

VILLAGE OF GERMANTOWN
N112 W17001 MEQUON ROAD
GERMANTOWN, WI 53022

MEETING: **GENERAL GOVERNMENT & FINANCE COMMITTEE**

DATE AND TIME: **Monday, February 18, 2019 6:00 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 Section 19.83 and 19.84, Wis. Stats, in such form that will apprise the general public and news media of subject matter that is intended for consideration and action.*
- II. **ROLL CALL:** Chairperson Zabel, Trustees: Miller, Kaminski, and Baum.
- III. **APPROVAL OF MINUTES:** January 22, 2019 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. **NEW BUSINESS:**
 - A. Resolution 16-2019, Chargeback of Delinquent 2017 Personal Property.
 - B. Resolution 17-2019, Dissolve / Terminate TID #4.
 - C. Resolution 18-2019, Telecommuting Policy.
 - D. Employee Engagement Survey.
- VI. **OLD BUSINESS:**
 - A. Update on Fire Station 1.
- VII. **REPORTS:**
 - A. Monthly, Year to Date Financials.
 1. Revenue and Expense Report.
 2. Health and Dental Plans.
 3. TIF 6 Summary.
 - B. Impact Fees Financial Reports.
 - C. Accounts Payable –January 25, 2019, and February 10, 2019.
 - 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 – No Report.

VIII. **SCHEDULE NEXT MEETING:**

IX. **ADJOURNMENT:**

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

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

**VILLAGE OF GERMANTOWN
GENERAL GOVERNMENT & FINANCE COMMITTEE
MEETING MINUTES
January 22, 2019**

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

ROLL CALL: Present: Chairperson Zabel, Trustee Members: Kaminski, Miller, and Baum. Also present: Administrator Kreklow, Clerk Braunschweig, Finance Director Rath, and Director Schroeder.

APPROVAL OF MINUTES: December 17, 2018 – **MOTION (Baum/Miller) to approve. Motion carried unanimously.**

PUBLIC COMMENT: No public comment.

NEW BUSINESS:

A. Resolution 09-2019, Establishing 2019 Weights & Measures Device Fee Schedule.

MOTION (Kaminski/Baum) to Recommend Approval of Resolution 09-2019, Establishing 2019 Weights & Measures Device Fee Schedule. Motion carried unanimously.

B. 2019 Capital Project Listing.

Discussion of the 2019 Capital Projects ensued. The Central Exchange Server, Police Department Body Cameras, and Brush Bucket will not be borrowed for. The Patrol Truck, Street Sweeper, and Asphalt Paving are listed. The Fireman's Park Shelter, Park Pathways, and Playground are listed.

Discussion in regards to the Fireman's Park Shelter ensued. Director Schroeder distributed documents in regards to Fireman's Park Phase 1 with a map. He reported on phase one and then the building facility would be phase two. There has been public input and assistance by Ayers and Associates. \$75,000 for the project has been carried over from 2017. Phase I design plans are included. Discussion ensued of Dheinsville Festhalle. Miller distributed a flyer on Dheinsville Festhalle. Mr. Jeff Dhein commented that they may have matching funds for the Festhalle. Tentatively he has received the okay for half of the funding to be covered by donors. The Tourism and Betterment committee has not made a commitment. The total for Festhalle is \$300,000. The building is no kitchen and no restrooms. Fireman's Park Shelter is designed with a kitchen and public restrooms. The building could be used for park and recreation programs. It would be available to support Taste of Germantown.

Discussion ensued that other community buildings need attention as well. Such as the Public Works Building and Police Department Building.

The Fireman's Park building comes from a previous report of a three year plan from 2016. A shelter was included. It has been on the radar screen. Ayers was hired in June and then the process was worked on. Initially discussed as a replacement of the shelter. Started with the old shelter deterioration.

Rental revenues are estimated at \$8,000 to \$10,000 annually.

Administrator Kreklow commented on phase one that includes \$300,000 related to asphalt paths, lighting, basketball court before the actual structure is built. There are growing events of popularity. The running water is needed.

Discussion ensued in regards to Tourism and Better Commission funding.

The \$75,000 from 2017 needs to be used within two or three years. It is earmarked for the path and lighting.

Discussion ensued that the basketball court will need to be moved. The rims have been removed. Motion (Miller/Kaminski) to amend the Firemen's Park Shelter amount to \$400,000. \$300,000 for the Firemen's Park Shelter and \$100,000 for the Festhalle. Motion failed at a tie vote.

MOTION (Kaminski/Miller) to Forward 2019 Capital Project Listing to the Village Board as presented. Motion Carried Unanimously. This item will not go on Consent Agenda.

- C. 2019 Employee Engagement Plan and Survey.
Administrator Kreklow reported this is part of the performance appraisal system. This is as a measurement of accountability. Engage employees and communicate with them. Need to have dialogue. Employee engagement survey for a baseline. This is based on Gallops by the ICMA that public employers ask employees. Good response rate. Looking for good feedback. This is for all employees.

OLD BUSINESS:

- A. Update on Fire Station 1.
Administrator Kreklow reported on the potential to utilize the fire station for a portion of the park and recreation activities for this summer. Looking at the safety.

REPORTS:

- A. **Monthly Year to Date Financials:**
1. Revenue and Expense Report All Funds: Finance Director Rath reviewed the reports. This is not the year-end final reports. The bottom line is deceiving as there are carry overs such as planning and asphalt items. There will be some for reserves.
 2. Health and Dental Plans: Director Rath reviewed the reports. Still captioning 2018 costs. Will be over but it was expected.
 3. TIF 6 Summary: Director Rath reported that there is not anything new to report. There is a larger tax increment. Hope to see TIF 6 growth. Zabel requested the Joint Review Board TIF reports to be on-line.
- B. **Impact Fees Financial Reports:** The report was reviewed. There is a healthy balance for projects. The impact fee also covers loans and will cover a portion of the water tower.
- C. **Accounts Payable:** December 25, 2018 and January 10, 2019 payables were reviewed.
- D. **Code Violation Reports:** The reports were reviewed.
1. Building Inspection Department.
 2. Planning Department.
- E. **C.I.P. PROJECTS:** The reports were reviewed.
- F. **Letter of Credit Summaries:** The Letter of Credit Summaries were reviewed. It was commented on to check on Prairie Glen. There needs to be follow up on sidewalk.
1. Building Inspection Department – Reviewed.
 2. Public Works Department– Reviewed.
 3. Planning Department – None.
- G. **Summary of all Village Contracts:** The report was reviewed. A few updates have been highlighted in yellow. Summary given by Kreklow.

SCHEDULE NEXT MEETING: The next meeting will be on February 18, 2019 at 6 pm.

ADJOURNMENT: Chairman Zabel adjourned the meeting at 7:00 p.m.

Respectfully Submitted,

Deanna Braunschweig

Deanna Braunschweig
Village Clerk

STATE OF WISCONSIN VILLAGE OF GERMANTOWN WASHINGTON COUNTY
RESOLUTION NO. 16-2019

**RESOLUTION AUTHORIZING THE CHARGE BACK OF UNCOLLECTED
2017 DELINQUENT PERSONAL PROPERTY TAXES**

WHEREAS, Personal Property Taxes are settled in full with the taxing jurisdictions during the February settlement and various 2017 personal property taxes due to the Village of Germantown remain unpaid 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 Finance Director 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 or are being pursued internally, and,

NOW THEREFORE BE IT RESOLVED, by the Village Board of the Village of Germantown, Washington County, Wisconsin, that the following uncollected 2016 Personal Property taxes will be removed from the general ledger: Please see the attached listing of accounts which totals \$18,513.46, of which the Village share is **\$5,184.19**

Introduced by: _____

Adopted: _____

Vote: Ayes: _____ Nays: _____

Dean M. Wolter, Village President

ATTEST:

Deanna B. Braunschweig, WCMC/CMC
Village Clerk

Village of Germantown

CHARGE OFF OF DELINQUENT 2017 PERSONAL PROPERTY TAXES - 03/04/2019

		Due From County	Due From Village	Due From School	Due From MATC	TOTAL	CONDITION
PB28101200	BANKERS LIFE & CASUALTY	0.24	0.45	0.83	0.12	1.64	3
PFG29400699	GANDER MOUNTAIN	2,246.60	4,441.10	8,037.65	1,134.44	15,859.79	3
PG999030	GERMANTOWN ENGINEERING	0.70	1.38	2.49	0.35	4.92	3
PG22412698	GUARANTY BANK	83.54	165.13	298.86	42.18	589.71	3
PJ35450009	JAZZERCIZE	20.19	39.91	72.22	10.19	142.51	3
PJ35450001	JS TOOL & MFG	23.21	45.87	83.02	11.71	163.81	3
PL999002	LANGE PRINTING	1.85	3.67	6.64	0.94	13.10	3
PL88806800	LAW OFFICES OF DAVID LSKO	12.53	24.77	44.83	6.33	88.46	3
PM28100108	MIDWEST LEGAL CENTER	6.03	11.92	21.58	3.05	42.58	3
PF22400109	PREFERRED FITNESS*	185.63	366.96	664.13	93.73	1,310.45	1 *
PW33401292	STRAIGHT ARROW SERVICES	16.01	31.66	57.28	8.08	113.03	3
PS999108005	SUPERIOR METAL PRODUCTS	25.99	51.37	92.98	13.12	183.46	3
		2,622.52	5,184.19	9,382.51	1,324.24	18,513.46	

Charge back conditions:

- 1) Entity ceased operations
- 2) Filed petition for bankruptcy
- 3) Removed from next assessment roll

* Business under new owner - 2018 GJD Enterprises - same account #

Accounts Sent to Waukesha County Collections or being pursued internally

PC28100107	Capital Insurance Group	88.46
PC34125004	CFO Plus	88.46
PJ22400107	Chan & Duke Lee	257.18
PE88800113	Enterprise Rent a car	230.97
PG28100208	Genesis Behavioral Serv	8.18
PP999020	PINNACLE WOODWORK	475.03
Total		1,148.28

A Resolution to Dissolve Tax Incremental District #4 and Authorizing the Village of Germantown Treasurer/Finance Director to Distribute Excess Increment to Overlying Taxing Districts

WHEREAS, the Village of Germantown created Tax Increment District #4 on July 6, 1994 and adopted a project plan that same year, and

WHEREAS, all projects to be undertaken in accordance with the Project Plan for the District were completed to the extent that they were determined to be necessary in the prescribed allowed time, and;

WHEREAS, sufficient increment has been collected as of the 2018 tax roll, payable 2019, to cover the Districts project costs, and to escrow funds to cover the District's remaining outstanding debt; and

NOW BE IT HEREBY RESOLVED, the Village does dissolve/terminate TID #04, and;

BE IT FURTHER RESOLVED, the Village Clerk shall notify the Wisconsin Department of Revenue within 60 days of this resolution adoption, or prior to the deadline of April 15, 2019, whichever comes first, that the District has been terminated; and

BE IT FURTHER RESOLVED, the Village Clerk shall sign the required DOR final accounting form (PE-223) agreeing on a date by which the Village shall submit final accounting information to DOR; and

BE IT FURTHER RESOLVED, that the Treasurer/Finance Director shall distribute any excess increment collected after providing for ongoing expenses of the District, to the affected taxing districts with proportionate shares to be determined by the final audit by the Village's auditors, Baker Tilly Virchow Krause, LLP

Introduced by: _____

Adopted: _____

Vote: Ayes: _____ Nays: _____

Dean M. Wolter, Village President

ATTEST:

Deanna B. Braunschweig, WCMC/CMC
Village Clerk

VILLAGE OF GERMANTOWN
WASHINGTON COUNTY

RESOLUTION NO. 18-2019

RESOLUTION ADOPTING THE TELECOMMUTING POLICY

WHEREAS, the Village of Germantown follows does not have a current Telecommuting Policy; and,

WHEREAS, The Village should have a detailed policy document; and,

WHEREAS, a new policy document has been created and reviewed by staff, insurance, and labor attorney; and,

NOW, THEREFORE BE IT RESOLVED, that the Village Board of the Village of Germantown, does hereby adopt the Attached Telecommuting Policy.

Introduced by: _____

Adopted: _____

Vote: Ayes: _____ Nays: _____

Dean M. Wolter, Village President

ATTEST:

Deanna B. Braunschweig, WCMC/CMC
Village Clerk

Telecommuting Policy

Purpose

This policy establishes the guidelines Village of Germantown will use to select and manage those employees approved to telecommute on a limited basis.

Scope

Our work is focused on serving the residents of the Village of Germantown and requires the full public confidence and trust of members of the community. Various interests including the important irreplaceable gains from physical presence and face-to-face interaction with residents, community members and coworkers, protection and preservation of confidentiality, and furthering cohesive and collaborative efforts to work as a team member of the Village necessitate that there will be no position to work remotely where the employee could legitimately perform the important essential functions of the job. The Village recognizes that unique and narrow extenuating circumstances may arise where employees may temporarily work remotely involving only certain positions and employees who are trusted and professionally capable to perform such responsibilities. This policy is meant as a guide for those who are temporarily allowed by the Village Administrator or Department Supervisor to telecommute—to work from home or other location—on an irregular basis due to extenuating circumstances.

POLICY GUIDELINES

This policy covers approved telecommuting or working remotely, such as working from a home or other off-worksites location, including using electronic communications, such as the internet, to connect with the primary place of employment.

Criteria for Selection

The Village always strives to provide equal opportunities to all employees when it comes to working situations. In some circumstances, telecommuting is a necessary and expected part of the position such as when a manager attends a conference and must work remotely from the conference, or when a manager is telecommuting when Village offices are closed. However, telecommuting is not conducive to every employee or position.

Keeping this in mind, the Village Administrator and Department Supervisor will review all reasonable employee requests to telecommute using the following criteria:

- Is the employee a good candidate for telecommuting? Do they possess the following characteristics?
 - Dependable
 - Trustworthy
 - Flexible
 - Self-motivated

- Proven performance
- Comprehensive knowledge of position
- Do any performance or disciplinary histories suggest this responsibility is not a good fit for this employee?
- Can the duties of the position be successfully fulfilled through telecommuting? Does the position have:
 - Measurable work activities
 - Little need for face-to-face interaction with co-workers
 - Clearly established goals and objectives
 - Duties can be performed alone and away from a worksite
 - Equipment needed is limited and can be easily stored at the off-site location
 - Position is exempt from overtime requirements
- Are there extenuating circumstances for the request to telecommute? Examples would be:
 - Poor weather inconducive to a long unsafe commute
 - Personal illness or disability
 - Illness of spouse or child
 - Other personal needs that prevent in-person office attendance
- Barriers and distractions faced by the employee that may inhibit the performance of duties and efforts undertaken by the employee to remove or limit those barriers or distractions to ensure work is performed on time and at acceptable standards of quality.
- Disruption to Village operations and interests, disruption to coworkers, and maintenance of balance of assigned or expected workloads.

The ability to work remotely is a privilege, and the Village reserves the right to deny, limit, or revoke telecommuting privileges at the Village's discretion.

Responsibilities

Position requirements and responsibilities will not change due to telecommuting. Workers face the same expectations in relation to professionalism, timeliness, work output and customer service, regardless of where the work is being performed. The amount of time an employee is expected to work in a given day will not lessen, although the exact scheduling of allotted hours will be left up to the discretion of the employee and the employee's direct supervisor. If an employee's physical presence is required at the Village's primary work location, then he or she is expected to report in person.

Contact with Primary Location

Employees approved for telecommuting are responsible for maintaining regular contact with their supervisor. The supervisor will act as the employee's primary contact at Village of Germantown. Both the employee and his or her supervisor are expected to work together to keep each other informed of any developments that occur during the workday.

Employees must have approval from their supervisor(s) to:

- Alter their defined work schedules.
- Move Village equipment to a new location.

Off-site Work Areas

The Village has a legal responsibility to provide liability and workers' compensation coverage to its employees. Such legal responsibilities may extend only to authorized, off-site work locations during scheduled work time. The Village is responsible only for injuries, illnesses and damages that result directly from official job duties. As to any legal obligations under these insurance coverages, the Village will comply with applicable law and grants no additional coverage to employees authorized under this policy. The Village accepts no responsibility for employee personal property.

As the Village of Germantown could foreseeably be held responsible for an injury befalling an employee in their off-site work area, the Village reserves the right to inspect off-site locations for safety concerns. Such an inspection will always be planned in advance.

If employees have domestic responsibilities they must attend to during scheduled working hours, they are expected to do so in a reasonable manner that will still allow them to timely and successfully fulfill their job duties.

Off-site Security

While positions that regularly deal with confidentiality and highly sensitive information may not be ideal candidates for off-site work, under certain circumstances such employees may be allowed to telecommute. In these situations, it is up to the employee to enforce a rigorous standard for ensuring the security of all sensitive information entrusted to them. Failure to do so will result in loss of telecommuting privileges and could result in disciplinary action. All employees who work off-site are obligated to provide secure network connections and should refrain from using unsecured WI-FI and hotspots. Secure internet connections are required.

Expenses

Working primarily off-site could result in expenses not directly addressed by this policy. If such expenses are necessary for their official duties as prescribed and benefit the sole interests of the Village, then the Village may choose to reimburse the employee for pre-authorized expenses. Since reimbursement is subject to management approval and is not guaranteed, potential expenditures should always be approved by the supervisor prior to the transaction being made.

Equipment

Employees approved for telecommuting will be supplied by the Village of Germantown with the equipment required to perform their duties on Village premises. The Village may, in limited circumstances, authorize additional equipment in order to work remotely. It must be kept in mind that:

- All equipment purchased by the Village remains the property of Village. All equipment is to be returned in a timely fashion should the employee cease telecommuting operations for any reason.
- Hardware is only to be modified or serviced by parties approved by Village.
- Software provided by Village is to be used only for its intended purpose and should not be duplicated without consent.
- Any equipment provided by Village for off-site use is intended for legitimate business use only.
- All hardware and software should be secured against unauthorized access. A secure router or hotspot may be required if one is not already in place at the off-site work location.

Employee Acknowledgment and Acceptance of Agreement

I acknowledge that I have received, read, and understand the Telecommuting policy for the Village of Germantown. I agree to follow the guidelines of the policy, to protect Village equipment and information, and to perform the responsibilities of my position, as determined by my supervisor. I understand that failure to comply with the policy could result in disciplinary action up to and including termination of employment.

Employee Signature

Date

Employee Name (please print)

Supervisor Signature

Date

We provided staff with both a link to the online version of our engagement survey, as well as a PDF version that could be printed and completed on paper. Since we sent this out in January, we received 65 responses, with respondents from nearly all departments. For the most part, the responses were not atypical or unexpected, and these scores will become our baseline for measuring our progress this year.

On a scale of 1-5, all of our scores fell between the 3 and 4 range, which suggest that while we aren't perfect, our employees do have relatively high levels of job satisfaction. Almost all of our lower scores centered around receiving feedback, both in the form of praise and general development feedback. At the same time, our higher scores suggest that employees know what their job is and generally feel that their co-workers are doing quality work. What this tells us is that most of our initial efforts for engagement will need to come from the top, with most of the change needing to come from Administration and Department Directors.

The survey also asked two open-ended questions. One of the major themes expressed in these answers was that there has been a lack of communication about what is happening in the Village, about why decisions are made, and about what plans are going forward. Another common theme relates to compensation and benefits. The last common thread is tied to the other two and that is a (perceived) lack of appreciation. Administration will work to address these issues in the coming year.

As mentioned, Administration and Department Directors will be key to making improvements in employee engagement. We have already put in place several initiatives to help with this. First, the Administrator and/or Support Services Manager have begun attending some department staff meetings, which will continue on a regular basis. This has allowed us to directly communicate with staff about the performance evaluation process and we anticipate that it will help staff feel more comfortable talking to Administration when needed. Related to this, Administration is increasing the opportunities for staff to meet outside of their departments. The Administration will be hosting a monthly "Coffee with Kreklow" with small groups of employees to allow for informal feedback and communication. In February, our first employee potluck of the year was open to all staff; an All-Hands staff meeting is planned for the end of the month; a Manager's Meeting for Supervisors and Department Heads is being planned for mid-March, and the first Wellness Lunch and Learn is also planned for March. Second, we have already implemented several communication efforts: The Administrator started a monthly email to all staff with general updates on what's happening in the Village, and the Support Services Manager implemented two monthly emails to staff, one for wellness and the other for general HR related topics. Feedback on all three of these emails has been positive. The Support Services Manager has also begun introducing an employee intranet through the Village website that will allow staff to share information including forms and benefit updates to all staff.

Another initiative that is still in its early stages is an increase in employee training opportunities. We anticipate this to take shape in several ways. The Village will be providing training to Department Directors and Supervisors on important topics like worker's compensation, FMLA, and the ADA to help us avoid future liability issues. We will also be providing training for Directors and Supervisors on how to coach employees and how best to perform performance evaluations. Additionally, as part of everyone's performance evaluations, there is a growth component that should result in professional development for all staff. The Support Services Manager has begun looking for free or low-cost training opportunities that can help with this, including taking advantage of the library's online resources. We also plan to

encourage to staff to share their knowledge and training with one another to help increase teamwork and help us cross-train staff.

Overall, Administration is encouraged by the progress that has already been made and by the mostly-positive reception to the performance evaluation process. Future engagement efforts will continue to focus on ways to help both employee performance and employee satisfaction in a cost-effective way. While there is some cost to these efforts, particularly with training, most of our costs have been and will continue to be limited to staff time.

Village of Germantown

Department Community Development

Planning & Zoning Services Division

Code Violations

As of February 10, 2019

Status (Open or Closed)	Code Violation Notice# or Citation#	Date Issued	Comply Date	Property Address	Property Owner(s)	Type of Violation	Property Owner Action(s)	Comment(s)	Village Staff Action(s)
OPEN	2018-09-02	9-20-18	10-1-18	W141 N1538 WOODED HILLS DRIVE	ANTHONY OKOSUN	EROSION CONTROL; YARD GRADE ADJUSTMENT W/O APPROVAL	ADDITIONAL YARD FILLING	OWNER ATTEMPTING TO GET EROSION CONTROL PERMIT	VILLAGE ENGINEER & INSPECTOR INVOLVED
OPEN	2018-12-01	12-27-18	1-1-19	W148 N13530 PLEASANT VIEW DRIVE	GREGORY KNAPP	ILLEGAL OUTDOOR COMMERCIAL STORAGE IN A-1 DISTRICT W/O PERMIT		OWNER RESPONDED; WAITING FOR CUP APPLICATION	



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	08/01/19	Spring Bank	Glenn A. Michaelsen, SVP	Spring Bank, 16655 W. Wisconsin Ave., Ste. 100, Brookfield, WI 53005	Automatic Renewal EVERY YEAR until business operations cease; LOC is financial surety that property can be cleaned up and all materials properly removed & disposed in the event the business ceases w/o proper and complete removal by the owner	LOC #5201203	Open
2	Patrick Brown	Wetland Delineation/Mary Buth Lane	\$300		Cash	Patrick Brown	W132 N12130 Mary Buth Lane			Open
3	Dennis Ivan Hahn	Wetland Delineation/Division Rd.	\$300		Cash	Ivan Hahn	W172 N12125 Division Road			Open
4	Crystal M. Hess	Wetland Delineation/Amy Belle Road	\$300		Cash	Crystal Hess	3201 S. 147th Street			Open
5	Ashbury Woods	Wetland Delineation/Division Road	\$300		Cash	Dominic Koppen	W169 N11053 Ashbury Ln. #3			Open

- 1 Enviro Safe for clean-up: Annually Renewing in Perpetuity
- 2 Patrick Brown - Wetland Delineation: SEWRPC Delineation Report submitted 9-10-18
- 3 Dennis Ivan Hahn - Wetland Delineation
- 4 Crystal Hess - Wetland Delineation: SEWRPC field work completed August 2018
- 5 Ashbury Woods-Wetland Delineation: new SEWRPC delineation request September 2018

Letters of Credit Report

Village of Germantown

Department of Public Works and Finance Department

Revised: 2-12-2019

Development	Expiration Date	Dollar Amount	Issuing Bank	Renewability	Letter of Credit No
Presbyterian Homes Senior	4/28/2019	\$100,000.00	Associated Bank	Auto	00484
Prairie Glenn II	7/8/2018	\$38,740.68	PARK BANK	Auto for 1 year	8082017
Rainbow Child Care	8/1/2019	\$45,395.10	Bank of America	NONE	CHECK (cash)
Harvest Hills Subd.	8/1/2019	\$1,339,689.05	Tri-City Bank	Auto	1668
Zilber	8/16/2019	\$1,297,310.00	U.S. Bank National Assoc	Auto	SLCWMIL004699
Collateralization of funds held at US Bank			Federal Home Loan		
US Bank	3/4/2019	\$25,000,000.00	Bank of Cincinnati		527131