612.00	424,874.52
													0.00
2012 Claims Paid 2013 (Run-in)													*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

2013	220,764.04
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

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
SubTotal 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	11,955.70	94,612.34
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	12,193.20	97,484.22
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)	(5,882.69)	(29,610.51)
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**	**58,191.78**	**58,191.78**

2012 Claims Paid 2013 (Run In) - *703.40*
2013 Claims Paid 2014 (Run in) *7,638.50*

VILLAGE OF GERMANTOWN
IMPACT FEES 2014

	Police 21 Impact	Fire 22 Impact	Library 23 Impact	Park & Rec 24 Impact	Water 50 Impact	Total
2014 Beginning Balance	**28,264.16**	**19,839.95**	**18,743.69**	**59,612.22**	**166,902.39**	**293,362.41**
Actual						
Revenues						
Through January	296.00	342.00	562.00	1,472.00	1,664.00	4,336.00
Year to date Interest						0.00
TOTAL 2014 COLLECTIONS	**296.00**	**342.00**	**562.00**	**1,472.00**	**1,664.00**	**4,336.00**
CURRENT YEAR TO DATE BALANCE	**28,560.16**	**20,181.95**	**19,305.69**	**61,084.22**	**168,566.39**	**297,698.41**
Less Transfers		**(11,000.00)**	**(11,000.00)**		**(52,132.81)**	**(74,132.81)**
Current Balance after Transfers	**28,560.16**	**9,181.95**	**8,305.69**	**61,084.22**	**116,433.58**	**223,565.60**

Year to Date Collections Sewer Connection Fee:	**0.00**

	POLICE	FIRE	LIBRARY	RECREATION	WATER	SEWER CONNECTION
2014 Impact Fee Amounts	**$148.00**	**$171.00**	**$281.00**	**$736.00**	**$832.00**	
	$0.2809/$1000	$0.63549/$1000				**$3,572.00**
	Blding Cost	Blding Cost				
Halen Homes Blackstone #6	148.00	171.00	281.00	736.00	832.00	0.00
O'Brien Blackstone #7	148.00	171.00	281.00	736.00	832.00	0.00
TOTAL COLLECTED 2014	**296.00**	**342.00**	**562.00**	**1,472.00**	**1,664.00**	**0.00**
Exependiture Date	**August 2015**	**current**	**current**	**July 2017**	**current *****	**No spend-down limit**

***** Use for Well #11 Costs & Debt Service**

Sewer Connection Fee change - increase 3.25 % yearly -
Water Impact Fee change effective 1/2/08

* Balances include accrued interest - (Changes monthly)
A term used to describe an accrual accounting method when interest that is either payable or receivable has been recognized, but not yet paid or received. Accrued interest occurs as a result of the difference in timing of cash flows and the measurement of these cash flows.

Sewer Connection Fee History	
2013	92,070.60
2012	136,996.86
2011	41,219.38
2010	17,872.81
2009	35,774.10
2008	129,254.67
2007	378,319.14
2006	105,826.50
2005	199,238.12
	1,136,572.18

VII - D

Village of Germantown

Inspection Services

Code Violations & Complaints

As of February 11, 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 February 10, 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; PLEA INNOCENT; TRIAL DATE T/B/D
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
CLOSED	1380	8-19-13	8-26-13	MILLER NURSERY	BRUCE MILLER	TEMPORARY SIGNS W/O PERMIT & JUNK ON PROPERTY	IN PROCESS	Closed out #1380 due to temp sign compliance; will re-issue notice for junk & CUP in spring (if required)	OWNER REQUEST MORE TIME TO REMOVE TRAILER/JUNK; SPRING '14 RE-INSPECT

NOTE:

VII - E

VILLAGE OF GERMANTOWN - Capital Projects Fund 40		2014				JANUARY
Item	Allocated	YTD	Balance	Project	Amt to	Budget
Description	to Project	Expendiuture	Remaining	Complete	Reserve	Acct #
LAW ENFORCEMENT						
Replace UPS System - use reserve funds	30,000		30,000			40-521-570-8210
Mercom Audio Logger	45,000		45,000			40-521-570-8430
Server Array Cluster - Virtual - Backup	30,000		30,000			40-521-570-8430
Replace Rifles	18,000		18,000			40-521-570-8456
Replace Squad Rifle Mounts	13,000		13,000			40-521-570-8456
Security System Upgrade - Carry Over 2014	7,212		7,212			40-521-570-8210
FIRE PROTECTION						
Philips Monitor Upgrades - Carry over 2014 $63375 + $41,625 new debt	105,000		105,000			40-522-570-8530
Heavy Rescue/Fire Truck	788,000		788,000			40-522-570-8520
Computers & Software (2 CF-31 computers & Netmotion Licence)	23,000		23,000			40-522-570-8420
Turn Out Gear & Boots	50,000		50,000			40-522-570-8530
Communications Equipment - 6 Portables + 1 Mbl	20,000		20,000			40-522-570-8460
DPW ADM & ENGINEERING						
Pilgrim Road WI DOT Design (Mequon to FDL) - carry over 2014 $18,003 + 35,00	53,003		53,003			40-541-570-8911
Migrate from MapGuide to Arc GIS (full cost $65,000) Split w/ Wtr & Swr	21,600		21,600			40-541-570-8450
Misc Future Drainage	60,000		60,000			40-541-570-8897
Division Road to Magnolia - Donges Bay Eng	44,500		44,500			40-541-570-8894
PARKS DEPARTMENT						
Repave All Bauer -(MMSD Grant $23,801 offset)	64,002		64,002			
Ash Tree Removal	25,000		25,000			
HIGHWAY DEPARTMENT						
Crack Fill Machine	45,000		45,000			
Fork Lift	20,000		20,000			
Patrol Truck (replace #424 - w/$8,000 trade-in)	175,000		175,000			
Iron Worker tool - cut/bend/fabricate Steel	30,000		30,000			
LRIP Project Carry over - Asphalt Paving	40,560		40,560			
Asphalt Road Projects (carryover $11,550 + $1,377,700 new)	1,389,250		1,389,250			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
Retainages Payable -	42,620		42,620			40-200-210-1100
Total Projects	3,200,682	0	3,200,682		0	

VII - E

INSPECTION SERVICES
LETTERS OF CREDIT/OCCUPANCY BONDS

Feb-14

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
River Lane Holdings W179 N11435-37 Blackstone Cir	6/30/2014	$ 18,500.00		Park Bank Brookfield, WI 53005	No Auto Extension	01092014a
River Lane Holdings W179 N11554 Blackstone Circle	6/30/2014	$ 9,300.00		Park Bank Brookfield, WI 53005	No Auto Extension	01092014b

Notes:

Village of Germantown
Letters of Credit
Finance Department and Department of Public Works

1/31/2014

Development	Expiration Date	Dollar Amount	Issuing Bank	Renewability	Letter of Credit No
Asset Development	2/13/2015	266,754.14	Wells Fargo	No Auto Extension	NZS614643
US Bank	3/1/2014	20,000,000	Federal Home Loan Bank of C incinnati	-	-

Project(s) to WATCH: -

Village of Germantown

Germantown Planning & Zoning Department
LETTERS OF CREDIT (LOC)
Beneficiary: Village of Germantown

Note	Developer/Owner/Project	Project	Amount ($)	Expire Date	Bank/Lender	Contact Name	Address	Renewal Terms	Bank Ref ID/#	Status
1	Enviro-Safe Consulting	Provision of CUP #3-11 for removal or clean-up if necessary	$50,000	08/01/14	Spring Bank	Glenn A. Michaelsen, SVP	Spring Bank, 16655 W. Wisconsin Ave., Ste. 100, Brookfield, WI 53005	Automatic renewal after 1 year	LOC #5201203	Open

NOTES:

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

VII - 6

SUMMARY OF VILLAGE CONTRACTS

2-7-14

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	Algea treatment (pond by Wago)	contract	1,722.00	Highway
12-31-2014	J. Mauel & Associates	tax col./pet lic., sp. assm'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
12-31-2014	Seiler	GPS Total Station software maintenance	license	4,824.00	Engineering
12-31-2014	Baycom	911 service agreement	contract	14,350.00	Police
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

Contract Expiration Date	Name of Company	Service or Product Provided	Is this a contract? lease? license?	Annual Cost of Contract	Department Negotiating/ Overseeing Contract
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
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
open	Ruekert & Mielke	SCADA	contract	T & M	Sewer & Water
0pen	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	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