

VILLAGE OF GERMANTOWN
N112 W17001 MEQUON ROAD
GERMANTOWN, WI 53022

MEETING: **GENERAL GOVERNMENT & FINANCE COMMITTEE**

DATE AND TIME: **Tuesday, September 18, 2018 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:** August 20, 2018 regular 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. Village Hall Copiers.
 - B. Position Analysis Questionnaire.
 - C. Vision and Mission Statements.
- VI. **OLD BUSINESS:**
 - A. Update on Fire Station 1.
- VII. **REPORTS:**
 - A. Monthly, Year to Date Financials.
 1. Revenue and Expense Report – All Funds.
 2. Health and Dental Plans.
 3. TIF 6 Summary.
 - B. Impact Fees Financial Reports.
 - C. Accounts Payable –August 25, 2018, and September 10, 2018.
 - D. Monthly Code Violation Reports.
 1. Building Inspection Department – None.
 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 Changes. Update in October.

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
August 20, 2018**

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, and Miller and Baum. Also present: Administrator Kreklow, Clerk Boldrey, and Finance Director Rath.

APPROVAL OF MINUTES: July 16, 2018 – **MOTION (Baum/Kaminski) to approve. Motion carried unanimously.**

PUBLIC COMMENT: No public comment.

NEW BUSINESS:

- A. Installation of New Playground Equipment for Rockfield School in an amount not to exceed \$60,000. **Director Schroeder gave background on the request for playground equipment. Dr. Dana Croatt, Principal of Rockfield School and Ric Erickson, Director of Facilities and Operations were in attendance. The proposal is to use monies from the Germantown Park & Recreation Special Non-Lapsing Fund. The Fund balance is \$82,503. The Intergovernmental Agreement allows for this type of expenditure and use. There is involvement of the PTA group as well. Dr. Croatt gave background that the parking lot was extended into the playground equipment area. The equipment was too old to move and reuse. This is phase one of the equipment project. The fund is funded by a small component of registrations. Motion by (Miller/Kaminski) to recommend approval of the Installation of New Playground Equipment for Rockfield School in an amount not to exceed \$60,000. Motion carried, Baum voted no.**
- B. Discussion of Ordinance 2.05, Agenda; Order of Business as it Relates to the Agendas and Timing. **The item is on the Agenda at Chairperson's Zabel's Request. The packets seem be coming late on Fridays. Tr. Zabel would like to formalize in the Ordinance that items are due to the Clerk by Wednesday. Discussion of the ordinance and timing of the packets ensued. Attorney Sajdak commented that this could be a policy at staff level or as a board decision or ordinance. There would need to be the ability to override for exceptions. No motions were made. No action was taken.**
- C. League of Wisconsin Municipalities Dark Store Loophole Explanation Video – Consideration of Posting Link to Village Website.
The Dark Store Loophole Explanation Video was viewed and discussed. This will be a referendum item on the November ballot.
Motion by (Baum/Miller) to post the Video on the Village Website. Motion carried unanimously.
- D. Discussion of Potential RFP for Future Use of Fire Station 1.
Discussion included the use of the building with the park and the concept. This may be more of a Request for Information rather than a Request for Proposals. The Village would maintain ownership of the property and look to long term uses. Discussion included polling departments for possible uses. The cost of ownership, repurposing, and use will also be reviewed.

OLD BUSINESS:

- A. None.

REPORTS:

A. **Monthly Year to Date Financials:**

1. Revenue and Expense Report All Funds: Finance Director Rath reviewed the reports. No issues with the funds at this time.
2. Health and Dental Plans: Director Rath reviewed the reports. Health may be slightly down. Dental will be over surplus at the end of the year.
3. TIF 6 Summary: There is a coverage for the shortage. There is an approximate \$60,000 shortage. There is a payment due September 1.

B. **Impact Fees Financial Reports:** The report was reviewed. The numbers are tacking positively.

C. **Accounts Payable:** July 25, 2018 and August 10, 2018 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 Zilber letter of credit was pointed out.

1. Building Inspection Department – Reviewed.
2. Public Works Department– Reviewed.
3. Planning Department – None.

G. **Summary of all Village Contracts:** Contracts were reviewed and one change from last month.

SCHEDULE NEXT MEETING: The next meeting will be on September 18, 2018 at 6 pm.

ADJOURNMENT: Chairman Zabel adjourned meeting at 6:54 p.m.

Respectfully Submitted,

Deanna L. Boldrey
Village Clerk

Meeting Date: September 18, 2018.
To: General Government and Finance Committee.
From: Deanna Boldrey, Village Clerk.
Regarding: Village Hall Copiers.

The Village Hall copiers currently are owned by the Village with an inclusive maintenance agreement with Sharp / Office Copying Equipment. This agreement is a normal office agreement that includes toner and maintenance items for the copiers.

The current agreement has been in existence since 2013. The current maintenance agreement is up for renewal. The Village Hall has four copiers. Three black and white and one color model.

I have been assigned the project to lease new copiers. Sharp, Xerox and Toshiba copy machines were brought in for Village Hall Employees to test. Each machine allowed the sales person to demonstrate the copier. Most of the companies have local ties to the Village; meaning that a sales person, or technician live in the Village or near the Village.

There are two components to the invoicing of leased equipment: the lease itself and then the charge for each copy.

The attached spreadsheet shows the components for each copier. Currently, there are three black and white copiers and one color. The recommendation is to replace the existing four copiers with three; two color copiers and one black and white.

All machines have the following capabilities:

Full Color Scan. Stapler. Three Hole Punch. Network Email Capability. Scan to email or folder. Sorter. Magnification. Dual sided copies. Accounting Codes. Specific draw sizes. Fax capability on the mailroom copier.

I did request the following:

Shipping, Installation, Set-up and staff training at no additional cost.

Network consultation at no additional cost.

A Four-Year Lease Term, with a continuation of up to six months.

Hard Drive Cleaning / Overwriting or the Authority to Remove Hard Drive without replacement.

Locked in rates with no increases at end of agreement or during the agreement with additional six months. Toner, parts, labor, travel time for service calls and service calls included in the agreement.

Based on the demonstrations and cost, the recommendation is the Xerox machines at 65 pages per minute in the mailroom and 70 pages per minute in Engineering and Parks. The color machines will be located in the Parks and Engineering departments and black and white only in the mailroom. The 48-month annual lease is **\$8,105**. The click charges are at **.0043**, for the black and white machine only. The color machines click charges are **.0059** black and white and **.047** color. Based on projected 25,000 copies per month: the monthly total with the lease and click charge would be \$1,032; the annual total would be \$12,393.

| Print Charges: | | | | | | | | | | | | | | | |
|---|--------------------------|----------------------------|---------------------------|----------------------------|---------------------------|--|-----------------------------|-----------------------------|--------|--|--------------------------------|--|---|--|---|
| Equipment Type: | Distributor Name: | Monthly Lease (48 Months): | Annual Lease (48 Months): | Monthly Lease (60 Months): | Annual Lease (60 Months): | | Monochrome (Black & White): | Monochrome (Black & White): | Color: | | Possible Monthly Print Charges | Possible Monthly Charge with Projected Print Charges (48 Months) | Possible Annual Charge with Projected Print Charges (48 Months) | Possible Monthly Charge with Projected Print Charges (60 Months) | Possible Annual Charge with Projected Print Charges (60 Months) |
| Based on 25,000 copies per month. 20,000 black and white and 5,000 color. | | | | | | | | | | | | | | | |
| Xerox | Digital Office So | 554 | 6653 | 486 | 5837 | | 0.0043 | 0.0059 | 0.047 | | 357 | 912 | 10942 | 844 | 10126 |
| 55 pages per minute | | | | | | | | | | | | | | | |
| Xerox | Digital Office So | 675 | 8105 | 599 | 7184 | | 0.0043 | 0.0059 | 0.047 | | 357 | 1033 | 12393 | 956 | 11473 |
| 65 pages per minute mailroom | | | | | | | | | | | | | | | |
| 70 pages per minute eng & park | | | | | | | | | | | | | | | |
| Toshiba | Ross | 725 | 8705 | | | | 0.0047 | 0.0047 | 0.0365 | | 736 | | 11648 | | |
| 65 pages per minute | | | | | | | | | | | | | | | |
| | | | | | | | | | | | per quarter | | | | |
| Sharp | Office Copying Equipment | 563 | 6759 | 464 | 5571 | | 0.0069 | 0.0069 | 0.044 | | 386 | 949 | 11386 | 850 | 10198 |
| 50 pages per minute | | | | | | | | | | | | | | | |
| Sharp quoted 63 months instead of 60 | | | | | | | | | | | | | | | |
| Xerox | Rhyme | | | | | | | | | | | | | | |
| 55 pages per minute | | 930 | 11159 | 802 | 9621 | | 0.0079 | 0.0079 | 0.049 | | 435 | 1364 | 16374 | 1236 | 14837 |

**Village of Germantown
POSITION ANALYSIS QUESTIONNAIRE**

| | |
|------------------------------------|---|
| EMPLOYEE'S NAME | |
| JOB TITLE | |
| POSITION TYPE (circle one) | Regular Full Time Part Time Seasonal |
| DEPARTMENT | |
| REPORTS TO (Name and Title) | |
| DATE | |

The purpose of this questionnaire is to obtain current information to document the requirements of this position and the work performed.

Please complete this questionnaire as honestly, completely and accurately as you can. Base your answers on what is normal to the current job, not special projects or temporary assignment duties, unless these tasks are a regular part of the job.

I. JOB OBJECTIVE, JOB DUTIES AND RESPONSIBILITIES

A. JOB OBJECTIVE (GENERAL PURPOSE OF POSITION)

Indicate in one or two sentences the general purpose of the position (or why this job exists).
(For example: To operate, maintain, and repair computer equipment and to provide technical assistance to users.)

I. JOB OBJECTIVE, JOB DUTIES AND RESPONSIBILITIES (CONTINUED)

B. PRIMARY JOB RESPONSIBILITIES

Describe specific duties and responsibilities that are essential to the purpose of this position and critical to successful performance. For each duty and responsibility, describe the successful completion or result of that activity. DO NOT use acronyms or abbreviations. Use a separate sentence for each duty and responsibility. **Most positions can be described within 10 or fewer major responsibility areas.** Each statement should be brief and concise. Give the best estimate of average percentage of time each duty and responsibility take over the course of a day. Marginal or occasional duties and responsibilities will be described in the next section.

| SAMPLE TASKS | Percent (%) of Daily Time |
|--|------------------------------|
| 1. Answers questions and provides information to customers by telephone. | 30% |
| 2. Maintains and updates various hard copy and computer files | 20% |
| 3. Collects, sorts and distributes incoming mail. | 20% |
| 4. Types various correspondence and forms. | 20% |
| 5. Makes travel arrangements. | 10% |
| | 100% |
| 1. | |
| 2. | |
| 3. | |
| 4. | |
| 5. | |
| 6. | |
| 7. | |
| 8. | |
| 9. | |
| 10. | |
| | |

I. JOB OBJECTIVE, JOB DUTIES AND RESPONSIBILITIES (CONTINUED)

C. SECONDARY JOB RESPONSIBILITIES

If there are additional duties and responsibilities that are marginal to the overall purpose of the position, please list them below. This includes duties and responsibilities that are not essential to the reason the position exists and generally require an average of less than 10% of time to complete (occasional duties and responsibilities).

II. EDUCATION, EXPERIENCE, CERTIFICATIONS AND LICENSES

A. Education Levels

1. Please indicate the level of education you had when you began your current position. If your current education level is different, please indicate that as well.

- i. Some high school
- ii. High school diploma (or GED)
- iii. Vocational/Technical School
- iv. Apprenticeship or training in a skilled trade (*e.g. electrician, carpentry, etc.*)
- v. Some college
- vi. Associate's (2 year) College Degree; _____
- vii. Bachelor's (4 year) College Degree; _____
- viii. Master's Degree (MA, MS) or Law Degree (JD); _____

2. Does this position require any professional certifications, licenses or registrations?

List all required professional certifications, licenses required to perform this position and the time frame required to obtain certification/license for this position. (e.g. before employment; within one year of employment) (attach additional pages, if necessary)

| CERTIFICATION/LICENSE TYPE <small>Example: Certified Public Accountant (CPA)</small> | TIME FRAME REQUIRED TO OBTAIN <small>Example: Must obtain within one year of employment</small> |
|--|---|
| 1. | |
| 2. | |
| 3. | |
| 4. | |

B. Knowledge, Skills, or Abilities (KSA's)

3. Every job requires specific knowledge, skills and abilities to effectively perform the position's essential functions. For your current position, please list specific Knowledge, Skills or Abilities that are required to perform effectively. For each one, please indicate whether the KSA is absolutely required (REQ) or whether it is preferred (PREF), and then indicate the level of proficiency required for each KSA by checking the appropriate level (Basic, Intermediate, Advanced). Please note, specific examples for the proficiency levels of common Microsoft products are available in the companion document

| Req. | Pref. | Specific Knowledge Skill or Ability | Basic | Inter- mediate | Advanced |
|------|-------|---|--------------------------|--------------------------|--------------------------|
| | | <i>Example: (Administrative Assistant) Written Communication Skills</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
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| | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

III. SUPERVISORY RESPONSIBILITIES

FORMAL supervisory responsibility is defined as actively participating in hiring, providing coaching/counseling and conducting performance evaluations of other Village employees. If you are required to conduct and sign annual performance evaluations, you have formal supervisory responsibility. If none, skip to section IV.

Does this position supervise one or more full-time positions?

Yes No

What is the total number of positions supervised? _____

List position titles supervised by this position:

Does this position conduct performance evaluations for the positions listed above?

Yes No

Check the appropriate areas of responsibility:

- | | | |
|---|--|---|
| <input type="checkbox"/> Hiring | <input type="checkbox"/> Coaching/Counseling | <input type="checkbox"/> Reviewing Salaries |
| <input type="checkbox"/> Training | <input type="checkbox"/> Assigning Work | <input type="checkbox"/> Disciplining |
| <input type="checkbox"/> Approve Leave | <input type="checkbox"/> Orientation | <input type="checkbox"/> Terminating |
| <input type="checkbox"/> Planning/Control | <input type="checkbox"/> Conduct Performance | <input type="checkbox"/> Evaluation |

IV. SUPERVISION RECEIVED (check one)

- Direct Supervision - employee receives instructions and close supervision from a superior who is present at all times, and who gives step-by-step directions.
- Immediate Supervision - employee receives instructions and task assignments from a supervisor, who reviews work in progress. Works under constant supervision.
- General Supervision - employee performs duties under work orders received from a supervisor without his/her close and constant supervision. Submits reports on finished work to supervisor for review.
- General Direction - employee can plan work methods after receiving instructions on procedures and recommendations on major matters of policy.
- Administrative Direction - employee can perform duties on his/her own initiative. Work operations can be re-planned or reorganized on employee's own authority. Employee can plan and budget for programs and flow of work. Receives little or no supervision except in matter of overall Village-wide policy.

V. EFFECT OF ERRORS

What is the most serious consequence, which could result from an error made in this position?
Check all applicable statements below:

- Errors are easily and quickly detected and would result in only minor confusion or clerical corrections.
- Errors are usually detected in succeeding operations and generally confined to one division.
- Errors may cause considerable interruption and delay in work output.
- The effect is usually confined within the Village operations but may extend indirectly to outside relationships.
- Errors are hard to detect, may be serious, but usually confined within the Village Operations.
- Errors are hard to detect and may be serious, affecting outside relationships and/or individuals.
- Errors could result in the death/serious injury of a person.

VI. SCOPE OF RESPONSIBILITY

A. INTERPERSONAL CONTACTS

1. Internal: List persons or departments that are internal customers and the frequency and type of contact (*i.e., frequent contact in person and over the telephone with Police Department staff*).

2. External: List general groups (*i.e., neighborhood organizations, vendors, etc.*) that are external customers and the frequency of contact (*i.e., constant contact with clients or neighborhood organizations, weekly contact with vendors, etc.*)

3. Elected and Appointed Boards and Committees: List types of communication that involve the Board and Appointed Committees

B. FISCAL RESPONSIBILITY

1. What are the fiscal responsibilities of this position? (If any- if none, skip to Section VIII)

2. Is this position responsible for collecting money (by cash, check, or transfers) on behalf of the Village?

Yes No

If yes, please explain:

3. Is this position charged with managing a budget, employee salaries, etc.?

Yes No

If yes, please explain:

VII. WORKING CONDITIONS

A. Hours: What are the normal working hours for this position (*i.e., call out, shift work, mandatory overtime, holidays, weekends, etc.*).

B. Location: Describe place(s) where work activities are performed (*i.e., at a desk, in computer room, etc.*) and any conditions that warrant special attention (*i.e., high noise level, exposure to dust, etc.*). Describe in action verbs the physical elements of the position and an estimation of how frequently these actions are performed and/or the duration of the action (*i.e., sits at computer terminal and enters data 4 - 6 hours per day*).

- C. Special Job Dimensions: Does this position require any physical demands such as standing for prolonged periods, lifting, bending, pushing, climbing, etc. If so, what percentage of time? Please elaborate.

Yes No If yes, please explain below:

- D. Describe any dangers or hazards in the performance of the job duties?

- E. Equipment Used: List all tools and equipment necessary to complete the tasks associated with this position, what software is utilized, and to what extent it is used. (e.g., database maintenance, data retrieval only; computerized file development and maintenance, etc.)

| SOFTWARE/TOOLS (e.g., computer; Microsoft word, excel) | EXTENT OF UTILIZATION (e.g., daily, monthly, annually) |
|---|---|
| 1. | |
| 2. | |
| 3. | |
| 4. | |
| 5. | |

- F. Does the position perform duties that are safety sensitive or duties that could create a risk of harm to others if the employee is under the influence of illegal drugs or alcohol?

Yes No If yes, please explain below:

VIII. ADDITIONAL INFORMATION

Please include any additional information that will aid in the preparation/evaluation of an accurate description of this job (attach additional page(s) if necessary).

This questionnaire was completed by:

NAME, TITLE _____

DATE _____

IX. SUPERVISOR/MANAGER AND DEPARTMENT DIRECTOR

If this questionnaire was completed by the current incumbent, please review the employee's responses carefully. If you disagree with the statements or any information is missing, please list in the space below. The employee's work performance will not be considered in the classification review of this position. **DO NOT CHANGE ANY OF THE EMPLOYEE'S RESPONSES.**

If this request is to reclassify an existing position, briefly describe the reassignment of work, the new function added by law or other factors, or the reorganization which changed the duties and responsibilities of this position.

DEPARTMENT HEAD'S SIGNATURE

DATE

ADMINISTRATOR COMMENTS

ADMINISTRATOR'S SIGNATURE

DATE

Vision Statement: Germantown's ethnic heritage, high quality of life based on its rural and suburban character, and desirable location in the greater metropolitan area create our competitive advantage. We will work together, with respect for each other, maintain that character and ensure Germantown's future as a neighborly and safe place to live, work and play.

Mission Statement: The Village of Germantown is responsive to our citizens and businesses, embracing our heritage while working together to provide quality services in a fiscally responsible manner that will enhance the quality of life in our community.

GENERAL GOVERNMENT & FINANCE COMMITTEE

GERMANTOWN, WI

MEETING DATE: September 18, 2018

AGENDA ITEM: New Business

ITEM TITLES: Position Analysis Questionnaire & Vision & Mission Statements

SUBMITTED BY: Michelle Tucker, Deputy Clerk/Management Analyst

SUMMARY EXPLANATION:

Since I have started in Germantown, the Village Administrator has asked for me to assist with a few different projects, including drafting an updated hiring policy and assisting with the creation of a comprehensive performance measurement system for Village employees. For either of these to be effective, we need to have a database of up-to-date job descriptions for all employees. Since job descriptions are not available for some positions and others are out of date, we have developed a Position Analysis Questionnaire (PAQ) that allows employees to record the details of their job. From these PAQs, we will update existing job descriptions for non-represented employees, which will in turn be used as the basis for creating a comprehensive employee performance evaluation system. The other critical piece in the development of an effective performance measurement process is the establishment of clear goals for our employees. As the first step in the process to create those, we have worked with department heads to simplify the Village's overall vision and mission statements for this purpose. These are not official changes, but they will be used to guide the process of creating department (and then employee) goals and objectives.

Currently, department heads are reviewing their department's PAQ forms, which will then be given to Village Administrator and I to review. Our tentative timeline for this process is to have all the job descriptions for non-represented positions updated by the end of 2018; in early 2019, we will then be working with each department to create their employees' 2019 goals and performance measurement standards. These would then be in place to measure next year's performance. For reference, a blank copy of the PAQ is included, along with our simplified Vision and Mission statements.

Attached: Ordinance _____ Resolution _____ Other X

Recommendation:

No action is required at this time.

Committee Action:

Village of Germantown

Department Community Development

Planning & Zoning Services Division

Code Violations

As of September 10, 2018

| 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) |
|-------------------------|-------------------------------------|-------------|-------------|-----------------------------|-------------------------------------|---|---|--|---|
| CLOSED | 2015-5-1 | 5-21-15 | 6-20-15 | N112 W21212 MEQUON ROAD | TRACEY WEBER (NEW OWNER) | PROPERTY MAINTENANCE; DILAPIDATED BUILDING; PUBLIC NUISANCE | DEMO & BLDG PERMIT APPS FILED; WORK TO COMMENCE IN SEPT | WASH CO ISSUED SANITARY PERMIT 9-6-18 FOR NEW 3-BDRM/2-BATH 1900 SQFT SF DWELLING | NO FURTHER ENFORCEMENT ACTION REQ'D (YEAH!... FINALLY) |
| CLOSED | 2017-02-01 | 2-21-17 | 3-24-17 | W146 N11045 FOND DU LAC AVE | KEVIN KLATY | PROPERTY MAINTENANCE; JUNKED VEHICLES | | CITATION #1 & #2 ISSUED; OWNER DEFAULTED BOTH; FINE TO STATE DEBT COLLECTION IF NOT PAID BY 8-23 | ADD'L CITATIONS TO BE ISSUED IF CORRECTIVE ACTIONS NOT TAKEN BY SEPT 15 |
| CLOSED | 2017-12-01 | 12-27-17 | 1-15-18 | W162 N11651 PARK AVE | MIKE & TRACY LELONDE | COMMERCIAL TRAILER IN RES DIST; BUILDING PERMIT REQ'D FOR GARAGE HEATER; PARKING LOT EXPANSION W/O SITE PLAN APPROVAL; UNLICENSED VEHICLE | GARAGE HEATER REMOVED; UNLICENSE VEHICLE REMOVED | CITATION ISSUED; OWNER "NO-SHOW" FOR PRE-TRIAL CONF W/ VILLAGE ATTY AUG 22; DEFAULT DECLARED | ADD'L CITATIONS TO BE ISSUED IF CORRECTIVE ACTIONS NOT TAKEN BY SEPT 15 |
| CLOSED | 2018-01-03 | 1-23-18 | 3-1-18 | W124 N10485 WASAUKEE ROAD | LALONDE WASAUKEE LLC (MIKE LALONDE) | ILLEGAL CONSTRUCTION CONTRACTOR BUSINESS ON 2-AC PARCEL | | CITATION ISSUED; OWNER "NO-SHOW" FOR PRE-TRIAL CONF W/ VILLAGE ATTY AUG 22; DEFAULT DECLARED | ADD'L CITATIONS TO BE ISSUED IF CORRECTIVE ACTIONS NOT TAKEN BY SEPT 15 |



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: 9-11-2018

| Development | Expiration Date | Dollar Amount | Issuing Bank | Renewability | Letter of Credit No |
|---|-----------------|----------------|---|-----------------|---------------------|
| Saxony Village | 5/3/2018 | \$32,882.70 | MCB Investments, LLC | NONE | CHECK (cash) |
| Presbyterian Homes Senior | 4/28/2019 | \$2,428,472.00 | 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 | \$453,951.00 | 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 | | | | | |
| US Bank | 11/30/2018 | \$5,000,000.00 | Federal Home Loan Bank of Cincinnati | | 525086 |

Project(s) to WATCH:

Prairie Glen Ph 2--LOC reduced 1/9/2018 with additional work remaining to be completed in 2018
Saxony Village is a CASH LOC and will be release in May 2018

Note:

Gatewood Place adjusted for one year warranty period/REMOVED expired 8/3/18
Midwest Assisted Living LOC, 1 year warranty period complete, LOC released 8/9/17
CARRIAGE HILLS GERMANTOWN: Approved release LOC by PWHC on Feb. 2, 2016
US BANK__New Letter of Credit #519490 to replace LOC #522184 // New LOC (per Kim Rath)
Saxony Village Development submitted LOC in form of company check on 5/3/2017
Presbytereian Homes Senior Living: LOC issued May 2, 2017; expires 4/29/18 with auto renewal
Kiwanis LOC released at VB mtg 5/21/18