

VILLAGE OF GERMANTOWN
N112 W17001 MEQUON ROAD
GERMANTOWN, WI 53022

MEETING: **GERMANTOWN TOURISM COMMISSION**

DATE AND TIME: **WEDNESDAY AUGUST 16, 2017** **6:00 p.m.**

LOCATION: **Village Hall Conference Room A**
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:** Hughes, Members Adair, Ciurro, Grgich, Merry, and Rogers
- III. **APPROVAL OF MINUTES:** March 23, 2017 and June 21, 2017 meeting
- IV. **NEW BUSINESS:**
 - A. Requests For Funds:
 1. Germantown Historical Society-\$2,500 for Annual Oktoberfest
 2. Germantown Kiwanis Community Foundation, Inc.-\$10,000 for Gehl Foods Performing Arts Pavilion
 - B. Discussion/Action on Revisions of Application for Funds and Guidelines Form
 - C. Review of Financial Balance
- V. **NEXT MEETING:** Set Date for Next Meeting
- VI. **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.

GERMANTOWN TOURISM COMMISSION

Meeting Minutes – March 23, 2017

I. Call to Order

The meeting was called to order by the Village Attorney, Brian C. Sajdak at 6:00 pm in Conference Room A in the Germantown Village Hall.

II. Roll Call

Trustee Hughes and Members Adair, Ciurro, Grgich, Merry and Rogers were all present.

Motion by Hughes, second by Adair to take item V.A. out of agenda order. Motion carried: 6 Ayes, 0 Noes.

V. New Business

A. Policies and Procedures for 2017 Room Tax Law Change

Village Attorney Sajdak presented on overview of the history on the room tax law and the purpose of the agenda item. Discussion followed among members.

Motion by Hughes, second by Ciurro to utilize the existing application from as a basis for discussion at the next meeting. Motion carried: 6 ayes, 0 noes.

III. Election of Officers

Motion by Ciurro, second by Adair to appoint Trustee Hughes as the Chair. Motion carried: 5 ayes, 0 Noes, 1 abstention (Hughes).

Motion by Ciurro, second by Grgich to appoint Rogers as Vice Chair. Motion carried: 5 ayes, 0 Noes, 1 abstention (Rogers).

Motion by Grgich, second by Adair to appoint Grgich as Secretary. Motion carried: 6 Ayes, 0 Noes.

IV. Approval of Minutes

Motion by Rogers, second by Adair to approve the minutes of the December 19, 216 meeting of the Tourism and Betterment Committee. Motion carried: 6 ayes, 0 Noes.

V. New Business (Cont.)

B. Germantown Fire Department Funding Requests

Deputy Chief Delain presented the Department's request. As the request as presented did not seem to meet the standards specified in the statute, the Commission requested that the Fire Department review its request and return with a modified request if possible. No action taken.

VI. Adjournment

Motion by Rogers, second by Ciurro to adjourn. Motion carried: 6 Ayes, 0 Noes. Meeting adjourned at 7:24 pm.

GERMANTOWN TOURISM COMMISSION
Meeting Minutes for June 21, 2017

1. Meeting Called to Order:

6:00pm by Jeffrey Hughes, Chairman of the Tourism Commission

2. Members Present:

Chairperson Hughes, Members Adair, Grgich, and Rogers; Ciarro arrived a little later
Excused: Merry

3. Approval of Minutes: Motion by Rogers, second by Adair to approve the Minutes of the 5/17/17 meeting. Grgich noted the Minutes from the March 23, 2017 meeting did not make this meeting packet and will be included at the next meeting. Motion carried: 5 ayes; 0 noes.

4. New Business:

A. Request for Funds:

1. Kiwanis Club presented by Lynn Grgich for an undisclosed amount

- This request is for the 4th of July Festivities in Germantown.
- The amount was left blank because this application was completed in late January while the funding process was in the re-organizing stage.
- With Express News as our media sponsor, the ad and tabloid expenses are generously donated.
- The question is, from how far would this event pull visitors to Germantown? Would you expect an overnight stay for a 4th of July celebration?
- This event would certainly draw from Menomonee Falls, Mequon-Thiensville (especially with these communities' events being on dates other than July 4th), Richfield, Colgate, Hubertus, Jackson. But these wouldn't be overnight visitors. Would the funding cover advertising in these areas?

Rogers moved to approve up to \$2,500 for marketing and advertising costs for the 4th of July Festivities; seconded by Ciarro. Motion carried: 4 Ayes, 1 Abstain, 0 Noes.

B. Discussion/Action on Revisions of Application For Funds and Guidelines Form

The revised application included in the packet for tonight's meeting was reviewed and a few more changes were made:

- The minutes may have been misinterpreted as a couple of questions were missing and the guidelines were restated on the back. Grgich presented a draft including the missing questions and removing the extra guidelines. See draft.
- On the front page it was decided the bolded wording MAXIMUM AMOUNT REQUESTED IS \$2500 PER REQUEST FOR MARKETING

EXPENSES.... Might be misinterpreted to applicants that this is the always the maximum amount allowed to be requested, when in fact it is not.

- After some discussion, it was determined this information should be included in the FAQ sheet to be developed and this wording should be removed from the body of the application.
- Also, is it necessary to list the Adopted, Revisions, Revised dates on the application?

The commission will work on developing a FAQ sheet, at their next meeting, to be sent out with the meeting notice to help those presenting their request to be better prepared.

5. Next Meeting: Wednesday, August 16, 2017, 6:00pm

6. Adjournment:

The meeting was adjourned by Chairman Hughes at 6:33pm.

Respectfully Submitted by:
Lynn Grgich
Secretary

GERMANTOWN TOURISM / BETTERMENT FUND
REQUEST FOR FUNDING
CALENDAR YEAR: 2017



Funds may be requested by groups for Tourism Projects (projects or events that will bring visitors to the Village of Germantown).

1. Group Name: GERMANTOWN HISTORICAL SOCIETY
Mailing Address: P.O. Box 31 Germantown, WI 53022
2. Responsible person's name: Jeff Dhein Phone No: 262-689-0537
3. Amount requested: \$2560 - E-mail Address: JDDHEIN@AOL.COM

MAXIMUM AMOUNT REQUESTED IS \$2500 PER REQUEST

4. Date by which funding is desired: 12-1-2017

Please complete this form in its entirety. Also, please submit an itemized estimate for the full project for approval. Upon completion of the project, receipts submitted will be matched against the detail costs to verify the final expenditure. Note the guidelines for funding requests listed on the reverse side of this form.

Event or project description: (Please provide details regarding your event or project)

ANNUAL OKTOBERFEST

How will your event promote tourism to Germantown?

Along with the authentic music, food and dance, our event features a dachshund dash that brings people from all over the midwest.

Itemized Cost Details:

Advertising in print and on radio.

2nd & 3rd year applicants: please provide a financial statement including revenue & expense: (past financial statement)

Attached

Okoberfest

Receipts

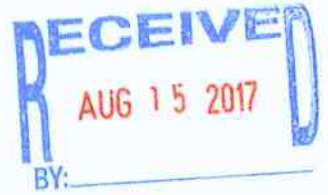
	2015	2016
Food	\$ 9,624.45	\$ 7,750.40
Bar	\$ 13,943.00	\$ 13,943.00
Sponsorships	\$ 12,030.50	\$ 10,734.00
Barlympics	\$ 350.00	\$ 350.00
TV	\$ 390.00	\$ 565.00
Start Up Cash	\$ 4,896.81	\$ 5,139.00
Gift House	\$ 896.40	\$ 1,243.75
Pancake House	\$ 1,785.24	\$ 1,324.25
Pumpkins	\$ 42.50	\$ 652.00
Left over food sales		\$ 90.00
Silent Auction & Bake Sale	\$ 3,908.00	\$ 3,047.50
Total	\$ 47,866.90	\$ 44,838.90
Profit	\$ 7,166.64	\$ 6,459.68

Expenses

	2015	2016
Bands	\$ 5,495.00	\$ 5,495.00
Dancers & Dance Floor	\$ 1,050.00	\$ 1,050.00
Beer Capitol	\$ 7,968.41	\$ 5,918.44
Raffle License	\$ 25.00	\$ 25.00
TV	\$ 440.00	\$ 520.00
Volunteer Shirts	\$ 1,564.50	\$ 1,524.50
Tent	\$ 4,388.11	\$ 4,396.11
WTKM	\$ 440.00	\$ 440.00
APQ	\$ 320.00	\$ 200.00
Dan Wing	\$ 50.00	\$ 199.00
Start Up Cash	\$ 8,235.00	\$ 8,735.00
Bay Bakery	\$ 494.35	\$ 525.35
Jeff's Sports	\$ 1,451.00	\$ 974.00
Sendiks	\$ 1,323.93	\$ 1,012.08
House of Homemade Sausage	\$ 2,752.65	\$ 2,753.58
Towsleys	\$ 183.03	\$ 477.76
Menards		\$ 8.42
Fleet Farm		\$ 12.65
Express News	\$ 1,320.00	\$ 528.00
Aldo's	\$ 971.77	\$ 877.67
Mike Raab		\$ 49.90
Leza Dhein		\$ 181.00
Sysco	\$ 1,612.51	\$ 1,860.76
Port A John	\$ 615.00	\$ 615.00
Total	\$ 40,700.26	\$ 38,379.22

Oktoberfest 2016 updated 11/1/16			
Expenses	2016	Receipts	2016
Bands	\$ 5,495.00	Food	\$ 7,750.40
Dance Floor & Dancers	\$ 1,050.00	Bar	\$ 13,943.00
Beer Capitol	\$ 5,918.44	Sponsorships	\$ 10,734.00
Raffle License	\$ 25.00	Barlympics	\$ 350.00
TV	\$ 520.00	TV	\$ 565.00
Volunteer Shirts	\$ 1,524.50	Start Up Cash	\$ 5,139.00
Tent	\$ 4,396.11	Gift House	\$ 1,243.75
WTKM	\$ 440.00	Pancake House	\$ 1,324.25
American Print Quik	\$ 200.00	Pumpkins	\$ 652.00
Dan Wing	\$ 199.00	Leftover Food Sales	\$ 90.00
Start Up Cash	\$ 8,735.00	Silent Auction & Bake Sale	\$ 3,047.50
Bay Bakery	\$ 525.35	Total Receipts	\$ 44,838.90
Jeff's Sports	\$ 974.00	Total Expenses	\$ 38,379.22
Sendik's	\$ 1,012.08	Profit	\$ 6,459.68
House of Homemade Sausage	\$ 2,753.58	Pending Sponsorships	\$ (6,300.00)
Towsleys	\$ 477.76	Pending Barlympics	\$ (100.00)
Menards	\$ 8.42	Pending Profit	\$ 59.68
Fleet Farm	\$ 12.65		
Express News	\$ 528.00	Pending Sponsorships	
Aldo's	\$ 877.67	Sendiks	\$ 3,000.00
Mike Raab	\$ 49.90	Village of Germantown	\$ 2,500.00
Sysco	\$ 1,860.76	Al's Locksmith	\$ 125.00
Leza Dhein	\$ 181.00	Mobile Repair Guys	\$ 125.00
Port A John	\$ 615.00	Curt Hackbarth	\$ 100.00
Total	\$ 38,379.22	Tiny T's	\$ 100.00
		House of Homemade Sausage	\$ 100.00
		Wetterau Homestead	\$ 250.00
			\$ 6,300.00
		Pending Barlympics	
		Sports Corner	\$ 100.00
	2013	2014	2015
Total Receipts	\$ 47,271.08	\$ 46,647.92	\$ 51,974.62
Total Expenses	\$ 38,251.54	\$ 38,658.34	\$ 41,198.48
Profit	\$ 9,019.54	\$ 7,989.58	\$ 10,776.14

VILLAGE OF GERMANTOWN
OFFICE OF THE VILLAGE CLERK
N112 W17001 MEQUON ROAD, P.O. BOX 337
GERMANTOWN, WI 53022-0337
PHONE: (262) 250-4740 FAX: (262) 253-8255



**TOURISM / COMMUNITY BETTERMENT
COMMITTEE**

APPROVED FUNDS CHECKLIST

**FUNDS WERE APPROVED AT TOURISM/COMMUNITY BETTERMENT
COMMITTEE MEETING ON:**

1. Group Name:

Germantown Kiwanis Community Foundation, Inc.

Mailing Address: P.O. Box 430, Germantown, WI 53022-0430

2. Responsible person's name: George Herro / John Krause

3. Phone No: 262.255.2161, Geo Herro / 414.640.9008 John Krause

4. E-mail Address: john.krause.ss@hotmail.com

5. Amount requested: \$ 10,000.00

MAXIMUM AMOUNT REQUESTED IS \$2,500.00 PER REQUEST - Reimbursement will
made after the event is held for the amount the Tourism/Community Betterment Committee
Approved.

6. CHECK PAYABLE TO: Germantown Kiwanis Community Foundation, Inc

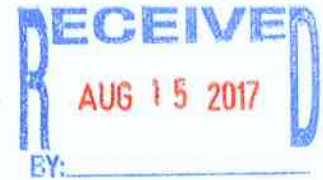
Please complete this form in its entirety. Also, submit invoices and receipts to the Clerk's
office for verification. Your request will be submitted to the Finance Department and a check
will be issued at the next Accounts Payable check run. Please note, this process could take
two weeks.

Aug. 14, 2017
Date

Germantown Kiwanis
Sponsoring Organization

[Signature]
Signature of Authorized Applicant

GERMANTOWN TOURISM COMMISSION
REQUEST FOR FUNDING
CALENDAR YEAR: 2017



Funds may be requested by groups for Tourism Projects (projects or events that will bring visitors to the Village of Germantown).

GUIDELINES

- Funds shall be used for the following to promote tourism or lodging in the Village:
 - Marketing projects, including advertising media buys, creation and distribution of printed or electronic promotional tourist materials, or efforts to recruit conventions, sporting events, or motor coach groups.
 - Transient tourist informational services.
 - Tangible municipal development.
- All funds are to be used within 12 months of approval.
- All receipts must be submitted to the Village Clerk within 60 days of approval or of the day of the event for reimbursement. (Washington County Convention and Visitor's Bureau may submit their current budget [revenues/expenses] as acceptable proof of expenditures to validate their claim for reimbursement.) Failure to submit receipts within 60 days of approval or of the day of the event shall result in a forfeit of funding.
- Upon approval, any advertising and projects must display: "Sponsored in part by Village of Germantown Tourism Commission."
- A representative from your organization must be present at the Germantown Tourism Commission meeting when funds are requested. A notice will be sent out in advance of the date, time, and location of the meeting.

-
- Group Name: Germantown Kiwanis Community Foundation, Inc.
Mailing Address: P.O. Box 430 Germantown, WI 53022-0430
 - Responsible person's name: George Herro/John Krause Phone No: 414.690.9008
 - Amount requested: \$10,000.00 E-mail Address: john.krause.sr@hotmail.com
 - Date by which funding is desired: Sept. 4, 2017

Please complete this form in its entirety. Also, please submit an itemized estimate for the full project for approval. Upon completion of the project, receipts submitted will be matched against the detail costs to verify the final expenditure.

Event or project description: (Please provide details regarding your event or project)

Gehl Foods Performing Arts Pavilion. 1,627 square foot outdoor performing arts pavilion located in the Northwest quadrant of Firemen's Park, east of the Germantown Senior Center facing Kennedy Middle School. Village of Germantown Tourism Commission will be listed as an Assistant Director on the permanent Donor Recognition panel.

How will your event promote tourism to Germantown or generate overnight stays at hotels in Germantown?

The pavilion will accommodate 75-100 performers on stage. It will be used to host Germantown Community + Germantown School Band events. Also available for Art Exhibitions, Park & Rec Activities, Public Forums, Corporate Events, outdoor weddings, etc.

Itemized Cost Details for marketing and advertising this event:

See attached Keller proposal.

2nd & 3rd year applicants: please provide a financial statement including revenue & expense: (past financial statement)

Adopted: 6/01/93
Revisions: 6/17/93, 7/30/93, 8/16/93, 11/02/98
Revised: 6/20/00 (per guidelines adopted 2/21/00 by Village Board), 11/18/02,
2/25/05 (per General Government & Finance Committee)
8/28/07 (per guidelines adopted 9/17/07 by the Village Board)
12/10/08
2/6/10
6/15/2015 – revision approved by Tourism / Betterment Committee
8/3/2015 – Clerk's Office added e-mail address
4/12/17; 5/17/17; 8/14/17 – revised guidelines

VILLAGE OF GERMANTOWN – CLERK'S DEPARTMENT
N112 W17001 Mequon Road, P.O. Box 337 Germantown, Wisconsin 53022
Phone: (262) 250-4740 Fax: (262) 253-8255



PROPOSAL FOR:

GERMANTOWN KIWANIS FOUNDATION, INC.

June 6, 2017

ATTN: JOHN KRAUSE & GEORGE HERRO

PO BOX 531

GERMANTOWN, WI 53022-0337

We are pleased to submit our Proposal for your upcoming project in accordance with your specifications to supply all labor and material to complete the following.

In accordance with your request and through subsequent meetings, we have developed plans and guidelines for your review and acceptance.

THIS PROPOSAL IS FOR:
1,627 SQ. FT. GEHL PERFORMING ARTS PAVILION

JOB LOCATION:
FIREMANS PARK
GERMANTOWN, WI 53022

1.00 GENERAL INFORMATION:

A. ADMINISTRATIVE

- .01 **Supervision:** We will assign a Supervisor to this project that is responsible for the supervision of all contracted field construction in progress. The Supervisor's responsibilities will include the scheduling and direct supervision of contracted field construction forces, interfacing as required with Building Inspection Officials, and ensuring compliance of work in place with drawings and specifications.
- .02 **Safety:** It is Keller, Inc. position and philosophy to place a high priority on a safe job site. Therefore, we have made the necessary commitment in training, education, knowledge and equipment to be able to comply with OSHA requirements during the construction phase of this project. Our current Mod Factor of .47 (well above the industry average of 1.0 -- lower is better), is a result of our commitment from our employees to our customers to provide a safe workplace.
- .03 **Project Management:** We will assign a Project Manager and Expeditor to this project who are responsible for awarding subcontracts, verifying subcontractor insurance certificates, coordinating material deliveries to the job site, preparing Owner pay requests, approving subcontractor and supplier invoices, project schedule, assembling O&M Manuals and project close-out.

ADDRESS

W204 N11509 Goldendale Road
Germantown, WI 53022

PHONE

262.250.9710 1.800.236.2534

FAX

262.250.9740

WEB SITE

www.kellerbuilds.com



- .04 **Builder's Risk Insurance** and **Worker's Compensation Insurance** are included.
- .05 **Tax Exempt:** Provide contract administration on Owner's behalf to issue purchase orders to save sales tax.

B. PLANS AND PERMITS

- .01 Local building permit is not included.
- .02 State fees and state approved plans are by Owner.
- .03 All structural engineering shall be completed by a registered Architect or Engineer retained by Owner.
- .04 Civil engineering shall be retained by the Owner and include erosion control plans, landscape plans, drainage plans, photometric site lighting plans, and site utilities including storm sewer, and electric as needed for the project.
- .05 Keller Architect will compile exterior color samples of various materials for Owner's approval.
- .06 We will assist in obtaining Erosion Control Permits where necessary.
- .07 We will assist in coordinating Landscape Plans, Architectural Reviews, Fire Department Reviews, and Zoning Submittals.
- .08 We will prepare a bar graph progress schedule for the project. This schedule will indicate tentative dates for starting and completion of the various stages of construction, and is updated on an as needed basis.
- .09 Surface water drainage permits are not included.
- .10 Surveying of existing conditions and existing utilities are not included.
- .11 Soil borings and boring log are not included.
- .12 Soil will be tested for compaction of fill by an independent firm. This will help ensure proper compaction and load bearing capabilities. Compacted in 8" - 12" lifts on any fill greater than 24".
- .13 Building and site utilities staking are included.
- .14 Upon completion of the project, the Contractor will provide the Owner with a set of as built drawings, a list of subcontractors used on the project, manufacturer's warranties, operation and maintenance manuals for the major pieces of equipment, and instruction manuals where appropriate for building systems.

C. TEMPORARY SERVICES

- .01 Any applicable utility fees for gas, electric, telephone, cable, sewer, etc. shall be paid directly by Owner to utility company. Costs for utility fees are excluded. Keller will assist in preparing applications to apply for utility services which Owner shall pay direct.
- .02 Mobilization of all construction equipment to and from the site is included.
- .03 Temporary electrical generator is included. Owner pays for actual power used and utility hook-up.
- .04 Temporary sanitary toilet facilities are included for Keller's personnel and subcontractors to use during construction.
- .05 All equipment is included as needed to construct this facility such as concrete equipment, cranes, lifts, etc.
- .06 Waste and construction debris clean up is included for Keller's portion of the work. A dumpster will be located at site during construction. Disposal costs for construction debris are included.
- .07 Upon completion, the building will be turned over in a "broom clean" condition.



- .08 Temporary water to be included by Keller for masonry work.
- .09 Keller to provide shop drawing reviews, coordinate material and equipment delivery, and train Owner in operation of equipment installed under this proposal.

2.00 SITE WORK:

A. CLEARING AND STRIPPING

- .01 Vegetation and black dirt will be stripped from the building site and excess will be hauled away. If not enough topsoil on site, we will need to truck in for final landscaping.
- .02 Required erosion control procedures will be installed prior to start up of site work and maintained until occupancy of building by Owner. Includes silt fence, tracking pad, fabric over storm manholes, etc.

B. DEMOLITION

- .01 Remove existing curbs and re-pour apron at Senior Center parking lot.

C. EXCAVATION AND BACKFILLING

- .01 Excavated material will be backfilled and compacted on the outside of the foundation walls adjacent to green areas and graded around building to provide proper drainage. Excess fill will be removed from site.
- .02 Granular fill compacted to 95% standard proctor will be placed inside of all foundation walls and under the floor.
- .03 Provide fill compacted to 95% standard proctor as needed to set building height according to engineered site plan.
- .04 The top 6" under the floor will be compacted crusher run gravel over the compacted fill.
- .05 The inside of foundation walls are to be backfilled with compacted granular backfill.
- .06 The outside foundation walls adjacent to hard surfaces and future additions will be filled with compacted granular fill.
- .07 Stockpiled topsoil will be rough graded over all required landscaped areas.

D. PARKING AND SITE CONCRETE

- .01 6" of ¾" gravel will be placed under concrete viewing apron and sidewalks.
- .02 18 Feet of 15" CMP culvert will be provided for walkway. Flared endwalls are included.

E. CONCRETE PAVING

Viewing Apron

- .01 The exterior concrete viewable apron will be reinforced with 6 x 6 #10 welded wire mesh:
 - 20' wide x 30' long x 5" thick
- .02 Apron will have a broom finish.

Sidewalks

- .01 160 Linear feet of 5" thick sidewalks shall be constructed per plan. Walks shall have broom finish.
- .02 Sidewalk and curb at handicap stall to be sloped per ADA requirements for handicap access.



F. ASPHALT PAVING

- .01 Parking lot striping will be painted white on the asphalt paving per plan.

G. LANDSCAPING (Allowance of \$3,000)

- .01 Protect seeded areas with straw mulch. Hydro-seeding can be used as a landscape contractor option.
- .02 Landscapers to keep site clean and free of debris. Remove surplus, unsuitable materials and dispose of legally off the Owner's property.
- .03 Landscape contractor to remove silt fence after grass is established.

3.00 CONCRETE WORK:

A. FOOTINGS AND WALLS

- .01 Typical concrete footings will be 12" x 24" reinforced with (2) #5 rebar continuous pier footings to be 48" x 48" with (4) #4 and (4) #5 rebar.
- .02 Typical concrete foundation walls will be 15" and 8" thick reinforced with #4 rebar 48" o.c. vertically and (2) #5 rebar continuous top and bottom.
- .03 Anchor bolts will be provided as needed.
- .04 Provide poured concrete piers 24" x 24" with (14) #6 rebar and #3 ties at 12" o.c.
- .05 Provide recessed brick ledge at top of foundation wall per locations on plan.
- .06 Poured foundation walls will support the exterior slab at all entrances.

B. FLATWORK

- .01 The floor in the backstage area will be 5" thick reinforced with fiber mesh.
- .02 The floor in the stage area will be 5" thick reinforced with fiber mesh.
- .03 All construction joints will not be filled with joint filler.
- .04 Saw-cut control joints, utilizing the same day cutting Soff-Cut system for Owner's maximum benefit and quality. This method of control joint cutting reduces random cracking and provides clean cosmetic cuts.

C. MISCELLANEOUS CONCRETE

- .01 Provide grouted column bases.

D. PRECAST

- .01 Fabricate, deliver and erect brick clad architectural precast concrete panels.
- .02 PCI & APA certified plant.
- .03 All testing shall be performed by certified APA and PCI quality control personnel.
- .04 Guardrails to be the type that does not hinder erection of components.
- .05 PCI manual 117 tolerances and guidelines only.
- .06 Engineering on panels and their connections.
- .07 Connection steel galvanized for connections exposed to weather.
- .08 Reinforcement steel plain.
- .09 Loose panel connection steel.
- .10 Exterior precast color – Buff.
- .11 Precast finish – Etched/Brick.



- .12 Mock-up will be provided as follows:
 - Step #1 – 12" x 12" samples
 - Step #2 – 4'0" x 4'0" panel
 - Step #3 – a full size production piece (to be used on the project)
- .13 Repairs for damage caused by ICP only.
- .14 Cleaning for damage caused by ICP only.
- .15 Pricing is based on using ICP stock brick.
- .16 Grouting only at base of wall panels.
- .17 Price is based on:
 - Architectural precast wall panels: (18) pieces – 2,012 sq. ft. of building panels.
 - Cast stone material: (8) pieces – 44 sq. ft. pier cap; (16) pieces – 86 sq. ft. pier bases; (23) pieces – 19 sq. ft. banding.

E. NOTES

- .01 **Concrete** - Concrete will be transit mixed attaining a minimum compressive strength of 3000 PSI for footings and walls and 4000 PSI for floors in place in (28) days. All exterior concrete including retaining walls, sidewalks, overhead door aprons, dumpster pads, etc. will be air entrained and 4000 PSI in place in (28) days.
- .02 **Curing/Sealer** - All exposed concrete slabs, interior or exterior, will have a combination sealer/curing compound, ASTM C 309 or equivalent applied.
- .03 **Reinforcing** - All reinforcing shall be determined by the Engineer and placed accordingly.
- .04 **Finish** - Typically, finish work will be completed by a twin troweling machine which helps ensure levelness of the finish.
- .05 **Placement** - A power or laser screed will be used to ease placement of low slump concrete which improves compaction, finish, and strength.
- .06 **Laser Transit** - In most cases, footing, wall and floor heights will be set with a laser transit which improves accuracy of determining heights for construction.
- .07 Cold weather costs for fuel to heat the building is not included. We assume warm weather conditions based on time of pricing/bidding.
- .08 Test cylinders of the concrete pours will be taken.
- .09 Provide grouting for column base plates.

4.00 MASONRY WORK:

A. EXTERIOR MASONRY

- .01 The donor brick wainscot on the stage walls will be 2' 8" high on (3) sides of the stage.
- .02 An allowance of \$5,000 is included to furnish donor bricks.
- .03 Clean block or brick prior to sealing.
- .04 The masonry reinforcements will be Duro Wall galvanized side and truss cross ties on the exterior cavity walls.
- .05 The masonry units will be placed in a running bond.
- .06 Masonry glass block windows installed in precast planks.
- .07 All necessary control joints will be installed per final design.
- .08 Provide precast stone cap per plan at top of masonry walls at column piers.



- .09 Winter conditions are not included. We assume warm weather conditions based on time of pricing/bidding.
- .10 Powerwash all concrete or masonry surfaces scheduled for Graffiti Guard at least 24 hours prior to application. Apply (2) coats of Sure Klean "Blok-Guard & Graffiti Control" water and Graffiti repellent.

5.00 METALS:

A. ROOF SYSTEMS/STRUCTURAL STEEL

- .01 The steel rafters (HSS 16' x 3' x 5/6") spanning 31'4" wide will be erected. They are designed to bear on the concrete piers at 100'0". Structural steel purlins (HSS 6' x 2' x 5/6") connected to girders will be erected 3'2" o.c.
- .02 The roof pitch will be 3/12.
- .03 The roof purlins will span perpendicular over the main rafters. The purlins on the low eave will bear on precast plank.
- .04 Covering will be a standing seam Roof System. Standing seam will be installed over 5/8" OSB, over 1 1/2" metal deck.
- .05 Corrugated steel decking will be fastened over the top of the purlins.
- .06 All structural steel will be shop primed with one coat primer.
- .07 All bearing plates, connection bolts, anchor bolts, clip angles, angle seats, and end plates will be provided.
- .08 A 1 1/4" I.D. steel handrail will be provided at stairs and ramps.
- .09 A steel railing will be provided at the stairs and ramps with 1 1/2" O.D. horizontal and vertical supports connected to weld plates utilize 1" intermediate balusters.
- .10 The railing will have rails designed in a pattern to prevent the passage of an object with a diameter larger than 4" sphere.

6.00 CARPENTRY:

- .01 The backstage roof system will consist of: wood roof trusses at 3/12 pitch placed 24" on center with a 24" overhang; roof sheathing of 5/8" OSB with H. Clips. Ice & water shield is included at the eave and each side of valleys.

7.00 INSULATION SYSTEMS / THERMAL & MOISTURE PROTECTION:

A. FOUNDATION INSULATION

- .01 Not included.

B. CAULKING

- .01 Provide caulking and backer bead as recommended by the manufacturer, to seal exterior and interior joints at expansion joints, frames of doors, windows, and other wall openings.

C. VENTING & SOFFIT SYSTEMS

- .01 The roof venting will utilize roof vents.
- .02 A vented aluminum soffit and fascia system will be used at overhangs.



D. STANDING SEAM ROOF

- .01 Great Lakes Roofing will provide:
- Installing Petersen Snap-Clad metal roof
 - Installing shop fabricated 24 ga. gutter with downspouts
 - Installing shop fabricated 24 ga. snow rails
 - Installing shop fabricated 24 ga. fascia
 - Installing manufacturer approved underlayment

8.00 DOORS AND WINDOWS:

A. DOOR SCHEDULE

Door #	Size	Door Type	Frame Type	Lock Function	Closer
102A	3070	Hollow Metal	Hollow Metal	Storage Room	X
102B	3070	Hollow Metal	Hollow Metal	Storage Room	X
102C	3070	Hollow Metal	Hollow Metal	Storage Room	X

B. EXTERIOR DOORS

- .01 (3) 3'0" x 7'0" commercial grade insulated steel service doors with ball-bearing hinges, hydraulic closers, latch guards, weather-stripping, self-sealing sweep, ADA compliant aluminum threshold and keyed lockset will be provided.
- .02 Locksets are heavy-duty commercial lever locks.
- .03 All locks to be Storage Room.

C. DOOR HARDWARE

- .01 Door bumpers.
- .02 Door keying as required.

9.00 FINISH WORK:

A. ROOM SCHEDULE

ROOMS	NO	FLOOR	BASE	WALLS	NOMINAL CEILING HEIGHT	CEILING TYPE
Stage	101	Broom Finish Concrete	N/A	N/A	17'6" +/-	Exposed Structure
Backstage	102	Broom Finish Concrete	N/A	Exposed Precast	10'0" +/-	Exposed Structure

B. PAINTING

- .01 All exterior steel doors will be painted.
- .02 Paint steel stairs and railings.
- .03 Paint steel roof structure including beams, columns, purlins, braces, etc.
- .04 All paint to be Sherwin Williams pro industrial pre-catalyzed epoxy.



10.00 SPECIALTIES:

A. SIGNAGE

- .01 Layout, furnish, and install (2) 56" x 48" x 1" deep cast bronze plaques, painted edges, raised copy with single line border – with rosette caps.
- .02 General fabrication of signage – assembly/welding of layout: "GEHL FOOD PERFORMING ARTS PAVILION" "PRESENTED BY GERMANTOWN KIWANIS".
- .03 Laser cut letters on machined threaded standoffs powder coated to requested color.
- .04 8' Sections of powder coated backplate to weld or bolt to I-Beam and install letters to.

B. KEY BOXES

- .01 An exterior emergency key box for Fire Department access is included and installed.

C. FIRE EXTINGUISHERS

- .01 Provide (2) 10 lb. ABC Type fire extinguishers.

11.00 EQUIPMENT

- .01 Not applicable.

12.00 FURNISHINGS:

- .01 Furnishings by Owner.

13.00 SPECIAL CONSTRUCTION:

- .01 Not applicable.

14.00 CONVEYING SYSTEMS:

- .01 Not applicable.

15.00 MECHANICAL WORK:

A. SANITARY SEWER AND WATER

- .01 Not applicable.

B. PLUMBING

- .01 Not applicable.

C. SPRINKLER

- .01 Not applicable.

D. H.V.A.C.

- .01 Not applicable.



16.00 ELECTRICAL:

- .01 Provide and install all outlets, switches, panels and all related wiring per layout for new building consisting of:
 - 200amp, 120/208 volt, 3-phase underground service.
 - 200amp, 120/208 volt distribution main panel.
 - (9) Surface mounted LED "A" Fixtures.
 - (16) 4-Sections of track & track heads "B" fixtures.
 - (4) Dedicated 120 volt circuits feeding 4-weather proof GFI outlets.
 - (6) LED exterior wall packs.
 - (4) Switches, (2) being dimmers.
 - (5) GFI outlets in back staging area.
 - Sign circuit.
 - 208 volt, 30amp, dedicated circuit terminated in box.
 - Junction boxes with conduits back to Storage Room for DMX controller (theater light pipe suspended from truss not included).
 - 120 volt and data chase back to Storage Room for projectors.
 - 2" and 1½" up columns with flush box in column and 2" back to Storage Room.
- .02 Provide all switching, motion sensors and light panel to meet energy code.
- .03 Provide all exit lighting with emergency backup and EBU's to meet State of WI egress code.
- .04 Obtain and process all submittals, electrical permits and as built/closeout documents.

17.00 EXCLUSIONS TO THE PROPOSAL:

- .01 Due to the pending approval of the new 2015 IBC Building Code, this Proposal reflects current IBC Code. If and when the 2015 IBC Code is adopted by the State of Wisconsin, this Proposal will need to be updated for any new code cost implications.
- .02 As-built surveys that may be required by lenders are not included.
- .03 Any mechanical work other than specified.
- .04 Any provision for locating or verifying Lot Markers.
- .05 Any soil bearing verification dealing with unsuitable soils unable to be built on, any allowance for underground obstructions or any unforeseen underground environmental condition or unsuitable soil conditions.
- .06 Telephone, computer line hookups, fire alarms or security systems.
- .07 Heat for heating the building, masonry, EIFS, concrete protection.
- .08 Street repairs if required by city.
- .09 Roof openings or loadings for any mechanical equipment unless specified.
- .10 Acoustical treatments.
- .11 We are not responsible for soil erosion control of the site after occupancy of the building by the Owner.
- .12 We have not included any additional costs for any special code requirements or interpretations that individual plan reviewers, municipalities or inspectors may require.
- .13 Storm water maintenance after Owner occupancy.
- .14 Dewatering.
- .15 Environmental testing.
- .16 Winter construction costs.



- .17 Any items not specifically mentioned in this proposal.
- .18 Keller shall not be responsible to pay for costs to repair or relocate private underground electrical lines, light pole wiring, sign wiring, phone lines, cable lines, fiber optic lines, etc. that are not marked for the project that could be damaged or encountered during construction. If the Owner suspects that there are private utilities that we should be aware of that could impact the project, the Owner shall make Keller aware of such private utilities so they can be marked by a private locate company.

18.00 FINANCIAL STABILITY:

- .01 With the current conditions in the construction industry, financial health and security are more important than ever. As a purchaser, you need to know that the companies you are dealing with will be able to not just complete your current job, but also be there in the long run. Keller, Inc. has the history, safety record and financial stability to satisfy these concerns.
 - We have been a leader in the design/build construction market since 1960.
 - Our EMR is .47
 - Our bonding capacity is in excess of \$100 million.
 - Keller, Inc. carries a D&B Rating of 4A2.
 - Our Management Team has an average of 25 years of experience with Keller, our supervisors have an average of 27 years of experience with Keller, and our foreman have an average of 21 years of experience with Keller.



19.00 OTHER SERVICES:

A. GENERAL

- .01 Freight is included.
- .02 Stake out and set grades based on Owner providing survey of property.
- .03 Competent supervision throughout project to include on-site foreman, in-house expeditor and a project supervisor.
- .04 Assume the role of General Contractor and the responsibilities thereof.
- .05 Workmanship to be completed in a professional and workmanlike manner according to standard industry practices.

B. INSURANCE

- .01 General Liability.
- .02 Builder's Risk Coverage to insure against all risks or physical loss except flood damage or earthquake for work completed under Keller, Inc.'s contract only. If an existing structure is being modified or added to, insurance must remain in place on the existing structure.
- .03 Worker's Compensation.
- .04 We will furnish a Certificate of Insurance upon request.
- .05 It is the Owner's responsibility to have Fire & Casualty Insurance prior to occupancy.

C. BONDING

- .01 In the event you need or require a Performance Bond, we will furnish at an additional fee.

D. REFERENCE; BANKING AND INSURANCE

- .01 Associated Bank, Appleton (920-831-2986), Attn: Dan Lavalle.
- .02 Arthur J. Gallagher (920-380-2254), Attn: Michael Burg (Insurance Commercial Lines).
- .03 Aon Risk Services, Inc. of Wisconsin (1-800-272-0978), Attn: Jeff Messinger (Bonding).

E. CONSTRUCTION BY OWNER OR BY SEPARATE CONTRACTORS

- .01 Owner shall schedule any other operations at the site so the work of the Contractor may be carried out in one continuous operation, and in proper sequence.

F. OCCUPANCY

- .01 Owner agrees not to interfere with the progress of the work and not to occupy any portion of the project until the construction on that portion is completed and accepted by Owner and authorized personnel.

G. WARRANTIES

- .01 We will repair, replace or correct defects as per Industry Standards as shall become necessary by reason of faulty workmanship or building materials which appear within a period of three (3) years from occupancy or completion whichever comes first. Longer warranties on any equipment will be as per manufacturer's product literature and not contractor's responsibility. Payments in full must have been received by Keller, Inc. for any warranty to be in effect.
- .02 Concrete cracking is an inherent, unavoidable property of concrete and is not covered under warranty.



H. PAYMENT SCHEDULE

- .01 \$ _____ Down payment upon acceptance.
\$ _____ Upon substantial completion of concrete work.
\$ _____ Upon substantial completion.
\$ _____ Balance upon completion.
- .02 Invoices are due upon receipt. Any amount not paid on the due date will bear a service charge at the rate of one and one-half percent (1½%) per month until paid.
- .03 Contractor reserves the right to suspend work if Progress Payments are not made within (10) days. Final payment is received prior to occupancy, which constitutes acceptance, unless prior arrangements are made.
- .04 Project scheduling and ordering of materials will begin upon written verification of financing and receipt of down payment.

TOTAL AS LISTED: **\$413,480**

ACCEPTED ALTERNATES: \$ _____

CONTRACT TOTAL WITH ALTERNATES: \$ _____

This Proposal is private and confidential between you and Keller, Inc. It should be shared only with those who are in a confidential relationship with you or your company. This Proposal also may be withdrawn by us if not accepted within 15 days.

Due to the volatile steel pricing that has hit our industry; our supplier's quotes are good for (10) days of receipt of proposal.

Also, the suppliers reserve the right to add a surcharge due to unexpected increases between the time of order and the time of manufacturing. Keller will challenge all increases and will only pay substantial increases and will unfortunately need to pass those surcharges onto our clients.

ACCEPTANCE

Owner:

Design Builder:

GERMANTOWN KIWANIS FOUNDATION, INC

KELLER, INC.

By: _____

By: _____

Title: _____

Title: Design/Project Management

Date: _____

Date: _____

If after review additional information or technical data is required, we will be happy to furnish it, if available. If there are changes or modifications to be made, please notify us as soon as possible.



20.00 ALTERNATES FOR CONSIDERATION:

.01 Utilize Germantown Iron and Steel in conjunction with Keller steel erection crew and crane to fabricate and install all structural steel, metal deck, and railings.

Deduct: (\$10,296)

<u>Accepted</u>	<u>Initials</u>
☐ Yes ☐ No	_____

.02 Remove painting labor and material from contract.

Deduct: (\$3,250)

☐ Yes ☐ No	_____
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**GERMANTOWN TOURISM COMMISSION
REQUEST FOR FUNDING
CALENDAR YEAR: _____**

Funds may be requested by groups for Tourism Projects (projects or events that will bring visitors to the Village of Germantown).

GUIDELINES

1. Funds shall be used for the following to promote tourism or lodging in the Village:
 - a) Marketing projects, including advertising media buys, creation and distribution of printed or electronic promotional tourist materials, or efforts to recruit conventions, sporting events, or motor coach groups.
 - b) Transient tourist informational services.
 - c) Tangible municipal development.
2. All funds are to be used within 12 months of approval.
3. All receipts must be submitted to the Village Clerk within 60 days of approval or of the day of the event for reimbursement. (Washington County Convention and Visitor's Bureau may submit their current budget [revenues/expenses] as acceptable proof of expenditures to validate their claim for reimbursement.) Failure to submit receipts within 60 days of approval or of the day of the event shall result in a forfeit of funding.
4. Upon approval, any advertising and projects must display: "Sponsored in part by Village of Germantown Tourism Commission."
5. A representative from your organization must be present at the Germantown Tourism Commission meeting when funds are requested. A notice will be sent out in advance of the date, time, and location of the meeting.

-
1. Group Name: _____
Mailing Address: _____ Germantown, WI 53022
 2. Responsible person's name: _____ Phone No: _____
 3. Amount requested: _____ E-mail Address: _____
 4. Date by which funding is desired: _____

Please complete this form in its entirety. Also, please submit an itemized estimate for the full project for approval. Upon completion of the project, receipts submitted will be matched against the detail costs to verify the final expenditure.

Event or project description: (Please provide details regarding your event or project)

How will your event promote tourism to Germantown or generate overnight stays at hotels in Germantown?

Itemized Cost Details for marketing and advertising this event:

2nd & 3rd year applicants: please provide a financial statement including revenue & expense: (past financial statement)

Adopted: 6/01/93
Revisions: 6/17/93, 7/30/93, 8/16/93, 11/02/98
Revised: 6/20/00 (per guidelines adopted 2/21/00 by Village Board), 11/18/02,
2/25/05 (per General Government & Finance Committee)
8/28/07 (per guidelines adopted 9/17/07 by the Village Board)
12/10/08
2/6/10
6/15/2015 – revision approved by Tourism / Betterment Committee
8/3/2015 – Clerk's Office added e-mail address
4/12/17; 5/17/17; 8/14/17 – revised guidelines

VILLAGE OF GERMANTOWN – CLERK'S DEPARTMENT
N112 W17001 Mequon Road, P.O. Box 337 Germantown, Wisconsin 53022
Phone: (262) 250-4740 Fax: (262) 253-8255

Tourism Commission Fund 2017

Carried over from 2016	\$ 50,296.67
Allocated for 2017	\$ 49,217.33
Total amount for 2017	\$ 99,514.00

Maximum amount to be requested \$2,500
Exception for Washington Co. Visitors Guide \$5,000

January 1, 2017	BEGINNING BALANCE	\$99,514.00
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<u>Meeting</u>	<u>Requested</u>	<u>Approved</u>	<u>Paid</u>	<u>Date</u>
<u>3/23/2017</u>				
<u>Germantown Fire Department</u>				
Leadership training	(4) \$2500 requests	DENIED	DENIED	3/23/2017
<u>4/17/2017</u>				
<u>Deutschstadt Heritage Foundation</u>				
Mai Fest 2017	\$2500 request	\$2,500.00		
<u>5/17/2017</u>				
<u>Germantown Fire Department</u>	\$3,500 request	\$2,500.00	\$ 717.22	8/7/2017
Leadership Training & Customer Service Conference				
<u>6/21/2017</u>				
<u>Kiwanis Club</u>	Undetermined	\$2,500		
4th of July Festivities				
<u>8/16/2017</u>				
<u>Germantown Historical Society</u>	\$2,500.00			
Oktoberfest				
<u>8/16/2017</u>				
<u>Germantown Kiwanis Community Foundation</u>				
Gehl Foods Performing Arts Pavili	\$10,000.00			

TOTAL ALLOCATED	7,500.00
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Paid out to date	\$ 717.22
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BALANCE TO DATE	\$ 98,796.78
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ALLOCATED FOR - 2017

2018 BEGINNING BALANCE	\$ 98,796.78
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