

VILLAGE OF GERMANTOWN
N112 W17001 MEQUON ROAD
GERMANTOWN, WI 53022

****AMENDED 5-23-14****

MEETING: **GENERAL GOVERNMENT & FINANCE COMMITTEE**

DATE AND TIME: **TUESDAY, May 27, 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:** April 15, 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. **UPDATE ON THE VILLAGE'S IT NEEDS – DISCUSSION WITH STEVE STORRS OF SCHULTZ-BERNSTEIN & ASSOCIATES – Discussion and Action.**
- VI. **NEW BUSINESS:**
 - ** A. **AUTHORIZATION TO FILL DEPUTY CLERK POSITION – CLERK'S OFFICE – Discussion and Action. ****
 - B. **REVIEW OF COMMITTEES UNDER SECTION 1 OF THE MUNICIPAL CODE TO POSSIBLY ELIMINATE AND/OR MODIFY COMMITTEES – Discussion and Action.**
 - C. **REVIEW OF BOARD OF HEALTH UNDER SECTION 11 OF THE MUNICIPAL CODE – Discussion and Action.**

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

- D. ***ORDINANCE ELIMINATING THE CABLE REVIEW COMMISSION UNDER SECTION 22 OF THE MUNICIPAL CODE – Discussion and Action.***
- E. ***AUTHORIZATION TO PAY INVOICE FOR 2014 SUMMER RECREATION GUIDE – Discussion and Action.***
- F. ***AUDITING SERVICES 2014 & 2015; BAKER TILLY VIRCHOW KRAUSE CONTRACT EXTENSION – Discussion and Action.***
- G. ***2014 BUDGET LINE ITEM TRANSFER; ALLOCATE CONTINGENCY FUNDS – Discussion and Action.***
- H. ***2014 BUDGET LINE ITEM TRANSFER; DATA PROCESSING WAGES TO CLERK'S DEPARTMENT AND DATA PROCESSING EXPENSE – Discussion and Action.***
- I. ***TIF #4 REIMBURSING WATER UTILITY FOR UNUSED LAND – 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, June 17, 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
April 15, 2014**

CALL TO ORDER: The meeting was called to order at 5:03 p.m. by Chairperson Zabel.

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

APPROVAL OF MINUTES: *Motion Kaminski, second Baum, to approve the minutes from the March 18, 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 Board Room audio/visual equipment and cable equipment. She stated that we are trying to finish the live stream of the Board meetings, a converter box was bought, the audio is good, the camera operators are learning the process, another party was contacted to help with the cable, and a quote for equipment from AT&T was requested.

CAPITAL OUTLAY PLAN (2011 – 2030): Administrator Schornack e-mailed the report in excel to committee members. He distributed an updated C.I.P. to the Committee for discussion. The Park & Recreation C.I.P. is part of the plan; several large items were removed; the main reason for a 20 year plan is replacement of fire trucks; and Department Directors follow the plan when completing their budgets.

Discussion followed on a 5 year plan; road improvements; the revaluation to be completed this year; and discussion will continue at future meetings on the plan through 2019.

UPDATE ON VILLAGE'S IT NEEDS: Administrator Schornack contacted other municipalities regarding their IT staffing and discussed the results with the Committee.

Finance Director Rath reviewed the services provided by the Village IT consultant; security issues; and requirements to keep up with technology.

Clerk Goeckner discussed the issues with cable, audio, and video equipment; computer problems; and noted that a part time consultant cannot keep up with all the issues in the Village. She reported that there have been over 60 IT request forms completed in the last few months.

Discussion continued, noting the need to move forward; if an IT employee could be shared with other municipalities; consultants are most up to date on technology; and the possibility of having a consultant present at the next meeting.

The Committee consensus was to request a consultant to attend the next Committee meeting.

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REPORTS:

Monthly Year to Date Financials:

Revenue and Expense Report – All Funds: Finance Director Rath reviewed the report with the Committee.

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

Impact Fees Financial Reports: Finance Director Rath reviewed the expenditure dates for the Police Department and Park & Recreation Department. Discussion followed on possible projects for use of the funds.

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

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

C.I.P. PROJECTS: Finance Director Rath reviewed the report with the Committee.

Letter of Credit Summaries: Building Inspection Department, Public Works Department, and Planning Department: No discussion.

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

NEXT MEETING: Tuesday, May 27, 2014 at 5:30 p.m.

ADJOURNMENT: There being no further business, the meeting adjourned at 6:00 p.m.

Respectfully Submitted,

Christine M. Micka, CMC/WCMC
Deputy Clerk

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

MEETING DATE: May 27, 2014

PLACEMENT: Unfinished Business

ITEM TITLE: IT Needs and Assessment Report
Steve Storrs - Schultz Bernstein & Assoc
Consultant

SUBMITTED BY: Kim Rath, Finance Director

SUMMARY EXPLANATION:

Steve Storrs of Schultz Bernstein & Assoc has been the IT Consultant for the Village for the past year. He has worked with our Police Department, Fire Department, Village Hall, Senior Center and DPW Building. He is present at the request of the committee to give an overview of the scope of his services, and to answer any questions.

ATTACHMENT: ORDINANCE ____ RESOLUTION ____ OTHER ____

RECOMMENDATION:

ACTION BY Committee

Survey of other cities regarding IT

Franklin-information from Brian Sajdak

Two IT contracted personnel full-time in City

Contractor: HBS out of Hartland, WI

If you hire a contractor you need an intermediary.

Richfield-Jim Mealy 262-628-2260 ext. 114 4-2-14

They use On-tech of Germantown to maintain server and computer

Used them for the last four years

Pay \$3,500 per year

Just switched to a keyless entry system that On-tech setup

Really happy

Jim suggested that we could maybe do a bulk agreement, would also be good PR

Jackson-John Walther 262-677-9001 ext. 12

Use a consultant, Bill Krusso of Pros 4 Technology bill@pros4technology.com

He comes in once a month

The owner, Bill Krusso, has 2 or 3 employees

John did not know how much they paid them.

Jackson has used them for a number of years.

Jackson does not televise

Jackson PD handles their own and have their own consultant

Trustees have laptops

Mequon-Lee Szymborski 262-236-2940

Did have a full-time IT director for 1 ½ years

Contract out with a person out of Illinois

The IT consultant also does the police department IT work

IT consultant works 900 hours per year and gets paid a little over \$100 per hour

City also contracts with SPSI for running wires, the IT consultant oversees SPSI

IT consultant reports directly to the Finance Director

Mequon has used this IT consultant for 5 or 6 years

Lee worked with this IT consultant when Lee worked in Illinois

The name of their IT consultant company is Advocate out of Elgin, Illinois

1.271 SENIOR CENTER DIRECTOR. (Cr. Ord. #5-05)

- (1) **SELECTION.** See section 1.03 of this chapter.
- (2) **DUTIES.** The Senior Center Director shall plan, organize, supervise, coordinate and participate in work involving the operation of the senior center, senior programs and activities for the Village.

1.28 LIBRARY DIRECTOR.

- (1) **SELECTION.** (Rep. & Recr. Ord. #3-88) See section 1.03 of this chapter.
- (2) **DUTIES.** The Library Director shall direct, plan, supervise and participate in work involving the operation of the library.

SUBCHAPTER II: BOARDS AND COMMISSIONS**1.29 PLAN COMMISSION.** (Am. Ord. #6-89)

- (1) **MEMBERSHIP.** (Am. Ord. #7-98; Am. Ord. #13-99; Am. Ord. #23-99; Am. Ord. #07-07; Am. Ord. #33-07) The Plan Commission shall consist of at least 7 regular members who shall receive such compensation as the Village Board determines, as follows. One regular member shall be the Village President who shall be the Chairman. One regular member shall be a Trustee elected annually by a majority vote of the Village Board at the organizational meeting in April. The other regular members shall be citizen members of recognized experience and qualifications appointed by the Village President, subject to confirmation by the Village Board; the citizen members shall serve for staggered 3-year terms with each term commencing May 1, except that, for the purpose of preserving 3-year staggered terms, in 2007 the citizen appointee for the position previously filled by Chairman of the Park and Recreation Commission shall be appointed to an initial one-year term, and the citizen appointee for the position previously filled by the Village Engineer, shall be appointed for an initial 2-year term. In the event that there is a lack of quorum of the Plan Commission due to absence or recusal of any member, any Trustee may temporarily sit on the Plan Commission in order to create a quorum and permit business to be transacted.
- (2) **POWERS AND DUTIES.** The Plan Commission shall have the powers and duties prescribed in §62.23, Wis. Stats., and such other powers and duties as shall be vested in the Commission from time to time by the Village Board.

State law references—Village planning, Wis. Stats. §§ 61.35, 62.23.

1.30 BOARD OF ZONING APPEALS.**(1) MEMBERSHIP.**

- (a) The Board of Zoning Appeals shall consist of 5 members appointed by the Village President, subject to confirmation by the Village Board, for staggered terms of 3 years.
- (b) Two alternate members shall be appointed by the Village President for terms of 3 years and shall act only when a regular member is absent or refuses to vote because of interest.
- (c) The Zoning Administrator and the Building Inspector shall attend all meetings, upon request, to provide technical assistance as requested by the Board of Zoning Appeals.

(2) OFFICERS.

- (a) Chairman. The Village President shall designate the Chairman of the Board.
- (b) Secretary. The Village Clerk or Deputy Clerk shall serve as Secretary to the Board.

- (3) **POWERS AND DUTIES.** The Board of Zoning Appeals shall have the powers and duties prescribed in §62.23(7)(e), Wis. Stats.

State law references—Board of zoning appeals, Wis. Stats. §§ 61.35, 62.23(7)(e).

1.31 BOARD OF REVIEW.

- (1) **MEMBERSHIP.** (Rep. & Recr. Ord. #26-87; Am. Ord. #10-04) The Board of Review shall consist of 5 regular members and 2 alternate members, who shall be residents of the Village, none of whom shall occupy any public office of or be publicly employed by the Village. The members shall be appointed by the Village President, subject to confirmation by the Village Board, for staggered 5-year terms. Pursuant to §§70.47(6m)(c) and 70.46(1), Wis. Stats., alternate members shall act only in the event a standing board member of the Board of Review is removed or unable to serve for any reason. Whenever possible, the membership of the Board shall include a licensed real estate broker and a person employed by a financial lending institution. The Village Clerk shall act as the Clerk of the Board and shall keep accurate records of all its proceedings.
- (2) **POWERS AND DUTIES.** The Board shall have the powers and duties prescribed in §70.47, Wis. Stats.
- (3) **COMPENSATION.** (Cr. Ord. #26-87) Board members shall be paid \$50.00 per diem for each day the Board is in session.

State law reference—Board of review, Wis. Stats. § 70.46 et seq.

1.32 POLICE AND FIRE COMMISSION.

- (1) **MEMBERSHIP.** The Police and Fire Commission shall consist of 5 citizens, one member to be appointed by the Village President annually between the last Monday of April and the first Monday of May for a term of 5 years.
- (2) **POWERS AND DUTIES.** The Commission shall have the powers and duties prescribed in §62.13, Wis. Stats.

State law reference—Board of Police and Fire Commissioners authorized, Wis. Stats. § 61.65(3g)(a).

1.33 PARKS AND RECREATION COMMISSION.

- (1) **MEMBERSHIP.** (Am. Ord. #22-97; Am. Ord. #07-07; Am. Ord. #10-09) The Park and Recreation Commission shall consist of 7 members. The Village Board shall appoint one of its members to the Commission. The Director shall serve as an ex officio nonvoting member. The Board shall appoint the other members as follows: a Chairperson; one from the Germantown School Board designated by the Board to represent the District for a period of one year commencing May 1 of one year and expiring on April 30 of the following year, subject to Village Board approval; and 4 members who are residents of the Village. All appointments, as required, shall be made at the organizational meeting in April by the Village President, subject to confirmation by the Village Board. Except for the Village Trustee and School Board Representative who are appointed annually, all appointments shall be for a 3-year term. In the event of a vacancy, the Village Board shall appoint a member for the unexpired term. If the vacancy is a school district representative, the representative's school board shall appoint a replacement for the unexpired term, subject to Village Board approval. A vacancy shall occur upon the death of a member, moving out of the village, any verbal or written resignation or 3 consecutive unexcused absences. The Chairperson of the Commission shall notify the Village Board, school district, or both, when a vacancy occurs.
- (2) **POWERS AND DUTIES.** (Am. Ord. #21-98) The Commission shall periodically review the Village Outdoor Recreation Plan and make recommendations to the Village Board relating to the acquisition and development of Village parks and recreational facilities, recommend to the Village Board the application of State and Federal grant programs, recommend to the Village Board police procedures and fees pertaining to Village park and recreational facilities, establish policies with the cooperation of the Public Works Department relating to the maintenance and operation of Village park and recreational facilities, and make recommendations to the

Village Board relating to the Village tree planting policy and, with the cooperation of the Public Works Department, carry out said policy. The Commission shall have the general supervision of recreation in the Village and shall operate and maintain all community recreation centers, playgrounds or other areas which shall be assigned to it by the Village Board. The Commission shall recommend to the Village Board the policies and procedures for management of all such places of recreation. The Commission shall generally direct the activities of the Director of Parks and Recreation for the Village and, with the approval of the Village Administrator, may hire employees it deems necessary to carry out its responsibilities. It is the intent of the Village Board that the Commission promote recreation in its broadest aspects and toward this end shall cooperate with existing recreational programs under the auspices of schools or semipublic groups within the Village.

1.34 LIBRARY BOARD.

- (1) **MEMBERSHIP.** (Am. Ord. #21-95) The Library Board shall consist of 7 members who shall be appointed by the Village President, subject to confirmation by the Village Board. One of such members shall be the Germantown School District Administrator or his representative, one shall be a Village Trustee, and 5 shall be residents of the Village. All members shall serve 3-year terms, such terms to be staggered from July 1, except that the Village Trustee shall serve during his term in office. If the Trustee leaves his elected position on the Village Board during his term on the Library Board, his position on the Library Board shall automatically terminate upon his leaving office and the Village President shall appoint a replacement to fill the unexpired term.
- (2) **POWERS AND DUTIES.** The Library Board shall have the powers and duties prescribed in §43.58, Wis. Stats. The Board shall consult with the Village Administrator for the purpose of coordinating library personnel policies with general Village personnel policies.

State law reference—Library board, Wis. Stats. § 43.54.

1.35 BOARD OF HEALTH.

- (1) **MEMBERSHIP.** (Rep. & Rec. Ord. #14-99; Am. Ord. #08-09) The Board of Health shall consist of the Public Safety Committee.
- (2) **POWERS AND DUTIES.** The Board of Health shall have such powers and duties prescribed in §141.015, Wis. Stats., and this Code.

State law reference—Local boards of health, Wis. Stats. § 251.03.

1.36 ADMINISTRATIVE REVIEW APPEALS BOARD.

- (1) **MEMBERSHIP.** The Administrative Review Appeals Board shall consist of the Village President, a Trustee and one citizen member. The Trustee member shall be appointed annually by the Village President, subject to confirmation by the Village Board. The citizen member shall be appointed by the Village President, subject to confirmation by the Village Board, for a 3-year term.
- (2) **POWERS AND DUTIES.** See section 20.05(2) of this Code.

1.37 BUILDING CONSTRUCTION OVERSIGHT COMMITTEE. (Cr. Ord. #25-09)

- (1) **CREATION.** There is hereby created a Building Construction Oversight Committee.
- (2) **MEMBERSHIP, APPOINTMENT AND TERM.** (Am. Ord. #18-10) The Committee shall be appointed by the Village President and confirmed by the Village Board. The Committee shall consist of 4 members, including:
 - (a) Two Village Trustees, whose committee terms shall be coterminous with their terms as Trustees;
 - (b) A member of the public residing in the Village, who shall possess recognized or demonstrated architectural, or construction management skills, and whose term shall expire 2 years from the first day of May next succeeding his or her appointment;
 - (c) The agency chief or department director for the affected Village agency or department, or if the Village as a whole, the Administrator, who shall serve for the duration of that agency or department's building project.
 - (d) The chairperson of the committee shall be designated from among the confirmed committee members by the Village President.
 - (e) Then Committee may call upon the services of the Village Building Inspector or the Village Engineer in a consulting capacity.
- (3) **POWERS AND DUTIES.** The Committee shall play a consultative and oversight role with respect to any project to build or expansively reconstruct or remodel a Village building, and shall report directly to the Village Board. In such capacity it shall:
 - (a) Consult with the Village and/or any village agency or department which may have need of construction or remodeling of building facilities in order to assess need, formulate preliminary project

definition and parameters, coordinate conceptualization of the project, and assist the Village, agency or department in presenting an overview and making recommendations to the Village Board.

- (b) Participate in the project development and planning, including interfacing with staff and consultants and overseeing engineering, design, and creation of detailed plans and specifications, and cost assessment and development of financing options, in order to formulate detailed final recommendations to the Village Board.
- (c) Utilize the assistance of Staff, such as the Finance Director, Planner, or Village Attorney, as may be required.
- (4) **MEETINGS AND QUORUM.** The Committee shall meet as the need arises, at the call of the Chairman.

1.371 GERMANTOWN COMMUNITY DEVELOPMENT AUTHORITY.

(Cr. Ord. #12-85; Am. Ord. #09-07)

- (1) **DECLARATION OF NECESSITY.** It is hereby determined that there is a need in the Village to:
 - (a) Eliminate "blighted areas" as that term is defined in the Wisconsin Statutes.

- (b) Eliminate dilapidated, deteriorated and obsolete structures and buildings which are detrimental to the health, safety and general welfare of the community.
 - (c) Undertake community development programs and projects.
- (2) **AUTHORITY CREATED.** There is hereby created, in accordance with §§66.1339 and 66.1335, Wis. Stats., the Germantown Community Development Authority which shall be a separate body politic having the purposes, powers and duties granted to such bodies by §66.1335, Wis. Stats.
- (3) **ADDITIONAL DUTIES.** The Germantown Community Development Authority is also authorized to act as the agent of the Village in planning and carrying out community development programs and activities approved by the Village President and the Village Board under the Federal Housing and Community Development Act of 1974, and as agent to perform all acts, except the development of the general plan of the Village, which may be otherwise performed by the Plan Commission under §§66.1301 to 66.1327, 66.1331, 66.1337 or 66.1105, Wis. Stats.
- (4) **APPOINTMENT OF MEMBERS.** (Am. Ord. #13-07) The Village President shall, with the confirmation of the Village Board, appoint 7 persons having knowledge and ability in the fields of community renewal, development and housing to serve as commissioners of the Authority.
- (a) Two of the commissioners shall be members of the Village Board and shall serve during their term of office as Village Board members.
 - (b) The first appointments of the 5 non-Board members shall be 2 for one-year terms and one each for terms of 2, 3 and 4 years. Thereafter the terms of non-Board members shall be 4 years and until their successors are appointed and qualify.
 - (c) Vacancies shall be filled for unexpired terms as provided in this subsection.
 - (d) Commissioners shall be reimbursed their actual and necessary expenses, including local travel expenses incurred in the discharge of their duties, but shall receive no other compensation.
 - (e) The President shall designate the Chairman annually from among the members.

State law references—Community development authorities, Wis. Stats. §§ 66.1335, 66.1339.

1.372 SENIOR CENTER ADVISORY COMMITTEE. (Cr. Ord. #36-03)

- (1) **MEMBERSHIP.** (Am. Ord. #12-06) The Senior Center Advisory Committee shall consist of 7 [6] members, as follows: a non-club citizen resident of the Village, a Senior Club member who shall be a Village resident, the Senior Center Director who shall be an ex officio member, and 3 Village Trustees. All non-ex officio committee members shall be appointed by the Village President, subject to confirmation by the Village Board.
- (2) **TERMS.** The terms of the non-ex officio committee members shall be staggered 2-year terms, and until a successor is duly appointed; however, if a citizen member shall remove from the Village, or a Trustee member shall no longer serve in that office, such seat shall be vacant, and subject to reappointment for the remainder of the unexpired term.
- (3) **POWERS AND DUTIES.** The committee shall meet regularly, and not less frequently than quarterly, to oversee operation of the Senior Center, and shall advise the Village Board of Trustees regarding the operations and programs of the Senior Center and recommended governing policy.
- (4) **ADMINISTRATION.**
 - (a) The Senior Center Director shall work under the supervision of the Village Administrator, and shall be responsible for scheduling and supervision of the Center building use.
 - (b) The Director shall be responsible for revenues and expenditures in the Senior Center budget, which shall be appropriated as an independent departmental budget. All fees collected from senior programs and building rentals shall be credited to the Senior Center budget. Building maintenance shall be the responsibility of the Buildings and Grounds Superintendent, and internal charges shall be made for such services to the Senior Center budget to the same extent as is the case with independent departments of the Village.
 - (c) Financial transactions of the Center shall be audited on an annual basis in conjunction with the general Village audit.

1.373 HEALTH INSURANCE ADVISORY COMMITTEE. (Cr. Ord. #29-92)

- (1) **MEMBERSHIP.** The Health Insurance Advisory Committee shall consist of 6 Village employees and one citizen member. The 6 employee members shall include a police officer, a sergeant, a telecommunicator Police Department employee, a DPW Highway employee, a Village supervisor employee and a Village administrative employee. The Village President shall appoint the citizen member and, upon the recommendation of the respective employee organizations or groups, the Village employee mem-

bers. All appointments shall be subject to the confirmation of the Village Board. The Village Administrator shall serve as secretary-coordinator of the Committee.

- (2) **TERMS.** The terms of the Committee members shall be staggered 3-year terms. However, the membership of employee members shall be contingent upon continued Village employment.
- (3) **POWERS AND DUTIES.** The Committee shall meet periodically at the call of the Chairperson to review the coverage under the Village Self-Insured Health Plan. After reviewing recent refused or reduced claims of the Village officers and employees, the Committee shall evaluate such claims in light of changes in medically accepted practices and policies. Recommendations relating to the health plan benefits shall be made to the General Government and Finance Committee. Such recommended changes shall include an evaluation of the impact of implementing such changes upon Village employees and the reserve fund of the Village health plan.

1.374 CABLE REVIEW COMMISSION. (Cr. Ord. #44-94)

- (1) **MEMBERSHIP.** (Rep. & Recr. Ord. #14-99) The Cable Review Commission shall consist of the General Government and Finance Committee.
- (2) **POWERS AND DUTIES.** See section 22.24(2) of this Code.

1.375 APPOINTMENT AND CONFIRMATION OF BOARD AND COMMISSION MEMBERS. (Cr. Ord. #13-96, Eff. 4-15-97)

- (1) **STATUS OF UNCONFIRMED APPOINTEES.** In the event that a Village appointee to a Village board or commission requiring Village Board confirmation is not confirmed, that appointee shall be ineligible for appointment to the same office for one year thereafter.
- (2) **SECOND APPOINTMENT REQUIRED.** When an appointee fails to receive Village Board confirmation, the Village President shall, within 60 days, make a new appointment and submit the same to the Village Board.

1.376 UTILITY ADVISORY COMMITTEE. (Cr. Ord. #40-04)

- (1) **CREATION.** There is hereby recreated a Utility Advisory Committee of the Village of Germantown.
- (2) **MEMBERSHIP.** The Utility Advisory Committee shall consist of 5 regular members and 2 alternate members, appointed by the Village President, and subject to confirmation by majority vote of all of the members of the Village Board. Appointees shall be selected based upon knowledgeable background credentials, including, if possible, at least 2 members who possess engineering or mechanical experience, and one member who possesses public finance or accounting background. One

member shall be a sitting Village Trustee from the Public Works Committee. An alternate member shall act with full power in the absence of a regular member of the Committee.

- (3) **TERM OF OFFICE.** The term of office of the Village Trustee member shall be one year. Citizen members shall be appointed for staggered terms, with initial terms to be 2 members appointed for one year, 2 members appointed for 2 years, and 2 members appointed for 3 years. Thereafter, all citizen member terms shall be 3 years.
- (4) **CHAIRMAN.** The Village President shall designate one of the regular members of the Committee to serve as Chairman. The Committee may designate such other officers as it shall deem necessary or advisable.
- (5) **QUORUM.** Four members shall constitute a quorum for transaction of business of the Utility Advisory Committee.
- (6) **MEETINGS.** Meetings of the Utility Advisory Committee shall occur not less frequently than monthly, and additionally at the call of the chairman, or a majority of the members of the Committee. All meetings shall comply with the Wisconsin Open Meetings Law, and be open to the public, except in so far as such law permits otherwise.
- (7) **DUTIES.**
 - (a) The Committee shall keep minutes of its proceedings, showing the vote of each member upon each question, or if absent or failing to vote indicating such fact, and shall keep records of its official action, all of which shall be filed in the office of the Village Clerk and shall be a public record.
 - (b) The Committee shall render such advice, recommendations and reports to the Public Works and Highways Committee as it may deem prudent and appropriate, or as the Public Works and Highways Committee shall request, regarding the management, policy, operations, programming and capital planning for the public utilities of the Village of Germantown.
- (8) **STAFFING.** The Committee may request the Director of Public Works or his designee, to attend meetings of the Committee. The utility advisory secretary shall act as recording secretary to the Committee.
- (9) **AUTHORITY.** The Utility Advisory Committee's authority shall be solely limited to forwarding suggestions and information to the Public Works Committee which may utilize this input for developing policies and strategies which are forwarded to the Village Board for approval, when necessary.

**1.377 DAY AND TIME OF MEETINGS OF PLAN COMMISSION AND
STANDING COMMITTEES OF THE VILLAGE BOARD,** (Cr. Ord.
#31-05)

In order that the function of the Plan Commission and the Standing Committees of the Village Board are adequately addressed, to promote efficiency and to provide for accessibility of the institutions of local government by the public, the Village Board may, from time to time by resolution, establish the day and time when the meetings of the Plan Commission and the various Standing Committees shall be held.

1.378 GERMANTOWN TOURISM AND BETTERMENT COMMITTEE.
(Cr. Ord. #08-07; Am. Ord. #20-07; Am. Ord. #25-07)

- (1) **MEMBERSHIP.** The Germantown Tourism and Betterment Committee is hereby reconstituted, and shall consist of a minimum of 5 members, who shall be appointed by the President and confirmed by the Village Board. The President shall designate the Chairman annually from among the members. One of the members shall be a Trustee, one a motel representative (when possible) and the remaining members shall be citizen members who are committed to the mission of fostering and promoting tourism and economic and aesthetic betterment of the community.
- (2) **TERM.** The term of the Trustee member shall be co-terminus with his/her trustee term. In the year in which this section is enacted, 2 citizen members shall be appointed for terms of one year, and the remaining 2 citizen members shall be appointed for terms of 2 years and 3 years respectively. After the initial term, each of the citizen members shall serve for a 3-year term with each term commencing May 1.
- (3) **POWERS AND DUTIES.** The Committee shall develop and promulgate simple and straightforward substantive and procedural guidelines for its ranking, prioritization and awarding of funding requests, and may amend the same from time to time. Guidelines and amendments shall be submitted to the Village Board for approval. The Committee shall review all applications for tourism and betterment funds, applying the guidelines, and shall make awards of grants of up to \$2,500.00, and shall make recommendations to the Village Board for grants over \$2,500.00.

1.379 ECONOMIC DEVELOPMENT COMMISSION. (Cr. Ord. #16-07)

- (1) **CREATION AND PURPOSE.** There is hereby created an Economic Development Commission of the Village of Germantown, the purpose of which shall be to stimulate and encourage economic development in the Village.

- (2) **MEMBERSHIP.** The Economic Development Commission shall consist of 7 voting members, who must be Germantown residents, business owners or community leaders appointed by the Village President, and confirmed by a majority vote of the Village Board. The Village President shall appoint the Chairman.
- (3) **TERM OF OFFICE.**
- (a) Two of the appointed Commissioners shall be members of the Village Board and shall serve during their term of office as Village Board members.
 - (b) The first appointments of the 5 non-Board members shall be 2 for terms expiring on April 30, 2008, 2 for terms expiring on April 30, 2009, and one for a term expiring April 30, 2010.
 - (c) Thereafter, appointments shall be made as of the annual organizational meeting, and the terms of non-Board members shall be 3 years and until their successors are appointed and qualify.
 - (d) Members shall be reimbursed their actual and necessary expenses, including local travel expenses incurred in the discharge of their duties, but shall receive no other compensation.
- (4) **MEETINGS.** The Commission shall conduct its meetings at scheduled times and places as shall be determined by the call of the Chairman. Written notice of all meetings and agendas shall be delivered to each Commission member at least 48 hours in advance of said meeting, in such form as will reasonably apprise the Commission members, the Village Board, the public and the press of the date, time and subject matter that is intended for consideration and action at the meeting. Minutes and recommendations of the Commission shall be submitted to the Village Board.
- (5) **POWERS AND DUTIES.** The Economic Development Commission shall have the following powers and duties:
- (a) Formulate, manage and administer the Village's economic development program, carrying out short-range and long-range elements of the program.
 - (b) Recommend an annual budget for its activities and programs.
 - (c) As called upon, serve in an advisory role to the Planning Commission and Village Board on matters relevant to economic development in the Village.

- (d) Engage in policy deliberations relative to economic development activities, such as business park development and marketing, and make policy recommendations to the Village Board.

Editor's note—Section I of Ord. No. 16-07, adopted Aug. 20, 2007, enacted provisions designated as § 1.378. Inasmuch as there already exists a section so designated, to avoid duplication of numbers, said provisions have been redesignated as § 1.379.

SUBCHAPTER III: ELECTIONS AND POLITICAL BOUNDARIES*

1.38 VILLAGE CLERK'S ELECTION DUTIES.

As provided in §7.15, Wis. Stats., the Village Clerk shall have charge of and supervise all elections held in the Village.

1.39 ELECTION OFFICIALS; APPOINTMENT, DUTIES AND POWERS. (Rep. & Recr. Ord. #2-88; Am. Ord. #30-96)

- (1) Election officials for each polling place shall be appointed pursuant to §§7.30, 7.31 and 7.32, Wis. Stats. Such election officials shall have all of the powers and perform all of the duties prescribed for such officers by the statutes. Inspectors shall serve as clerks of election as may be necessary.
- (2) The Village Clerk is authorized to select alternate officials or 2 sets of officials to work at different times on election day.
- (3) The Village Clerk may reduce the number of election officials for any given election to not less than 3.

State law reference—Election officials generally, Wis. Stats. § 7.30 et seq.

1.40 NOMINATION OF ELECTED VILLAGE OFFICIALS. (Am. Ord. #12-02)

All candidates for elective Village office shall file nomination papers pursuant to §8.05(4)(b), Wis. Stats. Whenever the number of candidates for an elective office exceeds twice the number to be elected to the office, a nonpartisan Spring Primary Election shall be held on the third Tuesday in February, or on such other day as may be designated by the State of Wisconsin as the Spring Primary Election day for that year.

1.41 ELECTOR REGISTRATION REQUIRED.

The registration of all Village electors is required as provided in §§6.26 to 6.57, Wis. Stats.

***State law reference**—Elections, Wis. Stats. chs. 5—12.

11.01 BOARD OF HEALTH.

- (1) **DUTIES.** (Am. Ord. #08-09) The Board of Health of the Village shall assume the general administration of health and sanitation laws and regulations in the Village, and attend to the administration and enforcement of the health laws of the State and the rules and regulations prescribed by the State Department of Health and Social Services and the ordinances of the Village.
- (2) **POWERS.** The Board shall take such measures and make such rules and regulations as shall be necessary and effectual for the preservation and promotion of the public health in the Village. All orders and regulations of the Board shall be published in the official newspaper and, after publication, shall have the force and effect of ordinances, including penalty for violation.

State law reference—Local boards of health, Wis. Stats. § 251.03.

11.02 RESERVED. (Rep. Ord. #08-09)**11.03 RULES AND REGULATIONS.** (Am. Ord. #08-09)

The Board of Health may make reasonable and general rules for the enforcement of the provisions of this chapter and for the prevention of health nuisances and the protection of the public health and welfare and may, where appropriate, require the issuance of licenses and permits. All such requirements, when approved by the Village Board, shall have the same effect as ordinances, and any person who shall violate any of such regulations and any lawful order of the Board of Health shall be subject to a penalty as provided in section 25.04 of this Code.

11.04 HEALTH NUISANCES, ABATEMENT. (Am. Ord. #08-09)

The Board of Health may abate health nuisances in accordance with §146.14, Wis. Stats., which is adopted by reference and made a part of this chapter as if fully set forth herein.

11.05 RESERVED. (Rep. Ord. #08-09)**11.06 SALE AND DISPLAY OF ANIMALS.**

- (1) **SALE OF CERTAIN ANIMALS PROHIBITED.**
 - (a) Stuffed Animals. No person shall sell dead, stuffed birds or animals as novelties which have been preserved with arsenicals or any other substance toxic to humans.
 - (b) Turtles. No person shall sell live turtles as pets or novelties.

specifically provided or otherwise existing or given may be exercised from time to time and as often and in such order as may be deemed expedient by the Village in its sole judgment and discretion, and the exercise of one or more rights or remedies shall not be deemed a waiver of the right to exercise at the same time or thereafter any other right or remedy nor shall any such delay or omission be construed to be a waiver of or acquiescence to any default. The exercise of any such right or remedy by the Village shall not release the Grantee from its obligations or any liability under this chapter, a franchise or a franchise agreement.

22.24 CABLE REVIEW COMMISSION.

- (1) **MEMBERSHIP AND TERMS.** (Rep. & Recr. Ord. #14-99) The Cable Review Commission shall consist of the General Government & Finance Committee of the Village Board.
- (2) **POWERS AND DUTIES.** The Commission shall have the following powers and duties:
 - (a) Attempt to resolve disputes or disagreements between subscribers and Grantee in the event the subscriber and Grantee are unable to resolve their dispute or disagreement.
 - (b) Review and audit reports submitted to the Village as required by this chapter. Review rules and regulations established by Grantee as permitted by this chapter.
 - (c) Assure that all tariffs, rates and rules pertinent to the operation of the system are made available for inspection by the public at reasonable hours and upon reasonable request.
 - (d) Solicit comments from subscribers and make recommendations to the Village Board to insure compliance with this chapter.
 - (e) Make recommendations to the Grantee and to subscribers regarding public, educational and governmental access channels.
 - (f) Perform such other duties and functions as may be assigned from time to time by the Village Board.

22.25 UNAUTHORIZED CONNECTIONS AND MODIFICATIONS.

- (1) It shall be unlawful for any person, without the express consent of the Grantee, to make or possess, or to assist in making or possessing, any connection, extension or division, whether physically, acoustically, inductively, electronically or otherwise, with or to any segment of a system.
- (2) It shall be unlawful for any person to willfully interfere with, tamper with, remove, obstruct or damage any part or segment of a system for any

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

MEETING DATE: May 27, 2014

AGENDA ITEM: New Business

ITEM TITLE: Authorization to pay invoice for 2014 Summer Recreation Guide

SUBMITTED BY: Justin Casperson, Park & Recreation Director

SUMMARY EXPLANATION:

Typically General Government and Finance Committee does not approve printing costs associated with the Park and Recreation Department's 'Recreation Guide'. Approval is required this time because the Department printed additional guides in an attempt to capture more people in the Richfield, Hubertus & Colgate areas. These areas are in the School District boundaries and frequent users of recreation programs. Our goal is increase marketing to these areas which will be off set with increased revenues.

ATTACHMENT:

American Litho Invoice

RECOMMENDATION:

To approve the payment of the American Litho invoice in the amount of \$4,672.50 out of account 10-552-530-7600.



AMERICAN LITHO

www.amerlitho.com (414) 342-5050 • Fax (414) 342-9950 FSC SCS-COC-002671

530 North 22nd St., Milwaukee, WI 53233

INVOICE

INVOICE NUMBER 247040-01

JOB NUMBER 247040

FILE NUMBER

INVOICE DATE 04-17-14

SHIPPING DATE 04-11-14

SOLD TO:

1131
GERMANTOWN PARK & RECREATION
VILLAGE OF GERMANTOWN
N112 W17001 MEQUON ROAD
P.O. BOX 337
GERMANTOWN WI 53022-0337

SHIP TO:

1131
GERMANTOWN PARK & RECREATION
VILLAGE OF GERMANTOWN
N112 W17001 MEQUON ROAD
P.O. BOX 337
GERMANTOWN WI 53022-0337

PURCHASE ORDER NUMBER		SALESPERSON	SHIP VIA	TAX EXEMPT NUMBER
		GEORGE TAMMS	OUR TRUCK	VILLAGE
QUANTITY	DESCRIPTION			AMOUNT
14.500	GERMANTOWN P&R SUMMER 2014			
	56PGS+CVR 14,500 COPIES			
	CVR:4/4 INS:4/C FLT 1 BAL 2/2			
	CVR:70#GLOS TXT INS:35# GRDWD			
	8.25X10.75 RTE SORT MAIL DEL			
	COPIES			4,672.50

SUBTOTAL				4,672.50

10-552-530-7000 JC

1% PER MONTH SERVICE CHARGE ADDED AFTER DUE DATE

TERMS: NET 30

INVOICE TOTAL

4,672.50

PLEASE RETURN ONE COPY WITH REMITTANCE

**BUSINESS OF
THE GENERAL GOVERNMENT & FINANCE COMMITTEE
& VILLAGE BOARD OF THE VILLAGE OF GERMANTOWN**

MEETING DATE:

May 27, 2014 - GGF
June 2, 2014 - VB

ITEM TITLE:

Auditing Services 2014 & 2015
Contract Extension - Baker Tilly Virchow Krause,
LLP

SUBMITTED BY:

Kim Rath, Finance Director

SUMMARY EXPLANATION:

Our contract for auditing services will expire with the 2013 audit. Current policy states that the village will request proposals from qualified auditing firms every four to six years. The engagement with the chosen audit firm will be for a four year period, with an option for two one year extensions at the discretion of the Village Board. Attached is a proposal from Baker Tilly Virchow Krause for 2014 & 2015. Baker Tilly Virchow Krause has been the auditing firm of the village since 1989.

The Finance Department has come to rely on their professionalism and expertise. They've been instrumental in helping us understand and implement new GFOA practices and rules. They are a constant resource throughout the year for questions not just relating to the audit, but accounting questions, journal entry, impact fees, water and sewer rates and changing regulation at the state level and from the PSC.

ATTACHMENT: ORDINANCE____ RESOLUTION ____ OTHER xx____

RECOMMENDATION:

Approval -

ACTION BY Committee

ACCOUNTING, AUDITING AND FINANCIAL REPORTING POLICIES

1. An annual audit of the Village's financial records will be conducted by a licensed, independent certified public accounting firm.
2. The Village will request proposals from qualified auditing firms every four to six years. The engagement with the chosen audit firm will be for a four year period, with an option for two one year extensions at the discretion of the Village Board.
3. Auditing proposals will be evaluated in such a manner that not less than 75 percent of the decision will be based on experience and technical qualifications, with the remainder of the decision based on cost.
4. The Finance Department will be responsible for preparation of the Comprehensive Annual Financial Report. The general purpose financial statements will be subject to the annual audit, with the combining individual fund and account group financial statements and schedules limited to "in relation to" audit coverage.
5. The Village will submit its Comprehensive Annual Financial Report to the Government Finance Officers Association (GFOA) to determine its eligibility to receive the GFOA's Certificate of Achievement for Excellence in Financial Reporting.



BAKER TILLY

Baker Tilly Virchow Krause, LLP
Ten Terrace Ct, PO Box 7398
Madison, WI 53707-7398
tel 608 249 6622
fax 608 249 8532
bakertilly.com

May 16, 2014

Ms. Kim Rath
Finance Director
Village of Germantown
N112 W17001 Mequon Road
Germantown, WI 53022

Dear Kim:

Thank you for providing us an opportunity to submit a quote for the village's professional auditing services for the fiscal years ending December 31, 2014 and 2015. As you know, the current agreement allows the village to extend the contract for two additional years beyond the December 31, 2013 audit. Per your request, fees for audit services will be as follows:

<u>Fiscal Year</u>		<u>Village</u>		<u>Utilities</u>		<u>Total</u>
2014	\$	29,500	\$	12,600	\$	42,100
2015	\$	29,900	\$	12,800	\$	42,700

We enjoy working with the village and look forward to our continued relationship. Please contact Vicki Hellenbrand at 608 240 2387 or vicki.hellenbrand@bakertilly.com with any questions or concerns.

Sincerely,

Baker Tilly Virchow Krause, LLP

BAKER TILLY VIRCHOW KRAUSE, LLP

Ms. Kim Rath, Finance Director
Village of Germantown

November 16, 2010
Page 6

Changes to our audit procedures resulting in increased hours and expense could result from the current credit crisis and economic conditions. Examples of issues we have seen include unexpected asset impairment analysis, liquidity and going concern evaluations, debt covenant violations, inventory lower of cost or market declines, customer credit risk issues, and increased risk of employee fraud, to name a few. If these issues or others are identified which increase our level of service effort and cause revisions in the scope of our work, we will discuss these with you before incurring additional time and effort. We will, of course, solicit the efforts of you and your staff to minimize the impact these incremental efforts will have on the fees.

Revisions to the scope of our work due to delays in the issuance of the audit report or increased procedures as a result of the current credit crisis and economic conditions will be set forth in the form of an "Amendment to Existing Engagement Letter."

Year	Village Funds	Utility Funds	Totals
2010	\$26,905	\$11,530	\$38,435
2011	27,575	11,815	39,390
2012	28,265	12,115	40,380
2013	28,975	12,415	41,390

Invoices for these fees will be rendered each month as work progresses and are payable on presentation. A charge of 1.5% per month shall be imposed on accounts not paid within 30 days of receipt of our statement for services provided. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notice of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination.

We may use temporary contract staff to perform certain tasks on your engagement and will bill for that time at the rate that corresponds to Baker Tilly staff providing a similar level of service. Upon request, we will be happy to provide details on training, supervision, and billing arrangements we use in connection with these professionals.

Our fees are based on known circumstances at the time of this agreement. Should circumstances change significantly during the course of this engagement, we will discuss with you the need for any revised audit fees. This can result from changes at your organization, such as the turnover of key accounting staff, the addition of new funds or significant federal or state programs, or changes that affect the amount of audit effort from external sources, such as new accounting and auditing standards that become effective that increase the scope of our audit procedures. This agreement currently includes all auditing standards through Statement on Auditing Standards (SAS) No. 117 – "Compliance Audits," all accounting standards through Governmental Accounting Standards Board (GASB) No. 58 – "*Accounting and Financial Reporting for Chapter 9 Bankruptcies*," excluding GASB No. 54 – "*Fund Balance Reporting and Government Fund Type Definitions*," and GASB No. 57 – "*OPEB Measurements by Agent Employers and Agent Multiple-Employer Plans*," and the current federal and state single audit guidance.

We would expect to continue to perform our services under the arrangements discussed above from year to year, unless for some reason you or we find that some change is necessary. We will, of course be happy to provide the Village of Germantown with any other services you may find necessary or desirable.

Village of Germantown
Evaluation of Audit Proposals #02-2010
27-Aug-10

NOT TO EXCEED COSTS:

General Audit	Clifton Gunderson	Reilly, Penner & Benton	Schenck	Baker Tilly Virchow Krause
2010	31,030	41,450	24,950	All inclusive Fee
State Report C	2,000	1,650	1,300	
2011	32,000	43,420	25,750	
State Report C	2,100	1,455	1,335	
2012	33,000	46,215	26,530	
State Report C	2,200	1,550	1,380	
2013	34,000	49,010	27,400	
State Report C	2,300	1,645	1,420	

Utility	Clifton Gunderson	Reilly, Penner & Benton	Schenck	Baker Tilly Virchow Krause
2010	12,230	17,415	13,500	
PSC Report	2,000	2,330	1,750	
2011	12,600	18,040	13,920	
PSC Report	2,100	2,235	1,795	
2012	13,000	19,200	14,350	
PSC Report	2,200	2,370	1,840	
2013	13,400	20,360	14,790	
PSC Report	2,300	2,505	1,890	
Four (4) Year Total	198,460	270,850	173,900	177,285 159,595

Summary by Year	Clifton Gunderson	Reilly, Penner & Benton	Schenck	Baker Tilly Virchow Krause	
2010	47,260	62,845	41,500	42,700	38,435
2011	48,800	65,150	42,800	43,765	39,390
2012	50,400	69,335	44,100	44,850	40,360
2013	52,000	73,520	45,500	45,970	41,390
Total	198,460	270,850	173,900	177,285	159,595

Staff Hours Proposed	Clifton Gunderson	Reilly, Penner & Benton	Schenck	Baker Tilly Virchow Krause
2010	446	594	370	400
2011	446	576	324	400
2012	446	576	324	400
2013	446	576	324	400

Additional Services Charges: 2010	Clifton Gunderson	Reilly, Penner & Benton	Schenck	Baker Tilly
Shareholders/Partners	200	170	220	195
Managers	140	115	160	120
Supervisor			120	
Senior	110	100	110	95
Staff	80	75	100	80
Other			65	

Notes	Clifton Gunderson	Reilly, Penner & Benton	Schenck	Baker Tilly
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Add fees may be required in the event that there are significant changes made to current accounting standards

40 hours of first year costs related to fully understanding the Village's structure will be absorbed by the firm as their investment into the relationship

Secondary proposal to save costs - doesn't issue a separate financial statement for the utilities, runs the audit fieldwork same time for utilities and general govt

\$17,690 savings over 4 years

New No-cost training provided for clients in fall 2010

RESOLUTION NO. R - 14

**2014 BUDGET AMENDMENT - LINE ITEM TRANSFER
ALLOCATE CONTINGENCY FUNDS TO DEPARTMENTS TO COVER WAGE INCREASE**

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

WHEREAS, the 2014 Budget included contingency funds in the General Government Department wage and benefits lines to cover salary increases,

WHEREAS, the funds need to be allocated to the correct department accounts to facilitate proper accounting for the increase, and

NOW THEREFORE BE IT RESOLVED that the attached budget amendment detail be approved that shows the allocation from the General Government Salaries and Benefits accounts to various Village Department Accounts to cover the increased wage shown in the Salary Resolution

Introduced by: _____

Adopted: _____

Vote: Ayes: _____ Nays: _____

Dean M. Wolter President

ATTEST:

Barbara Goeckner, Village Clerk

Budget Amendment to Allocate Contingency Funds to Departments for 2% wage Increase

Account #	Description	Original Budget	Change	Adjusted Budget
10-518-510-1900	Salaries Contingency	65,398	(36,541)	28,857
10-518-520-2100	Social Security	5,003	(2,795)	2,208
	Retirement	4,578	(3,985)	593
10-512-510-1100	Salaries - Administration	66,739	1,335	68,074
10-512-520-2100	Social Security	5,106	102	5,208
10-512-520-2200	Retirement	4,672	93	4,765
10-513-510-1100	Salaries - Clerk	134,449	1,250	135,699
10-513-520-2100	Social Security	10,285	96	10,381
10-513-520-2200	Retirement	9,411	88	9,499
10-514-510-1100	Salaries - Finance	105,873	1,352	107,225
10-514-520-2100	Social Security	7,670	103	7,773
10-514-520-2200	Retirement	7,411	95	7,506
10-517-510-1100	Salaries - Data Processing	47,414	465	47,879
10-517-520-2100	Social Security	3,627	36	3,663
10-517-520-2200	Retirement	3,319	33	3,352
10-519-510-1100	Salaries - Blg. & Grounds	28,973	579	29,552
10-519-520-2100	Social Security	11,553	44	11,597
10-519-520-2200	Retirement	10,444	41	10,485
10-521-510-1110	Salaries - Police Adm	790,736	15,010	805,746
10-521-510-1140	Salaries - Dispatch	296,080	7,247	303,327
10-521-520-2100	Social Security	213,873	1,702	215,575
10-521-520-2200	Retirement	434,344	2,966	437,310
10-523-510-1100	Salaries - Em. Govt	4,563	183	4,746
10-523-520-2100	Social Security	342	14	356
10-523-520-2200	Retirement	801	32	833
10-524-510-1100	Salaries - Inspection Serv	121,487	284	121,771
10-524-520-2100	Social Security	10,059	22	10,081
10-524-520-2200	Retirement	8,504	20	8,524
10-541-510-1100	Salaries - DPW Adm	125,027	1,041	126,068
10-541-520-2100	Social Security	9,565	80	9,645
10-541-520-2200	Retirement	7,987	73	8,060
10-542-510-1100	Salaries - Highway	145,297	2,179	147,476
10-542-520-2100	Social Security	64,719	167	64,886
10-542-520-2200	Retirement	55,174	153	55,327
10-546-510-1100	Salaries - Recycle	10,713	213	10,926
10-546-520-2100	Social Security	2,519	16	2,535
10-546-520-2200	Retirement	1,661	15	1,676
10-552-510-1100	Salaries - Recreation	187,963	2,960	190,923
10-552-520-2100	Social Security	42,162	226	42,388
10-552-520-2200	Retirement	20,098	207	20,305
10-553-510-1100	Salaries - Parks	89,767	579	90,346
10-553-520-2100	Social Security	13,447	44	13,491
10-553-520-2200	Retirement	8,104	41	8,145
10-554-520-1800	Salaries - Sr. Ctr	42,889	677	43,566
10-554-520-2100	Social Security	3,281	52	3,333
10-554-520-2200	Retirement	2,827	47	2,874
10-563-510-100	Salaries - Planning	91,991	994	92,985
10-563-520-2100	Social Security	7,190	76	7,266
10-563-520-2200	Retirement	6,439	70	6,509
44-571-510-1100	Salaries Adm - TID 4	9,534	191	9,725
44-571-520-2100	Social Security	703	15	718
44-571-520-2200	Retirement	667	13	680
		3,362,438	0	3,362,438

RESOLUTION NO. R - 14

**2014 BUDGET AMENDMENT - LINE ITEM TRANSFER
TRANSFER FUNDS FROM DATA PROCESSING WAGES AND BENEFITS TO CLERK'S
DEPARTMENT TO COVER SALARY FOR DEPUTY CLERK POSITION & TO FUND
CONTRACTED SERVICES IN THE DATA PROCESSING EXPENSE ACCOUNTS**

WHEREAS, the 2014 budget had allocated one of the Deputy Clerk positions to be covered 1/2 by the Clerk Department and 1/2 by Data Processing, and

WHEREAS, an open Deputy Clerk position was filled February 27, 2014 and at that time it was determined the position would not have any duties that would fall under the task of Data Processing, and

WHEREAS, the funds need to be allocated to the Clerk's Department Salaries and Benefits Line items from the corresponding Data Processing Lines, plus any additional funds that won't be needed since the new position would not be employed for a full 52 week during 2014, should be allocated to cover for any contracted services in the expense lines of the Data Processing Budget, and

NOW THEREFORE BE IT RESOLVED that the attached budget amendment detail be approved that shows the allocation of Data Processing Wages and Benefit to Clerk's Department Wage and Benefits, with an additional transfer to the Data Processing Hardware and/or Software Repair & Maintenance account.

Introduced by: _____

Adopted: _____

Vote: Ayes: _____ Nays: _____

Dean M. Wolter President

ATTEST:

Barbara Goeckner, Village Clerk

Budget Amendment to transfer Data Processing Employee Wage & Benefit to Village Clerk Budget

Account #	Description	Original Budget	Change	Adjusted Budget
10-517-510-1100	Salaries - Data Processing	47,879	(17,490)	30,389
10-517-520-2100	Social Security	3,663	(1,338)	2,325
10-517-520-2200	State Retirement	3,352	(1,224)	2,128
10-513-510-1100	Salaries - Clerk	135,699	17,490	153,189
10-513-520-2100	Social Security	10,381	1,338	11,719
10-513-520-2200	State Retirement	9,499	1,224	10,723
Total Transfer Amount	20,052			
10-517-510-1100	Salaries - Data Processing	30,389	(6,160)	24,229
10-517-530-7400	Data Processing Support	5,500	6,160	11,660

**BUSINESS OF
THE GENERAL GOVERNMENT & FINANCE COMMITTEE
&/ or
The VILLAGE BOARD of the VILLAGE OF GERMANTOWN**

MEETING DATE:

May 27, 2014 - GGF

ITEM TITLE:

Water Utility Land Purchase from TIF 4 Buy Back

SUBMITTED BY:

Kim Rath, Finance Director

SUMMARY EXPLANATION:

Land was purchased in TID #4 for construction of Well #11 by the Water Utility. Subsequently, the 1.6978 acre parcel was not used, it was determined that the Water Tower Site would be the better use. Another sliver of land next to the Water Tower site was authorized for purchase by the Water Utility. This strip is 30 ft x 300 ft - 9000 sq ft or .2066 acre. Take out price for the sliver of land would have been \$12,654.25 using the \$61,250 per acre used for the 2005 original purchase. The price paid by the Water Utility for the 1.6978 acre was \$103,990.25 plus addition payout to Skyline for "lost opportunity" cost totaling \$120,325.22.

The recent land sale to Paul Stangl was sold for \$79,900 per acre.

Using the recent sale per acre price for the land buy back, 1.6978 acre @ \$79,900 is \$135,654.22, reimburse the Water Utility for the "Lost Opportunity" cost of \$16,334.97, minus the 9000 sq ft sliver @ \$12,654.25 - the TIF #4 district could owe to the Water Utility \$139,334.94

ATTACHMENT: ORDINANCE____ RESOLUTION ____ OTHER __X__

Spreadsheet Outline of Events

RECOMMENDATION:

ACTION BY Committee

Land Sale between Water Utility & TIF #4

Well #11

1.6978 acres

Property Acquisition 12/9/2005

2005 "take out" price per Skyline

\$ 61,250 per acre

103,990.25

Check #101004 to TIF #4 from Water Utility
1/10/2006

Additional Land Sale Costs:

Skyline Agreement

Grubb & Ellis Commission

Transfer Fee

Land Purchase Cost (north property)

Interest/Attorney/Engineering

Lost Opportunity Cost for Skyline

\$14,949.80

Check #102785 6/10/2006

\$406.96

\$5,460.74

\$2,155.95

wasn't procesed

\$34,190.52

\$57,163.97

Settlement Agreement April 2006

Pursuant to 12/19/2005 Land Re-purchase owe to Skyline:

\$ 50,163.97

(not sure how \$57,163.97 turned into \$50,163.97 - \$7,000 difference)

Skyline indebted to Village for

\$ 33,829.00 Payment in Lieu of Taxes - 2005

Due to SKYLINE -

\$ 16,334.97

Payment to Grubb & Ellis (Boerke)

\$ 14,949.80

Ck #102785 6/10/2006

Payment to Skyline

\$ 1,385.17

Ck #102848 6/10/2006

\$ 16,334.97

Total amount paid from Water Utility

\$120,325.22

March 17, 2008

Purchase land at Tower #3 Site, not to exceed

\$ 20,000.00

Funds to come from Water Utility

Actual Funds Transfer did not take place

Sliver of land next to Tower 3 for completion of Well 11

30 x 300 ft - 9000 sqft - 0.20661157 acre

April 25, 2014 Land Sale to Stangl

11.3244 net acres @ \$ 79,900 per acre

Water Utility Parcel

1.6978 \$ 79,900

\$ 135,654.22

Lost Opportunity Cost Reimbursement

\$ 16,334.97

-0.2066 \$ 61,250

-12,654.25

\$ 139,334.94

TIF 4 to Water Utility

Germantown Health Plan Actual 2014

2013 Ending balance

\$514,811.23

January	February	March	April	May	June	July	August	September	October	November	December	Totals
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Health Plan Premium Contribution*

126,089.75 126,089.75 126,089.75 126,089.75

Employee Contributions

14,823.80 14,917.82 15,112.94 15,236.98

Interest

0.00

Sub Total Revenue

140,913.55 141,007.57 141,202.69 141,326.73

0.00

0.00

0.00

0.00

0.00

0.00

0.00

0.00

554,450.54

Administrative Expense + Stop Loss**

34,377.16 33,087.21 34,608.95 33,220.23

HSA Contributions

12,187.50 1,506.88 625.01 12,812.50

Health Payment Sys AFI Fee

338.31 836.33 1,552.74

Health Claims & RX Paid ***

11,962.84 44,177.99 46,838.94 101,434.70

0.00

0.00

0.00

0.00

0.00

0.00

0.00

0.00

135,293.55

Sub Total Health Plan Expense

58,865.81 78,772.08 82,909.23 149,020.17

0.00

0.00

0.00

0.00

0.00

0.00

0.00

0.00

389,567.29

Revenues less Expense (Current Month)

82,047.74 62,235.49 58,293.46 (7,553.44)

0.00

0.00

0.00

0.00

0.00

0.00

0.00

0.00

194,883.25

Running Total (2013 + Current Year)

596,858.97 659,094.46 717,387.92 709,694.48

709,694.48

709,694.48

709,694.48

709,694.48

709,694.48

709,694.48

709,694.48

709,694.48

709,694.48

Pending Stop Loss Reimbursement

0.00

0.00

0.00

0.00

0.00

0.00

0.00

0.00

0.00

709,694.48

2013 Claims Paid 2014 (Run-in)

16,698.55

0.00

0.00

0.00

0.00

0.00

0.00

0.00

0.00

0.00

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

**Administrative expense includes Stop Loss Premium

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

VII. A2

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* Interest	5,700.54	5,715.77	5,623.71	5,779.16									22,819.18 0.00
SubTotal Revenue	5,700.54	5,715.77	5,623.71	5,779.16	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	22,819.18
Administrative Expense	235.00	232.50	237.50	227.50									932.50
Claims Paid	1,332.50	6,291.50	6,497.60	9,528.62									23,650.22
Sub Total Health Plan Expense	1,567.50	6,524.00	6,735.10	9,756.12	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	24,582.72
Revenues less Expense (current month)	4,133.04	(808.23)	(1,111.39)	(3,976.96)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(1,763.54)
Running Total (2013 + current year)	61,694.17	60,885.94	59,774.55	55,797.59	55,797.59	55,797.59	55,797.59	55,797.59	55,797.59	55,797.59	55,797.59	55,797.59	55,797.59
2013 Claims Paid 2014 (Run in)													8,243.40

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
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Actual						
Revenues						
Through April	1,628.00	1,881.00	3,091.00	8,096.00	30,276.48	44,972.48
Year to date Interest						0.00
TOTAL 2014 COLLECTIONS	1,628.00	1,881.00	3,091.00	8,096.00	30,276.48	44,972.48

CURRENT YEAR TO DATE BALANCE	29,892.16	21,720.95	21,834.69	67,708.22	197,178.87	338,334.89
Less Transfers		(11,000.00)	(11,000.00)		(52,132.81)	(74,132.81)
Current Balance after Transfers	29,892.16	10,720.95	10,834.69	67,708.22	145,046.06	264,202.08

Year to Date Collections Sewer Connection Fee: 70,665.93

	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	
O'Brien Blackstone #7	148.00	171.00	281.00	736.00	832.00	
Halen Lot 13 Blackstone	148.00	171.00	281.00	736.00	832.00	
Tim O'Brien 139/140 Blackstone	296.00	342.00	562.00	1,472.00	1,664.00	
Miracle Homes #34 Blackstone	148.00	171.00	281.00	736.00	832.00	
Halen Homes Blackstone #3	148.00	171.00	281.00	736.00	832.00	
SCS Valley Cabinets					832.00	3,572.00
Tim O'Brien #012-984	148.00	171.00	281.00	736.00		
Tim O'Brien L. 38 Blackstone	148.00	171.00	281.00	736.00	832.00	
Tim O'Brien L. 56 Blackstone	148.00	171.00	281.00	736.00	832.00	
Freistadt All Temp					7,371.52	904.77
Airgas Safety					14,584.96	62,617.16
Brookside Meadows	148.00	171.00	281.00	736.00		3,572.00
TOTAL COLLECTED 2014	1,628.00	1,881.00	3,091.00	8,096.00	30,276.48	70,665.93

Expenditure 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

DATE: 05/15/2014
TIME: 12:34:32
ID: GL430000.MOW

VILLAGE OF GERMANTOWN
ACCOUNT ACTIVITY REPORT

PAGE: 1
F-YR: 14

ACCOUNT: 21-440-449-5300 PUBLIC SITE FEES - POLICE
ACTIVITY FOR FISCAL PERIOD 04

PER	JOURNAL #	ITEM	TRANSACTION DESCRIPTION	VENDOR	DEBIT	CREDIT
04						
	CR-C140408	22	BEGINNING BALANCE			1,036.00
	CR-C140416	35	TM O'BRIEN 012-984			148.00
		36	O'BRIEN L 38 BLKSTN			148.00
			O'BRIEN L 56 BLKSTN			148.00
	CR-C140422	23	BROOKSIDE MDW L45			148.00
			TOTAL PERIOD 04 ACTIVITY		0.00	592.00
			BALANCE:			1,628.00

Village of Germantown

Inspection Services

Code Violations & Complaints

As of May 20, 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

VII. D1

VII. D2

Village of Germantown
Department Community Development
 Planning Services Division
Code Violations & Complaints
As of May 20, 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	TENANTS W/O ZONING PERMIT	IN PROCESS		RE-INSPECT BY FIRE DEPT SPRING '14; ZONING PERMITS PENDING

NOTE:

VILLAGE OF GERMANTOWN - Capital Projects Fund 40						
Item	2014					APRIL
Description	Allocated to Project	YTD Expenditure	Balance Remaining	Project Complete	Amt to Reserve	Budget Acct #
LAW ENFORCEMENT						
Replace UPS System - use reserve funds						
Mercom Audio Logger	30,000		30,000			40-521-570-8210
Server Array Cluster - Virtual - Backup	45,000		45,000			40-521-570-8430
Replace Rifles	30,000		30,000			40-521-570-8430
Replace Squad Rifle Mounts	18,000		18,000			40-521-570-8456
Squad Cameras - Carry Over 2014	13,000	917	12,084			40-521-570-8456
	10,350	1,524	8,826			40-521-570-8210
FIRE PROTECTION						
Philips Monitor Upgrades - Carry over 2014 \$63375 + \$41,025 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	4,168	15,832			40-522-570-8460
DPW ADM & ENGINEERING						
Pilgrim Road WI DOT Design (Mequon to FDL) - carry over 2014 \$18,003 + 35,000	53,003	9,133	43,870			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
HIGHWAY DEPARTMENT						
Crack Fill Machine	45,000		45,000			40-542-570-8450
Fork Lift	20,000		20,000			40-542-570-8520
Patrol Truck (replace #424 - w/\$8,000 trade-in)	175,000		175,000			40-542-570-8530
Iron Worker tool - cut/bend/fabricate Steel	30,000		30,000			40-542-570-8810
Asphalt Road Projects (carryover \$11550 + \$1,377,700 new) (+LRIP & Kleinman)	1,470,354	7,808	1,462,546			
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	3,179,816	23,550	3,156,267			
Cash On Hand						
Cash Balance - Pool	451,341					
Cash Balance - TD Ameritrade	457,998					
New Debt Pending	2,604,000					
Offset Funding MMSD, Trade-in, etc, Fire Eng Sale						
		43,351				
\$\$\$ Available	3,513,339					
Committed Funds -						
Senior Center Committed to future expense	11,938					+ Funds from sale of van \$4,650.
Wilderness Park	10,000					
Blackstone Spec Assmt	300,068					Use for Debt Service Offset
Refund DOT Freistadt Bridge Project	19,211					
	341,217					
\$\$\$ Available for projects	3,172,122					
Project Balance	-3,156,267					
Non committed funds	\$ 15,856					
WI Online Auction Sales	11,550					

INSPECTION SERVICES

May-14

LETTERS OF CREDIT/OCCUPANCY BONDS

Project	Expiration Date	Dollar Amount	Note	Issuing Bank	Renewability	Letter of Credit #
Construction Supply/Walters						
N112 W19515 Mequon Road	Cash	\$ 7,500.00		N/A	N/A	Cash Bond
McDonald's/McKee Associates				First Business Bank		
N112 W15936 Mequon Road	6/7/2014	\$ 20,000.00		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.				Bank Mutual		
W132 N10611 Grant Drive	10/3/2014	\$ 20,000.00		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				Park Bank		
N114 W17881-83 Blackstone Cir.	6/30/2014	\$ 18,500.00		Brookfield, WI 53005	No Auto Extension	11202013
River Lane Holdings				Park Bank		
W179 N11435-37 Blackstone Cir	6/30/2014	\$ 18,500.00		Brookfield, WI 53005	No Auto Extension	01092014a
River Lane Holdings				Park Bank		
W179 N11554 Blackstone Circle	6/30/2014	\$ 9,300.00		Brookfield, WI 53005	No Auto Extension	01092014b
River Lane Holdings				Park Bank		
N116 W17877-79 Blackstone Cir	6/30/2014	\$ 16,100.00		Brookfield, WI 53005	No Auto Extension	2242014
Florian Park				Royal Credit Union		
N111 W18611 Mequon Road	2/25/2015	\$ 20,000.00		Eau Claire, WI 54702	No Auto Extension	4562655433
River Lane Holdings				Park Bank		
W179 N11609 Blackstone Circle	7/30/2014	\$ 8,150.00		Brookfield, WI 53005	No Auto Extension	4072014
River Lane Holdings				Park Bank		
N115 W17885-87 Sawgrass Court	7/30/2014	\$ 16,800.00		Brookfield, WI 53005	No Auto Extension	4282014
AT & T Mobility LLC				Fidelity & Deposit Maryland		
W124 N13185 Wasauke Road	None	\$ 20,000.00		Schaumburg, IL 60196	N/A	9145948

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

Page 1 of 1
5/8/2014

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	12/1/2014	4,000,000	Federal Home Loan Bank of Cincinnati	-	LOC No. 515297

Project(s) to WATCH:

Village of
Bernantown

Index	Developer/Owner/Project	Project	Amount (\$)	Expires Date	Bank/Lender	Contact Name	Address	Renewal Terms	Bank Ref ID/#	Status
1	Enviro-Safe Consulting	Provision of CUP #3-Hier 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 #520203	Open
2	Todd Roskopf	Wetland Delineation	\$300		Cash	Todd Roskopf	2375 N. 68th Street, Wauwatosa, WI 53213			Open

1 Enviro-Safe for clean-up; Annually Renewing in Perpetuity
2 Todd Roskopf - Wetland Delineation

SUMMARY OF VILLAGE CONTRACTS

5-21-14

Contract Expiration Date	Name of Company	Service or Product Provided	Is this a contract? lease? license?	Annual Cost of Contract	Department Negotiating/Overseeing Contract
Summer 2014	Harley Davidson	motorcycle	lease	1,570.50	Police
08-31-2014	TE Brennan Company	Property & liability insurance consulting	contract	3,963.40	Finance
10-31-2014	NuVantage Employee Resource	employee assistance program	contract	790+ hr. fee	Administration
10-31-2014	Tapco	intersection signal maintenance	contract	1,710+ \$85/hr.	Highway
Fall 2014	Marine Biochemists	Algae treatment (pond by Wago)	contract	1,722.00	Highway
12-31-2014	J. Mauei & Associates	tax col./pet lic. sp. assmt 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
04-29-2015	Carlson AutoCAD	Auto CAD Software Maintenance	contract	1,238.00	Engineering
04-30-2015	Eaton Corporation	UPS maintenance main	contract	2,832.00	Police
05-01-2015	Wisconsin DOT (Municipal Salt Bid)	road salt	contract	210,000 est.	Highway
06-06-2015	AT&T	T-1 line PD to Menomonee Falls	contract		Police
06-24-2015	Inacom/Core BTS	Cisco router maintenance	contract	659.55	Police
09-__-2015	Industrial Towel and Uniform	towels, floor mats, mop heads	contract	see pricing list	Buildings & Grounds
10-01-2015	Waste Management	solid waste & recycling pickup	contract	900,000.00	DPW
12-31-2015	Ruekert & Mielke	GIS (3 year contract-payment 100% upfront)	contract	15,000.00	Sewer & Water
12-31-2015	JB Janitorial Services LLC	janitorial service	contract	83,040.00	Buildings & Grounds
12-31-2015	Braun Thyssen Krupp Elevator	PD elevator maintenance agreement	contract		Police
12-31-2015	Accurate Appraisal	assessing services	contract	54,500.00	Administration

VII. G

Contract Expiration Date	Name of Company	Service or Product Provided	Is this a contract? lease? license?	Annual Cost of Contract	Department Negotiating/ Overseeing Contract
02-10-2016	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	Washington Co. Sheriff's Office	radio console maintenance	contract	4,050.00	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