

**VILLAGE OF GERMANTOWN
N112 W17001 MEQUON ROAD
GERMANTOWN, WI 53022**

MEETING: **SPECIAL VILLAGE BOARD**

DATE AND TIME: **MONDAY, AUGUST 28, 2017 5:30 p.m.**

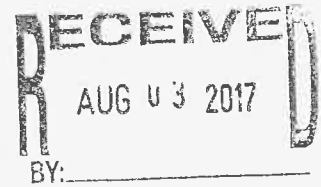
LOCATION: **VILLAGE HALL BOARD ROOM
N112 W17001 MEQUON ROAD**

- I. **CALL TO ORDER:** This meeting has been given public notice in accordance with Wisconsin Statutes, Section 19.83 and 19.84 in such form that will apprise the general public and news media of subject matter that is intended for discussion and action.
- II. **ROLL CALL:**
- III. **OLD BUSINESS:**
 - A. Request For Approval of Outside Premises Extension Application For The "Class B" License For WI Bier Stube, LLC, N116 W15863 Main St., Charles B Hastings, Agent
 - B. Change of Agent for "Class B" Maple Road LLC-Buzdum's Pub & Grill, W188 N15051 Maple Road, Germantown, to Boro Buzdum, 316 Kames Ct, Slinger WI 53086
- VI. **NEW BUSINESS:**
 - A. Village Clerk Vacancy-Authorization to Fill Position and Commence Replacement Search
- V. **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
N112 W17001 Mequon Road, P.O. Box 337
Germantown, WI 53022-0337
PHONE: (262) 250-4740 FAX: (262) 253-8255



OUTSIDE PREMISES EXTENSION
APPLICATION FOR AMENDMENT OF "CLASS B"
FERMENTED MALT BEVERAGE & INTOXICATING LIQUOR LICENSE
Processing Fee: \$25.00

See Policy & Procedure – Attach Additional Pages as Necessary

Name of Licensed Premises: WI Bier Stube, LLC

Address: N116 W15863 Main St.

City/State/Zip Code: Germantown WI 53022

Current Liquor License Number: 17-21

Agent/Contact Person: Charles B. Hastings

Contact Info (Phone & Email): 414-334-9363

Type of Outside Premises Extension Requested: Special event(s) ☒ Regular Hours

Describe the purpose of the request (include type and date(s)/hour(s) of special event(s), proposed regular days/dates and hours of operation, etc.):

Keep our beer garden open until 11:00 pm (one hour extension)

Describe area of outside extension (INCLUDE A DETAILED DRAWING OF THE AREA with dimensions):

Describe any proposed amplified sound or outdoor lighting to be used and your proposal to minimize the impact of such use upon surrounding properties including limiting the dates and times of operation and requiring technologically reasonable steps to minimize noise and other impacts:

PLEASE NOTE: Additional permits or approvals may be required by other Village Departments (sign permits, temporary use permits, electrical permits, etc.). You are responsible for obtaining those permits prior to your event. Contact the Community Development Department at 262-250-4735 for further information.

I hereby certify that the answers on this application are complete, true and correct to the best of my knowledge and belief. I agree in the consideration of the granting of this license to comply with the laws of the State of Wisconsin and with all the provisions of the Municipal Code of Ordinances of the Village of Germantown and have read all legal and policy requirements provided to me with this application.

Charles B. Hastings
Signature of Owner

8-3-17
Date

VILLAGE OF GERMANTOWN ADMINISTRATIVE USE ONLY:			
Date Clerk's Department mailed out 300' notices (Attach list of property owners that notices were sent to.):			
Police Chief Date Notified: <u>8/3/17</u> Approved or Denied (Circle One) Date:	Fire Chief Date Notified: <u>8/3/17</u> Approved or Denied (Circle One) Date:	Public Safety Meeting Date: Approved or Denied (Circle One)	
Village Board Meeting Date: Approved or Denied (Circle One)	License Number	Date Effective	Clerk / Deputy Clerk

Village of



Germantown

OFFICE OF THE VILLAGE CLERK

N112W17001 Mequon Road, PO Box 337

Germantown WI 53022-0337

Phone (262)250-4740

FAX (262)253-8255

August 21, 2017

Dear Adjacent Property Owner:

The Village of Germantown has adopted a policy in which property owners within 300 feet of an application for an outside premises extension would be notified, giving them an opportunity to voice their concerns and/or approval.

On that basis, please be advised that WI Bier Stube, LLC has applied for an extension of the regular hours for their beer garden area until 11:00 p.m.

The application will be reviewed by the Village Board on Monday, August 28th at 5:30 p.m. at the Germantown Village Hall Board Room, N112 W17001 Mequon Road. If you have any objections to this application, you may contact our office **in writing** by emailing the Clerk's Office at kstrebe@village.germantown.wi.us by Monday, August 28th at Noon and your email will be forwarded to the Village Board for discussion. You may also attend the meeting to voice any concerns or questions you may have.

If you have any questions, please feel free to call the Clerk's Office at 262-250-4740.

Sincerely,

Kathleen M. Strebe
Deputy Clerk

cc: WI Bier Stube, LLC
Police Chief Hoell

WI Bier Stube LLC
2017 OUTSIDE PREMISES EXTENSION
300' LETTERS LIST

<u>Parcel Id</u>	<u>Owner Name</u>	<u>Property Address</u>	<u>Mailing Address (if different)</u>
GTNV_221072001	✓ DAVID L IVERSON, WENDELYNN M IVERSON	W157N11618 FOND DU LAC AVE	
GTNV_224965	✓ GERALD GROSENICK	N116W15843 MAIN ST	W124N11385 WASAUKEE RD
GTNV_221964	✓ AGNL DAIRY LLC	N116W15872 MAIN ST	N116W15970 MAIN ST
GTNV_221075	✓ AGNL DAIRY LLC	N116W15850 MAIN ST	N116W15970 MAIN ST
GTNV_224016	✓ JEFFREY A LIETZAU	N116W15925 MAIN ST	
GTNV_221072002	✓ DAVID L IVERSON, WENDELYNN M IVERSON	W157N11618 FOND DU LAC AVE	
GTNV_224014	✓ EDWARD J SCHUSTER	N116W15909 MAIN ST	N116W15881 MAIN ST
GTNV_221996	✓ CHRISTINE A BROCKMAN	W157N11638 FOND DU LAC AVE	
GTNV_221074	✓ DANIEL P RIES, MICHELLE A RIES	N116W15830 MAIN ST	3267 ELM ICEDARBURG, WI 53012
GTNV_224964	✓ CHRISTOPHER DECHANT, SUSAN J DECHANT	N116W15775 MAIN ST	
GTNV_224999	WISCONSIN STATE		
GTNV_224017	✓ AGNL DAIRY LLC	N116W15951 MAIN ST	N116W15970 MAIN ST
GTNV_224015	✓ IRENE M BLAU	N116W15909 MAIN ST	
GTNV_224963	✓ KENT A MCKENNA	N116W15755 MAIN ST	N116W15757 MAIN ST
GTNV_224962	✓ WI PIGGY LLC	N116W15863 MAIN ST	
GTNV_224013	✓ EDWARD J SCHUSTER	N116W15881 MAIN ST	
GTNV_224960	✓ WI PIGGY LLC	N116W15841 MAIN ST	
GTNV_221073	✓ CHARLES J EHRHART	N116W15780 MAIN ST	

AT-107a: SCHEDULE FOR SUCCESSOR OF AGENT

RECEIVED
AUG 10 2017

If there is a change in agent, each club, corporation, or limited liability company who holds a retail permit to sell fermented malt beverages and/or intoxicating liquor must appoint a successor agent pursuant to sec. 125.04(6), Wis. Stats. There is a \$10 change in agent processing fee due with this form. The following questions must be answered by the Agent. The appointment must be signed by the President and Secretary or members of limited liability company. The appointment must be approved by the licensing authority.

Germantown Wisconsin Aug 10 2017
(Municipality) (Date)

1. Name of agent

Boro BUZDUM

Yes No

2. ☒ Are you of legal drinking age?
3. ☒ Have you been a resident of Wisconsin for at least 90 continuous days prior to the date of appointment as agent?
4. ☐ Have you ever been convicted of a federal law violation?
5. ☒ Have you ever been convicted of a State law violation? DUI 2012 DUI 2015
6. ☐ Have you ever been convicted of a Local ordinance violation?
7. ☒ Have you completed the required responsible beverage server program per sec. 125.04(5)(a)5, Wis. Stats.?

UNDER PENALTY OF LAW, I declare that all of the above information is true and correct to the best of my knowledge and belief.

Boro Buzdum
(Signature of Agent)
W188N10515 Maple Rd
(Address)
Germantown WI 53022

SUCCESSOR AGENT

The undersigned appoints Boro BUZDUM as agent in accordance with sec. 125.04(6), Wis. Stats.

Name of Permittee Radomir BUZDUM

Date Aug 10th 2017

By R.L. Buzdum
(Signature of President/Member)
R.L. Buzdum
(Signature of Secretary/Member)

I hereby accept appointment as agent for Maple Road LLC/DBA BUZDUM'S and assume full responsibility or the conduct of the business relative to fermented malt beverages and intoxicating liquors. pub & grill
Date Aug 10th 2017
Boro Buzdum
(Signature of Agent)

THE AGENT APPOINTED ABOVE MUST BE APPROVED BY THE LICENSING AUTHORITY TO BE EFFECTIVE.
(See sec. 125.04(6), Wis. Stats.)

(Municipality) WI _____
(Date)

(Signature of Official)

(Title)

EMPLOYEE VACANCY JUSTIFICATION WORKSHEET

All positions left vacant by retirement, resignation, or termination need to complete the following worksheet before the vacant position may be advertised or filled. This worksheet shall not pertain to temporary, seasonal, and sworn public safety employees.

Vacancy Justification Worksheet

Position to be filled: CLERK

Department: CLERK

Pay: \$63,687.00 ----- \$78,347.00 CURRENT PAY: \$67,066.00

How long was the previous personnel in position: 5 YEARS

Can the Position be:

Deferred for a period of time? Yes ☐ No ☒

Why: THE CLERK POSITION IS A CRITICAL POSITION RESPONSIBLE FOR ALL LEGAL PROCEEDINGS IN THE VILLAGE.

Transferred or shared with existing staff: Yes ☐ No ☒

Why: THIS POSITION HAS TO DEPUTY CLERKS AND ALL THREE POSITIONS ARE RESPONSIBLE FOR MANY TASKS THAT REQUIRE TRACKING, INITIATING AND COMPLETING. ELECTION TIMES ARE EXTREMELY BUSY. NO OTHER DIRECTOR WOULD HAVE THE TIME TO PERFORM THE ADDED DUTIES OF THE CLERK

Consolidated with another position? Yes ☐ No ☒

Why: SAME AS ABOVE

Privatized / Contractual? Yes ☐ No ☒

Why: THE DAY TO DAY RESPONSIBILITIES INCLUDE INTERACTION WITH BUSINESS OWNERS, RESIDENTS, STAFF, LEGAL ISSUES, MEETING MINUTES AND PUBLISHING OF ORDINANCES

**** Attach current job description and department organizational chart and submit to:**

DIRECTOR POSITION
Department Director
Signature / Approval
Lawrence Ratajsak
Village Administrator (INTERIM)
Signature / Approval

Date

8/25/2017
Date

POSITION DESCRIPTION

Class Title: Village Clerk
Department: Village Clerk's Office
Division: Administration
Date: August 14, 2006

Grade: 19
Union: n/a
Location: Village Hall

GENERAL PURPOSE

Performs a variety of routine and complex supervisory, clerical and administrative work in the administration of the village.

SUPERVISION RECEIVED

Works under the general supervision of the Village Administrator.

SUPERVISION EXERCISED

Exercises supervision over Deputy Village Clerk, and any other assigned staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Manages and supervises assigned operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed; coordinates activities with other departments and agencies as needed; appoints deputy village clerk to serve as required.

Communicates official plans, policies and procedures to staff and the general public; prepares reports and recommendations for federal and state agencies, including decennial census, as directed.

Provides leadership and direction in the development of short and long-range plans for the Clerk's Office; determines work procedures, prepares work schedules and expedites work flow; develops and implements procedures to improve departmental efficiency and effectiveness; prepares and monitors annual departmental budget.

Serves as official custodian of all City records, public documents and the corporate seal of the Village; certifies, attests and records legal documents, including ordinances, resolutions, contracts, easements, deeds and bonds as required; enters every enacted ordinance and resolution into the permanent record of the Village; oversees the records management program, including

retention and disposition of official documents; coordinates the annual certification of the City's Code of Ethics for all employees and elected and appointed officials; administers oaths of office to public officials; serves as notary public.

Attends meetings of the Village Board, Committee of the Whole, General Government and Finance, Board of Review, Board of Appeals, and other boards, commissions and committees as required and provides an accurate recording of the proceedings; supervises the timely preparation and distribution of meeting agendas, minutes and other accompanying information for boards, commissions and committees; assists in the preparation of ordinances and resolutions and codification of the same; maintains records of affidavits of publications; prepares and publishes meeting agendas, bids, official notices of public hearings and other information as required by law; identifies and notifies appropriate property owners and residents affected by Village action.

Administers the issuance of permits and licenses of intoxicating liquor, fermented malt beverages, direct sellers, cigarette, coin-operated machines, fireworks, animal fanciers, kennels, entertainment, and other permits in accordance with applicable Village ordinances and regulations.

Notifies affected property owners of pending or final dispensation of special assessments.

Assists applicants for rezoning, conditional use, variance, appeals, subdivision platting and other petition processes. Schedules public hearings and prepares appropriate notices for publication and for mailing to affected property owners.

Accepts applications for citizen appointment to the various boards, committees, commissions and develops training packet. Organizes gathering of applicants and Village Board member to meet and get acquainted prior to selection and appointment. Organizes training session for newly elected officials.

Responsible for all official elections within the Village; reviews and certifies nomination papers and petitions for validity and sufficiency; supervises voter registration and assures the proper setup of equipment at the polling place; prepares and distributes ballots, including absentee ballots, and other supplies required for the conduct of elections; recruits, trains and supervises poll workers; discharges poll workers for negligence or improper conduct; delivers voted ballots and required election forms to the County Clerk for tabulation. Serves on the Board of Canvass and prepares official Board of Canvass statements relating to election results.

Accepts claims for damages, law suits, and other legal papers served on the Village; involved in purchasing of major office equipment; attends seminars and workshops related to Village Clerk's duties and responsibilities.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) High School graduation or GED equivalent, supplemented by vocational/technical courses in secretarial science, business administration or similar areas.
- (B) Certification as Municipal Clerk*
- (C) Three years' experience in a governmental setting.

Necessary Knowledge, Skills and Abilities:

- (A) Working knowledge of the principles and practices of modern public administration; considerable knowledge of office practices and procedures; working knowledge of modern records management techniques, including legal requirements for recording, retention and disclosure; working knowledge of municipal government organizations and functions, state statutes and municipal ordinances and the ability to interpret same.
- (B) Skill in operation of listed tools and equipment.
- (C) Ability to accurately record and maintain records; ability to establish and maintain effective working relationships with employees, other departments, officials and the public; ability to communicate effectively verbally and in writing; to plan, organize and supervise assigned staff; ability to record the proceedings of meetings; ability to deal with confidential information.

SPECIAL REQUIREMENTS

- (A) Notary public certification within six months;
- (B) Must be bondable;
- (C) Municipal Clerk Certification.

TOOLS AND EQUIPMENT USED

Typewriter, personal computer, including word processing, and database software, 10 key calculator; telephone; copy machine; fax machine; Dictaphone; overhead projector; mark sense voting equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk.

The Employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This work environment has a moderate noise level.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required. The duties listed above are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____ Approval: _____
Supervisor Employee

Effective Date: January 28, 1997

Reviewed by General Government & Finance Committee: 1/28/97 Revision