VILLAGE OF GERMANTOWN
N112 W17001 MEQUON ROAD
GERMANTOWN, WI 53022

MEETING: **GENERAL GOVERNMENT & FINANCE COMMITTEE**

DATE AND TIME: **TUESDAY, March 18, 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:** February 18, 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.***
   B. ***CAPITAL OUTLAY PLAN (2011 – 2030) – REVIEW AND REVISION – Discussion and Action.***

VI. **NEW BUSINESS:**
   A. ***2014 CAPITAL PROJECTS DEBT FINANCING AND POSSIBLE REFUNDING ISSUE - Discussion and Action.***
   B. ***AUTHORIZATION TO UTILIZE FUNDS FOR THE 2014 EMERALD ASH BORER (EAB) RESPONSE PLAN – Discussion and Action.***
   C. ***APPROVAL TO PURCHASE COMPUTERS AND EQUIPMENT FOR THE PARK AND RECREATION DEPARTMENT'S SENIOR CENTER COMPUTER LAB – Discussion and Action.***
   D. ***UPDATE ON THE VILLAGE'S IT NEEDS – Discussion and Action.***
   E. ***AMENDED 2014 SALARY RESOLUTION; ADDING HISTORIC PRESERVATION COMMISSION PER MEETING PAYMENT, AND ADDING SENIOR CENTER OFFICE ASSISTANT – Discussion and Action.***

VI. **NEW BUSINESS (Continued):**

F. ***RESOLUTION AUTHORIZING THE CHARGE OFF OF UNCOLLECTED 2012 PERSONAL PROPERTY TAXES – Discussion and Action.***

G. ***UPDATE CLAIMS PROCEDURE UNDER SECTION 3.08 OF THE MUNICIPAL CODE – Discussion and Action.***

H. ***RESOLUTION APPROVING AMENDMENTS TO THE 2014 BUDGET; CAPITAL AND GENERAL FUND CARRYOVER – Discussion and Action.***

I. ***RESOLUTION ESTABLISHING THE 2014 FEE SCHEDULE FOR WEIGHTS AND MEASURES DEVICES REQUIRED UNDER SECTION 12.26 OF THE MUNICIPAL CODE – 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, April 15, 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
February 18, 2014

CALL TO ORDER: The meeting was called to order at 5:33 p.m. by Chairperson Zabel.

ROLL CALL: Chairperson Zabel and Trustee Members Baum, Kaminski and Vanderheiden. Also present Administrator Schornack, Finance Director Rath, Clerk Goeckner, and Deputy Clerk Micka.

APPROVAL OF MINUTES: ***Motion Baum, second Kaminski, to approve the minutes from the January 21, 2014 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 gave an update on the progress for updating cable equipment, and provided a quote for equipment replacement.

Clerk Goeckner reported that the AT&T U-Verse box was removed for repairs, the box is obsolete, there is no support available, and the cost for repairs will be over $1,000.00. The City of West Bend has been providing advice to the Village, they are switching equipment, and would have a replacement box available for Germantown to purchase. Replacement of the AT&T box is included in the quote at a cost of $6,535.00. Time Warner Cable is not currently running, but it is their issue. Channels 13, 14, 25, and School District Channel 96 are all unavailable, and Time Warner has been telling customers the issue is with the Village. The Village has not received a response from Time Warner and there has been no resolution to the problem.

Discussion followed:

- ✓ Senator Darling's Office was contacted by a Trustee;
- ✓ The Village will begin the process of streaming Village Board meetings on the website;
- ✓ A computer has been purchased for the streaming;
- ✓ The Village Board needs to determine which meetings they would like to see streamed on the website; and
- ✓ If the Village Board would like to see additional meetings streamed on the website, there would be additional fees.

Clerk Goeckner reviewed the quote specifics with the Committee. The equipment could be switched for a total cost of $26,686.00. She requested direction from the Committee on how to proceed with the equipment replacement. It was noted that $8,400.00 is available in carry-over funds to be used for immediate equipment needs. If the Village chooses to provide a public access channel, we have to provide the equipment. The camera and video equipment is old, but is working.

Administrator Schornack updated the Committee on replacement of the microphones. He stated that most of the microphones work, but there a few needing replacement. He has been checking on-line, but has not been able to find replacement parts.

After a long discussion, the Committee consensus was to proceed with the process of streaming Village Board meetings on the website, and to get Time Warner Cable up and running.

EHLERS INVESTMENT PARTNERS – INVESTMENT ADVISERY AGREEMENT RENEWAL: Finance Director Rath reviewed the investment advisery agreement for approval by the Committee. She noted that there are no changes, just updated language in the agreement. Ken Herdeman of Ehlers Investment Partners was present to discuss the agreement with the Committee.

Mr. Herdeman reviewed the language changes in the agreement. References to Municipal Advisors was removed from the agreement since Ehlers has always been a Securities and Exchange Commission (SEC) registered advisery firm. Under the Dodd-Frank Wall Street Reform and Consumer Protection Act the SEC and Municipal Securities Rulemaking Board (MSRB) were charged with defining, creating rules and regulating Municipal Advisers.

Mr. Herdeman reviewed the termination assignment in paragraph 11 of the agreement. 30 days notice is required to terminate, but 1 year can be put in as the only change in the agreement.

Discussion followed regarding an annual review date or no end date in the agreement.

Motion Kaminski, second Baum, to forward to the Village Board with a positive recommendation acceptance of the Investment Advisery Agreement contract to include an annual review date. Motion carried without negative vote.

Mr. Herdeman provided a brief report on the Village investments. He distributed a report of the Investment Returns for the 12 months ending December 31, 2013. He noted that $9,136,000 in December was actually closer to $10.5 million, as the investments moved from Chase were not included in that number. He discussed that the value changes every day on investments based on interest rates and reviewed substantial unrealized loss with the Committee.

Mr. Herdeman stated that the firm managed a little more than $9,000,000; the amount earned was $81,000; the firm was paid $14,000 to manage investments; and the net return was $66,000. He also noted that $57,000 more was earned with the firm, as opposed to keeping the funds with another manager.

The Committee and Finance Director were pleased with the service provided by Ehlers, and felt there was a good relationship between the firm and the Village.

AT&T ISDN PRI CONTRACT RENEWAL: Finance Director Rath reviewed the contract renewal with AT&T for ISDN PRI services that will expire on March 1, 2014. The contract was implemented when we worked with Joe Kitzinger a few years ago. The service delivers voice through the village phone system, number on available lines and per volume calls. She has been working with Bob Gagliano, our contact representative, who sent the State of Wisconsin master for pricing which lowers the monthly cost about $60.00. The contract is between AT&T and the State.

Finance Director Rath reviewed the changes between the old contract and the new contract. She noted that the contract is just for the ISDN PRI services, and is not related to AT&T U-Verse. The Committee recommended that the Village contact Bob Gagliano to obtain assistance with the issues regarding AT&T U-Verse.

Motion Kaminski, second Baum, to forward to the Village Board with a positive recommendation acceptance of the state contract for AT&T ISDN PRI services for a three year period. Motion carried without negative vote.

GENERAL INFORMATION REGARDING VILLAGE PICKUP OF CURBSIDE WASTE AND RECYCLING: Duane Wolfgram, W142 N9721 Knollcrest Circle, addressed the Committee regarding pickup of curbside waste and recycling for the Autumn Ridge Condominium Association.

Mr. Wolfgram stated that there are 56 owners in the Association. The recycling and waste pickup was scheduled for Tuesdays, and then was switched to Fridays. The residents are at the end of the route, and have had continual problems for two months with pickup not being done until the middle of the next week. He contacted the Public Works Department for a solution to the problem. He also spoke with Waste Management headquarters in Minnesota, and was able to get the pickup day changed to Tuesdays.

Mr. Wolfgram discussed garbage pickup for condominium associations. The Autumn Ridge Condominium Association pays $9,000 annually to Waste Management for garbage pickup. He referred to the Condo Revision Law of 2004, where there was a change stating that a municipality could not impose a greater burden or provide lower services to condominiums under a different form of ownership. He also referred to a League of Municipalities Bulletin in 2006 regarding changes to Wisconsin law that affects municipalities in regard to these services. He questioned why the association was being treated differently since other municipalities have changed their policy, and he requested that the Village change their policy for garbage pickup for condominium associations. He also stated that he had contacted Senator Darling's Office, and was told that the law was designed for residential property of the same character, making the distinction between business and apartments, which have dumpsters.

Administrator Schornack provided a memo to the Committee regarding a survey he conducted during a regional administrators meeting. He requested information from 8 municipalities asking if they pick up garbage and recycling for condo associations, and if so what they charge. One municipality pickups up both, and one picks up garbage, and both include the charge in the tax levy. Mr. Schornack read an e-mail received from the City of West Bend, which stated that municipalities picking up recycling for condominiums of 5 or greater units could be ineligible for the DNR grant program for recycling. Since Germantown participates in the DNR grant program, he will need to verify if this information is accurate.

Discussion followed:

- ✓ Developers agreements include the requirements for garbage and recycling pickup established during negotiations with the developers;
- ✓ Lawsuits by two condominium associations;
- ✓ 1 to 4 units are classified residential, and over 5 units are classified as commercial;
- ✓ If owners are paying taxes for a service that they are not receiving;
- ✓ Other developments could come forward requesting garbage and recycling pickup;
- ✓ Autumn Ridge Condominium Association Developers Agreement was a result of negotiations for these services; and
- ✓ Restrictions in the Developers Agreement should be disclosed at the time of sale.

The Committee consensus was to review these services during negotiations for waste and recycling services for the current contract expiring in 2015. The Committee requested information from other municipalities on fees collected for recycling and garbage collection.

Mr. Wolfgram thanked the Committee for providing the opportunity to discuss this issue.

REPORTS:

Monthly Year to Date Financials:

Revenue and Expense Report – All Funds: Finance Director Rath reviewed the report with the Committee. She will provide a carry-over resolution to be placed on the March Committee agenda for approval.

Health and Dental Plans: Finance Director Rath reported that claims for December were received in January and February, and a stop loss payment of $141,000 is expected. She stated that the new rule change for the health care act allows one more year for implementation. The previous rule required that health insurance must be offered to 90% of employees; and the new rule requires that insurance be offered to 70% of employees. She noted that with Paid On Call Fire Department employees, Park & Recreation employees, and Library employees, there are at the high end approximately 15 employees working 30 hours that would be eligible for health insurance.

Impact Fees Financial Reports: Finance Director Rath reviewed the report noting that the sewer connection fee increased by 3.25% yearly.

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 new project list with the Committee.

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

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

NEXT MEETING: Tuesday, March 18, 2014 at 5:00 p.m.

The Committee discussed possible dates for the April meeting due to the Village Board Organizational meeting. It was decided to meet at 5:00 p.m. on Tuesday, April 15, prior to the Organizational meeting. The committee requested that possible cancellation of the Village Board meeting on April 21 be placed on the next Village Board agenda.

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

Respectfully Submitted,

Christine M. Micka, CMC/WCMC
Deputy Clerk

Preliminary Finance Plan

General Obligation Promissory Notes, Series 2014A

Village of Germantown, Wisconsin

Village of
Germantown

March 13, 2014

Prepared and Presented by:

James A. Mann, CIPFA
Senior Financial Advisor / Vice President

David A. Wagner, CIPFA
Senior Financial Advisor / Vice President

VILLAGE OF GERMANTOWN, WISCONSIN
Schedule of Bonded Indebtedness
General Obligation Debt
(As of January 1, 2014)

	G.O. Ref. Bonds Series 2003A		G.O. Ref. Bonds Series 2005A		G.O. Prom. Notes Series 2005B		G.O. Prom. Notes Series 2006A		G.O. St. Imp. Bonds Series 2007A		G.O. Prom. Notes Series 2007B	
Dated	5/1/2003		6/15/2005		6/15/2005		4/15/2006		5/1/2007		5/1/2007	
Amount	$4,605,000		$5,505,000		$445,000		$2,520,000		$520,000		$1,290,000	
Maturity	3/1		3/1		3/1		3/1		9/1		9/1	
Fiscal Year Ending	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest
2014	770,000	40,475	515,000	131,583	55,000	3,053	280,000	29,400	25,000	17,164	160,000	18,320
2015	750,000	13,500	545,000	108,898	55,000	1,018	290,000	18,000	25,000	16,070	165,000	12,480
2016			570,000	88,543			305,000	6,100	25,000	14,976	170,000	6,375
2017			590,000	66,640					25,000	13,883		
2018			620,000	43,348					30,000	12,833		
2019			255,000	26,440					30,000	11,595		
2020			265,000	16,234					30,000	10,395		
2021			275,000	5,500					30,000	9,180		
2022									35,000	7,950		
2023									35,000	6,515		
2024									35,000	5,063		
2025									40,000	3,593		
2026									45,000	1,913		
TOTAL	1,520,000	53,975	3,635,000	487,184	110,000	4,070	875,000	53,500	410,000	131,128	495,000	37,175

VILLAGE OF GERMANTOWN, WISCONSIN
Schedule of Bonded Indebtedness
General Obligation Debt
(As of January 1, 2014)

G.O. Prom. Notes Series 2007C		G.O. Prom. Notes Series 2008A		STF BAB Series 2009A		G.O. Ref. Bonds Series 2009B		G.O. Ref. Bonds Series 2010A		Tax. GO Notes (BAB) Series 2010B		GO Prom. Notes Series 2011A	
12/15/2007 $2,600,000		5/15/2008 $1,480,000		7/20/2009 $605,172		8/6/2009 $2,110,000		3/17/2010 $3,905,000		3/17/2010 $1,795,000		5/18/2011 $2,220,000	
3/1		3/1		3/15		9/1		3/1		3/1		3/1	
Principal	**Interest**	**Principal**	**Interest**	**Principal**	**Interest**	**Principal**	**Interest**	**Principal**	**Interest**	**Principal**	**Interest**	**Principal**	**Interest**
270,000	39,078	150,000	27,565	127,985	4,479	375,000	51,775	395,000	83,354	175,000	44,288	200,000	53,400
280,000	28,490	160,000	21,830			375,000	43,338	400,000	76,593	175,000	39,169	225,000	47,025
295,000	17,421	165,000	15,818			375,000	33,963	415,000	68,328	185,000	33,268	225,000	40,275
305,000	5,871	170,000	9,620			375,000	23,650	420,000	58,513	185,000	26,746	230,000	33,450
		175,000	3,238			400,000	12,400	435,000	47,390	190,000	19,618	250,000	26,250
								445,000	35,065	190,000	11,970	250,000	18,750
								455,000	21,788	190,000	4,038	250,000	11,250
								475,000	7,481			250,000	3,750
1,150,000	90,860	820,000	78,070	127,985	4,479	1,900,000	165,125	3,440,000	398,510	1,290,000	179,095	1,880,000	234,150

VILLAGE OF GERMANTOWN, WISCONSIN
Schedule of Bonded Indebtedness
General Obligation Debt
(As of January 1, 2014)

GO Prom Notes Series 2012A		GO Prom Notes Series 2013A							
3/27/2012 $6,260,000		5/8/2013 $1,905,000							
3/1		3/1							
Principal	Interest	Principal	Interest	Total Principal	Total Interest	Principal & Interest	Principal Outstanding	Principal %Paid	Year
675,000	63,394	190,000	21,414	4,362,985	628,740	4,991,725	21,245,000	17.04%	2014
700,000	59,950	190,000	15,565	4,335,000	501,924	4,836,924	16,910,000	33.97%	2015
725,000	55,306	190,000	14,710	3,645,000	395,081	4,040,081	13,265,000	48.20%	2016
775,000	48,713	190,000	13,665	3,265,000	300,750	3,565,750	10,000,000	60.95%	2017
775,000	40,381	190,000	12,383	3,065,000	217,839	3,282,839	6,935,000	72.92%	2018
750,000	30,863	190,000	10,815	2,110,000	145,498	2,255,498	4,825,000	81.16%	2019
675,000	20,906	190,000	9,010	2,055,000	93,620	2,148,620	2,770,000	89.18%	2020
700,000	10,413	190,000	6,920	1,920,000	43,244	1,963,244	850,000	96.68%	2021
275,000	2,406	190,000	4,450	500,000	14,806	514,806	350,000	98.63%	2022
		195,000	1,560	230,000	8,075	238,075	120,000	99.53%	2023
				35,000	5,063	40,063	85,000	99.67%	2024
				40,000	3,593	43,593	45,000	99.82%	2025
				45,000	1,913	46,913	0	100.00%	2026
6,050,000	332,331	1,905,000	110,491	25,607,985	2,360,143	27,968,128			

Village of Germantown

EHLERS
LEADERS IN PUBLIC FINANCE

General Obligation Debt - Base Debt Plan
Village of Germantown
As of January 1, 2013

						Less										
									Special Assessments							
Year	Existing Debt	Principal	Rate	Interest	Total Debt Payments	TID #3	TID #4	TID #5	10/15/2003	12/15/2007	BABs	Premium Bid Deposit to Debt Service	Net Gen Fund Levy	Projected Equalized Value	Projected Eq. Rate for Debt Service	
		1-Mar														
2013	4,530,719				4,530,719	(852,295)	(1,181,825)	(165,263)	(46,170)	(309,280)	(20,068)		1,955,818	2,104,845,750	0.93	2013
2014	4,991,725				4,991,725	(810,475)	(1,495,140)	(170,828)		(309,078)	(15,874)		2,190,331	2,110,107,864	1.04	2014
2015	4,836,924				4,836,924	(763,500)	(1,494,620)	(170,835)		(308,490)	(12,749)		2,086,729	2,120,658,404	0.98	2015
2016	4,040,081				4,040,081		(1,487,255)	(176,015)		(312,421)	(10,829)		2,053,561	2,136,563,342	0.96	2016
2017	3,565,750				3,565,750		(1,461,256)	(185,596)		(310,871)	(8,706)		1,599,320	2,157,928,975	0.74	2017
2018	3,282,839				3,282,839		(1,492,118)	(184,346)			(6,385)		1,599,990	2,179,508,265	0.73	2018
2019	2,255,498				2,255,498		(869,804)				(3,896)		1,381,798	2,201,303,348	0.63	2019
2020	2,148,620				2,148,620		(881,131)				(1,314)		1,266,175	2,223,316,381	0.57	2020
2021	1,963,244				1,963,244		(890,721)						1,072,523	2,245,549,545	0.48	2021
2022	514,806				514,806								514,806	2,268,005,040	0.23	2022
2023	238,075				238,075								238,075	2,290,685,091	0.10	2023
2024	40,063				40,063								40,063	2,313,591,942	0.02	2024
2025	43,593				43,593								43,593	2,336,727,861	0.02	2025
2026	46,913				46,913								46,913	2,360,095,140	0.02	2026
Total	32,498,847	0		0	32,498,847	(2,426,270)	(11,253,870)	(1,052,883)	(46,170)	(1,550,140)	(79,822)	0	16,089,693			

Village of Germantown, WI

2013 Estimated Project Costs & Financing Plan

			G.O. Promissory Note		G.O. Promissory Note		G.O. Promissory Note
			Option 1		Option 2		FINAL
Projects							
5 Year Projects (Equipment)			108,225		108,225		
10 Year Projects (Streets)			2,500,851		2,500,851		
Project Contingency							
Refundings							
BAB Refunding					1,126,762		
Less Funds on Hand					(13,626)		
Subtotal Needed for Projects			2,609,076		3,722,213		0
Finance Related Expenses							
Financial Advisor			15,000		15,000		
Bond Counsel			9,500		9,500		
Rating Agency Fee			10,500		10,500		
BAB Filing					150		
Paying Agent			675		675		0
Underwriter's Discount (Estimate)		$10.00	26,750	$10.00	38,000	$10.00	0
Underwriter's Premium/OID (in rates)							
Deposit to Debt Service							
Capitalized Interest			0		0		0
Total Financing Required			**2,671,501**		**3,796,038**		**0**
Estimated Interest Earnings		0.10%	(870)	0.10%	(870)	0.00%	
Assumed Spend Down (Months)		6		6		6	
Rounding			4,369		4,832		0
NET ISSUE SIZE			**2,675,000**		**3,800,000**		**0**
Corporate Purposes - Gross							
Misc. Equipment			108,225		108,225		
Roadway Improvements			2,500,851		2,500,851		
Contingency			0		0		
Refunding					1,113,137		
Corporate Purposes - Option 1							
Misc. Equipment	General	4.15%	110,960				110,000
Roadway Improvements	General	95.85%	2,564,040				2,565,000
Contingency	General	0.00%	0				0
Total Bond Size		TRUE	2,675,000			TRUE	2,675,000
Corporate Purposes - Option 2							
Misc. Equipment	General	2.91%	110,487				110,000
Roadway Improvements	General	67.19%	2,553,114				2,555,000
Refunding	General	29.91%	1,136,399				1,135,000
Total Bond Size		TRUE	3,800,000			TRUE	3,800,000

Village of Germantown

General Obligation Debt - Option 1
Village of Germantown
As of January 1, 2013

EHLERS LEADERS IN PUBLIC FINANCE

Year	Existing Debt	Preliminary 2014 Promissory Notes: 10 Year	5 Year	BAB Ref.	Principal 1-Mar	Rate	Interest	Total Debt Payments
2013	4,530,719							4,530,719
2014	4,991,725							4,991,725
2015	4,836,924	155,000	20,000		175,000	0.45%	53,575	5,065,499
2016	4,040,081	205,000	20,000		225,000	0.60%	41,713	4,306,794
2017	3,565,750	255,000	20,000		275,000	0.80%	39,938	3,880,688
2018	3,282,839	260,000	25,000		285,000	1.10%	37,270	3,605,109
2019	2,255,498	265,000	25,000		290,000	1.35%	33,745	2,579,243
2020	2,148,620	275,000			275,000	1.75%	29,381	2,453,001
2021	1,963,244	275,000			275,000	2.05%	24,156	2,262,400
2022	514,806	275,000			275,000	2.25%	18,244	808,050
2023	238,075	300,000			300,000	2.45%	11,475	549,550
2024	40,063	300,000	0		300,000	2.60%	3,900	343,963
2025	43,593							43,593
2026	46,913							46,913
Total	32,498,847	2,565,000	110,000		2,675,000		293,396	35,467,244

Year	Less: TID #3	TID #4	TID #5	Special Assessments 10/15/2003	Special Assessments 12/15/2007	BABs	Premium Bid Deposit to Debt Service	Net Gen Fund Levy	Projected Equalized Value	Projected Eq. Rate for Debt Service	
2013	(852,295)	(1,181,825)	(165,263)	(46,170)	(309,280)	(20,068)		1,955,818	2,104,845,750	0.93	2013
2014	(810,475)	(1,495,140)	(170,828)		(309,078)	(15,874)		2,190,331	2,110,107,864	1.04	2014
2015	(763,500)	(1,494,620)	(170,835)		(308,490)	(12,749)		2,315,304	2,120,658,404	1.09	2015
2016		(1,487,255)	(176,015)		(312,421)	(10,829)		2,320,274	2,136,563,342	1.09	2016
2017		(1,461,256)	(185,596)		(310,671)	(8,706)		1,914,258	2,157,928,975	0.89	2017
2018		(1,492,118)	(184,346)			(6,385)		1,922,260	2,179,508,265	0.88	2018
2019		(869,804)				(3,896)		1,705,543	2,201,303,348	0.77	2019
2020		(881,131)				(1,314)		1,570,556	2,223,316,381	0.71	2020
2021		(890,721)						1,371,679	2,245,549,545	0.61	2021
2022								808,050	2,268,005,040	0.36	2022
2023								549,550	2,290,685,091	0.24	2023
2024								343,963	2,313,591,942	0.15	2024
2025								43,593	2,336,727,861	0.02	2025
2026								46,913	2,360,095,140	0.02	2026
Total	(2,426,270)	(11,253,870)	(1,052,883)	(46,170)	(1,550,140)	(79,822)	0	19,058,089			

Rates based on 3/3/14 (AA Ins) sale in Fontana + 15bps

Village of Germantown

General Obligation Debt - Option 2
Village of Germantown
As of January 1, 2013

Year	Existing Debt	Preliminary 2014 Promissory Notes: 10 Year	5 Year	BAB Ref.	Principal 1-Mar	Rate	Interest	Total Debt Payments	Less: TID #3	TID #4	TID #5	Special Assessments 10/15/2003	Special Assessments 12/15/2007	BABs	Premium Bid Deposit to Debt Service	Net Gen Fund Levy	Projected Equalized Value	Projected Eq. Rate for Debt Service	
2013	4,530,719							4,530,719	(852,295)	(1,181,825)	(165,263)	(46,170)	(309,280)	(20,068)		1,955,818	2,104,845,750	0.93	2013
2014	4,991,725							4,991,725	(810,475)	(1,495,140)	(170,828)		(309,078)	(17,068)		2,189,136	2,110,107,864	1.04	2014
2015	4,622,755	155,000	20,000	185,000	360,000	0.45%	67,293	5,050,048	(763,500)	(1,494,620)	(170,835)		(308,490)			2,312,603	2,120,658,404	1.09	2015
2016	3,821,814	205,000	20,000	195,000	420,000	0.60%	51,603	4,293,416		(1,487,255)	(176,015)		(312,421)			2,317,725	2,136,563,342	1.08	2016
2017	3,354,804	250,000	20,000	190,000	460,000	0.80%	48,503	3,862,506		(1,461,256)	(185,596)		(310,871)			1,904,783	2,157,928,975	0.88	2017
2018	3,073,221	260,000	25,000	190,000	475,000	1.10%	44,050	3,592,271		(1,492,118)	(184,346)					1,915,808	2,179,508,265	0.88	2018
2019	2,053,528	260,000	25,000	190,000	475,000	1.35%	38,231	2,566,759		(869,804)						1,696,955	2,201,303,348	0.77	2019
2020	1,954,583	275,000		185,000	460,000	1.75%	31,000	2,445,583		(881,131)						1,564,451	2,223,316,381	0.70	2020
2021	1,963,244	275,000			275,000	2.05%	24,156	2,262,400		(890,721)						1,371,679	2,245,549,545	0.61	2021
2022	514,806	275,000			275,000	2.25%	18,244	808,050								808,050	2,268,005,040	0.36	2022
2023	238,075	300,000			300,000	2.45%	11,475	549,550								549,550	2,290,685,091	0.24	2023
2024	40,063	300,000	0	0	300,000	2.60%	3,900	343,963								343,963	2,313,591,942	0.15	2024
2025	43,593							43,593								43,593	2,336,727,861	0.02	2025
2026	46,913							46,913								46,913	2,360,095,140	0.02	2026
Total	31,249,040	2,555,000	110,000	1,135,000	3,800,000		338,454	35,387,494	(2,426,270)	(11,253,870)	(1,052,883)	(46,170)	(1,550,140)	(37,137)	0	19,021,025			

BAB Refunding - Future Value Savings 37,064

Rates based on 3/3/14 (AA Ins) sale in Fontana + 15bps

VI- B

GENERAL GOVERNMENT & FINANCE COMMITTEE
GERMANTOWN, WI

MEETING DATE: March 18, 2014

AGENDA ITEM: New Business

ITEM TITLE: Authorization to utilize funds for the 2014 Emerald Ash Borer (EAB) Response Plan

SUBMITTED BY: Justin Casperson, Park & Recreation Director

SUMMARY EXPLANATION:

As EAB continues to move closer to Germantown, the Village was compelled to directly address this invasive insect. In 2013, the Village Board approved $25,000 to be used toward the EAB response plan. The plan includes preemptive ash tree removals, treatments, and replacements. The Village will explore both in-house and contracted services for implementation. The goal of the EAB response plan is to effectively and efficiently reduce EAB's impact on the community while continuing to provide the same level of services to residents. In order to maintain both the health of the urban forestry and the safety of residents, the staff are proposing the following three-step EAB response plan for 2014:

1) Intern – The Village does not currently employ personnel that are dedicated solely to the care and management of the community's urban forestry. An intern will be a valuable and efficient resource to provide both the time and the expertise that is required to ensure the urban forest's health and well-being. A public tree inventory and evaluation was completed by the Wachtel Tree Science in 2006. Since that evaluation in 2006, there have been numerous removals, replacements, and changes to the inventory and overall health of the urban forest; however, those changes have not been updated in the Village's GIS system. The intern will identify, evaluate, measure, and map the more than 4,500 public trees. He or she will also be available to assist with ash tree treatments, removals, replacements and make additional recommendations for the future. Wachtel Tree Science proposed a bid of $21,200 for these services in 2013. An intern can complete these services for substantially less as seen below.

1 person x 12 weeks x 40 hours per week x $11.00 per hour	=	$ 5,280.00
Plus social security (7.65%) & workers' compensation (5.25%)	=	$ 681.12
Total	=	$ 5,961.12

2) Treatments, Removals, & Replacements – The Village has identified several key locations with high ash tree population densities. It is critical that a systematic approach be used to ensure the validity of the tree canopy and reduce the impact of EAB in the immediate area. Based on the 2006 inventory, there are over 4,500 public trees in the Village. 817 (20%) of those public trees are ash trees. The street tree sections with the greatest ash tree population densities are on Mequon and Pilgrim Roads. There are 243 (58%) ash trees located on 3.2 miles of road. The public areas with greatest ash tree populations are Firemen's and Spassland Park. There are 127 trees (32%) located in the two parks.

The intern will identify and evaluate all public trees, but concentrate his or her time in the high ash tree population densities sections. The intern will make recommendations for treatments, removals, and replacements. The staff will determine the most cost effective way for removals and replacements.

Tree removal is the most hazardous aspect of arboriculture, especially street trees. Street trees are most often located in confined spaces near traffic, utility lines, homes, fences, and other sensitive areas. The roads and sidewalks must also be blocked off causing traffic and pedestrian interruptions. The stump removal requires special equipment and careful consideration of underground utilities. The replacement trees must be able to tolerate poor soils, air pollutants, and road salt. Replacement trees require new top soil, mulch, and water. Budget estimating is very challenging without the exact measurement of the tree diameter at breast height (DBH), location, and other specific circumstances. The goal is to remove and replant approximately 75 trees per year for the next ten years. Budget estimates cannot be completed until an inventory and evaluation is performed.

3. Education – It is imperative to generate public awareness about EAB. An informed public is much more cooperative and understanding than one that has not been adequately prepared to deal with EAB. To help raise awareness about EAB, the intern will assist the Village and it efforts to educate the public about EAB. The educational goal is to provide the community with strategies, tools, and techniques that will be used to protect the community's urban forest against EAB. This will be accomplished in the following ways:

   - The Department will encourage local media to feature articles about EAB and demonstrate how other communities are dealing with the insect.
   - The Department will inform residents that an EAB Response Plan is in place and will keep them updated on its progress as well as the continued needs of the municipality to address EAB.
   - The Department will invite experts to speak on EAB at appropriate community events such as Arbor Day programs or Board & Commission meetings.
   - The Department will distribute flyers, leaflets, and identification cards.
   - The Department will provide a link to the EAB website (www.emeraldashborer.info) on their website.
   - The Department will provide the history of EAB, FAQs, known locations, and treatment options for private residents.
   - The Department will inform the public where they can take ash tree debris and advise of any specific quarantine rules.

ATTACHMENT:
2013 Wachtel Bid

RECOMMENDATION:
To allow Village staff to use 2014 budget monies for the EAB response plan as listed above.

www.healthytrees.com

WACHTEL TREE SCIENCE

wachtel@wachteltree.com

July 17, 2013

Village of Germantown

Budget Estimates for Reinventory of public trees (Streets and Parks/Public Facilities)

Streets = $13,000

Parks/Public Facilities = $6,000

EAB Readiness/Implementation Plan = $2,200

John T. Gall
Special Projects Coordinator
Certified Arborist WI-0249AM
Certified Municipal Specialist

P.O. Box 716 - Merton, WI 53056-0716 - Fax (262) 538-1412 - Phone (262) 538-1900
Established 1935

VI-C

GENERAL GOVERNMENT & FINANCE COMMITTEE
GERMANTOWN, WI

MEETING DATE: March 18, 2014

AGENDA ITEM: New Business

ITEM TITLE: Approval to purchase computers and equipment for the Park and Recreation Department's Senior Center Computer Lab

SUBMITTED BY: Justin Casperson, Park & Recreation Director

SUMMARY EXPLANATION:

The Senior Center computer lab was built with the Senior Center expansion in 2008. The computers in the lab are seven years old. They are used frequently for general use and instructional classes. In 2013 the lab held 76 classes with 379 participants. In total the computer lab was used by 572 people for classes and general use. Last fall four out of the eight computers crashed. The Park and Recreation Department's and Village IT Consultant are recommending replacement of all the computers. Replacing all the computers is a logical and seamless transition. The new computers will contain new operating systems and new software. It would be difficult to teach classes if the computers are not on the same system. In addition, the old computers require many hours of service and troubleshooting. In 2013 the old computers needed 23 hours of service, totaling $1,495.00 in expenses. The new computers will reduce service expenses, and increase efficiency and operations.

ATTACHMENT:
Computer Lab Quote

RECOMMENDATION:
Motion to approve the purchase of computers, equipment and set-up costs for the Senior Center Computer Lab in the amount of $6,256.00 out of account 40-554-570-8420.

SCHULTZ-BERNSTEIN & ASSOCIATES

Computer Equipment

Price Schedule Prepared For

Germantown Senior Center Lab

March 10, 2014

System Configuration	**SBA Price**
Hewlett-Packard Pro 3500 MiniTower Workstation - Same system as above EXCEPT: - Intel Core i3-3240 3GHz Processor (2 Core) - 4GB SDRAM - 500GB 7200rpm SATA Hard Drive - SuperMulti DVD/RW Drive - Intel HD 2500 Graphics - Integrated Gigabit Ethernet and Audio - Keyboard / Mouse - 6 USB Ports / Dual Monitor Ports - Windows 7 Professional 64bit w/Windows 8 Pro Media - 6.5" Wide x 15.31" Deep x 14.49 High - **Quantity 10 Quoted at $499/each**	$4,990.00
External Memory Card Reader - HP 3500 has no internal bays available for internal reader - Quantity 10 Quoted at $17/each	$170.00
19" Viewsonic Flat Panel LCD Screen - Quantity 2 Quoted at $99/each	$198.00
16-Port Gigabit Network Switch	$129.00
TrippLite 6-Outlet 790-Joule Surge Protector w/15' Cord	$19.00
Install Windows on Single Workstation / Configure Workstation as Desired/ - Create Master Clone of Sample Workstation	$750.00
TOTAL INVESTMENT	**$6,256.00**

Prices do not include State sales tax, shipping or insurance charges.
Prices subject to change without notice.

VI - D

GENERAL GOVERNMENT & FINANCE COMMITTEE
GERMANTOWN, WI

MEETING DATE: March 18, 2014

AGENDA ITEM: Old Business

ITEM TITLE: Update on Village's IT Needs

SUBMITTED BY: Justin Casperson, Park & Recreation Director

SUMMARY EXPLANATION:
As of September 2013 the Village no longer has an employee dedicated to the Village's IT needs; however there is a still need for IT support. Joe Masiarchin and I from the Park and Recreation Department agreed to assist with the Village's IT needs. The goal is to track Village's IT needs and funnel information back and forth between IT contractor and employees. The Village contracts its IT services with Schultz-Bernstein and Associates.

From January 13 to March 10 there have been 57 IT requests. In that same time span there were 40 working days (Monday – Friday). The Village is averaging 1.425 IT requests per day.

Attached is an IT needs survey. The survey was distributed to Village Departments to inventory their IT equipment and evaluate their IT needs.

Also attached is an IT community IT survey. The survey asked other municipalities similar in size about their IT structure.

ATTACHMENT:
Village Departments IT needs survey
Community IT survey

RECOMMENDATION:
As desired by Board

2014 Village of Germantown IT Survey

IT EQUIPMENT INVENTORY

Department/Location	Desktop computers	Laptop computers	Telephones	Printers	Cash Registers	Copy Machines	Servers	Squad cameras
Utilities - Sewer & Water	5	13	4	5	0	1	1	0
Highways, Buildings, Parks & Grounds	4	5	6	5	0	0	0	0
Library	37	10	9	6	1	2	0	0
Fire Station 1	4	8	8	1	0	1	0	0
Fire Station 2	8	7	9	2	0	1	2	0
Administration	1	0	2	0	0	0	0	0
Park & Recreation	23	10	7	9	1	0	0	0
Senior Center	11	1	10	6	0	1	0	0
Police	34	21	50	11	1	2	8	10
Community Development	4	2	5	4	1	0	0	0
Public Works - Village Hall	2	0	3	1	0	0	0	0
Engineering	7	1	5	1	0	0	1	0
Clerks	5	3	4	2	0	0	0	0
Finance	4	0	4	4	1	0	0	0
Conference Rooms/Village Board Room	1	0	7	0	0	1	0	0
Public Areas (Copy Rooms/IT Room)	0	0	0	0	0	4	4	0
Survive Alive House	15	0	0	1	0	0	0	0
Total	**165**	**81**	**133**	**58**	**5**	**13**	**16**	**10**

IT MISC EQUIPMENT INVENTORY

- 1 Router
- 2 Fax Machines
- 2 Projectors
- 1 Scanner
- Numerous Software & Firewall Systems
- Computer Labs
- 10 Voting Machines
- Wi-Fi Networks
- Building & Door Security & Video Systems
- Senior Center Audio Video System
- 2 Plotters
- Community Cable Equipment, Cameras & Microphones
- 4 HD TVs

IT NEEDS SURVEY

Are your Department IT needs being met? Please Rank

Poor	1
Below Average	10
Average	2
Above Average	0
Exceptional	0

IT MISC NEEDS

- Need new laptops
- Need contuinued upgrades to workstations
- Need computer at front counter with GIS
- Need to stay current with software trends
- Need faster response time
- Need centralized printer for our location
- Need cash register at front counter
- Need software & hardware recommendations
- Need day to day system & server maintenance
- Need computer training for employees
- Need a person dedicated to the Village's IT infrastructure improvements, consistency and future recommendations

COMMUNITIES WITH SIMILAR POPULATIONS IT SURVEY

Municipality	County	Population	IT
Hartford	Washington	14,223	1 full-time employee with larger IT projects/tasks contracted out
Oconomowoc	Waukesha	15,759	Contract: 2 days per week
Menasha	Winnebago	17,353	2 full-time employees with 1 part-time intern who handles the website & social media
WI Rapids	Wood	18,367	2 full-time employees & 1 part-time employee
Marshfield	Wood	19,118	3 full-time employees
Germantown	Washington	19,479	Contract: 1 day per month
So. Milwaukee	Milwaukee	21,156	1 full-time GIS employee, 1 full-time IT employee for Police & Fire. Contract: 2 days per month and as needed.
Mequon	Ozaukee	23,132	Contract: 2 days per week & as needed
Muskego	Waukesha	24,135	2 full-time employees; 1 full-time GIS/Mapping employee
West Bend	Washington	31,078	4 full-time employees with 2 dedicated for Police; 2 full-time GIS employees; 2 full-time community cable employees
Menomonee Falls	Waukesha	35,626	4 full-time employees including 2 full-time GIS employees

VI - E

RESOLUTION NO. R - 14

2014 SALARY RESOLUTION AMENDMENT
ADDING HISTORIC PRESERVATION COMMISSION PER MEETING PAYMENT
and SENIOR CENTER ASSISTANT PART TIME POSITION

WHEREAS, the Village of Germantown approved a 2014 Salary resolution at the February 3, 2104 Village Board Meeting, and;

WHEREAS, the Village Board on May 6, 2013 had authorized a per meeting payment of $20.00 to members of the Historic Preservation Commission to be effective on April 15, 2014, and

WHEREAS, the Senior Assistant part time position had been covered under Recreation's Program expense and wasn't a recognized position specifically for the Senior Center, and

NOW THEREFORE BE IT RESOLVED that the attached Amended Salary and Compensation Schedule for fiscal year January 1 through December 31, 2014 is approved with an additional line to reflect a $20 per meeting payment for members of the Historic Preservation Commission effective April 15, 2014 and establishes a part time office assistant in the Senior Center.

Introduced by: ______________________________

Adopted: ______________________________

Vote: Ayes: ____________ Nays: ____________

____

Dean M. Wolter President

ATTEST:

____

Barbara Goeckner, Village Clerk

RESOLUTION # R - 14 Amended

2014 SALARY AND COMPENSATION SCHEDULE

1.	Legislative		
a.	Village President	$8,000	annually
b.	Village Trustees	5,500	annually
2.	Village Offices - General		
a.	Public Works Secretary	$21.61	per hour
b.	Deputy Treasurer	23.15	per hour
3.	Administrative & Related		
a.	Village Administrator	$97,248	annually
b.	Village Clerk	63,750	annually
c.	Village Finance Director	70,489	annually
4.	Public Works		
a.	Director of Public Works	$90,598	annually
b.	Village Engineer	74,448	annually
c.	Superintendent Highways, Parks & Bld.Ground	63,756	annually
d.	Superintendent Water	63,756	annually
e.	Foreman - Hwy, Parks, Bldg., Grds	62,100	annually
f.	Superintendent Wastewater	63,756	annually
g	Community Development Director/Planning	72,427	annually
h	Part-time Public Works Dept		
	Range - low	8.74	per hour
	Range - high	12.00	per hour
	5th Year -- Recycling Aids ONLY	11.23	per hour
i	Summer Intern - Engineering	10.50	per hour
5.	Public Safety		
a.	Police Chief	$93,458	annually
b.	Police Captain	85,604	annually
c.	Police Lieutenant	81,833	annually
d	Communications Supervisor	55,087	annually
e	Police Secretary	22.09	per hour
f	Fire Chief - TBD	-	annually
g.1	P.T. Deputy Fire Chief	3,904	annually
g. 2	During Weekend Staffing	7,800	annually
h	P.T. Fire Dept. Captain	1,853	annually
i	P.T. Fire Dept Lieutenants	1,111	annually
5a	Telecommunicators		
a.	Start	$17.73	per hour
b.	One Year	18.54	per hour
c.	Two Year	19.38	per hour
d.	Three Year	20.21	per hour
e.	Four Year	21.02	per hour
f.	Five Year	21.84	per hour
g.	Seven Year	22.67	per hour
6.	Parks, Recreation & Senior Center		
a.	Recreation Director - Eff 4/22/14	$58,650	annually
b.	Recreation Supervisor	48,466	annually
c.	Recreation Supervisor II	43,844	annually
d	Senior Program Coordinator	34,515	annually
e	Senior Center Assistant PT	10.71	per hour
7	Board, Commissions & Election Workers		
a.	Plan Commission (limit 2 mtgs./month)	$20.00	per mtg.
b.	Police & Fire Commission Member	20.00	per mtg.
c.	Police & Fire Commission Chairperson	25.00	per mtg.
d.	Police & Fire Commission Secretary (paid for max of 12 mtgs./year)	22.00	per mtg.
e.	Board of Zoning Appeals	20.00	per mtg.
f.	Board of Zoning Appeals - Chairman (paid for max of 12 mtgs./year)	25.00	per mtg.
g.	Park & Recreation Commission Member	20.00	per mtg.
h.	Park & Recreation Commission Chairperson (paid for max of 12 mtgs./year)	25.00	per mtg.
i.	Library Board Member	20.00	per mtg.
j.	Library Board Chairperson (paid for max of 12 mtgs./year)	25.00	per mtg.
k.	Election Inspectors	8.50	per hour
l.	Election Inspectors Chairperson	10.00	per hour
m.	Board of Review	50.00	per day
n.	Historic Preservation Commission Effective 4/15/2014	20.00	per mtg.

9. Mileage - Expense

Per IRS Schedule for official approved use of private auto

See attached Park & Recreation Seasonal Salary Schedule

VI - F

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

MEETING DATE: March 18, 2013 General Government & Finance Comm

ITEM TITLE: Resolution to Charge back 2012 Personal Property

SUBMITTED BY: Kim Rath, Finance Director

SUMMARY EXPLANATION:

Attached is a listing of delinquent 2012 Personal Property Taxes. The amounts applicable to other taxing authorities have been charged back. The Village's share is $1495.73. The majority of the accounts are either out of business or no longer in the Village. Other accounts that are still deemed collectible will be pursued by Waukesha County collections.

For taxes assessed as of January 1, 2011 a taxation district may **only** charge-back personal property taxes if the taxes are owed by an entity that had ceased operations, or filed a petition for bankruptcy, or are due on personal property that has been removed from the next assessment roll. The Village will need to work closely with our Assessing firm to monitor habitually unpaid accounts to determine whether the should be either removed from the tax roll all together or pursued more aggressively through collections or the court system. Our inability to charge back accounts that are appropriately taxed, yet not paid, will be costly to the Village.

ATTACHMENT: ORDINANCE___ RESOLUTION_XX__ OTHER___

RESOLUTION NO. - 14

RESOLUTION AUTHORIZING THE CHARGE OFF OF UNCOLLECTED 2012 DELINQUENT PERSONAL PROPERTY TAXES

WHEREAS, various 2012 personal property taxes due to the Village of Germantown have not been paid and are deemed uncollectible, and,

WHEREAS, for taxes assessed as of January 1, 2011, a taxation district may only charge back personal property taxes if the taxes are owed by an entity that has ceased operations, or filed a petition for bankruptcy, or are due on personal property that has been removed from the next assessment roll, the Village Treasurer has, in accordance with the provisions of Section 74.42 (1) Wisconsin Statutes, charged back to each taxing jurisdiction its proportional share of the uncollected personal property taxes, and,

WHEREAS, the Village Treasurer has, in accordance with the provisions of Section 74.42 (1) Wisconsin Statutes, charged back to each taxing jurisdiction its proportional share of the uncollected personal property taxes, and,

WHEREAS, other delinquent accounts have been sent to Waukesha County for further collection efforts, and,

NOW THEREFORE BE IT RESOLVED, by the Village Board of the Village of Germantown, Washington County, Wisconsin, that the following uncollected 2012 personal property taxes will be removed from the general ledger: Please see attached listing of accounts which total $6109.64, of which the Village share will be **$1495.73,** Plus a charge back to TIF# of $16,817.65.

Introduced by: ______________________________

Date Adopted: ______________________________

Vote: Ayes: ________________ Nays: ________________

____
Dean M. Wolter, Village President

ATTEST:

____
Barbara K.D.Goeckner, MMC/WCPC
Village Clerk

Village of Germantown

CHARGE OFF OF DELINQUENT 2012 PERSONAL PROPERTY TAXES - 03/07/14

	Due From State	Due From County	Due From Village	Due From School	Due From MATC	TOTAL
AL-TECHS	0.45	7.63	13.30	27.31	5.61	54.30
AMERIFAX DATA CORP	12.33	209.18	364.47	748.91	153.90	1,488.79
BOB'S SEAMLESS GUTTERS	1.02	17.22	30.01	61.67	12.67	122.59
DETECTION DATA SYSTEMS	0.58	9.82	17.12	35.18	7.23	69.94
HEINZ & CO	0.15	2.46	4.29	8.81	1.81	17.51
LSB MARKETING	0.08	1.23	2.15	4.40	0.90	8.76
MIDWEST SITE CLEANUP	0.34	5.73	9.98	20.51	4.21	40.77
SAGE SOLUTIONS	2.91	49.21	85.76	176.21	36.21	350.30
SECURITEC PUBLICATIONS	0.71	12.07	21.04	43.23	8.88	85.93
SUBWAY	1.95	33.19	57.83	118.84	24.42	236.23
VERIZON WIRELESS	2.17	36.91	64.32	132.16	27.16	262.72
VIRTUAL SYNC	0.29	4.92	8.58	17.62	3.62	35.02
TERKER EVERGREEN	10.88	184.57	321.59	660.80	135.80	1,313.63
TERKER EVERGREEN	16.75	284.26	495.29	1,017.71	209.13	2,023.15
	50.61	858.40	1,495.73 0.00	3,073.36	631.55	6,109.64

County & State Portion 909.01

Date Check Received:

Other Funds

D & B INDUSTRIAL FLOOR COATING 16,817.65 TIF# 4

ıkesha County Collections or being pursued internally

AUTOMATED MANUFACTURING	523.70
CFO PLUS	52.53
DAVID FRANK LANDSCAPE	9,985.12
GERSCHKE LANDSCAPE	88.07
HILLSIDE METAL PRODUCTS	3,152.71
MCGREEN LANDSCAPE	52.53
MIRACLE CLEANING SERVICE	126.03
PARRISH FINE ART	192.67
PSYCHIC READER	35.02
RAMLOW PLUMBING	32.45
SCHMAUS LAW OFFICE	188.01
STAR WHOLESALE	262.72
TNT INSTALLATION	8.76
TURF KING	245.21
	14,945.53

DRAFT VI-G

BUSINESS OF THE GENERAL GOVERNMENT & FINANCE COMMITTEE
GERMANTOWN, WI

MEETING DATE: March 18, 2014

AGENDA ITEM: New Business

ITEM TITLE: Claims Procedure

SUBMITTED BY: Dave Schornack, Village Administrator

SUMMARY EXPLANATION:

The Village's claim procedure was last updated in 2003. The procedure needs to be updated as the current dollar thresholds are so low that, as an example, Janice in the Public Works Department is having to prepare over 500 purchase orders each year. This places an unnecessary burden on staff in having to go through the time to prepare purchase orders for small expenditures.

	Current	Proposed
Purchase Orders		
Materials with a cost exceeding	$500	$2,000
Budgeted Items		
Department head authorization	less than $500 and under budget	less than $1,000 and under budget
Village President/Village Administrator authorization	less than $500 and over budget or less than $3,500 and under budget	less than $500 and over budget or less than $5,000 and under budget
Village President/Village Administrator with Committee of Jurisdiction authorization	between $500 and $3,500 and over budget or less than $5,000 and under budget	between $500 and $3,500 and over budget or less than $5,000 and under budget
Village Board authorization	$3,500+ and over budget, or $5,000+ and under budget	$3,500+ and over budget, or $5,000+ and under budget
Non-budgeted Items		
Village President/Village Administrator authorization	less than $250	less than $500
Village President/Village Administrator with Committee Of Jurisdiction authorization	less than $1,000	less than $2,000
Village Board authorization	all other, $1,000 and over	all other, $2,000 and over

VI-H

BUSINESS OF
THE GENERAL GOVERNMENT & FINANCE COMMITTEE

MEETING DATE: February 26, 2013

ITEM TITLE: Resolution – Approving Amendments to the 2014 Budget – Capital Account and General Fund Carryover

SUBMITTED BY: Kim Rath, Finance Director

SUMMARY EXPLANATION:

Attached is a listing of requested carryover amounts from 2013. The first section details existing Capital projects that were funded in 2013 and need completion in 2014. The second section are 2013 General Fund items that will either be completed in 2014 are a standard non-lapsing funds such as the Library County revenue and the Hotel/Motel tourism funds. The third section details 2014 Capital Projects that will be funded with General Reserve Funds on hand rater than borrowing new money.

ATTACHMENT: ORDINANCE____ RESOLUTION _XX__ OTHER _XX____

Detailed Spreadsheets

RECOMMENDATION:

Approval

ACTION BY Committee

RESOLUTION NO. - 14

APPROVING AMENDMENTS TO THE 2014 BUDGET
Capital Account and General Fund Carry Over

WHEREAS, the Village Board of the Village of Germantown approved the appropriation of funds for operations for the year 2014, and,

WHEREAS, funds for various Capital Projects and General Fund expenditures were included in the 2013 Budget and have not been fully expensed, and;

WHEREAS, several projects are still ongoing, or will have its excess funds attributed to another capital project, as detailed in the attached listing, totaling $149,610 for General Fund and $201,652 for Capital Fund 40, and,

WHEREAS, the Village Board has designated certain 2014 Capital Project costs that can be covered with existing funds from our General Reserve account in the amount of $304,000, and

NOW THEREFORE BE IT RESOLVED, by the Village Board of the Village of Germantown that the 2014 Budget be amended according to the attached list, and

BE IT FURTHER RESOLVED that the Village Clerk is hereby authorized and directed to publish a copy of this Resolution as a Class I Notice in accordance with Section 65.90 (a) Wisconsin Statutes.

Introduced by: ______________________________

Adopted: ______________________________

Vote: Ayes: ____________ Nays: ____________

____
Dean M. Wolter, President

ATTEST:

____
Barbara K.D. Goeckner, MMC/WCPC
Village Clerk

2013 to 2014 Carry Over

Capital Projects Fund

Account	Department	Description	Purpose	Amount
40-521-570-8456	Police	Building Improvements	Squad Cameras	10,350
40-542-570-8810	Highway	Asphalt Paving -	Asphalt Paving	92,654 *
40-551-570-8435	Library	Automation Equipment	Library	17,270
40-522-570-8530	Fire	Other Equipment	Defibrillator-Phillips Monitor Upgrade	63,375
40-541-570-8911	DPW/Admin	Pilgrim Road	Pilgrim Road	18,003
				201,652

General Fund

Account	Department	Description	Purpose	Amount
10-563-530-4400	Planning	Contracted Services	Costs associated with Survey	9,126
10-542-570-8100	Highway	Miscellaneous Gen Capital	Band Saw	4,000
10-567-530-7950	Municipal Development	Hotel/Motel Tax - Muni Promotion	Betterment - rolling funds	41,644
TBD	Library	County Non lapsing Funds	County Library Line items	81,746
10-511-570-8100	Legislative - Board	Miscellaneous Gen Equipment	Board Room Video/Audio Updates	8,414
10-521-570-8100	Police Department	Miscellaneous Capital Equipment	(4) Commando Rifles from sale of old shotguns - rec'd 7/22/14 $6254.01	4,680
				149,610

Budget Amendment for Capital Equipment Funds from General Reserve

Account	Department	Purpose		Amount
	Police	Replace UPS		30,000
		Mercom Audio Logger		45,000
		Server Array Cluster Virtual		30,000
		Replace Rifles & Squad Mounts		31,000
	Fire	Computers & Software		23,000
		Turn Out Gear		50,000
		Communications Equip		20,000
	Highway	Fork Lift		20,000
		Iron Worker Tool		30,000
	Parks	Ash Tree Maintenance Plan		25,000
				304,000

10-100-110-3000	General Fund State Pool	(304,000.00)
40-100-110-3000	Capital Projects Fund Pool	304,000.00

VI-I

BUSINESS OF THE VILLAGE BOARD
GERMANTOWN, WI

MEETING DATE: April 7, 2014

AGENDA ITEM: Consent Agenda (GGF Committee)

ITEM TITLE: 2014 Weights & Measures Resolution

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

SUMMARY EXPLANATION:
Pursuant to a July 1, 2010 Memorandum of Agreement (MOA) between the Village and the Wisconsin Department of Agriculture, Trade and Consumer Protection (DATCP) regarding DATCP's duties as the "sealer" of weights & measures devices, the Village Board is required to establish an annual fee schedule for all types of weights & measures devices used within the Village.

The MOA is a self-renewing agreement wherein DATCP informs the Village what their costs will be for the upcoming year ($5,600 in 2014). The Village is obligated to pay this cost pursuant to the Agreement. In turn, the Village adds a small administrative fee ($400 per year over the last few years) in an effort to recover some of the costs Village staff incurs for administration of the program. The total of DATCP's cost and the Village's administration fee ($6,000 in 2014) is then divided by the number and type of devices (for which a license was issued in the previous year) to determine a specific fee per type of device (different devices require a greater amount of inspection time as determined by DATCP and, in turn, are charged a higher fee per device).

A resolution establishing the "Weights & Measures Device 2014 Fee Schedule" has been prepared and is also required to be adopted by the Board.

At their March 18 meeting, the GGF Committee recommended approval of the 2014 weights & measures fee schedule.

ATTACHMENTS:

- Draft Resolution (2014 Weights & Measures Device Fee Schedule)

RESOLUTION NO. R_____

ESTABLISHING A FEE SCHEDULE FOR WEIGHTS & MEASURES DEVICES REQUIRED UNDER SECTION 12.26 OF THE MUNICIPAL CODE

WHEREAS, The Village of Germantown and the Wisconsin Department of Agriculture, trade and Consumer Protection (DATCP) entered into a self-renewing Memorandum of Agreement (dated July 1, 2010) where both agencies agree that DATCP will furnish the services and perform the duties of sealers of weights and measures on an annual basis from July 1 to June 30 required under Chapter 98.04, and, that the Village will pay DATCP an amount necessary to cover the cost of such services no later than May 1 of the current fiscal year; and

WHEREAS, the amount of such services agreed to as set forth in the Memorandum of Agreement for the Year 2014 is $5,600; and

WHEREAS, the Village of Germantown charges an additional administrative fee (totaling $400 or $1.01 per device) to cover the costs incurred by the Inspection Services Division of the Village's Community Development Department associated with the processing, review and administration of the Village's weights & measures license regulations set forth in Section 12.26; and

WHEREAS, it is required under Section 12.26(7) that the Village Board establish a schedule of fees for each type of weighing and measuring device used for the purpose of computing a charge or payment for service rendered on the basis of weight or measure within the Village of Germantown; and

WHEREAS, on __________, 2014, the Village's General Government & Finance Committee did review and recommend approval of the proposed Weights & Measures Fee Table set forth in Exhibit 1 attached hereto; and

NOW, THEREFORE, BE IT RESOLVED that the Weights & Measures Device Fee Schedule attached hereto as Exhibit 1 is hereby established for licenses issued in 2014.

Introduced by: ____________________
Adopted: ____________________
Vote: Ayes: ___ Nays: ___

ATTEST:

____
Barbara K.D. Goeckner
Village Clerk

____
Dean Wolter
Village President

EXHIBIT 1.

WEIGHTS & MEASURES DEVICE
2014 FEE SCHEDULE

Device Type	Inspection Time (hrs) Per Device	# of Devices	Total Time (hrs)	% of Time	Total Cost	Fee ($) Per Device
Vehicle Scales	1.5	4	6	4.60%	$ 276.07	$ 69.02
Small Capacity Scales 0-30#	0.3	41	12.3	9.43%	$ 565.95	$ 13.80
Large Capacity Scales 31-1000 #	0.7	2	1.4	1.07%	$ 64.42	$ 32.21
Point of Sale Scanner Combos	0.4	63	25.2	19.33%	$ 1,159.51	$ 18.40
Liquid Measuring Devices (LMDs)	0.3	285	85.5	65.57%	$ 3,934.05	$ 13.80
Totals		395	130.4	100.00%	$ 6,000.00	
Late Fee (per license)	$100.00					

VII - A-2

Germantown Health Plan Actual 2014

2013 Ending balance **$514,806.38**

	January	February	March	April	May	June	July	August	September	October	November	December	Totals
Health Plan Premium Contribution*	126,089.75	126,089.75											252,179.50
Employee Contributions	14,823.80	14,917.82											29,741.62
Interest													0.00
SubTotal Revenue	140,913.55	141,007.57	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	281,921.12
Administrative Expense + Stop Loss**	34,377.16	33,087.21											67,464.37
HSA Contributions	12,187.50												12,187.50
Health Payment Sys AFI Fee	338.31	1,506.88											1,845.19
Health Claims & RX Paid ***	11,962.84	44,177.99											56,140.83
Sub Total Health Plan Expense	58,865.81	78,772.08	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	137,637.89
Revenues less Expense (Current Month)	82,047.74	62,235.49	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	144,283.23
Running Total (2013 + Current Year)	**596,854.12**	**659,089.61**	**659,089.61**	**659,089.61**	**659,089.61**	**659,089.61**	**659,089.61**	**659,089.61**	**659,089.61**	**659,089.61**	**659,089.61**	**659,089.61**	**659,089.61**
Pending Stop Loss Reimbursement													659,089.61
													0.00
2013 Claims Paid 2014 (Run-in)	*164,972.52*												*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	316,259.73
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 2014

2013 Ending balance **$57,561.13**

	January	February	March	April	May	June	July	August	September	October	November	December	Totals
Dental Plan Premium Contribution*	5,700.54	5,715.77											11,416.31
Interest													0.00
SubTotal Revenue	5,700.54	5,715.77	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11,416.31
Administrative Expense	235.00	232.50											467.50
Claims Paid	1,332.50	6,291.50											7,624.00
Sub Total Health Plan Expense	1,567.50	6,524.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,091.50
Revenues less Expense (current month)	4,133.04	(808.23)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,324.81
Running Total (2013 + current year)	**61,694.17**	**60,885.94**	**60,885.94**	**60,885.94**	**60,885.94**	**60,885.94**	**60,885.94**	**60,885.94**	**60,885.94**	**60,885.94**	**60,885.94**	**60,885.94**	**60,885.94**

2013 Claims Paid 2014 (Run in) *8,243.40*

VII - B

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 February	444.00	513.00	843.00	2,208.00	2,496.00	6,504.00
Year to date Interest						0.00
TOTAL 2014 COLLECTIONS	**444.00**	**513.00**	**843.00**	**2,208.00**	**2,496.00**	**6,504.00**
CURRENT YEAR TO DATE BALANCE	**28,708.16**	**20,352.95**	**19,586.69**	**61,820.22**	**169,398.39**	**299,866.41**
Less Transfers		**(11,000.00)**	**(11,000.00)**		**(52,132.81)**	**(74,132.81)**
Current Balance after Transfers	**28,708.16**	**9,352.95**	**8,586.69**	**61,820.22**	**117,265.58**	**225,733.60**

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
Halen Lot 13 Blackstone	148.00	171.00	281.00	736.00	832.00	0.00
TOTAL COLLECTED 2014	**444.00**	**513.00**	**843.00**	**2,208.00**	**2,496.00**	**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 March 10, 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 March 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 Item Description	Allocated to Project	2014 YTD Expendiuture	Balance Remaining	Project Complete	Amt to Reserve	February Budget 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
Squad Cameras - Carry Over 2014	10,965		10,965			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 Alt Bauer -(MMSD Grant $23,801 offset)	64,002		64,002			40-553-570-8310
Ash Tree Removal	25,000		25,000			40-553-570-8610
HIGHWAY DEPARTMENT						
Crack Fill Machine	45,000		45,000			40-542-570-8450
Fork Lift	20,000		20,000			↓
Patrol Truck (replace #424 - w/$8,000 trade-in)	175,000		175,000			40-542-570-8520
Iron Worker tool - cut/bend/fabricate Steel	30,000		30,000			40-542-570-8530
Asphalt Road Projects (carryover $11550 + $1,377,700 new) (+LRIP & Kleinmann	1,470,354		1,470,354			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 -	43,616		43,616			40-200-210-1100
Total Projects	3,205,431	0	3,205,431		0	

Cash On Hand

Cash Balance - Pool	451,240	
Cash Balance - TD Ameritrade	157,286	
New Debt Pending	2,604,000	
Offset Funding MMSD, Trade-in, etc, Fire Eng Sale		43,351
Carry over funds from General Reserce	304,000	
$$$ Available	3,516,525	

Committed Funds -

Senior Center Committed to future expense	11,938	+ Funds from sale of van $4,650.
Blackstone Spec Assmt	279,121	Use for Debt Service Offset
Refund DOT Freistadt Bridge Project	19,211	
	310,270	
$$$ Available for projects	**3,206,255**	
Project Balance	**-3,205,431**	
Non commited funds	$ 824	

VII - F

INSPECTION SERVICES
LETTERS OF CREDIT/OCCUPANCY BONDS

Mar-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
Old Town Inn N116 W15841 Main Street	None/Cash	$ 2,500.00	1	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
River Lane Holdings N116 W17877-79 Blackstone Cir	6/30/2014	$ 16,100.00		Park Bank Brookfield, WI 53005	No Auto Extension	2242014
Florian Park N111 W18611 Mequon Road	2/25/2015	$ 20,000.00		Royal Credit Union Eau Claire, WI 54702	No Auto Extension	4562655433

Notes:

1. $17,500 returned 2/13/14. Holding $2,500 for completion of deck & landscaping.

Village of Germantown
Letters of Credit

Finance Department and Department of Public Works

3/3/2014

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
Collateralization of funds held at US Bank US Bank	12/1/2014	4,000,000	Federal Home Loan Bank of Cincinnati	-	LOC No. 515297

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

3-5-14

Contract Expiration Date	Name of Company	Service or Product Provided	Is this a contract? lease? license?	Annual Cost of Contract	Department Negotiating/ Overseeing Contract
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
12-31-2014	General Communication	radio maintenance	contract	1,215.00	Buildings & Grounds
02-28-2015	Morphotrak	Fast ID maintenance	contract	442.23	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
Open	Arborscape	weed violation cutting services	contract	time & material	Community Development

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
03-01-2014	ISDN	Pri Centrex	contract	see pricing list	Finance