

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

MEETING: REGULAR MEETING OF THE VILLAGE BOARD

DATE AND TIME: MONDAY, AUGUST 21, 2017 7:00 p.m.

LOCATION: Germantown Village Hall Board Room

- 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:**
- III. **PLEDGE OF ALLEGIANCE:**
- IV. **PRESIDENT'S REPORT:**
- V. **APPOINTMENT:**
- VI. **ANNOUNCEMENTS OF FORTHCOMING EVENTS OF PUBLIC INTEREST**
 /COMMITTEE REPORTS:
 The following individuals will be given the opportunity to make announcements of future municipal activities: Village President, Village Board Members, Village Administrator, Village Attorney and Village Clerk.
- VII. **CITIZEN INPUT/PUBLIC APPEARANCE on items not subject to a public hearing:**
 Please be advised per §19.84(2), information will be received from the public. It is the policy of this municipality that there be a three (3) minute time period, per person, with time extension 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. (15 minutes)
- VIII. **CONSENT AGENDA:**
 - A. Approval of Minutes: August 2, 2017 Special Village Board Meeting and August 7, 2017 Regular Village Board Meeting
 - B. Accounts payable/payroll
 1. July 2017 Accounts Payable \$ 26,773.89
 2. August 8, 2017 Payroll (hourly) \$ 252,223.66
 3. August 10, 2017 Accounts Payable \$ 1,017,887.89
 4. August 22, 2017 Payroll (salary) \$ 85,939.21
 - C. Operator Licenses: August 22, 2017 to June 30, 2018: [Recommended Approval]
 NEW: Brittany A Davis, Austin H Dieringer, Bobbi Jo Gabrielsen, Teresa A Gagliano, Chelsea L Humphreys

The following items were forwarded from **Public Safety Committee** with a unanimous recommendation.

- D. Purchase of 6 Phillips Heartstart FRX Defibrillators from SOS Technologies for

CONSENT AGENDA-continued:

\$9,005.16 for Police Department with Funds Allocated from account 10-521-570-8100. [Recommended Approval]

IX. UNFINISHED BUSINESS: None

X. NEW BUSINESS:

- A. Contract with Durham Hill in the Amount of \$39,159.04 for TID #6 Entrance Sign on Appleton Ave with Funds to be Allocated from Account 46-574-530-3100.
- B. Ryan Rahl, Agent for Project Design Management LLC, Property Owner (Florian Park) N111 W18611 Mequon Road, and, Germantown Hospitality Group LLC, Property Owner (Country INN & Suites) W188 N11020 Maple Road; 2-Lot Certified Survey Map (Lot Line Adjustment)
- C. Outside Premises Extension Application For The "Class B" License For WI Bier Stube, LLC, N116 W15863 Main St., Charles B Hastings, Agent
- D. Junk Dealer Establishment Application for Waste Management Recycle America LLC, W132 N10487 Grant Dr., Germantown WI 53022, Owner RAA Trucking LLC
- E. 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.
- F. Public Grant Application-VFW Post 9202, W159 N11033 Legend Ave, Germantown WI 53022, for Temporary Use Permit Fee to Sell Christmas Trees in Parking Lot by Latitudes from November 19 – December 23, 2017.

XI. ADJOURNMENT:

There will be a Special meeting of the Village Board on August 23, 2017 at 6:00 p.m.

The next regular meeting of the Village Board will be on September 18, 2017 at 7:00 p.m.

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.

**VILLAGE OF GERMANTOWN
VILLAGE BOARD SPECIAL MEETING MINUTES
August 2, 2017**

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

ROLL CALL: President Wolter and Trustees Baum, Campbell, Hughes, Kaminski, Miller, Warren and Zabel were present. Trustee Myers was absent. Also present: Attorney Sajdak and Clerk Goeckner.

NEW BUSINESS:

A. Update on Administrator Search

Bill Frueh and Denise Frueh from Public Administration Associates (PAA) presented details concerning the process to date. There were 25 applications submitted by the due date. Next steps include a video "interview" of the selected applicants to be reviewed in approximately two weeks for inclusion in the semifinal pool of candidates. The final candidates chosen from the video applications are then interviewed in person.

B. Review and Selection of Administrator Candidates for Interviews

MOTION (Zabel/Baum) to adjourn into Closed Session per Wis. Stats. § 19.85(1)(c) Considering Employment, Promotion, Compensation or Performance Evaluation Data of Any Public Employee Over Which the Governmental Body Has Jurisdiction to include legal counsel and the representatives from PAA but excluding Clerk Goeckner.

Upon roll call vote, all in favor, carried.

MOTION (Kaminski/Baum) to return to Open Session.

Upon voice vote, all in favor, carried.

C. Selection of Dates for Interviews

Dates selected for the next steps:

Review of Video Responses – August 23, 2017 at 6:00 PM

Reception with Finalist – September 8, 2017

Final Interviews – September 9, 2017

Additional discussion on further steps necessary including contract negotiation.

ADJOURNMENT

The meeting adjourned at 7:10 p.m.

**Brian C. Sajdak
Village Attorney**

**VILLAGE OF GERMANTOWN
VILLAGE BOARD MEETING MINUTES
AUGUST 7, 2017**

CALL TO ORDER: The meeting was called to order at 7:00 p.m. by President Wolter

ROLL CALL: President Wolter, Trustees Campbell, Hughes, Kaminski, Miller, Myers, Warren, and Zabel, Trustee Baum arrived at 7:07 p.m. Also present, Attorney Sajdak, Fire Chief Weiss, Public Works Director/Interim Administrator Ratayczak and Deputy Clerk Strebe

PLEDGE OF ALLEGIANCE: The Pledge of Allegiance was recited.

PRESIDENT'S REPORT: Fire Chief Weiss noted August 12 & 13 Leadership and Customer Service Symposium at Kennedy Middle School. Also noted operational plan to upgrade Fire Department to paramedic level approved by State; lack paramedics and DEA # for narcotics. President Wolter noted ribbon cutting on August 16th at 6:00 p.m. at Haupt Strasse Park for pickleball court. Also, thanked Kiwanis Club for dinner in park event at Fireman's Park, raise funds for outdoor performing arts pavilion; purchase of brick as fundraiser. Additionally thanked Wal-Mart for grand opening invitation of on-line service pick-up tower. Wal-Mart also launched on-line grocery service.

APPOINTMENT:

- | | | | |
|----|---------------------------------------|-----------------------|---------------------|
| A. | Plan Commission | | |
| | Member | Robert C Williams, Jr | 08/08/17 – 04/30/19 |
| B. | Park and Recreation Commission | | |
| | School Board Member | Ray Borden | 08/08/17 – 04/30/19 |

Motion (Myers/Art) to approve appointments, carried.

ANNOUNCEMENTS OF FORTHCOMING EVENTS OF PUBLIC INTEREST/COMMITTEE REPORTS: Trustees provided information on upcoming meeting dates and times.

CITIZEN INPUT/PUBLIC APPEARANCE on items not subject to a public hearing: Crystal Hess-Binnebose, 3201 S 147TH St., New Berlin, WI 53151, regarding parcel #GTNV 313990, north of Indian Parkway, on Richfield-Germantown border; in family over 50 years. Undeveloped property, easement issues, land-locked. 33' variance on Germantown side, on Amy Belle Rd., possible access point. President Wolter noted issue needs to be directed to Planning Department.

CONSENT AGENDA:

- | | | | |
|----|---|---------------|--------------------------------|
| A. | Approval of Minutes: July 17, 2017 regular Village Board meeting and August 2, 2017, Special Village Board Meeting. | | |
| B. | Accounts payable/payroll | | |
| | 1. | July 11, 2017 | Payroll (hourly) \$ 248,159.77 |
| | 2. | July 10, 2017 | Accounts Payable \$ 711,657.55 |
| | 3. | July 14, 2017 | Payroll (salary) \$ 91,786.38 |
| | 4. | July 25, 2017 | Accounts Payable \$ 316,655.51 |
| | 5. | July 25, 2017 | Payroll (hourly) \$ 241,101.48 |
| | 6. | July 31, 2017 | Payroll (salary) \$ 86,148.71 |
| C. | Operator Licenses: August 8, 2017 to June 30, 2018: [Recommended Approval] | | |

RENEWAL: Kim A Gamroth

NEW: Frank J Arena, Mark E Brent, Arturo R Contreras, Richard T Cowan, Kenneth J Decker, Megan C Depies, Susan J Goecks, Alexander G Lindenberg, Saanjai A Lobley, Annamarie Muehlbauer, Cibicue G Perez, Jill D Peters, Brenda M Schultz, Rebecka J

CONSENT AGENDA continued:

Seflow, Caleb A Sinden, Lynn K Starnier, Emily a Tarlo (Doedens), Joel J Timmerman III, Sheri L Ziehlsdorf [Recommended Approval]

The following items were forwarded from **General Government and Finance Committee** with a unanimous recommendation.

- D. Acceptance of The 2016 Comprehensive Annual Financial Report (CAFR) [Recommended Approval]

The following items were forwarded from the **Public Safety Committee** with a unanimous recommendation:

- E. Request to Purchase 10 Ballistic Vests from Advantage Police Supply for \$9,465.00, with Funds Allocated from account 10-521-530-3810. Police Department Eligible for 50% Reimbursement Through National Institute of Justice Grant Funds. [Recommended Approval]
- F. Request to Purchase 42 Blue Tooth Microphones for New Portable Radios for Police Department from Harris Corporation. Current 42 Speaker Microphones will be Returned (cost \$80.00 each) and Replaced and Upgraded with 42 Blue Tooth Wireless Speaker Microphones (cost \$149.50 each), for a difference in Cost of \$2,919.00 with Funds Allocated From Acct. #40-521-570-8460. [Recommended Approval]

MOTION (Baum/Myers) to approve consent agenda items A–F, roll call vote, 9 ayes, 0 opposed, carried.

UNFINISHED BUSINESS: None

NEW BUSINESS:

- A. JBJ Companies invoice request in the amount of \$33,356.40 for engineering services completed for the design of sanitary sewer to accommodate the Village sanitary sewer flow from a portion of Main Street.
- Background information provided by Public Works Director, Larry Ratayczak. Trustee Kaminski noted agreement with JBJ Companies to design and redesign project, should receive compensation for engineering fees. Complex project, some agreements not signed timely. JBJ has time, effort and money into project, deserve compensation. **MOTION (Kaminski/Warren) to compensate JBJ Companies \$16,678.20.** Trustee Warren noted JBJ Companies proceeded in good faith, accommodating Village, many discussions to achieve a common goal. Trustee Baum questioned who from Village authorized spending. Public Works Director noted original cost estimates presented and authorized. Trustee Zabel noted agreement between JBJ Companies and Village does not require JBJ Companies to bid project; offered to reach project cost-share agreement with Gehl, agreement not reached, minimal negotiation efforts documented. Village needed increased sewer capacity; proceeded with Main St. design. Developers Agreement signed states JBJ responsible for all design costs; did work without signed agreement. Trustee Baum asked Village Attorney for clarification of agreement details. Attorney Sadjak noted original approval of agreement, Village to work through agreement with Gehl's for project cost sharing directly. Final agreement, project needed to be bid, method to take Village out of paying, project negotiation between Gehl's and Developer. Redesign costs done at request of Village. Desire to maintain relationship with contractors. Payment motion should state contingency waiver of remaining balance. Trustee Kaminski commented Village asked JBJ Companies to do work; Board should find fair conclusion. Trustee Hughes asked if JBJ Companies would accept lesser payment. Representative of JBJ Companies, Scott Bence stated he believed there was cost-share agreement approved by Village Board, not asked to sign; assurance payment would be received. Cost-share agreement would be consummated in Developer's Agreement. Invoice is minimal considering total project cost. Project design

NEW BUSINESS continued:

was presented, Village had problem that needed to be solved; original sewer system estimate \$200,000, revised cost \$700,000-\$800,000. Developers not asked to sign agreement at project onset. Consulting work/fees in schedule, approved by Village Board. Village asked JBJ Companies to redesign to fix Village problem. Trustee Myers questioned what budget account project will be paid from; Finance Director to research. Trustee Zabel commented Developers Agreement is final document, costs are assigned. Trustee Baum questioned how project starts without signed Developers Agreement. Village Attorney noted ideal process to have signed agreement prior to construction; risk involved to start work prior to signing. Projects are started without Developers Agreement. Signed agreement states design costs are that of Developer. President Wolter, both parties have fault; initial project schedule of cost did not go to Village Board for approval, intent there that it was acceptable. Village has worked with Developers through different motions and agreements on projects. Various occurrences caused project to stall. Sewer now going down Main Street is benefit to Village and surrounding residents. Mr. Bence added Village staff negotiated with Gehl's on project cost share; he couldn't negotiate better than Village did. Attorney Sajdak noted JBJ Companies indicated timeline would be blown if waited for bidding process; agreement for JBJ Companies to negotiate directly with Gehl's to avoid sending project out to bid. Trustee Kaminski stated difficult project from beginning; when agreement is decided on, work begins. Both parties at fault, need to be fair. **Motion (Kaminski/Zabel) to amend motion of \$16,678.20 to add contingency upon receiving a waiver of claim from JBJ Companies, carried. Motion as amended, roll call vote 4 ayes, 5 opposed, failed, (Campbell, Hughes, Kaminski, Warren).** Trustee Myers, Village does owe money; **Motion (Myers/Kaminski) \$12,000 with same waiver, roll call vote 4 ayes, 5 opposed (Kaminski, Myers, Warren, Wolter), failed. Motion (Kaminski/Hughes) \$15,000 with same waiver, roll call vote 5 ayes, 4 opposed, carried (Baum, Miller, Myers, Zabel).**

- B. ORDINANCE NO. 13-17, An Ordinance to Repeal Sections 11.08, 11.081 and 11.082 and to Recreate Them as Section 11.08 of the Germantown Municipal Code Relating to the Regulation and Collection of Garbage and Recyclables. Background information presented by Public Works Director, Ratayczak. Update due to upgraded method to semi-automated for both garbage and recyclables. Clarifying language who and where collecting, changes made to multi-family. Comparative research of other municipalities, DNR requirement, collection of recyclables up to and including four family units. Currently collect 2,000 more recycling picks than garbage. Easier to track collecting garbage and recycling for same locations. Map of addresses for collection obtained from Waste Management. Potential cost savings to Village. Reviewing past agreements, collecting data; findings to be presented to Public Works Committee. Recreated ordinance comparable to other municipalities. Trustee Hughes noted research being done could influence vote on ordinance; questioned if ordinance change should be done after data is analyzed. Trustee Zabel commented ordinance changes current recycle pick-ups, matches garbage pick-ups and State law. **MOTION (Zabel/Baum) to approve ordinance as written.** Trustee Miller commented if ordinance puts Village in compliance with State, then research not necessary. President Wolter noted staff asked to gather data of current garbage pick-ups and recycle pick-ups, redefine list compared to State Statutes. Garbage and Recycle collection significant contract amount. Trustee Baum questioned if ordinance supersedes developer's agreement. Village Attorney commented multi-family developments/subdivisions negotiated providing garbage pick-up service. Trustee Baum noted would take away service people are accustomed to having. Trustee Myers questioned if State Statute indicates timeframe for negative action. Village Attorney responded what Public Works Committee approved was put

NEW Business continued:

in ordinance format. People would be notified of discontinuation of service to have time to contact provider. President Wolter commented need to comply with State; Board can decide to include other properties after data analyzed. **Motion (Zabel/Myers) to amend to read, effective March 1, 2018.** Trustee Myers questioned amount of time people have to go back to have effective claim. Village Attorney noted process. Discussion on motion as amended; Trustee Miller asked for clarification related to section on items not allowed to be picked up and if addressed. President Wolter noted special pick-up by County of items not allowed to be picked up. Director of Public Works noted daily calls regarding items for disposal and associated fee. Village Attorney noted reduce service affects levy limits; cost savings may not be recognized. President Wolter noted updated data would be valuable in negotiating garbage/recycling contract. **Carried.**

- C. **NEW:** Class "B" Alcohol Beverage Retail License Application for Marko's Pizza, W156 N9964 Pilgrim Rd, Germantown, WI. to Ken Ubert, 3943 Rosie Ct, Colgate WI 53014. **MOTION (Myers/Zabel) to approve, carried.**
- D. Request Approval of Change of Agent for "Class A" License-Walmart Store #1515, W190 N9855 Appleton Ave, Germantown, to Mark C. Tulod, 3115 Lilly Road, Unit 201, Brookfield WI 53005. **MOTION (Zabel/Myers) to approve, carried.**
- E. Request Approval of Public Grant Application-Kiwanis Club of Germantown for Coin Operated Machines in the Amount of \$175.00. **MOTION (Myers/Zabel) to approve, carried.**
- F. Preliminary Budget Process Discussion-2018 Budget Calendar.
Fill in Committee of The Whole dates;
Village Board/Administration/Clerk/Finance/Assessor-September 20th at 6:00 p.m.
Police/Fire/Emergency Government-September 27th, 6:00 p.m.
Dept. of Public Works Administration/Engineering/ ... Sewer-October 4th at 6:00 p.m.
Final meeting-October 11th and 18th; Finance needs by October 25th. Committees will have previously vetted budgets.
- G. Village Clerk Employment. The Village Board May Enter into Closed Session per Wis. Stats. § 19.85(1)(c) Considering Employment, Promotion, Compensation or Performance Evaluation Data of Any Public Employee Over Which the Governmental Body Has Jurisdiction or Exercises Responsibility, and then may Re-enter Open Session to Take Such Action as it Deems Appropriate.
MOTION (Myers/Baum) to go into closed session at 8:51 p.m., by roll call vote, 9 ayes, 0 opposed, carried.
MOTION (Kaminski/Zabel) to reconvene to open session at 9:17 p.m., carried.
MOTION (Baum/Warren) to direct legal counsel to undertake actions directed in closed session, roll call vote, 7 ayes, 2 opposed (Kaminski/Zabel), carried.

Next regular Village Board meeting: Monday, August 21st at 7:00 p.m.

ADJOURNMENT: There being no further business, meeting adjourned at 9:18 p.m.

Kathleen M. Strebe
Deputy Clerk

**BUSINESS OF THE VILLAGE BOARD
GERMANTOWN, WI**

MEETING DATE: August 21, 2017

AGENDA ITEM: New Business

ITEM TITLE: Discussion/Recommendation- TID #6 Entrance Sign Proposal

SUBMITTED BY: Lawrence W Ratayczak, P.E., Director of Public Works

SUMMARY EXPLANATION:

As part of the Development of the TID #6 (Willow Creek Business Park) an entrance sign was included as part of the total project plans. Staff Requested Proposals from four (4) firms that perform this type of work. One (1) proposal was received from Durham Hill in the amount of \$39,159.04. The proposal included a sign, lighting and associated plants and trees. See attached proposed plans. The three firms not submitting proposals where; Wendland Nursery; Landworks, Inc & David J. Frank Landscape Contracting, Inc. Wendland Nursery was a non-response, Landworks was too busy to submit and David J. Frank felt unqualified after reviewing proposal. Durham Hill has completed many of these types of projects and came recommended by MLG. The sign dimension is approximately 15' in length and 8' in height.

The Public Works and Highway Committee passed a motion to send to the Village Board with a positive recommendation to enter into a contract with "Durham Hill" in the amount of \$39,159.04.

The Plan Commission has approved the design, location and landscaping for the sign as proposed.

TID #6 has \$70,000.00 budgeted for the Entrance Sign.

ATTACHMENT: ORDINANCE____ RESOLUTION____ OTHER XX

--Proposal & Plans

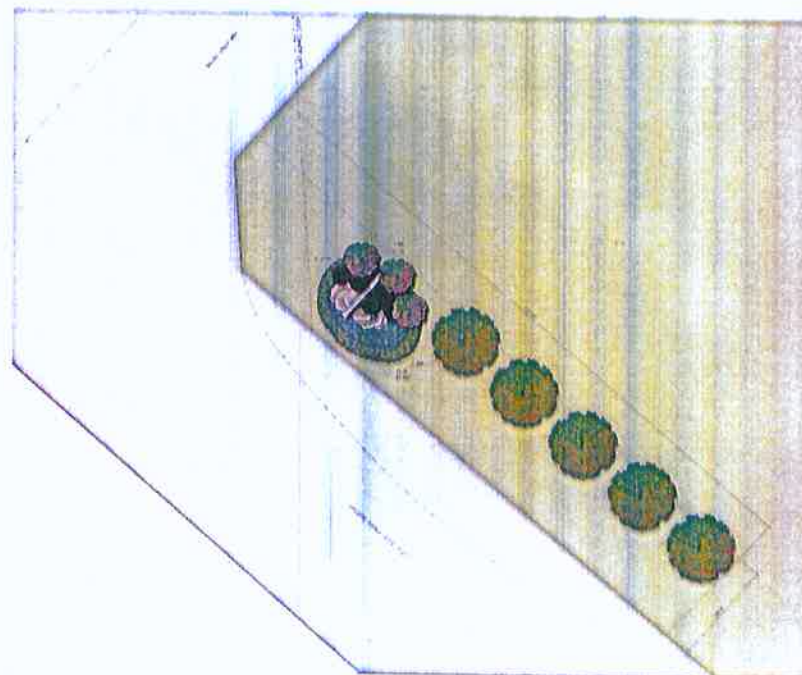
RECOMMENDATION:

Staff recommends along with the Public Works and Highway Committee and the Plan Commission to approve the Village of Germantown enter into a contract with Durham Hill in the amount of \$39,159.04.



ELEVATION
SCALE: NTS

1



RENDERED PLANTING PLAN
SCALE: NTS

2



SIGN ENLARGEMENT
SCALE: NTS

3



EXAMPLE OF SIMILAR SIGN
SCALE: NTS

4

REVISIONS

DATE	

SIGNED AND SEALED



SUBMITAL DATE

JULY 17, 2017

SHEET NAME

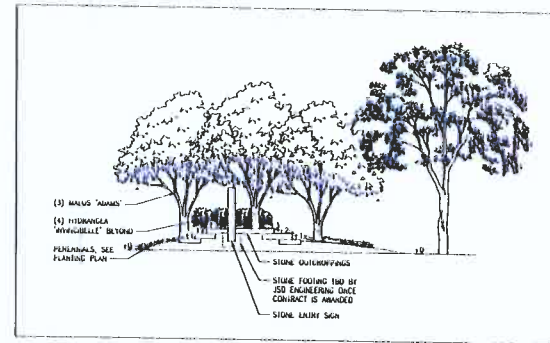
ENTRY SIGN
ELEVATION AND
RENDERED PLAN

SHEET NUMBER

L-102

WILLOW CREEK WAY

SUNNY CREST DRIVE



SECTION
SCALE: 1/8"=1'-0"

2

WILLOW CREEK WAY (S.T.A. 175')

ALL LANDSCAPE AND SHADING
ELEMENTS CRAWLED TO THE
WILLOW CREEK BUSINESS
PARK ASSOCIATION, INC.

SITE PLAN
SCALE: 1/8"=1'-0"

1

LEGEND

- ▽ UPLIGHT (SEE ATTACHED SPEC SHEET)
- ◆ HONOLULU (BY OTHERS)
- (.) STONE OUTCROPPING

PLANT SCHEDULE

QTY	SYM	SCIENTIFIC NAME	COMMON NAME	SIZE
5	AGM	ACER SACCHARIN 'GREEN BOBBIEN'	GREEN BOBBIEN SUGAR MAPLE	7'
21	TRR	HEMLOCK/ALDER 'HAPPY RETURN'	HAPPY RETURN DATILE	1 CAL
4	TRR	NYDRAWIA ARBORESCENS 'WINTERBELL'	WINTERBELL NYDRAWIA	3 CAL
6	JV	JUNIPERUS VIRGINIANA	SPREADING JUNIPER	3 CAL
3	MA	MALUS 'ADAMS'	ADAMS CRABAPPLE	7'
20	NE	NEFERA 'WALKERS LOW'	WALKERS LOW CATALPA	1 CAL

REVISIONS

DATE

SIGNED AND SEALED



SUBMITTAL DATE

JULY 17, 2017

SHEET NAME

ENTRY SIGN
SITE PLAN

SHEET NUMBER

L-101

BUSINESS OF THE VILLAGE BOARD GERMANTOWN, WI

MEETING DATE: August 21, 2017

AGENDA ITEM: New Business (CERTIFIED SURVEY MAP)

ITEM TITLE: Ryan Rahl, Agent for Project Design Management LLC, Property Owner (Florian Park) N111 W18611 Mequon Road, and, Germantown Hospitality Group LLC, Property Owner (Country Inn & Suites) W188 N11020 Maple Road; 2-Lot Certified Survey Map (Lot Line Adjustment)

SUBMITTED BY: Jeffrey W. Retzlaff, Director, Community Development Department

SUMMARY EXPLANATION:

Project Design Management LLC (Florian Park) and Germantown Hospitality Group Inc. (Country Inn & Suites) are the owners of the two adjacent parcels totaling 19.9 acres of land located along Lannon Road. They are requesting approval of a 2-lot Certified Survey Map (CSM) to relocate the common property line between the two parcels for purposes of detaching approximately 4.0 acres of land from the Florian Park property (going from 17.88 acres to 13.82 acres) and attaching it to the Country Inn & Suites property (going from 2.03 acres to 6.09 acres).

As stated in the Applicant's project description, the purpose for adjusting the common property line and adding 4 acres to the Country Inn & Suites parcel is to create an opportunity for the current or future owner to expand the hotel facility (although no plans to do so are being presented at this time).

ATTACHMENTS:

- ◆ 8/14/17 Staff Report
- ◆ 8/14/17 Plan Commission Meeting Minutes
- ◆ Preliminary CSM

PLAN COMMISSION RECOMMENDATIONS:

APPROVE the proposed 1-lot Certified Survey Map (CSM) as proposed.

PLAN COMMISSION MINUTES

August 14, 2017

CALL TO ORDER: Chairman Wolter called the meeting to order at 6:30 p.m.

ROLL CALL: Chairman Dean Wolter, Trustee Representative David Baum, Commissioners Bill Shadid, Tony Laszewski, Peter Nilles and Mary Ellen Gray were present. Also present were Community Development Director/Village Planner Jeff Retzlaff and Planning Assistant Lori Johnson. Chairman Wolter recognized Robert Williams from the audience, as the new Plan Commission member.

PUBLIC INPUT: None

APPROVAL OF MINUTES: *MOTION Baum second Shadid to Approve the minutes from 7-10-17.*

MOTION carried unanimously.

Ryan Rahl, Agent for Project Design Management LLC, Property Owner (Florian Park) N111 W18611 Mequon Road and Germantown Hospitality Group LLC, Property Owner (Country Inn & Suites) W188 N11020 Maple Road. The proposal is for a 2-lot Certified Survey Map to relocate a common property line between the two parcels. Planner Retzlaff summarized the proposal.

MOTION Baum second Nilles to Approve the proposed 1-lot Certified Survey Map (CSM) as proposed.

MOTION carried unanimously.

ANNOUNCEMENTS: Planner Retzlaff reminded the Commission the next Plan Commission meeting is August 28th. Chairman Wolter said the ribbon cutting for the new Pickleball courts at Haupt Strasse Park is tomorrow at 6:00 p.m.

The next Plan Commission meeting is August 28, 2017.

ADJOURNMENT: There being no further business, the meeting was adjourned at 7:55 p.m.

Respectfully submitted,

Lori Johnson
Planning Assistant

CERTIFIED SURVEY MAP (CSM)

8/14/17 Plan Commission Meeting

Project Design Management LLC / Germantown Hospitality Group Inc.

Village Planner Report

Germantown, Wisconsin

Summary

Ryan Rahl, agent for Project Design Management LLC and the Germantown Hospitality Group Inc., property owners of two adjacent parcels totaling 19.9 acres of land located along Lannon Road, is requesting approval of a 1-lot Certified Survey Map (CSM) to relocate a common property line between the two parcels (Florian Park & Country Inn & Suites).

Location: N111 W18611 Mequon Road (Florian Park)
W188 N11020 Maple Road (Country Inn & Suites)

Property Owner/

Applicant: PDM LLC
N111 W18611 Mequon Rd
Germantown, WI

Germantown Hospitality Group
W6120 Rock Falls Rd
Eau Claire, WI

Zoning District: B-5: Highway Business

Adjacent Land Uses		Zoning
North	Commercial (vacant)	B-3
South	Ag/Institutional	I/A-1
East	Ag	A-2
West	Commercial	B-5



Proposal

Project Design Management LLC (Florian Park) and Germantown Hospitality Group Inc. (Country Inn & Suites), property owners of two adjacent parcels totaling 19.9 acres of land located along Lannon Road are requesting approval of a 1-lot Certified Survey Map (CSM) to relocate the common property line between the two parcels for purposes of detaching approximately 4.0 acres of land from the Florian Park property (from 17.88 acres to 13.82 acres) and attaching it to the Country Inn & Suites property (from 2.03 acres to 6.09 acres).

As stated in the Applicant's project description, the purpose for adjusting the common property line and adding 4 acres to the Country Inn & Suites parcel is to create an opportunity for the current or future owner of the Country Inn & Suites property to expand the hotel facility (although no plans to do so are being presented at this time).

Staff Comments

Conformance with Zoning District Requirements.

The proposed parcel meets the requirements of the B-5: Highway Business Zoning District.

Both parcels, before and after the proposed property line adjustment contain both wetland and floodplain. No surveying or wetland delineation is being required at this time; however, any future development of either parcel will require an updated wetland delineation and floodplain mapping as part of the site planning process.

The Village Surveyor is recommending approval of the CSM as proposed.

Village Planner Recommendation

APPROVE the proposed 1-lot Certified Survey Map (CSM) as proposed.



Village of



Germantown

Willkommen

Fee must accompany application

☐ \$2,900 with public improvements

☒ \$1,960 without public improvements

Paid 7 Date 7-10-17

CERTIFIED SURVEY MAP APPLICATION

Pursuant to Section 18.06 of the Municipal Code

Please read and complete this application carefully. All applications must be signed and dated.

1 APPLICANT OR AGENT

Ryan Rahl
1111 W 18611 Mequon Rd.
Germantown, WI 53022

Phone (262) 327-0505

Fax (262) 257-9180

E-Mail ryan.rahl@rahlundassociates.com

PROPERTY OWNER

PDM Inc.
1111 W 18611 Mequon Rd.
Germantown, WI 53022

Phone ()

2 PROPERTY ADDRESS OR GENERAL LOCATION

1111 W 18611 Mequon Rd.
W188 N11020 Maple Rd.

TAX KEY NUMBER

GTNV-282942

GTNV-282943

3 PURPOSE OF LAND SPLIT

Add land to existing hotel parcel for
future option of hotel addition.

Will the land split require rezoning?

NO

From

To

4 READ AND INITIAL THE FOLLOWING:

- HJR I understand that the Certified Survey Map is not valid until recorded at the Washington County Register of Deeds. The Village will record the document and charge the applicant all applicable recording fees.
- HJR I understand that the Map will not be placed on the Village Board agenda until all the technical corrections to the CSM are made, the payment of any outstanding impact fees are paid to the Village Clerk's Department, and the original signed and stamped copy of the Map is submitted on the proper paper.
- HJR I understand that parcels created outside the Sewer Service Area will require a soil test. I also understand that all properties abutting a State Highway will require DOT approval and I will be responsible for securing such approval prior to recording.
- HJR I understand all delinquent property taxes on any of the properties involved shall be paid prior to recording.

SIGNATURES — ALL APPLICATIONS MUST BE SIGNED BY OWNER!

5

Ryan Rahl 7/10/17
Applicant Date

Ryan Rahl 7/10/17
Owner Date

7-10-2017

REF: Site Plan Review
Common Lot Line Adjustment
PDM Inc. (GTNV-282992)
Germantown Hospitality Group (GTNV-282993)

It is the intent of the mutual property owner to adjust the shared common lot line and therefore change the existing parcel sizes by roughly 4 acres. Therefore, increasing the hotel parcel and reducing the banquet facility parcel. The exact area will be determined upon completion of the CSM. This request will not require any rezoning.

The purpose of the proposed change is to offer the current or future owner of the hotel, the capability of developing additional rooms on to the existing hotel. This is NOT being proposed at this time and we have no intent to do so in the very near future.

North Shore Engineering has been contracted to complete a CSM and plot the existing wetland delineation. This work is expected to be completed in the third week of July.

Regards,

Ryan Rahl





CERTIFIED SURVEY MAP NO. _____

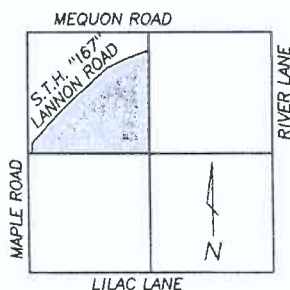
A REDIVISION OF CERTIFIED SURVEY MAP NO. 2011 AND LANDS IN THE NORTHWEST 1/4 OF THE NORTHWEST 1/4 OF SECTION 28, TOWNSHIP 9 NORTH, RANGE 20 EAST, IN THE VILLAGE OF GERMANTOWN, WASHINGTON COUNTY, WISCONSIN.



NORTH SHORE ENGINEERING, INC.
Consulting Engineers & Land Surveyors
11433 N. Port Washington Rd., Mequon, Wisconsin, 53092
(262) 241-9400 • FAX: (262) 241-5337
www.northshoreengineering.net



SCALE 1" = 200'



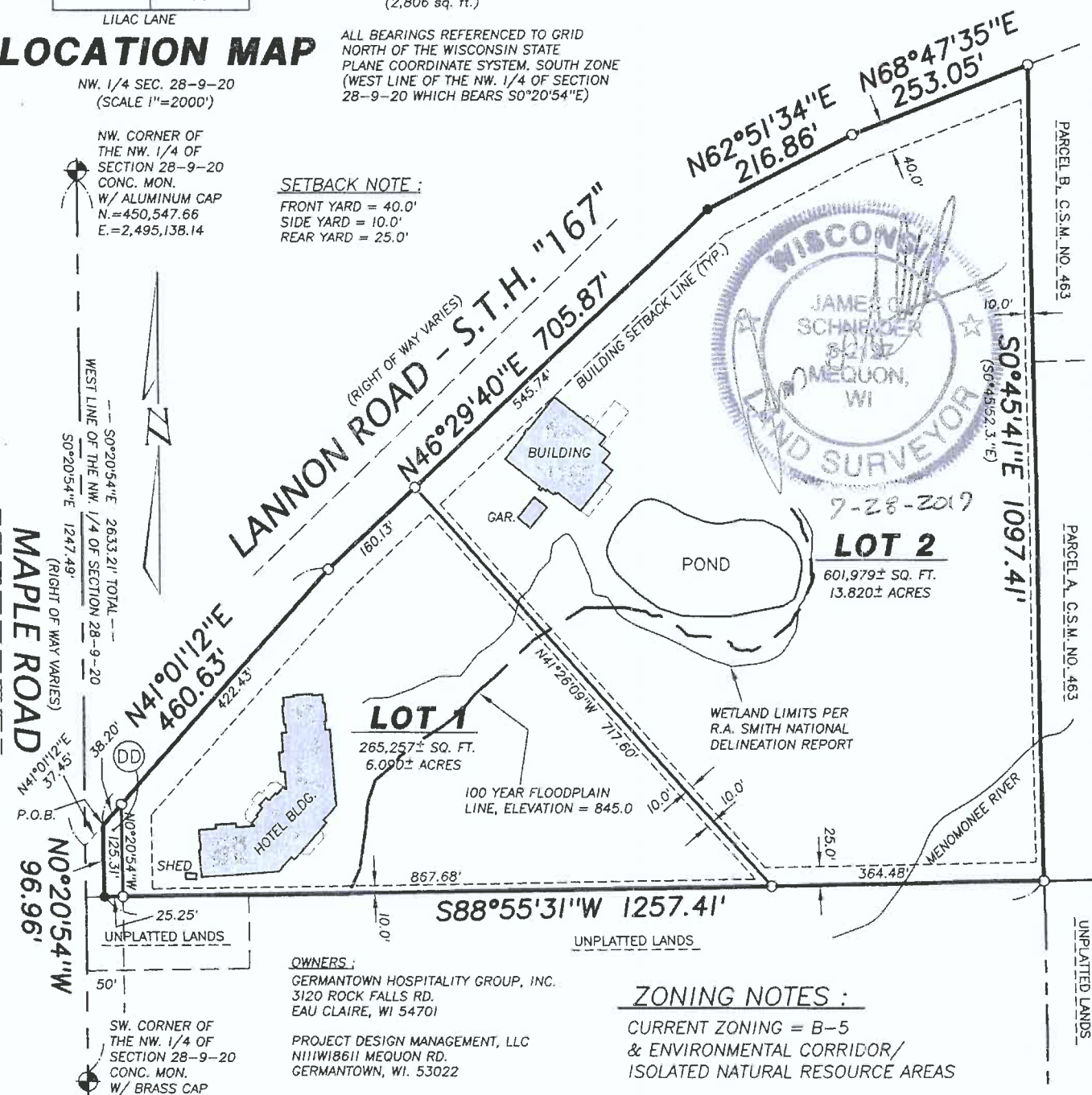
LOCATION MAP

NW. 1/4 SEC. 28-9-20
(SCALE 1"=2000')

NW. CORNER OF
THE NW. 1/4 OF
SECTION 28-9-20
CONC. MON.
W/ ALUMINUM CAP
N.=450,547.66
E.=2,495,138.14

SETBACK NOTE:
FRONT YARD = 40.0'
SIDE YARD = 10.0'
REAR YARD = 25.0'

ALL BEARINGS REFERENCED TO GRID
NORTH OF THE WISCONSIN STATE
PLANE COORDINATE SYSTEM, SOUTH ZONE
(WEST LINE OF THE NW. 1/4 OF SECTION
28-9-20 WHICH BEARS S0°20'54"E)



OWNERS:
GERMANTOWN HOSPITALITY GROUP, INC.
3120 ROCK FALLS RD.
EAU CLAIRE, WI 54701

PROJECT DESIGN MANAGEMENT, LLC
N11W18611 MEQUON RD.
GERMANTOWN, WI. 53022

ZONING NOTES:

CURRENT ZONING = B-5
& ENVIRONMENTAL CORRIDOR/
ISOLATED NATURAL RESOURCE AREAS

CERTIFIED SURVEY MAP NO. _____

*A REDIVISION OF CERTIFIED SURVEY MAP NO. 2011 AND LANDS IN THE
NORTHWEST 1/4 OF THE NORTHWEST 1/4 OF SECTION 28, TOWNSHIP 9 NORTH,
RANGE 20 EAST, IN THE VILLAGE OF GERMANTOWN, WASHINGTON COUNTY,
WISCONSIN.*

SURVEYOR'S CERTIFICATE

I, James G. Schneider, Professional Land Surveyor, do hereby certify:

THAT I have surveyed, divided and mapped the following parcel of land:

Certified Survey Map No. 2011 and Lands in the Northwest 1/4 of the Northwest 1/4 of Section 28, Township 9 North, Range 20 East, in the Village of Germantown, Washington County, Wisconsin, bounded and described as follows:

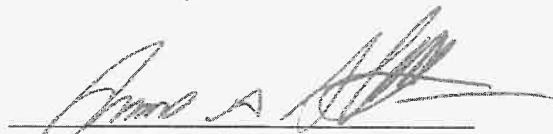
Commencing at the Northwest corner of the Northwest 1/4 of said Section 28; thence $S0^{\circ}20'54''E$ along the West line of said 1/4 Section, 1247.49 feet to a point in the Westerly extension of the South right of way line of Lannon Road – S.T.H. "167"; thence $N41^{\circ}01'12''E$ along said South right of way line, 37.45 feet to a point in the East right of way line of Maple Road, said point being the point of beginning of lands to be described; thence continuing $N41^{\circ}01'12''E$ along said South right of way line of Lannon Road – S.T.H. "167", 460.63 feet; thence $N46^{\circ}29'40''E$ along said South right of way line, 705.87 feet; thence $N62^{\circ}51'34''E$ along said South right of way line, 216.86 feet; thence $N68^{\circ}47'35''E$ along said South right of way line, 253.05 feet to a point in the East line of the Northwest 1/4 of the Northwest 1/4 of said Section 28, said point also being the Northwest corner of Certified Survey Map No. 463; thence $S0^{\circ}45'41''E$ along the East line of the Northwest 1/4 of the Northwest 1/4 of said Section 28 and the West line of Certified Survey Map No. 463, 1097.41 feet to the Southwest corner of said Certified Survey Map No. 463, said point also being the Southeast corner of the Northwest 1/4 of the Northwest 1/4 of said Section 28; thence $S88^{\circ}55'31''W$ along the South line of the Northwest 1/4 of the Northwest 1/4 of said Section 28, 1257.41 feet to a point in the East right of way line of Maple Road; thence $N0^{\circ}20'54''W$ along said East right of way line, 96.96 feet the point of beginning.

Said lands containing 19.973 acres of land, more or less.

That I have made such survey, land division, and plat at the direction of Project Design Management, LLC & Germantown Hospitality Group, Inc., OWNERS of said lands.

That such map is a correct representation of all the exterior boundaries of the land surveyed and the land division thereof made.

That I have complied with Chapter 236.34 of the Wisconsin Statutes and Chapter 17 & 18 of the Village of Germantown.


James G. Schneider S-2127

7-28-2017



This instrument was drafted by James G. Schneider

CERTIFIED SURVEY MAP NO. _____

A REDIVISION OF CERTIFIED SURVEY MAP NO. 2011 AND LANDS IN THE
NORTHWEST 1/4 OF THE NORTHWEST 1/4 OF SECTION 28, TOWNSHIP 9 NORTH,
RANGE 20 EAST, IN THE VILLAGE OF GERMANTOWN, WASHINGTON COUNTY,
WISCONSIN.

CORPORATE OWNER'S CERTIFICATE (No.-1)

I, David Manthei (Member) of Project Design Management, LLC, OWNER, do hereby
certify: THAT, I have caused the lands described in the foregoing certificate of James G.
Schneider, Surveyor, to be surveyed, divided and mapped.

WITNESS the hand and seal of said OWNERS on this _____ day of
_____, 20__.

Witness

David Manthei (Member)

STATE OF WISCONSIN)
OZAUKEE COUNTY)^{ss}

PERSONALLY came before me on this _____ day of _____, 20__
the above named David Manthei (Member) to me known to be the person who executed
the foregoing certificate and acknowledged the same.

Notary Public

My Commission expires _____

CORPORATE OWNER'S CERTIFICATE (No.-2)

I, David Manthei (Member) of Germantown Hospitality Group, Inc., OWNER, do hereby
certify: THAT, I have caused the lands described in the foregoing certificate of James G.
Schneider, Surveyor, to be surveyed, divided, mapped and as Owner's we hereby
dedicate that part of Maple Road to the Village of Germantown for public road purposes
as represented on sheet 1 of 4 of this Certified Survey Map.

WITNESS the hand and seal of said OWNERS on this _____ day of
_____, 20__.

Witness

David Manthei (Member)

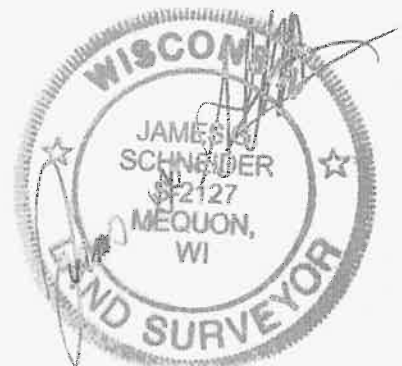
STATE OF WISCONSIN)
OZAUKEE COUNTY)^{ss}

PERSONALLY came before me on this _____ day of _____, 20__
the above named David Manthei (Member) to me known to be the person who executed
the foregoing certificate and acknowledged the same.

Notary Public

My Commission expires _____

This instrument was drafted by James G. Schneider



CERTIFIED SURVEY MAP NO. _____

A REDIVISION OF CERTIFIED SURVEY MAP NO. 2011 AND LANDS IN THE
NORTHWEST 1/4 OF THE NORTHWEST 1/4 OF SECTION 28, TOWNSHIP 9 NORTH,
RANGE 20 EAST, IN THE VILLAGE OF GERMANTOWN, WASHINGTON COUNTY,
WISCONSIN.

VILLAGE OF GERMANTOWN PLANNING COMMISSION APPROVAL:

This Certified Survey Map is hereby approved by the Planning Commission of the
Village of Germantown on this _____ day of _____, 2017.

Dean Wolter, Chairman

Date

Lori Johnson, Secretary

Date

VILLAGE OF GERMANTOWN BOARD APPROVAL

This Certified Survey Map, being a division of Nw. ¼ of the Nw. ¼ of Section 28,
Township 9 North, Range 20 East, Village of Germantown, Washington County,
Wisconsin, having been approved by the Planning Commission being the same, is
hereby approved and the dedication of that part of Maple Road for public road purposes
as shown on sheet 1 of 4, is hereby accepted by the Village Board of Trustees of the
Village of Germantown on this _____ day of _____, 2017.

Dean Wolter, Village President

Date

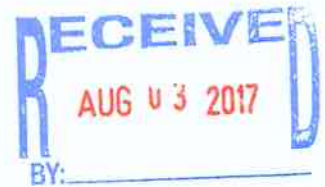
Barbara K. D. Goeckner, Village Clerk

Date

This instrument was drafted by James G. Schneider



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.

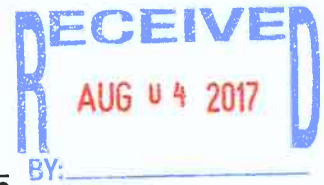
I hereby certify that the answers on this application are complete, true and correct to the best of my knowledge and belief. I agree in the consideration of the granting of this license to comply with the laws of the State of Wisconsin and with all the provisions of the Municipal Code of Ordinances of 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
N112 W17001 Mequon Road, P.O. Box 337
Germantown, WI 53022-0337
PHONE: (262) 250-4740 FAX: (262) 253-8255



APPLICATION FOR JUNK DEALER ESTABLISHMENT

Fee: \$250.00 / Annually

Chapter 12.17

Initial Investigation and Inspection Fee: \$200.00

License Period: July 1 to June 30

Date: 5/31/17

Business Trade Name: Waste Management Recycle America LLC

Business Address: W132 N10487 Grant Dr

City/State/Zip Code: Germantown, WI 53022

Business Phone Number: 262-532-8519

E-Mail Address: lpulverm@wm.com

Federal Tax Id: 39-2040612

Owner's Name: RAA Trucking LLC

E-Mail Address: _____

Home Address: W132 N10487 Grant Dr.

City/State/Zip Code: Germantown, WI 53022

Driver's License Number: _____

Description of Operation: Recycling Facility

State of Wisconsin Seller's Permit Number: 004-0000827774-01

Other Required Permits: _____

[Signature]
Signature of Owner

E-MAILED JUN 07 2017

VILLAGE OF GERMANTOWN ADMINISTRATIVE USE ONLY:

Date Approved by Village Board:	License Number	Date Effective	Clerk / Deputy Clerk
APPROVALS:			
Police Department Signature: _____		Date: _____	
Building Inspection Signature: _____		Date: _____	
Plan Commission Meeting Date: _____			



AT-107a: SCHEDULE FOR SUCCESSOR OF AGENT

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)

8-16-17
PA OK



Village of
★★★
Germantown
Willkommen

Community Development Department

Jeffrey W. Retzlaff, AICP, Director
N112 W17001 Mequon Road P.O. Box 337
Germantown, WI 53022-0337
(262) 250-4735 direct line
(262) 253-8255 fax

October 24, 2016

Germantown Memorial VFW Post 9202
P.O. Box 92
Germantown, WI 53022

RE: Temporary Use Permit 2016; Fee Issue

Darrel Brown:

Your temporary Use Permit for Christmas tree sales in 2016 has been approved (copy attached).

However, I need to discuss with you the issue of fees. As you are probably aware, the Village has waived the standard Temporary Use Permit fee (\$210) for the VFW Post's Christmas tree sale since 2010. At that time, the fee was charged and paid prior to the VFW going before the Village's General Government & Finance Committee to request a fee waiver and refund. The GGF Committee directed staff to refund the fee, and, to direct Village staff to draft an ordinance that would allow non-profit organizations (like the VFW) to be exempt from Temporary Use Permit and other fees.

Since that time, the Village adopted an ordinance creating Section 2.13 of the Village Code (the "Public Grant Program") that provides non-profit the ability to apply for and obtain licenses, permits and other approvals without having to pay the fee(s) typically charged for such items. Whether a non-profit organization applies for an exemption in advance or a refund after-the-fact, this is the mechanism by which your organization is required to use in order to not pay a fee for a Temporary Use Permit in the future. I encourage your organization to contact the Village Clerk's Office and inquiry about the PUBLIC Grant Program and go through the process of obtaining the relief you seek from future Village permit fees.

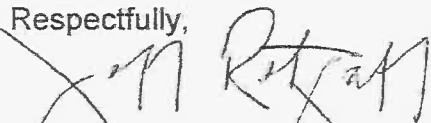
This year (2016) will be the last year that the Community Development Department will not collect the standard fee from the VFW for your annual Temporary Use Permit for Christmas tree sales. Next year (2017) you will be required to submit the required fee at the time of application unless an exemption under the PUBLIC Grant Program has been granted by the Village Board. We need to be consistent in our administration and enforcement of the Village Code regardless of who and/or what organization is applying for the necessary permit(s).

Darrel Brown
Germantown Memorial VFW Post 9202
Temporary Use Permit 2016; Fee Issue
October 24, 2016
Page 2

I apologize in advance for any inconvenience this may cause your organization in the future. I encourage you to pursue the PUBLIC Grant Program at least a couple of months before you need any future permit(s) from the Village.

Contact me if you have any questions or concerns.

Respectfully,

A handwritten signature in black ink, appearing to read "Jeff Retzlaff", written over a circular stamp.

Jeffrey W. Retzlaff, AICP
Director, Community Development Department
Village Planner & Zoning Administrator

Copies: Village Administrator
Village Clerk

To Village Board.

Request a waiver for \$210.—

To sell Christmas trees in Germantown

Darrell Brown
Quartermaster
Post 9202

8/15/17

**VILLAGE OF GERMANTOWN
APPLICATION FOR PUBLIC GRANT PROGRAM**



Application Date: 8/15/17 **DEADLINE 60 DAYS BEFORE FIRST EVENT

Organization/Group Name: VFW
Address: W159 N11033 Legend Ave
Phone: 262-251-9037

Applicant
Name: DARRELL BROWN
Address: W159 N11033 Legend Ave
Phone: 262-251-9037
Email: debbrow1234@gmail.com

Purpose or Mission Statement: Selling Christmas Trees

EVENT #1: _____ Date(s) Of Event: 19 Nov - 23 Dec 17

Event Description: Selling Christmas Trees

Estimated Attendance: _____ Times of Event: 0900-1800

Location of Event: Parking lot by Latitudes

Permits, Licenses & User fee(s) requested for waiver: (list every permit, license and user permit separately along with fee(s) for each and attach application for each) To sell Christmas Trees as a fund raiser

EVENT #2: _____ Date(s) Of Event: _____

Event Description: _____

Estimated Attendance: _____ Times of Event: _____

Location of Event: _____

Permits, Licenses & User fee(s) requested for waiver: (list every permit, license and user permit separately along with fee(s) for each and attach application for each) _____

VFW Post 9202 organization or individual shall hold harmless, defend and indemnify the Village of Germantown and its officers, agents, officials, employees and volunteers from and against any and all liability, loss damage, expense, costs (including without limitation costs and fees of litigation) of every nature arising out of or in connection with the organization's or individual's performance or work related to the event(s) or gathering(s) which are the subject of the grant award or any failure to comply with any obligations or conditions contained in the Public Grant Program, except such loss or damage which was caused by the sole negligence or willful misconduct of the Village.

Date: 8-15-17

Danell E Brown
Signature

DANIELLE BROWN
Print Name of Signature

4159 N11033 Legend Ave
Street Address

Germantown, WI 53022
City, State & Zip Code

Additional information to be included with submission of application:

- ☐ Insurance submitted \$1,000,000 (minimum limit) – required for events having over 100 people in attendance. **Must also name the Village of Germantown as additional insured.**
- ☐ A budget stating projected expenses, revenues and funding source(s) specific to the event(s) or gathering(s), which projects a break-even or profitable event(s) or gathering(s) when calculated using the Grant request.
- ☐ Proof of non-profit status or like capacity
- ☐ Applications for or issued permits, licenses and use permits required for event.

**PLEASE RETURN TO: VILLAGE OF GERMANTOWN
CLERK'S DEPARTMENT
N112 W17001 MEQUON ROAD, P.O. BOX 337
GERMANTOWN, WI 53022-0337
Phone: 262-250-4740 Fax: 262-253-8255**

(Office use only)

Date received by Village Clerk: August 15, 2017

Date to Village Board: August 21, 2017

Approval by Village Board: (YES OR NO) _____ Date: _____

Verify which fee(s) listed on application were approved or note those which were not approved:

Date and signature of Clerk staff verification

Notification to Departments of fees waived: _____
(List Dept. and Amount, date and initials of Clerk staff notifying them)

Request to Finance Department for reimbursement to Organization/Individual of fees granted:

Date submitted, initials of person submitting request & amount requested