

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

MEETING: REGULAR MEETING OF THE VILLAGE BOARD

DATE AND TIME: MONDAY, December 17, 2018 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. **ANNOUNCEMENTS OF FORTHCOMING EVENTS OF PUBLIC INTEREST
COMMITTEE AND DEPARTMENT 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, Village Clerk, And Department Heads.
- VI. **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)
- VII. **CONSENT AGENDA:**
- A. Approval of Minutes: December 3, 2018 Regular Village Board Meeting.
- B. Accounts payable/payroll
1. November 30, 2018 Accounts Payable \$ 25,385.42
2. December 10, 2018 Accounts Payable \$917,090.98
3. December 11, 2018 Payroll (Hourly) \$264,324.14
- C. Operator’s Licenses: Sydney Miller, Angelina Munoz Garcia.
[Recommended]
- The following items were forwarded from **Public Safety** with a unanimous recommendation.
- D. Resolution 89-2018, Contract with Axon for the Lease of Body Worn Cameras.
- E. Resolution 90-2018, Contract with Axon for the Lease of Squad Cameras.
- The following items were forwarded from **Public Works** with a unanimous recommendation.
- F. Resolution 91-2018, Agreement with TADI, Traffic Analysis & Design Inc. for the Analysis of the Intersection of Maple Road and Freistadt Road in an amount not to exceed \$27,542.

- G. Resolution 92-2018, Contract with Clean Power, Janitorial Cleaning Services of Village Buildings, in an amount not to exceed \$9,170.53 per month for a term of two years.

VIII. OLD BUSINESS:

- A. None.

IX. PUBLIC HEARING:

- A. Village of Germantown, agent for James D. Stout, property owner – W204 N12300 Goldendale Road (approximate) .2838 acres, Tax Key GTNV 184-988 to (1) amend the 2020 Land Use Plan Map to change the classification from “Agricultural/Conservation Residential” to “Institutional/Governmental” and (2) Rezone the property from the A-1: Agricultural Zoning District to the I: Institutional Zoning District for public utility purposes (water system booster/reducer station installation).
- B. Veridian Homes, LLC, Agent for the Germantown School District, Property Owner – N104 W14942 Donges Bay Road (approximate) 15.39 acres to (1) Amend the 2020 Land Use Plan Map to change the classification from “Park/Recreation Area” to “Low Density Residential” and (2) Rezone the property from the A-2: Agricultural Zoning District to the Rs-6: Single-Family Residential Zoning District for purposes of developing a 30-lot single family residential subdivision.

X. NEW BUSINESS:

- A. **Ordinance 20-2018**, to Amend the 2020 Land Use Plan classification from Agricultural/Conservation Residential to Institutional/Governmental; and **Ordinance 21-2018** to Rezone from the A-1: Agricultural Zoning District to the I: Institutional Zoning District; and 2-Lot **Certified Survey Map** - Village of Germantown, agent for James Stout, property owner – W204 N12300 Goldendale Road (approximate) .2838 acres, Tax Key GTNV 184-988.
- B. **Ordinance 22-2018**, to Amend the 2020 Land Use Plan map classification from Park/Recreation Area to Low Density Residential; and **Ordinance 23-2018** to Rezone from the A-2: Agricultural Zoning District to the Rs-6: Single-Family Residential Zoning District to develop a 30-lot single family residential subdivision – Veridian Homes, Agent for the Germantown School District, N104 W14942 Donges Bay Road (approximate) 15.39 Acres, Tax Key GTNV 263-988.
- C. **Certified Survey Map** – Glen D. & Deborah I. Wilson, W218 N9780 Happy Hollow Lane. 2-Lot CSM to create a residential lot.
- D. **Resolution 93-2018** to Amend the Copperwood East-LaChimenea Planned Development District (PDD) to allow general office use – 5G Investments, LLC, Property Owner, N112 W15297 Mequon Road.

- E. Community Development Department – Accept Plan Commission recommendation to Approve GREAF and authorize staff to enter into a contract for consultant services for the Village of Germantown 2050 Comprehensive Plan Project.
- F. Resolution 94-2018, Resolution Authorizing the Borrowing of not to exceed \$8,480,000; And Providing for the Issuance and Sale of General Obligation Community Development Bonds Therefor.
- G. Animal Fancier License for January 1, 2019 – December 31, 2019.
 - 1. Tim Truckenmiller, N103W17294 Woodbridge Court.
 - 2. Phil Secker, W167 N10532 Bridle Path.
- H. Resolution 88-2018, Adoption of the Comprehensive Hiring Policy, General Hiring Process for Non-Represented Positions.
- I. Ordinance 24-2018, An Ordinance to Amend SubChapter IV of Chapter 1 of the Germantown Municipal Code Relating to Retention, Access To, and Destruction of Public Records.
- J. Traffic Impact Analysis – Holy Hill Road / Goldendale Road / Freistadt Road / Maple Road.
- K. Intergovernmental Agreement with the Germantown School District and Village Park and Recreation. The Village Board may Convene into closed session per Wis. Stats. §19.85 (1) (e) For the Purpose of deliberating or negotiating the agreement, where competitive or bargaining reasons require a closed session and may convene into open session to take such action as it deems appropriate; and,
- L. Administrator Performance Review. The Village Board may convene 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 may convene into open session to take such action as it deems appropriate

XI. ADJOURNMENT.

The next regular meeting of the Village Board will be on January 7, 2019 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 MEETING MINUTES
December 3, 2018**

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

ROLL CALL: Present: President Wolter, Trustees Baum, Hughes, Kaminski, Miller, Myers, Warren, Wing, and Zabel. Also present: Administrator Kreklow, Director Rath, Clerk Braunschweig, and Attorney Sajdak.

PLEDGE OF ALLEGIANCE:

PRESIDENT'S REPORT:

President Wolter read a thank you letter was received from the kids and principal of Rockfield Elementary School in regards to the interactive playground equipment at Rockfield.

ANNOUNCEMENTS OF FORTHCOMING EVENTS OF PUBLIC

INTEREST/DEPARTMENT AND COMMITTEE REPORTS:

Trustees provided information on upcoming meeting dates and times.

CITIZEN INPUT/PUBLIC APPEARANCE on items not subject to a public hearing:

None.

APPOINTMENTS:

Plan Commission Appointment

Member

William Shadid

Present – 04/30/2020

MOTION (Baum/Myers) to approve the appointment of William Shadid to Plan Commission.

Motion carried unanimously.

CONSENT AGENDA:

A. Approval of Minutes: November 19, 2018 Regular Village Board Meeting.

B. Accounts payable/payroll

1.	November 25, 2018	Accounts Payable	\$ 371,702.33
2.	November 27, 2018	Payroll (Hourly)	\$ 223,893.15
3.	November 30, 2018	Payroll (Salary)	\$ 106,997.74

C. Operator's Licenses: Dominique Jordan, Valerie Palkowski, Dana Wells.

[Recommended]

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

D. Resolution 85-2018, Amendment to ICMA-RC 457 Deferred Compensation Plan, Roth 457 Selection.

MOTION (Baum/Myers) to approve Consent Agenda Items A-D. Roll Call Vote Carried Unanimously.

OLD BUSINESS:

None.

PUBLIC HEARING:

First Choice Tree Care, Inc., Agent for Kenneth G. Schaefer & RDK Investments, LLC, Property Owner – N120 W15916 Freistadt Road. Conditional Use Permit for the Operation of Horticulture & Landscaping Services.

Director Retzlaff presented information on the Conditional Use Permit. The Conditional Use Permit is for a landscaping and snow removal business. The Hours of Operation are 6:30 a.m. to 6:30 p.m., Monday through Friday. There are 15 employees. The zoning is B3, General Business District. The Conditional Use Permit was recommended by the Plan Commission with Conditions.

President Wolter read the Public Notice and opened the Public Hearing at 7:08 p.m.
No one spoke.

President Wolter closed the Public Hearing at 7:10 p.m.

NEW BUSINESS:

Conditional Use Permit for the Operation of Horticulture & Landscaping Services, First Choice Tree Care, Inc., Agent for Kenneth G. Schaefer & RDK Investments, LLC, Property Owner – N120 W15916 Freistadt Road.

MOTION (Baum/Myers) to approve Conditional Use Permit for the Operation of Horticulture & Landscaping Services, First Choice Tree Care, Inc., Agent for Kenneth G. Schaefer & RDK Investments, LLC, Property Owner – N120 W15916 Freistadt Road.
Motion Carried Unanimously.

January Meeting Date Change from January 21, 2019 to January 22, 2019.

MOTION (Baum/Warren) to approve the January Meeting Date Change from January 21, 2019 to January 22, 2019. The meeting will start at 7 p.m. Administrator Kreklow reported that the date change is related to the bond issuance of TID #8. Monday is a banking holiday.
Motion Carried Unanimously.

“Class B” Liquor License for Stix Golf W164N11271 Squire Drive, Robert Stafford Agent.

MOTION (Zabel/Miller) to approve the “Class B” Liquor License for Stix Golf W164N11271 Squire Drive, Robert Stafford Agent, December 4, 2018 – June 30, 2019.
Motion Carried Unanimously.

Change of Agent, Daniel Moran, Wal-Mart Stores East, DBA Walmart 1515, W190 N9855 Appleton Ave.

MOTION (Myers/Baum) to approve Change of Agent, Daniel Moran, Wal-Mart Stores East, DBA Walmart 1515, W190 N9855 Appleton Ave.
Motion Carried Unanimously.

Resolution 86-2018 Awarding the BID for the Goldendale Road Sanitary Sewer – Phase 2.

MOTION (Warren/Hughes) to approve Resolution 86-2018 Awarding the BID for the Goldendale Road Sanitary Sewer – Phase 2.
Motion Carried. Zabel and Baum voted no.

Administrator Performance Review. The Village Board may convene 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 may convene into open session to take such action as it deems appropriate

Motion by (Myers/Miller) to Convene into closed session at 7:16 p.m. The Village Board and Administrator Kreklow was included in the entire closed session. Roll Call Vote Carried Unanimously.

The Board convened into open session at 8:05 p.m.

XI. ADJOURNMENT.

ADJOURNMENT: There being no further business, the meeting adjourned at 8:05 p.m.

The next regular meeting of the Village Board will be on December 17, 2018 at 7:00 p.m.

Deanna B. Braunschweig, WCMC/CMC
Village Clerk

**VILLAGE OF GERMANTOWN
WASHINGTON COUNTY**

RESOLUTION NO. 89-2018

CONTRACT WITH AXON FOR THE LEASE OF BODY WORN CAMERAS

WHEREAS, the Village of Germantown received quotes from Axon, Watchguard, Panasonic, and Pro-Vision for the contract / lease of Body Worn Cameras for the Police Department; and,

WHEREAS, the Public Safety Committee met on December 3, 2018 and recommended authorization to lease body worn cameras with Axon at a cost of \$29,567.25 for the first year and then at a rate of \$19,175.25 for years two – five of the lease; for a total of \$106,268.25; and,

NOW THEREFORE BE IT RESOLVED that the Village Board of the Village of Germantown, does hereby approve the lease body worn cameras with Axon at a cost of \$29,567.25 for the first year and then at a rate of \$19,175.25 for years two – five of the lease; for a total of \$106,268.25.

Introduced by: _____

Adopted: December 17, 2018

Vote: Ayes: ____ Nays: ____

Dean M. Wolter, Village President

ATTEST:

Deanna B. Braunschweig, WCMC/CMC
Village Clerk

**BUSINESS OF THE PUBLIC SAFETY COMMITTEE
GERMANTOWN, WI**

MEETING DATE: 12-03-2018

AGENDA ITEM: New Business

ITEM TITLE: Purchase Request for Body Worn Cameras

SUBMITTED BY: Capt. Mike Snow

SUMMARY EXPLANATION:

The purchase of Body Worn Cameras was approved for the 2019 budget. We were able to obtain a lease option from Axon, so even though this is a capital item the amount will not be part of the 2019 borrowing. I had obtained quotes from Axon, Watchguard, Panasonic and Pro-Vision. We selected Axon after some user trials and due to the lease option.

The payment due for 2019 is \$29,567. We are requesting this amount, which is covered in the 2019 budget under account 40-521-570-8450.

ATTACHMENT: ORDINANCE_____ RESOLUTION_____ OTHER_____

RECOMMENDATION:

BOARD ACTION:



AXON

Germantown Police Department - WI

AXON SALES REPRESENTATIVE

Andrew Cruse
4804632211
acruse@axon.com

ISSUED

11/5/2018



Axon Enterprise, Inc.
17800 N 85th St.
Scottsdale, Arizona 85255
United States
Phone: (800) 978-2737

Q-115887-43409.605TR

Issued: 11/05/2018



Quote Expiration: 11/30/2018

Account Number: 110380

Start Date: 01/01/2019

Payment Terms: Net 30

Delivery Method: Fedex - Ground

SALES REPRESENTATIVE

Andrew Cruse

Phone: 4804632211

Email: acruse@axon.com

Fax: 4804474401

PRIMARY CONTACT

Michael Snow

Phone: (262) 253-7780

Email: msnow@germantownpolice.org

SHIP TO

Michael Snow
Germantown Police Department - WI
N112 W16877 MEQUOM ROAD
Germantown, WI 53022
US

BILL TO

Germantown Police Department - WI
N112 W16877 MEQUOM ROAD
Germantown, WI 53022
US

Year 1

Item	Description	Quantity	List Unit Price	Net Unit Price	Total (USD)
Axon Plans & Packages					
87026	TASER ASSURANCE PLAN DOCK 2 ANNUAL PAYMENT	5	336.00	336.00	1,680.00
85079	TASER ASSURANCE PLAN DOCK ANNUAL PAYMENT	1	36.00	36.00	36.00
80012	BASIC EVIDENCE.COM LICENSE: YEAR 1 PAYMENT	26	180.00	180.00	4,680.00
85110	EVIDENCE.COM INCLUDED STORAGE	260	0.00	0.00	0.00
80022	PRO EVIDENCE.COM LICENSE: YEAR 1 PAYMENT	5	468.00	468.00	2,340.00
85110	EVIDENCE.COM INCLUDED STORAGE	150	0.00	0.00	0.00
85070	TASER ASSURANCE PLAN ANNUAL PAYMENT, BODYCAM	31	240.00	240.00	7,440.00
85035	EVIDENCE.COM STORAGE	3,999	0.75	0.75	2,999.25
Hardware					
74001	AXON CAMERA ASSEMBLY, ONLINE, AXON BODY 2, BLK	31	499.00	0.00	0.00
74020	MAGNET MOUNT, FLEXIBLE, AXON RAPIDLOCK	1	0.00	0.00	0.00
74021	MAGNET MOUNT, THICK OUTERWEAR, AXON RAPIDLOCK	1	0.00	0.00	0.00
11553	SYNC CABLE, USB A TO 2.5MM	31	0.00	0.00	0.00
70033	WALL MOUNT BRACKET, ASSY, EVIDENCE.COM DOCK	1	42.00	42.00	42.00
74008	AXON DOCK, 6 BAY + CORE, AXON BODY 2	5	1,495.00	1,495.00	7,475.00

Year 1 (Continued)

Item	Description	Quantity	List Unit Price	Net Unit Price	Total (USD)
Hardware (Continued)					
74009	AXON DOCK, SINGLE BAY + CORE, AXON BODY 2	1	375.00	375.00	375.00
Other					
71019	NORTH AMERICA POWERCORD, 6.5FT	6	10.00	0.00	0.00
Services					
85144	AXON STARTER	1	2,500.00	2,500.00	2,500.00
				Subtotal	29,567.25
				Estimated Shipping	0.00
				Estimated Tax	0.00
				Total	29,567.25

Spares

Item	Description	Quantity	List Unit Price	Net Unit Price	Total (USD)
Hardware					
74001	AXON CAMERA ASSEMBLY, ONLINE, AXON BODY 2, BLK	1	0.00	0.00	0.00
74020	MAGNET MOUNT, FLEXIBLE, AXON RAPIDLOCK	1	0.00	0.00	0.00
74021	MAGNET MOUNT, THICK OUTERWEAR, AXON RAPIDLOCK	1	0.00	0.00	0.00
11553	SYNC CABLE, USB A TO 2.5MM	1	0.00	0.00	0.00
				Subtotal	0.00
				Estimated Tax	0.00
				Total	0.00

Year 2

Item	Description	Quantity	List Unit Price	Net Unit Price	Total (USD)
Axon Plans & Packages					
87026	TASER ASSURANCE PLAN DOCK 2 ANNUAL PAYMENT	5	336.00	336.00	1,680.00
85079	TASER ASSURANCE PLAN DOCK ANNUAL PAYMENT	1	36.00	36.00	36.00
80013	BASIC EVIDENCE.COM LICENSE: YEAR 2 PAYMENT	26	180.00	180.00	4,680.00
85110	EVIDENCE.COM INCLUDED STORAGE	260	0.00	0.00	0.00
80023	PRO EVIDENCE.COM LICENSE: YEAR 2 PAYMENT	5	468.00	468.00	2,340.00
85110	EVIDENCE.COM INCLUDED STORAGE	150	0.00	0.00	0.00
85070	TASER ASSURANCE PLAN ANNUAL PAYMENT, BODYCAM	31	240.00	240.00	7,440.00

Year 2 (Continued)

Item	Description	Quantity	List Unit Price	Net Unit Price	Total (USD)
Axon Plans & Packages (Continued)					
85035	EVIDENCE.COM STORAGE	3,999	0.75	0.75	2,999.25
				Subtotal	19,175.25
				Estimated Tax	0.00
				Total	19,175.25

Year 3

Item	Description	Quantity	List Unit Price	Net Unit Price	Total (USD)
Axon Plans & Packages					
87026	TASER ASSURANCE PLAN DOCK 2 ANNUAL PAYMENT	5	336.00	336.00	1,680.00
85079	TASER ASSURANCE PLAN DOCK ANNUAL PAYMENT	1	36.00	36.00	36.00
80014	BASIC EVIDENCE.COM LICENSE: YEAR 3 PAYMENT	26	180.00	180.00	4,680.00
85110	EVIDENCE.COM INCLUDED STORAGE	260	0.00	0.00	0.00
80024	PRO EVIDENCE.COM LICENSE: YEAR 3 PAYMENT	5	468.00	468.00	2,340.00
85110	EVIDENCE.COM INCLUDED STORAGE	150	0.00	0.00	0.00
85070	TASER ASSURANCE PLAN ANNUAL PAYMENT, BODYCAM	31	240.00	240.00	7,440.00
85035	EVIDENCE.COM STORAGE	3,999	0.75	0.75	2,999.25
				Subtotal	19,175.25
				Estimated Tax	0.00
				Total	19,175.25

Year 4

Item	Description	Quantity	List Unit Price	Net Unit Price	Total (USD)
Axon Plans & Packages					
87026	TASER ASSURANCE PLAN DOCK 2 ANNUAL PAYMENT	5	336.00	336.00	1,680.00
85079	TASER ASSURANCE PLAN DOCK ANNUAL PAYMENT	1	36.00	36.00	36.00
80015	BASIC EVIDENCE.COM LICENSE: YEAR 4 PAYMENT	26	180.00	180.00	4,680.00
85110	EVIDENCE.COM INCLUDED STORAGE	260	0.00	0.00	0.00
80025	PRO EVIDENCE.COM LICENSE: YEAR 4 PAYMENT	5	468.00	468.00	2,340.00
85110	EVIDENCE.COM INCLUDED STORAGE	150	0.00	0.00	0.00
85070	TASER ASSURANCE PLAN ANNUAL PAYMENT, BODYCAM	31	240.00	240.00	7,440.00

Year 4 (Continued)

Item	Description	Quantity	List Unit Price	Net Unit Price	Total (USD)
Axon Plans & Packages (Continued)					
85035	EVIDENCE.COM STORAGE	3,999	0.75	0.75	2,999.25
				Subtotal	19,175.25
				Estimated Tax	0.00
				Total	19,175.25

Year 5

Item	Description	Quantity	List Unit Price	Net Unit Price	Total (USD)
Axon Plans & Packages					
87026	TASER ASSURANCE PLAN DOCK 2 ANNUAL PAYMENT	5	336.00	336.00	1,680.00
85079	TASER ASSURANCE PLAN DOCK ANNUAL PAYMENT	1	36.00	36.00	36.00
80016	BASIC EVIDENCE.COM LICENSE: YEAR 5 PAYMENT	26	180.00	180.00	4,680.00
85110	EVIDENCE.COM INCLUDED STORAGE	260	0.00	0.00	0.00
80026	PRO EVIDENCE.COM LICENSE: YEAR 5 PAYMENT	5	468.00	468.00	2,340.00
85110	EVIDENCE.COM INCLUDED STORAGE	150	0.00	0.00	0.00
85070	TASER ASSURANCE PLAN ANNUAL PAYMENT, BODYCAM	31	240.00	240.00	7,440.00
85035	EVIDENCE.COM STORAGE	3,999	0.75	0.75	2,999.25
				Subtotal	19,175.25
				Estimated Tax	0.00
				Total	19,175.25
Grand Total					106,268.25

Discounts (USD)

Quote Expiration: 11/30/2018

List Amount	121,797.25
Discounts	15,529.00
Total	106,268.25

**Total excludes applicable taxes and shipping*

Summary of Payments

Payment	Amount (USD)
Year 1	29,567.25
Spares	0.00
Year 2	19,175.25
Year 3	19,175.25
Year 4	19,175.25
Year 5	19,175.25
Grand Total	106,268.25

Notes

dock power cables added to order since BOM has changed

Typically, hardware shipment occurs between 4 – 6 weeks after purchase date. Product availability for new or high demand products may impact delivery time.

Axon's Sales Terms and Conditions

This Quote is limited to and conditional upon your acceptance of the provisions set forth herein and Axon's Master Services and Purchasing Agreement (posted at www.axon.com/legal/sales-terms-and-conditions), as well as the attached Statement of Work (SOW) for Axon Fleet and/or Axon Interview Room purchase, if applicable. Any purchase order issued in response to this Quote is subject solely to the above referenced terms and conditions. By signing below, you represent that you are lawfully able to enter into contracts. If you are signing on behalf of an entity (including but not limited to the company, municipality, or government agency for whom you work), you represent to Axon that you have legal authority to bind that entity. If you do not have this authority, please do not sign this Quote.

Signature: _____

Date: _____

Name (Print): _____

Title: _____

PO# (Or write
N/A): _____

Please sign and email to Andrew Cruse at acruse@axon.com or fax to 4804474401

Thank you for being a valued Axon customer. For your convenience on your next order, please check out our online store buy.axon.com

Quote: Q-115887-43409.605TR

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TIM COONEY
2040 RADISSON ST.
GREEN BAY, WI 54302
PHONE: 920-544-4282
FAX: 920-468-8615
tcooney@baycominc.com

GERMANTOWN POLICE DEPT.
MIKE SNOW
N112 W16877 MEQUON RD.
GERMANTOWN, WI 53022
8/9/2018
262-253-7780
msnow@germantownpolice.org

QUOTE NO. TC20180809M

PRICING AND FINANCIAL OPTIONS SPECIFIC TO THIS OFFERING:
EQUIPMENT DETAILS AND PRICING

QTY	MODEL AND DESCRIPTION	UNIT PRICE	TOTAL PRICE
State Contract# 505ENT-O16-NASPOCOMPUT-02			
Officer Equipment			
32	ARB-BWC3 Panasonic Body Worn Camera	\$875.00	\$28,000.00
32	ARB-BWC3MAG Magnetic Mount	\$68.00	\$2,176.00
4	ARB-BWC3BAY 8 Bay Charging Offload Dock	\$1,549.00	\$6,196.00
Squad Equipment			
16	ARB-BWC3PAIR Pairing Dock	\$215.00	\$3,440.00
16	ARB-BWC3CTB Common Trigger Box	\$275.00	\$4,400.00
16	ARB-BWC3ANT Trigger Box Antenna	\$85.00	\$1,360.00
Warranty Options			
1 Year Extended Warranty: \$125.00 each			
2 Year Extended Warranty: \$150.00 each			
Upgrade to 3 Year Protection Plus: \$150.00 each			
Upgrade to 4 Year Protection Plus: \$325.00 each			
Upgrade to 5 Year Protection Plus: \$375.00 each			
Software Licensing & Support			
32	3 Year Device License, Deployment, Programming	\$225.00	\$7,200.00

SOFTWARE INSTALLATION AND TRAINING OPTIONS:

Note: These software installation packages can be tailored to meet your specific needs. Additional days or follow up visits for refresher training or re-configuration are available.

Quick Start Program - provides for installation of backend server software, front end laptop software, configuration and training.

Quick Start Package A: 1 day: \$1250.00
 Quick Start Package B: 2 day: \$2500.00
 Quick Start Package C: 3 day: \$3480.00

EQUIPMENT COST:		\$52,772.00
SHIPPING:		Included
TAX:		Exempt
TOTAL:		\$52,772.00

Payment With Order: Net 30 Days
 Quotation Good for 90 Days
 We impose a surcharge of 2% on credit card purchases over \$1,000.00 which is not greater than our cost of acceptance.
 Your signature is an agreement to purchase and an acceptance of Baycom's Terms & Conditions (<http://terms.baycominc.com>)

Approved By: _____ / _____
 AUTHORIZED CUSTOMER SIGNATURE DATE

All of the information listed on this proposal is confidential and proprietary information.
If You Have Any Questions, Please Contact Tim Cooney at 920-544-4282

www.baycominc.com | 920.468.5426 | 800.726.5426





4RE/VISTA Price Quote

CUSTOMER: Germantown Police Department

ISSUED: 8/9/2018 4:28 PM

EXPIRATION: 1/31/2019 6:00 AM

,
,,
,,,

**TOTAL PROJECT ESTIMATED AT:
\$54,725.00**

ATTENTION: Capt. Mike Snow

SALES CONTACT: Steve Doble

PHONE: (262) 253-7780

DIRECT: 612-306-8241

E-MAIL: msnow@germantownpolice.org

E-MAIL: SDoble@WatchGuardVideo.com

4RE and VISTA Proposal

VISTA HD Cameras and Options

Part Number	Detail	Qty	Direct	Discount	Total Price
VIS-EXT-WIF-001	VISTA HD WiFi Additional Camera Only	32.00	\$995.00	\$50.00	\$30,240.00
VIS-CHG-BS2-KIT	VISTA Charging Base R2 Kit, incl. Power and USB Cables	2.00	\$95.00	\$95.00	\$0.00
VIS-VTS-DTC-001	VISTA Transfer Station Assy, 8 Cameras, Ethernet, DEV 144, Enhanced ESD Protection	4.00	\$1,495.00	\$75.00	\$5,680.00

VISTA HD Warranties

Part Number	Detail	Qty	Direct	Discount	Total Price
WAR-VIS-CAM-1ST	Warranty, VISTA 1st Year (Months 1-12) Included	32.00	\$0.00	\$0.00	\$0.00

WatchGuard Video Technical Services

Part Number	Detail	Qty	Direct	Discount	Total Price
SVC-4RE-ONS-400	4RE System Setup, Configuration, Testing and Training (WG-TS)	1.00	\$2,500.00	\$0.00	\$2,500.00
BRK-DV1-MIC-100	VISTA, Full Cloud, Better Than Unlimited, Assigned Device	32.00	\$495.00	\$0.00	\$15,840.00

Shipping and Handling

Part Number	Detail	Qty	Direct	Discount	Total Price
Freight	Shipping/Handling and Processing Charges	1.00	\$560.00	\$95.00	\$465.00
					\$54,725.00

Total Estimated Tax, may vary from State to State \$0.00

Configuration Discounts

\$2,185.00

Additional Quote Discount

\$0.00

415 E. Exchange Parkway • Allen, TX • 75002
Toll Free (800) 605-6734 • Main (972) 423-9777 • Fax (972) 423-9778
www.WatchGuardVideo.com



4RE/VISTA Price Quote

Total Amount

\$54,725.00

NOTE: This is only an estimate for 4RE & VISTA related hardware, software and WG Technical Services. Actual costs related to a turn-key operation requires more detailed discussion and analysis, which will define actual back-office costs and any costs associated with configuration, support and installation. Please contact your sales representative for more details.

To accept this quotation, sign, date and return with Purchase Order: _____ DATE: _____

**VILLAGE OF GERMANTOWN
WASHINGTON COUNTY**

RESOLUTION NO. 90-2018

CONTRACT WITH AXON FOR THE LEASE OF SQUAD CAR CAMERAS

WHEREAS, the Village of Germantown received quotes from Axon, Watchguard, Panasonic, and Pro-Vision for the contract / lease of Body Worn Cameras for the Police Department; and,

WHEREAS, the Public Safety Committee met on December 3, 2018 and recommended authorization to lease squad car cameras with Axon at a cost of \$42,756.00 for the first year and then at a rate of \$18,576.00 for years two – five of the lease; for a total of \$117,060.00; and,

NOW THEREFORE BE IT RESOLVED that the Village Board of the Village of Germantown, does hereby approve to lease squad car cameras with Axon at a cost of \$42,756.00 for the first year and then at a rate of \$18,576.00 for years two – five of the lease; for a total of \$117,060.00.

Introduced by: _____

Adopted: December 17, 2018

Vote: Ayes: ____ Nays: ____

Dean M. Wolter, Village President

ATTEST:

Deanna B. Braunschweig, WCMC/CMC
Village Clerk

**BUSINESS OF THE PUBLIC SAFETY COMMITTEE
GERMANTOWN, WI**

MEETING DATE: 12-03-2018

AGENDA ITEM: New Business

ITEM TITLE: Purchase Request for Squad Cameras

SUBMITTED BY: Capt. Mike Snow

SUMMARY EXPLANATION:

The purchase of Squad Cameras was approved for the 2019 budget. We were able to obtain a lease option from Axon, so even though this is a capital item the amount will not be part of the 2019 borrowing. I had obtained quotes from Axon, Watchguard, Panasonic and Pro-Vision. We selected Axon after some user trials and due to the lease option.

The payment due for 2019 is \$42,756. We are requesting this amount, which is covered in the 2019 budget under account 40-521-570-8450.

ATTACHMENT: ORDINANCE____ RESOLUTION____ OTHER____

RECOMMENDATION:

BOARD ACTION:



AXON

Germantown Police Department - WI

AXON SALES REPRESENTATIVE

Thom Ruseva-Mahan

+1 4805026238

tmahan@axon.com

ISSUED

11/28/2018



Axon Enterprise, Inc.
 17800 N 85th St.
 Scottsdale, Arizona 85255
 United States
 Phone: (800) 978-2737

Q-191078-43432.697TR

Issued: 11/28/2018



Quote Expiration: 12/14/2018

Account Number: 110380

Start Date: 01/01/2019

Payment Terms: Net 30

Delivery Method: Fedex - Ground

SALES REPRESENTATIVE

Thom Ruseva-Mahan

Phone: +1 4805026238

Email: tmahan@axon.com

Fax: +1 4809993359

PRIMARY CONTACT

Michael Snow

Phone: (262) 253-7780

Email: msnow@germantownpolice.org

SHIP TO

Michael Snow
 Germantown Police Department - WI
 N112 W16877 MEQUOM ROAD
 Germantown, WI 53022
 US

BILL TO

Germantown Police Department - WI
 N112 W16877 MEQUOM ROAD
 Germantown, WI 53022
 US

Year 1

Item	Description	Quantity	List Unit Price	Net Unit Price	Total (USD)
Axon Plans & Packages					
80156	FLEET 2 UNLIMITED PACKAGE: YEAR 1 PAYMENT	12	1,548.00	1,548.00	18,576.00
Hardware					
11622	CRADLEPOINT IBR900-600M-NPS + 5YR NETCLOUD ESSENTIALS (PRIME	12	1,430.00	1,430.00	17,160.00
11511	ROUTER ANTENNA, FLEET	12	270.00	270.00	3,240.00
74110	CABLE, CAT6 ETHERNET 25 FT, FLEET	12	15.00	15.00	180.00
71079	CAMERA SYSTEM, FRONT, FLEET 2	12	0.00	0.00	0.00
71081	CAMERA SYSTEM, REAR, WITH MOUNT, FLEET 2	12	0.00	0.00	0.00
70112	AXON SIGNAL UNIT	12	0.00	0.00	0.00
74024	BATTERY SYSTEM, AXON FLEET	24	0.00	0.00	0.00
74027	Axon Fleet Dongle	12	0.00	0.00	0.00
80186	5 YEAR TAP, FLEET 2 FRONT CAMERA SYSTEM	12	0.00	0.00	0.00
80187	5 YEAR TAP, FLEET 2 REAR CAMERA SYSTEM	12	0.00	0.00	0.00
80188	5 YEAR TAP, FLEET 2 REAR CAMERA CONTROLLER	12	0.00	0.00	0.00
71080	CAMERA MOUNT, FRONT, FLEET 2	12	0.00	0.00	0.00
71082	CAMERA CONTROLLER, REAR, FLEET 2	12	0.00	0.00	0.00
71083	CONTROLLER MOUNT, REAR CAMERA, FLEET 2	12	0.00	0.00	0.00
71022	FLEET CABLE ASSEMBLY, POWER	24	0.00	0.00	0.00

Year 1 (Continued)

Item	Description	Quantity	List Unit Price	Net Unit Price	Total (USD)
Hardware (Continued)					
71085	CABLE ASSEMBLY, BATTERY BOX TO CAMERA, FLEET 2	24	0.00	0.00	0.00
74110	CABLE, CAT6 ETHERNET 25 FT, FLEET	12	0.00	0.00	0.00
Other					
No Router	No Router (Declined)	12	0.00	0.00	0.00
No Custom Triggers	No Custom Triggers (Declined)	12	0.00	0.00	0.00
Services					
74063	STANDARD FLEET INSTALLATION (PER VEHICLE)	12	1,200.00	300.00	3,600.00
				Subtotal	42,756.00
				Estimated Shipping	0.00
				Estimated Tax	0.00
				Total	42,756.00

Spares

Item	Description	Quantity	List Unit Price	Net Unit Price	Total (USD)
Hardware					
71079	CAMERA SYSTEM, FRONT, FLEET 2	1	0.00	0.00	0.00
71080	CAMERA MOUNT, FRONT, FLEET 2	1	0.00	0.00	0.00
71081	CAMERA SYSTEM, REAR, WITH MOUNT, FLEET 2	1	0.00	0.00	0.00
71082	CAMERA CONTROLLER, REAR, FLEET 2	1	0.00	0.00	0.00
71083	CONTROLLER MOUNT, REAR CAMERA, FLEET 2	1	0.00	0.00	0.00
70112	AXON SIGNAL UNIT	1	0.00	0.00	0.00
74024	BATTERY SYSTEM, AXON FLEET	2	0.00	0.00	0.00
71022	FLEET CABLE ASSEMBLY, POWER	2	0.00	0.00	0.00
71085	CABLE ASSEMBLY, BATTERY BOX TO CAMERA, FLEET 2	2	0.00	0.00	0.00
				Subtotal	0.00
				Estimated Tax	0.00
				Total	0.00

Year 2

Item	Description	Quantity	List Unit Price	Net Unit Price	Total (USD)
Axon Plans & Packages					
80157	FLEET 2 UNLIMITED PACKAGE: YEAR 2 PAYMENT	12	1,548.00	1,548.00	18,576.00
				Subtotal	18,576.00
				Estimated Tax	0.00
				Total	18,576.00

Year 3

Item	Description	Quantity	List Unit Price	Net Unit Price	Total (USD)
Axon Plans & Packages					
80158	FLEET 2 UNLIMITED PACKAGE: YEAR 3 PAYMENT	12	1,548.00	1,548.00	18,576.00
				Subtotal	18,576.00
				Estimated Tax	0.00
				Total	18,576.00

Year 4

Item	Description	Quantity	List Unit Price	Net Unit Price	Total (USD)
Axon Plans & Packages					
80159	FLEET 2 UNLIMITED PACKAGE: YEAR 4 PAYMENT	12	1,548.00	1,548.00	18,576.00
				Subtotal	18,576.00
				Estimated Tax	0.00
				Total	18,576.00

Year 5

Item	Description	Quantity	List Unit Price	Net Unit Price	Total (USD)
Axon Plans & Packages					
80160	FLEET 2 UNLIMITED PACKAGE: YEAR 5 PAYMENT	12	1,548.00	1,548.00	18,576.00
				Subtotal	18,576.00
				Estimated Tax	0.00
				Total	18,576.00

Grand Total	117,060.00
--------------------	-------------------

Discounts (USD)

Quote Expiration: 12/14/2018

List Amount	127,860.00
Discounts	10,800.00
Total	117,060.00

**Total excludes applicable taxes and shipping*

Summary of Payments

Payment	Amount (USD)
Year 1	42,756.00
Spares	0.00
Year 2	18,576.00
Year 3	18,576.00
Year 4	18,576.00
Year 5	18,576.00
Grand Total	117,060.00

STATEMENT OF WORK & CONFIGURATION DOCUMENT

Axon Fleet In-Car Recording Platform

This document details a proposed system design

Agency Created For: Germantown Police Department - WI

Quote: Q-191078-43432.697TR

Sold By:	Thom Ruseva-Mahan
Designed By:	Jake Borro
Installed By:	Axon
Target Install Date:	

VEHICLE OVERVIEW

SITE NAME	CUSTOMER NAME
Headquarters	Germantown Police Department - WI
Total Configured Vehicles 12 Total Vehicles with this Configuration Video Capture Sources 24 Total Cameras Deployed 1 Axon Signal Unit(s) Per Vehicle Mobile Data Terminal Per Vehicle 1 Located In Each Vehicle Mobile Router Per Vehicle 1 Cradlepoint IBR1100LP6 Series Offload Mechanism 4G LTE Cellular Evidence Management System - Evidence.com  Axon Camera  Signal Unit  In-Car Router  Battery Box	

SYSTEM CONFIGURATION DETAILS

The following sections detail the configuration of the Axon Fleet In-Car System

Vehicle Hardware

Vehicle Hardware	2	Axon Fleet Cameras will be installed in each vehicle
	2	Axon Fleet Battery Boxes will be installed in each vehicle
	1	Axon Signal Units will be installed in each vehicle
	1	Cradlepoint IBR1100LP6 Series router will be installed in each vehicle
Axon Battery Boxes	The battery box provides power to its connected camera for up to 4 hours allowing for video offload while the vehicle ignition state is OFF and the MDT is connected and available.	
Signal Activation Methods	When triggered, the Axon Signal Vehicle (ASV) device will activate the recording mechanism for all configured Axon cameras within 30 feet of the vehicle.	
Mobile Data Terminal	Each vehicle will be equipped with a Mobile Data Terminal provided by the customer.	
Mobile Data Terminal Requirements	Operating System: Windows 7 or Windows 10 - x32 or x64 with the most current service packs and updates Hard Drive: Must have 25GB+ of free disk space RAM/Memory: Windows 7 - 4GB or greater Windows 10 - 8GB or greater Ethernet Port: The system requires the MDT to have one dedicated and available Ethernet port reserved for an Ethernet cable from router. The Ethernet port can be located on an electronic and stationary mobile docking station. If a docking station is used, it is the preferred location for the Ethernet port. Wi-Fi Card: The system requires an 802.11n compatible Wi-Fi card using 5Ghz band. USB Ports: If the computer is assigned to the officer and does not remain with the vehicle, then the number dongles ordered should equal the number of officers or the number of computers assigned. At least one dedicated and available USB 2.0 port for the Fleet USB dongle USB Port on MDT or Dock.	

Additional Considerations	If the customer has a MiFi hotspot, embedded cellular, or USB 4G, then the customer must purchase a Cradlepoint router with an external antenna and Cradlecare. For agencies that use NetMotion Mobility, Axon traffic must be passed through; such that it does not use the Mobility VPN tunnel. Customer must provide IT and / or Admin resources at time of installation to ensure data routing if functional for Axon Fleet operation.	
	In the event an Agency is unable to support the IT requirements associated with the installation, Axon reserves the right to charge the Agency for additional time associated with on-site work completed by an Axon Employee.	
Hardware Provisioning	Customer will provide the following router for all vehicles:	Cradlepoint IBR1100LP6 Series
	The customer will provide a MDT for each vehicle	

In-Car Network Considerations

Network Requirements	Cradlepoint IBR1100LP6 Series will create a dedicated 5Ghz WiFi network within each vehicle. This network will join the Axon Fleet cameras and Mobile Data Terminal together.			
Network Addressing	IP Addressing		Total IPs Required	
	Axon Fleet Cameras	24	48	
	Mobile Data Terminal	12		
	Cradlepoint IBR1100LP6 Series	12		
Hardware Provisioning	Customer to provide all IP addressing and applicable network information			

Network Consideration Agreement

Network Consideration Agreement	Customer acknowledges the minimum requirements for the network to support this Statement of Work.
	All Axon employees performing services under this SOW are CJIS certified.
	If the network provided by Customer does not meet the minimum requirements, or in the event of a requested change in scope of the project, a Change Order will be required and additional fees may apply. Additional fees would also apply if Axon is required to extend the installation time for reasons caused by the customer or the customer network accessibility.

Professional Services & Training

Project Management	Axon will assign a Project Manager that will provide the expertise to execute a successful Fleet camera deployment and implementation. The Project Manager will have knowledge and experience with all phases of the project management lifecycle and with all application modules being implemented. He/she will work closely with the customer's project manager and project team members and will be responsible for completing the tasks required to meet all contract deliverables.
Vehicle Installation	Axon will be performing the installation of all Axon Fleet vehicle hardware. Installation services purchased from Axon include a "clip" and removal of existing in-car system hardware. This does not include "full removal" of existing wiring. A "full removal" of all existing hardware and wiring is subject to additional fees. Axon provides basic Fleet operation overview to the customer lead and/or Admin at the time of install. Clip vs Rip installation removal: ○ It is necessary to differentiate between the type of equipment removal to be provided by Axon. Standard Fleet Installation includes hardware removal in a fashion considered "Clip" which means Axon cuts the wires from the old system without removing multiple panels, removing all wiring and parts from the old system. In the case Axon removes the hardware Axon is not responsible for the surplus of hardware or any devices that may have been physically integrated with the removed system. In some situations, radar systems are integrated with the in-car video system and have a cable that connects to the system, if Axon removes the old in car system then Axon is not responsible for the radar system as part of the removal. ○ A "Rip" removal should be contracted through ProLogic directly. The Rip would be similar to a complete and full removal, which is more common when they retire a vehicle from service.
Custom Trigger Installation	Axon Signal Units have multiple trigger configuration options. Any trigger configurations that include a door or magnetic door switch are considered "custom" and may be subject to additional fees. An Axon representative has discussed with the Agency the standard triggers of the Fleet System. Those standard triggers include light-bar activation, speed, crash and gun-locks. The light-bar must have a controller to allow Axon to interface for the desired position, gun-locks must be installed with existing hardware in the vehicle. Doors are considered "CUSTOM" since they required additional hardware and time for installation, typically requiring the door may need to be taken apart for the installation.
Training	End-user go-live training provides individual device set up and configuration assistance, training on device use, Evidence.com and AXON View XL. End-user go-live training and support is not included in the installation fee scope.

4G / Cellular Offload Considerations

Network Considerations	The Cradlepoint IBR1100LP6 Series will be the connection which allows 4G upload of recorded video
	The customer will ensure that their cellular contract does not allow for data throttling, or service denial, once a set data threshold is met. Throttling or denial of service will negatively affect Fleet upload capabilities.
	The MDT's 4G connection will facilitate the upload of recorded video content.
Hardware Provisioning	The customer will provide all 4G sim cards as required by their mobile provider.

This device has not been authorized as required by the rules of the Federal Communications Commission. The sale of this device is therefore subject and conditional to the approval of the Federal Communications Commission. The device will comply with the appropriate rules upon sale and before delivery or distribution of the device.

Axon's Sales Terms and Conditions

This Quote is limited to and conditional upon your acceptance of the provisions set forth herein and Axon's Master Services and Purchasing Agreement (posted at www.axon.com/legal/sales-terms-and-conditions), as well as the attached Statement of Work (SOW) for Axon Fleet and/or Axon Interview Room purchase, if applicable. Any purchase order issued in response to this Quote is subject solely to the above referenced terms and conditions. By signing below, you represent that you are lawfully able to enter into contracts. If you are signing on behalf of an entity (including but not limited to the company, municipality, or government agency for whom you work), you represent to Axon that you have legal authority to bind that entity. If you do not have this authority, please do not sign this Quote.

Signature:	_____	Date:	_____
Name (Print):	_____	Title:	_____
PO# (Or write N/A):	_____		

Please sign and email to Thom Ruseva-Mahan at tmahan@axon.com or fax to +1 4809993359

Thank you for being a valued Axon customer. For your convenience on your next order, please check out our online store buy.axon.com

Quote: Q-191078-43432.697TR

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TIM COONEY
2040 RADISSON ST.
GREEN BAY, WI 54302
PHONE: 920-544-4282
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tcooney@baycominc.com

GERMANTOWN POLICE DEPT.
MIKE SNOW
N112 W16877 MEQUON RD.
GERMANTOWN, WI 53022
8/9/2018
262-253-7780
msnow@germantownpolice.org

QUOTE NO. TC20180809N

PRICING AND FINANCIAL OPTIONS SPECIFIC TO THIS OFFERING:
EQUIPMENT DETAILS AND PRICING

QTY	MODEL AND DESCRIPTION	UNIT PRICE	TOTAL PRICE
State Contract# 505ENT-O16-NASPOCOMPUT-02			
16	Panasonic Arbitrator 360HD Kit Panasonic Arbitrator Camera 1080p HD Camera Mount 25' Camera Cable Video Processing Unit (VPU) Cables 256GB SSD In-Car Microphone Digital Wireless Transmitter/Microphone Receiver GPS Module Integrated Wireless Upload Module Front End Software	\$4,895.00	\$78,320.00
16	HD Back Seat-Rear Facing Camera w/Audio	\$439.00	\$7,024.00
OPTIONS			
	Crash Sensor: \$252.00 each Siren Interface Cable: \$35.00 each		
16	Add Wireless Upload Antenna: \$149.00 each Add Wireless 2 Wireless Module: \$269.00 each Add Wireless 2 Upload Antenna: \$149.00 each Spare Wireless Mic with AC Desktop Charger: \$415.00 each 2nd Bay 256GB SSD Drive: \$485.00 each SSD Card Reader: \$349.00 each	\$149.00	\$2,384.00
1	360 Back End Software	Included	Included
ANNUAL SOFTWARE LICENSING AND SUPPORT AGREEMENT			
These maintenance packages include unlimited helpdesk support and unlimited software updates and upgrades. Pricing does not include on-site visit, travel time or labor to install upgrades or updates. The charge for your organization's annual maintenance is based on the total number of VPUs in use. The annual charge will be adjusted based on additional units purchased during the previous agreement term.			
16	(3) Year Device License	\$140.00	\$2,240.00
SOFTWARE INSTALLATION AND TRAINING OPTIONS:			
Note: These software installation packages can be tailored to meet your specific needs. Additional days or follow up visits for refresher training or re-configuration are available.			
Quick Start Program - provides for installation of backend server software, front end laptop software, configuration and training.			
Quick Start Package A: 1 day onsite: \$1250.00 Quick Start Package B: 2 day onsite: \$2500.00 Quick Start Package C: 3 day onsite: \$3480.00			

EQUIPMENT COST:		\$89,968.00
Payment With Order: Net 30 Days	SHIPPING:	Included
Quotation Good for 90 Days	TAX:	Exempt
TOTAL:		\$89,968.00

We impose a surcharge of 2% on credit card purchases over \$1,000.00 which is not greater than our cost of acceptance.
Your signature is an agreement to purchase and an acceptance of Baycom's Terms & Conditions
<http://terms.baycominc.com>

Approved By: _____ / _____
 AUTHORIZED CUSTOMER SIGNATURE DATE

All of the information listed on this proposal is confidential and proprietary information.
If You Have Any Questions, Please Contact Tim Cooney at 920-544-4282

www.baycominc.com | 920.468.5426 | 800.726.5426





4RE/VISTA Price Quote

CUSTOMER: Germantown Police Department

ISSUED: 7/20/2018 4:18 PM

EXPIRATION: 8/20/2018 3:00 PM

,
,,
,,,

**TOTAL PROJECT ESTIMATED AT:
\$143,560.00**

ATTENTION: Capt. Mike Snow

SALES CONTACT: Steve Doble

PHONE: (262) 253-7780

DIRECT: 612-306-8241

E-MAIL:

E-MAIL: SDoble@WatchGuardVideo.com

4RE and VISTA Proposal VISTA HD Cameras and Options

Part Number	Detail	Qty	Direct	Discount	Total Price
VIS-EXT-WIF-BUN	VISTA HD WiFi and 4RE System Bundle. Includes 4RE Standard DVR Camera System with integrated 200GB automotive grade hard drive, ZSL camera, 16GB USB removable thumb drive, rear facing cabin camera, GPS, hardware, cabling and your choice of mounting bracket. It will also include the VISTA HD Wi-Fi Extended Capacity Wearable Camera with 9 hours continuous HD recording, one camera mount, 32 GB of storage, Wi-Fi docking base, Power over Ethernet Smart Switch	16.00	\$5,550.00	\$225.00	\$85,200.00
VIS-EXT-WIF-001	VISTA HD WiFi Additional Camera Only	16.00	\$995.00	\$50.00	\$15,120.00
VIS-CHG-BS2-KIT	VISTA Charging Base R2 Kit, incl. Power and USB Cables	2.00	\$95.00	\$95.00	\$0.00
VIS-VTS-DTC-001	VISTA Transfer Station Assy, 8 Cameras, Ethernet, DEV 144, Enhanced ESD Protection	4.00	\$1,495.00	\$75.00	\$5,680.00

VISTA HD Warranties

Part Number	Detail	Qty	Direct	Discount	Total Price
WAR-VIS-CAM-1ST	Warranty, VISTA 1st Year (Months 1-12) Included	32.00	\$0.00	\$0.00	\$0.00

4RE In-Car System and Options

Part Number	Detail	Qty	Direct	Discount	Total Price
CAM-4RE-PAN-NHD	Front Camera, 4RE, HD Panoramic, (Reduced EMI)	16.00	\$200.00	\$0.00	\$3,200.00

Wireless Video Transfer and Networking Options

Part Number	Detail	Qty	Direct	Discount	Total Price
4RE-WRL-KIT-101	4RE In-Car 802.11n Wireless Kit, 5GHz (2.4 GHz is available by request)	16.00	\$200.00	\$0.00	\$3,200.00
WAP-MIK-CON-802	WiFi Access Point, Configured, MikroTik, 802.11n, 5GHz, Sector	2.00	\$250.00	\$0.00	\$500.00



4RE/VISTA Price Quote

4RE Hardware Warranties

Part Number	Detail	Qty	Direct	Discount	Total Price
WAR-4RE-CAR-1ST	Warranty, 4RE, In-Car, 1st Year (Months 1-12)	16.00	\$0.00	\$0.00	\$0.00

WatchGuard Video Technical Services

Part Number	Detail	Qty	Direct	Discount	Total Price
SVC-4RE-ONS-400	4RE System Setup, Configuration, Testing and Training (WG-TS)	1.00	\$2,500.00	\$0.00	\$2,500.00
BRK-DV1-MIC-100	VISTA/4RE - FULL-CLOUD SOLUTION - PER YEAR/PER POOLED DEVICE	16.00	\$695.00	\$0.00	\$11,120.00
DV1-AOH-GPS-RFB	VISTA/4RE - FULL-CLOUD SOLUTION - PER YEAR/PER DEVICE	32.00	\$495.00	\$0.00	\$15,840.00

Shipping and Handling

Part Number	Detail	Qty	Direct	Discount	Total Price
Freight	Shipping/Handling and Processing Charges	1.00	\$1,200.00	\$0.00	\$1,200.00
					\$143,560.00

Total Estimated Tax, may vary from State to State \$0.00

Configuration Discounts	\$4,890.00
Additional Quote Discount	\$0.00
Total Amount	\$143,560.00

NOTE: This is only an estimate for 4RE & VISTA related hardware, software and WG Technical Services. Actual costs related to a turn-key operation requires more detailed discussion and analysis, which will define actual back-office costs and any costs associated with configuration, support and installation. Please contact your sales representative for more details.

To accept this quotation, sign, date and return with Purchase Order: _____ DATE: _____

General Deployment Information

1. Current BWC Customer? Y/N

2. Number of Fleet Vehicles

3. Purchasing BWC & Fleet? Y/N

MDT Information

1. Total officers who interact with Fleet?

_____ (# of dongles)

2. Open USB Port on MDT or Dock? Y/N

3. Who owns MDT in Vehicle? City or County

4. MDT has Netmotion? Y/N

5. MDT has Internet Connectivity? Y/N

6. MDT's Mounted to Mobile Docks? Y/N

7. MDT's have 802.11 Compatible WiFi cards? Y/N

8. Admin rights to MDT? Y/N

9. MDT has GPS? Y/N

10. MDT Internet connection method?

☐ Embedded Card ☐ Router ☐ Mi-Fi Device

11. MDT's running Windows 7 or 10? Y/N

Network

1. Vehicles have existing Router? Y/N
2. CAD or AVL System? Y/N
3. Customer Purchasing Router from Axon? Y/N
4. Customer has Unlimited Data Plan? Y/N
5. Existing Router type
6. Preferred Transfer Methods
7. Need Cradlepoint Routers? Y/N

☐ Cellular ☐ Dock ☐ WiFi

Existing Systems

1. Vehicles have existing video? Y/N
2. Does an existing system need removed? Y/N
2. Have a local tech to remove existing system? Y/N
3. Current System Upload to WiFi? Y/N
5. Make / Model of Current In-Car Video System
6. Does Existing WiFi have Internet access? Y/N

Installation

1. Number of Locations

5. Customer has a preferred installer? Y/N

3. Pool Cars available during installation? Y/N

4. Is Axon Installing Fleet Systems? Y/N

3. Pool Cars available during installation? Y/N

4. Is Axon Installing Fleet Systems? Y/N

Cameras used regularly (two camera package)
Avg. Hours Recorded / Shift
How many shifts per week is each vehicle used?
Minimum Retention Length (months)
% of videos that need retained for longer than minimum

Variables
15
1.25
7
3
15%

Recording Definition	GB/Hour	Recommended GB Storage for each recording definition
480p Low SD (640 x 480 VGA Res)	1	1962
480p High SD (640 x 480 DVI)	1.8	3532
720p Low HD (1280 x 720)(recommended)	2.7	5298
1080p High HD (1920 x 1080)	5.4	10596

(auto-populated on first sheet for storage estimate)

AXON/Evidence.com Options		Quantities	Unlimited HD + T.A.P.		
Hardware/Software/Services	Price	Fill In	Quantity	Included Feature	\$ Amount
Axon FLEET; 2 camera kit		15	15	Axon FLEET; 2 camera kit	\$ -
Fleet Hardware Replacement Plan (T.A.P.)	\$ -	15	15	Fleet Hardware Replacement Plan (T.A.P.)	Included
Additional Fleet Dongles	\$ 14.95		0	Additional Fleet Dongles	\$ -
Cradlepoint Router Bundle	\$ 1,700.00	15	15	Cradlepoint Router Bundle	\$ 25,500.00
Store and Forward Server	\$ 3,500.00	1	1	Store and Forward Server	\$ 3,500.00
Wi-Fi Access Point (5 car concurrent upload; includes install and config.)	\$ 18,475.00		0	Wi-Fi Access Point (5 car concurrent upload; includes install and config.)	\$ -
Evidence.com 6-Bay Dock	\$ 1,495.00		0	Evidence.com 6-Bay Dock	\$ -
6-Bay Two-Year Ext. Warranty	\$ 499.95	0	0	6-Bay Two-Year Ext. Warranty	Included w/ TAP
Evidence.com Single-Bay Dock	\$ 249.00		0	Evidence.com Single-Bay Dock	\$ -
Single-Bay Two-Year Ext. Warranty	\$ 129.90	0	0	Single-Bay Two-Year Ext. Warranty	Included w/ TAP
Dock T.A.P. (per bay)	\$ 36.00	0	0	Dock T.A.P. (per bay)	\$ -
Unlimited FLEET License per vehicle (1 Year)	\$ 1,548.00	15	15	Unlimited FLEET License per vehicle (1 Year)	\$ 23,220.00
Basic FLEET License per vehicle (1 Year)	\$ 288.00		0	Officer License - Professional (if needed)	\$ -
Officer License - Professional (if needed)	\$ 468.00		0	Officer License - Basic (if needed)	\$ -
Officer License - Basic (if needed)	\$ 180.00		1	Store and Forward Server License (1 Year)	\$ 600.00
Store and Forward Server License (1 Year)	\$ 600.00	1	1	Unlimited HD Fleet Storage Capacity	Included
Axon Fleet Storage (GB/Yr)	\$ 0.75		0	CAD/RMS Integration License (User/Year)	\$ -
CAD/RMS Integration License (User/Year)	\$ 180.00				
Installation Service (per vehicle)	\$ 1,200.00	15	15	Installation Service (per vehicle)	\$ 18,000.00
1 Day, Fleet Install Training for local Technician	\$ 2,500.00		0	1 Day, Fleet Install Training for local Technician	\$ -
			Promotional Discounts		\$ (30,000.00)
			Due in Year 1		\$ 40,820.00
			Due in Year 2		\$ 23,820.00
			Due in Year 3		\$ 23,820.00
			Due in Year 4		\$ 23,820.00
			Due in Year 5		\$ 23,820.00
			Total Over 5 Years		\$ 136,100.00
			Included Features		
			Axon Fleet Kit - 2 Cameras, Mounts, Axon Signal Unit, Battery System, Dongle		
			Camera Upgrade at 5 years (T.A.P.)		
			Camera Warranty for length of contract		
			Cradlepoint Bundle - C.P. IBR1100 Router, 5-in-1 Antenna, C.P. Enterprise Manager		
			Software, CradleCare 5 year warranty		
			Unlimited HD Axon Storage for Fleet Cams		
			Optional: Installation		
			Optional: Docking Bay Upgrade at 2.5 and 5 years (TASER Assurance Plan)		
			Optional: Access Point for Wireless Uploading		
			Optional: Store and Forward Server		
			Optional: CAD/RMS Integration		
			Conditional: Officer Licenses		

A statement of work must be generated before a binding quote can be created.

All quote estimates assume the offering will be purchased as listed. The estimates built with this tool are not legally binding and are to be used as a good-faith estimate.

From: [Adm. Sec. Julie Barth](#)
To: [Deanna Braunschweig](#)
Subject: Items for VB
Date: Thursday, December 6, 2018 10:25:44 AM

Items for VB from Public Safety meeting: (I see the bartender apps, Class B Liquor License for Stix Golf & Change of Agent for WalMart were on the Board agenda for last Monday's meeting, so I won't repeat those)

1. Police Department Purchase Request for Body Cameras: motion was made/seconded to forward this purchase request to VB with a recommendation of approval for the purchase (lease option) of 31 body worn cameras through Axon for \$29,567 for 2019 which includes software/hardware applications and storage. Motion carried unanimously.
2. Police Department Purchase Request for Squad Cameras: motion was made/seconded to forward this purchase request to VB with a recommendation of approval for the purchase (lease option) of 12 squad cameras through Axon for \$42,756 for 2019 which includes software/hardware applications and storage. Motion carried unanimously.
3. Secondhand Article Dealer & Secondhand Jewelry Dealer License Renewal for 2019 to Kessler's Diamond Center: motion was made/seconded to forward this license application to VB with a recommendation of approval, motion carried unanimously.
4. Secondhand Article Dealer License Renewal for 2019 to ECO ATM Inc., Hunter Bjorkman: motion was made/seconded to forward this license application to VB with a recommendation of approval, motion carried unanimously.
5. Animal Fancier License for 2019 to Tim Truckenmiller: motion was made/seconded to forward this license application to VB with a recommendation of approval, motion carried 3-1 with Hughes opposing.

Next meeting date Monday, January 7, 2019 at 6:00PM, Village Hall Boardroom.

Julie L. Barth

Administrative Secretary
Germantown Police Department
PO Box 96
Germantown WI 53022
(262)253-7788
jbarth@germantownpolice.org

**VILLAGE OF GERMANTOWN
WASHINGTON COUNTY**

RESOLUTION NO. 91-2018

**CONTRACT WITH TADI, TRAFFIC ANALYSIS & DESIGN INC. FOR THE ANALYSIS
OF THE INTERSECTION OF MAPLE ROAD AND FREISTADT ROAD**

WHEREAS, concerns have been raised and discussed in regards to the intersection of Freistadt Road and Maple Road; and,

WHEREAS, the Public Works Committee met on December 4, 2018 and recommended authorization to contract with Traffic Analysis & Design Inc., TADI in an amount not to exceed \$27,542 for the analysis of the intersection of Maple Road and Freistadt Road as well as the preparation of the Highway Safety Improvement Program (HSIP) application; and,

NOW THEREFORE BE IT RESOLVED that the Village Board of the Village of Germantown, does hereby approve the contract with Traffic Analysis & Design Inc., TADI in an amount not to exceed \$27,542 for the analysis of the intersection of Maple Road and Freistadt Road as well as the preparation of the Highway Safety Improvement Program (HSIP) application.

Introduced by: _____

Adopted: December 17, 2018

Vote: Ayes: ____ Nays: ____

Dean M. Wolter, Village President

ATTEST:

Deanna Braunschweig, WCMC/CMC
Village Clerk

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

MEETING DATE: December 17, 2018

AGENDA ITEM: New Business

ITEM TITLE: Discussion and possible action to award a contract to Traffic Analysis & Design Inc. (TADI) for the analysis of the intersection of Maple Road and Freistadt Road, as well as preparation of a Highway Safety Improvement Program (HSIP) application.

SUBMITTED BY: Eric Nitschke, P.E., Village Engineer

SUMMARY EXPLANATION:

Concerns from residents and elected officials have been raised regarding the intersection of Freistadt Road and Maple Road. Despite temporary modifications to the intersection in recent years, there continues to be a significant amount of traffic accidents each year. Engineering staff requested a proposal from TADI to analyze the intersection, based on direction provided by the Public Works and Highway Committee on November 7, 2018.

On December 4, 2018, The Public Works and Highway Committee voted to award a contract to TADI in an amount not to exceed \$27,542 for services described in Phase 1 and Phase 2 of their proposed scope of services.

ATTACHMENT: ORDINANCE_____ RESOLUTION_____ OTHER X

TADI's scope of services

RECOMMENDATION:

The Public Works and Highway Committee voted 3-0, with one abstention, to recommend to the Village Board that a contract be awarded to TADI in an amount not to exceed \$27,542 for services described in Phase 1 and Phase 2 of their proposed scope of services for the intersection of Freistadt Road and Maple Road. Funds are to come from the 2018 Roadway Capital Improvement Program.

AGREEMENT FOR ENGINEERING SERVICES

THIS AGREEMENT is entered into between the **Village of Germantown** (Client) and **Traffic Analysis & Design, Inc.** (Engineer), based upon Client's intention to conduct a Traffic and Safety Analysis for the Freistadt Road intersection with Maple Road in Germantown, Wisconsin (the Project) and Client's requirement for certain engineering services in connection with the Project (the Services) which Engineer is prepared to provide.

1. Engineer shall provide the Services described in Attachment A, "Scope of Services", according to Attachment A, "Schedule".

2. Client shall pay Engineer in accordance with Attachment A, "Compensation". Invoices shall be due and payable upon receipt. Invoice amounts not paid within 30 days after receipt shall accrue interest at the rate of 1.5% per month (or the maximum rate permitted by law, if less), with payments applied first to accrued interest and then to unpaid principal.

3. The same degree of care, skill, and diligence shall be exercised in the performance of the Services as is ordinarily possessed and exercised by a member of the same profession, currently practicing, under similar circumstances. No other warranty, express or implied, is included in this Agreement or in any drawing, specification, report, opinion, or other instrument of service, in any form or media, produced in connection with the Services.

4. Engineer shall not be liable to Client for any consequential damages resulting in any way from the performance of the Services. To the fullest extent permitted by law, Engineer's liability under this Agreement shall not exceed Engineer's total compensation actually received under this Agreement.

5. Engineer and Client waive all rights against each other for damages covered by property insurance during and after the completion of the Services.

6. Notwithstanding anything to the contrary in any Attachments hereto, Engineer has no responsibility for (a) construction means, methods, techniques, sequences, procedures, or safety precautions and programs in connection with the Project; or (b) the failure of any contractor, subcontractor, vendor, or other Project participant, not under contract to Engineer, to fulfill contractual responsibilities to Client or to comply with federal, state, or local laws, regulations, and codes.

7. Engineer does not guarantee that proposals, bids, or actual Project costs will not vary from Engineer's cost estimates or that actual schedules will not vary from Engineer's projected schedules.

8. This Agreement may be terminated upon written notice at Client's convenience or by either party in the event of substantial failure by the other party to perform in accordance with the terms of this Agreement. Engineer shall terminate performance of Services on a schedule acceptable to Client, and Client shall pay Engineer for all Services performed and reasonable termination expenses. Paragraphs 4 and 5 shall survive any termination or completion of this Agreement.

9. All documents prepared by Engineer pursuant to this Agreement are instruments of service in respect to the Project. Any use except for the specific purpose intended by this Agreement will be at the user's sole risk and without liability or legal exposure to Engineer. Engineer shall retain its ownership in its data bases, computer software, and other proprietary property. Intellectual property developed, utilized, or modified in the performance of the Services shall remain the property of Engineer.

10. The Services provided for in this Agreement are for the sole use and benefit of Client and Engineer. Nothing in this Agreement shall be construed to give any rights or benefits to anyone other than Client and Engineer.

11. Any notice required by this Agreement shall be made in writing to the address specified below:

Client: Village of Germantown
N112 W17001 Mequon Road
Germantown, WI 53022

Attn: Mr. Steve Kreklow
Village Administrator

Engineer: Traffic Analysis & Design, Inc.
N36 W7505 Buchanan Street
Cedarburg, WI 53012

Attn: Mr. John A. Bieberitz, P.E., PTOE

IN WITNESS WHEREOF, Client and Engineer have executed this Agreement, effective as of November 16, 2018.

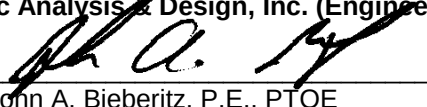
Village of Germantown (Client)

By: _____

Title: _____

Date: _____

Traffic Analysis & Design, Inc. (Engineer)

By: 
John A. Bieberitz, P.E., PTOE

Date: 11/16/18

ATTACHMENT A

SCOPE OF SERVICES

General – Two Phase Study

This scope of services is broken down into two separate authorized tasks consisting of:

Phase 1: Traffic and Safety Analysis: This phase will evaluate the existing traffic conditions, future traffic conditions, existing geometrics and past crash history (last 5 years) and will develop potential improvements to improve the safety and efficiency of the intersection for both current and future/design year traffic conditions. Engineer's probable opinion of construction/installation costs will also be included as part of this phase. The crash analysis for this phase and potential improvements will also be evaluated to determine if HSIP (Highway Safety Improvement Program) funding would be met and approved for the recommended intersection improvements.

Phase 2: HSIP Funding Application Submittal: If the Phase 1 traffic and safety analysis shows that HSIP funding is likely to be accepted, Engineer will proceed with this phase upon authorization. This includes the WisDOT/FHWA required HSIP Application Report, submittal and meetings. It is noted that the HSIP (Highway Safety Improvement Program) is a federal funding program, but NOT a federal grant program. Typical HSIP eligible safety treatments include traffic signals, turn lanes, speed control, and crash pattern specific improvements, which all are expected to apply to the Freistadt Road intersection with Maple Road. Ninety percent (90%) federal HSIP funds are available for projects that meet a set of criteria. A ten percent (10%) match is required by the local government for non-STH projects. The HSIP program is on an annual cycle, the future submittal dates for the HSIP Application is February 15, 2019 and August 15, 2019. The HSIP program emphasis is:

- Projects that reduce the number and severity of crashes and decrease the potential for crashes.
- Focused on infrastructure improvements identified and selected through a data-driven approach.
- Emphasis is on lower cost improvements (such as at the Freistadt Road intersection with Maple Road) that can be implemented relatively quickly.

Phase 1 – Traffic and Safety Analysis

Data Collection

Engineer will collect traffic turning movement counts at the Freistadt Road with Maple Road on a typical weekday from 6 AM to 7 PM. The traffic turning movement counts will be conducted to WisDOT standards with cars, trucks, busses, bikes and pedestrians counted separately per movement in 15-minute intervals. Engineer will collect a photo log, intersection geometric data, and turn bay lengths. The Engineer will compile the traffic count data and geometric data for a base map for the traffic analysis.

Engineer will determine the intersection sight distance and stopping sight distance at the intersection and will measure the sight distance in the field to determine if the distances are met and for what speeds on Freistadt Road they are met or not met.

Engineer will review the 2015 intersection study and will site differences in that report versus this traffic and safety study.

Existing and Design Year Traffic

Engineer will utilize TADI's historical traffic data base of ADT's on arterials and collectors from WisDOT within the study area from 1976 to present to determine expected growth rates in future traffic. Engineer will use the growth rate to factor the existing traffic turning movement counts to the Design Year 2028 traffic volumes. Engineer will then determine the weekday AM and PM peak hour traffic turning movements for the Year 2018 and Design Year 2028 conditions for the traffic analysis. Engineer will also determine the Year 2018 and Design Year 2028 ADT's on the four legs of the Freistadt Road intersection with Maple Road.

Traffic Operational Analysis

Engineer will conduct an intersection operational analysis for the weekday AM and PM peak hours for the Freistadt Road intersection with Maple Road for the following scenarios:

- Existing Conditions with no improvements
- Existing Conditions with geometric improvements
- Existing Conditions with a four-way stop
- Existing Conditions with a traffic signal with geometric improvements
- Design Year Conditions with no improvements
- Design Year Conditions with geometric improvements
- Design Year Conditions with a four-way stop
- Design Year Conditions with a traffic signal with geometric improvements

Engineer will make recommendations such as turn bay length extensions, additional turn lanes, channelization, traffic control modifications and other improvements required to provide LOS 'D' or better for all traffic movements.

Engineer will conduct both a four-way stop warrant analysis and a traffic signal warrant analysis for both the existing and design year conditions and compare that data to the traffic signal warrant thresholds in the Manual of Uniform Traffic Control Devices (MUTCD) and the WisDOT left turn conflict analysis to determine if a four-way stop and/or traffic signal is warranted. More specifically, all traffic volume warrants will be evaluated except for the School Crossing Warrant.

Safety Analysis

Engineer will plot the past five years of crashes at the Freistadt Road intersection with Maple Road. Engineer will review the crash patterns identified in the crash plots, conduct a site visit, and identify potential safety improvement options, including changing the traffic control of the intersection from side-stop control to traffic signal control. Engineer will utilize the crash data to determine the "Economic Loss" at the intersection due to crashes. Engineer will utilize the crash data, economic loss and potential recommended improvements to determine if the Freistadt Road intersection with Maple Road would meet the requirements for HSIP funding. If it is anticipated that the Freistadt Road intersection with Maple Road will meet HSIP funding, then it is recommended that "Phase 2" of the agreement be authorized such that HSIP funding for the improvements can be secured.

Conceptual Improvements

Engineer will utilize the recommended improvements from the safety analysis and traffic analysis to develop the recommended conceptual intersection/roadway improvements for the Freistadt Road intersection with Maple Road for both interim and design year conditions. Engineer will develop a conceptual drawing of the improvements, which will be an overlay on a Google Earth or GIS image. Engineer will develop a probable opinion of cost estimates for the design and construction of the recommended improvements. The cost estimates will also be used for the HSIP application (if authorized).

Meetings

Engineer will attend two meetings in the base scope of this contract consisting of:

1. Meeting with Village Staff to present safety issues, analysis results/findings, and potential improvements
2. Meeting/Presentation to the Board of Public Works or Village Board to present the findings, recommendations and HSIP funding recommendations.

If additional meeting(s) are required with attendance by the Engineer, it will be considered as additional services requiring a contract amendment.

Report

A draft traffic and safety analysis documenting the findings of the analysis will be prepared by the Engineer and submitted via a pdf file to the Client for review and comments. The report will include text, tables, exhibits and appendix. The Client shall provide comments to the Engineer so the Engineer can finalize the report and submit a final electronic pdf copy to the Client.

Schedule

Engineer will submit a report to the Client for review within four weeks of receiving a signed agreement. The Client shall provide comments on the draft report to the Engineer so the Engineer can finalize the report and submit a final report to the Client within two days of receiving comments from the Client.

Phase 2 – HSIP Funding Application Submittal

HSIP Application Report

Engineer will coordinate and work with the Village on the preparation of the HSIP application for safety improvements at the Freistadt Road intersection with Maple Road.

Engineer will coordinate the WisDOT's safety engineer and HSIP coordinator to discuss the project prior to submittal of the application.

Engineer will prepare an HSIP Application Report based on the crash, safety and operational analysis for WisDOT and FHWA approval. The HSIP application report will include the text, tables and exhibits containing the following elements:

- Project Location(s)
- Intersection(s) Information
- Identification of Hazards
- Description of Proposed Improvement(s)
- Traffic Operational Analysis
- Conceptual Sketch of Proposed Improvement(s)

- Intersection Collision Diagram(s)
- Site Photos
- Crash Reports
- Conceptual Design Cost Estimate

Engineer will forward the HSIP Application Report to the Village for review and approval. Per WisDOT requirements, the Village will then submit the final HSIP Application Report to WisDOT for their review and approval.

Meetings

Engineer will attend the following three meetings as part of Phase 2 of this agreement:

- Meeting with the WisDOT SE Region Safety Engineer to discuss the preliminary benefit/cost analysis of the proposed improvements
- Meeting with Village to discuss the HSIP Application Report, prior to finalizing the report
- Meeting with the WisDOT SE Region Safety Engineer to present the final benefit/cost analysis of the proposed improvements

Any additional meetings will be considered additional work and will require a contract amendment.

Schedule

Engineer will complete a draft HSIP Application report to the Client by January 31, 2019. Upon receiving comments from the Client on the draft report, Engineer will submit a final HSIP Application to WisDOT by February 15, 2019 (the WisDOT/FHWA deadline date). Should Client identify a need to expedite this schedule, every effort will be made to meet the Client's needs

COMPENSATION

For the services described in "Phase 1: Traffic and Safety Analysis": Client shall pay Engineer the lump sum fee of Eighteen Thousand Two Hundred Eighty-Five Dollars (\$18,285.00).

For the services described in "Phase 2: HSIP Funding Application Submittal": Client shall pay Engineer the lump sum fee of Nine Thousand Two Hundred Fifty-Seven Dollars (\$9,257.00)

All services not cited in the Scope of Services, will be conducted as additional services under an Amendment to this Agreement.

Authorization for Phase 1: Traffic and Safety Analysis

Village of Germantown (Client)

By: _____

Title: _____

Date: _____

Authorization for Phase 2: HSIP Funding Application Submittal

Village of Germantown (Client)

By: _____

Title: _____

Date: _____

**VILLAGE OF GERMANTOWN
WASHINGTON COUNTY**

RESOLUTION NO. 92-2018

**CONTRACT WITH CLEAN POWER, JANITORIAL CLEANING SERVICES OF
VILLAGE BUILDINGS IN AN AMOUNT NOT TO EXCEED \$9,170.53 PER MONTH**

WHEREAS, the Village of Germantown will contract for the janitorial cleaning services for the Library, Police Department, P.D. Annex, Survive Alive House, Senior Center, Fire Company, Wolf Haus, and Park Restrooms; and,

WHEREAS, the Public Works Committee met on December 4, 2018 and recommended authorization to contract with Clean Power, in the amount of \$9,170.53 per month for the term of two years; and,

NOW THEREFORE BE IT RESOLVED that the Village Board of the Village of Germantown, does hereby approve the contract with Clean Power in the amount of \$9,170.53 per month for the term of two years.

Introduced by: _____

Adopted: December 17, 2018

Vote: Ayes: ____ Nays: ____

Dean M. Wolter, Village President

ATTEST:

Deanna Braunschweig, WCMC/CMC
Village Clerk

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

MEETING DATE: Monday December 17th 2018

AGENDA ITEM: Consent Agenda

ITEM TITLE: Cleaning Contract Approval

SUBMITTED BY: Jay Olszewski, Highway Superintendent

SUMMARY EXPLANATION:

Committee is presenting for Board review the results of the proposals provided by area janitorial services. Staff sent out RFP's to 6 areas vendors and only 2 responded. Staff held an open house for vendors to tour the facilities and ask questions and 5 vendors were present or contacted us regarding the scope of work requested. The buildings covered under this contract include; Library, PD, PD Annex, Survive Alive, Senior Center, Fire Company, Wolf Haus, and Park restrooms. The results are as follows:

CLEAN POWER	\$ 9,170.53/ Month
Coverall	\$11,089/ Month
Vanguard	DNR
City Wide	DNR
JB Janitorial	DNR
Eagle	DNR

ATTACHMENT: ORDINANCE _____ RESOLUTION _____ OTHER _____

RECOMMENDATION:

Committee unanimously recommends contracting with Clean Power for the monthly rate of \$9,170.53 and a term of 2 years. There is an option for a 3rd year that we can address after year two. Funds shall be allocated from building line item 10-519-530-4400.

BOARD ACTION:

Proper parliamentary procedure to deny a request is to have a motion made in the affirmative and by voting NAY would deny the request if a majority vote.

From: [Janice Wick](#)
To: [Deanna Braunschweig](#)
Subject: Public Works Items for V.B. Dec. 17, 2018
Date: Wednesday, December 12, 2018 12:07:49 PM
Attachments: [RESOLUTIONS -December 17, 2018.docx](#)
[VB Backup - Dec. 17.pdf](#)
[Village Board - TADI's SOS for Maple and Freistadt.pdf](#)
[TADI's Scope for Freistadt Rd with Maple Rd.pdf](#)
[Village Board - TADI's TID Phase 2 and Phase 3 Proposal.pdf](#)

CONSENT AGENDA:

-

CLEANING SERVICES – VILLAGE BUILDINGS:

-

MOTION made by Hughes, seconded by Warren to forward to the Village Board with a positive recommendation to contract Clean Power at a monthly rate of \$9,170.53 for the term of 2 years to provide janitorial services for the following municipal buildings; Library, PD & Annex, Survive Alive, Senior Center, Fire Company, Wolf Haus and Park restrooms.

Motion carried unanimously.

TRAFFIC ANALYSIS & DESIGN – FREISTADT ROAD AT MAPLE ROAD:

-

MOTION made by Hughes, seconded by Kaminski to forward to the Village Board with a positive recommendation to award a contract to Traffic Analysis & Design Inc. (TADI) to analyze the Maple/Freistadt Roads intersection for an amount not to exceed \$27,542.

Motion carried 3-0

Abstention 1 (Warren)

NEW BUSINESS:

-

TRAFFIC IMPACT ANALYSIS – HOLY HILL ROAD/GOLDENDALE ROAD/FREISTADT ROAD/MAPLE ROAD:

-

Regards,

Janice
DPW/Engr.
Village of Germantown
262-250-4721

NOTICE OF PUBLIC HEARING VILLAGE OF GERMANTOWN

NOTICE is hereby given that a Public Hearing will be held before the Village of Germantown Village Board at the Germantown Village Hall located at N112 W17001 Mequon Road, Germantown, Wisconsin on the following date and at the time noted below (or soon thereafter):

DATE: Monday, December 17, 2018
TIME: 7:00 p.m. or later

The purpose of said hearing is to hear all parties, their attorneys or agents, for or against applications to: (1) amend the 2020 Land Use Plan Map to change the classification from "Agricultural/Conservation Residential" to "Institutional/Governmental"; and (2) rezone the following described property from the A-1: Agricultural Zoning District to the I: Institutional Zoning District for public utility purposes (water system booster/reducer station installation).

Applicant: Village of Germantown, Agent for James D. Stout, Property Owner.

Property: W204 N12300 Goldendale Road (approximate) (Tax Key: GTNV 184-985)

Part of the Northeast 1/4 of the Southeast 1/4 of Section 18, Township 9 North, Range 20 East, in the Village of Germantown, Washington County, Wisconsin, bounded and described as follows:

Commencing at the Northeast corner of the Southeast 1/4 of said Section 18; thence South 01°14' 33" East along the East line of said 1/4 Section for a distance of 415.73 feet to a point; thence South 88°45'27" West 50.00 feet to a point at the Southeast corner of Lot 1 of Certified Survey Map No. 2908, and the Point of Beginning of said lands to be described; thence South 01°14'33" East and parallel with the East line of the Southeast 1/4 of said Section 18 for a distance of 115.00 feet to a point; thence South 88°45'27" West 107.50 feet to a point; thence North 01°14'33" West and parallel with the East line of said 1/4 Section 115.00 feet to a point on the South line of Lot 1 of Certified Survey Map No. 2908; thence North 88°45'27" East along the aforesaid South line 107.50 feet to the point of beginning.

Containing 12,362 square feet or 0.2838 acres.

A copy of the application is on file in the Village Planning Department office and is available for public inspection during the hours of 8:00 a.m. to 4:00 p.m. Monday through Friday.

Deanna Braunschweig, Village Clerk
Dated this 8th day of November 2018

To Be Published On: November 14th and November 21st, 2018

NOTICE OF PUBLIC HEARING VILLAGE OF GERMANTOWN

NOTICE is hereby given that a Public Hearing will be held before the Village of Germantown Village Board at the Germantown Village Hall located at N112 W17001 Mequon Road, Germantown, Wisconsin on the following date and at the time noted below (or soon thereafter):

DATE: Monday, December 17, 2018
TIME: 7:00 p.m. or later

The purpose of said hearing is to hear all parties, their attorneys or agents, for or against applications to: (1) amend the 2020 Land Use Plan Map to change the classification from "Park/Recreation Area" to "Low Density Residential"; and (2) rezone the following described property from the A-2: Agricultural Zoning District to the Rs-6: Single Family Residential Zoning District for purposes of developing a 30-lot single-family residential subdivision.

Applicant: Veridian Homes, LLC, Agent for the Germantown School District, Property Owner

Property: N104 W14942 Donges Bay Road (approximate) (Tax Key: GTNV 263-988)

Lot 2 of Certified Survey Map No. 4473, recorded in the Washington County Registry on April 6, 1995 in Volume 30 of Certified Survey Maps on Pages 24-27, as Document No. 688873, and being a part of the Northeast 1/4 and the Southeast 1/4 of the Southwest 1/4 of Section 26, Township 9 North, Range 20 East, in the Village of Germantown, Washington County, Wisconsin. EXCEPTING THEREFROM the Northerly 30 feet thereof. 15.39 Acres

A copy of the application is on file in the Village Planning Department office and is available for public inspection during the hours of 8:00 a.m. to 4:00 p.m. Monday through Friday.

Deanna Braunschweig, Village Clerk
Dated this 8th day of November 2018

To Be Published On: November 14th and November 21st, 2018

NOTICE OF PUBLIC HEARING VILLAGE OF GERMANTOWN

NOTICE is hereby given that a Public Hearing will be held before the Village of Germantown Village Board at the Germantown Village Hall located at N112 W17001 Mequon Road, Germantown, Wisconsin on the following date and at the time noted below (or soon thereafter):

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TIME: 7:00 p.m. or later

The purpose of said hearing is to hear all parties, their attorneys or agents, for or against applications to: (1) amend the 2020 Land Use Plan Map to change the classification from "Agricultural/Conservation Residential" to "Institutional/Governmental"; and (2) rezone the following described property from the A-1: Agricultural Zoning District to the I: Institutional Zoning District for public utility purposes (water system booster/reducer station installation).

Applicant: Village of Germantown, Agent for James D. Stout, Property Owner.

Property: W204 N12300 Goldendale Road (approximate) (Tax Key: GTNV 184-985)

Part of the Northeast 1/4 of the Southeast 1/4 of Section 18, Township 9 North, Range 20 East, in the Village of Germantown, Washington County, Wisconsin, bounded and described as follows:

Commencing at the Northeast corner of the Southeast 1/4 of said Section 18; thence South 01°14' 33" East along the East line of said 1/4 Section for a distance of 415.73 feet to a point; thence South 88°45'27" West 50.00 feet to a point at the Southeast corner of Lot 1 of Certified Survey Map No. 2908, and the Point of Beginning of said lands to be described; thence South 01°14'33" East and parallel with the East line of the Southeast 1/4 of said Section 18 for a distance of 115.00 feet to a point; thence South 88°45'27" West 107.50 feet to a point; thence North 01°14'33" West and parallel with the East line of said 1/4 Section 115.00 feet to a point on the South line of Lot 1 of Certified Survey Map No. 2908; thence North 88°45'27" East along the aforesaid South line 107.50 feet to the point of beginning.

Containing 12,362 square feet or 0.2838 acres.

A copy of the application is on file in the Village Planning Department office and is available for public inspection during the hours of 8:00 a.m. to 4:00 p.m. Monday through Friday.

Deanna Braunschweig, Village Clerk
Dated this 8th day of November 2018

To Be Published On: November 14th and November 21st, 2018

BUSINESS OF THE VILLAGE BOARD GERMANTOWN, WI

MEETING DATE: December 17, 2018

AGENDA ITEM: Public Hearing & New Business **[ORDINANCES]**

ITEM TITLE: Village of Germantown, Agent for James Stout, Property Owner, W204 N12300 on Goldendale Road; Ordinance to Amend the 2020 Land Use Plan Map, Ordinance to Rezone .28 acres from the A-1: Agricultural to I: Institutional Zoning District, and a 2-lot Certified Survey Map (CSM) Land Division

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

SUMMARY EXPLANATION:

The Village of Germantown, agent for James Stout, property owner on Goldendale Road, is seeking approval of a 2020 Land Use Plan map amendment, a rezoning application and a 2-lot Certified Survey Map (CSM) to create a .28 acre parcel for purposes of constructing a water pressure booster/reducer station on the west side of Goldendale Road north of Freistadt Road:

2020 Land Use Plan (LUP) Map Amendment:

- Change approximately .28 acres classified as “Agricultural/Conservation Residential” to “Institutional/Governmental”

Zoning Code Map amendment:

- Change approximately .28 acres from A-1: Agricultural to I: Institutional

ATTACHMENTS:

- ◆ 11/12/18 Staff Report
- ◆ 11/12/18 Plan Commission Meeting Minutes
- ◆ Draft 2020 Land Use Plan Amendment Ordinance
- ◆ Draft I: Institutional Zoning District Rezoning Ordinance

PLAN COMMISSION RECOMMENDATIONS:

APPROVE the proposed 2020 Land Use Plan (LUP) map amendment for the .28 acre Lot 2 from the “Agricultural/Conservation Residential” classification to the “Institutional Government” classification as proposed;

APPROVE the proposed rezoning for the .28 acre Lot 2 from the A-1: Agricultural District to the I: Institutional District; and

APPROVE the 2-lot Certified Survey Map (CSM) land division for the Stout property located on Goldendale Road subject to the following condition:

1. All technical corrections identified by the Village Surveyor as summarized in the November 8, 2018 memo shall be made prior to recording the CSM.

NOTE: the CSM condition has been satisfied and reflected in the revised CSM.

ORDINANCE NO. 20-2018

AN ORDINANCE TO AMEND THE LAND USE PLAN MAP OF THE VILLAGE OF GERMANTOWN 2020 "SMART GROWTH" COMPREHENSIVE PLAN

Stout Property (W204 N12300 Goldendale Road)

THE VILLAGE BOARD OF THE VILLAGE OF GERMANTOWN, WASHINGTON COUNTY, WISCONSIN, ORDAINS AS FOLLOWS:

SECTION 1. That pursuant to Sections 60.22(3), 62.23(2) and (3), and 66.1001(4)(c), Wisconsin Statutes, the Village Board of the Village of Germantown did, on October 4, 2004, enact Ordinance No. 30-04 formally adopting the "Village of Germantown Year 2020 Smart Growth Plan" to guide the use of land and future development in the Village;

SECTION 2. That pursuant to the consistency requirement of the comprehensive planning requirements established in Sections 66.1001(1)(a) and 66.1001(2), Wisconsin Statutes, the "Village of Germantown Year 2020 Smart Growth Plan" contains specific policies that require development proposals and decisions regarding rezoning and subdivision to be consistent with the Land Use element of the Plan;

SECTION 3. That the Village of Germantown, agent for James Stout, property owner, has submitted an application to amend the Land Use Plan map of the Village of Germantown Year 2020 Smart Growth Plan for approximately .28 acres in area located along Goldendale Road (Tax Parcel #184-988) by changing the land use classification from "Agricultural/Conservation Residential" to "Institutional/Governmental" as a prerequisite for an application to rezone the property from the A-1: Agricultural District to the I: Institutional Zoning District and a land division to create a .28 acre parcel to construct a public water pressure booster/reliever station;

SECTION 4. That the Village Board conducted a public hearing of the application on December 17, 2018 following publication and notification of said hearing and receipt of a recommendation from the Plan Commission made on November 12, 2018;

SECTION 5. That, after consideration of the application, supporting documentation, Plan Commission recommendation and public hearing testimony received, the Village Board does by enactment of this ordinance formally change the land use classification from "Agricultural/Conservation Residential" to "Institutional/Governmental":

Part of the Northeast 1/4 of the Southeast 1/4 of Section 18, Township 9 North, Range 20 East, in the Village of Germantown, Washington County, Wisconsin, bounded and described as follows:

Commencing at the Northeast corner of the Southeast 1/4 of said Section 18; thence South 01°14' 33" East along the East line of said 1/4 Section for a distance of 415.73 feet to a point; thence South 88°45'27" West 50.00 feet to a point at the Southeast corner of Lot 1 of Certified Survey Map No. 2908, and the Point of Beginning of said lands to be described; thence South 01°14'33" East and parallel with the East line of the Southeast 1/4 of said Section 18 for a distance of 115.00 feet to a point; thence South 88°45'27" West 107.50 feet to a point; thence North 01°14'33" West and parallel with the East line of said

¼ Section 115.00 feet to a point on the South line of Lot 1 of Certified Survey Map No. 2908; thence North 88°45'27" East along the aforesaid South line 107.50 feet to the point of beginning. Containing 12,362 square feet or 0.2838 acres.

SECTION 6. This ordinance shall take effect and be in full force the day after its passage and publication, as provided by law.

Introduced by Trustee: _____

Adopted: _____, 2018

Vote: Ayes: _____
 Nays: _____

Dean Wolter
Village President

ATTEST:

Deanna B. Braunschweig, WCMC/CMC Village Clerk

APPROVED AS TO FORM:

Brian Sajdak, Attorney

Published:

ORDINANCE NO. 21-2018

**AN ORDINANCE TO AMEND THE OFFICIAL ZONING MAP
OF THE VILLAGE OF GERMANTOWN ZONING CODE**

(Village of Germantown, Agent for James Stout, Property Owner)

THE VILLAGE BOARD OF THE VILLAGE OF GERMANTOWN, WASHINGTON
COUNTY, WISCONSIN, ORDAINS AS FOLLOWS:

SECTION 1. That the zoning map of the Village of Germantown is amended by rezoning from the A-1: Agricultural Zoning District to the I: Institutional Zoning District the following described property:

Part of the Northeast 1/4 of the Southeast 1/4 of Section 18, Township 9 North, Range 20 East, in the Village of Germantown, Washington County, Wisconsin, bounded and described as follows:

Commencing at the Northeast corner of the Southeast 1/4 of said Section 18; thence South 01°14' 33" East along the East line of said 1/4 Section for a distance of 415.73 feet to a point; thence South 88°45'27" West 50.00 feet to a point at the Southeast corner of Lot 1 of Certified Survey Map No. 2908, and the Point of Beginning of said lands to be described; thence South 01°14'33" East and parallel with the East line of the Southeast 1/4 of said Section 18 for a distance of 115.00 feet to a point; thence South 88°45'27" West 107.50 feet to a point; thence North 01°14'33" West and parallel with the East line of said 1/4 Section 115.00 feet to a point on the South line of Lot 1 of Certified Survey Map No. 2908; thence North 88°45'27" East along the aforesaid South line 107.50 feet to the point of beginning. Containing 12,362 square feet or 0.2838 acres.

SECTION 2. This ordinance shall take effect and be in full force the day after its passage and publication, as provided by law.

Introduced by Trustee: _____
Adopted: _____, 2018

Vote: _____
Ayes: _____
Nays: _____

Dean Wolter, Village President

ATTEST:

Deanna B. Braunschweig, WCMC/CMC Village Clerk

APPROVED AS TO FORM:

Brian Sajdak, Attorney

Published:

Coatings Inc. facility located at N113 W18950 Carnegie Drive in the Germantown Industrial Park subject to the following conditions:

- 1. This approval is subject to all the conditions and requirements set forth herein and adopted by the Plan Commission. Approval is granted for the site development and building plans dated September 19, 2018 (architectural plans) and October 11, 2018 (engineering) unless superseded by subsequent plan sheets approved by the Village Planner pursuant to revisions required herein and/or by the Plan Commission.**
- 2. All landscaping, screening, grading, and paving improvements shown on the approved site plans shall be installed as proposed prior to issuance of an occupancy permit unless a cash bond or letter of credit in an amount equal to 120 percent of the estimated installation and material costs reviewed and approved by the Village is submitted to the Village as necessary to ensure that installation of the proposed features and improvements will be completed within one (1) year after issuance of the occupancy permit.**
- 3. All exterior doors shall be clearly marked with reflective 5" or larger letters/numbers to aid emergency personnel access as required by the Police Department.**
- 4. All issues identified by the Village Engineer in the June 7, 2018 review memo shall be addressed prior to issuance of a building permit.**
- 5. State approved plans and a \$20,000 occupancy bond are required by the Building Inspection Department as part of the building permit application.**
- 6. Installation of a fire sprinkler system is required. Owner shall coordinate the plan review, installation and inspection with the Fire Department and Inspection Services.**

Chairman Wolter expressed his congratulations to the owner on the success of their business and thanked them for staying in Germantown.

MOTION carried unanimously.

Village of Germantown for James D. Stout, Property Owner – W204 N12300 Goldendale Road. 2-Lot Certified Survey Map, Land Use Plan Map Amendment, (Agricultural/Conservation Residential to Institutional/Government) & Rezoning Application (A-1: Agricultural to I: Institutional). Planner Retzlaff summarized the proposal to create a .28 acre parcel for public use by the water utility for a water pressure booster/reducer station.

MOTION Baum second Laszewski to Approve the proposed 2020 Land Use Plan (LUP) map amendment for the .28-acre Lot 2 from the "Agricultural/Conservation Residential" classification to the "Institutional/Government" classification as proposed.

MOTION carried unanimously.

MOTION Baum second Laszewski to Approve the proposed rezoning for the .28-acre Lot 2 from the A-1: Agricultural District to the I: Institutional District as proposed.

MOTION carried unanimously.

2020 LAND USE PLAN MAP AMENDMENT, REZONING & CERTIFIED SURVEY MAP (CSM) REZONING APPLICATIONS

11/12/18 Plan Commission Meeting

James Stout / Village of Germantown

Village Planner Report

Germantown, Wisconsin

Summary

The Village of Germantown, agent for James Stout, property owner of 38.9 acres on Goldendale Road is seeking approval of a 2020 Land Use Plan map amendment, a rezoning application and a 2-lot Certified Survey Map (CSM) to create a .28 acre parcel for public water utility purposes (construction of a water pressure booster/reducer station) located on Goldendale Road north of Freistadt Road.

Location: W204 N12079 Goldendale Road

Applicant/

Property Owner: Steve Kreklow, Administrator
Village of Germantown
Germantown, WI

James Stout
W204 N12079 Goldendale Road
Germantown, WI

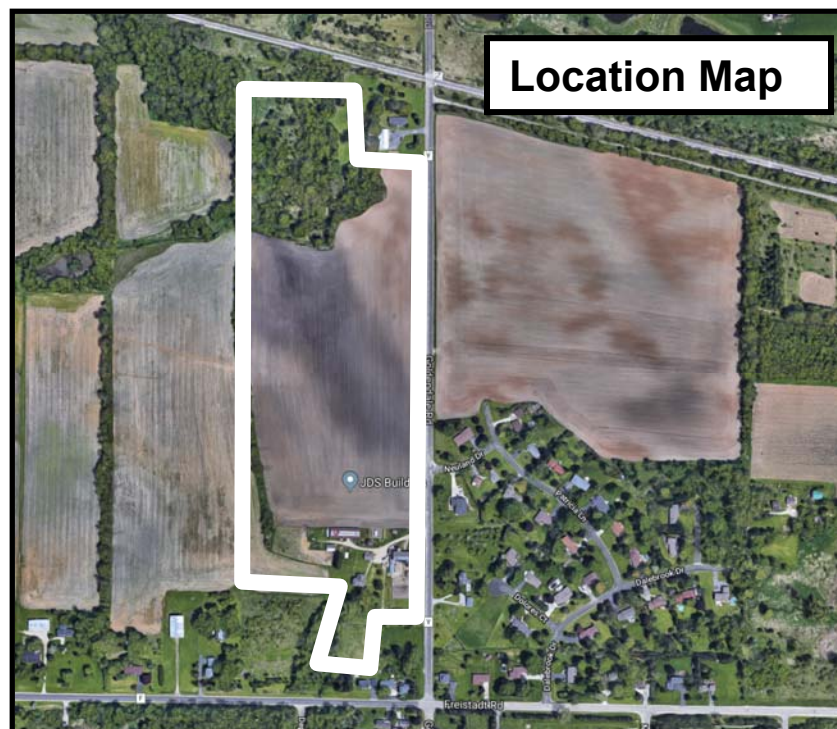
Current LUP Map: Agricultural

Current Zoning: A-1: Agricultural

Proposed LUP: Institutional/Governmental

Proposed Zoning: I: Institutional (.28 acres)

Adjacent Land Uses		Zoning
North	Agricultural	A-1
South	Agricultural	A-1
East	Industrial/Speaker PDD	M-1/PDD
West	Agricultural	A-1



Proposal

The Village of Germantown, agent for James Stout, property owner of 38.9 acres on Goldendale Road is seeking approval of a 2020 Land Use Plan map amendment, a rezoning application and a 2-lot Certified Survey Map (CSM) to create a .28 acre parcel for public water utility purposes (construction of a water pressure booster/reducer station) located on Goldendale Road north of Freistadt Road.

Proposed Lot 1 is 18.96 acres in area and is the balance of an existing parcel of land that will continue to be used for agricultural uses and the northern part of the Stout farm. Proposed Lot 2 is .28 acres in area and will be used for the installation of a water system pressure booster/reducer station being installed as part of the water utility expansion north along Goldendale Road to serve the Germantown Gateway Corporate Park and Tax Increment District #8 (east of the Holy Hill Road @ I-41 interchange).

Staff AnalysisConsistency with the Village's Land Use Plan & Applicable Zoning Districts.

The Land Use Plan (LUP) map classifies the properties as "Agricultural/Conservation Residential". The proposed 2020 LUP map amendment and rezoning (both from agricultural to institutional) are procedural steps necessary to maintain consistency between the 2020 plan map and intended public use for the small .28-ac parcel. Other than the booster/reducer equipment to be housed within an approximately 30' x 40' (1,200 sqft) building, the small parcel will not contain any other developed feature nor be actively used (beyond occasional operational and/or maintenance activity related to the booster/reducer equipment). The proposed parcels are also consistent with the proposed zoning districts that apply to both proposed parcels: A-1: Agricultural District for Lot 1 (18.96 acres) and the I: Institutional District for Lot 2 (.28 acres).

At this time, no specific site or building plan has been developed for the building. The Public Works Department (DPW) has indicated that the building can be designed with whatever exterior materials and appearance the Village and community would prefer. At this time, it would helpful if the Plan Commission can give some direction to the DPW as to a preferred building style, design, materials, etc. (e.g. agricultural, residential, or industrial).

The Engineering Department (Village Surveyor) has identified a few technical corrections in a November 8, 2018 memo (copy attached) that will have to be corrected prior to recording of the CSM.

Village Planner Recommendation

APPROVE the proposed 2020 Land Use Plan (LUP) map amendment for the .28 acre Lot 2 from the "Agricultural/Conservation Residential" classification to the "Institutional/Government" classification as proposed.

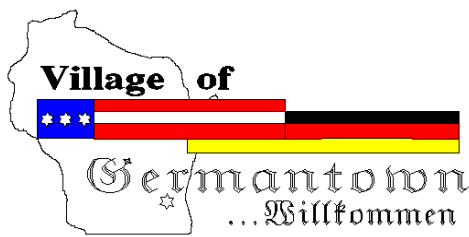
Village Planner Recommendation

APPROVE the proposed rezoning for the .28 acre Lot 2 from the A-1: Agricultural District to the I: Institutional District as proposed.

Village Planner Recommendation

APPROVE the 2-lot Certified Survey Map (CSM) land division for the Stout property located on Goldendale Road subject to the following conditions:

1. All technical corrections identified by the Village Surveyor as summarized in the November 8, 2018 memo shall be made prior to recording the CSM.



Engineering Department Memorandum

To: Jeff Retzlaff Village Planner

CC:

From: Bob Beilfuss, PLS, Village Surveyor

Date: November 8, 2018

Re: Stout Farm Land Division

Jeff,

Here are my review comments for the CSM received October 24, 2018.

Certified Survey Map

Applicant or Owner: James D. Stout

Land Surveyor/Firm: Eric Sturm, PLS, R.A. Smith

1. Building setback lines and dimensions for proposed Lot 1 and 2 need to be added to the document. Per village zoning code, the setbacks for Lot 1 are as follows"

Front: 60'

Sidyard: 50'

Rearyard: 50'

Proposed Lot 2 is being rezoned to Institutional which has a minimum rearyard setback of 25'. Front and sidyard setback is based on the location of the existing adjoining building(s).

2. Some text on the document does not meet the minimum size and needs to be enlarged as the Washington County Register of Deeds office will deem the document unreadable and will reject the document for recording. Minimum text size is either a 100 Leroy or 12-point font size.
3. The Point of Beginning (POB) of the legal description needs to be shown on sheet 1 of 6.
4. There is an existing unnamed stream located on proposed Lot 1, near the westerly boundary line of proposed Lot 1 that needs to be added including the 75' stream setback.
5. Please add the 25' wetland setback line to the document.
6. The Village Clerk's name needs to be changed to Deanna L. Braunschweig, WCMC/CMC on sheet 5 of 5.
7. Add the land area computation for the area being dedicated to the Village for road right of way.
8. There is a certificate of corporate mortgagee shown on sheet 5 of 6, however there is no corporation name listed as owner and the County tax records do not indicate a corporation as

November 8, 2018

being a title owner of the property. Either provide the corporate owners name or rename the certificate to certificate of mortgagee.

9. Please replace the existing Village Board approval certificate with the following:

Village of Germantown Board Approval

This Certified Survey Map, being a division of (¼ ¼ Section __, 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 (insert street name) for public road purposes as shown on Sheet __ of __ is hereby)* accepted by the Village Board of Trustees of the Village of Germantown on this __day of _____, 2018.

Dean Wolter, Village President

Date

Deanna Braunschweig, Village Clerk

Date

No further review comments.

Document Submittals and Data Conversion

As of October 2005, the Village of Germantown requires a digital copy of all Certified Survey Maps, Condominium Plats and Subdivision Plats in addition to the documents as required by Wisconsin Statute and Village Ordinances as part of the land division approval.

Prior to Recording the Certified Survey Map, the professional land surveyor is responsible for submitting a copy of the AutoCad drawing file (.dwg) of the document in version 2018 on compact disk (CD) or via email to the Village Surveyor.

All digital professional land surveyor seals and signatures will be purged from the digital copy prior to submittal.

The model space of the drawing will be done in Wisconsin State Plane Coordinate System, South Zone (NAD 1927 datum) and the Grid Bearing basis.

Prior to Recording the Certified Survey Map, the Village Engineering Department will verify that the boundary markers have been installed as described on the submitted map. All boundary corners are to be clearly marked in the field by the professional land surveyor of record.

CERTIFIED SURVEY MAP NO. _____

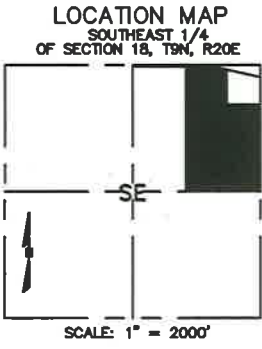
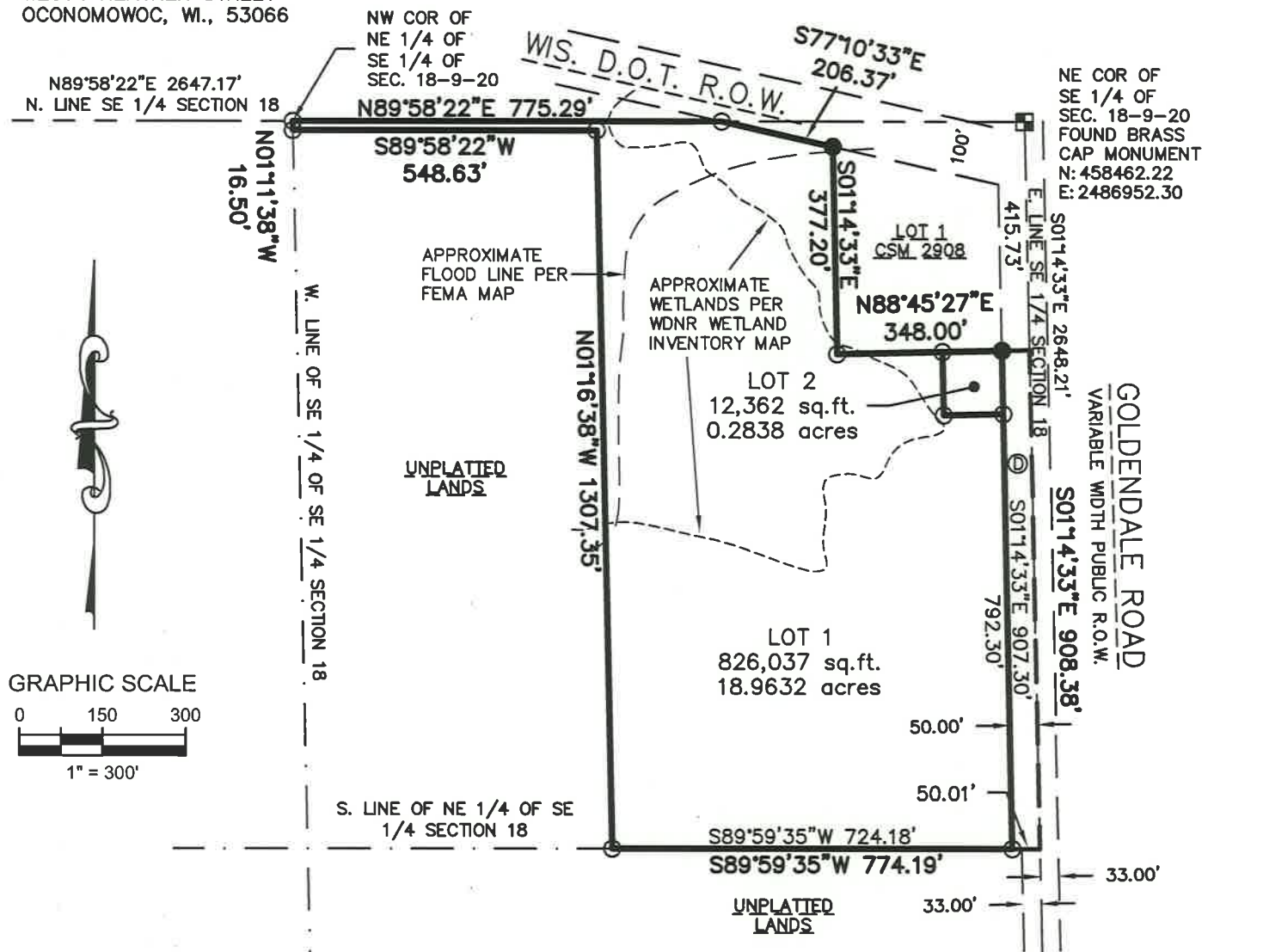
Part of the Northeast 1/4 of the Southeast 1/4 of Section 18, Township 9 North, Range 20 East, in the Village of Germantown, Washington County, Wisconsin.

- INDICATES FOUND 1" IRON PIPE
- INDICATES SET 1.315" O.D. IRON PIPE AT LEAST 18" IN LENGTH, 1.68 LBS. PER LINEAL FOOT.
- ① INDICATES LANDS HEREBY DEDICATED TO THE VILLAGE OF GERMANTOWN FOR PUBLIC ROAD PURPOSES

OWNER:
JAMES D. STOUT
W2364 HEATHER STREET
OCONOMOWOC, WI., 53066

ALL DIMENSIONS SHOWN ARE MEASURED TO THE NEAREST HUNDREDTH OF A FOOT.
ALL BEARINGS ARE REFERENCED TO THE EAST LINE OF THE SE 1/4 OF SECTION 18, T 9 N, R 20 E, WHICH BEARS S01°14'33"E. WISCONSIN STATE PLANE COORDINATE SYSTEM, SOUTH ZONE.

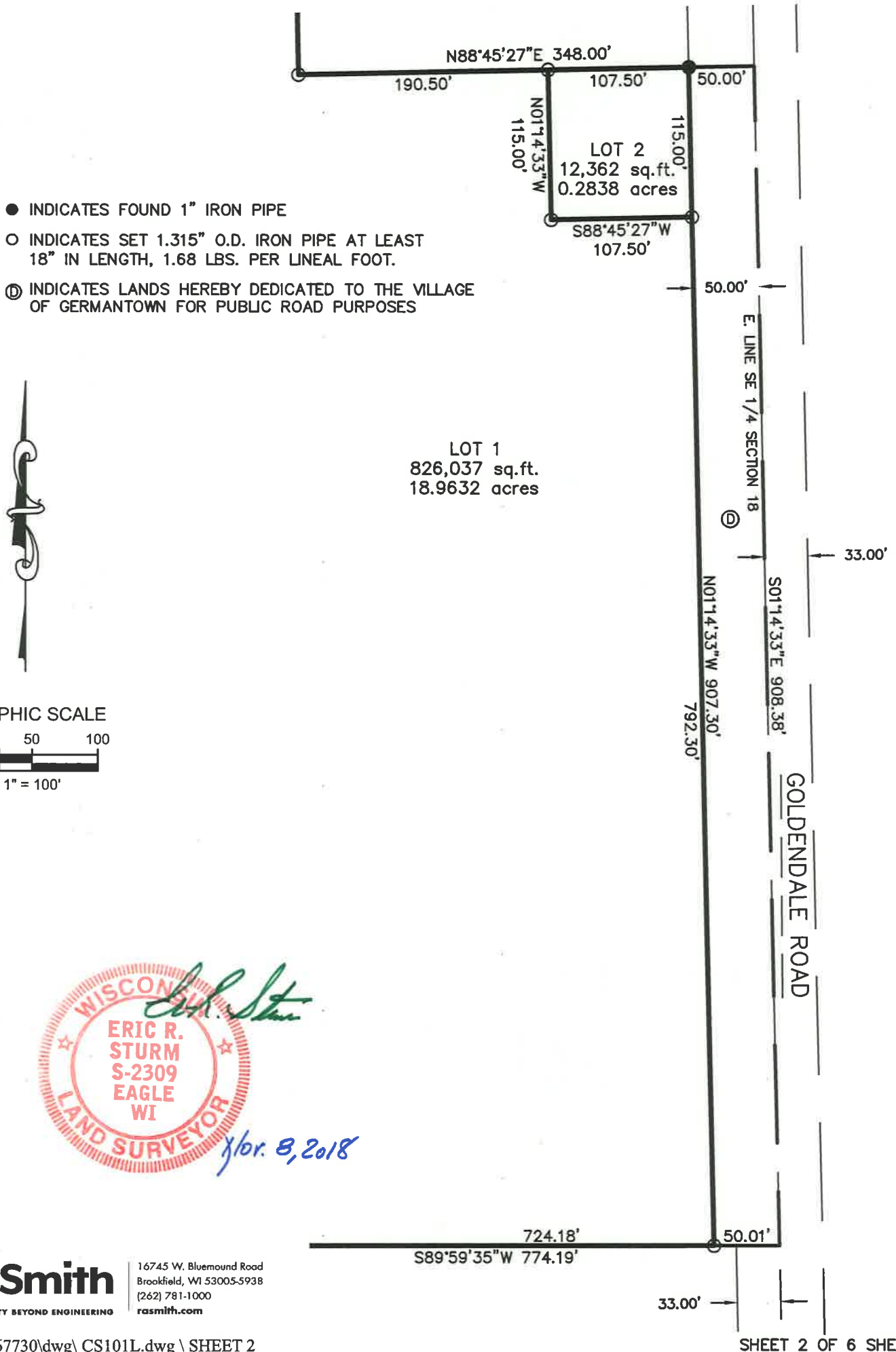
SEE LOT DETAIL ON SHEET 2.



WISCONSIN
ERIC R. STURM
S-2309
EAGLE
WI
LAND SURVEYOR
Nov. 8, 2018

CERTIFIED SURVEY MAP NO.

Part of the Northeast 1/4 of the Southeast 1/4 of Section 18, Township 9 North, Range 20 East, in the Village of Germantown, Washington County, Wisconsin.



CERTIFIED SURVEY MAP NO. _____

Part of the Northeast 1/4 of the Southeast 1/4 of Section 18, Township 9 North, Range 20 East, in the Village of Germantown, Washington County, Wisconsin.

SURVEYOR'S CERTIFICATE

STATE OF WISCONSIN }
 :SS
WAUKESHA COUNTY }

I, ERIC R. STURM, Professional Land Surveyor, do hereby certify:

THAT I have surveyed, divided and mapped a part of the Northeast 1/4 of the Southeast 1/4 of Section 18, Township 9 North, Range 20 East, in the Village of Germantown, Washington County, Wisconsin, bounded and described as follows:

COMMENCING at the Northeast corner of the Southeast 1/4 of said Section 18; thence South 01° 14' 33" East along the East line of said 1/4 Section a distance of 415.73 feet to the point of beginning of lands to be described; thence continuing South 01° 14' 33" East along said East line 908.38 feet to a point in the South line of the Northeast 1/4 of the Southeast 1/4 of said Section 18; thence South 89° 59' 35" West along said South line 774.19 feet to a point; thence North 01° 16' 38" West 1307.35 feet to a point; thence South 89° 58' 22" West 548.63 feet to a point in the West line of the Northeast 1/4 of the Southeast 1/4 of said Section 18; thence North 01° 11' 38" West 16.50 feet to the Northwest corner of the Northeast 1/4 of the Southeast 1/4 of said Section 18; thence North 89° 58' 22" East along the North line of the Northeast 1/4 of said Section 18 a distance of 775.29 feet to a point in the South line of the Wisconsin Department of Transportation right of way; thence South 77° 10' 33" East along said South line 206.37 feet to the Northwest corner of Lot 1 of Certified Survey Map No. 2908; thence South 01° 14' 33" East along the West line of said Lot 1 a distance of 377.20 feet to the Southwest corner of said Lot 1; thence North 88° 45' 27" East along the South line of said Lot 1 a distance of 348.00 feet to the point of beginning.

Containing 883,791 square feet or 20.2890 acres.

THAT I have made such survey, land division and map by the direction of JAMES D. STOUT, owner.

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 fully complied with the provisions of Chapter 236 of the Wisconsin Statutes and the Municipal Codes of the Village of Germantown, in surveying, dividing and mapping the same.

DATE NOVEMBER 8, 2018   (SEAL)
ERIC R. STURM,
PROFESSIONAL LAND SURVEYOR S-2309

CERTIFIED SURVEY MAP NO. _____

Part of the Northeast 1/4 of the Southeast 1/4 of Section 18, Township 9 North, Range 20 East, in the Village of Germantown, Washington County, Wisconsin.

OWNER'S CERTIFICATE

JAMES D. STOUT, as owner, certify that I caused the land described on this map, to be surveyed, divided, mapped and dedicated as represented on this Certified Survey Map in accordance with the requirements of the Village of Germantown Municipal Code.

JAMES D. STOUT, does further certify that this map is required by S.236.10 or 236.12 to be submitted to the following for approval or objection: Village of Germantown

IN Witness Whereof, JAMES D. STOUT, has caused these presents to be signed,

This _____ day of _____, 2018.

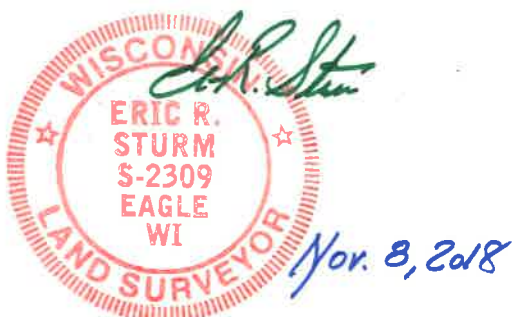
JAMES D. STOUT

STATE OF WISCONSIN }
 }SS
MILWAUKEE COUNTY }

PERSONALLY came before me this _____ day of _____, 2018, JAMES D. STOUT, to me known as the person who executed the foregoing instrument and acknowledged the same.

_____(SEAL)
Notary Public, State of Wisconsin

My commission expires_____



CERTIFIED SURVEY MAP NO. _____

Part of the Northeast 1/4 of the Southeast 1/4 of Section 18, Township 9 North, Range 20 East, in the Village of Germantown, Washington County, Wisconsin.

CONSENT OF CORPORATE MORTGAGEE

_____, a _____, mortgagee of that portion of the above-described land identified in this Certified Survey Map, does hereby consent to the surveying, dividing, mapping, and dedicating of the land described in the foregoing affidavit of Eric R. Sturm, Surveyor, and does hereby consent to the certificate of said owner.

In witness whereof, the said _____, has caused these presents to be signed by _____, its _____, and by _____, its _____, at _____, and its corporate seal to be hereunto affixed.

this ____ day of _____, 2018.

STATE OF _____ }
COUNTY OF _____ } :SS

PERSONALLY came before me this _____ day of _____, 2018,
_____, _____ and _____ of the
(name) (title) (name) (title)

above named organization, to me known as the person(s) who executed the foregoing instrument, and to me known to be the _____ and the _____ of the organization, and acknowledged that they executed the foregoing instrument as such officer(s) as the deed of the organization, by its authority.

_____(SEAL)

Notary Public, State of _____
My commission expires _____



CERTIFIED SURVEY MAP NO. _____

Part of the Northeast 1/4 of the Southeast 1/4 of Section 18, 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 _____, 2018

DATE

DEAN WOLTER, CHAIRMAN

DATE

LAURA A. JOHNSON SECRETARY

VILLAGE OF GERMANTOWN BOARD APPROVAL

This Certified Survey Map, being a division of a part of the Northeast 1/4 of the Southeast 1/4 of Section 18, Township 9 North, Range 20 East, in the Village of Germantown, Washington County, Wisconsin, having been approved by the Planning Commission being the same, is hereby accepted by the Village Board of Trustees of the Village of Germantown

on this _____ day of _____, 2018.

DATE

DEAN WOLTER, VILLAGE PRESIDENT

DATE

DEANNA BRAUNSCHWEIG, VILLAGE CLERK



THIS INSTRUMENT WAS DRAFTED BY ERIC R. STURM,
PROFESSIONAL LAND SURVEYOR S-2309

Sheet 6 of 6 Sheets

#

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

MEETING DATE: December 17, 2018

AGENDA ITEM: New Business (CERTIFIED SURVEY MAP)

ITEM TITLE: Glen & Deborah Wilson, Property Owners; W218 N9780 Happy Hollow Lane; 2-lot Certified Survey Map (CSM) Land Division to Create a Residential Lot

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

SUMMARY EXPLANATION:

Glen & Deborah Wilson, property owners of a 1.9-acre parcel located in the Happy Hollow Estates Subdivision are seeking approval of a 2-lot Certified Survey Map (CSM) in order to create a new residential lot.

Soil evaluations indicate the proposed Lot 1 can support the installation of a private on-site wastewater treatment system (POWTS). Lot 2 contains the existing dwelling with a functioning POWTS.

ATTACHMENTS:

- ◆ 12/10/18 Staff Report
- ◆ 12/10/18 Plan Commission Meeting Minutes
- ◆ Preliminary CSM

PLAN COMMISSION RECOMMENDATIONS:

APPROVE the 2-lot Certified Survey Map (CSM) as proposed with two (2) conditions.

NOTE: Both PC recommended conditions have been satisfied and reflected in the revised CSM.

PLAN COMMISSION MINUTES
December 10, 2018

CALL TO ORDER: Planning Assistant Lori Johnson called the meeting to order at 5:40 p.m.

ROLL CALL: Trustee Rep David Baum, Commissioners Peter Nilles, Bob Williams, Matt Kimmler, and Bill Shadid were present. Chairman Wolter and Commissioner Laszewski were absent. Also present were Community Development Director/Village Planner Jeff Retzlaff and Planning Assistant Lori Johnson.

MOTION Kimmler second Shadid to appoint Trustee Baum as Chairman Pro-Tem.
MOTION carried unanimously.

PUBLIC INPUT: None

APPROVAL OF MINUTES: ***MOTION Kimmler second Williams to Approve the minutes from 11-12-18.***
MOTION carried unanimously.

Glen & Deborah Wilson – W218 N9780 Happy Hollow Lane. The property owners are seeking approval of a 2-lot Certified Survey Map in order to create a new residential parcel in the Happy Hollow Estates Subdivision. Planner Retzlaff summarized the proposal. He indicated that soil tests had been received indicating the new Lot 1 can support a private on-site wastewater treatment system.

MOTION Shadid second Kimmler to Approve the 2-lot Certified Survey Map (CSM) of the 1.9-acre parcel owned by Glen & Deborah Wilson located on Happy Hollow Lane subject to the following conditions:

- 1. All technical corrections identified by the Village Surveyor in the November 29, 2018 memo shall be made prior to Village Board action on the CSM.***
- 2. Soil evaluation results indicating that proposed Lot 1 can support a private on-site wastewater treatment system (POWTS) shall be submitted to the Village prior to Village Board action on the CSM. (this item has been satisfied)***

MOTION carried unanimously.

Gary & Marcia Kons – W148 N13491 Pleasant View Drive. The property owners of a 12.27-acre parcel are seeking approval of a 2-lot Certified Survey Map and Rezoning from A-2: Agricultural to Rs-1: Single-Family in order to create a new residential lot. Planner Retzlaff summarized the proposal.

MOTION Shadid second Nilles to Approve rezoning the 12.27 acre parcel from A-2: Agricultural to Rs-1: Residential Single-Family.
MOTION carried unanimously.

MOTION Shadid second Williams to Approve the 2-lot Certified Survey Map (CSM) for the 12.27-acre parcel owned by Gary & Marcia Kons located on Pleasant View Drive subject to the following conditions:

- 1. All technical corrections identified by the Village Survey or in the November 29, 2018 memo shall be made prior to Village Board action on the CSM.***

BUSINESS OF THE VILLAGE BOARD GERMANTOWN, WI

MEETING DATE: December 17, 2018

AGENDA ITEM: Public Hearing & New Business **[ORDINANCES]**

ITEM TITLE: Matt Cudney, Veridian Homes LLC, Agent for the Germantown School District, Property Owner, 15.4 acres at N104 W14942 Donges Bay Road; 2020 Land Use Plan Map and Rezoning Ordinances for a 15.4 acre, 30-lot Single-Family Residential Development

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

SUMMARY EXPLANATION:

Matt Cudney, Veridian Homes LLC, agent for the Germantown School District, property owners, are requesting approval of a 2020 Land Use Plan map amendment, rezoning application and concept plan for a 15.4-acre residential subdivision with 30 single-family lots on Preserve Parkway north of Donges Bay Road.

2020 Land Use Plan (LUP) Map Amendment:

- Change approximately 15.4 acres (14.7 acres net) classified as “Park/Recreation Area” to “Low Density Residential”

Zoning Code Map amendment:

- Change approximately 15.4 acres (14.7 acres net) from A-2: Agricultural to Rs-6: Residential Single-Family

This 15.4-acre (gross) property was originally acquired by the Village of Germantown in 1993 as part of an overall 50+ acre land purchase of the former “Keller Park” property for purposes of developing a Village park (Kinderberg Park) and a possible elementary school. In 1995, the Village and School District completed an arrangement that resulted in the School District acquiring the 15.4-acre property and the Village acquiring 20 acres of land for Spassland Park.

In 2008, the School District presented preliminary plans to the Village for an 88,100 sqft elementary school that was proposed as part of a failed \$22.5M referendum in April, 2008.

ATTACHMENTS:

- ◆ 12/10/18 Staff Report
- ◆ 12/10/18 Plan Commission Meeting Minutes
- ◆ Draft 2020 Land Use Plan Amendment Ordinance
- ◆ Draft Rs-6: Residential Single-Family Rezoning Ordinance

PLAN COMMISSION RECOMMENDATIONS:

APPROVE the proposed 2020 Land Use Plan (LUP) map amendment to change the classification of the property owned by the Germantown School District from “Park/Recreation Area” to “Low Density Residential”;

APPROVE the proposed rezoning of approximately 14.7 acres owned by the Germantown

School District from the A-2: Agricultural to the Rs-6: Single-Family District and the proposed 30-lot concept plan dated October 29, 2018 subject to (2) conditions:

1. If the Developer's request for an artificial wetland exemption for Wetland #3 in the southeast corner of the site is not granted by the WisDNR, the lot and road layout shall be revised to locate all delineated wetlands and the associated 25' wetland setback for Wetland #3 in an open space outlot and not within any platted lot.
2. The Developer shall submit a detailed landscaping plan that provides adequate buffering along Preserve Parkway (Lots 1#, #24 and outlot) and along the back (south) side of Lots #15-#19 to the Plan Commission for approval prior to or concurrent with the submittal of the preliminary plat.

ORDINANCE NO. 22-2018

AN ORDINANCE TO AMEND THE LAND USE PLAN MAP OF THE VILLAGE OF GERMANTOWN 2020 "SMART GROWTH" COMPREHENSIVE PLAN

Germantown School District Property (Kinderberg Park @ Donges Bay Road)

THE VILLAGE BOARD OF THE VILLAGE OF GERMANTOWN, WASHINGTON COUNTY, WISCONSIN, ORDAINS AS FOLLOWS:

SECTION 1. That pursuant to Sections 60.22(3), 62.23(2) and (3), and 66.1001(4)(c), Wisconsin Statutes, the Village Board of the Village of Germantown did, on October 4, 2004, enact Ordinance No. 30-04 formally adopting the "Village of Germantown Year 2020 Smart Growth Plan" to guide the use of land and future development in the Village;

SECTION 2. That pursuant to the consistency requirement of the comprehensive planning requirements established in Sections 66.1001(1)(a) and 66.1001(2), Wisconsin Statutes, the "Village of Germantown Year 2020 Smart Growth Plan" contains specific policies that require development proposals and decisions regarding rezoning and subdivision to be consistent with the Land Use element of the Plan;

SECTION 3. That Veridian Homes LLC, agent for the Germantown School District, property owner, has submitted an application to amend the Land Use Plan map of the Village of Germantown Year 2020 Smart Growth Plan for approximately 15.4 acres in area located along Donges Bay Road south of Kinderberg Park (Tax Parcel #263-988) by changing the land use classification from "Park/Recreation Area" to "Low Density Residential" as a prerequisite for an application to rezone the property from the A-2: Agricultural District to the Rs-6: Residential Single-Family Zoning District and future development of a 30-lot single-family residential development;

SECTION 4. That the Village Board conducted a public hearing of the application on December 17, 2018 following publication and notification of said hearing and receipt of a recommendation from the Plan Commission made on December 10, 2018;

SECTION 5. That, after consideration of the application, supporting documentation, Plan Commission recommendation and public hearing testimony received, the Village Board does by enactment of this ordinance formally change the land use classification from "Park/Recreation Area" to "Low Density Residential":

Lot 2 of Certified Survey Map No. 4473, recorded in the Washington County Registry on April 6, 1995 in Volume 30 of Certified Survey Maps on Pages 24-27, as Document No. 688873, and being a part of the Northeast 1/4 and the Southeast 1/4 of the Southwest 1/4 of Section 26, Township 9 North, Range 20 East, in the Village of Germantown, Washington County, Wisconsin. EXCEPTING THEREFROM the Northerly 30 feet thereof. Containing 15.39 Acres.

SECTION 6. This ordinance shall take effect and be in full force the day after its passage and publication, as provided by law.

Introduced by Trustee: _____

Adopted: _____, 2018

Vote: Ayes: _____
 Nays: _____

Dean Wolter
Village President

ATTEST:

Deanna B. Braunschweig, WCMC/CMC Village Clerk

APPROVED AS TO FORM:

Brian Sajdak, Attorney

Published:

ORDINANCE NO. 23-2018

**AN ORDINANCE TO AMEND THE OFFICIAL ZONING MAP
OF THE VILLAGE OF GERMANTOWN ZONING CODE**

(Veridian Homes LLC, Agent for Germantown School District, Property Owner)

THE VILLAGE BOARD OF THE VILLAGE OF GERMANTOWN, WASHINGTON
COUNTY, WISCONSIN, ORDAINS AS FOLLOWS:

SECTION 1. That the zoning map of the Village of Germantown is amended by rezoning from the A-2: Agricultural Zoning District to the Rs-6: Single Family Residential Zoning District for the following described property:

Lot 2 of Certified Survey Map No. 4473, recorded in the Washington County Registry on April 6, 1995 in Volume 30 of Certified Survey Maps on Pages 24-27, as Document No. 688873, and being a part of the Northeast 1/4 and the Southeast 1/4 of the Southwest 1/4 of Section 26, Township 9 North, Range 20 East, in the Village of Germantown, Washington County, Wisconsin. EXCEPTING THEREFROM the Northerly 30 feet thereof. Containing 15.39 Acres.

SECTION 2. This ordinance shall take effect and be in full force the day after its passage and publication, as provided by law.

Introduced by Trustee: _____
Adopted: _____, 2018

Vote: Ayes: _____
Nays: _____

Dean Wolter, Village President

ATTEST:

Deanna B. Braunschweig, WCMC/CMC Village Clerk

APPROVED AS TO FORM:

Brian Sajdak, Attorney

Published:

2020 LAND USE PLAN MAP AMENDMENT & REZONING APPLICATIONS

12/10/18 Plan Commission Meeting

Veridian Homes LLC

Village Planner Report

Germantown, Wisconsin

Summary

Matt Cudney, Veridian Homes LLC, agent for the Germantown School District, property owners, are requesting approval of a 2020 Land Use Plan map amendment, rezoning application and concept plan for a 14.7-acre residential subdivision with 30 single-family lots on Preserve Parkway north of Donges Bay Road.

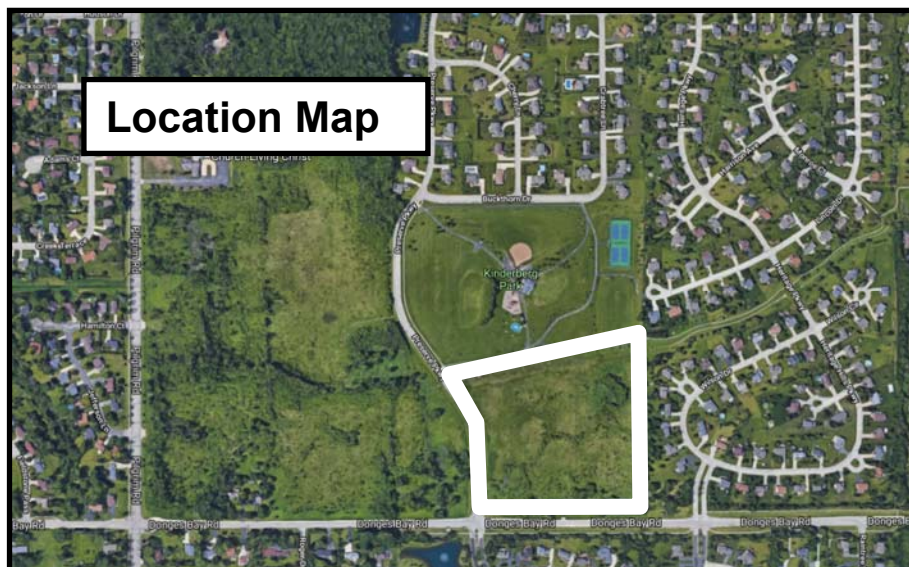
Location: Preserve Parkway @ Donges Bay Road

Applicant/

Property Owners: Matt Cudney Rick Ericksen
Veridian Homes LLC Germantown School District
N60 W21555 Legacy Tr N104 W13840 Donges Bay Rd
Menomonee Falls, WI Germantown, WI

Existing LUP Classification: Park/Recreation
Proposed LUP Classification: Low-Density Residential
Existing Zoning: A-2: Agricultural
Proposed Zoning: Rs-6: Residential Single-Family

Adjacent Land Uses		Zoning
North	Institutional (Kinderberg Park)	I
South	Residential	Rs-5
East	Residential	Rs-4
West	Agricultural	A-2



Proposal/Background

The approximately 15-acre site was originally acquired by the Village of Germantown in 1993 as part of an overall 50+ acre land purchase of what was known then as the “Keller Park” property. The land was acquired for purposes of developing a Village park (Kinderberg Park) and a possible elementary school. In 1995, the Village and Germantown School District completed an arrangement that resulted in the School District acquiring the 15 acre site south of the park and the Village acquiring 20 acres of land (Spassland Park) previously owned by the School District and leased back to the Village.

In 2008, the School District presented preliminary site and building plans for a 2-story, 88,100 sqft elementary school for the site to the Plan Commission for discussion. The new elementary school was subject of a proposed (and eventually failed) \$22.5M school district referendum in April, 2008. No further plans for development of the site were presented to the Village.

At this time, Veridian Homes LLC, agent for the Germantown School District, is requesting approval of a 2020 Land Use Plan map amendment, rezoning application and concept plan for a 14.7-acre residential subdivision with 30 single-family lots on Preserve Parkway north of Donges Bay Road. The proposed 2020 Land Use Plan map amendment is to change the property from (Park/Recreation Area” to “Low Density Residential” and the zoning from A-2: Agricultural to Rs-6: Residential Single-Family; generally consistent with the existing surrounding residential development to the north, south and east.

As summarized in Table 1 and presented in the concept plan (dated October 29, 2018), development is proposed with the following characteristics:

TABLE 1.
Veridian Homes

Gross Area (Ac)	14.7
Wetland Area (Ac)	0.103
Right-of-Way (Ac)	2.28
Net Density Area (Ac)	12.317
# Single-Family Lots/DU's	30
Gross Density (DU/acre)	2.04
Net Density (DU/net acre)	2.44
Open Space (Ac)	2.4
Avg Lot Size	.32 ac (14,106 sqft)
Lot Size Range	.29 to .54 ac (12,502 to 23,403 sqft)

As shown in the attached aerial photo of the site, there are five (5) separate wetlands that have been identified on the property totaling .394 acres (17,162 sqft).

Veridian Homes and the School District have submitted applications to the WisDNR and Army Corp of Engineers (ACOE) seeking approval to fill 4 of the 5 wetland areas. As of this date, the ACOE has determined they do NOT have jurisdiction over the proposed fill areas, leaving the final decision to approve the wetland fill applications with the WisDNR. To that end, the WisDNR has determined that Wetland #2 is an “artificial wetland” and, therefore, exempt from WisDNR and Village regulation (and able to be filled without any permits or approval). The WisDNR has also granted approval to fill approximately .13 acres (Wetlands #4 and #5) under the WisDNR’s statewide general fill permit. Wetland #3 in the southeast corner of the site is being reviewed by the WisDNR for possible exemption as an artificial wetland with a decision expected in the next week or so. The concept plan presented assumes all exemption & fill applications will be approved; leaving Wetland #1 as the only wetland to be preserved on the site.

Staff Comments

The entire property lies within the Village’s Sanitary Sewer Area (SSA) and in an area designated on the 2020 Land Use Plan as “Park/Recreation”. The existing residential development surrounding the subject site are designated as “Low Density Residential” and intended for development at a gross density of two (2) dwelling units per acre with an average lot size of 20,000 sqft. The proposed Rs-6 rezoning and concept plan for a 30-lot subdivision has a proposed density of 2.0 DU/acre (2.4 DU/acre net density) with avg lot sizes of 14,106 sqft. While slightly higher than the surrounding areas, the proposed density is generally consistent with the 2020 Land Use Plan map and surrounding residential areas having Rs-4, Rs-5 and Rs-6 zoning and comparable lot sizes.

As discussed above, there are wetlands across the site: .394 acres in five separate areas. However, with the wetland fill permit and exemption already granted by the WisDNR, the lot and road layout is not affected. Also, the required “net area” density calculation (gross area less wetlands and new right-of-way) does not increase the proposed development density of 2.0 DU/acres (gross) or 2.4 DU/acres (net) above the maximum density allowed in the Rs-6 District (not to exceed 3.5 DU’s per acre).

As mentioned above, the Developer is waiting for a decision from the WisDNR on the last request for an artificial wetland exemption. Although the final lot and road layout will be affected if the WisDNR determination is that Wetland #3 is NOT an artificial exempt wetland (Lots 15 and 16 would have to change), the Developer’s plan amendment and rezoning applications are not dependent upon the outcome of the WisDNR decision. Therefore, the Village Plan Commission and Board can proceed with their consideration of and action on the plan amendment and rezoning application. The concept plan can be approved with the understanding that, depending on the outcome of the last wetland request, the lot and road layout may need to be modified and reflected in a revised concept plan or preliminary plat.

One concern staff has regarding the overall concept plan is the small amount of landscape buffering that is shown on Lots #1 and #24 abutting Preserve Parkway, and, the lack of and apparent inability to install landscaping along the Donges Bay Road frontage due to an existing gas line easement. A detailed landscaping plan that provides adequate buffering along Preserve Parkway and along the back (south) property lines for Lots #15-#19 should be provided to the Plan Commission for approval prior to or concurrent with the submittal of the preliminary plat.

VILLAGE PLANNER RECOMMENDATION:*2020 LUP Map Amendment*

APPROVE the proposed 2020 Land Use Plan (LUP) map amendments to change the classification of approximately 14.7 acres owned by the Germantown School District from "Park/Recreation Area" to "Low Density Residential".

VILLAGE PLANNER RECOMMENDATION:*Rezoning Application*

APPROVE the proposed rezoning of approximately 14.7 acres owned by the Germantown School District from the A-2: Agricultural to the Rs-6: Single-Family District and the proposed 30-lot concept plan dated October 29, 2018 subject to the following conditions:

1. If the Developer's request for an artificial wetland exemption for Wetland #3 in the southeast corner of the site is not granted by the WisDNR, the lot and road layout shall be revised to locate all delineated wetlands and the associated 25' wetland setback for Wetland #3 in an open space outlot and not within any platted lot.
2. The Developer shall submit a detailed landscaping plan that provides adequate buffering along Preserve Parkway (Lots 1#, #24 and outlot) and along the back (south) side of Lots #15-#19 to the Plan Commission for approval prior to or concurrent with the submittal of the preliminary plat.

Village of

★★★

Germantown

Willkommen

Fee Must Accompany Application

☒ \$1,165 Paid _____ Date _____

☐ \$200 PC Consultation Only
Paid _____ Date _____

COMPREHENSIVE PLAN AMENDMENT APPLICATION

Please read and complete this application carefully. All applications must be signed and dated. Attach additional sheets and/or include supplemental information in support of your application.

APPLICANT OR AGENT:

Veridian Homes, LLC

Matt Cudney

Address: N60W21555 Legacy Trail
Menomonee Falls, WI 53051

Phone: 608-220-9871

FAX:

E-Mail: mcudney@veridianhomes.com

PROPERTY OWNER(S):

Germantown School District

Ric Ericksen

Address: N104W13840 Donges Bay Rd
Germantown, WI 53022

Phone: 262-253-3908

FAX:

E-Mail: rericksen@gsdwi.org

☒ REQUEST TO AMEND LAND USE MAP

Current Land Use Map Designation(s):

Park and Recreation

Proposed Land Use Map Designation(s):

Residential

Address of Property, Parcel ID Number(s) or General Location (1/4 section 1/4 section):

Parcel GTNV_263988 - N104 W14942 Donges Bay Road

Legal Description of Property or Area (metes and bounds description):

Attach separate legal description if necessary

Lot 2 of Certified Survey Map No. 4473, recorded in the Washington County Registry on April 6, 1995 in Volume 30 of Certified Survey Maps on Pages 24-27, as Document No. 688873, and being a part of the Northeast 1/4 and the Southeast 1/4 of the Southwest 1/4 of Section 26, Township 9 North, Range 20 East, in the Village of Germantown, Washington County, Wisconsin. Excepting therefrom the Northerly 30 feet thereof.

Size of Property or Area:

Acres: 14.704 Square Feet: 640,516

Land Use and Zoning of Adjacent Properties (example: residential; Rs-2):

Adjacent Property Land Uses		Zoning
North	Park	A-2
South	Residential	Rs-4, Rs-5
East	Residential	Rs-4, Rs-5
West	Vacant	A-2, I and Rs-5

☐ REQUEST TO AMEND PLAN TEXT

Section(s) of Comprehensive Plan to be Amended:

Proposed Text Amendment:

Attach separate pages as necessary

Detailed Explanation and Justification for Proposed Amendment(s):

Required for both Land Use Amendment and Text Amendments
Attach separate pages as necessary

Comprehensive Plan Amendment Application

Page 3 of 3

APPLICATION SUBMITTAL REQUIREMENTS (to be submitted at time of application):

All Amendment Applications:

- ☒ Complete Application Form (Affidavit of Understanding and signatures required)
- ☒ Application Fee
- ☒ Additional Sheet(s) for explanation of and justification for proposed amendment(s)

Land Use Plan Map Amendment Only:

- ☒ Legal Description of the land subject of map amendment in electronic/digital file format (e.g. Microsoft Word)
- ☒ Detailed Plat of Survey or Site Plan of the land subject to the map amendment at a scale of 1" = 50' or other suitable scale necessary to accurately present:
 - o Exterior boundary of the land subject of the map amendment
 - o Concept plan showing general size, shape and relative location of existing and future roads, lots, structures, wetlands, floodplain or other natural features, environmental etc. as may be necessary to further explain and/or support the proposed map amendment.

AFFIDAVIT OF UNDERSTANDING

Please read and indicate that you understand and agree to the following (initials in box):

RAE
by  ☒ I understand that Village Staff, the Plan Commission and/or the Village Board may request additional information to properly evaluate this application and failure to provide such information may be sufficient justification to deny this application;

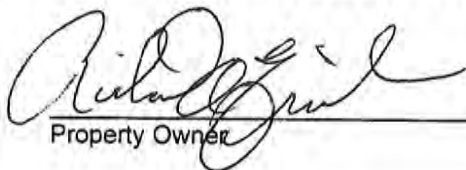
RAE
by  ☒ I understand that, regardless of the justification and/or information provided in support of my application, the Village is under no obligation to approve my application nor amend the Comprehensive Plan as requested;

RAE
by  ☒ I am aware that the approval of an application to amend the Land Use Plan Map only amends the Land Use Map and does not otherwise revise or change the zoning of the land affected by the Map amendment, and, if I am applying for a Map amendment in order to pursue actual development of the land affected by the amendment, I may be required to obtain separate permits and/or approvals (e.g. rezoning, land division, site plan, etc.) from the Village or other agencies as a prerequisite to the development of such land.

ALL APPLICATIONS MUST BE SIGNED BY THE APPLICANT/AGENT AND PROPERTY OWNER(S)

 12/24/18
Applicant/Agent Date

Applicant/Agent Date

 1/1/18
Property Owner Date

Property Owner Date



Village of
★★★
Germantown
Willkommen

FEES MUST BE PAID AT TIME OF APPLICATION

- ☐ \$200 Plan Commission Consultation
- ☐ \$1,085 Rezoning
- ☐ \$1,240 PDD < 5 acres
- ☒ \$2,095 PDD 5-20 acre site
- ☐ \$3,460 PDD > 20 acre site

Date Paid: _____ Received by: _____

REZONING & PDD APPLICATION

Pursuant to Section 17.51 of the Municipal Code

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

1 APPLICANT OR AGENT

Veridian Homes, LLC

Matt Cudney

N60W21555 Legacy Trail

Menomonee Falls, WI 53051

Phone (608) 220-9871

Fax ()

E-Mail mcudney@veridianhomes.com

PROPERTY OWNER

Germantown School District

Ric Ericksen

N104 W13840 Donges Bay Rd

Germantown, WI 53022

Phone (262) 253-3908

rericksen@gsdwi.org

2 PROPERTY ADDRESS OR GENERAL LOCATION

N104 W14942 Donges Bay Road

TAX KEY NUMBER

Parcel GTNV_263988

3 REZONING REQUEST

FROM

A-2

TO

Rs-6

4 METES AND BOUNDS LEGAL DESCRIPTION OF PROPERTY – REQUIRED

Attach pages as necessary

Lot 2 of Certified Survey Map No. 4473, recorded in the Washington County Registry on April 6, 1995 in Volume 30 of Certified Survey Maps on Pages 24-27, as Document No. 688873, and being a part of the Northeast 1/4 and the Southeast 1/4 of the Southwest 1/4 of Section 26, Township 9 North, Range 20 East, in the Village of Germantown, Washington County, Wisconsin. Excepting therefrom the Northerly 30 feet thereof.

PURPOSE OF REZONING REQUEST

Briefly describe why the applicant is rezoning the property. Include a description of the proposed use, including any new construction and number of employees, if applicable.

See attached narrative.

6 SUPPORTING DOCUMENTATION:

- ☒ Plat of Survey (1:100) - Existing Conditions Survey
- ☒ Site Plan and elevations for new construction (can be conceptual)
- ☒ Project Narrative
- ☒ Rezone Exhibit
- ☐ Legal Description

7 READ AND INITIAL THE FOLLOWING:

RAE by MC I understand that the Village is under no obligation to rezone property and that density and lot coverages provided in the Zoning Code are maximums. Actual build out will depend on myriad factors including topography and other natural conditions, surrounding neighborhood context and the detailed design of a project.

RAE by MC I understand that Village Staff, Plan Commission and/or Village Board may request additional information to properly evaluate this request and failure to provide such information may in itself be sufficient cause to deny the petition.

RAE by MC I am aware that this rezoning shall go into effect immediately upon the final approval of the Village Board and its execution of the rezoning ordinance

8 SIGNATURES – ALL APPLICATIONS MUST BE SIGNED BY OWNER!

Matt Lindsey 10/24/18
Applicant Date

Richard Ziehl 11/1/18
Owner Date

October 30, 2018

Project Narrative—Comprehensive Plan Amendment Application & Rezoning Application

Project: Veridian Homes (Germantown School District Site)
N104 W14942 Donges Bay Road
Germantown, WI 53022

Veridian Homes as applicant and developer, requests the Village of Germantown consider and approve the following items for the property described as Parcel ID GTNV_263988, located at N104 W14942 Donges Bay Road, currently owned by Germantown School District: 1) Comprehensive Plan Amendment Application requesting to amend the land use map from Park and Recreation to Low Density Residential and; 2) Rezoning Application requesting rezoning from A-2 to Rs-6. The proposed land use map amendment and rezone would allow for the development of new neighborhood with 30 single-family residential lots.

The property to be considered is a vacant in-fill development site and consists of 14.70 acres. The surrounding properties to the east and south are also existing single-family residential neighborhoods, the adjoining property to the north is a Village Park and the property to the west across Preserve Parkway is a vacant parcel containing a large wetland complex owned by the Village adjacent to another vacant 38-acre parcel shown on the Village's 2020 Land Use Plan as a future residential area. The Comprehensive Plan Amendment and Rezoning will allow the property to be consistent with adjacent land use to the east and south and allow for compatibility with the adjacent lands to the west and north.

The property is currently owned by the Germantown School District and a school site had been planned for the property. A school would be a much more intensive use than the proposed residential neighborhood with significantly increased traffic during peak hours. Although the Comprehensive Plan identifies this property as Park and Recreation and the current zoning is A-2, use as a school would not have been compatible and would have required an amendment of the Village Comprehensive Plan and a rezoning.

The proposed lots will range in size from 12,502sf (0.29 acres) to 23,403 sf (0.54 acres), with an average lot size of just under 14,000sf (0.32 acres). The developer anticipates initial home and lot packages ranging from the low \$400,000s to the high \$400,000s, exceeding the assessed value of neighboring homes. Developing the vacant in-fill site with single-family residential homes complements the overall character of the area. Homes within the neighborhood will be built by the developer with covenants and restrictions restricting architectural standards and minimum home sizes.

Veridian Homes is family owned and family driven and has been helping families experience the joy, beauty and fulfillment of home ownership for over 60 years. Rooted in Wisconsin, Veridian wears their local heritage with pride and continues their commitment to building award-winning homes that are good for the land and people. Veridian started their first neighborhood in the Milwaukee area in 2015 at Silver Spring Estates in Menomonee Falls across from Hamilton High School. Mequon and Franklin are also home to Veridian neighborhoods (please visit www.veridianhomes.com for additional information). This proposed single-family residential neighborhood will help meet local demand for residential housing in and around the Village of Germantown. The site is located near I-41 providing access to desired destinations in and around the Milwaukee Metropolitan Area. The proposed neighborhood will complement the surrounding land uses.

EXISTING SURVEY
VERIDIAN HOMES
DONGES BAY ROAD • GERMANTOWN, WI

PROFESSIONAL SEAL

PRELIMINARY DATES
MAR. 06, 2018
MAR. 15, 2018
MAY 09, 2018

NOT FOR CONSTRUCTION

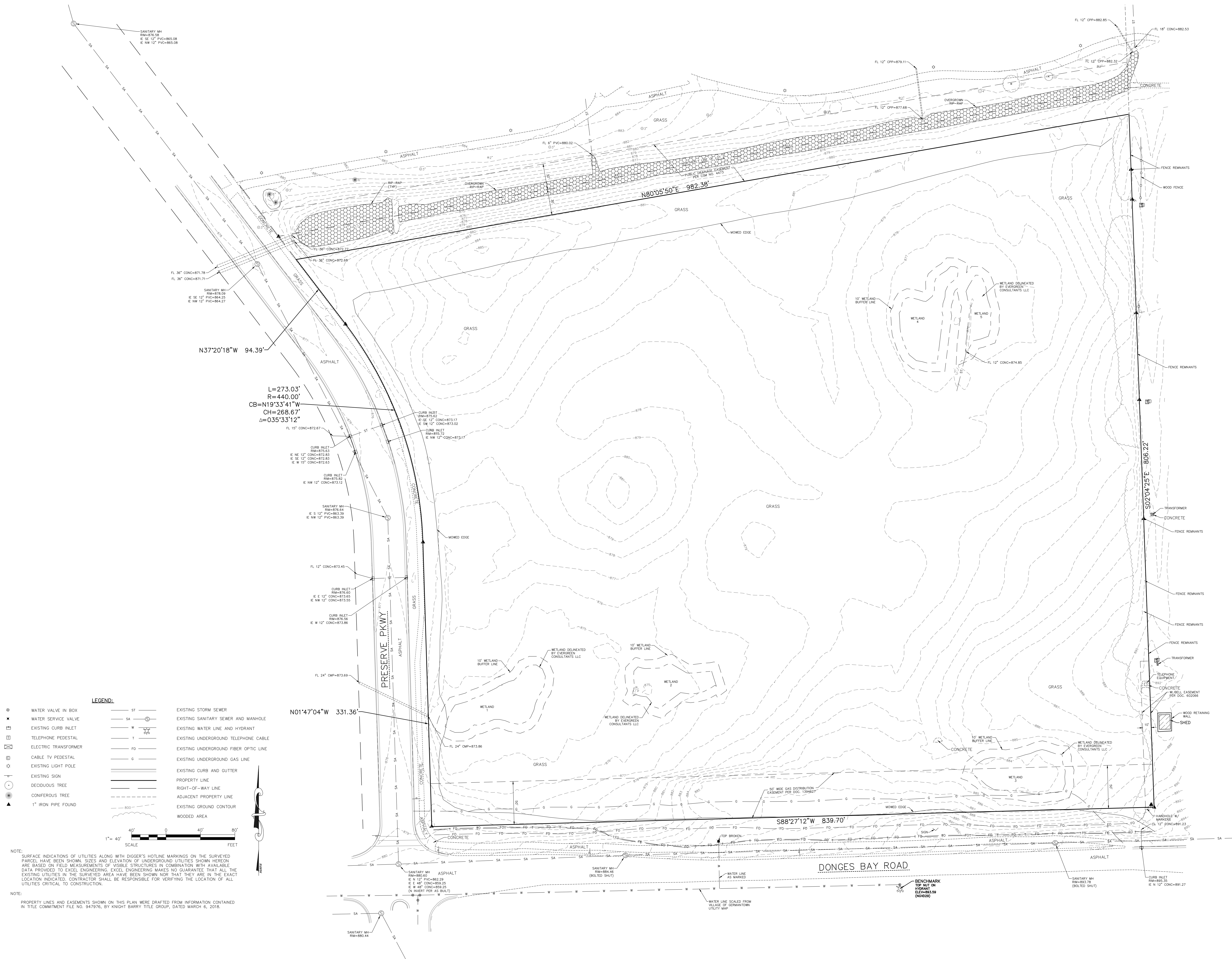
SHEET INFORMATION

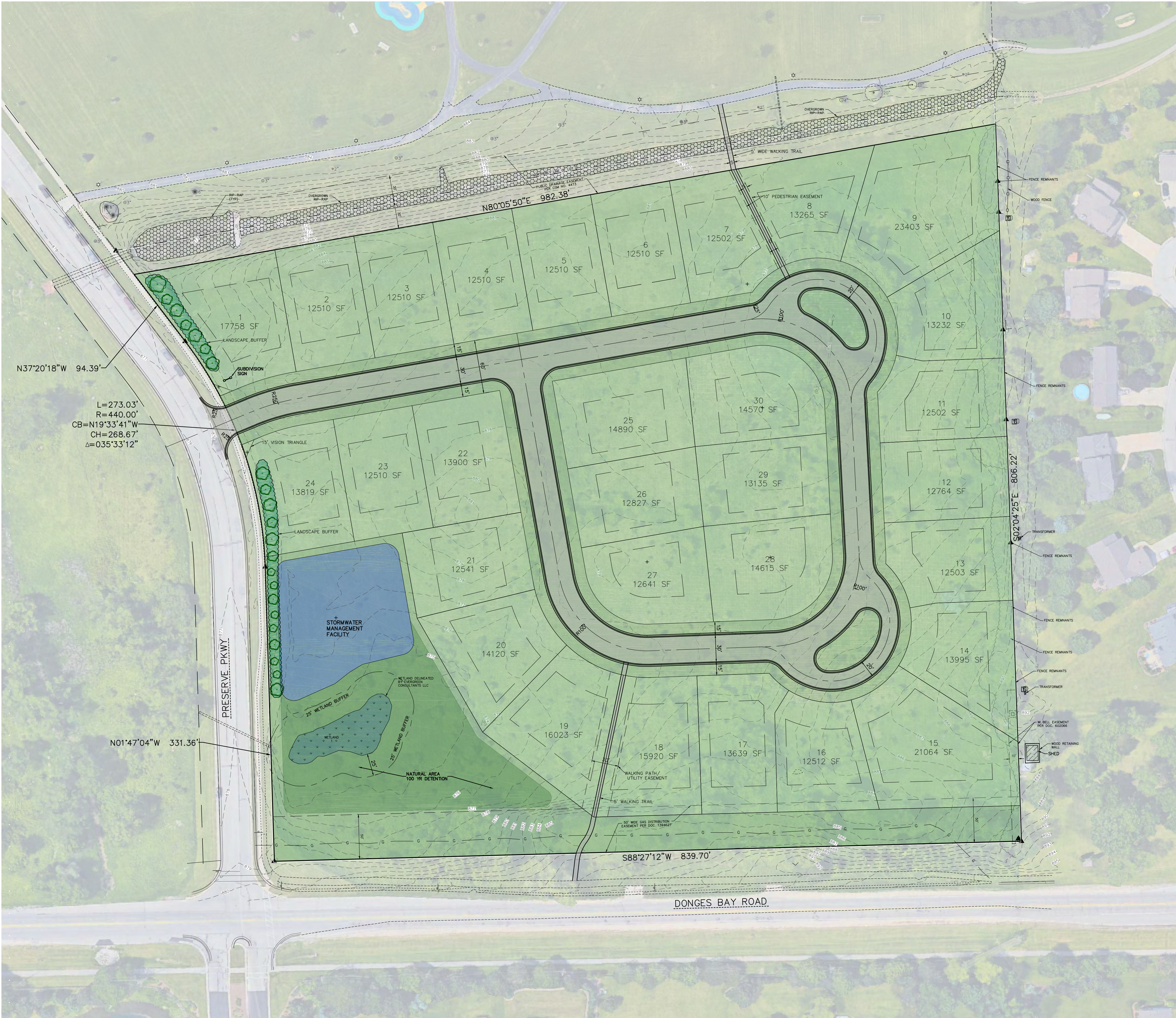
EXISTING SURVEY

SHEET NUMBER

ES

2018 © EXCEL ENGINEERING, INC.





SITE INFORMATION:

PROPERTY AREA:	AREA = 640,516 S.F. (14.7 ACRES).		
EXISTING ZONING:	A-2		
PROPOSED ZONING:	Rs-6 Single-Family District		
SETBACKS:	BUILDING:	FRONT = 30'	
		SIDE = 12'	
		REAR = 30'	
REQUIREMENTS:	FRONTAGE AT SETBACK:	90'	
	(CORNER LOTS)	(100')	
	LOT AREA:	12,500 SF	
	MAX. BUILDING HEIGHT:	35'	
	MAX. NUMBER OF STORIES:	2.5	
	MAX. PERCENT BLDG COVERAGE	25%	

EXCEL
ARCHITECTS • ENGINEERS • SURVEYORS
100 CAMELOT DRIVE
FOND DU LAC, WI 54935
PHONE: (920) 926-9800
WWW.EXCELENGINEER.COM

PROJECT INFORMATION
PROJECT NUMBER 1800820

VERIDIAN
HOMES

VERIDIAN
GERMANTOWN
GERMANTOWN, WI

PROFESSIONAL SEAL

PRELIMINARY DATES
OCTOBER 29, 2018

NOT FOR CONSTRUCTION

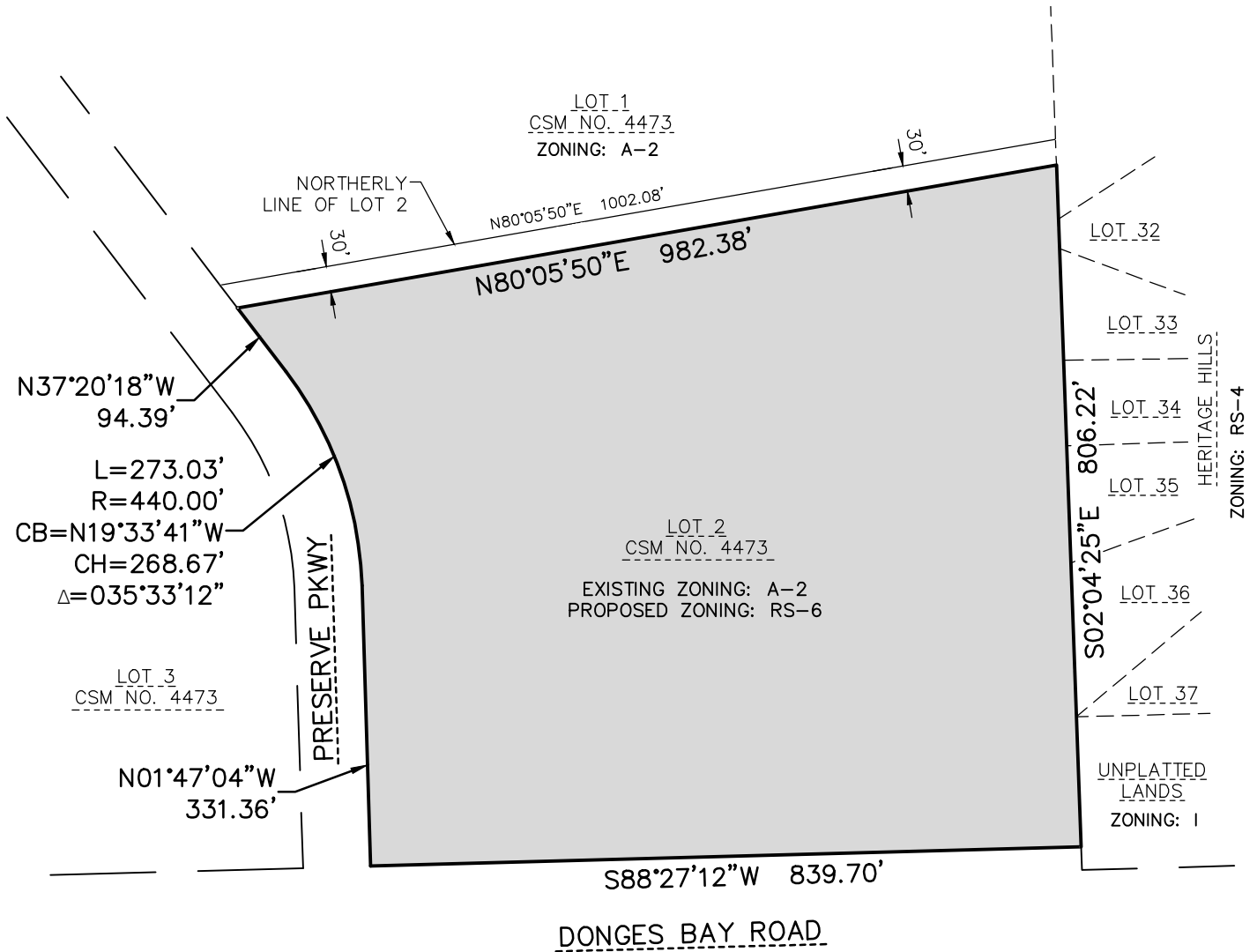
SHEET INFORMATION

SUBDIVISION PLAN

SHEET NUMBER

C

ZONING EXHIBIT



ZONING KEY

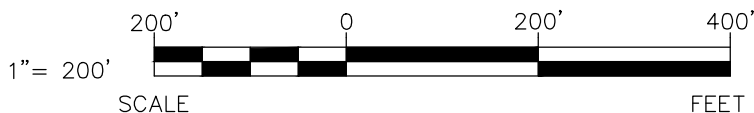
I - INSTITUTIONAL DISTRICT
A-2 - AGRICULTURAL DISTRICT
RS-4 - SINGLE-FAMILY RESIDENTIAL DISTRICT
RS-6 - SINGLE-FAMILY RESIDENTIAL DISTRICT

LEGAL DESCRIPTION:

Lot 2 of Certified Survey Map No. 4473, recorded in the Washington County Registry on April 6, 1995 in Volume 30 of Certified Survey Maps on Pages 24-27, as Document No. 688873, and being a part of the Northeast 1/4 and the Southeast 1/4 of the Southwest 1/4 of Section 26, Township 9 North, Range 20 East, in the Village of Germantown, Washington County, Wisconsin.

EXCEPTING THEREFROM the Northerly 30 feet thereof.

DATE: OCTOBER 25, 2018



EXCEL
ENGINEERING inc.
SURVEYING GROUP
PROJECT NO. 1800820

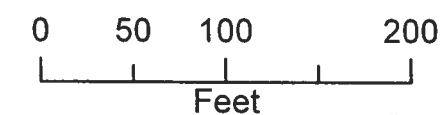
Always a Better Plan

100 CAMELOT DRIVE
FOND DU LAC, WI 54935
PHONE: (920) 926-9800
FAX: (920) 926-9801

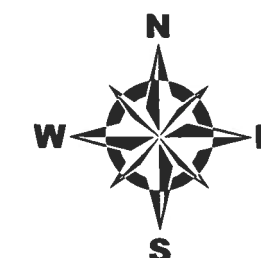
Wetland Delineation Map

Parcel ID: 263988
Village of Germantown
Washington County, Wisconsin

Project: WSH18-002-01- Donges Bay



Preliminary



Legend

- WDNR Protective Area
- Delineation Limits
- Rock Lined Ditch
- Wetland Line
- Wetland
- Wisconsin Parcels Lines 2017
- Photo Location
- Wetland Sample Point

Wetland Delineation was conducted by
Chad Fradette, EP, Chem,
WDNR Professionally Assured Wetland Delineator
with assistance from
Benjamin LaCount, PLS, Wetland Scientist,
WDNR Professionally Assured Wetland Delineator and
Shyann Nieland, Environmental Specialist



2907 Baylite Drive • Green Bay, WI 54313

Phone: 920.615.0019 • Website: www.evergreenwis.com



CERTIFIED SURVEY MAP (CSM) APPLICATION

12/10/18 Plan Commission Meeting

Glen & Deborah Wilson

Village Planner Report

Germantown, Wisconsin

Summary

Glen & Deborah Wilson, property owners of a 1.9-acre parcel located on Happy Hollow Lane are seeking approval of a 2-lot Certified Survey Map (CSM) in order to create a new residential parcel in the Happy Hollow Estates Subdivision.

Location: W218 N9780 Happy Hollow Lane

Applicant/

Property Owner: Glen & Deborah Wilson
W218 N9780 Happy Hollow Lane
Germantown, WI

Zoning District: Rs-4: Residential Single-Family

Adjacent Land Uses		Zoning
North	Residential	Rs-4
South	Residential	Rs-4
East	Residential	Rs-4
West	Residential	Rs-4

Location Map



Proposal

Glen & Deborah Wilson, property owners of a 1.9-acre parcel located on Happy Hollow Lane are seeking approval of a 2-lot Certified Survey Map (CSM) in order to create a new residential parcel in the Happy Hollow Estates Subdivision.

Staff Analysis

The proposed land division is consistent with the 2020 Land Use Plan that classifies this area as “Rural Residential” and with the minimum area and frontage requirements for the Rs-4 Zoning District.

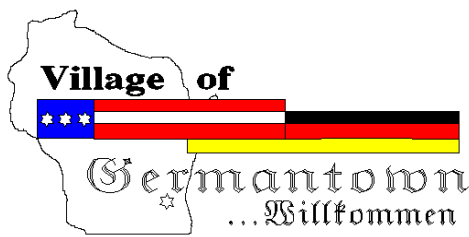
Soil evaluations that indicate proposed Lot 1 can support the installation of a private on-site wastewater treatment system (POWTS) are required prior to the Village approving the creation of a new lot. Lot 2 already contains a residential dwelling with a functioning private on-site wastewater system.

The Village Surveyor has identified a few technical corrections in a November 29, 2018 memo (copy attached) that will need to be corrected prior to Village Board action on the CSM.

VILLAGE PLANNER RECOMMENDATION

APPROVE the 2-lot Certified Survey Map (CSM) of the 1.9-acre parcel owned by Glen & Deborah Wilson located on Happy Hollow Lane subject to the following conditions:

1. All technical corrections identified by the Village Surveyor in the November 29, 2018 memo shall be made prior Village Board action on the CSM.
2. Soil evaluation results indicating that proposed Lot 1 can support a private on-site wastewater treatment system (POWTS) shall be submitted to the Village prior to Village Board action on the CSM.



Engineering Department Memorandum

To: Jeff Retzlaff Village Planner

CC:

From: Bob Beilfuss, PLS, Village Surveyor

Date: November 28, 2018

Re: Glen and Deborah Wilson CSM

Jeff,

Here are my review comments for the CSM received 10-26-2018.

Certified Survey Map

Applicant or Owner: Glen and Deborah Wilson

Land Surveyor/Firm: Don Thoma, PLS, Accurate Surveying and Engineering, LLP.

1. The Village Clerk's name needs to be changed to Deanna L. Braunschweig, WCMC/CMC on sheet 3 of 3.
2. No soil boring report provided indicating passing soils to support an onsite sewerage disposal system.

No further review comments.

Document Approval and Recording

For this CSM to be approved by the Village Board and recorded at the Washington County Register of Deeds, the document must be provided to the Village Clerk's office in a completed format including all original signatures of the owner and lending institution, original seals of the professional land surveyor on the recordable media the Wednesday prior to the scheduled Village Board meeting.

Any documents not submitted by the due date or contain outstanding technical review comments that have not be addressed, will be moved to the next scheduled Village Board meeting agenda.

Document Submittals and Data Conversion

As of October 2005, the Village of Germantown requires a digital copy of all Certified Survey Maps, Condominium Plats and Subdivision Plats in addition to the documents as required by Wisconsin Statute and Village Ordinances as part of the land division approval.

Prior to Recording the Certified Survey Map, The professional land surveyor is responsible for submitting a copy of the AutoCad drawing file (.dwg) of the document in version 2018 on compact disk (CD) or via email to the Village Surveyor.

September 6, 2018

All digital professional land surveyor seals and signatures will be purged from the digital copy prior to submittal.

The model space of the drawing will be done in Wisconsin State Plane Coordinate System, South Zone (NAD 1927 datum) and the Grid Bearing basis.

Prior to Recording the Certified Survey Map, the Village Engineering Department will verify that the boundary markers have been installed as described on the submitted map. All boundary corners are to be clearly marked in the field by the professional land surveyor of record.



Village of

Germantown
Willkommen

Fee must accompany application

☐ \$2,900 with public improvements

☒ \$1,960 without public improvements

Paid HAN Date 10-26-18

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 <u>GLEN D. AND DEBORAH L. WILSON</u> <u>W218N9780 HAPPY HOLLOW LN.</u> <u>COLGATE, WI. 53017</u> Phone <u>(262) 251-0703</u> Fax <u>()</u> E-Mail <u>wilsonglendeb14@gmail.com</u>	PROPERTY OWNER <u>SAME HS APPLICANT</u> Phone <u>()</u>
----------	---	---

2	PROPERTY ADDRESS OR GENERAL LOCATION <u>W218N9780 HAPPY HOLLOW LN.</u> <u>COLGATE, WI 53017</u>	TAX KEY NUMBER <u>GTNV 313 027</u>
----------	--	--

3	PURPOSE OF LAND SPLIT <u>SALE OF VACANT LAND (NORTH SIDE OF PROPERTY)</u>	<table border="1"><tr><td colspan="2">Will the land split require rezoning?</td></tr><tr><td colspan="2"><u>NO</u></td></tr><tr><td>From</td><td>To</td></tr></table>	Will the land split require rezoning?		<u>NO</u>		From	To
Will the land split require rezoning?								
<u>NO</u>								
From	To							

READ AND INITIAL THE FOLLOWING:

4	☒ 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.
	☒ 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.
	☒ 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.
	☒ 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	<u></u> Applicant	<u></u> Owner	<u>10/26/2018</u> Date
----------	---	--	---------------------------



Washington County Certified Survey Map

A Division of Lot Eighteen (18) in Block Two (2) of Happy Hollow Estates, a Subdivision in part of the SW 1/4 and NW 1/4 of the SW 1/4, all in Section 31, Township 9 North, Range 20 East, Village of Germantown, Washington County, Wisconsin.

Curve Data:

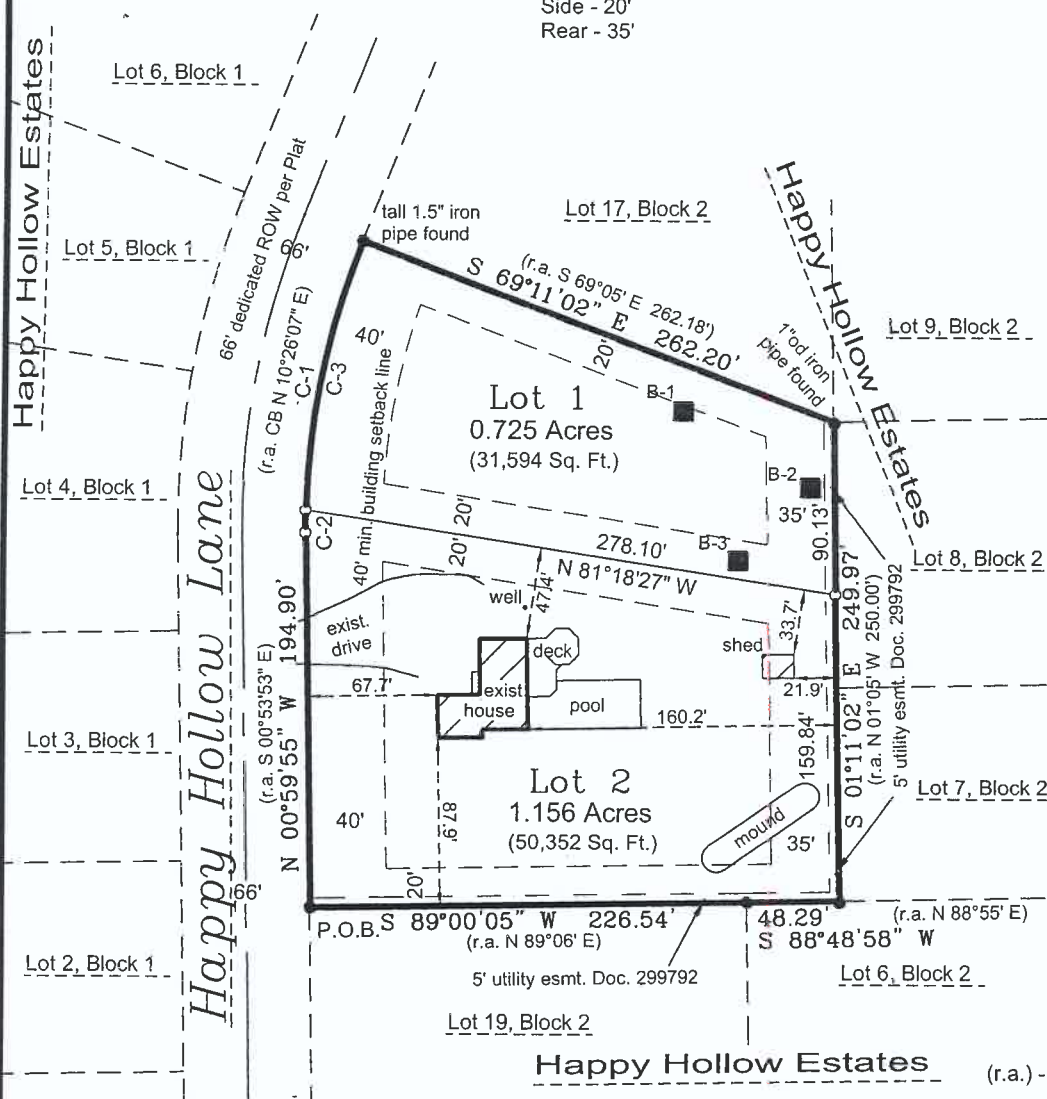
Sheet 1 of 3

CURVE	RADIUS	ARC LENGTH	DELTA ANGLE	CHORD LENGTH	CHORD BEARING	TANGENT BEARING-IN	TANGENT BEARING-OUT
C-1	396.15'	156.72'	22°40'00"	155.70'	N 10°20'05" E	N 00°59'55" W	N 21°40'05" E
C-2	396.15'	11.92'	1°43'24"	11.91'	N 00°08'13" W	N 00°59'55" W	N 00°43'29" E
C-3	396.15'	144.80'	20°56'36"	144.00'	N 11°11'47" E	N 00°43'29" E	N 21°40'05" E

Rs-4 zoning (subject to change)
Front - 40'
Side - 20'
Rear - 35'

Subdivider:
Glen & Deborah Wilson
W218 N9780 Happy Hollow Lane
Germantown, WI 53022

Surveyor:
Donald J. Thoma
Accurate Surveying & Engineering, LLP
2911 Wildlife Lane
Richfield, WI 53076



(r.a.) - means "recorded as"

(meas.) - means "measured as"

● - indicates 1.3" od iron pipe found unless noted.

○ - indicates 1.3" od x 18" iron pipe weighing 1.68 lbs./ft. set.

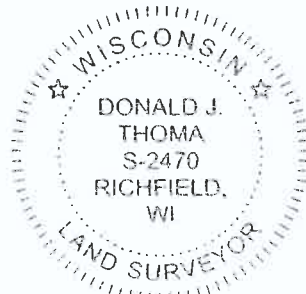
B-0 ■ - indicates soil boring location by others.

Bearings are referenced to the Wisconsin State Plane Coordinate Grid System, South Zone. The south line of the SW 1/4 of Sec. 31-9-20 has a grid bearing of S 89°51'21" E.

0 50 100 200

Scale in feet
1" = 100'

Southwest corner
Sec. 31-9-20
conc.mon./brass cap found
N:439,934.16
E:2,484,742.62
(State Plane Coordinates
South Zone)
584.69'



2026.47'
S 89°51'21" E 2611.16' south line of the SW 1/4

South quarter corner
Sec. 31-9-20
conc.mon./brass cap found

Donald J. Thoma, S-2470
Dated this 26th day of August, 2018.

This instrument was drafted by Donald J. Thoma, S-2470

Washington County Certified Survey Map

Sheet 2 of 3

A Division of Lot Eighteen (18) in Block Two (2) of Happy Hollow Estates, a Subdivision in part of the SW 1/4 and NW 1/4 of the SW 1/4, all in Section 31, Township 9 North, Range 20 East, Village of Germantown, Washington County, Wisconsin.

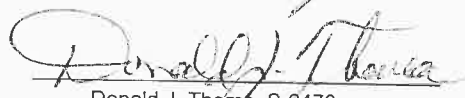
Surveyor's Certificate:

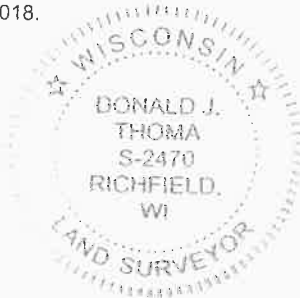
I, Donald J. Thoma, Professional Land Surveyor, hereby certify that by the direction of Glen & Deborah Wilson, I have surveyed, divided, and mapped the land shown and described hereon, A Division of Lot Eighteen (18) in Block Two (2) of Happy Hollow Estates, a Subdivision in part of the SW 1/4 and NW 1/4 of the SW 1/4, all in Section 31, Township 9 North, Range 20 East, Village of Germantown, Washington County, Wisconsin, which is bounded and described as follows:

Commencing at the Southwest corner of said Section 31; thence S 89°51'21" E, along the south line of said SW 1/4, 584.69 feet; thence N 00°59'55" W, 900.30 feet, to a 1.3 inch od iron pipe found marking the southwest corner of said Lot 18, being the point of beginning of lands herein described; thence continuing N 00°59'55" W, along the westerly right-of-way line of Happy Hollow Lane, 194.90 feet; thence northeasterly continuing along said easterly right-of-way line, and along the arc of a curve to the right 156.72 feet, radius 396.15 feet, delta 22°40'00", chord N 10°20'05" E 155.70 feet, to the northwesterly corner of said Lot 18; thence S 69°11'02" E, along the northerly line of said Lot 18, 262.20 feet, to the northeast corner of said Lot 18; thence S 01°11'02" E, along the east line of said Lot 18, 249.97 feet, to the southeast corner of said Lot 18; thence S 88°48'58" W, along the south line of said Lot 18, 48.29 feet; thence S 89°00'05" W, continuing along said south line of Lot 18, 226.54 feet, to the point of beginning. Containing 1.881 acres (81,946 square feet) more or less.

I further certify that I have fully complied with the provisions of sec. 236.34 of Wisconsin Statutes and the Village of Germantown Ordinance in surveying, dividing, and mapping said lands, and that this map is a correct representation of the exterior boundaries of the land surveyed and the division of said lands.

Dated this 20th day of August, 2018.


Donald J. Thoma, S-2470



Owner's Certificate:

As owners of Lot 1 and 2, we hereby certify that we caused the land shown and described herein to be surveyed, divided, and mapped as represented on this Certified Survey Map. We also certify that this Certified Survey Map is required to be submitted to the following for approval:

Village of Germantown Plan Commission

Village of Germantown Village Board

Glen Wilson - Owner

Deborah Wilson - Owner

STATE OF WISCONSIN)
WASHINGTON COUNTY)s.s

Personally came before me this ____ day of _____, 20____, the above named owners are to me known to be the same persons who executed the foregoing instrument and acknowledge the same.

(Notary Seal) _____, Notary Public, _____, Wisconsin.

My commission expires _____

Washington County Certified Survey Map

Sheet 3 of 3

A Division of Lot Eighteen (18) in Block Two (2) of Happy Hollow Estates, a Subdivision in part of the SW 1/4 and NW 1/4 of the SW 1/4, all in Section 31, Township 9 North, Range 20 East, Village of Germantown, Washington County, Wisconsin.

Village of Germantown Plan Commission Approval:

This Certified Survey Map is hereby approved by the Planning Commission of the Village of Germantown on this ____ day of _____, 20__.

Dean Wolter - Chairperson

Laura A. Johnson - Secretary

Village of Germantown, Village Board Approval:

This Certified Survey Map, being all of Lot Eighteen (18) in Block Two (2) of Happy Hollow Estates, a Subdivision in part of the SW 1/4 and NW 1/4 of the SW 1/4, all in Section 31, 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 accepted by the Village Board of Trustees of the Village of Germantown on

this ____ day of _____, 20__.

Dean Wolter - Village President

Deanna Boldrey - Village Clerk

Consent of Corporate Mortgage:

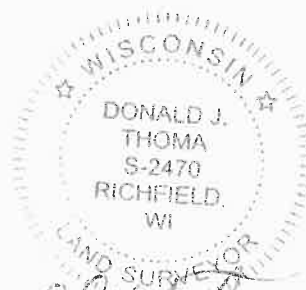
_____, a corporation duly organized and existing under and by virtue of the laws of the State of Wisconsin, mortgagee of the above described land, does hereby consent to the surveying, dividing, mapping and dedicating of the land described on this Certified Survey Map, and does hereby consent to the above certificate of Glen Wilson and Deborah Wilson, owners.

IN WITNESS WHEREOF, the said _____ has caused these presents to be signed by _____, its President, and countersigned by _____, its Secretary(cashier), at _____, Wisconsin, and its corporate seal to be hereunto affixed this ____ day of _____, 20__.

In the presence of:

Corporate Name _____ (Corporate Seal)

President / Secretary or Cashier Date



Donald J. Thoma S-2470

Dated this ____ day of August, 2018.



SEPTIC & MOUND SYSTEMS

PO Box 121, Colgate WI 53017
Phone: 262-251-2070 or 262-628-4550
Fax: 262-628-7286
www.lietzaui.biz

RECEIVED

JUN 13 2005

RE: GLEN WILSON
W218 N9780 HAPPY HOLLOW LANE I
GERMANTOWN, WIS. 53051

NW, SW, SEC. 31 T. 9 N R. 20 E
VILLAGE OF GERMANTOWN
WASHINGTON COUNTY

INTERPRETIVE SOIL DETERMINATION
AS PER COMM. 85.60 (2)

ON MAY 25, 2005 a field investigation of soil conditions at the parcel listed above was performed and a morphological soil report completed. (See attached)

The tested area is now a large lawn area with a few large mature trees on the edge of the lot lines. The slope is less than 1% in any direction in the proposed system location. As noted in the soil report, the upper 0-16 inches has many coarse to fine roots, along with many worm and ant channels.

The proposed site lays out on a 1% slope with sod cover at this time. The upper 0-19 inches of soil has been determined to be fill, which has been transported over the entire tested area approx. 32 years ago. It is this filling which I believed to be the cause for the soil conditions which we observe today. Noticeably the massive SiL in horizon #4 in B1, of the reported borings. The SiL and SiCL was first exposed during the stripping process of the original topsoil, then to the compressive forces of the filling. The F2D to M2D 7.5 YR 5/8 MOTTS in horizon #4 are due to the massive structure and the reduced permeability due to this compaction.

Due to the absent of any Redox color in the first 0-16 inches as noted in the soil report this site is believed to be suitable for an A + 4 type system. Horizon #1 in all of the borings with its moderate structure and its 10YR 3/2 color (which indicates a well drained, and oxygenated condition.) will provide optimal treatment and dispersal due to the abundant micro-pore and macro-pore capacity. Horizon 1 as noted in all of borings has developed well which again indicates this site is well suited for on-site disposal

Using a Soil application rate of .2 GPFT. Per day for SiL the SiCL with a weak structure is protected from overload because the .2 loading rate is at or below application rates listed in table 83.44.2 for this soil type and structure.

RECOMMENDATIONS

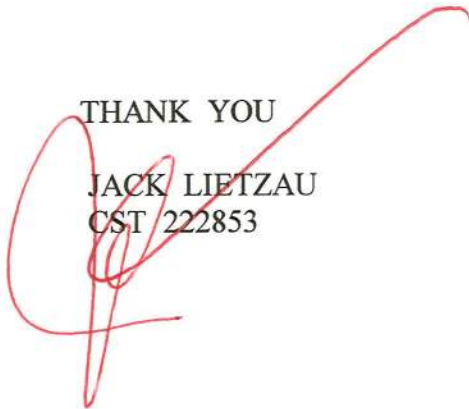
A Linear loading rate of 4.5 Gal. Per ft with a basal loading rate of .2 gal per square foot per day. With EFF#1 this loading would likely preclude the possibility of any toe leakage. The loading rates used are for 16-20 inches below the current grade ,But due to the lack of slope the effluent may pond under the system if a design using the 0-16 soil application rates are used . The recommended limiting factor to be set at 16 inches below current grade

Some type of ATU is highly recommended for this site due to the slow loading rate of the massive type soils below 16 inches

. A petition of Admin. Code COMM.83.33(3)(b) will be required, Also This site will require a Individual site design.

THANK YOU

JACK LIETZAU
CST 222853





Safety and Buildings
2331 SAN LUIS PL STE 150
GREEN BAY WI 54304
TDD #: (608) 264-8777
www.commerce.wi.gov/sb/
www.wisconsin.gov

Jim Doyle, Governor
Mary P. Burke, Secretary

September 15, 2005

CUST ID No. 222853

ATTN: POWTS Inspector

JACK R LIETZAU
LIETZAU INC
PO BOX 121
COLGATE WI 53017

PLANNING AND PARKS DEPARTMENT
WASHINGTON COUNTY SPIA
333 E WASHINGTON ST STE 2300
WEST BEND WI 53095-2585

CONDITIONAL APPROVAL
PLAN APPROVAL EXPIRES: 09/15/2007

SITE:

Glen Wilson
W218 N9780 Happy Hollow Lane
Village of Germantown, 53022
Washington County
NW1/4, SW1/4, S3, T9N, R20E
Lot: 18, Block: 2, Subdivision: Happy Hollow

FOR:

Object Type: Soil Saturation Determination Regulated Object ID No.: 1023527

Identification Numbers
Transaction ID No. 1145000
Site ID No. 700111
Please refer to both identification numbers, above, in all correspondence with the agency.

RECEIVED
DEC 05 2010
WASHINGTON COUNTY
PLANNING AND PARKS DEPT.

The submittal described above has been reviewed for conformance with applicable Wisconsin Administrative Codes and Wisconsin Statutes. The submittal has been **CONDITIONALLY APPROVED**. The owner, as defined in chapter 101.01(10), Wisconsin Statutes, is responsible for compliance with all code requirements.

The following conditions shall be met during construction or installation and prior to occupancy or use:

Approval is hereby granted to use a depth to zone of saturation of **16 inches**, as determined by the Certified Soil Tester in the June, 2005 Interpretive Report by Jack Lietzau, CST, for designing soil absorption components. The CST's report was submitted in accordance with section COMM 85.60(2), Wis. Adm. Code. All soil absorption components shall be in accordance with chapter COMM 83, Wis. Adm. Code.

Hydrologic conditions at this site require a linear loading rate not to exceed 6.0 gal./lin.ft./day and a basal loading rate not to exceed 0.3 gal./sq.ft./day.

The permeability of the suitable soil in the tested area is very susceptible to compaction, therefore, the proposed system area must be protected from compaction prior to system installation.

This approval is limited to the tested area described by the 05/25/2005 Soil Evaluation Report by Jack Lietzau, CST. as part of this referenced Interpretive Report. This Interpretation of soil morphology may not be applied to any other portion of the subject parcel, or to other parcels

A Petition for Variance and an Individual Site Design will be necessary for this system.

A copy of the approved plans, specifications and this letter shall be on-site during construction and open to inspection by authorized representatives of the Department, which may include local inspectors. If plan index sheets were submitted in lieu of additional full plansets, a copy of this approval letter and index sheet shall be attached to plans that correspond with the copy on file with the Department. All permits required by the state or the local municipality shall be obtained prior to commencement of construction/installation/operation.

In granting this approval the Division of Safety & Buildings reserves the right to require changes or additions should conditions arise making them necessary for code compliance. As per state stats 101.12(2), nothing in this review shall relieve the designer of the responsibility for designing a safe building, structure, or component.

Inquiries concerning this correspondence may be made to me at the telephone number listed below, or at the address on this letterhead.

Sincerely,



Karl J Schultz
Wastewater Specialist , Integrated Services
(920)428-9719 ,
kschultz@commerce.state.wi.us

Fee Required \$	100.00
Fee Received \$	100.00
Balance Due \$	0.00

WiSMART code: 7633

cc: Karl J Schultz, Wastewater Specialist, (920) 428-9719
Lietzau Inc

SOIL EVALUATION REPORT

Page 1 of 1

in accordance with Comm 85, Wis. Adm. Code

Attach complete site plan on paper not less than 8 1/2 x 11 inches in size. Plan must include, but not limited to: vertical and horizontal reference point (BM), direction and percent slope, scale or dimensions, north arrow, and location and distance to nearest road.

Please print all information.

Personal information you provide may be used for secondary purposes (Privacy Law, s. 15.04 (1) (m)).

County	WASHINGTON
Parcel I.D.	
Reviewed by	Date

Property Owner GLEN WILSON	Property Location Govt. Lot NW 1/4 S31 T 9 N R 20 E (or) W
Property Owner's Mailing Address W218 N 9780 HAPPY Hollow	Lot # 18 Block # 2 Subd. Name or CSM# HAPPY Hollow
City State Zip Code Phone Number GERMANTOWN WI 5305	City Village Town Nearest Road GERMANTOWN HAPPY Hollow

☒ New Construction Use: ☒ Residential / Number of bedrooms 3-4 Code derived design flow rate 450-1600 GPD
☐ Replacement ☐ Public or commercial - Describe:
 Parent material: GLACIAL Till Flood Plain elevation if applicable N/A

General comments and recommendations: ROCKS OBSERVED BY CO REP
SOIL CONDITIONS CONFIRMED

RECEIVED

JUN 13 2005

SAFETY & BLDGS. DIV.

1 Boring # ☒ Boring ☐ Pit Ground surface elev. 98.15 ft. Depth to limiting factor Fill in. at this time

Horizon	Depth in.	Dominant Color Munsell	Redox Description Cu. Sz. Cont. Color	Texture	Structure Gr. Sz. Sh.	Consistence	Boundary	Roots	Soil Application Rate GPD/h ²	
									*Eff#1	*Eff#2
1	0-8	10YR 3/2	Fill	Sil	2FGL	MFL	AS	2M	6	8
2	8-14	10YR 3/3	Fill CL	Sil	2FSBK	MFL	CL	1F	4	6
3	14-19	10YR 3/3	Fill	Sil	2FSBK	MFL	CL	10F	4	6
4	19-26	10YR 2/2	M2D75YR 5/8	Sil	MASS	MFL	CL	115F	0	2
5	26-29	10YR 4/3	M3P10YR 8/3	CL	MASS	MFL	—	—	0	0

2 Boring # ☒ Boring ☐ Pit Ground surface elev. 98.05 ft. Depth to limiting factor 21 in.

Horizon	Depth in.	Dominant Color Munsell	Redox Description Cu. Sz. Cont. Color	Texture	Structure Gr. Sz. Sh.	Consistence	Boundary	Roots	Soil Application Rate GPD/h ²	
									*Eff#1	*Eff#2
1	0-13	10YR 3/2	—	Sil	2FGL	MFL	AS	2F	6	8
2	13-21	10YR 4/3	—	CL	2FABK	MFL	CL	21F	4	6
3	21-29	10YR 4/3	M2D75YR 5/8	Sil	6FSBK	MFL	CL	10F	2	3
4	29-42	10YR 4/4	M2D10YR 8/3	Sil	MASS	MFL	—	—	0	0

NO Fill NOTED

3 Boring # ☒ Boring ☐ Pit Ground surface elev. 98.15 ft. Depth to limiting factor Fill in. at this time

Horizon	Depth in.	Dominant Color Munsell	Redox Description Cu. Sz. Cont. Color	Texture	Structure Gr. Sz. Sh.	Consistence	Boundary	Roots	Soil Application Rate GPD/h ²	
									*Eff#1	*Eff#2
1	0-9	10YR 3/2	Fill	Sil	2FGL	MFL	AS	2F	6	8
2	9-16	10YR 3/2	Fill	Sil/CL	2FSBK	MFL	CL	1F	4	6
3	16-20	10YR 2/2	F1F75YR 5/8	Sil	1FSBK	MFL	CL	10F	4	6
4	20-26	10YR 4/3	M2D75YR 5/8	CL	1FABK	MFL	CL	—	2	3
5	26-40	10YR 4/3	M3P10YR 8/3	Sil	MASS	MFL	—	—	0	0

* Effluent #1 = BOD, > 30 ≤ 220 mg/L and TSS > 30 ≤ 150 mg/L

* Effluent #2 = BOD, ≤ 30 mg/L and TSS ≤ 30 mg/L

CST Name (Please Print) JACK HETZEL	Signature <i>[Signature]</i>	Date 11-29-18	CST Number 222853
Address PO Box 121 COLGATE WISE	Date Evaluation Conducted	Telephone Number 262-251-2070	



2554 N. 100TH STREET
P.O. BOX 26596
WAUWATOSA, WISCONSIN 53226
(414) 257-2212

PLAT OF SURVEY

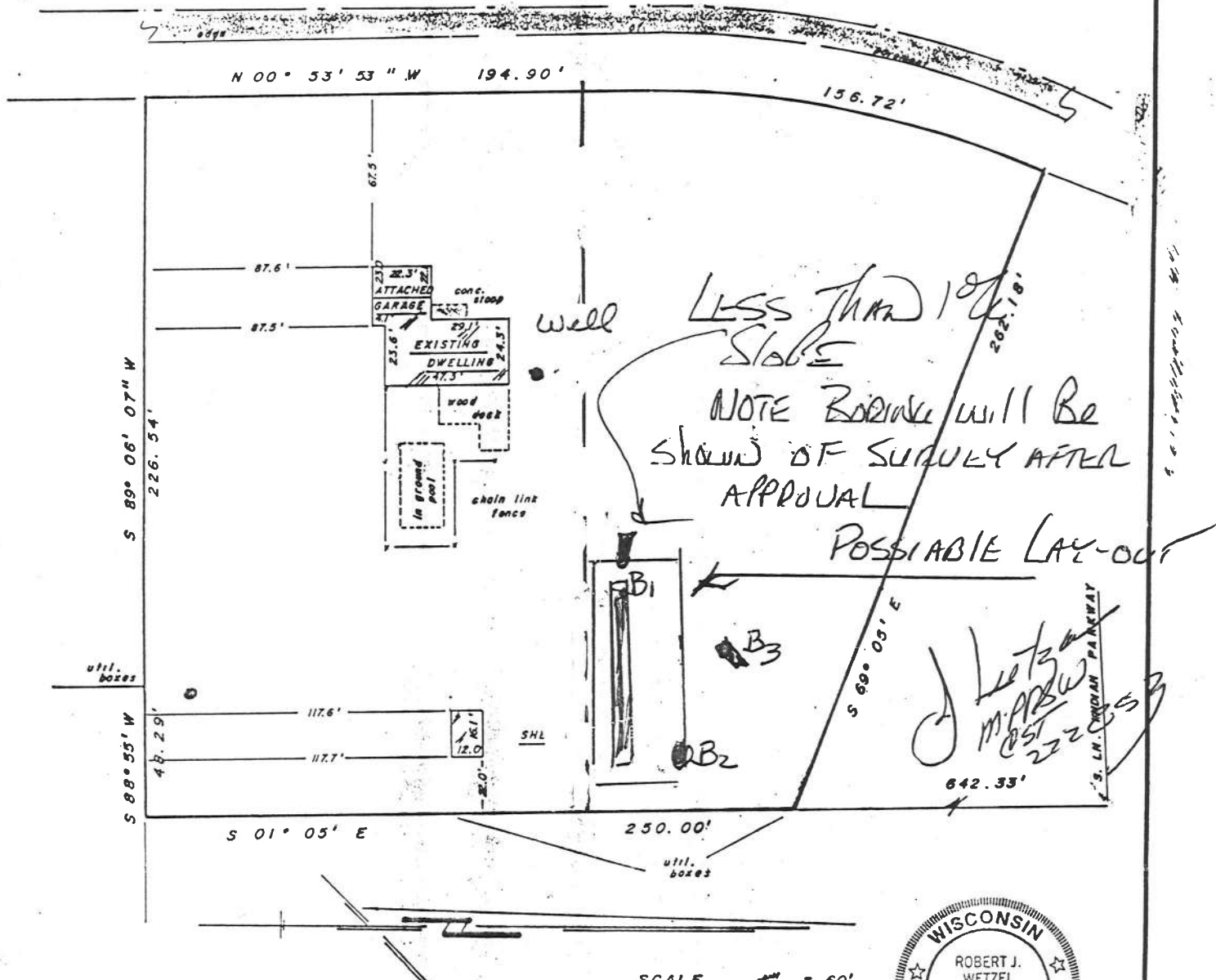
LOT 18, BLOCK 2, HAPPY HOLLOW ESTATES, a Subdivision of part of the Southwest 1/4 and Northwest 1/4 of the Southwest 1/4 of Section 31, Town 9 North, Range 20 East, in the Village of Germantown, Washington County, Wisconsin.

Survey location: W218 N9780 Happy Hollow Lane
Buyer: Glen & Deborah Wilson

CURVE		DATA	
R	- 396.15'	I	- 22° 40'
CHD	- 155.70'	CHD B'ANG	- N 10° 26' 07" E

66' WIDE

HAPPY HOLLOW LN.



Surveyed for: THE FINANCIAL CENTER, INC.

"I hereby certify that I have surveyed the above described property and that the above map is a true representation thereof and shows the size and location of the property, its exterior boundaries, the location of all visible structures and dimensions of all principal buildings thereon, boundary fences, apparent easements, roadways and encroachments, if any.

"This survey is made for the use of the present owners of the property, and also those who purchase, mortgage, or guarantee the title thereto within one year from date hereof."

MONUMENTATION BY WRITTEN AGREEMENT WITH THE ABOVE NAMED CLIENT HAS BEEN WAIVED IN ACCORDANCE WITH A-E 5.01 (1) (b) OF THE WISCONSIN ADMINISTRATIVE CODE.



NOTE: THIS IS NOT AN ORIGINAL SURVEY UNLESS THIS SEAL IS RED.

SCALE 1" = 60'

Robert J. Wetzel
WISCONSIN REGISTERED LAND SURVEYOR

1/7/87
DATE

ted bjk
FIELD WORK BY

dmw:wp
DRAWN BY

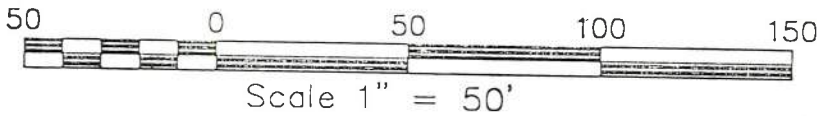
18994
JOB NUMBER

Stock No. 26273

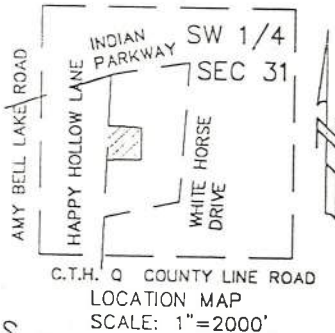
CERTIFIED SURVEY MAP

SHEET 1 OF 3

ALL OF LOT 18 HAPPY HOLLOW ESTATES BEING A SUBDIVISION OF PART OF THE SOUTHWEST 1/4 AND NORTHWEST 1/4 OF THE SOUTHWEST 1/4 OF SECTION 31, TOWNSHIP 9 NORTH, RANGE 20 EAST, IN THE VILLAGE OF GERMANTOWN, WASHINGTON COUNTY, STATE OF WISCONSIN.

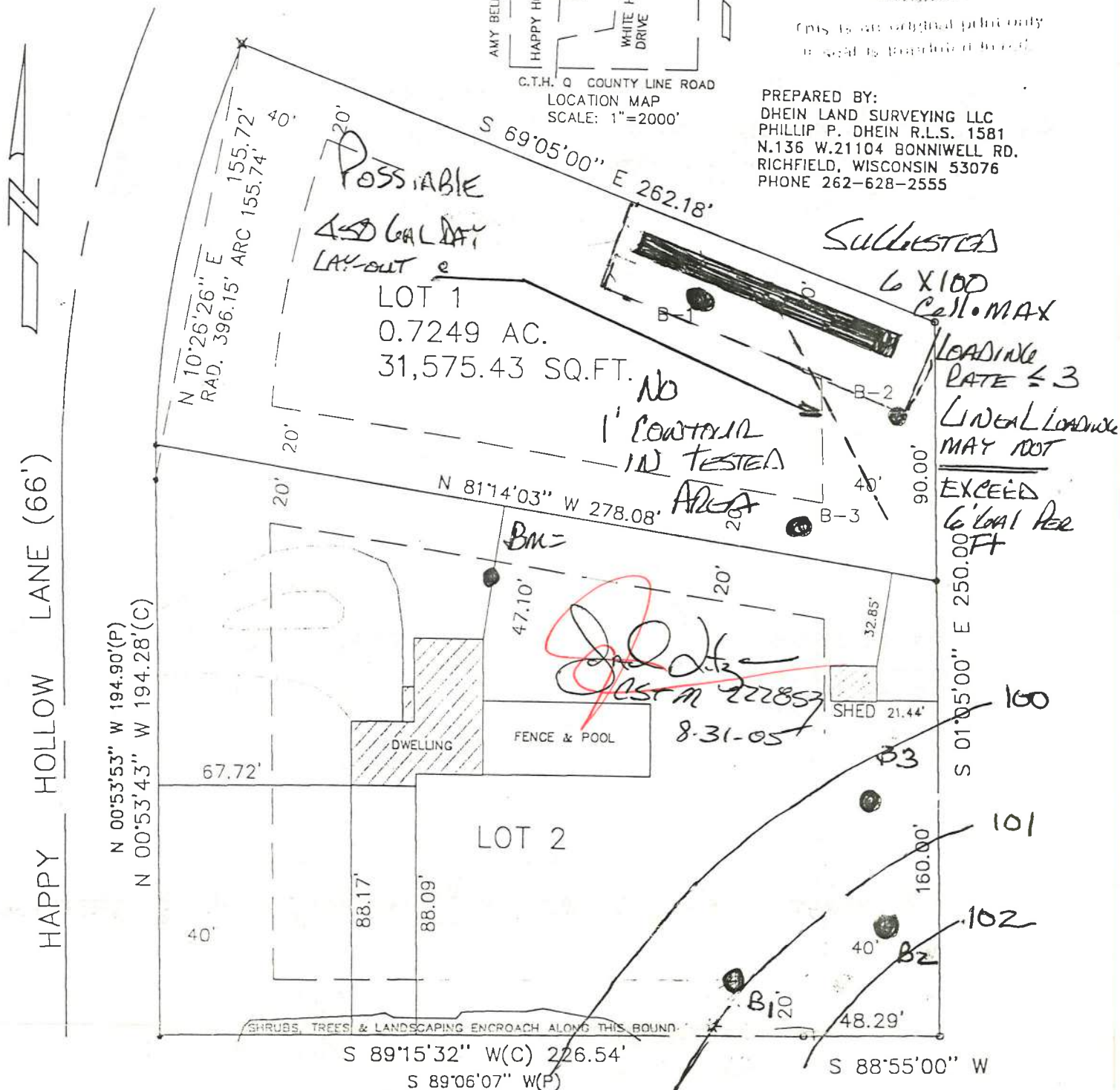


C. NO.	CHRD. BRG.	CHRD.	ARC	RAD.	DELTA
O/A	N.10°26'07"E	155.70'	155.72'	396.15'	D=22°40'00" PLAT
O/A	N.10°26'26"E	155.72'	155.74'	396.15'	D=22°40'38" COMPUTED
LOT 1	N.11°18'14"E	144.00'	144.80'	396.15'	D=20°56'36"
LOT 2	N.00°01'52"W	11.94'	11.94'	396.15'	D=00°52'01"



This is an original print only
it shall be protected from loss

PREPARED BY:
DHEIN LAND SURVEYING LLC
PHILLIP P. DHEIN R.L.S. 1581
N.136 W.21104 BONNIWELL RD.
RICHFIELD, WISCONSIN 53076
PHONE 262-628-2555



LEGEND!

- DENOTES FOUND 1" IRON PIPE
 - ✕ DENOTES FOUND 2" IRON PIPE
 - DENOTES SET 1"x24" IRON PIPE WEIGHT 1.13 LBS. PER LINEAL FOOT
- BEARING BASIS NORTH LINE LOT 18 HAPPY HOLLOW ESTATES
(P) = PLATTED (C) = COMPUTED

THIS INSTRUMENT DRAFTED BY PHILLIP P. DHEIN

PREPARE FOR:
GLEN D. WILSON AND
DEBORAH L. WILSON
W128 N9780 HAPPY HOLLOW LN.
COLGATE, WISCONSIN 53017

CSM 2005056

BUSINESS OF THE VILLAGE BOARD GERMANTOWN, WI

MEETING DATE: December 17, 2018

AGENDA ITEM: New Business **[RESOLUTION]**

ITEM TITLE: Chris Greene, agent for 5G Investments LLC, Property Owner, is seeking approval of Amendments to the Copperwood East-La Chimenea Planned Development District (PDD) to Rename the PDD and allow General Office Uses

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

SUMMARY EXPLANATION:

Chris Greene, agent for 5G Investments LLC, property owner, is seeking approval of amendments to the PDD conditions & restrictions resolution to: (1) rename the PDD from “Copperwood East-La Chimenea PDD” to “Copperwood East-CGI Office PDD”; and (2) To revise language that allow the existing 5,500 sqft building formerly occupied by the La Chimenea restaurant to be used for general office purposes.

Pursuant to the Planned Development District regulations, Staff and the Plan Commission determination is that the proposed PDD amendments are “minor” changes that do NOT require a public hearing prior to the Village Board’s consideration and action on the proposed amendments.

ATTACHMENTS:

- ◆ 12/10/18 Staff Report
- ◆ 12/10/18 Plan Commission Meeting Minutes
- ◆ Draft Resolution Adopting REVISED Conditions & Restrictions (amending Resolution No. 27-04)

PLAN COMMISSION RECOMMENDATIONS:

APPROVE the proposed text amendments to the Copperwood East-La Chimenea PDD Resolution No. R27-04 to reflect the proposed name change and change in allowable use of the 5,500 sqft building for general office uses.

NOTE: The Plan Commission recommendation (above) and proposed text amendments are reflected in the draft resolution.

5G Investments, LLC – N112 W15297 Mequon Road. The property owner is seeking an amendment to the Copperwood East-LaChimenea Planned Development District (PDD) to allow general office use of the 5,500 sqft building . Planner Retzlaff summarized the proposal.

MOTION Baum second Laszewski to Approve the proposed text amendments to the Copperwood East-LaChimenea PDD Resolution No. R27-04 to reflect the proposed name change and change in the allowable use of the 5,500 sqft building for general office uses.

Chairman Wolter asked if there were plans to develop the property to the west. Planner Retzlaff said the concept plan shows that area, where the 2 old homes were recently removed, as a future development area and that anything proposed for that area would need to come back through the planned development district amendment process for approval. Chris Greene, property owner, said because LaChimenea has closed, he will use the building as his office and potentially add something to the west property, but he wasn't sure what.

MOTION carried unanimously.

Historic Preservation Commission for Our Saviour's United Church of Christ – W172 N12533 Division Road. The congregation is seeking approval of the Village's Historic Designation for the church. Planner Retzlaff summarized the proposal.

MOTION Nilles second Baum to Approve the requested Historic Designation for Our Saviour's United Church of Christ located at W172 N12533 Division Road.

MOTION carried unanimously.

Review consultant qualification statements and consultant interviews for the 2050 Comprehensive Plan update.

Three consultant firms, Vierbicher, Vandewalle & Associates and Graef gave presentations to the Commission for their consideration.

MOTION Baum second Nilles to go into closed session for consideration and recommendation for consultant services for the Germantown 2050 Comprehensive Plan project.

MOTION carried unanimously.

Planning Assistant Johnson was excused at 9:50 p.m.

ADJOURNMENT:

Respectfully submitted,

Lori Johnson
Planning Assistant

RESOLUTION No. 93-2018

AMENDING RESOLUTION NO. R27-04 CONTAINING THE CONDITIONS AND RESTRICTIONS FOR THE COPPERWOOD EAST-LA CHIMENEA PLANNED DEVELOPMENT DISTRICT (PDD)

WHEREAS, Chris Greene, agent for 5G Investments LLC (hereinafter “Developer”) was granted a Planned Development District (PDD) overlay on the subject parcels located in a B-3: General Business Zoning District on Mequon Road in the Village of Germantown more particularly described on Exhibit A attached hereto (the “Property”) which was originally granted by the Village Board on February 3, 2003, with amendments approved on August 16, 2004, February 18, 2008, and February 4, 2013; and

WHEREAS, Section 17.27(4) of the Village of Germantown Municipal Code allows for the adoption of conditions and restrictions for Planned Development Districts; and

WHEREAS, on December 10, 2018 the Germantown Plan Commission reviewed a proposal by the Developer to rename the Copperwood East-La Chimenea PDD and make other changes to various conditions in recognition that the La Chimenea restaurant has ceased operation and the owner wants to change the allowable use of the building from restaurant to general office;

NOW, THEREFORE, BE IT RESOLVED, that the Village Board of the Village of Germantown hereby approves and adopts the text amendment set forth below to Resolution No. R27-04 as follows:

SECTION 1. All references to the name “Copperwood East-La Chimenea PDD” shall be changed to “Copperwood East-CGI Office PDD”.

SECTION 2. Condition 11 is amended as follows where words underlined are to be added and words ~~stricken~~ are to be deleted:

Building Regulations. The Planned Development District for Copperwood East / La Chimenea will permit the placement and occupancy of two (2) principle buildings. The buildings will include an existing 9,900 SF office building (Copperwood East), and a 5,000 SF building to be used for general office uses ~~restaurant with a 1,100 SF outdoor patio area (a.k.a. La Chimenea).~~ The Plan Commission shall approve Site and Architectural plans for any future additions. Approval of Site and Architectural plans for an 11,000 sqft office building granted by the Village in 2008 has expired. Future development plans ~~to construct an additional building~~ within the PDD area shall be reviewed and approved by the Plan Commission subject the approval of an appropriate amendment to these PDD conditions and restrictions required as a prerequisite to any future development.

Resolution No. R__ - 18
Amendment to the Copperwood East-La Chimenea PDD

Page 2 of 2

Introduced by Trustee: _____

Adopted: December 17, 2018

Vote: Ayes: _____
 Nays: _____

Dean Wolter, Village President

ATTEST:

Deanna B. Braunschweig, WCMC/CMC Village Clerk

This instrument drafted by:
Jeffrey W. Retzlaff, AICP
Community Development Director, Village of Germantown

PLANNED DEVELOPMENT DISTRICT (PDD) AMENDMENT

12/10/18 Plan Commission Meeting

5G Investments LLC / Copperwood East-La Chimenea PDD

Village Planner Report

Germantown, Wisconsin

Summary

Chris Greene, agent for 5G Investments LLC, property owner, is seeking approval of a Planned Development District (PDD) Amendment to rename the PDD and amend certain conditions affecting land use within the PDD as a result of the La Chimenea restaurant ceasing operation.

Property Location: N112 W15251 Mequon Road

**Property Owner/
Applicant:** Chris Greene
5G Investments LLC
N112 W15237 Mequon Road
Germantown, WI

Current Zoning:

B-3/PDD: General Business District w/ Planned Development District overlay (the Copperwood East- La Chimenea PDD)

Adjacent Land Uses		Zoning
North	Commercial & Residential	B-3/Rm-3
South	Agricultural (wetlands)	A-2
East	Commercial & Residential	B-3/Rs-4
West	Commercial & Residential	B-3/Rs-3



Background/Proposal

The Copperwood East Planned Development District (PDD) was created in 2003 to allow for the development of what is now the existing 9,900 SF Copperwood East office building in addition to the 5,500 sqft La Chimenea restaurant building that already existed on the property. In 2004, an amendment to the Copperwood East PDD was approved by the Village in order to add approximately 1.26 acres of land from the west and re-develop the existing structure that is now the La Chimenea restaurant along with additional parking and storm water management facilities. In 2008, an amendment to the Copperwood East PDD was approved by the Village in order to add a .37-acre single-family residential parcel located to the west, and, obtain approval for the construction of an 11,000 SF general office building. That building was approved but never constructed. In 2013, Tim Neumann, agent for 5G Investments LLC, and a prospective purchaser of the Copperwood office building, obtained approval of a PDD amendment and a Certified Survey Map (CSM) that divided the 3.975-acre area that comprised the Copperwood East-La Chimenea PDD into two separate parcels to facilitate re-financing and acquisition of the Copperwood office building by Neumann.

At this time, Chris Greene, agent for 5G Investments LLC, property owner of the parcel that contains the La Chimenea restaurant building, is seeking approval of a PDD amendment to rename the PDD and amend certain conditions affecting land use within the PDD as a result of the La Chimenea restaurant ceasing operation.

Specifically, the Applicant/Owner proposes to revise the language that the 5,500 sqft building previously occupied by the La Chimenea restaurant so the building can be used for general office uses (and not just as a restaurant).

Staff Comments

A draft resolution has been prepared that contains the minor revisions proposed to the current list of conditions and restrictions that governs allowable land use within the Copperwood East-La Chimenea PDD (copy attached). General office uses are generally recognized as a commercial or business use similar to restaurants. For that reason, Staff does not object to the proposed PDD amendment (nor to the proposed name change in light of the restaurant ceasing operation).

The detailed site plan submitted with the application (dated October 31, 2018) shows the existing condition with respect to existing parcels, buildings, parking areas, drainage basins, etc. No action is needed with regard to the site plan. The detailed floor plans and elevation plans are provided to show the few minor exterior changes to be made if the office use of the La Chimenea building is approved (first through the PDD amendment and then as part of a separate Zoning Compliance/Occupancy Permit reviewed by Village Staff). The exterior changes include window and door replacement.

VILLAGE PLANNER RECOMMENDATION

APPROVE the proposed text amendments to the Copperwood East-La Chimenea PDD Resolution No. R27-04 to reflect the proposed name change and change in allowable use of the 5,500 sqft building for general office uses.

Village of



Germantown

Willkommen

Fee Must Accompany Application

☒ \$820

Paid \$ Date 11-5-18

☐ \$200

PC Consultation Only

Paid _____ Date _____

PLANNED DEVELOPMENT DISTRICT (PDD) AMENDMENT APPLICATION

Applications NOT signed by the Property Owner(s) will not be accepted. Attach additional sheets and/or include supplemental information in support of your application.

APPLICANT OR AGENT:

SG INVESTMENTS, LLC
CHRIS GREENE

Address: 1112 W 15237 meadow RD
GERMANTOWN WI

Phone: 262-253-1399

FAX: 262-253-1550

E-Mail: CHRISG@CHRISGREENEINC.COM
(ALL SMALL CAP)

PROPERTY OWNER(S):

SG INVESTMENTS, LLC
CHRIS GREENE

Address: 1112 W 15237 meadow RD
GERMANTOWN, WI

Phone: 262-253-1399

FAX: 262-253-1550

E-Mail: CHRISG@CHRISGREENEINC.COM

PDD Name & Resolution No.:

COPPERWOOD EAST - LACHIMENEA TO BE CHANGED TO
COPPERWOOD EAST - CGI OFFICE

Legal Description of Property or Area (metes and bounds description):

Attach separate legal description if necessary

LEGAL ON FILE NO CHANGE PROPOSED

Check all that apply:

- ☒ REQUEST TO AMEND PDD ZONING
- ☒ REQUEST TO AMEND PDD GENERAL DEVELOPMENT PLAN
- ☒ REQUEST TO AMEND PDD CONDITIONS & RESTRICTIONS

List of Proposed Amendment(s) (include Resolution # and Condition #):

Attach Revised Plan(s) or Separate Pages as Necessary

RESOLUTION # R 27-04

SECTION SEC. 1 BUILDING REGULATIONS

CHANGE TO READ AS:

LOT 1 HAS AN EXISTING 5500 SF BUILDING TO BE USED FOR
CGI OFFICE, THE UNPLATTED LAND WILL BE ADDED
TO THE CSM WITH FUTURE DEVELOPMENT
(THIS WILL CHANGE THE USE OF THE 5500 SF BUILDING)
FROM A RESTAURANT TO AN OFFICE BUILDING
LOT 2 HAS COPPERWOOD EAST IS AN EXISTING 9900 SF
OFFICE BUILDING NO CHANGES

Detailed Explanation and Justification for Proposed Amendment(s):

Attach Revised Plan(s) or Separate Pages as Necessary

THE RESTAURANT IS CLOSING ON 11/4/18.

Planned Development District (PDD) Amendment Application

Page 3 of 3

APPLICATION SUBMITTAL REQUIREMENTS (to be submitted at time of application):

All Amendment Applications:

- ☒ Complete Application Form (Affidavit of Understanding and signatures required)
- ☒ Application Fee
- ☒ Detailed explanation of and justification for proposed amendment(s)
- ☒ Detailed explanation of if and how the proposed amendment(s) will affect other aspects of the development included within the PDD

General Development Plan Amendment Only:

- ☒ Legal Description of the land subject of map amendment in electronic/digital file format (e.g. Microsoft Word)
- ☒ Revised or New General Development Plan at a scale of 1" = 50' or other suitable scale necessary to accurately present:
 - o Exterior boundary of the land subject of the map amendment
 - o All existing and/or proposed features to be included in the development

AFFIDAVIT OF UNDERSTANDING

Please read and indicate that you understand and agree to the following (initials in box):



I understand that Village Staff, the Plan Commission and/or the Village Board may request additional information to properly evaluate this application and failure to provide such information may be sufficient justification to deny this application;



I understand that, regardless of the justification and/or information provided in support of my application, the Village is not obligated to approve my application nor amend the PDD as requested;



I am aware that the approval of an application to amend a PDD only amends the General Development Plan and/or conditions & Restrictions Resolution and does not otherwise revise or change the zoning of the land affected by the amendment(s), and, I may be required to obtain separate permits and/or approvals (e.g. site plan, building permits, etc.) from the Village or other agencies as a prerequisite to actual or continued development of such land.

ALL APPLICATIONS MUST BE SIGNED BY THE APPLICANT/AGENT AND PROPERTY OWNER(S)

Applicant/Agent Date

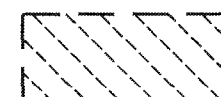
Applicant/Agent Date



Property Owner Date

Property Owner Date

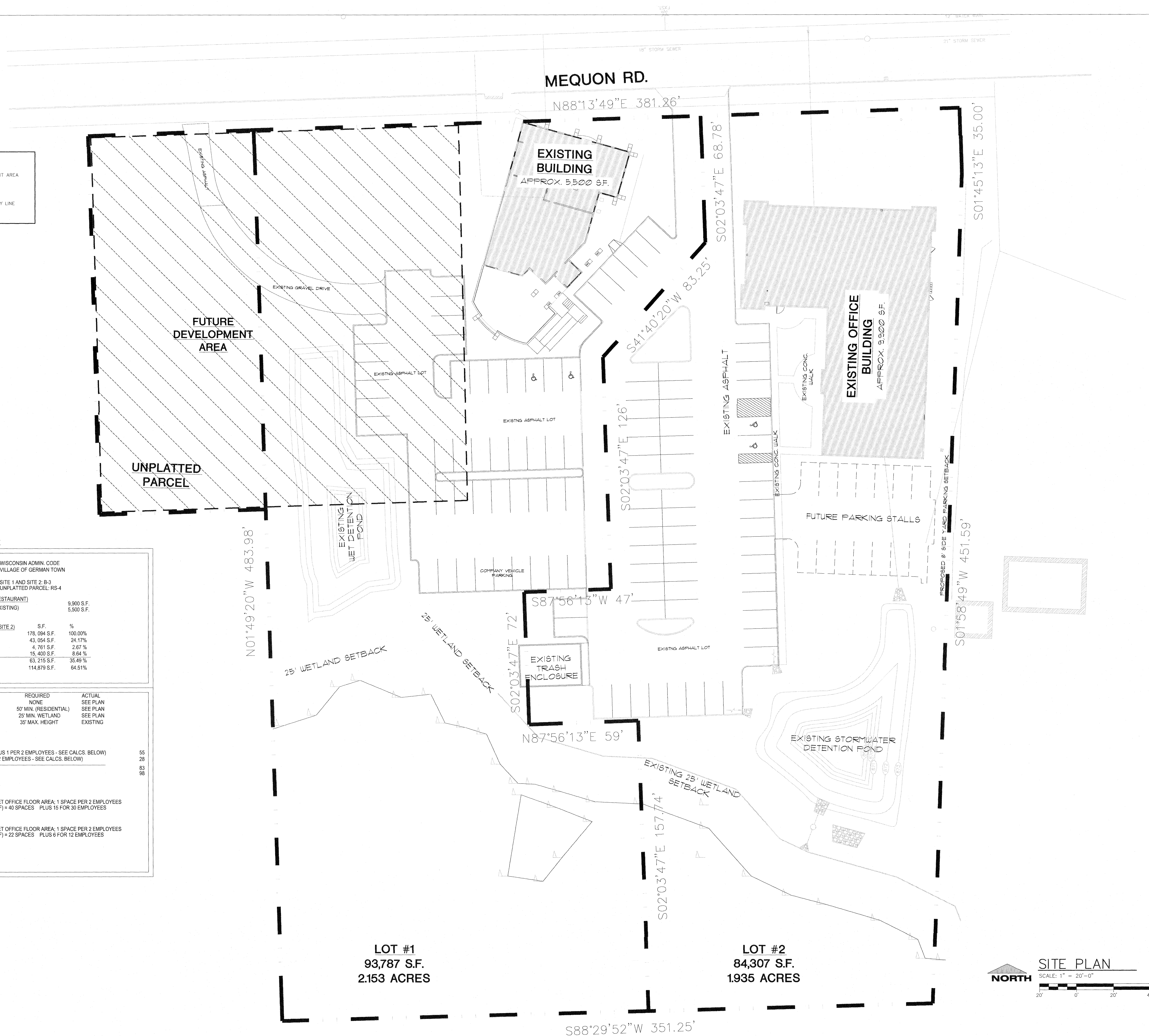
PLAN NOTES:

 FUTURE DEVELOPMENT AREA

 PROPERTY BOUNDARY LINE

SITE STATISTICS

APPLICABLE CODES	
BUILDING CODE:	WISCONSIN ADMIN. CODE
ZONING CODE:	VILLAGE OF GERMAN TOWN
SITE CRITERIA	
ZONING DESTINATION:	SITE 1 AND SITE 2: B-3
	UNPLATTED PARCEL: RS-4
BUILDING CRITERIA (OFFICE/RESTAURANT)	
OFFICE BUILDING AREA (EXISTING)	9,900 S.F.
BUILDING AREA (EXISTING)	5,500 S.F.
ZONING CRITERIA (SITE 1 AND SITE 2)	
	S.F. %
OVERALL LOT AREA:	178,094 S.F. 100.00%
ASPHALT AREA:	43,054 S.F. 24.17%
CONC. WALKS/SLAB AREA:	4,761 S.F. 2.67%
TOTAL BUILDING AREA:	15,400 S.F. 8.64%
TOTAL IMPERVIOUS AREA:	63,215 S.F. 35.49%
TOTAL GREEN SPACE:	114,879 S.F. 64.51%
PARKING LOT SETBACKS	
FRONT YARD:	NONE SEE PLAN
SIDE YARD:	50' MIN. (RESIDENTIAL) SEE PLAN
REAR YARD:	25' MIN. WETLAND SEE PLAN
BUILDING HEIGHT:	35' MAX. HEIGHT EXISTING
PARKING	
SPACES REQUIRED:	
EXISTING OFFICE (11200 S.F. PLUS 1 PER 2 EMPLOYEES - SEE CALCS. BELOW)	55
OFFICE (11200 S.F. PLUS 1 PER 2 EMPLOYEES - SEE CALCS. BELOW)	28
TOTAL PARKING REQUIRED	83
TOTAL PARKING PROVIDED	98
PARKING CALCULATIONS:	
OFFICE: 9,900 S.F.	
OFFICE: 1 SPACE PER 200 SF NET OFFICE FLOOR AREA; 1 SPACE PER 2 EMPLOYEES	
1 SP / 200 SF @ (80% OF 9,900 SF) = 40 SPACES PLUS 16 FOR 30 EMPLOYEES	
TOTAL: 56	
OFFICE: 5,500 S.F.	
OFFICE: 1 SPACE PER 200 SF NET OFFICE FLOOR AREA; 1 SPACE PER 2 EMPLOYEES	
1 SP / 200 SF @ (80% OF 5,500 SF) = 22 SPACES PLUS 6 FOR 12 EMPLOYEES	
TOTAL: 28	



SITE PLAN

SCALE: 1" = 20'-0"







ARCHITECTURAL FIRST FLOOR PLAN

PROPOSED REMODEL

CHRIS GREENE INC.
351 MEQUION RD • GERMAN TOWN

INITZ W 12ZSI IWEQOON KD • DERIVIANIOWIN, WI 55022

PROFESSIONAL SEAL

MINIMIZING DATES

1, 2018

NOT FOR CONSTRUCTION

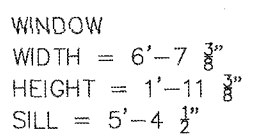
NUMBER

35240

ET NUMBER

A1.2

© EXCEL ENGINEERING, INC.



WINDOW
WIDTH = 5'-11 $\frac{3}{4}$ "
HEIGHT = 1'-10 $\frac{1}{4}$ "
SILL = 4'-9"

SECOND FLOOR PLAN

SCALE: $1/4" = 1'-0"$



ARCHITECTURAL SECOND FLOOR PLAN

PROJECT INFORMATION

PROPOSED REMODEL
CHRIS GREENE INC
N112 W15251 MEQUON RD • GERMANTOWN, WI 53022

PROFESSIONAL SEAL

PRELIMINARY DATES
OCT. 12, 2018

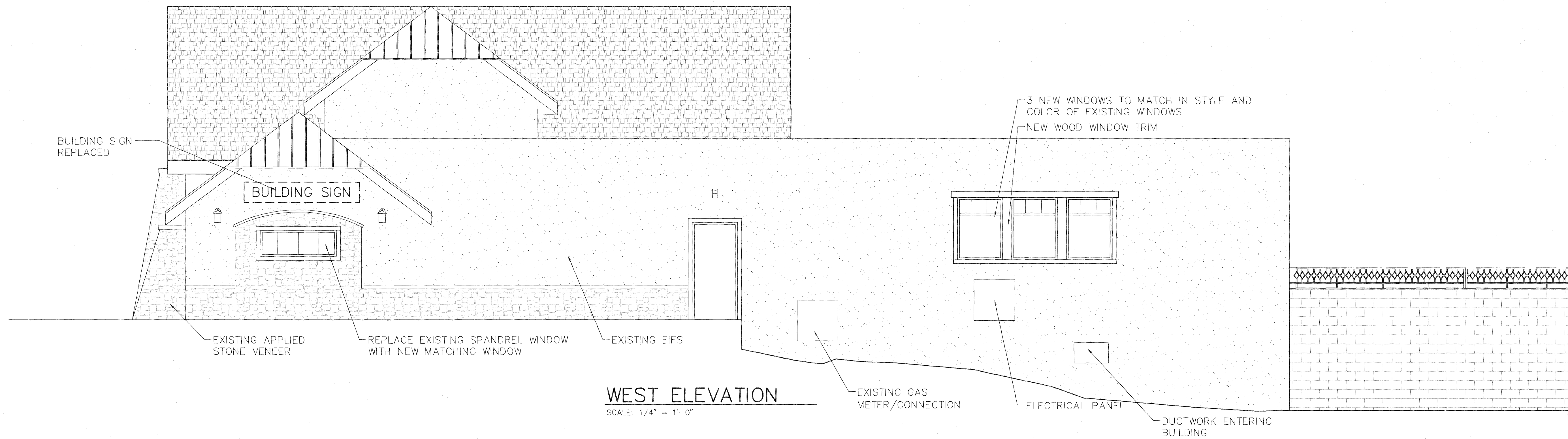
NOT FOR CONSTRUCTION

JOB NUMBER
1835240

SHEET NUMBER

A2.0

©2018 © EXCEL ENGINEERING, INC.



WEST ELEVATION
SCALE: 1/4" = 1'-0"



EAST ELEVATION
SCALE: 1/4" = 1'-0"



SOUTH ELEVATION
SCALE: 1/4" = 1'-0"

PROJECT INFORMATION

PROPOSED REMODEL
CHRIS GREENE INC
N112 W15251 MEQUON RD • GERMANTOWN, WI 53022

PROFESSIONAL SEAL

PRELIMINARY DATES
OCT. 12, 2018

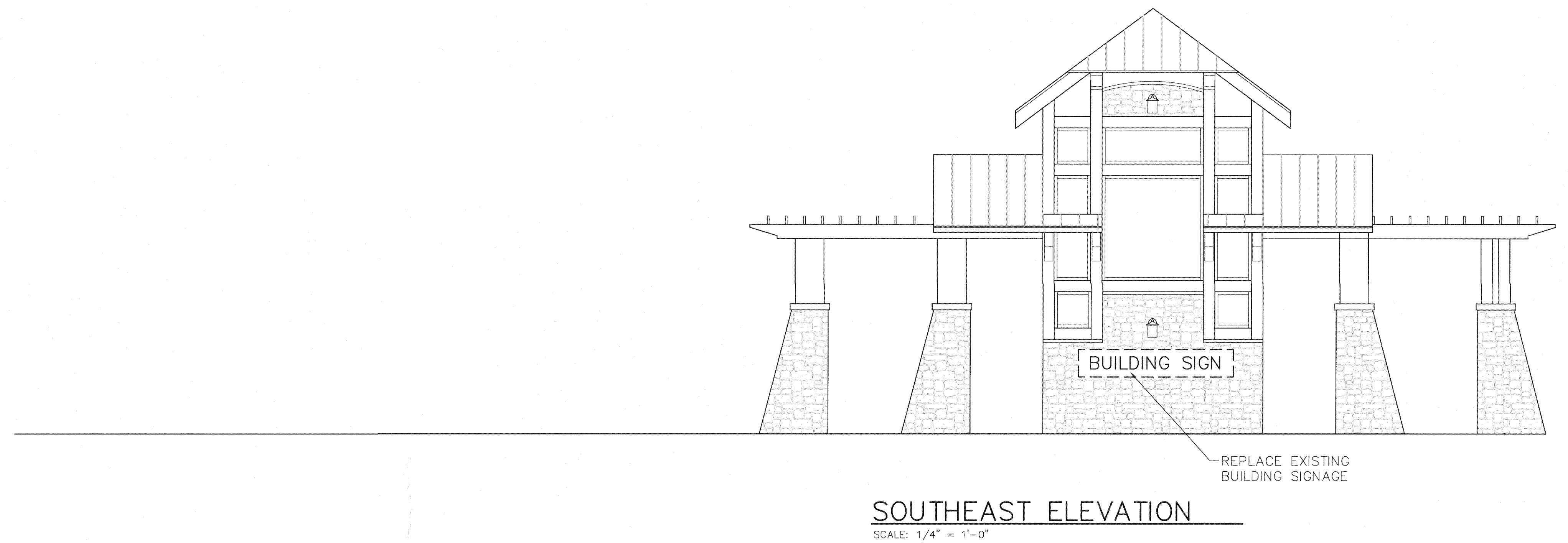
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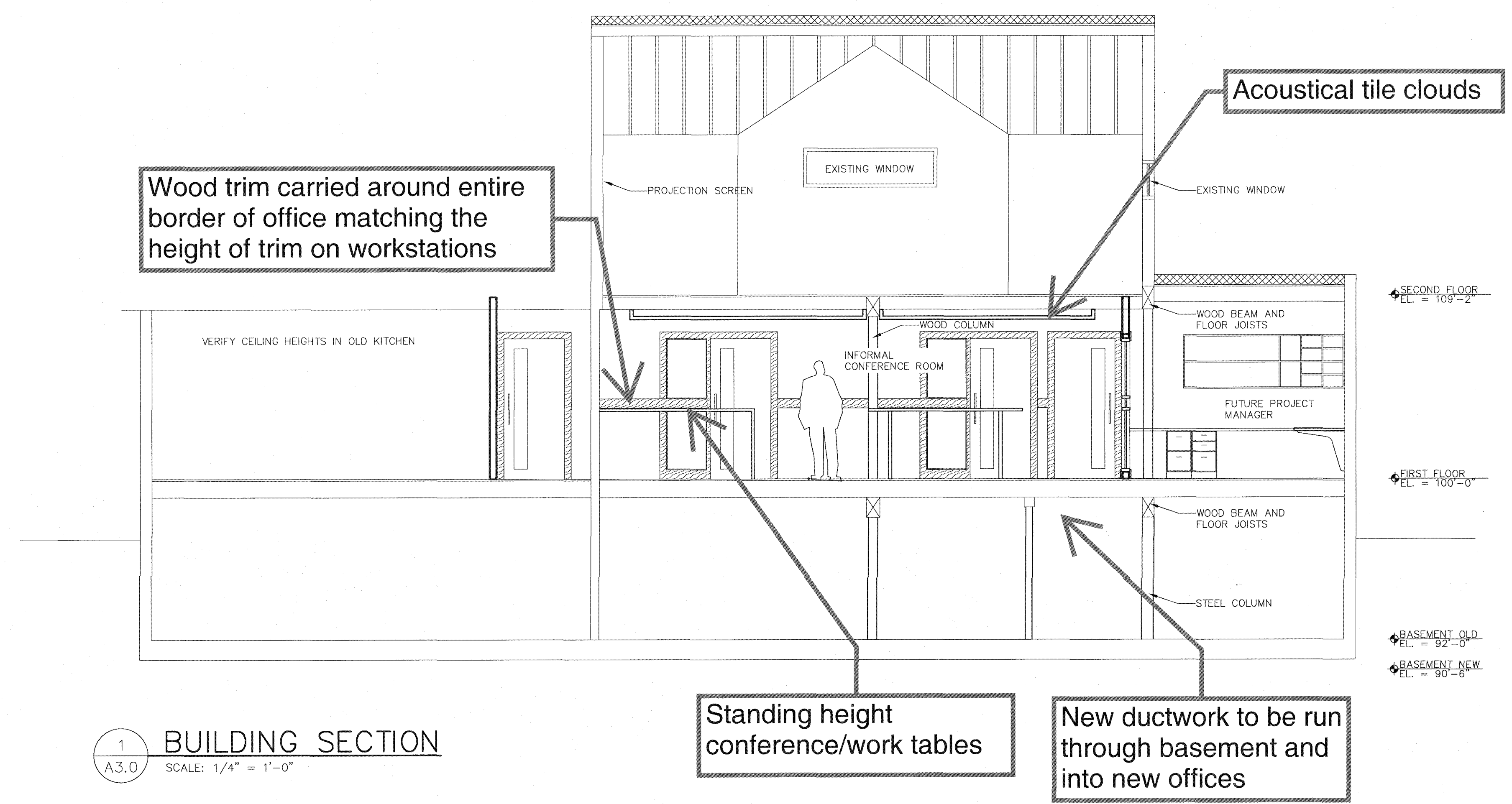
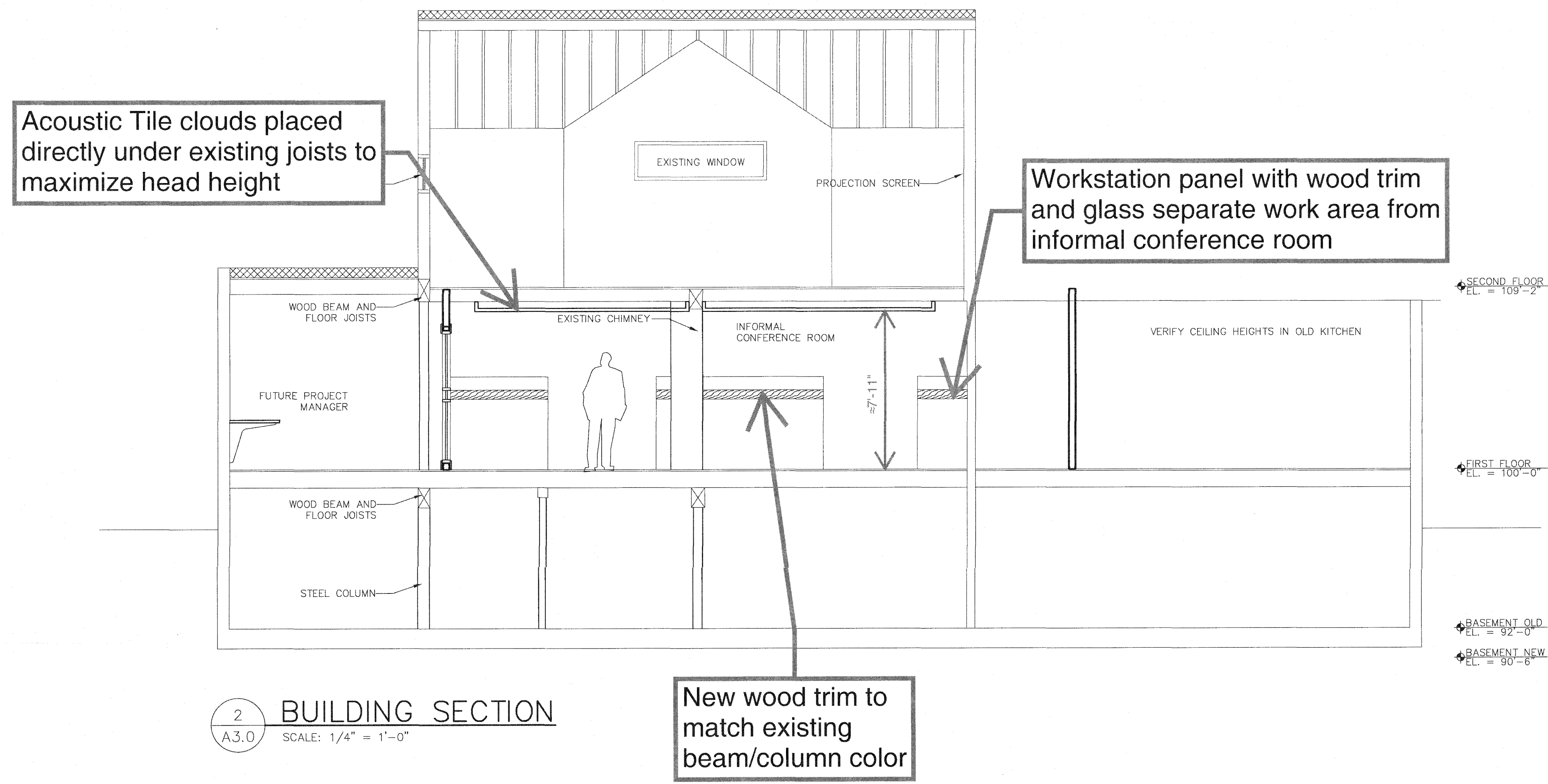
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SHEET NUMBER

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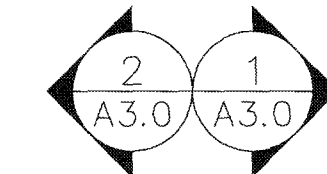
© 2018 EXCEL ENGINEERING, INC.







Lay in tray lighting



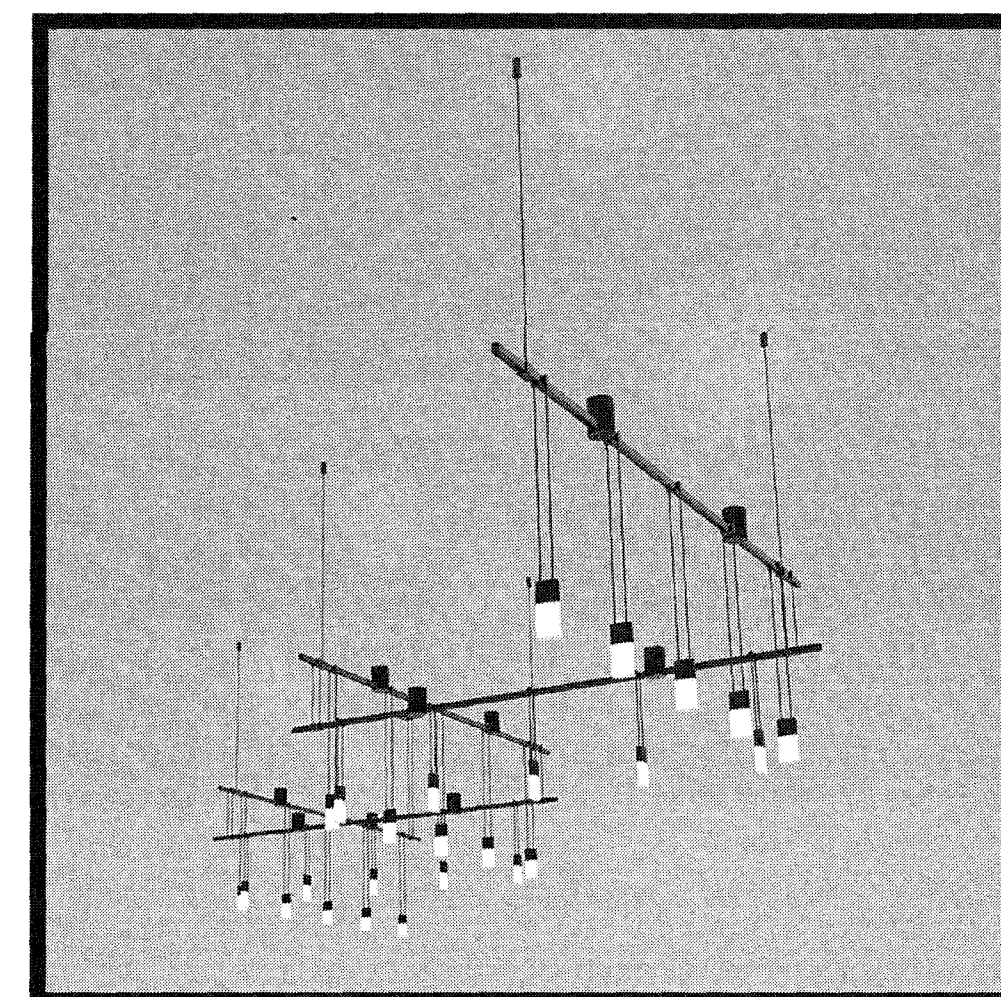
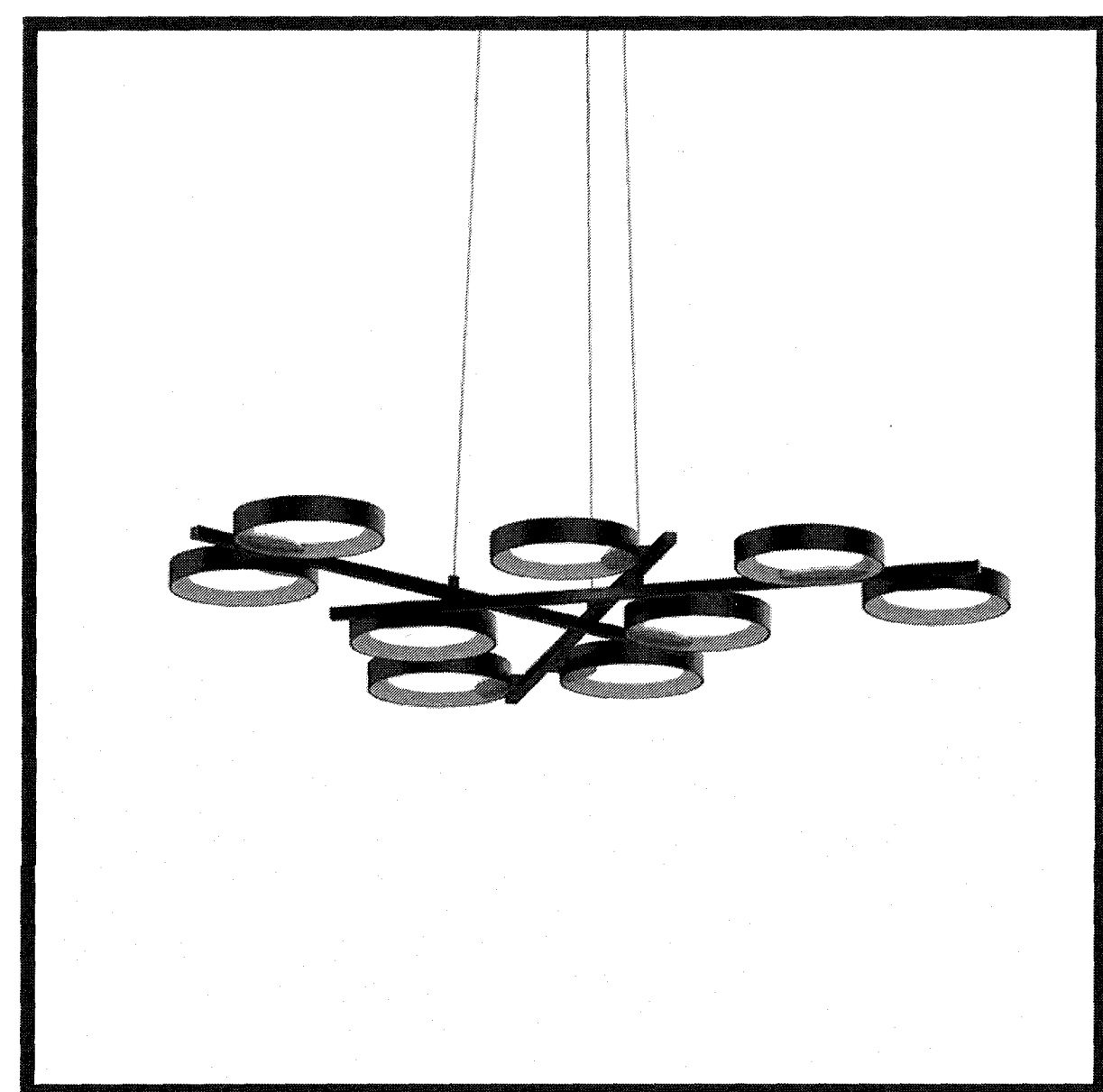
Linear lights

Exposed existing
wood ceiling

Structure above
exposed on exterior
of room

Ceiling cloud splits around exposed existing beam

Sonneman SLS0159
pendent light fixture



BUSINESS OF THE VILLAGE BOARD GERMANTOWN, WI

MEETING DATE: December 17, 2018

AGENDA ITEM: New Business

ITEM TITLE: Accept Plan Commission Recommendation to Approve GRAEF and Authorize Staff to Enter into a Contract for Consultant Services for the Village of Germantown 2050 Comprehensive Plan Project

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

SUMMARY EXPLANATION:

In October, the Village advertised a Request for Qualifications seeking consultant to assist the Village with updating the current 2020 Comprehensive Plan (copy of RFQ is attached). The following three (3) consulting firms submitted qualification statements and were subsequently interviewed by the Plan Commission on December 10:

- Vierbicher & Associates
- Vandewalle & Associates
- GRAEF

Following the interviews and upon consideration of the qualification statements, interview presentation and Q&A session, the Plan Commission selected/recommended GRAEF to provide the necessary consulting services for the project.

The 2050 Plan project is expected to take approximately 12-15 months to complete and within a budget range of \$90-110,000. \$90,000 has been budgeted to date (including 2019); if it is determined to be necessary through contract negotiations, additional funds may need to be requested through subsequent Village Board action.

Pursuant to the powers and duties provided the Plan Commission under Section 1.29(2) of the Germantown Municipal Code and 62.23(1)(e) Wis. Stats., the Plan Commission is requesting acceptance of their selection of GRAEF for the 2050 Comprehensive Plan project, and, authorization for Village staff to negotiate and enter into a contract with GRAEF in an amount not to exceed \$90,000.

ATTACHMENTS:

- ◆ Request for Qualifications
- ◆ Questions & Answers
- ◆ Graef Statement of Qualifications

PLAN COMMISSION RECOMMENDATIONS:

RECOMMEND the selection of GRAEF to provide consultant services to assist with updating the Village's 2020 "Smart Growth" Comprehensive Plan to the "Village of Germantown 2050 Comprehensive Plan.



Request for Qualifications – Consultant Services

Village of Germantown, Wisconsin

2050 Comprehensive Plan

Background

The Village of Germantown, Wisconsin is seeking qualified and experienced consultants to assist with updating the Village's 2020 "Smart Growth" Comprehensive Plan (to the "Village of Germantown 2050 Comprehensive Plan" referred to herein as the "2050 Plan"). Purposes of the 2050 Plan are to:

- Satisfy the Village's comprehensive planning obligations and requirements under Wisconsin's "Smart Growth Law" Chapter 66.1001 Wis. Stats.;
- Serve as a policy guide and implementation framework for the Village Board, Plan Commission, other elected and appointed officials, Village staff, residents, property owners and developers when making decisions regarding land use and zoning, future development and re-development, the need for and timing of water, sewer, park and other capital improvements, and the overall preservation and enhancement of the Village's character and quality of life; and
- Serve as a basis for and guide to developing and/or updating Village ordinances, park & recreation plans (e.g. Comprehensive Outdoor Recreation Plan), utility and other capital improvement plans, neighborhood and corridor land use plans (e.g. I-41/USH45 Corridor, Holy Hill Road/Gateway Crossing Corridor, Country Aire Drive Corridor, Main Street District), etc.

The 2050 Plan will analyze and reflect current trends to develop a useful, functional and flexible plan to ensure the Village of Germantown remains an economically competitive community of choice while protecting and enhancing its character, levels of service and overall quality of life. The 2050 Plan must be creative, clear, concise, illustrative and address issues and opportunities that are unique to the Village of Germantown. The planning process should include significant public participation and utilize effective methods to engage the citizens of the community. The Village anticipates that the 2050 Plan project will take twelve to fifteen months to complete from the date a contract is executed for the consultant's services with an anticipated completion date no later than spring, 2020.

Germantown is located along and straddles the I-41/USH45 highway corridor north of and adjacent to the Milwaukee metropolitan area in southeastern Wisconsin.

Germantown is approximately 34 square miles in area, with a population of approximately 20,000 persons. Approximately 35 percent of the Village land area is developed with a variety of agricultural, single-family, multi-family, commercial,

institutional and industrial/office land uses, including four business parks (Germantown Industrial Park, Germantown Business Park, Willow Creek Business Park, and the Gateway Crossing Corporate Park) and four active Tax Incremental Financing Districts (TID). The Village of Germantown is governed by an elected President and Board of Trustees and managed by a Village Administrator. In 2007, Germantown was ranked the 30th most appealing place to live in the United States by Money Magazine. Germantown's web site is <http://www.village.germantown.wi.us>.

Consultant Qualifications & Capabilities

Qualified consultants, consulting firms or teams (collectively referred to herein as "consultant") are required to demonstrate that they have an amount of available staff and resources with the necessary expertise, skill and experience necessary to:

- Complete the 2050 Plan project in a 12-15 month timeframe
- Collect, compile and analyze relative data and information provided by the Village obtained from varying sources, including community workshops, community opinion surveys, etc.;
- Estimate, project and/or analyze existing population trends, employment and economic development trends and competitiveness factors, and assess relevant national, regional and local land use, economic development issues and trends;
- identify, develop and implement relevant innovative community engagement tools and techniques, including the use of social media, that will foster public outreach and encourage citizen participation;
- facilitate public meetings, workshops, charettes, presentations, etc.;
- prepare a comprehensive plan that complies with Wisconsin's "Smart Growth Law" and requirements under Chapter 66.1001 Wis. Stats.;
- utilize existing and create new project and community-specific GIS data, mapping, including the preparation of future land use and all other required maps for the 2050 Plan;
- Assist with the identification and development of land use, economic development, natural resource, park & recreation, and other development and growth management related policies, regulatory changes and achievable implementation strategies

These are general and the minimum qualifications the Village feels are necessary to successfully complete the 2050 Plan and are not intended to be a comprehensive list of any or all tasks or responsibilities. It is expected that the consultant selected will provide the Village with specific recommendations for approaches, tasks and deliverables based on their experience and expertise from past work on comprehensive plan or other relevant planning projects.

Statement of Qualifications

The consultant's statement of qualifications should be comprehensive but concise and shall include the following information:

- Cover Letter.
- Consultant Information. Name, location, mailing address and phone number, and firm website address for the consultant, including any sub-consultants.
- Key Personnel. Name, address, phone number, e-mail addresses and length of service with the consultant for the project management team and other key personnel who will be working on the 2050 Plan project. Identify the role of each for the 2050 Plan project and the personnel that will be most involved in any live or in-person community engagement events, meetings and presentations.
- Statement of Qualifications. A narrative or other statement by the consultant detailing the qualifications of the project management team and other key personnel, including any sub-consultants who will be working on the 2050 Plan project.
- Availability. A statement regarding the availability of the project management team and other key personnel of the consultant and any sub-consultants to complete the 2050 Plan project. The statement shall discuss the consultant's ability to integrate this project into the consultant's present and anticipated workload.
- Project Approach. An overview of how the consultant would approach this project with the Village of Germantown including any key recommendations for the process.
- References/Project List. Provide a list of at least three (3) planning projects and clients for which similar planning services have been provided within the last five (5) years, including a description of each project, contact names and information for the clients.
- Planning Project Examples. Samples of at least two (2) similar planning projects cited in the References/Project list that the consultant feels are indicative of the quality of their work and qualifications for this project (digital copies or web-based links are acceptable).
- Additional Information (Optional). Provide other supporting information the consultant feels may help the selection committee further understand the consultant's qualifications and fit for completing the 2050 Plan project.

Submittal Requirements

Consultants shall submit one (1) original unbound, twenty (20) bound and one digital copy in PDF format (email, flash drive, Dropbox or other suitable delivery system) of the Statement of Qualifications to the address below no later than Wednesday, November 7, 2018 by 4:30pm (CDT).

Village of Germantown
Jeffrey W. Retzlaff, AICP, Community Development Director
N112 W17001 Mequon Road
P.O. Box 337
Germantown, WI 53022

The submittal shall be sealed and be clearly labeled "Village of Germantown 2050 Plan". Each consultant assumes full responsibility for delivery of their statement of qualifications to the Village on or before the deadline.

Consultant Selection

The Village selection committee may select up to three (3) qualified consultants from those submitting responses to this Request for Qualifications (RFQ). The selected consultants will be invited to an interview with the selection committee and, if selected, will be required to submit a formal proposal for the 2050 Plan pursuant to a separate and more detailed project description developed by the Village in cooperation with the selected consultant. The following factors may be used in evaluating and selecting the qualified consultant(s):

- Responsiveness to this Request for Qualifications
- Qualifications and experience of the project management team and other key personnel individuals who will be working on the 2050 Plan.
- Demonstrated experience developing and implementing innovative and successful concepts, ideas, and techniques for public participation and community engagement
- Demonstrated experience completing and the quality of other comprehensive or other relevant planning projects
- Information received by the Village from the consultant's references
- Results of the Interview Process

The tentative timetable for consultant selection is as follows (and subject to change at the discretion of the Village):

- | | |
|--|----------------------|
| ☐ Distribute/Publish RFQ | October 5, 2018 |
| ☐ Consultant RFQ Response submittal deadline | November 7, 2018 |
| ☐ Consultant Interview(s) | November 26-29, 2018 |
| ☐ Consultant Selection (Village Board recommendation) | November 30, 2018 |
| ☐ Village Board Approval/Contract Authorization | December 3, 2018 |

Questions

The Village will only accept written questions regarding the 2050 Plan RFQ. Questions need to be submitted via e-mail on or before October 31, 2018 and include “2050 Plan RFQ” in the subject line to ensure a timely response. Send all questions to the email address below:

Jeffrey W. Retzlaff, AICP, Director Community Development Department
jretzlaff@village.germantown.wi.us

The Village will respond in writing to all questions received. A copy of all questions received and the Village’s response will be made available by email on or before November 2, 2018, to all consultants who submit questions or who request a copy by email.

2050 Plan RFQ Pre-Submittal Questions & Responses

1. The RFQ is appropriately open-ended. As you know, planning studies can extend into many areas with varying levels of effort/detail. The only way we can estimate usefully what would be best for Germantown is to understand your target budget and allocate resources accordingly. Question: what budget range are you expecting?

RESPONSE:

The budget range is \$90,000 to \$110,000

2. The RFQ implies a balance between providing a conventional comp plan that meets state requirements and additional items that might be different, based on our experience. The actual statutory requirements are very modest and can be met with a very low level of resources. Given that, it would be helpful to know what types of issues you envision as appropriate topics for going above and beyond the standard comp plan content. Question: would you list a few of the 'hot' topics from your perspective?

RESPONSE:

Important topics, issues and specific or sub-areas within the Village that we want to address as part of the 2050 Plan project include (in no particular order):

- ***Economic competitiveness***
- ***Affordable housing issues and the apparent "Job-to-Housing" imbalance identified in the Southeastern Wisconsin Regional Planning Commission (SEWRPC) "A Regional Housing Plan for Southeastern Wisconsin (SEWRPC Planning Report No. 54, 2013)***
- ***Farmland Preservation (i.e. rural character/quality of life preservation) in the north portion of the Village***
- ***Holy Hill Road "Gateway" Corridor/Gateway Corporate Park/TID#8 (see attached) in terms of land use, density, extent of future development, infrastructure, unifying design and connectivity to the rest of the Village***
- ***Willow Creek Business Park/Lannon Road Corridor/TID#6 (see attached) in terms of land use, density, extent and phasing of future development, infrastructure***
- ***Country Aire Drive Neighborhood (see attached) in terms of land use, density and connectivity to Friedenfeld Park and the rest of the Village***
- ***Historic Main Street in terms of land use, redevelopment and connectivity to the surrounding residential areas, schools and parks***
- ***I-41/STH45 Corridor in terms of land use, density, extent of future development, infrastructure***

3. Since there will be no RFP, how detailed should the project approach be? Do you want a detailed scope of work, or will that be addressed during contract authorization?

RESPONSE:

A detailed scope of services, deliverables and schedule will be prepared in cooperation between the Village and the selected consultant as part of contract negotiations and authorization.

4. How robust of an outreach and community engagement program do you anticipate for this process?

RESPONSE:

For many years the critical drum beat heard during various public hearings has been centered around the notion that the Village needs to do a better job of “planning with the community... and not just for the community”. With that as our goal, we envision a community engagement program that includes both educational and marketing components. More importantly, the program should build and carry momentum throughout the project. The selected consultant will be responsible for developing and implementing a creative and inclusive plan for community engagement. Like the 2050 Plan document, the community engagement program must be creative, interesting, meaningful and relevant to Village residents. The engagement plan must inform residents of the purpose of the plan, why it is important for them to participate, and how the 2050 Plan will/can affect them, their neighborhood and overall community. The program should include various opportunities for participation throughout the project.

5. Are there any areas or districts in need of more detailed planning? Are sub-area plans desired in addition to preparing the required comprehensive plan components?

RESPONSE:

See response to Question #2.

6. Is there a target budget range, so that scope can be tailored appropriately?

RESPONSE:

See response to Question #1.

7. Does the Village consider this a total rewrite of the 2004 Comprehensive Plan or a selective update of certain elements?

RESPONSE:

The Village would like to take this opportunity to re-evaluate all elements of the current 2020 Plan (completed in 2004). While it is anticipated that certain goals, objectives & policies contained in various elements of the 2004 Plan may carry-over into the new 2050 Plan in one form or another, the 2050 Plan project will be a lot more of a “rewrite” than an update. Like other Wisconsin communities, the Village is interested in adopting a “2nd generation” comprehensive plan that moves away from simply satisfying the nine basic elements of Wisconsin’s “smart growth” legislation in a cookie cutter format. The Village wants to adopt a plan that is creative and unique to our community.

8. Does the Village have a budget range in mind for the completion of these work efforts?

RESPONSE:

See response to Question #1.

9. Does the Village have an existing GIS database that can be shared with the consultant as a starting point, or would the consultant need to create a new GIS database from scratch?

RESPONSE:

The Village has an existing GIS system with limited village-specific infrastructure and zoning data that is maintained by Ruekert/Mielke, Inc. The Village GIS system relies heavily on GIS base and property data taken from and continuously maintained by the GIS Division of the Washington County Planning & Parks Department. The Village and Washington County have an arrangement providing for the exchange of GIS data. Also, to the extent possible, GIS data used in preparing the 2004 Plan will be made available, but with no guarantee regarding its usefulness to the 2050 Plan project. With that said, its possible that the consultant may need to generate and/or obtain other data from scratch or other sources. The consultant is expected to use the data to create maps and other visual exhibits.

10. Does the Village anticipate a significant update of the current 2020 Smart Growth Plan that utilizes the existing document, with updated statistics, mapping, narrative, strategies, or does the Village anticipate a complete rewrite and completely new document?

RESPONSE:

See response to Question #7.

11. Does the Village anticipate the document to be followed by a development code update and should the document be written and illustrations included with this task in mind?

RESPONSE:

The Village anticipates the need to make changes to our general zoning, subdivision and/or other development codes because of the new 2050 Plan. We also anticipate the need to prepare additional and/or more detailed neighborhood, corridor and/or sub-area plans, and, possibly create new planned development districts (PDD/PUD's) or new general and overlay zoning districts to implement the overall 2050 Plan and any special areas that cannot be completely or thoroughly addressed within the 2050 Plan (see response to Question #2). Including both written and illustrative components in the 2050 Plan that "set the table" for subsequent planning and code amendment efforts would be extremely helpful and expected to some degree.

12. Does the Village have an anticipated project budget or range?

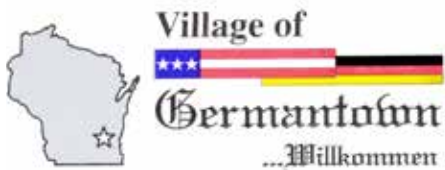
RESPONSE:

See response to Question #1.

November 7, 2018

prepared for
Village of Germantown

PROPOSAL 2050 Comprehensive Plan



GRāEF

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Section 1
Cover Letter



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November 7, 2018

Mr. Jeffrey W. Retzlaff, AICP
Community Development Director
City of Germantown
N112W17001 Mequon Road
Germantown, WI 53022

SUBJECT: Request for Qualifications - Consultant Services
Village of Germantown, Wisconsin 2050 Comprehensive Plan

Dear Mr. Retzlaff and the Village of Germantown Consultant Selection Committee:

Germantown holds a unique position in Southeastern Wisconsin. Its size, accessibility, location, environmental resources, and solid economic base give it stability and strength. Despite this enduring stability in the Village itself, the region surrounding Germantown is changing. For decades the Village has carefully adapted to major economic and social forces, which has allowed Germantown to respond positively to regional growth and development. Community participation in public policy has always been exceptionally strong. While there are always more issues to be addressed, the Village's determination to collaborate and move forward seems greater and greater.

GRAEF views the proposed planning effort for Germantown's 2050 Plan as an opportunity to provide an **action agenda** to strengthen the community for the decades ahead.

"Leapfrog" to Higher Levels of Excellence

The GRAEF team will help Germantown "leapfrog" past the standard levels of improvement to become a stronger, more resilient community that retains its social, economic, and environmental value over time.

Bring It All Together

Though the Village is strong, there are many different sub-areas and groups within its boundaries – and at just over 34 square miles, Germantown is one of the largest Villages in Wisconsin. Over time and with more development, the Village will grow together, more cohesively and with more interdependence. As a comprehensive and interdisciplinary consultant team, we will work with the Village to envision a future for each neighborhood, district, and corridor. An example of our methodology is contained in our proposal.

Coordinate the Talent

Our team offers a highly talented, multi-disciplinary team of planners, engineers, urban designers, and economic development experts. We are well equipped to address the issues of infrastructure, utilities, traffic, GIS, and environmental engineering that will come up during the course of creating a comprehensive plan.



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Firm History and Relationships

We have worked in Germantown before, and the GRAEF team is able to build on existing relationships and trust with Village staff – we have even provided pro-bono work for the Village in the past. Some of our employees live in Germantown and participate in the community. To our knowledge our work has been well regarded in Germantown, as it has throughout the region. We ensure that our multiple work efforts avoid conflicts , and at the same time, allows clients to benefit from our knowledge base.

Include an Action Agenda – A Real Kickoff

The key to a good plan is to understand the potential for an action agenda from the beginning of the planning process. Consequently, our kickoff meetings always include discussions of the immediate actions that the Village leadership would like to initiate, setting both a momentum for the project and an expectation that the resulting Germantown 2050 Plan will be oriented towards accomplishment and implementation right from the beginning.

The GRAEF team members are eager to begin this important work with the Germantown community, and are fully available to begin work as soon as possible. Please see our contact information below. We look forward to the opportunity to collaborate with the Village on an outstanding Germantown 2050 Comprehensive Plan.

Sincerely,

A handwritten signature in black ink that reads "Larry Witzling".

Lawrence Witzling, Ph.D, AIA, ASLA
Principal-in-Charge
GRAEF
125 S. 84th Street Suite 401
Milwaukee, WI 53214
414 / 266 9220
Larry.Witzling@graef-usa.com
www.graef-usa.com



Section 2
Key Personnel

Key Personnel - Proposed Project Team





Address

125 S. 84th Street Suite 401
Milwaukee, WI 53214
414 / 266 9220
Larry.Witzling@graef-usa.com

Length of Service with GRAEF
30 years

Registrations

Registered Architect – WI
Registered Landscape Architect – WI

Education

Ph.D., City and Regional Planning,
1976, Cornell University, Ithaca, NY
Bachelor of Architecture, 1967,
Cooper Union, Manhattan, NY

Affiliations

American Institute of Architects
American Society of Landscape
Architects
ASLA – Wisconsin Chapter
American Planning Association
APA – Wisconsin Chapter
Congress for the New Urbanism

Awards

American Planning
Association-2017 National Planning
Pioneer Award

Larry has over 35 years of experience in urban design, land use planning and architecture. His design work has won national awards for urban design from Progressive Architecture, the American Institute of Architects, and the Congress for the New Urbanism. Prior to GRAEF, Larry was President of Planning & Design Institute, Inc. (PDI), a firm he founded in 1988.

Municipal Planning & Design

Larry has been involved in urban design and development concepts for traditional neighborhoods and districts for almost thirty years. His public sector work includes land use and smart growth plans, park and open space design, town centers, revitalization of older retail areas, preparation of ordinances and guidelines, boundary agreements, ongoing plan reviews, and other aspects of urban planning. His work also includes extensive contact with the general public through workshops, design charrettes, surveys, interviews, and open house presentations. His private sector work includes plans for conservation subdivisions, mixed use developments, townhouses and multi-family development, presentations before local agencies, and supervision of development applications and submissions. He has served on several regional committees developing standards for subdivision ordinances and land use plans. At a national level, he planned, programmed, and managed a national design competition that generated 100 alternate neo-traditional community plans, including residential, commercial, and institutional developments, as well as land and open space preservation.

Urban Design & Redevelopment

Larry's urban design and development projects span four decades, garnering several national awards for his work from Progressive Architecture, the Congress for the New Urbanism, and the American Institute of Architects. These projects range from downtown and district plans to the design of unique public places. His work is characterized by respect for the local context, community and a concern for blending traditional and time-tested concepts with innovative approaches that match today's needs. His work includes both public and private sector projects for conservation housing, district and neighborhood plans, mixed-use development, pattern books, form-based and hybrid codes, regulating plans, and entitlement procedures. His expertise includes developing initial concepts, as well as assisting throughout the implementation process. He employs a variety of methods and techniques for public involvement such as personal interviews, physical models, interactive computerizations, and traditional displays, publications, and studies.

Public Participation

Larry has pioneered public participation efforts for over 40 years beginning with his published analysis of presentation techniques for maximizing public understanding and participation in neighborhood planning.



Address

125 S. 84th Street Suite 401
Milwaukee, WI 53214
414 / 266 9228
Craig.Huebner@graef-usa.com

Length of Service with GRAEF
6 years

Professional Certifications

American Institute of Certified
Planners

Education

Master of Architecture, 2012
Master of Urban Planning, 2012
Certificate in Real Estate
Development, 2012
University of Wisconsin-Milwaukee,
Milwaukee, WI
B.S., Architectural Studies, 2009
Certificate in Urban Planning, 2009
University of Wisconsin-Milwaukee,
Milwaukee, WI

Professional Affiliations

American Planning Association
APA-Wisconsin Chapter

Technical Skills

AutoCAD
Google SketchUp
Adobe InDesign
Adobe Illustrator
Adobe Photoshop

Craig's academic background is in both architecture and urban planning, and he has several years of experience working in both fields. His work experience includes neighborhood master planning, commercial redevelopment, streetscape corridor planning/design, site plan review, urban design, site and building design, park and open space planning, and design guidelines.

Urban Design & Property Development

Craig's experience in urban design includes developing design strategies for a variety of commercial corridors and specific properties as well as writing design guidelines. This includes meeting with a variety of stakeholders, suggesting design alternatives, and performing zoning and land use analyses. He has also conducted detailed site analyses, including parking lot configurations and site design possibilities for City-owned parcels.

Mapping & Design Visualizations

Craig utilizes a number of mapping resources to communicate data effectively in the form of maps, diagrams and 3-dimensional visualizations. Using his technical abilities, he is able to clearly communicate a broad range of information with data-driven maps, including: site conditions, existing and future property information, and conceptual development plans. In addition to mapping, Craig has experience in creating effective 3-D models, rendered plans and perspective drawings of conceptual development designs.

Park & Open Space Planning

Craig has been involved in several park planning and design projects that primarily focused on overall park and open space plans with conceptual design details. The primary objective of the projects included an examination of existing programmatic elements and proposing appropriate elements to generate excitement and activity to the parks.

Neighborhood Planning

Craig has assisted with the development of several neighborhood plans within the Milwaukee area. Duties on these projects include preparation of public outreach and educational materials, statistical analysis, and research into historical and existing conditions. Craig also prepares many of the critical diagrams, illustrations and computer visualizations used to depict projects.

Public Participation

Craig's experience in public participation includes the creation and facilitation of outreach materials for a variety of public and private stakeholders, image preference surveys, resident and business surveys, and the outcomes.



Address

125 S. 84th Street Suite 401
Milwaukee, WI 53214
414 / 266 9226

Stephanie.Hacker@graef-usa.com

Length of Service with GRAEF

12 years

Professional Certifications

American Institute Certified Planner
LEED® Accredited Professional

Education

Master of Urban Planning,
University of Wisconsin-Milwaukee
B.A. Geography, Augustana
College, Rock Island, Illinois

Professional Affiliations

American Planning Association
Wisconsin Chapter of the American
Planning Association

Awards

Graduate of the Last Decade
(GOLD) Award, UWM Alumni
Association (2013)
Vanguard, Next City (2012)
Forty Under 40, Milwaukee
Business Journal (2012)
6 Under 36 in Community
Development, National Housing
Institute (2011)

Stephanie's experience spans comprehensive and master planning, public participation strategies, municipal code review, neighborhood revitalization, and ongoing planning services for urban, suburban, and rural communities. At the core of Stephanie's work in economic development, planning, and urban revitalization lies her dedication to building a central vision and establishing systems that kick-start physical change. She cares deeply about using urban design and planning to enhance the nexus of community and neighborhood vitality, public health, and the triple bottom line. Stephanie works with business, nonprofit, and government clients to implement vital enhancements in our physical environment.

Economic Development

Stephanie's leadership in the formation of redevelopment strategies, general development plans, planned unit developments (PUDs), rezoning applications, and transfer of development rights (TDR) analyses have led to economic development and job creation in the Village of Caledonia, the Village of Grafton, the City of Oak Creek, the Town of Windsor, the City of St. Francis, and businesses located in each of these municipalities. Stephanie has tied her grant expertise with economic development through applications to the federal government for job creation and workforce development.

Comprehensive, Master, & Strategic Planning

Stephanie has served as project manager on several projects at GRAEF, most recently the Transform Milwaukee Strategic Action Plan for the Wisconsin Housing and Economic Development Authority. She has provided management for a variety of plans and scales, including the Comprehensive Plan and code revision process in the Town of Cedarburg, the Comprehensive Plan Update in the City of St. Francis, and the Comprehensive Plan for the Village of Fox Point. Other past comprehensive and land use plan clients include the Village of Caledonia, Town of Delavan, Forest County Potawatomi Nation, City of Franklin, Town of Grafton, Village of Greendale, City of Milwaukee (multiple Area Plans), City of New Berlin, Oneida Nation, City of Sturgeon Bay, and City of West Allis. These planning efforts required the management of structured public participation plans, community survey analyses, mapping and data gathering, plan composition, and team coordination.

Corridor Master Planning

Stephanie's leadership in the formation of corridor studies at GRAEF, in the last 3 years, have led to physical design and quality of life enhancements in the City of West Allis, City of Wausau, and the Village of Allouez. Stephanie served as project manager for each of these plans and was supported with daily leadership, client communication, and task execution from Tanya Fonseca, Craig Huebner, and Larry Witzling.



Address

125 S. 84th Street Suite 401
Milwaukee, WI 53214
414 / 266 9227
Tanya.Fonseca@graef-usa.com

Length of Service with GRAEF

4 years

Professional Certification

American Institute of Certified
Planners

Education

M.S., Urban Planning, Columbia
University, New York, New York
B.A., Architectural Studies, Mount
Holyoke College, South Hadley,
Massachusetts
Year of Architecture & Design Field
Work, Copenhagen, Denmark

Professional Affiliations

American Planning Association
Wisconsin Chapter of the American
Planning Association

Awards

American Institute of Certified
Planners Outstanding Student
Award

Technical Skills

Geographic Information Systems
Adobe Creative Suite

Tanya joined GRAEF with a background in both urban planning and architecture, and several years of professional experience in Wisconsin, New York, Massachusetts, Denmark, and Montana. Her planning expertise includes revitalization, comprehensive and neighborhood planning, community and economic development, code review and updates, urban design, sustainability, and ongoing planning services for urban, suburban and rural communities.

Civic Engagement

Tanya has a robust knowledge of the inner workings of community development, neighborhood organizations, and local leadership. Her planning work brings civic engagement to the center of project **development** to maximize the leveraged benefits for communities and investors. Her recent efforts in Sherman Park (Milwaukee), the Kinnickinnic River Watershed (Milwaukee), Sherman Park (Milwaukee), South Milwaukee, Burlington, and her former work as part of Cardinal Stritch's Neighborhood Leadership Institute and as Neighborhood Planner and Organizer on Milwaukee's north side in Thurston Woods and Old North Milwaukee have elevated community participation in plan making and implementation. She is a resident of Harambee, and actively works with her neighborhood association to maintain momentum in strengthening the community.

Comprehensive, Master, Corridor, & Downtown Planning

Tanya has created innovative comprehensive and area plans, including corridor studies in the Village of Allouez and City of West Allis, and Comprehensive and Area Plans in South Milwaukee and the City of St. Francis. These planning efforts include public articulation, data gathering, context and survey analyses, mapping, writing, and plan composition. All plans include the formation of implementable short-, medium-, and long-term recommendations, including catalytic projects and actions to increase activity and re/investment in built environments.

Economic Development

Tanya collaboratively creates economic plans, including market studies and tax increment district analyses. Most recently her work in East Troy, Burlington, and Allouez in partnership with the local municipalities, businesses, and private developers has assisted in jump-starting implementation, leveraging investment, and strengthening the re/development visions of the local businesses and community at large. Previously, Tanya collaboratively developed various reports concerning economic and workforce development in New York City and upstate New York.

Streetscape, Public, & Open Space Planning & Design

Tanya has been involved in several streetscape and park planning projects that are customized for the needs of the municipalities and its user groups. Projects include examination of existing programmatic elements and proposing new improvements and programs to generate excitement and activity within the public spaces, coordination with local businesses and property owners, assistance with capital improvement planning and budgeting, and managing the final design, plans, specifications, and estimates process to bring projects to construction.



Address

125 S. 84th Street Suite 401
Milwaukee, WI 53214
414 / 266 9229
Ben.Block@graef-usa.com

Length of Service with GRAEF

2 years

Education

Master of Urban Planning,
University of Wisconsin–Milwaukee
B.A., Philosophy, Wesleyan
University, Middletown, CT

Ben is a recent graduate from the Master of Urban Planning program at the University of Wisconsin – Milwaukee. He has developed a diverse range of skills through a varied and fruitful history of work experiences. Ben brings a thoughtful and attentive perspective to the development and review of planning documents and processes. With a focus on expanding opportunity while protecting the environment, Ben hopes to build a career in southeastern Wisconsin planning for equitable and sustainable urban development.

Municipal Planning Services

Ben provides on-going planning services for municipalities in southeastern Wisconsin, including updates to comprehensive plans, reviews of development proposals, and evaluation of zoning codes. He applies his planning expertise to issues of land use management, economic development, and long-term community planning. Ben is especially adept at crafting community messaging that transcends polarized attitudes to facilitate implementation.

Regional Planning

Ben facilitates the creation of plans for long-term, long-range regional growth and development. Ben is adept at navigating conflicting systems of value, agendas, and perspectives to craft visions that have broad-ranging appeal. Ben is adept in analyzing systems, parsing through complex data, and synthesizing information into useful components.

Corridor Planning

Ben gained experience planning for corridor redevelopment through his final project of his Master Program. In this project, Ben worked with a team of four students to develop strategies for the revitalization of a 1.7-mile stretch of Appleton Avenue in Menomonee Falls, WI. The project focused on transforming the auto-dominated character of the corridor into one that is better physically and socially connected to the community. The recommendations included right-of-way alternatives, site design alternatives, policy changes, and aesthetic improvement programs.

Economic Development

Ben provides economic development services for communities that are looking to reestablish themselves. With a focus on fostering long-term development over short-term profit, Ben is always attuned to the “big picture.” Ben reviews project plans for tax incremental districts, special projects, and assists in the creation of business improvement districts and community development authorities.

Transportation Planning and Policy

While in the Master Program, Ben took a variety of classes on transportation planning and policy, focusing on bike and pedestrian transportation, bus rapid transit systems, and state/federal transportation policy. From these classes Ben has developed a broad and nuanced understanding of transportation issues as they relate to issues of sustainable and equitable urban development.



Address

125 S. 84th Street Suite 401
Milwaukee, WI 53214
414 / 266 9256
Andre.Ost@graef-usa.com

Length of Service with GRAEF
12 years

Professional Registration
Professional Engineer – WI
Professional Traffic Operations
Engineer

Education
B.C.E., 2006, University of
Minnesota-Twin Cities
Minneapolis, MN

Software Experience
MicroStation c8.5, GeoPak,
AutoCAD, Synchro/Sim Traffic/3D
Viewer, Rodel, HCS+, Paramics
V5 & V6, WisPAVE, Trns.port,
Estimator

Andre provides both transportation and traffic engineering design services to various clients throughout the State of Wisconsin. Responsibilities include the design and preparation of plan documents for transportation and traffic projects. Specific transportation project involvement has included conceptual design layout, alternative analysis, environmental impact studies, public involvement, utility coordination, preliminary design, pavement design, and the preparation of plans, specifications and estimates. Specific traffic project improvements include analysis of intersection improvements, preparation of signal warrant studies, traffic signal design, parking studies and traffic animation models.

E. Capitol Drive (STH 190) Reconstruction Project, Village of Shorewood,

Shorewood, WI – Design Engineer: Responsibilities included roadway design, traffic signal design, plan preparations, project quantities and cost estimates for reconstruction of 1.2 miles of urban roadway with seven intersections in the Village of Shorewood along East Capitol Drive from Eastbrook Parkway to Lake Drive. Under a three-party contract with GRAEF, Wisconsin Department of Transportation, and the Village of Shorewood, the project involves roadway design, traffic signal design, roundabout feasibility, traffic analysis, pedestrian bridge design, streetscape and plaza improvements, and various design reports. A detailed community outreach plan was developed.

USH 18 (Bluemound Road/Moreland Boulevard) Rehabilitation Project, Wisconsin Department of Transportation, Waukesha, Brookfield, and Elm Grove, WI – Design Engineer:

Responsibilities included roadway design, traffic signal design, plan preparations, project quantities and cost estimates for pavement rehabilitation of 7.0 miles of roadway completed by milling, base patching, and asphaltic concrete resurfacing. The project team prepared an extensive Public Involvement Plan that includes seven public information meetings, seven newsletters, thirty property owner meetings, and seven meetings with each of the municipalities located within the project area. A traffic analysis was performed for 19 signalized intersections as well as proposed access modifications for the corridor. A traffic report summarizing proposed improvements was submitted to Wisconsin Department of Transportation-SER. The traffic management plan (TMP) will evaluate alternate routes, include an extensive business outreach effort, and maximize traffic signal timings in an effort to “Manage Construction while Minimizing Disruption” along the corridor.

Franklin Area A Development Traffic Impact Analysis - Project Manager: The City of Franklin retained GRAEF to prepare a Traffic Impact Analysis for the proposed development in accordance with the Wisconsin Department of Transportation (WisDOT) requirements. The study area included 12 intersections. Traffic counts were collected at the study area intersections during the weekday evening and Saturday midday peak periods utilizing video and manual traffic counts. The project included developing trip generation, distribution, assignment and conducting traffic analysis. GRAEF is working with the City on the development of a Tax Incremental Finance (TIF) District for the area.

**Address**

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414 / 266 9115
Scott.Daniel@graef-usa.com

Length of Service with GRAEF
1 year

Certification

Geographic Information Systems
Professional – GISCI

Education

Civil Engineering and Drafting
Studies, 1985-1988, Waukesha
County Technical College
Architectural Engineering Studies,
1982-1983, Milwaukee School of
Engineering

Affiliations

Wisconsin Land Information
Association
ESRI Wisconsin Users Group

Scott is a Certified GIS Professional and GIS Programmer/Analyst. Since 1999, Scott has specialized in web-based GIS application development; one of his web-based GIS applications received the URISA Exemplary Systems in Government Award in 2003. He is experienced in many GIS platforms and programming languages. Scott's focus is on creating custom, user-friendly, interactive, web-based GIS applications that provide access to detailed spatial data for county and municipal staff and the general public. He works directly with client key personnel to design and deliver web-based data management tools for managing municipal infrastructure such as sanitary sewer, water distribution, storm sewer, urban forestry, traffic signage, etc. He also trains and mentors staff in data management and application development using Visual Studio, Web Expression, SQL Enterprise Server, ESRI ArcGIS and Autodesk Map 3D.

Scott completed the following GIS implementations for the Village of Germantown:

Tree Inventories – GIS Specialist: Developed web-based tools to manage street and park tree inventories. Worked closely with local arborists to develop a custom ArcPad application to collect tree attributes and conditions in the field. Converted tree records from legacy databases. Web application tools allow users to place new trees, update existing tree attributes, and record maintenance activities. Trees are symbolized by basic types: deciduous, coniferous, ash, stump, vacant/planting space.

Property Assessment Searches – GIS Specialist: Developed web-based searches and displays of detailed property assessment records.

Street Sign Inventory – GIS Specialist: Developed web-based tools to manage street sign inventory. Web application tools allow users to map a new pole location, input attributes for the pole, and attach one to many signs to the pole with attributes and standard sign image. Select lists of standard MUTCD signs with appropriate sizes streamline data input and prevent errors.

Sanitary Manhole Inspection – GIS Specialist: Developed web-based tools to perform detailed inspections on sanitary manholes. Logically-grouped inspection items for each section of a manhole will generate repair records needed if a problem is indicated in the inspection. A layer in the GIS, showing where repairs needed exist, allows visual analysis and reporting of manhole issues.

Sanitary Pipe Cleaning – GIS Specialist: Developed web-based tools to record sanitary sewer cleaning activities. The tool allows users to interactively select one to many sanitary pipe segments that were cleaned in one event.

Water Meter Management – GIS Specialist: Developed web-based tools to manage water meter inventory and installations. Web application tools allow users to map a water meter location and attach a water meter record to the location.



Address

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Length of Service with GRAEF
6 years

Professional Registration
Professional Engineer – WI

Professional Certification
ISI Envision® Sustainability
Professional

Education
Executive M.B.A., 2014, University
of Wisconsin-Milwaukee,
Milwaukee, WI
B.S., Civil Engineering, 1998,
University of Wisconsin-Milwaukee,
Milwaukee, WI

Professional Affiliations
American Consulting Engineers
Council - Wisconsin Chapter
American Public Works Association
– Membership Committee Chair

For 20 years, Matt has refined his experience and expertise in large and collaborative efforts on a number of watercourse and public works projects. He is a project manager and municipal engineer specializing in water resource projects. Matt's experience encompasses project management, contract administration, client relations, construction supervision, storm water management and modeling, community relations, and special assessments.

Village of Germantown SWMP Update - Project Manager: DNR Urban Nonpoint Source & Stormwater Management (UNPS) Planning Grant funded update of the village-wide Stormwater Management Plan.

Mid Moraine Water Quality Collective, Washington and Ozaukee Counties, WI – Project Manager: The Mid Moraine Water Quality Collective is a collaboration among 12 communities and two counties to meet upcoming TMDL standards on the Milwaukee River. The Collective includes engineering expertise, NGO partners for public outreach, regulatory experts, and funding partners to lead communities to meet water quality goals, economic goals, and collaboration goals. Matt was instrumental in organizing and leading this group into its genesis. Matt's role continues to include finding creative and innovative ways to meet TMDL standards and find funding for future projects.

On-Call Engineering Services for Watercourse Facilities, Milwaukee Metropolitan Sewerage District, Milwaukee, WI – Contract Manager: Develops project teams for any given task and coordinates scope, schedule, and fee development. Responsible for quality assurance and quality control for these tasks. GRAEF serves as the contract manager, project manager, and overall quality control coordinator for a diverse team of engineering, geomorphic, landscape architecture, field, and environmental professionals for various on-call watercourse needs of the District.

Kinnickinnic River Rehabilitation, Milwaukee Metropolitan Sewerage District, Milwaukee, WI – Project Manager: Manages a large team of regional and local experts – including DBE firms – for this long-term flood risk reduction project for the MMSD. GRAEF's role includes long-range planning for Milwaukee County Parks facilities, bridge improvements, and stakeholder and public outreach and involvement. Organizes and manages many team members to allow the technical experts to excel without needing to navigate a difficult project from a public and political point-of-view.

Village Engineer, Village of Newburg, WI – Client Service Manager: Since 1999, involved in an array of day-to-day and project engineering duties, including administrative services ranging from construction to planning. These include attending council, committee, and commission meetings; leading presentations and public hearings; overseeing bidding; and managing capital improvement projects. Responsible for annual reporting requirements. Responds to resident phone calls and complaints. Negotiates for easements and manages engineering, planning, and construction budgets. Completed Pavement Management Plan, Comprehensive Outdoor Recreation Plan, "Smart Growth" Plan, and Sanitary Sewer Master Plan.



Address

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Length of Service with GRAEF
14 years

Professional Registration
Professional Engineer - Wisconsin

Education
B.S., Civil Engineering, 1994,
University of Wisconsin-Platteville,
Platteville, WI

Professional Certifications
Certified Document Technologist

Professional Affiliations
American Society of Civil Engineers

Jim brings over 21 years of experience to site development and public works engineering projects at GRAEF. Jim's approach to designing and managing projects ensures that clients are satisfied and projects are completed on time and within budget. His site development services includes site grading, storm water management, sanitary and storm sewers, water mains, roadways, paving, erosion control, and permitting. Jim has evaluated and designed multiple types of underground stormwater best management practices (BMPs) for public and private clients to provide solutions that minimize the amount of surface required for stormwater management.

White Stone Station, Menomonee Falls, WI – Project Manager: Oversaw the development of 12 acres at White Stone Station. GRAEF provided civil engineering and landscape architecture. The site/civil engineering included site demolition; sanitary sewer, storm sewer and water mains; permitting; grading and paving; and erosion control. The project initially used SITEOPS to quickly look at different grading options and optimize the site grading to the retail experience. The design also utilized AutoCAD Civil3D design software that created a three dimensional model of the site that could be updated and reviewed during construction, and for the Owner's use during future planning.

Drexel Town Square, Oak Creek/KM Development Corporation, Oak Creek, WI – Project Engineer: GRAEF was selected to provide a number of services for Drexel Town Square, an 85-acre, mixed-use development. Services included planning, landscape architecture, civil engineering, transportation engineering, site electrical engineering, environmental services, and field services. The site/civil engineering included site demolition; sanitary sewer, storm sewer and water mains; permitting; grading and paving; erosion control; and stormwater management. Stormwater management included enhancing an adjacent poor quality wetland area to provide improved water quality of surface runoff from the developed site. GRAEF worked with many different stakeholders, including the City of Oak Creek, MMSD, WDNR, future tenants, and other consultants. The design used AutoCAD Civil3D design software to create a three-dimensional model of the site that could be updated and reviewed during construction, and for the owner's use during future planning.

Bayshore Towne Center, Glendale, WI – Project Engineer: Site/civil design services for the 60-acre reconstruction and expansion of the Bayshore Mall. This mixed-use development includes over 1,200,000 square feet of retail and entertainment venues including restaurants, theater, office, condominiums, apartments, and multiple parking decks. Coordinated extensively with existing tenants to maintain their business during the construction. Designed private site and public infrastructure and performed engineering services during construction, including new site sanitary sewer, storm sewer and water mains; public roadways; survey, demolition, grading and paving; retaining walls, lighting, striping and signing, and permitting. Stormwater was discharged through an underground treatment device to remove 40 percent of total suspended solids.



Section 3
Statement of Qualifications



The Planning + Urban Design Group of GRAEF emphasizes five basic principles in its work:

- Build Community
- Treat Applicants in a Fair, Timely Manner
- Respect Local Traditions and Character
- Preserve the Natural Environment
- Increase Social and Economic Value

Areas of Expertise

Comprehensive Land Use &
Neighborhood Plans
Public Participation &
Communications
Business District Improvement Plans
Park & Landscape Design
Design Guidelines & Form-Based Codes
Market Analysis
Traffic Calming
Economic Development
Promotional Strategies for Development
Corridor Master Planning
Developer Solicitations

Planning | The GRAEF team goes beyond the standard professional talents of planners, designers, landscape architects. GRAEF offers an extraordinarily broad range of engineering skills and design expertise, including over 40 LEED® AP professionals. The next two pages offer detailed lists of our planning services plus the broader, deeper range of our technical expertise.

Business Friendly Attitude | GRAEF specializes in preparing detailed plans that encourage development, enhance the community, and preserve the environment. In contrast to many municipal consultants, GRAEF's planners emphasize the support of new business without sacrificing design quality or neighborhood character.

Award Winning Talent | GRAEF professionals have achieved national recognition for their urban design and planning expertise, as documented by the list of peer-review awards they have won.

Client Partnering | GRAEF's clients include both government agencies and private developers seeking community excellence. GRAEF recognizes the importance of establishing a good working relationship among public officials, landowners, business operators, and local citizens.

Municipal Planning Services



GRAEF has worked on a variety of project types for a diverse group of clients.



Comprehensive plans

- Smart Growth Plans
- Master Plans: Public & Private
- Mixed-Use Area, Downtown, & Joint Land Use Plans

Urban Design

- Urban Redevelopment
- Street & Block Concepts
- Regulating Plans
- Public Places, Pedestrian Realms & Plazas
- Feasibility Analysis
- Affordable Housing

Codes, Ordinances & Guidelines

- Form Based & Hybrid Codes
- Zoning & Subdivision Ordinance Updates
- LEED® Certification Analysis
- Conservation Ordinances
- Traditional Neighborhood Development Policies

Neighborhoods, Corridors, & Districts

- Arterial Corridor Plans
- Urban, Village & Neighborhood Main Streets
- Transit-Oriented Developments
- Residential Revitalization & Shopping Mall Redesign
- Business Parks & Redevelopment Districts
- Village Centers & Downtown Plans
- Environmental Preservation Areas & Conservation Developments
- LEED® Analysis For Sustainable Neighborhoods

Economic Development & Grants

- Fiscal Impact Analysis
- TIF Analysis & Implementation
- Real Estate Pro-Forma Analysis & Strategies
- Grant Research & Applications
- Public Cost-Revenue Analysis
- Cost-Benefit & Cost Effectiveness Analysis
- Community Service Cost Estimates
- Redevelopment Value & Trends Analysis
- Long Term Market Development

Plan/Design Reviews

- Development Reviews
- Plan Approval Reviews
- Subdivision Reviews
- Design Reviews
- Sustainability Reviews

Public Participation

- Listening & Visioning Workshops
- Charrettes, Interactive Discussions & Focus Groups
- Stakeholder Interviews
- Online & Interactive Surveys
- Displays & Animations

Civil

- GIS and Computer Modeling
- Potable Water Systems
- Water Resource Management
- Site Development
- Storm Water Systems
- Subdivisions
- Utility System Expansions
- Wastewater Systems

Environmental

- Air and Noise Analysis
- Asbestos/Lead Management
- Brownfields
- Natural Resource Assessments
- Permitting
- Program Management/Planning
- Real Estate Due Diligence
- Soil/Groundwater Remediation
- Watershed Management
- Wetland Services

Field Services

- ALTA Surveys
- GPS Surveying
- Construction Management, Inspection, Staking
- Land Surveys and Mapping
- Right-of-Way Plats
- Subdivision Platting
- Topographic and Site Surveys

Industrial Architecture

- Additions
- Buildings
- Building Facades
- Parking Structures
- Renderings
- Renovations
- Roof Systems

Landscape Architecture

- Site Planning/Design
- Community Planning
- Urban Design
- Streetscapes
- Parks and Recreational Facilities
- Golf Course Development
- Sustainable Design
- Quarry Architecture

Mechanical, Electrical, Plumbing, and Commissioning

- Communication and Alarm Systems
- Fire Protection Systems
- HVAC Systems
- Interior and Exterior Lighting
- Plumbing Systems
- Power Distribution
- Process Piping and Gas Systems
- Ventilation and Exhaust Systems
- Total Building Commissioning
- LEED Accredited Services
- Energy Modeling and Audits
- Smoke Control System Inspections
- Construction Management

Operations Consulting

- Lean Manufacturing Design
- Plant Layout
- Process and Product Flow Analysis
- Process Utility Design
- Quality Control
- Set-up Reduction
- Staging and Material Logistics
- Work Cell Design

Planning

- Comprehensive Planning
- Urban Design
- Master Planning
- Main Street Redevelopment
- Corridor Redevelopment
- Property Development
- Plan Reviews
- Strategies for Sustainability
- Economic Development

Structural

- BIM (Building Information Modeling)
- Bridges
- Buildings
- Building Exteriors
- Foundations
- Forensic Analyses/Investigations
- Parking Structures
- Process
- Structural Systems

Transportation

- Curb and Gutter/Sidewalks
- Harbors and Marinas
- Pavement Design
- Railroad Spurs
- Relocation and Reconstruction
- Right-of-Way Services
- Roundabout Design
- Streets/Highways/Freeways
- Street Lighting
- Traffic Studies, Signalization and Signing

Stakeholder Outreach & Engagement



GRAEF offers engagement strategies that give the community the opportunity to identify and protect special places, and share ideas, values and concerns that become integral to the plan development. Some of the options available for informing the public and obtaining input include:

Open Houses | Community open houses or public information meetings are opportunities to gain input from the public and share information about the planning and implementation processes. GRAEF uses a variety of formats and venues to reach the public and gain broad input and support for community projects. These meetings can be specially scheduled and hosted at venues such as city halls, community centers and libraries, or can be integrated into existing local community events to gain insight from a broader population.

Workshops | Workshops are a means of introducing the consultant team, informing the public about the scope of the project, exploring community values and vision, and obtaining public input throughout the process. Workshops are often conducted as listening sessions that document the detailed concerns of residents and property owners.

Charrettes | Charrettes are “hands-on” public workshops held during the planning process with the general public to further discuss relevant issues, such as community visioning, market findings, survey results, and land use planning opportunities.

Exhibits | Graphic displays are used to inform and generate interest in the planning process. GRAEF’s exhibits are often used in press conferences and stand-alone displays in public venues, such as city halls, libraries, and polling places.

Online & In-Person Surveys | GRAEF can work with officials to develop and administer surveys that capture the ideas and values of the community as they pertain to general land use planning, care and management of the environment, arterial corridors, housing types, transportation types, recreational opportunities, design preferences, and other issues as determined.

continued



Types of Engagement

Neighboring Government Staff

- Public Displays and Exhibits at City Halls, Libraries, Community Destinations & Polling Places

Lumberyard Site Redevelopment Plan and Value Analysis

Client: Village of Grafton | Location: Grafton, WI



In 2009, GRAEF designed a series of 10 infill strategies for redeveloping this complex former industrial site. Constraints included traffic circulation patterns, complex property ownership patterns, limited market opportunities, and integration with other district plans. In 2014, GRAEF updated the concepts plans to reflect the current market. Construction on the mixed-use project is set to begin in June 2016 with expected completion in June 2017.

Property Development Options | Development options were created to fit 15 land divisions. Real estate options included various multiple residential types and different retail and commercial projects, as well as a series of circulation and parking options.

Downtown Continuity and Public Places | The site design includes integrated public places, a variety of streetscapes, landscape features, and integrated pedestrian areas. The site design also extends existing concepts for expansion of Grafton's downtown.

Revenue and Value | As part of the Village's Tax Incremental Financing strategy, the site is planned to include the minimum value needed to achieve the necessary tax revenue. GRAEF interviewed a series of brokers and investors to develop options that would achieve this goal and yet still present feasible development concepts.

Kinnickinnic River Watershed, Watercourse & Park Planning

Client: Milwaukee Metropolitan Sewerage District | Milwaukee, WI



GRAEF leads the consultant team assisting MMSD and other key municipal and organizational stakeholders in the development of an updated plan for the watershed. This update includes watercourse, green infrastructure, and park planning to invest and promote the Kinnickinnic River as an asset to the watershed's communities. The GRAEF team organized and led focus groups with residents and other stakeholders of Milwaukee County Parks that are impacted by Kinnickinnic River flooding. These focus groups included a presentation on the project, its goals, and solutions, in addition to a break-out sessions for participants to provide feedback and discuss future options for each impacted park.

Planning for public information meetings for residents and property owners of the watershed is underway, led by the GRAEF team. These meetings will provide an opportunity for all stakeholders to learn more about the project goals, planning process, upcoming preliminary engineering between 6th and 27th Streets, and provide feedback on the watercourse and park planning alternatives.



Drexel Town Square

Client: City of Oak Creek | Oak Creek, WI



The City of Oak Creek, in partnership with WisPark, completed the development of a new Town Center on former industrial land. GRAEF helped plan the project, gain public support, development successful grants for funding, and initiate design for sustainable infrastructure.

Planning: City Hall and Library | GRAEF developed a series of different design options for redevelopment of the former Delphi site, now known as Drexel Town Square. This work included several public workshops, economic analysis, and the creation of plan alternatives to address multiple visions for the City's future City Hall and Library. GRAEF also analyzed the public costs and revenues associated with development options. GRAEF's work helped support or creation of a new Town Square featuring the City Hall and Library as a primary destination place.

Funding Support | GRAEF prepared and helped win approval for the largest grant awarded as part of Wisconsin's Blight Elimination and Brownfield Redevelopment (BEBR) program. This \$1.1 million award is being used to clean up the site and prepare it for new development.

Awards

Sustainable Development Guide:
2013 APA-WI Award for Innovations
in Planning
2015 Eureka Award – *The Business
Journal*

Sustainable Infrastructure | GRAEF was also instrumental in conceiving and preparing a proposal to the Milwaukee Metropolitan Sewerage District for the planning and implementation of best-management-practices for stormwater infrastructure and related sustainability measures for the Town Center redevelopment.

Janesville Road Corridor Streetscaping Plan

Client: City of Muskego | Muskego, WI



GRAEF Planners worked extensively with the community of Muskego and stakeholders to develop a context sensitive streetscape plan and construction documents as an element of the Janesville Road widening project.

The 2.5 mile corridor was evaluated and divided into five districts to respond to the adjacent neighborhood character. Each of these districts received a customized street section, streetscape treatment, and intersection design that responds appropriately to neighboring residential or commercial environments. A specific 'collection' of streetscape furnishings, colors, pavement patterns and textures, plant materials and lighting were developed from various alternative palettes. Throughout the corridor, the streetscape design employs a vegetated median, detached sidewalks and lighting on each side of the roadway, and shade trees. The streetscape design within commercial districts receives more intense treatment through the use of raised median planters, pedestrian lighting, special pavements and street furnishings. Gateway features are also introduced at highly visible locations along the corridor.

GRAEF Planners also created several development plan alternatives for the Town Center area of the corridor.

New Berlin City Center Implementation

Client: City of New Berlin | New Berlin, WI



After completing New Berlin's City Center Plan, the City asked GRAEF Planners to assist in the implementation process by reviewing development proposals and updating the Plan to reflect any needed changes.

GRAEF Planners worked with developers, architects, and the City to draft site plans from development proposals and to integrate these proposals into the overall City Center Plan.

Several Plan revisions were drafted throughout the implementation process, reflecting approved developments, the creation of a village square, the addition of a public library, and the conservation of wetlands and protected wildlife.





Park East Urban Design

Client: Department of City Development | Milwaukee, WI



The unprecedented removal of an elevated freeway spur in Downtown Milwaukee opened up an 85-block area for redevelopment. GRAEF Planners prepared a Master Plan and Form-Based Development Code to guide new mixed-use developments in this area.

Reconnected Neighborhoods | The Park East Freeway was a physical barrier separating Milwaukee's Downtown from adjacent neighborhoods. GRAEF Planners' design work reconnects existing neighborhoods with new streets, and replaces the freeway spur with a new boulevard.

Distinct Districts | GRAEF Planners' Master Plan and Form-Based Code identify three distinct districts, each with a unique character and design approach.

Pedestrian Friendly | Standards are provided to produce quality architecture, walkable streets, and active urban spaces. In addition to mixed-use opportunities, the plans provide for landmarks, public spaces, and pedestrian-friendly amenities.

Code Fosters Good Urban Design | The Form-Based Code regulates land uses, building placement and height, parking, and a variety of building details. The Code requires a percentage of storefront uses on certain streets, and forms a foundation for good urban design and investor confidence.

New development began shortly after the Code was adopted and has continued at a rapid pace. GRAEF Planners' work on this project won a national award from the Congress for the New Urbanism (CNU).

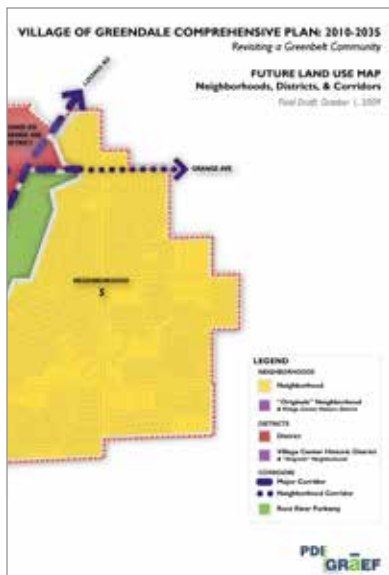
Award

National Award - Congress for the
New Urbanism (CNU)



Village of Greendale Comprehensive Plan

Client: Village of Greendale | Greendale, WI



Award
Wisconsin American Planning
Association

The Village of Greendale Comprehensive Plan: 2010-2035 serves as the primary document guiding land use and redevelopment/development decisions over the next 25 years. The document was created with the community to incorporate the unique aspects of the Village and address the challenges and opportunities identified by the residents and stakeholders. The resulting document satisfies the comprehensive planning requirements mandated by the State of Wisconsin, while also continuing to uphold the innovative planning tradition established during the Greenbelt town's inception with the Work Progress Administration. The Village of Greendale's plan earned an award from the Wisconsin American Planning Association in 2010.

Public Participation | GRAEF planners used a broad range of input from selected stakeholders, community-wide meetings, and elected officials to determine a summary of critical issues and generate a consensus-based vision for the future. The public participation techniques for Greendale's planning process included listening sessions and workshop, stakeholder interviews, regular Plan Commission meetings, staff-level review meetings, and public hearings.

Sustainability Focus | Maintaining Greendale as an innovative community requires the fusion of new strategies and concepts with previously established tools for preservation and development. The Village's comprehensive plan promotes the implementation of sustainable practices by recommending site-specific opportunities for community gardening, pedestrian and bicycle linkages, residential and commercial energy efficiency, best management practices for stormwater, and green infrastructure. Not only are these strategies at the forefront of the sustainability movement, they also uphold the values established during the development of this historic Greenbelt town.

West Allis Comprehensive Plan

Client: City of West Allis | West Allis, WI



Redevelopment Focus | GRAEF worked with the City of West Allis to create a unique Comprehensive Plan that will serve the City's needs and be an active document for guiding redevelopment decisions. Redevelopment was a major focus for the land-locked community, with 27 sites identified for increasing long-term value. Sites ranged from a couple lots to 80 acres. Opportunities for investment included new development concepts, improved circulation, and urban design features.

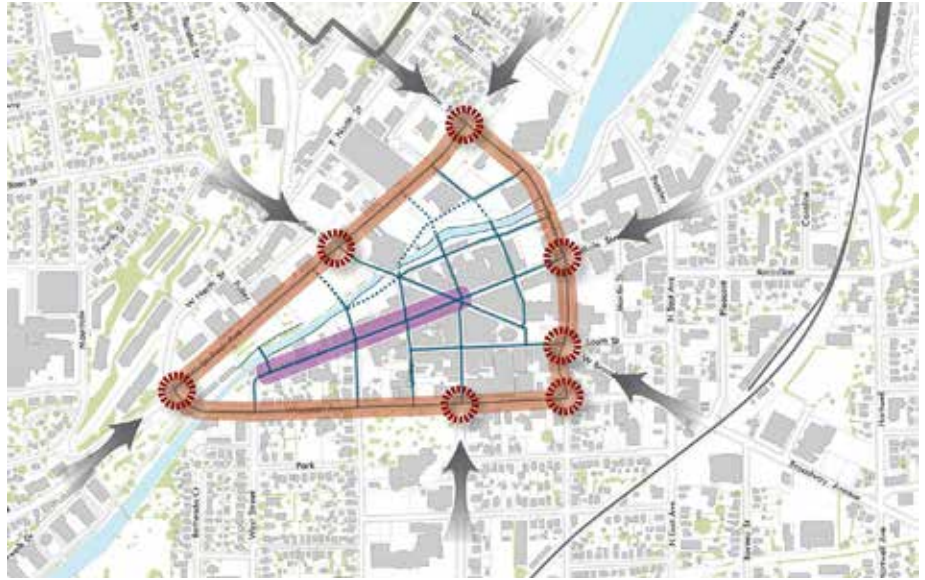
Neighborhood Preservation | West Allis has a broad housing stock, ranging from single-family residential homes to multi-family developments. Housing choices and diversity were an integral component of the planning process with an emphasis on preserving the existing neighborhoods and housing units, increasing home ownership, and developing life-cycle housing options. Unique characteristics for each of the 26 neighborhoods were identified.

Economic Growth | In order to remain competitive and ensure future prosperity, the City will continue its aggressive approach to economic development initiatives with well planned projects and funding mechanisms. Key initiatives include: providing land for industrial land development, facilitating discussions on workforce development and education, and assisting small businesses in finding untapped financial public resources.



Central City Master Plan – Parking Strategies

Client: City of Waukesha | Waukesha, WI



As part of a award-winning central city master plan, GRAEF provided nine new parking policies and programs, along with implementation steps, to integrate the various systems of traffic, building uses, special events, streets aping, and pedestrian movement patterns. This included specific parking management regulations to support local business and conform to the values of local residents. This included strategies for on and off-street parking as well as rehabilitation of an existing parking ramp. The recommendations included accommodations for parking and street management during downtown events and related day-to-day business activities.



Comprehensive Plan Update & Central Business District Strategy

Plan Update

Client: City of South Milwaukee | South Milwaukee, WI



As an inner-ring suburb of the city of Milwaukee, the City of South Milwaukee recognized a need to update not only its comprehensive plan, but also its economic development and downtown revitalization strategies. The GRAEF team worked closely with the City's staff, Plan Commission, Downtown Advisory Committee, and Common Council to create a customized action plan to jump-start community revitalization. GRAEF's work also includes ongoing services focusing on updating the Downtown Revitalization Grant, a Re/development Opportunity Area Guide, and other efforts to support the City's staff and committees.

Neighborhood Heritage and Assets | With its founding dating to the latter half of the 19th century, South Milwaukee has been an integral component in the larger Milwaukee economy serving as a manufacturing hub, a provider of quality housing, and a gateway to ample green space and waterfront access on Lake Michigan. Residents appreciate the city's affordability and family-friendly atmosphere. The comprehensive and downtown planning processes worked to preserve and strengthen these characteristics and values, while simultaneously creating new opportunities for growth. Stakeholder engagement identified key assets for preservation, which were then reflected in the urban design concepts and implementation strategies.

Manufacturing Shifts | With industrial land uses shifting from traditional manufacturing processes toward leaner, more compact facilities, the City and the GRAEF team saw an opportunity to develop concepts to attract and retain businesses, and create re/development concepts for phased high-density, mixed-use spaces.



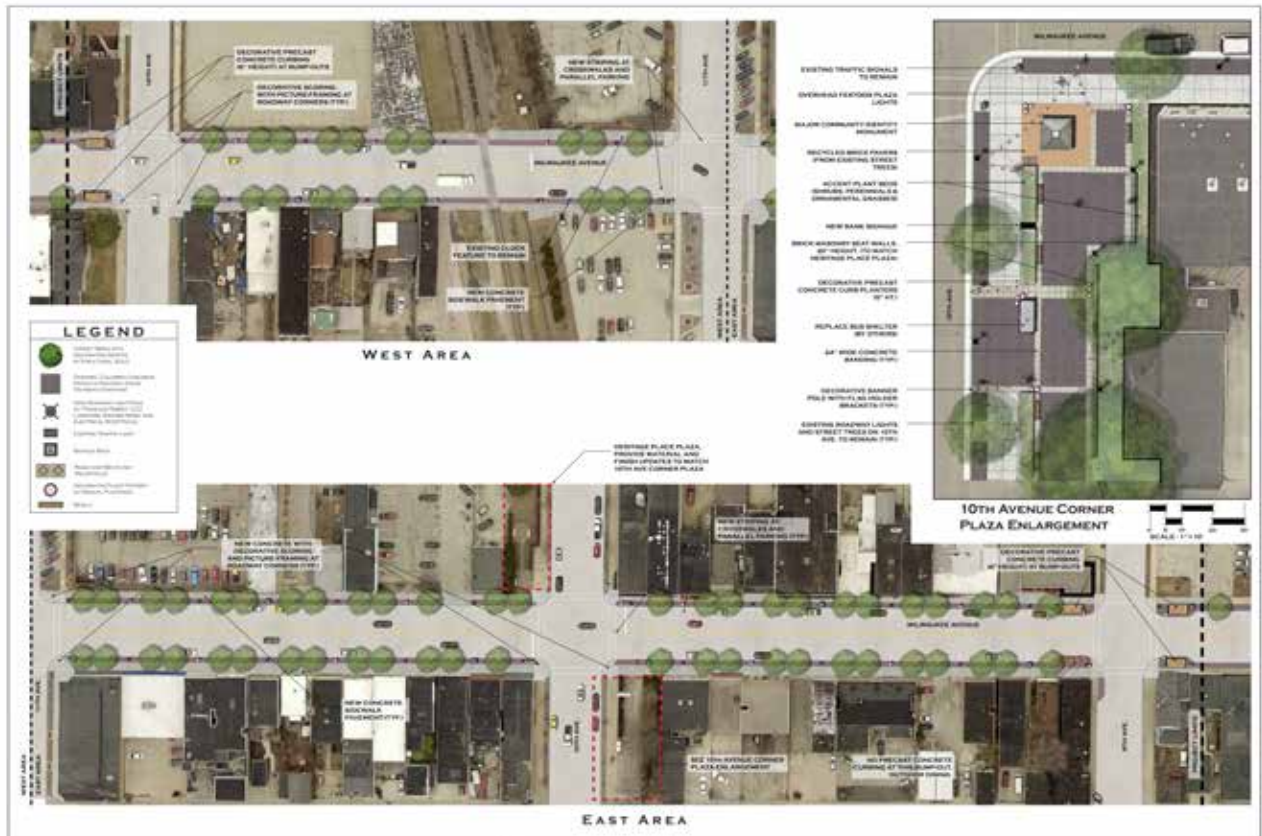
Comprehensive Plan Update & Central Business District Strategy

Plan Update

Client: City of South Milwaukee | South Milwaukee, WI

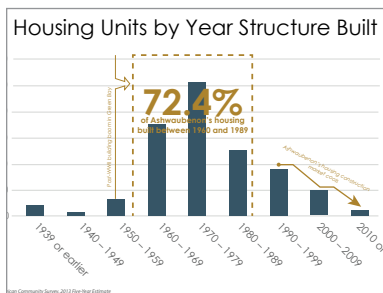
These infill developments were designed to bolster the city's downtown by providing increased availability of workforce housing, new commercial and retail spaces, and public plazas and gathering spaces. These concepts and strategies were developed through a participatory and creative process that convened public officials, private investors, and residents through interviews, charrettes, workshops, regular Plan Commission and Downtown Advisory Committee meetings, and public meetings. Public meetings were hosted at the City's downtown farmers' market, in a vacant storefront at the annual downtown trick-or-treat, and at city hall.

Emerging South Shore | South Milwaukee lies at the confluence of two, high-activity real estate markets: metro-Milwaukee and Chicagoland. As development continues along Interstate 94 south from Milwaukee and north from Chicago, market forces will coalesce in South Shore communities – notably, South Milwaukee, St. Francis, Oak Creek, and Cudahy—creating a real estate building boom. The Comprehensive and Downtown Plan Update recognized this forthcoming activity and created a community development strategy to capitalize on future opportunities while also preserving the city's unique character. Neighborhoods, districts, and corridors were identified to guide development by recognizing neighborhood character and identifying preferred future land uses.



Comprehensive Plan Update

Client: Village of Ashwaubenon | Ashwaubenon, WI



The Village of Ashwaubenon worked with GRAEF to produce an update to its comprehensive plan that operationalized desires to maintain the community's character and quality of life, strengthen and enhance the village's economy within the context of the Green Bay metropolitan region, and strategically position Ashwaubenon to benefit from 21st century community development opportunities.

Community Identity and Culture

The planning process created and developed cross-sectoral relationships to understand Ashwaubenon's current cultural and community identity, which included multi-generational lifestyles, racial and ethnic diversity, quality schools, and strong employment. Because the village lies at the heart of one of Wisconsin's most powerful, regional economic engines, residents and business owners sought to ensure that future planning efforts respected and incorporated community character during development discussions and proposals. Data collection and analysis were married with discussions and interviews to build a community profile that reflected the community's desires and aspirations.

Economic Positioning

Long respected as a "community of choice" adjacent to the city of Green Bay, Ashwaubenon's economy has benefited from proximity to industries of scale, transportation centers, and their agglomerative forces. In recent decades, commercial, industrial, and residential development consumed valuable land within the village. To efficiently and effectively use land, economic development and land use management strategies were applied to opportunity areas and vacant land to ensure a balance of uses will maximize benefits to quality of life and business development and retention. Neighborhoods, districts, and corridors were identified to help guide land use decisions and target private investment.



Section 4
Project Approach

For decades planners have written comprehensive plans with little impact. Often these plans fail to define concrete actions that leaders need – actions that can spur improvement and change in economic development, urban design, zoning, capital budgets, utilities, public/private partnerships, historic preservation, school expansions, and other community issues. These comprehensive plans remain too general, sometimes using a “big picture” focus to avoid the heavy lifting needed to create a plan that is specific enough to guide implementation and improvements. GRAEF makes relevant and actionable plans that lead to significant outcomes for communities across Wisconsin. This is our approach

Step 1

KICK OFF WITH A STRONG STEERING COMMITTEE AND COMMUNITY ENGAGEMENT PLAN.

Our team starts with a collaborative planning kick-off involving Village of Germantown staff, officials, and key community stakeholders. During this step, the GRAEF/Village team will develop an outreach schedule, identify milestones, and discuss the creation of an active Plan 2050 Steering Committee to guide the planning process.

We then finalize a proposed public engagement plan, including timeline and strategies. This step sets the stage for a successful planning process and ensures the development of an impactful and implementable comprehensive plan. At GRAEF, we believe that community engagement should be fun, creative, and inclusive – but it should also be strategically planned to provide timely information to the public and generate community knowledge. Most importantly, community engagement should be used to gather useful and relevant feedback about the issues that truly matter to the Village community and develop realistic strategies for how to overcome those issues.

During this initiation step, GRAEF and the Village staff will determine the best communication strategy and approach to the plan on an on-going rolling basis. As Project Manager, Craig Huebner will provide the primary day-to-day communication between the Village and the GRAEF team.

Typical Deliverable: Community Engagement Plan

GERMANTOWN COMMUNITY ENGAGEMENT PLAN - PRELIMINARY PROPOSAL

- Online and print marketing / education campaign, including posters and planning updates for social media
- 3 outreach meetings at community events (options: Mai Fest, Oktoberfest, Taste of Germantown, Farmers Market, school events)
- 1 Online Community Survey
- 2 public Open House meetings
- 5 Steering Committee Meetings
- 3 Stakeholder Meetings (businesses, community organizations, advocacy groups, minority groups, etc.)
- 2 meetings with public bodies: Plan Commission & Common Council

Step 2

EVALUATE PAST PLANS AND CURRENT CONDITIONS - WHAT WORKS?

Part of the GRAEF approach is careful evaluation of past plans and data. We bring forward the best ideas, develop novel ways to integrate old and new concepts, and tap into a network of online references, data, and resources. The GRAEF team will update and revise prior vision statements, goals, objectives, policies, recommendations, and technical and supporting information as appropriate. We also clearly identify where new materials and ideas must be developed. At times we reference and include plans and policies from other government agencies (e.g., Federal, Regional, State, County).

Along with review and analysis of past and current planning documents, the team will review, compile, and report current data and demographics related to population characteristics, housing, transportation, existing community facilities, local and regional parks and recreation facilities, and existing infrastructure.

Typical Deliverable: Draft Goals, Recommendations, and Chapters

Step 3

CREATE PLACE-BASED PRIORITIES (Neighborhoods, Districts, and Corridors)

In this most critical step, the GRAEF team, in concert with Village staff and leaders, will configure the unique place-based geography of neighborhoods, districts and corridors (NDC) that structures the plan. An illustrative framework table for this methodology is portrayed at the end of this section as an example for how this information might take shape for Germantown.

GRAEF frames a comprehensive plan in smaller geographic components that match a community's natural breakdown of neighborhoods, districts and corridors (NDC). This approach does NOT create "jurisdictions," but rather a non-threatening framework for consensus-building among Village Staff, officials, and the community. Identifying neighborhoods, districts, and corridors is a traditional planning practice that has gained renewed value and relevance with today's GIS and observational tools, as well as widespread use at a national level among American Planning Association (APA) members and the Congress for the New Urbanism (CNU). This process requires customized talent and skill. Often, we find that many

WHY THIS APPROACH WORKS

GRAEF knows that this method works because we have used this model for seven comprehensive plans across Wisconsin. Leaders, stakeholders, and citizens understand this methodology easily and can link the plan to actions.

We tailor plans to the unique fabric of each community. We use plans from the past when we can, but customize plans when innovation is essential. These are key "lessons learned" by creating place-based plans for each neighborhood, district, and corridor:

1. Stakeholders focus on their own subareas and avoid conflicts that apply primarily to other subareas.
2. Planners use proven concepts from other plans, but still create innovations where necessary and pragmatic.
3. Village staff easily adopt meaningful, incremental changes for zoning and other regulations outlined in the plans.
4. Private sector investors focus on the plan's actions. Investors try to match the details of desired development when the plans define clear target investment areas.
5. Local officials and leaders facilitate collaboration and consensus within each neighborhood, district and corridor and address key issues without oversimplification.

neighborhoods do not need change – they need stability. In turn, neighborhoods that have been experiencing rapid cycling or changes need well-measured concepts to slow or guide their evolution.

Within each area we will define key problems and opportunities alongside the Plan 2050 Steering Committee. In almost all cases community observations spill out quickly and naturally for each subarea. Often, concepts are well-known but have not been given a voice in a formal setting.

When issues emerge that seem important to residents or businesses they can usually be addressed as part of a local subarea approach. Each subarea can create a clear, thoughtful statement based on local self-awareness. Participants usually find that this method produces an insightful dialogue that begins to form a consensus. GRAEF then validates the NDC descriptions, which are treated as a mirror reflecting existing qualitative and quantitative community conditions.

As part of this step, the GRAEF team will evaluate the Land Use Map and categories, including how it functions with existing zoning districts and the relationship to State statutes, and make recommendations for future zoning amendments.

Typical Deliverable: Draft Chapters and NDC Future Land Use Map

Step 4

DEFINE MARKET OPTIONS FOR ECONOMIC DEVELOPMENT

The GRAEF team will describe the “action landscape” for economic development – the structure of local markets and economic conditions, and the programs and resource allocations that may be useful. This landscape of potential actions depends only partially on an assessment of market conditions and trends. It should be noted that within the last decade no market analysis predicted the recession, no one predicted the recovery, and no one predicted the enormous regional change coming about due to FoxConn investments. In other words, the value of market analysis for the purposes of long-range planning is very limited.

Rarely do we recommend that a community puts “all of its eggs in one economic basket.” We prefer to create a framework of possibilities that identify down-to-earth, geographically-located, and economically-vetted constraints and opportunities. This framework assesses known

constraints and realistic opportunities. Typically, the landscape of actions and resources falls into three categories:

- Programs that have been used effectively to make something happen (BIDs, TIDs, NIDs, etc.). What has succeeded and what has failed?
- Regulatory actions that represent procedures that may need to be changed (zoning, street standards, other codes). *What has been a major obstacle and what has facilitated positive action?*
- Resource expenditures embedded in capital improvements or operational expenses. *What can be modified to support the comprehensive plan?*

This process becomes the foundation for an achievable vision of economic development, urban design, and capital budgeting. At the time the Comprehensive Plan reaches this point, the community can engage in a serious conversation about visions they support and how they may be achieved. The goal of this process is not a single vision, but rather a dynamic range of visions embodying multiple futures for different groups. We ask:

- What is wanted in each neighborhood, district and corridor?
- What really fits?
- How far should they go in each subarea?
- Where should the community invest in development, and how much?
- What are the long-term fiscal impacts on, taxes, costs and revenues?
- Which area really needs new infrastructure?
- What will be fair and effective?

This is a key moment in the planning process where communities have a chance to make grand visions (i.e., “make no little plans”) but at the same also have a chance to think pragmatically about what they can achieve.

Typical Deliverable: Draft Chapters

Step 5

DEVELOP NEW PLANNING INITIATIVES

While state statutes imply a similar outline for every comprehensive plan, such standardization is often the opposite of local needs. For example, one community may need to focus on new development, another must focus on redevelopment of existing areas, and some (perhaps like Germantown) may have both sets of needs. At times, priorities must focus on the costs of infrastructure, fiscal impacts, and public controversies. Depending on leadership, there may be an opportunity to consider innovations such as “smart city” planning or policies for remediating vacancies in big boxes or large parcels unsuited for effective reuse.

GRAEF offers expertise in all these areas. We recommend that staff and officials discuss the issues in Germantown and evaluate potential initiatives which require more depth and detail. For example, based on our work throughout the southeastern Wisconsin region, we know that the following are “hot” topics being considered in multiple communities with strong leadership:

- Evaluating long-term capital and operating costs
- High target areas of opportunity for redevelopment
- Cost estimates for new and/or green infrastructure
- Redevelopment for village/neighborhood centers
- New arterial streetscaping and public places
- Smart city technologies
- Vacancy remediation planning

GRAEF has developed specific services in each of these areas, ranging from high level concepts for future planning, to mid-level recommendations for policies and ordinances, to detailed on-the-ground physical improvements.

Typical Deliverable: To be determined

Step 6

DEVELOP CONCRETE IMPLEMENTATION ACTIONS

The GRAEF team evaluates and tests multiple implementation actions for each neighborhood, district, and corridor to develop a dynamic, place-based, market-driven, and stakeholder-friendly plan. The best way to gain consensus is to begin with substantive ideas, listen to the community, and revise/reiterate those ideas as needed.

In many planning projects the fear of negative public reaction forestalls useful suggestions and actions before they can even enter the community discussion. In contrast, we repeatedly engage multiple communities of residents, investors, and businesses with well-formed ideas, listening to their feedback, revising our concepts to incorporate their input, and returning for more feedback. We do not seek consensus on one final plan, but rather open a discussion of realistic options, each of which leads to different directions based on a range of opportunities.

During this step, place-based geographic priorities are interwoven with community-wide economic development goals and resources to provide a draft implementation framework and action plan.

Typical Deliverable: Draft Chapters

Step 7

FINALIZE THE PLAN

Most Comprehensive Plans provide “high-level” actions or “implementation frameworks” that describe the outcomes that might be desired, but don’t specify in detail who does what and where the resources can be found. If an action does not have a direct connection to attainable resources, then it shouldn’t be emphasized in an action plan.

Our final action plans – typically one-year or two-year agendas – identify multiple pragmatic actions that show overlapping, feasible outcomes, and have clearly defined “first steps” in one or more of three categories:

- Programs that are proactive
- Regulations that have had positive impacts
- Resource expenditures embedded in capital improvements or operational expenses

Just as each year produces a new capital budget, each year should produce the next set of planning actions. To be resilient and responsive, the planning process must be monitored annually with updates and new action items. During this step of the process a final draft will be developed and provided to the Village for review.

Typical Deliverable: A completed Final Draft Plan (as approved by Village staff) prior to presentation at the Plan Commission and Village Council. GRAEF provides digital and bound copies as negotiated with the Village. The digital copy is usually delivered in an editable format commonly used by the Village staff. All maps, illustrations, exhibits, tables or other materials included in the plan are provided in formats deemed acceptable by the Village.

WHAT DO YOU GET?

GRAEF's plans lead to concrete impacts guided by officials, staff, officials, residents, and businesses.

Our plans:

- Accommodate diverse visions for the community's character
- Guide multiple decisions affecting physical development and redevelopment
- Provide a local objectives and policies that build upon Village strengths.
- Maintain collaborative and respectful relationships within the community and with surrounding neighbors
- Identify priorities for coordinated development and cost-effective infrastructure
- Make it happen

Methodology: Collaborative Planning for Germantown

All columns, rows, and cells are determined by elected officials and staff in collaboration with the GRAEF team. The subarea boundaries are also determined collaboratively.

Subarea Name	Use, form, or defining feature	Character of area	Guideline: (D) Desirable (A) Allowable with conditions (U) Undesirable	Infrastructure	Environment	Other planning categories TBD
Typical residential neighborhood	Example: Single family houses	Example: Historic 2-story homes on small lots	Example: D = matching homes U = apartments	Example: Street improvements planning; new park	Example: wetlands conservation; trail linkages	Example: TBD
Holy Hill Road/ Gateway Corridor / TID #8	Example: Agricultural uses	Example: Open land, prairie	Example: D = new housing concepts U = isolated multi-family	Example: Street improvements planned; new park	Example: Wetlands conservations; trail linkages	Example: TBD
Historic Main Street Corridor	Example: Older street edge buildings, mixed uses	Example: Historic, mixed forms and styles	Example: D = matching mixed use, comparable "size/grain" of forms	Example: TBD	Example: TBD	Example: TBD
County Aire Drive Area	Example: TBD	Example: TBD	Example: TBD	Example: TBD	Example: TBD	Example: TBD
Business Parks & TID Districts	Example: Large lot, high-end landscape	Example: TBD	Example: D = matching business use, comparable size	Example: TBD	Example: TBD	Example: TBD
HWY 167 Corridor	Example: TBD	Example: TBD	Example: D = matching mixed use, local walkable clusters	Example: TBD	Example: TBD	Example: TBD
I-41/STH 45 and Interchange Districts	Example: Auto oriented uses	Example: TBD	Example: D = strong job base, commercial value	Example: TBD	Example: TBD	Example: TBD
Farmland Districts and Neighborhoods	Example: TBD	Example: TBD	Example: TBD	Example: TBD	Example: TBD	Example: TBD



Section 5
References/Project List

New Berlin, WI

Greg Kessler

Director of Community Development, City of New Berlin

262.797.2445

gkessler@newberlin.org

Projects: New Berlin City Center Implementation: See Page 32.

Waukesha, WI

Jennifer Andrews

Director of Community Development, City of Waukesha

262.524.3753

jandrews@waukesha-wi.gov

Projects: City of Waukesha Central City Master Plan Parking Strategies: See Page 36.

Oak Creek, WI

Doug Seymour

Director of Community Development, City of Oak Creek

414.768.6500

dseymour@oakcreek.wi.org

Project: Drexel Town Square: See Page 30.

West Allis, WI

John Stibal

Development Director, City of West Allis

414.302.8462

jstibal@westalliswi.gov

Project: West Allis Comprehensive Plan: See Page 35.

South Milwaukee, WI

Erik Brooks

Mayor, City of South Milwaukee

414 / 768 8047

brooks@smwi.org

Project: City South Milwaukee Comprehensive Plan Update & Central Business District Strategy Plan Update: See Pages 37 & 38.



Section 6
Planning Projects

PDF digital copies of the following planning project examples can be found on the flash drive included with this proposal:

1. South Milwaukee Comprehensive Plan
2. West Allis Comprehensive Plan
3. West Allis National Avenue Corridor Strategic Action Plan
4. Waukesha Central City Master Plan
5. Oak Creek Sustainable Design Guidelines for Drexel Town Square
6. Ashwaubenon Comprehensive Plan
7. Holy Hill Farms 2010 Concept Plan



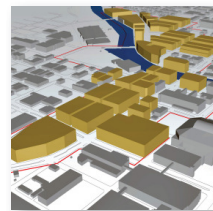
Section 7
Additional Information

Please see the list of GRAEF's Planning and Urban Design Awards on the following page.



Planning & Urban Design Awards

Urban Design and Development



Park East Redevelopment Plan, City of Milwaukee, WI. Congress for the New Urbanism Charter Award, 2003.



Great Lake Terrace, City of Milwaukee, WI — co-designers Larry Witzling and H. Van Oudenallen. Progressive Architecture Urban Design Award, 1987.



Stevens Point Downtown Plan, City of Stevens Point, WI. American Planning Association - Wisconsin Chapter Urban Design Award, 2009.

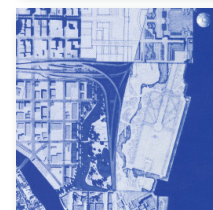


MacArthur Square Redevelopment Plan, City of Milwaukee, WI. American Planning Association - Wisconsin Chapter Urban Design Award, 2008.

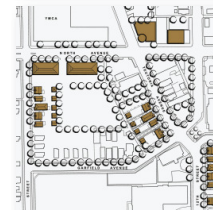
Planning Documents and Tools



Kenosha Downtown Plan, City of Kenosha, WI. American Institute of Architects - Regional Urban Design Committee, Professor Practitioner Award, 1993.



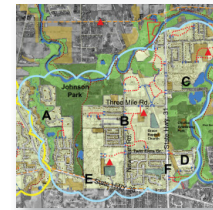
Anatomy of a Competition: Urban Design for Milwaukee's Lakefront with W. P. Farmer, City of Milwaukee, WI. Progressive Architecture Applied Research Award, 1983.



Fond du Lac and North Neighborhood Comprehensive Plan, City of Milwaukee, WI. Midwest Regional Planning Association Excellence in Planning Award, 2005.



Northwest Side Neighborhood Plan, City of Milwaukee, WI. American Planning Association - Wisconsin Chapter, Planning Document Award, 2009.



Caledonia Neighborhood Plans and Land Use, Village of Caledonia, WI. American Planning Institute - Wisconsin Chapter, Planning Document Award, 2007.



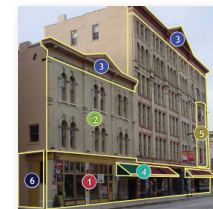
West Main Street Corridor Plan, City of Sun Prairie, WI. American Planning Institute - Wisconsin Chapter, Planning Tool Award, 2007.



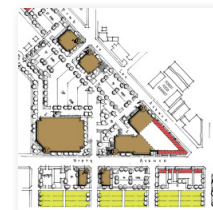
Village Center Pattern Book, New Luxembourg, Ozaukee County, WI. American Planning Association - Wisconsin Chapter, Planning Tool Award, 2006.



LaCrosse Historic Downtown Revitalization Plans, City of LaCrosse, WI. American Planning Association - Wisconsin Chapter, Large Jurisdiction Planning Document Award, 2005.



Westtown Design Guidelines, City of Milwaukee, WI. American Planning Association - Wisconsin Chapter, Award for Planning Tool, 2004.



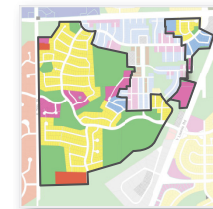
Fond du Lac and North Neighborhood Comprehensive Plan, City of Milwaukee, WI. American Planning Association - Wisconsin Chapter, Award for Large Jurisdiction Planning Document, 2004.



State Highway 164 Land Use and Transportation Plan between County Highway Q and Pioneer Road, Town of Richfield, WI. American Society of Landscape Architects, Honor Award, 2000.



Downtown Prairie du Sac Facade Design Guidelines, Prairie du Sac, WI. American Society of Landscape Architects, Merit Award, 1999.



Village of Greendale Comprehensive Plan: 2010 - 2035, Village of Greendale, WI. American Planning Association - Wisconsin Chapter, Planning Document Award, 2010.

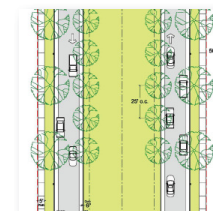


Kinnickinnic River Corridor Plan, City of Milwaukee, WI. American Planning Association - Wisconsin Chapter, Planning Document Award, 2010.



City of New Berlin Comprehensive Plan, City of New Berlin, WI. American Planning Association - Wisconsin Chapter, Planning Document Award, 2010.

Plan Implementation



West Prairie Village General Development Plan, City of Sun Prairie, WI. American Planning Association - Wisconsin Chapter, Large Jurisdiction Planning Implementation Award, 2010.



Village of Germantown Historic Main Street Plan, Village of Germantown, WI. American Society of Landscape Architects - Merit Award, 2000.

RESOLUTION NO. 94-2018

RESOLUTION AUTHORIZING THE BORROWING
OF NOT TO EXCEED \$8,480,000; AND
PROVIDING FOR THE ISSUANCE AND SALE OF
GENERAL OBLIGATION COMMUNITY DEVELOPMENT BONDS THEREFOR

WHEREAS, it is necessary that funds be raised by the Village of Germantown, Washington County, Wisconsin (the "Village") for the purpose of paying the project costs of the Village's Tax Incremental District No. 8 (the "Project"), and there are insufficient funds on hand to pay said costs;

WHEREAS, the Village hereby finds and determines that the Project is within the Village's power to undertake and serves a "public purpose" as that term is defined in Section 67.04(1)(b) of the Wisconsin Statutes; and,

WHEREAS, villages are authorized by the provisions of Section 67.04 of the Wisconsin Statutes to borrow money and to issue general obligation bonds for such public purposes.

NOW, THEREFORE, BE IT RESOLVED by the Village Board of the Village that:

Section 1. Authorization of the Bonds. For the purpose of paying the cost of the Project, there shall be borrowed pursuant to Section 67.04 of the Wisconsin Statutes, the principal sum of not to exceed EIGHT MILLION FOUR HUNDRED EIGHTY THOUSAND DOLLARS (\$8,480,000) from purchasers to be determined by subsequent resolutions of this Village Board.

Section 2. Sale of the Bonds. To evidence such indebtedness, the Village President and Village Clerk are hereby authorized, empowered and directed to make, execute, issue and sell to said purchasers for, on behalf of and in the name of the Village, general obligation community development bonds in one or more series aggregating the principal amount of not to exceed EIGHT MILLION FOUR HUNDRED EIGHTY THOUSAND DOLLARS (\$8,480,000)(the "Bonds").

Section 3. Award of the Bonds. The Finance Director (in consultation with the Village's financial advisor, Ehlers & Associates, Inc.) shall prepare or cause to be prepared an Official Notice of Sale and an Official Statement and take other actions necessary for the subsequent sale and award of the Bonds.

Section 4. Prior Resolutions; Severability; Effective Date. All prior resolutions, rules or other actions of the Village or any parts thereof in conflict with the provisions hereof shall be, and the same are, hereby rescinded insofar as the same may so conflict. In the event that any one or more provisions hereof shall for any reason be held to be illegal or invalid, such illegality or invalidity shall not affect any other provisions hereof. The foregoing shall take effect immediately upon adoption and approval in the manner provided by law.

Adopted and recorded this 17th day of December, 2018.

Dean Wolter
Village President

(SEAL)

ATTEST:

Deanna Braunschweig
Village Clerk



EHLERS
LEADERS IN PUBLIC FINANCE

December 17, 2018

Pre-Sale Report for

Village of Germantown, Wisconsin

\$6,725,000 GO Community Development Bonds, Series
2019A

Village of



Germantown

Prepared by:

Philip Cosson, CIPMA
Senior Municipal Advisor / Director

Maureen Holsen, CIPMA
Municipal Advisor



Executive Summary of Proposed Debt

Proposed Issue:	\$6,725,000 GO Community Development Bonds, Series 2019A
Purposes:	The proposed issue includes financing for the following purposes: TID 8 Infrastructure. Debt service will be paid from tax increment revenues.
Authority:	The Bonds are being issued pursuant to Wisconsin Statute(s): 67.04 & 66.1105 The Bonds will be general obligations of the Village for which its full faith, credit and taxing powers are pledged. The Bonds count against the Village's General Obligation Debt Capacity Limit of 5% of total Village Equalized Valuation. Following issuance of the Bonds, the Village's total General Obligation debt principal outstanding will be \$32,170,000, which is 24% of its limit. Remaining General Obligation Borrowing Capacity will be approximately \$102,768,830.
Term/Call Feature:	The Bonds are being issued for a term of 19 years. Principal on the Bonds will be due on February 1 in the years 2021 through 2038. Interest is payable every six months beginning August 1, 2019. The Bonds will be subject to prepayment at the discretion of the Village on February 1, 2027 or any date thereafter.
Bank Qualification:	Because the Village is expecting to issue no more than \$10,000,000 in tax exempt debt during the calendar year, the Village will be able to designate the Bonds as "bank qualified" obligations. Bank qualified status broadens the market for the Bonds, which can result in lower interest rates.
Rating:	The Village's most recent bond issues were rated by Moody's Investors Service. The current ratings on those bonds are "Aa2". The Village will request a new rating for the Bonds. If the winning bidder on the Bonds elects to purchase bond insurance, the rating for the issue may be higher than the Village's bond rating if the bond rating of the insurer is higher than that of the Village.
Basis for Recommendation:	Based on our knowledge of your situation, your objectives communicated to us, our advisory relationship as well as characteristics of various municipal financing options, we are recommending the issuance of Bonds as a suitable option based on:



	The expectation this form of financing will provide the overall lowest cost of funds while also meeting the Village's objectives for term, structure and optional redemption.
Method of Sale/Placement:	We will solicit competitive bids for the purchase of the Bonds from underwriters and banks. We will include an allowance for discount bidding in the terms of the issue. The discount is treated as an interest item and provides the underwriter with all or a portion of their compensation in the transaction. If the Bonds are purchased at a price greater than the minimum bid amount (maximum discount), the unused allowance may be used to reduce your borrowing amount.
Premium Pricing:	In some cases, investors in municipal bonds prefer "premium" pricing structures. A premium is achieved when the coupon for any maturity (the interest rate paid by the issuer) exceeds the yield to the investor, resulting in a price paid that is greater than the face value of the bonds. The sum of the amounts paid more than face value is considered "reoffering premium." The underwriter of the bonds will retain a portion of this reoffering premium as their compensation (or "discount") but will pay the remainder of the premium to the Village. For this issue of Bonds, any premium amount received that is in excess of the underwriting discount and any capitalized interest amounts must be placed in the debt service fund and used to pay a portion of the interest payments due on the Bonds. The amount of premium allowed can be restricted in the bid specifications. Restrictions on premium may result in fewer bids but may also eliminate large adjustments on the day of sale and unintended results with respect to debt service payment impacts. Ehlers will identify appropriate premium restrictions for the Bonds intended to achieve the Village's objectives for this financing.
Other Considerations:	The Bonds will be offered with the option of the successful bidder utilizing a term bond structure. By offering underwriters the option to "term up" some of the maturities at the time of the sale, it gives them more flexibility in finding a market for your Bonds. This makes your issue more marketable, which can result in lower borrowing costs. If the successful bidder utilizes a term bond structure, we recommend the Village retain a paying agent to handle responsibility for processing mandatory redemption/call notices associated with term bonds.
Review of Existing Debt:	We have reviewed all outstanding indebtedness for the Village and find that there are no refunding opportunities at this time. We will continue to monitor the market and the call dates for the Village's outstanding debt and will alert you to any future refunding opportunities.



Continuing Disclosure:	Because the Village has more than \$10,000,000 in outstanding debt (including this issue) and this issue is over \$1,000,000, the Village will be agreeing to provide certain updated Annual Financial Information and its Audited Financial Statement annually, as well as providing notices of the occurrence of certain reportable events to the Municipal Securities Rulemaking Board (the “MSRB”), as required by rules of the Securities and Exchange Commission (SEC). The Village is already obligated to provide such reports for its existing bonds and has contracted with Ehlers to prepare and file the reports.
Arbitrage Monitoring:	Because the Bonds are tax-exempt obligations, the Village must ensure compliance with certain Internal Revenue Service (IRS) rules throughout the life of the issue. These rules apply to all gross proceeds of the issue, including initial bond proceeds and investment earnings in construction, escrow, debt service, and any reserve funds. How issuers spend bond proceeds and how they track interest earnings on funds (arbitrage/yield restriction compliance) are common subjects of IRS inquiries. Your specific responsibilities will be detailed in the Certificate with respect to Arbitrage and Other Tax Matters prepared by your Bond Attorney and provided at closing. We recommend that you regularly monitor compliance with these rules and/or retain the services of a qualified firm to assist you.
Investment of and Accounting for Proceeds:	In order to more efficiently segregate funds for this project and maximize interest earnings, we recommend using an investment advisor, to assist with the investment of bond proceeds until they are needed to pay project costs. Ehlers Investment Partners, a subsidiary of Ehlers and registered investment advisor, will discuss an appropriate investment strategy with the Village.
Risk Factors:	GO with Planned Abatement: The Village expects to abate the Village debt service with tax incremental revenues. In the event this revenue is not available, the Village is obligated to levy property taxes in an amount sufficient to make all debt payments.
Other Service Providers:	This debt issuance will require the engagement of other public finance service providers. This section identifies those other service providers, so Ehlers can coordinate their engagement on your behalf. Where you have previously used a particular firm to provide a service, we have assumed that you will continue that relationship. For services you have not previously required, we have identified a service provider. Fees charged by these service providers will be paid from proceeds of the obligation, unless you notify us that you wish to pay them from other sources. Our pre-sale bond sizing includes a good faith estimate of these fees, but the final fees may vary. If you have any questions pertaining to the identified service providers or their role, or if you would like to use a different service provider for any of the listed services please contact us. Bond Counsel: Griggs Law Office LLC Paying Agent: Bond Trust Services Corporation Rating Agency: Moody's Investors Service



Proposed Debt Issuance Schedule

Pre-Sale Review by Village Board:	December 17, 2018
Distribute Official Statement:	Week of January 14, 2019
Conference with Rating Agency:	To be determined
Village Board Meeting to Award Sale of the Bonds:	January 22, 2019
Estimated Closing Date:	February 5, 2019

Attachments

Estimated Sources and Uses of Funds

Increment Revenue Projections

Estimated Proposed Debt Service Schedule & Cashflow

Bond Buyer Index

Ehlers Contacts

Municipal Advisors:	Philip Cosson	(262) 796-6161
	Maureen Holsen	(262) 796-6170
Disclosure Coordinator:	Peter Curtin	(262) 796-6187
Financial Analyst:	Mary Zywiec	(262) 796-6171

The Preliminary Official Statement for this financing will be sent to the Village Board at their home or email address for review prior to the sale date.



Village of Germantown

Tax Increment District # 8

Estimated Financing Plan - Phase 1

	2019A	2019B
	Tax Exempt	Taxable
Projects		
Initial Phase Public Improvements ¹	6,325,000	
Public Improvements Internal ²		1,600,000
Total Project Funds	6,325,000	1,600,000
Estimated Finance Related Expenses		
Financial Advisor	21,000	18,500
Bond Counsel	13,500	7,250
Rating Agency Fee	13,500	3,500
Paying Agent	850	850
Underwriter Discount	11.00 73,975	11.00 19,305
Capitalized Interest	306,700	111,053
Total Financing Required	6,754,525	1,760,458
Estimated Interest	2.00% (31,625)	2.00% (8,000)
Assumed spend down (months)	3	3
Rounding	2,100	2,543
Net Issue Size	6,725,000	1,755,000

Notes:

¹ Estimates from the Village per 12-5-18 email.

² Per Development Agreement



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Village of Germantown

Tax Increment District # 8

Development Assumptions - Phase 1 Only

Construction Year		Building 1 ¹	Building 2 ²	Building 3 ³	Future Buildings	Annual Total	Construction Year	
1	2018	8,400,000				8,400,000	2018	1
2	2019	19,600,000	5,000,000	5,000,000		29,600,000	2019	2
3	2020					0	2020	3
4	2021				5,000,000	5,000,000	2021	4
5	2022					0	2022	5
6	2023				5,000,000	5,000,000	2023	6
7	2024					0	2024	7
8	2025				5,000,000	5,000,000	2025	8
9	2026					0	2026	9
10	2027				5,000,000	5,000,000	2027	10
11	2028					0	2028	11
12	2029				5,000,000	5,000,000	2029	12
13	2030					0	2030	13
14	2031				5,000,000	5,000,000	2031	14
15	2032					0	2032	15
16	2033					0	2033	16
17	2034					0	2034	17
18	2035					0	2035	18
19	2036					0	2036	19
20	2037					0	2037	20
Totals		28,000,000	5,000,000	5,000,000	30,000,000	68,000,000		

Notes:

¹Building 1 - Assumes a 700K SF building with a construction value of \$40 per SF completed in 2019. Minimum Value of \$28M.

²Building 2 - Assumes a 150K SF building constructed at a value of \$45 per SF completed in 2019. Minimum Value of \$5M.

³Building 3 - Wetereau property building to be completed in 2019. Minimum Value of \$5M.



Village of Germantown

Tax Increment District # 8

Cash Flow Projection - Borrow Phase 1 Costs

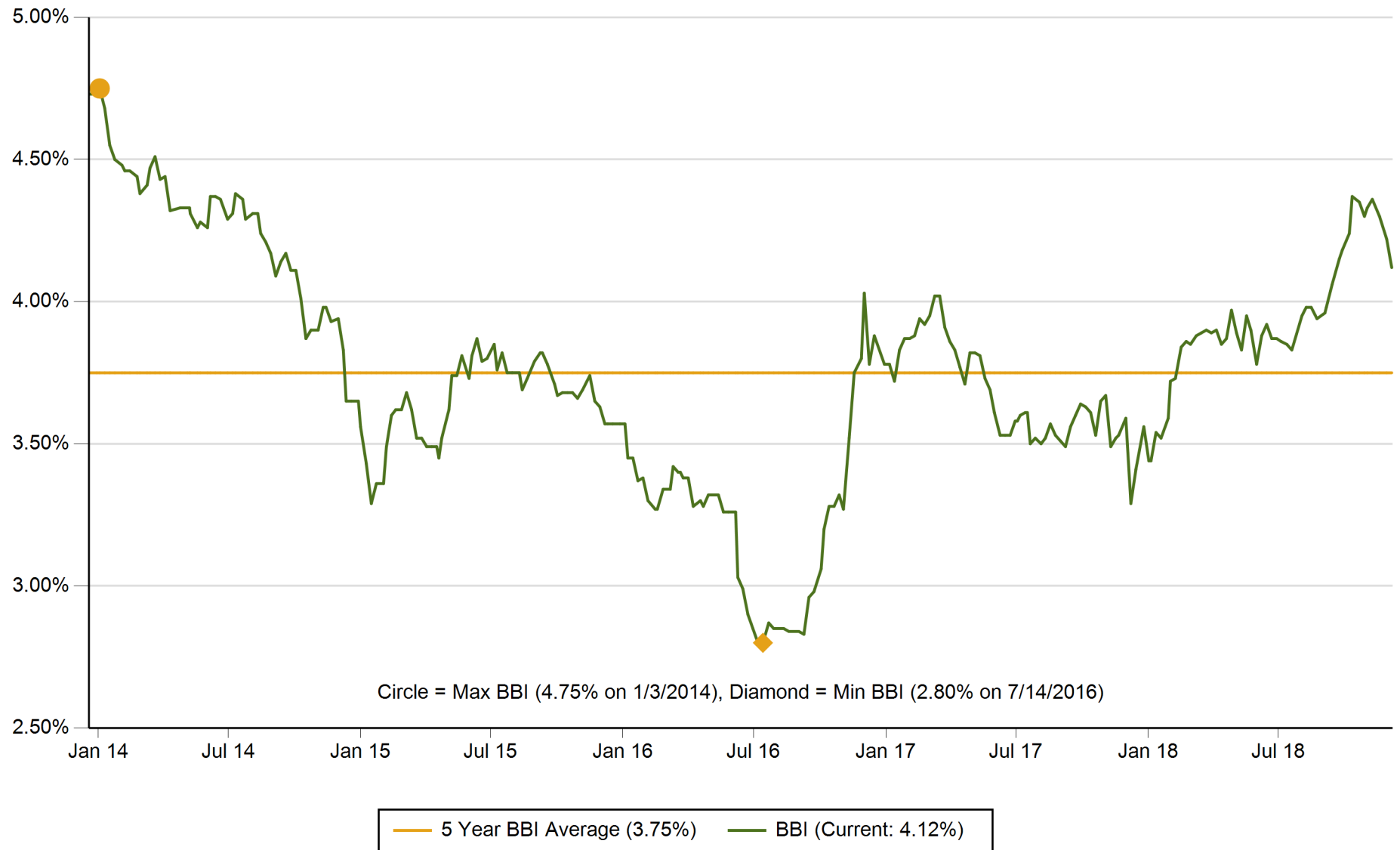
Year	Projected Revenues				Expenditures												Balances			Year		
	Tax Increments	Interest Earnings/ (Cost)	Capitalized Interest	Total Revenues	Tax Exempt Bonds, Series 2019A 6,725,000			Taxable Bonds, Series 2019B 1,755,000			Municipal Rev. Obligation (MRO) 1,000,000			Water Revenue Bonds 2,210,000			Admin.	Total Expenditures	Annual		Cumulative	Principal Outstanding
					Dated Date: Principal (2/1)	02/05/19 Est. Rate	Interest	Dated Date: Principal (2/1)	02/05/19 Est. Rate	Interest	Dated Date: Principal (2/1)	11/01/18 Est. Rate	Interest	Dated Date: Principal	09/01/19 Est. Rate	Interest						
		1.50%		0	Note 1			Note 1			Note 2						0	0	0	6,725,000		
2018																					2018	
2019		0	417,752	417,752	0		100,707	0	4.25%	36,465						7,500	144,672	273,080	273,080	6,725,000	2019	
2020	149,100	4,096	88,400	241,596	0		205,993	0	4.25%	74,588					4.00%	88,400	7,500	376,480	(134,884)	138,196	6,725,000	2020
2021	674,500	2,073		676,573	100,000	2.20%	204,893	75,000	4.25%	72,994		3.75%	103,125		4.00%	88,400	7,500	651,911	24,662	162,858	7,625,000	2021
2022	674,500	2,443		676,943	100,000	2.26%	202,663	100,000	4.25%	69,275	42,849	3.75%	36,697	25,000	4.00%	88,400	7,500	672,383	4,560	167,418	7,482,151	2022
2023	763,250	2,511		765,761	100,000	2.34%	200,363	175,000	4.25%	63,431	44,487	3.75%	35,059	40,000	4.00%	87,400	7,500	753,239	12,522	179,939	7,337,664	2023
2024	763,250	2,699		765,949	100,000	2.43%	197,978	185,000	4.25%	55,781	46,187	3.75%	33,359	40,000	4.00%	85,800	7,500	751,604	14,345	194,284	7,191,477	2024
2025	852,000	2,914		854,914	125,000	2.52%	195,188	200,000	4.25%	47,600	47,952	3.75%	31,594	50,000	4.00%	84,200	7,500	789,033	65,881	260,165	7,018,526	2025
2026	852,000	3,902		855,902	125,000	2.61%	191,981	225,000	4.25%	38,569	49,784	3.75%	29,761	55,000	4.00%	82,200	7,500	804,796	51,107	311,272	6,843,741	2026
2027	940,750	4,669		945,419	150,000	2.71%	188,318	250,000	4.25%	28,475	51,687	3.75%	27,859	90,000	4.00%	80,000	7,500	873,838	71,581	382,853	6,642,054	2027
2028	940,750	5,743		946,493	175,000	2.79%	183,844	265,000	4.25%	17,531	53,662	3.75%	25,883	95,000	4.00%	76,400	7,500	899,821	46,672	429,525	6,413,392	2028
2029	1,029,500	6,443		1,035,943	250,000	2.88%	177,803	280,000	4.25%	5,950	55,713	3.75%	23,833	100,000	4.00%	72,600	7,500	973,398	62,545	492,070	6,107,679	2029
2030	1,029,500	7,381		1,036,881	550,000	2.95%	166,090				57,842	3.75%	21,703	110,000	4.00%	68,600	7,500	981,736	55,145	547,215	5,499,836	2030
2031	1,118,250	8,208		1,126,458	600,000	3.00%	148,978				60,053	3.75%	19,493	125,000	4.00%	64,200	7,500	1,025,223	101,235	648,450	4,839,784	2031
2032	1,118,250	9,727		1,127,977	600,000	3.04%	130,858				62,348	3.75%	17,198	150,000	4.00%	59,200	7,500	1,027,103	100,874	749,324	4,177,436	2032
2033	1,207,000	11,240		1,218,240	600,000	3.10%	112,438				64,731	3.75%	14,815	200,000	4.00%	53,200	7,500	1,052,683	165,557	914,880	3,512,705	2033
2034	1,207,000	13,723		1,220,723	600,000	3.16%	93,658				67,204	3.75%	12,341	215,000	4.00%	45,200	7,500	1,040,903	179,820	1,094,700	2,845,501	2034
2035	1,207,000	16,421		1,223,421	625,000	3.22%	74,115				69,773	3.75%	9,773	220,000	4.00%	36,600	7,500	1,042,761	180,660	1,275,360	2,150,728	2035
2036	1,207,000	19,130		1,226,130	625,000	3.27%	53,834				72,439	3.75%	7,107	225,000	4.00%	27,800	7,500	1,018,679	207,451	1,482,811	1,453,289	2036
2037	1,207,000	22,242		1,229,242	650,000	3.33%	32,793				75,207	3.75%	4,338	235,000	4.00%	18,800	7,500	1,023,638	205,604	1,688,415	728,082	2037
2038	1,207,000	25,326		1,232,326	650,000	3.38%	10,985				78,082	3.75%	1,464	235,000	4.00%	9,400	7,500	992,431	239,896	1,928,311	(0)	2038
2039	1,207,000	28,925		1,235,925													7,500	7,500	1,228,425	3,156,735	(0)	2039
Total	19,354,600	199,817	506,152	20,060,569	6,725,000		2,873,474	1,755,000		510,659	1,000,000		455,402	2,210,000		1,216,800	157,500	16,903,834				Total

Notes:

- 1 Assumes the debt payment for the Village offsite and internal phase infrastructure. Interest rates are based upon the Yield Curves as of 12/10/16 AA rated Bond + .25 For Tax Exempt.
- 2 Assumes a loan from WCEDC with increment being paid with TID increment.

5 YEAR TREND IN MUNICIPAL BOND INDICES

Weekly Rates December, 2013 - December, 2018



The Bond Buyer "20 Bond Index" (BBI) shows average yields on a group of municipal bonds that mature in 20 years and have an average rating equivalent to Moody's Aa2 and S&P's AA.



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December 17, 2018

Pre-Sale Report for

Village of Germantown, Wisconsin

\$1,755,000 Taxable GO Community Development Bonds,
Series 2019B

Village of



Germantown

Prepared by:

Philip Cosson, CIPMA
Senior Municipal Advisor / Director

Maureen Holsen, CIPMA
Municipal Advisor



Executive Summary of Proposed Debt

Proposed Issue:	\$1,755,000 Taxable GO Community Development Bonds, Series 2019B
Purposes:	The proposed issue includes financing for the following purposes: Finance TID 8 Development Incentive. Debt service will be paid from tax increment revenues.
Authority:	The Bonds are being issued pursuant to Wisconsin Statute(s): 67.04 & 66.1105 The Bonds will be general obligations of the Village for which its full faith, credit and taxing powers are pledged. The Bonds count against the Village's General Obligation Debt Capacity Limit of 5% of total Village Equalized Valuation. Following issuance of the Bonds, the Village's total General Obligation debt principal outstanding will be \$33,925,000, which is 25% of its limit. Remaining General Obligation Borrowing Capacity will be approximately \$101,013,830.
Term/Call Feature:	The Bonds are being issued for a term of 10 years. Principal on the Bonds will be due on February 1 in the years 2021 through 2029. Interest is payable every six months beginning August 1, 2019. The Bonds will be subject to prepayment at the discretion of the Village on February 1, 2026 or any date thereafter.
Bank Qualification:	Because the Bonds are taxable obligations they will not be designated as "bank qualified" obligations.
Rating:	The Village's most recent bond issues were rated by Moody's Investors Service. The current ratings on those bonds are "Aa2". The Village will request a new rating for the Bonds. If the winning bidder on the Bonds elects to purchase bond insurance, the rating for the issue may be higher than the Village's bond rating if the bond rating of the insurer is higher than that of the Village.
Basis for Recommendation:	Based on our knowledge of your situation, your objectives communicated to us, our advisory relationship as well as characteristics of various municipal financing options, we are recommending the issuance of Bonds as a suitable option based on: The expectation this form of financing will provide the overall lowest cost of funds while also meeting the Village's objectives for term, structure and optional redemption.



Method of Sale/Placement:	We will solicit competitive bids for the purchase of the Bonds from underwriters and banks. We will include an allowance for discount bidding in the terms of the issue. The discount is treated as an interest item and provides the underwriter with all or a portion of their compensation in the transaction. If the Bonds are purchased at a price greater than the minimum bid amount (maximum discount), the unused allowance may be used to reduce your borrowing amount.
Premium Pricing:	In some cases, investors in municipal bonds prefer “premium” pricing structures. A premium is achieved when the coupon for any maturity (the interest rate paid by the issuer) exceeds the yield to the investor, resulting in a price paid that is greater than the face value of the bonds. The sum of the amounts paid more than face value is considered “reoffering premium.” The underwriter of the bonds will retain a portion of this reoffering premium as their compensation (or “discount”) but will pay the remainder of the premium to the Village. For this issue of Bonds, any premium amount received that is in excess of the underwriting discount and any capitalized interest amounts must be placed in the debt service fund and used to pay a portion of the interest payments due on the Bonds. The amount of premium allowed can be restricted in the bid specifications. Restrictions on premium may result in fewer bids but may also eliminate large adjustments on the day of sale and unintended results with respect to debt service payment impacts. Ehlers will identify appropriate premium restrictions for the Bonds intended to achieve the Village’s objectives for this financing.
Other Considerations:	The Bonds will be offered with the option of the successful bidder utilizing a term bond structure. By offering underwriters the option to “term up” some of the maturities at the time of the sale, it gives them more flexibility in finding a market for your Bonds. This makes your issue more marketable, which can result in lower borrowing costs. In the event that the successful bidder utilizes a term bond structure, we recommend the Village retain a paying agent to handle responsibility for processing mandatory redemption/call notices associated with term bonds.
Review of Existing Debt:	We have reviewed all outstanding indebtedness for the Village and find that there are no refunding opportunities at this time. We will continue to monitor the market and the call dates for the Village’s outstanding debt and will alert you to any future refunding opportunities.



Continuing Disclosure:	Because the Village has more than \$10,000,000 in outstanding debt (including this issue) and this issue is over \$1,000,000, the Village will be agreeing to provide certain updated Annual Financial Information and its Audited Financial Statement annually, as well as providing notices of the occurrence of certain reportable events to the Municipal Securities Rulemaking Board (the “MSRB”), as required by rules of the Securities and Exchange Commission (SEC). The Village is already obligated to provide such reports for its existing bonds, and has contracted with Ehlers to prepare and file the reports.
Arbitrage Monitoring:	The Bonds are taxable obligations and are therefore not subject to IRS arbitrage and yield restriction requirements.
Investment of and Accounting for Proceeds:	In order to more efficiently segregate funds for this project and maximize interest earnings, we recommend using an investment advisor, to assist with the investment of bond proceeds until they are needed to pay project costs. Ehlers Investment Partners, a subsidiary of Ehlers and registered investment advisor, will discuss an appropriate investment strategy with the Village.
Risk Factors:	GO with Planned Abatement: The Village expects to abate the Village debt service with tax incremental revenues. In the event this revenue is not available, the Village is obligated to levy property taxes in an amount sufficient to make all debt payments.
Other Service Providers:	This debt issuance will require the engagement of other public finance service providers. This section identifies those other service providers, so Ehlers can coordinate their engagement on your behalf. Where you have previously used a particular firm to provide a service, we have assumed that you will continue that relationship. For services you have not previously required, we have identified a service provider. Fees charged by these service providers will be paid from proceeds of the obligation, unless you notify us that you wish to pay them from other sources. Our pre-sale bond sizing includes a good faith estimate of these fees, but the final fees may vary. If you have any questions pertaining to the identified service providers or their role, or if you would like to use a different service provider for any of the listed services please contact us. Bond Counsel: Griggs Law Office LLC Paying Agent: Bond Trust Services Corporation Rating Agency: Moody's Investors Service



Proposed Debt Issuance Schedule

Pre-Sale Review by Village Board:	December 17, 2018
Distribute Official Statement:	Week of January 14, 2019
Conference with Rating Agency:	To be determined
Village Board Meeting to Award Sale of the Bonds:	January 22, 2019
Estimated Closing Date:	February 5, 2019

Attachments

Estimated Sources and Uses of Funds
Increment Revenue Projections & Cashflow
Estimated Proposed Debt Service Schedule
Bond Buyer Index

Ehlers Contacts

Municipal Advisors:	Philip Cosson	(262) 796-6161
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The Preliminary Official Statement for this financing will be sent to the Village Board at their home or email address for review prior to the sale date.



Village of Germantown

Tax Increment District # 8

Estimated Financing Plan - Phase 1

	2019A	2019B
	Tax Exempt	Taxable
Projects		
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Public Improvements Internal ²		1,600,000
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Rounding	2,100	2,543
Net Issue Size	6,725,000	1,755,000

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Village of Germantown

Tax Increment District # 8

Development Assumptions - Phase 1 Only

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1	2018	8,400,000				8,400,000	2018	1
2	2019	19,600,000	5,000,000	5,000,000		29,600,000	2019	2
3	2020					0	2020	3
4	2021				5,000,000	5,000,000	2021	4
5	2022					0	2022	5
6	2023				5,000,000	5,000,000	2023	6
7	2024					0	2024	7
8	2025				5,000,000	5,000,000	2025	8
9	2026					0	2026	9
10	2027				5,000,000	5,000,000	2027	10
11	2028					0	2028	11
12	2029				5,000,000	5,000,000	2029	12
13	2030					0	2030	13
14	2031				5,000,000	5,000,000	2031	14
15	2032					0	2032	15
16	2033					0	2033	16
17	2034					0	2034	17
18	2035					0	2035	18
19	2036					0	2036	19
20	2037					0	2037	20
Totals		28,000,000	5,000,000	5,000,000	30,000,000	68,000,000		

Notes:

¹Building 1 - Assumes a 700K SF building with a construction value of \$40 per SF completed in 2019. Minimum Value of \$28M.

²Building 2 - Assumes a 150K SF building constructed at a value of \$45 per SF completed in 2019. Minimum Value of \$5M.

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Village of Germantown

Tax Increment District # 8

Cash Flow Projection - Borrow Phase 1 Costs

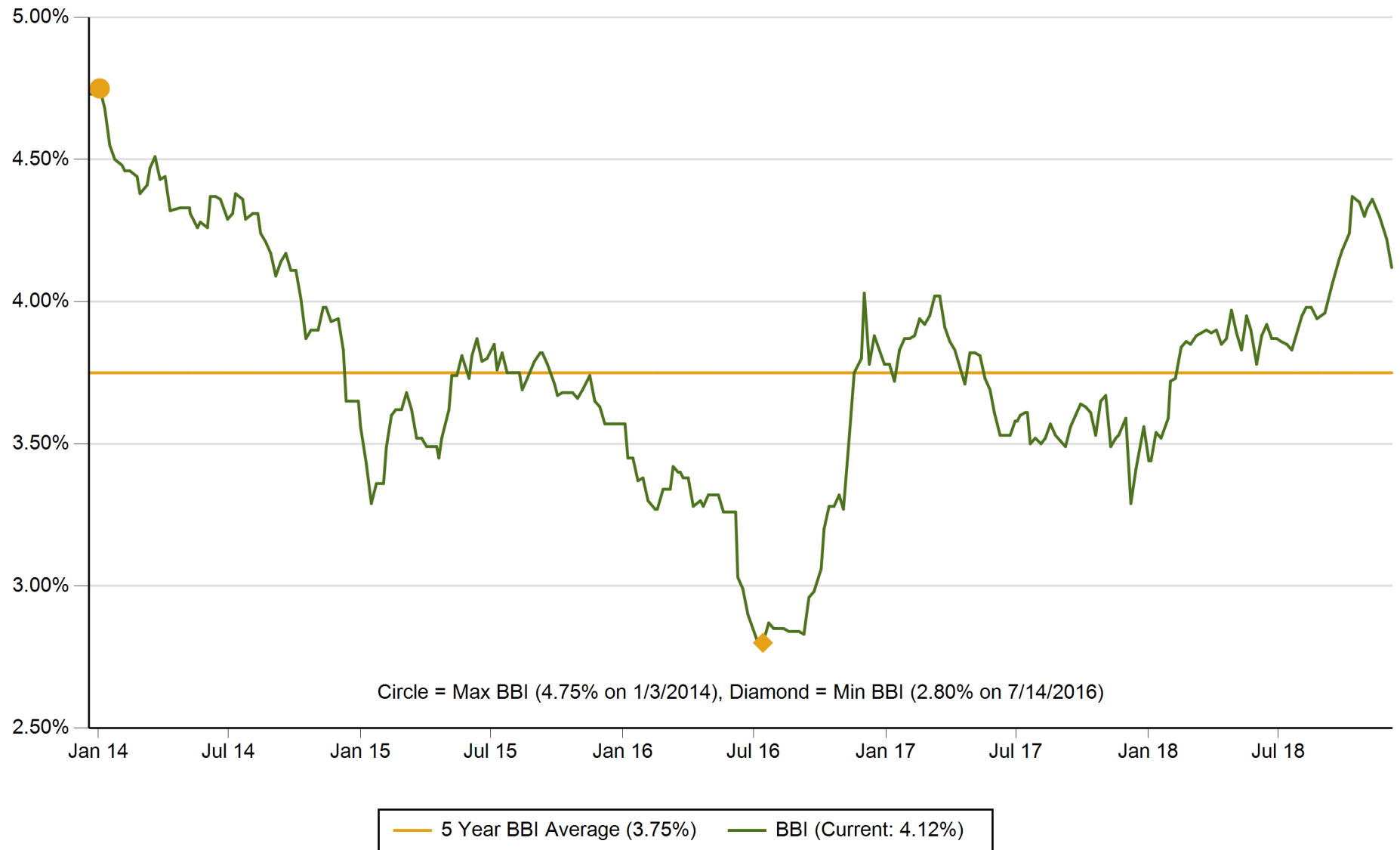
Year	Projected Revenues				Expenditures												Balances			Year		
	Tax Increments	Interest Earnings/ (Cost)	Capitalized Interest	Total Revenues	Tax Exempt Bonds, Series 2019A 6,725,000			Taxable Bonds, Series 2019B 1,755,000			Municipal Rev. Obligation (MRO) 1,000,000			Water Revenue Bonds 2,210,000			Admin.	Total Expenditures	Annual		Cumulative	Principal Outstanding
					Dated Date: Principal (2/1)	02/05/19 Est. Rate	Interest	Dated Date: Principal (2/1)	02/05/19 Est. Rate	Interest	Dated Date: Principal (2/1)	11/01/18 Est. Rate	Interest	Dated Date: Principal	09/01/19 Est. Rate	Interest						
		1.50%		0	Note 1			Note 1			Note 2						0	0	0	6,725,000		
2018																					2018	
2019		0	417,752	417,752	0		100,707	0	4.25%	36,465						7,500	144,672	273,080	273,080	6,725,000	2019	
2020	149,100	4,096	88,400	241,596	0		205,993	0	4.25%	74,588					4.00%	88,400	7,500	376,480	(134,884)	138,196	6,725,000	2020
2021	674,500	2,073		676,573	100,000	2.20%	204,893	75,000	4.25%	72,994		3.75%	103,125		4.00%	88,400	7,500	651,911	24,662	162,858	7,625,000	2021
2022	674,500	2,443		676,943	100,000	2.26%	202,663	100,000	4.25%	69,275	42,849	3.75%	36,697	25,000	4.00%	88,400	7,500	672,383	4,560	167,418	7,482,151	2022
2023	763,250	2,511		765,761	100,000	2.34%	200,363	175,000	4.25%	63,431	44,487	3.75%	35,059	40,000	4.00%	87,400	7,500	753,239	12,522	179,939	7,337,664	2023
2024	763,250	2,699		765,949	100,000	2.43%	197,978	185,000	4.25%	55,781	46,187	3.75%	33,359	40,000	4.00%	85,800	7,500	751,604	14,345	194,284	7,191,477	2024
2025	852,000	2,914		854,914	125,000	2.52%	195,188	200,000	4.25%	47,600	47,952	3.75%	31,594	50,000	4.00%	84,200	7,500	789,033	65,881	260,165	7,018,526	2025
2026	852,000	3,902		855,902	125,000	2.61%	191,981	225,000	4.25%	38,569	49,784	3.75%	29,761	55,000	4.00%	82,200	7,500	804,796	51,107	311,272	6,843,741	2026
2027	940,750	4,669		945,419	150,000	2.71%	188,318	250,000	4.25%	28,475	51,687	3.75%	27,859	90,000	4.00%	80,000	7,500	873,838	71,581	382,853	6,642,054	2027
2028	940,750	5,743		946,493	175,000	2.79%	183,844	265,000	4.25%	17,531	53,662	3.75%	25,883	95,000	4.00%	76,400	7,500	899,821	46,672	429,525	6,413,392	2028
2029	1,029,500	6,443		1,035,943	250,000	2.88%	177,803	280,000	4.25%	5,950	55,713	3.75%	23,833	100,000	4.00%	72,600	7,500	973,398	62,545	492,070	6,107,679	2029
2030	1,029,500	7,381		1,036,881	550,000	2.95%	166,090				57,842	3.75%	21,703	110,000	4.00%	68,600	7,500	981,736	55,145	547,215	5,499,836	2030
2031	1,118,250	8,208		1,126,458	600,000	3.00%	148,978				60,053	3.75%	19,493	125,000	4.00%	64,200	7,500	1,025,223	101,235	648,450	4,839,784	2031
2032	1,118,250	9,727		1,127,977	600,000	3.04%	130,858				62,348	3.75%	17,198	150,000	4.00%	59,200	7,500	1,027,103	100,874	749,324	4,177,436	2032
2033	1,207,000	11,240		1,218,240	600,000	3.10%	112,438				64,731	3.75%	14,815	200,000	4.00%	53,200	7,500	1,052,683	165,557	914,880	3,512,705	2033
2034	1,207,000	13,723		1,220,723	600,000	3.16%	93,658				67,204	3.75%	12,341	215,000	4.00%	45,200	7,500	1,040,903	179,820	1,094,700	2,845,501	2034
2035	1,207,000	16,421		1,223,421	625,000	3.22%	74,115				69,773	3.75%	9,773	220,000	4.00%	36,600	7,500	1,042,761	180,660	1,275,360	2,150,728	2035
2036	1,207,000	19,130		1,226,130	625,000	3.27%	53,834				72,439	3.75%	7,107	225,000	4.00%	27,800	7,500	1,018,679	207,451	1,482,811	1,453,289	2036
2037	1,207,000	22,242		1,229,242	650,000	3.33%	32,793				75,207	3.75%	4,338	235,000	4.00%	18,800	7,500	1,023,638	205,604	1,688,415	728,082	2037
2038	1,207,000	25,326		1,232,326	650,000	3.38%	10,985				78,082	3.75%	1,464	235,000	4.00%	9,400	7,500	992,431	239,896	1,928,311	(0)	2038
2039	1,207,000	28,925		1,235,925													7,500	7,500	1,228,425	3,156,735	(0)	2039
Total	19,354,600	199,817	506,152	20,060,569	6,725,000		2,873,474	1,755,000		510,659	1,000,000		455,402	2,210,000		1,216,800	157,500	16,903,834				Total

Notes:

- 1 Assumes the debt payment for the Village offsite and internal phase infrastructure. Interest rates are based upon the Yield Curves as of 12/10/16 AA rated Bond + .25 For Tax Exempt.
- 2 Assumes a loan from WCEDC with increment being paid with TID increment.

5 YEAR TREND IN MUNICIPAL BOND INDICES

Weekly Rates December, 2013 - December, 2018



The Bond Buyer "20 Bond Index" (BBI) shows average yields on a group of municipal bonds that mature in 20 years and have an average rating equivalent to Moody's Aa2 and S&P's AA.



EHLERS
LEADERS IN PUBLIC FINANCE

December 17, 2018

Pre-Sale Report for

Village of Germantown, Wisconsin

\$1,755,000 Taxable GO Community Development Bonds,
Series 2019B

Village of



Germantown

Prepared by:

Philip Cosson, CIPMA
Senior Municipal Advisor / Director

Maureen Holsen, CIPMA
Municipal Advisor



Executive Summary of Proposed Debt

Proposed Issue:	\$1,755,000 Taxable GO Community Development Bonds, Series 2019B
Purposes:	The proposed issue includes financing for the following purposes: Finance TID 8 Development Incentive. Debt service will be paid from tax increment revenues.
Authority:	The Bonds are being issued pursuant to Wisconsin Statute(s): 67.04 & 66.1105 The Bonds will be general obligations of the Village for which its full faith, credit and taxing powers are pledged. The Bonds count against the Village's General Obligation Debt Capacity Limit of 5% of total Village Equalized Valuation. Following issuance of the Bonds, the Village's total General Obligation debt principal outstanding will be \$33,925,000, which is 25% of its limit. Remaining General Obligation Borrowing Capacity will be approximately \$101,013,830.
Term/Call Feature:	The Bonds are being issued for a term of 10 years. Principal on the Bonds will be due on February 1 in the years 2021 through 2029. Interest is payable every six months beginning August 1, 2019. The Bonds will be subject to prepayment at the discretion of the Village on February 1, 2026 or any date thereafter.
Bank Qualification:	Because the Bonds are taxable obligations they will not be designated as "bank qualified" obligations.
Rating:	The Village's most recent bond issues were rated by Moody's Investors Service. The current ratings on those bonds are "Aa2". The Village will request a new rating for the Bonds. If the winning bidder on the Bonds elects to purchase bond insurance, the rating for the issue may be higher than the Village's bond rating if the bond rating of the insurer is higher than that of the Village.
Basis for Recommendation:	Based on our knowledge of your situation, your objectives communicated to us, our advisory relationship as well as characteristics of various municipal financing options, we are recommending the issuance of Bonds as a suitable option based on: The expectation this form of financing will provide the overall lowest cost of funds while also meeting the Village's objectives for term, structure and optional redemption.



Method of Sale/Placement:	We will solicit competitive bids for the purchase of the Bonds from underwriters and banks. We will include an allowance for discount bidding in the terms of the issue. The discount is treated as an interest item and provides the underwriter with all or a portion of their compensation in the transaction. If the Bonds are purchased at a price greater than the minimum bid amount (maximum discount), the unused allowance may be used to reduce your borrowing amount.
Premium Pricing:	In some cases, investors in municipal bonds prefer “premium” pricing structures. A premium is achieved when the coupon for any maturity (the interest rate paid by the issuer) exceeds the yield to the investor, resulting in a price paid that is greater than the face value of the bonds. The sum of the amounts paid more than face value is considered “reoffering premium.” The underwriter of the bonds will retain a portion of this reoffering premium as their compensation (or “discount”) but will pay the remainder of the premium to the Village. For this issue of Bonds, any premium amount received that is in excess of the underwriting discount and any capitalized interest amounts must be placed in the debt service fund and used to pay a portion of the interest payments due on the Bonds. The amount of premium allowed can be restricted in the bid specifications. Restrictions on premium may result in fewer bids but may also eliminate large adjustments on the day of sale and unintended results with respect to debt service payment impacts. Ehlers will identify appropriate premium restrictions for the Bonds intended to achieve the Village’s objectives for this financing.
Other Considerations:	The Bonds will be offered with the option of the successful bidder utilizing a term bond structure. By offering underwriters the option to “term up” some of the maturities at the time of the sale, it gives them more flexibility in finding a market for your Bonds. This makes your issue more marketable, which can result in lower borrowing costs. In the event that the successful bidder utilizes a term bond structure, we recommend the Village retain a paying agent to handle responsibility for processing mandatory redemption/call notices associated with term bonds.
Review of Existing Debt:	We have reviewed all outstanding indebtedness for the Village and find that there are no refunding opportunities at this time. We will continue to monitor the market and the call dates for the Village’s outstanding debt and will alert you to any future refunding opportunities.



Continuing Disclosure:	Because the Village has more than \$10,000,000 in outstanding debt (including this issue) and this issue is over \$1,000,000, the Village will be agreeing to provide certain updated Annual Financial Information and its Audited Financial Statement annually, as well as providing notices of the occurrence of certain reportable events to the Municipal Securities Rulemaking Board (the “MSRB”), as required by rules of the Securities and Exchange Commission (SEC). The Village is already obligated to provide such reports for its existing bonds, and has contracted with Ehlers to prepare and file the reports.
Arbitrage Monitoring:	The Bonds are taxable obligations and are therefore not subject to IRS arbitrage and yield restriction requirements.
Investment of and Accounting for Proceeds:	In order to more efficiently segregate funds for this project and maximize interest earnings, we recommend using an investment advisor, to assist with the investment of bond proceeds until they are needed to pay project costs. Ehlers Investment Partners, a subsidiary of Ehlers and registered investment advisor, will discuss an appropriate investment strategy with the Village.
Risk Factors:	GO with Planned Abatement: The Village expects to abate the Village debt service with tax incremental revenues. In the event this revenue is not available, the Village is obligated to levy property taxes in an amount sufficient to make all debt payments.
Other Service Providers:	This debt issuance will require the engagement of other public finance service providers. This section identifies those other service providers, so Ehlers can coordinate their engagement on your behalf. Where you have previously used a particular firm to provide a service, we have assumed that you will continue that relationship. For services you have not previously required, we have identified a service provider. Fees charged by these service providers will be paid from proceeds of the obligation, unless you notify us that you wish to pay them from other sources. Our pre-sale bond sizing includes a good faith estimate of these fees, but the final fees may vary. If you have any questions pertaining to the identified service providers or their role, or if you would like to use a different service provider for any of the listed services please contact us. Bond Counsel: Griggs Law Office LLC Paying Agent: Bond Trust Services Corporation Rating Agency: Moody's Investors Service



Proposed Debt Issuance Schedule

Pre-Sale Review by Village Board:	December 17, 2018
Distribute Official Statement:	Week of January 14, 2019
Conference with Rating Agency:	To be determined
Village Board Meeting to Award Sale of the Bonds:	January 22, 2019
Estimated Closing Date:	February 5, 2019

Attachments

Estimated Sources and Uses of Funds
Increment Revenue Projections & Cashflow
Estimated Proposed Debt Service Schedule
Bond Buyer Index

Ehlers Contacts

Municipal Advisors:	Philip Cosson	(262) 796-6161
	Maureen Holsen	(262) 796-6170
Disclosure Coordinator:	Peter Curtin	(262) 796-6187
Financial Analyst:	Mary Zywiec	(262) 796-6171

The Preliminary Official Statement for this financing will be sent to the Village Board at their home or email address for review prior to the sale date.



Village of Germantown

Tax Increment District # 8

Estimated Financing Plan - Phase 1

	2019A	2019B
	Tax Exempt	Taxable
Projects		
Initial Phase Public Improvements ¹	6,325,000	
Public Improvements Internal ²		1,600,000
Total Project Funds	6,325,000	1,600,000
Estimated Finance Related Expenses		
Financial Advisor	21,000	18,500
Bond Counsel	13,500	7,250
Rating Agency Fee	13,500	3,500
Paying Agent	850	850
Underwriter Discount	11.00 73,975	11.00 19,305
Capitalized Interest	306,700	111,053
Total Financing Required	6,754,525	1,760,458
Estimated Interest	2.00% (31,625)	2.00% (8,000)
Assumed spend down (months)	3	3
Rounding	2,100	2,543
Net Issue Size	6,725,000	1,755,000

Notes:

¹ Estimates from the Village per 12-5-18 email.

² Per Development Agreement



EHLERS
LEADERS IN PUBLIC FINANCE

Village of Germantown

Tax Increment District # 8

Development Assumptions - Phase 1 Only

Construction Year		Building 1 ¹	Building 2 ²	Building 3 ³	Future Buildings	Annual Total	Construction Year	
1	2018	8,400,000				8,400,000	2018	1
2	2019	19,600,000	5,000,000	5,000,000		29,600,000	2019	2
3	2020					0	2020	3
4	2021				5,000,000	5,000,000	2021	4
5	2022					0	2022	5
6	2023				5,000,000	5,000,000	2023	6
7	2024					0	2024	7
8	2025				5,000,000	5,000,000	2025	8
9	2026					0	2026	9
10	2027				5,000,000	5,000,000	2027	10
11	2028					0	2028	11
12	2029				5,000,000	5,000,000	2029	12
13	2030					0	2030	13
14	2031				5,000,000	5,000,000	2031	14
15	2032					0	2032	15
16	2033					0	2033	16
17	2034					0	2034	17
18	2035					0	2035	18
19	2036					0	2036	19
20	2037					0	2037	20
Totals		28,000,000	5,000,000	5,000,000	30,000,000	68,000,000		

Notes:

¹Building 1 - Assumes a 700K SF building with a construction value of \$40 per SF completed in 2019. Minimum Value of \$28M.

²Building 2 - Assumes a 150K SF building constructed at a value of \$45 per SF completed in 2019. Minimum Value of \$5M.

³Building 3 - Wetereau property building to be completed in 2019. Minimum Value of \$5M.



Village of Germantown

Tax Increment District # 8

Cash Flow Projection - Borrow Phase 1 Costs

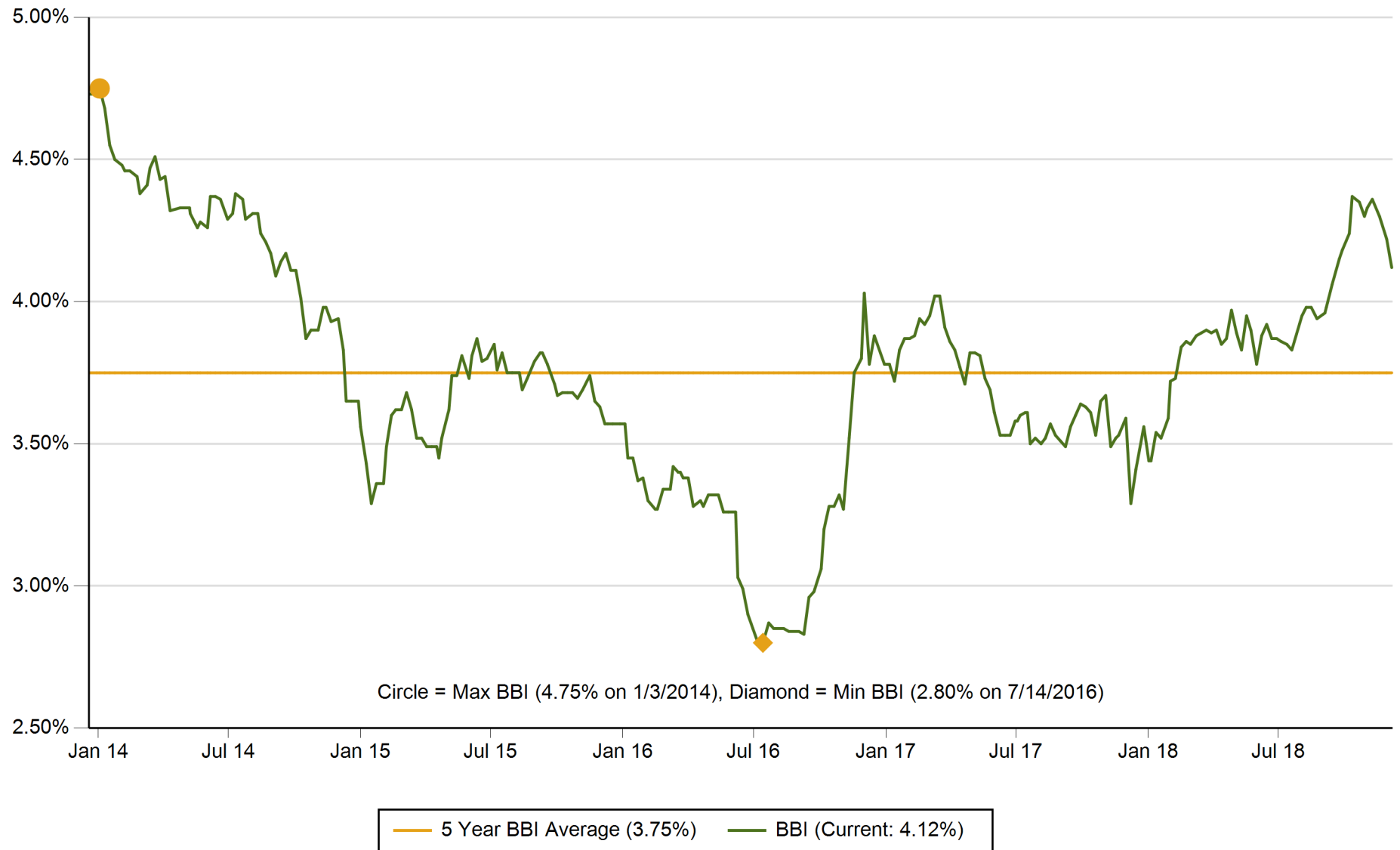
Year	Projected Revenues				Expenditures												Balances			Year		
	Tax Increments	Interest Earnings/ (Cost)	Capitalized Interest	Total Revenues	Tax Exempt Bonds, Series 2019A 6,725,000			Taxable Bonds, Series 2019B 1,755,000			Municipal Rev. Obligation (MRO) 1,000,000			Water Revenue Bonds 2,210,000			Admin.	Total Expenditures	Annual		Cumulative	Principal Outstanding
					Dated Date: Principal (2/1)	02/05/19 Est. Rate	Interest	Dated Date: Principal (2/1)	02/05/19 Est. Rate	Interest	Dated Date: Principal (2/1)	11/01/18 Est. Rate	Interest	Dated Date: Principal	09/01/19 Est. Rate	Interest						
		1.50%		0	Note 1			Note 1			Note 2						0	0	0	6,725,000		
2018																					2018	
2019		0	417,752	417,752	0		100,707	0	4.25%	36,465						7,500	144,672	273,080	273,080	6,725,000	2019	
2020	149,100	4,096	88,400	241,596	0		205,993	0	4.25%	74,588					4.00%	88,400	7,500	376,480	(134,884)	138,196	6,725,000	2020
2021	674,500	2,073		676,573	100,000	2.20%	204,893	75,000	4.25%	72,994		3.75%	103,125		4.00%	88,400	7,500	651,911	24,662	162,858	7,625,000	2021
2022	674,500	2,443		676,943	100,000	2.26%	202,663	100,000	4.25%	69,275	42,849	3.75%	36,697	25,000	4.00%	88,400	7,500	672,383	4,560	167,418	7,482,151	2022
2023	763,250	2,511		765,761	100,000	2.34%	200,363	175,000	4.25%	63,431	44,487	3.75%	35,059	40,000	4.00%	87,400	7,500	753,239	12,522	179,939	7,337,664	2023
2024	763,250	2,699		765,949	100,000	2.43%	197,978	185,000	4.25%	55,781	46,187	3.75%	33,359	40,000	4.00%	85,800	7,500	751,604	14,345	194,284	7,191,477	2024
2025	852,000	2,914		854,914	125,000	2.52%	195,188	200,000	4.25%	47,600	47,952	3.75%	31,594	50,000	4.00%	84,200	7,500	789,033	65,881	260,165	7,018,526	2025
2026	852,000	3,902		855,902	125,000	2.61%	191,981	225,000	4.25%	38,569	49,784	3.75%	29,761	55,000	4.00%	82,200	7,500	804,796	51,107	311,272	6,843,741	2026
2027	940,750	4,669		945,419	150,000	2.71%	188,318	250,000	4.25%	28,475	51,687	3.75%	27,859	90,000	4.00%	80,000	7,500	873,838	71,581	382,853	6,642,054	2027
2028	940,750	5,743		946,493	175,000	2.79%	183,844	265,000	4.25%	17,531	53,662	3.75%	25,883	95,000	4.00%	76,400	7,500	899,821	46,672	429,525	6,413,392	2028
2029	1,029,500	6,443		1,035,943	250,000	2.88%	177,803	280,000	4.25%	5,950	55,713	3.75%	23,833	100,000	4.00%	72,600	7,500	973,398	62,545	492,070	6,107,679	2029
2030	1,029,500	7,381		1,036,881	550,000	2.95%	166,090				57,842	3.75%	21,703	110,000	4.00%	68,600	7,500	981,736	55,145	547,215	5,499,836	2030
2031	1,118,250	8,208		1,126,458	600,000	3.00%	148,978				60,053	3.75%	19,493	125,000	4.00%	64,200	7,500	1,025,223	101,235	648,450	4,839,784	2031
2032	1,118,250	9,727		1,127,977	600,000	3.04%	130,858				62,348	3.75%	17,198	150,000	4.00%	59,200	7,500	1,027,103	100,874	749,324	4,177,436	2032
2033	1,207,000	11,240		1,218,240	600,000	3.10%	112,438				64,731	3.75%	14,815	200,000	4.00%	53,200	7,500	1,052,683	165,557	914,880	3,512,705	2033
2034	1,207,000	13,723		1,220,723	600,000	3.16%	93,658				67,204	3.75%	12,341	215,000	4.00%	45,200	7,500	1,040,903	179,820	1,094,700	2,845,501	2034
2035	1,207,000	16,421		1,223,421	625,000	3.22%	74,115				69,773	3.75%	9,773	220,000	4.00%	36,600	7,500	1,042,761	180,660	1,275,360	2,150,728	2035
2036	1,207,000	19,130		1,226,130	625,000	3.27%	53,834				72,439	3.75%	7,107	225,000	4.00%	27,800	7,500	1,018,679	207,451	1,482,811	1,453,289	2036
2037	1,207,000	22,242		1,229,242	650,000	3.33%	32,793				75,207	3.75%	4,338	235,000	4.00%	18,800	7,500	1,023,638	205,604	1,688,415	728,082	2037
2038	1,207,000	25,326		1,232,326	650,000	3.38%	10,985				78,082	3.75%	1,464	235,000	4.00%	9,400	7,500	992,431	239,896	1,928,311	(0)	2038
2039	1,207,000	28,925		1,235,925													7,500	7,500	1,228,425	3,156,735	(0)	2039
Total	19,354,600	199,817	506,152	20,060,569	6,725,000		2,873,474	1,755,000		510,659	1,000,000		455,402	2,210,000		1,216,800	157,500	16,903,834				Total

Notes:

- 1 Assumes the debt payment for the Village offsite and internal phase infrastructure. Interest rates are based upon the Yield Curves as of 12/10/16 AA rated Bond + .25 For Tax Exempt.
- 2 Assumes a loan from WCEDC with increment being paid with TID increment.

5 YEAR TREND IN MUNICIPAL BOND INDICES

Weekly Rates December, 2013 - December, 2018



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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

APPLICATION FOR ANIMAL FANCIER'S ESTABLISHMENT

Chapter 12.16 of the Municipal Code

Annual Fee: \$25.00

Name: Tim Truckenmiller

Address: N103 W17294 Woodbridge CT

City/State/Zip Code: GERMANTOWN WI 53022

E-Mail Address:

Phone Number:

Zoning of Property: **** See Zoning Limitations. Before going any further, if you do not reside in an approved zoning district, you do not qualify for this permit.****

Please Note: Animal Fancier's License will not be issued unless all of the individual cat or dog licenses are paid and issued prior to December 31st.

Purpose of requesting an animal fancier's permit:

I have 4 dogs located at the property

Listing of each animal:

NAME DOG / CAT:	MALE/ FEMALE	COLOR	BREED	RABIES TAG NO. & EXPIRATION DATE:
<u>Jasper</u>	<u>Male</u>	<u>White</u>	<u>Lab/hound</u>	<u>160763 12-9-19</u>
<u>Makenzie</u>	<u>Female</u>	<u>Brown/Black</u>	<u>Lab/hound</u>	<u>160716 12-9-19</u>
<u>Skittles</u>	<u>Male</u>	<u>Tan</u>	<u>Lab/hound</u>	<u>170280 3-13-20</u>
<u>Luna</u>	<u>Female</u>	<u>Blk/white</u>	<u>Husky</u>	<u>170088 11-20-18</u>

If there are more animals, attach a separate sheet or use the back of this form giving required information. Also, attach a copy of the plot plan showing dog runs, etc., if applicable.

Name of Veterinarian: DR ANDREA GAGNON (ANIMAL MEDICAL CENTER)

Address: N95 W18124 Appleton Ave

City/State/Zip Code: Menomonee Falls, WI 53051

Phone Number: 262-251-2904

[Signature]
Signature of Owner

11/6/18
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: Approved or Denied (Circle One) Date: <u>11-9-18</u>		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

Zoning Limitations for Animal Fancier Licenses

(Chapter 12.16 of the Municipal Code.)

Animal Fancier Permits may be granted in the following zoning districts:

- 1) A-1 and A-2 Districts
- 2) Rs-1 through Rs-4 Single-Family Residential Districts
- 3) Rs-5 Residential District, provided the residential lot is a minimum of 15,000 square feet in area, and the permit shall restrict the animal fancier to only small breed dogs, as classified by the American Kennel Club
- 4) B-3 General Business District, provided that the property is used solely as a residence and the minimum lot size is 20,000 square feet. If installing a structure or fence, applicant must contact the Community Development Department to discuss possible permit requirements.
- 5) Dog Houses, kennels or dog runs, located in any single-family or 2-family residential district, shall have a minimum side yard and rear yard setback of 15 feet.



N112 W17001 Mequon Road
Germantown, WI 53022
Clerk's Office: 262-250-4740

License Expires December 31, 2019

APPLICATION FOR ANIMAL FANCIER'S LICENSE

Filling out your application

Complete form in its entirety. False or incomplete information may lead to denial.

Review of your application:

For new applicants, the Clerk's Office will mail letters notifying neighbors within 300' of property of your application. All applicants will be presented to the Public Safety Committee for approval/denial after they have been approved by the Police Department. Upon approval, Clerk will verify the Washington County pet license status. When all pets have been licensed, Clerk's Office will issue permit.

	Cost
Annual Fee (OLI)	\$25
FEES ARE NON-REFUNDABLE	

Applicant First Name <u>Phil</u>	M.I. <u>L</u>	Applicant Last Name <u>Secker</u>
Address <u>W167 N10532 BRIDLE PATH</u>		City, State, & Zip <u>GERMANTOWN WI 53022</u>
Email Address <u>C Secker @ WI.BR.com</u>		Phone Number <u>414-526-5175</u>

Zoning of Property: _____

Zoning Limitations for Animal Fancier Licenses

(Chapter 12.16 of the Municipal Code.)

Animal Fancier Permits may be granted in the following zoning districts:

- 1) A-1 and A-2 Districts
- 2) Rs-1 through Rs-4 Single-Family Residential Districts
- 3) Rs-5 Residential District, provided the residential lot is a minimum of 15,000 square feet in area, and the permit shall restrict the animal fancier to only small breed dogs, as classified by the American Kennel Club
- 4) B-3 General Business District, provided that the property is used solely as a residence and the minimum lot size is 20,000 square feet. If installing a structure or fence, applicant must contact the Community Development Department to discuss possible permit requirements.
- 5) Dog Houses, kennels or dog runs, located in any single-family or 2-family residential district, shall have a minimum side yard and rear yard setback of 15 feet.

Purpose of Requesting Animal Fancier License:

I compete in dog trials and enjoy training them. I have
been doing this for over 45 yrs

For Office Use Only: Date: 10/11 Initials: BLH Amount Paid: 25 License Number: _____
Date 300' notices mailed (for new applicants only): _____ Police Department: 11/10 Approve or Deny Initials _____
Community Development Department: _____ Approve or _____ Deny _____ Initials _____
Public Safety Meeting Date: _____ Approved or Denied (Circle one) Village Board Meeting Date (if needed): _____

Please note: Animal Fancier's License will not be issued unless all of the individual cat or dog licenses are paid and issued.

List each animal below, providing all required information. The Village Clerk's Office will be verifying issuance of Washington County dog/cat permits.

Dog/Cat	Male/Female (M/F)	Color	Breed	Rabies Tag No & Expiration Date:	Washington County Tag # for license year (issued by Village)	Tag # Verified by Village Clerk (Y/N)
Dog	F	Tri color	Beagle	150535 11/23/19		
Dog	F	ELK Hound TAN	ELK hound	150534 11-23-19		
Dog	F	BLACK + TAN	Beagle	150530 11-18-19		
Dog	m	BLACK + TAN	Beagle	180043 01-31-21		
Dog	m	BLACK + TAN	Beagle	160787 12-20-18		
Dog	m	BLACK + TAN	Beagle	170520 12-27-18		

Name of Veterinarian: ANIMAL DOCTORS BESTY MILLER
 Address: 3336 COUNTY RD K HARTFORD WI 53027
 Phone: 262 673 5355

By signing this applicant, I agree that all information provided is accurate. I further agree to follow all provisions of the Animal Fancier License as established in Chapter 12.16 of the Municipal Code.

Signature of Owner: Phil Secher Date: 10-8-18

Additional Owner (if applicable): _____ Date: _____

Office of the Village Clerk
N112W17001 Mequon Road
Village of Germantown 53022-0337

October 22, 2018

Mr. Ben Hubrich:

Once again, we oppose the issuance of a Fancier's License to Mr. Phillip Secker, for his residence at W167N10532 Bridle Path in the Old Farm Subdivision, in Germantown. My objection remains the same as it has every year, since 2009. Keeping that many animals on a piece of land three-eighths of an acre is just asking for trouble. Dogs have roamed from his property a number of times this past year. With more and more small children moving into the subdivision it will only be a matter of time that one of these roaming dogs is going to injure a small child. By then, it will be too late.

I already know the Public Safety Committee is going to give the License its stamp of approval, as it has done since 2009. Mr. Hubrich, this letter is not directed at you, but rather at those who will approve the License. They will be the ones who will have to answer to the parents of a child who could very well be harmed by one of Mr. Secker's dogs that gets free harms a child.

Enclosed, are copies of my letter for Police Chief Hoell, and Trustee Jeff Hughes.

Thank you.



John & Mary Grace Stauder
W166N10563 Surrey Drive
Germantown, WI 53022
262-251-9495

RECEIVED

OCT 25 2018

VILLAGE OF GERMANTOWN
CLERK'S OFFICE

October 22, 1918

Office of the Village Clerk
Village of Germantown
P.O. Box 100

Dear Sir:

I have the honor to acknowledge the receipt of your letter of the 18th inst. in relation to the matter of the Village of Germantown. I am sorry to hear that you are having trouble with your property. I will do my best to help you in this matter. I will also try to get you some more information about the matter. I will also try to get you some more information about the matter. I will also try to get you some more information about the matter.

I am sorry to hear that you are having trouble with your property. I will do my best to help you in this matter. I will also try to get you some more information about the matter. I will also try to get you some more information about the matter. I will also try to get you some more information about the matter.

Very truly yours,
Village Clerk

Enclosure

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RECEIVED
OCT 22 1918
CLERK'S OFFICE
VILLAGE OF GERMAN TOWN

**VILLAGE OF GERMANTOWN
WASHINGTON COUNTY**

RESOLUTION NO. 88-2018

**ADOPTION OF THE COMPREHENSIVE HIRING POLICY,
GENERAL HIRING PROCESS FOR NON-REPRESENTED POSITIONS**

WHEREAS, the Village of Germantown follows the Village Municipal Code Chapters 1 & 2, General Government and Governing Body, for hiring purposes; and,

WHEREAS, hiring should have a more detailed policy document; and,

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

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

Introduced by: _____

Adopted: _____

Vote: Ayes: ____ Nays: ____

Dean M. Wolter, Village President

ATTEST:

Deanna B. Braunschweig, WCMC/CMC
Village Clerk

GENERAL GOVERNMENT & FINANCE COMMITTEE

GERMANTOWN, WI

MEETING DATE: December 17, 2018

AGENDA ITEM: New Business

ITEM TITLES: Comprehensive Hiring Policy

SUBMITTED BY: Steven R. Kreklow, Village Administrator

SUMMARY EXPLANATION:

The attached policy document provides additional guidance and direction for Village staff when hiring employees. The policy covers general direction for recruitment, evaluation of candidates, job offers, background checks, medical reviews, drug tests and records retention. A separate section is included for unique Parks and Recreation Department processes.

Attached: Ordinance____ Resolution____ Other X

Recommendation:

Approve the attached Comprehensive Hiring Policy.

Committee Action:

General Hiring Process for Non-Represented Positions:

1. When position becomes vacant (or notice of vacancy is given), Department Head reviews job description, along with department needs. If the Department Head determines that the position is still needed, and no changes are required for the job description, then the Department Head submits a written request using the Job Requisition Form to Administrative Staff for review. Some requisitions, including Department Directors and non-budgeted positions, may also require review by the committee of jurisdiction and/or the Village.
2. Approval for filling a position will be based on several factors including department budget, department needs, overall Village budget position, staffing needs, and costs. Positions will not automatically be filled as soon as vacancy occurs.
3. Once approvals are received from the Administrator (and committees, if applicable) the department head and administrator will determine if the position will be filled through an internal promotion or transfer or through an external recruitment. If the position is filled through an internal promotion or transfer, the Department Head and Administrator will determine if a competitive process will be used to consider multiple internal candidates or if an employee who is uniquely qualified will be promoted.
4. In the case of an external recruitment, the job posting ad should be posted in multiple places, using multiple methods, which will be determined by the position's needs. Job will be posted by Administrative Staff with all job application materials, questions, and resumes being submitted to Administrative Staff. Suggestions for posting would include:
 - a. Local newspaper
 - b. Trade Association websites
 - c. League of WI Municipalities website
 - d. Job listing websites
 - e. Recruiters (only in unusual circumstances)
 - f. Village website

- g. Village social media
5. Application materials will be gathered and assessed by Administrative Staff using pre-determined criteria, as established by the job description.
 6. When the application deadline closes, and/or the pre-determined first review date occurs, the applications will be presented in their assigned categories to the Department Head for review and comment. At that time, the Department Head or their designee will contact applicants to schedule interviews. Ideally, 3-5 candidates should be interviewed for each open position.
 7. Interview panels should normally be used to evaluate and rank candidates. Interview panels should be standardized as much as possible. In general:
 - a. Non-supervisory positions may require a panel of 1-3 people, with the Department Head always serving as part of the panel. Additional interviewers may include Administrative Staff, other Department Heads and front-line personnel. One interview should be sufficient for most of these types of positions. For technical positions, outside experts may be asked to assist in the interview process.
 - b. Higher skill positions or those with minimal-moderate supervisory responsibilities should be interviewed by a panel of 3 (Department Head, Administrator other Department Directors, or front-line staff). A second interview round may be scheduled with a different mix of interviewers when needed, as determined by the Administrator.
 - c. Department Head positions will be at least two rounds of interviews. The first interview will be with the Administrator and *at least* two Department Heads or Village personnel chosen at the discretion of the Administrator. The second interview will be either with the committee of jurisdiction or the entire Village Board.
 8. Interview questions and panel assignments will be made in advance of the interview process. It is imperative that these decisions are not made based on who the applicants in order to avoid appearance of favoritism. All interviewers should stay on script as

much as possible to avoid unintentional but inappropriate (or illegal) comments and questions. These scripts will be developed by Administrative Staff in collaboration with the Department Head prior to their use. Interviewers should take notes as needed on forms provided by Administrative Staff for scoring. These notes are considered work product and not part of any permanent record.

9. After each interview, interviewers should review their notes and score the candidate prior to interviewing the next person, when possible. At the end of each interviewing block, the panel should then discuss all the candidates and attempt to determine which candidate(s) should either receive an offer or come in for a follow-up interview.
10. After the panel has ranked candidates, the Department Head should select a candidate for an offer and the Department Head and the Administrator should discuss salary options, if the candidate will not be offered the entry level of the salary range. The salary range for each position will already have been determined, but because some candidates may have higher skill levels than others, not everyone will begin at the bottom of the salary range. This should be approved by the Administrator prior to making an offer to the applicant.
11. Either the Department Head or Administrative Staff will call and make the offer to the designated candidate. Once the applicant agrees to the offer, an official offer letter should be created that includes terms of employment and mailed (and emailed) to the candidate. They should then sign and return the letter to the Village. This signed letter will be put in the employee file, along with application materials and/or resumes.
12. When all interviews are complete, and a job offer has been made and accepted, each applicant should be notified that the position has been filled. In general, those who did not receive an interview can be notified by email; those who interviewed should receive a phone call, if possible. Additionally, they can be mailed letters. Timing of the rejection letters may vary, depending on process.

PROCEDURES FOR CONDUCTING BACKGROUND CHECKS FOR POTENTIAL AND CURRENT VILLAGE EMPLOYEES

The procedures outlined below determine the process for conducting background checks for all external hires under the jurisdiction of the Village Administrator and Germantown Village Board.

I. GENERAL BACKGROUND CHECK INFORMATION

According to Municipal Code 2.12, "The Village Board shall have the authority to authorize background investigations of applicants for employment with the Village to ascertain an applicant's suitability for employment, and may authorize the appropriate agency, department or committee to conduct such investigation. This investigation may include, but is not limited to, the review of personnel and employment references, criminal history concerning pending charges and conviction record, credit check, fingerprint records, psychological evaluation, drug screening and medical examination. For the purposes of this section, the term "employee" may include persons acting as volunteer representatives or agents of the Village.

This policy provides a framework for the process and procedures of such background investigations. Village Statutes allow for multiple methods of investigation. For all non-Public Safety employees, including Library employees, the background investigation will include a criminal check, a driving record check, a reference check which may include verification of required credentials, a pre-employment medical exam and a drug screen.

Criminal Record Check

The procedures contained herein determine the process for conducting criminal background checks for all positions under the jurisdiction of the Administrator and Germantown Village Board.

Pursuant to the Wisconsin Fair Employment Act (WFEA), Section 111.321, no person may be disqualified from employment with the Village solely, or in part, because of a prior conviction of a crime or crimes unless the crime or crimes for which the individual was convicted directly relate to the position of employment sought.

The general background check procedures as established here do **not** apply to:

- Positions in the Village Police Department;
- Positions governed by the Wisconsin Caregiver Program;
- Positions in the Village Fire Department.
- Positions in the Park & Recreation Department

Procedures for Criminal Background Checks for positions in the Police and Fire Departments are established elsewhere. Park & Recreation Department procedures are outlined in Section VII.

II. JOB ANNOUNCEMENT BACKGROUND CHECK NOTICE

Every job announcement for a job title requiring a criminal background check or a qualifications check must contain an Authorization for Release of Information which informs candidates of the potential scope of the background check.

The failure of a job announcement to include a notice of a criminal background check or qualifications check shall not preclude the Village from conducting these checks.

III. RESPONSIBILITIES FOR CONDUCTING BACKGROUND CHECKS

Because there are multiple components of the full pre-employment background check, different entities have responsibilities under this policy. While Village Administrative Staff will not perform criminal background checks, they will obtain the services of the Germantown Police Department, the Department of Justice or other qualified service providers in conducting and completing criminal background checks and driving record checks. The Village contracts with an outside provider to perform drug tests and medical exams.

Only Village Administrative Staff will have access to the results of these pre-employment checks including criminal record check information supplied by the Germantown Police Department and/or the Department of Justice. Administrative Staff will inform the Department Head whether a candidate passes or fails the criminal background check, reference check, medical exam or drug test. Specific information obtained during this process will remain within the Administration Office.

IV. REQUIREMENTS FOR A BACKGROUND CHECK

A. Criminal Checks

1. **Criteria:** It is Village Policy to conduct a background check, including a criminal record check, on all applicants for employment. In addition, the Park & Recreation Department, as established in Section VII, will conduct annual background checks on all employees and coach volunteers.
2. **Timing:** The criminal background check may be completed at any of the following stages of the selection process in accordance with the Wisconsin Fair Employment Act:
 - a) When an applicant has been selected for an interview, or
 - b) When finalists are determined, or
 - c) When a final candidate to whom an offer of employment or promotion is expected to be made, including offers of temporary employment, or
 - d) When an employee is considered for transfer to a position or reassignment to duties that require a criminal background check.
 - e) Before contract personnel begin providing services to the Village and before being granted access to Village property, equipment, computer systems, etc.
 - f) Before parent volunteers are allowed to coach any children's sports and activities.
3. **Frequency:** Criminal background checks for current employees shall be conducted no more than once every 12 months. Employees being considered for a transfer, detail or promotion, who have successfully completed a criminal background check, shall not be required to complete a second criminal background check in the following 12 months.
4. **Expenses:** The department requesting the background check bears all costs related to the criminal background check.
5. **Consent Form:** Prior to conducting the criminal background check, the Village will ensure that the hiring authority/Department Head requires candidates to complete and return the Authorization for Release of Information form.

6. **Conditional Job Offer:** A *conditional* job offer can be made prior to completion of the criminal background check. Where a criminal background check is required, the candidate may not begin work, be detailed, transfer or promote to another position until the background check process has been completed. If a pre-employment medical examination is required, all criminal background checks must be completed prior to the conditional job offer. The definition of medical examination includes a pre-employment drug and alcohol test and pre-employment physical.
7. **Process:** Upon completion of the Authorization for Release of Information form, Village Administrative Staff will direct the Village Police Department or the Department of Justice to conduct a criminal history check for crimes that are substantively related to the position being offered.
8. **Relation of Conviction to Position:** Upon receipt of the candidate's criminal conviction history, Village Administrative Staff shall determine the relation of the conviction to the position sought. No person shall be disqualified from employment with the Village solely or in part because of a prior conviction of a crime or crimes, unless the crime or crimes for which convicted directly relate to the position of employment sought. In determining if a conviction directly relates to the position of employment sought Village Administrative Staff shall consider the:
 - a) Nature and seriousness of the crime or crimes for which the individual was convicted;
 - b) Relationship of the crime or crimes to the purposes of regulating the position of public employment sought;
 - c) Relationship of the crime or crimes to the ability, capacity, and fitness required to perform the duties and discharge the responsibilities of the position of employment or occupation.
9. **Determination and Notification:** If after considering the factors set forth above, Village Administrative Staff determines that the candidate is qualified for the position or assignment sought, it shall notify the hiring authority and advise them that they may proceed with the hiring process. Likewise, should they conclude that the

candidate is disqualified from consideration for the position sought, they shall immediately notify the hiring authority.

Village Administrative Staff will notify the individual of their disqualification in writing within five (5) business days of the disqualification. In addition, the written notice shall notify the individual of the following:

- The grounds and reasons for the denial or disqualification;
- The earliest date the person may reapply for a position of public employment;
- That all competent evidence of rehabilitation presented will be considered upon reapplication.

In addition to the above, the written notice shall notify the disqualified individual of their rights, if any, to appeal their disqualification to the Germantown Administrative Appeals Board, if applicable.

B. Medical Exams and Drug Testing:

1. Pre-employment medical exams are meant solely to determine a candidate's ability to perform the position being offered. The examiner will have a copy of the job description and physical requirements when performing the exam, and will only judge related abilities,
2. At the time of the pre-employment medical exam, the applicant will be directed to take a screening test for illegal drugs. Results will be provided to Village Administration. According to the Village Policies & Procedures, applicants who refuse to provide consent for the test or tests positive for illegal drugs or alcohol will no longer be considered for employment and any conditional offer will be withdrawn.
3. Candidates for a position will only be asked to obtain these tests after a conditional job offer has been made, and both tests must be completed and passed prior to the employee's first day of work.

C. Reference Checks:

1. During the application process, Department heads or Administrative Staff may contact the provided references and/or past employers to verify information in the applicant's resume or job application.

2. Because some positions require specific qualifications including college diplomas, certifications, or specialized training, Administrative Staff may also ask the candidate for proof of completion and/or contact the licensing board, university, or other provider of credentials. If qualifications provided by the applicant are found to be false, candidate will no longer be eligible for the position being applied for.

V. PROCESS FOR CONDUCTING BACKGROUND CHECKS FOR EMPLOYEES PROMOTING INTO OR ASSUMING DUTIES FOR WHICH A BACKGROUND CHECK IS REQUIRED

- A. Process:** Prior to a current employee promoting into or assuming duties which requires a criminal and/or qualifications check, the hiring authority shall notify Village Administrative Staff and request that a check be conducted on the employee. They shall follow the procedures set forth in Section IV above.
- B. Employee Rights:** An employee who is disqualified from the position sought shall not be removed from their current position unless the check reveals information not previously known which is related to their ability to successfully perform the duties of their current job.

VI. EMPLOYEE RESPONSIBILITY TO NOTIFY ADMINISTRATIVE STAFF (OR THEIR DEPARTMENT DIRECTOR) OF CRIMINAL CONVICTIONS

- A. Reporting a Conviction:** For positions that require a criminal background check, it is the duty of all employees in such positions to affirmatively notify their Department Head and/or Administrative Staff of a criminal conviction that occurred any time after they assumed the position. The conviction must be reported within two weeks after it is officially entered into court records. For purposes of this policy, conviction includes any conviction which has not been expunged and for which a jail sentence could have been imposed.
- B. Criteria:** Village Staff shall follow the above procedures to determine the job relatedness of the criminal conviction to the performance of the duties of the position.

- C. **Potential Sanctions:** Intentional failure of the employee to notify Administrative Staff or their Department Head of a criminal conviction may be grounds for employment sanctions up to and including suspension and termination, regardless of when the omission is discovered. Such failure may be grounds for suspension and termination of employment regardless of whether it is determined that such conviction is of a nature that would have disqualified the employee from the position of employment in question.

VII. **PARK AND RECREATION DEPARTMENT PROCESSES**

- A. **State Statutes:** All State Statutes and Village Ordinances that apply elsewhere in this policy will apply for positions in the Park & Recreation Department.
- B. **Department Specific Policy:** Rather than conducting background checks through the Administrative Staff, the Park & Recreation Department facilities their own background checks through the Department of Justice. All results from such checks are maintained by the Director of Park & Recreation and the Recreation Supervisor. All decisions about eligibility for a position and position related convictions will be made by the Director of Park & Recreation. The Department is responsible for paying all associated costs.
- C. **Timing:** Unlike other Village staff, the Department of Park & Recreation requires an annual background check for all department staff including seasonal staff and volunteer coaches. There are no exceptions to this requirement. Individuals will be notified prior to their annual check.

VIII. **RETENTION AND ACCESSIBILITY OF BACKGROUND CHECK RECORDS**

Administrative Staff shall maintain records and related documents compiled by the Village on individuals in response to background checks. The Village of Germantown Records Retention policies, the Wisconsin Public Records Board, and applicable Federal and State laws shall govern the storage, use and dissemination of such records. Where the use of such records is not addressed by the foregoing standards, the use and dissemination of such records, such as their

availability to hiring authorities, shall be within the discretion of the Village Administrator. The retention period assigned to these records and the Wisconsin Public Records Board classification are identified in the General Retention Schedule for Human Resources and Related Records. Confidentiality of such records will be maintained as much as possible, until such time they are destroyed, as determined by the Wisconsin Public Records Board.

ORDINANCE NO. 24-2018

AN ORDINANCE TO AMEND SUBCHAPTER IV OF CHAPTER 1
OF THE GERMANTOWN MUNICIPAL CODE RELATING TO
RETENTION, ACCESS TO, AND DESTRUCTION OF PUBLIC RECORDS

WHEREAS, the Village Board previously adopted Subchapter IV of Chapter 1 of the Municipal Code which establishes general rules related to public records with the Village; and

WHEREAS, the Wisconsin Public Records Board has, pursuant to Wisconsin Statute, prepared a record retention schedule for Wisconsin Municipalities; and

WHEREAS, the Village Board wishes to adopt the schedule promulgated by the Public Records Board; and

WHEREAS, the Village Board also wishes to update the remainder of Subchapter IV to reflect better drafting rules and also to modernize the requirements;

NOW, THEREFORE, the Village Board of the Village of Germantown, Wisconsin, do ordain as follows:

SECTION I

Sections 1.47 and 1.48 of the Germantown Municipal Code are hereby repealed in their entirety and Section 1.47 is hereby recreated to read as follows:

1.47 - PUBLIC RECORDS

(1) DEFINITIONS.

(a) “Authority” means any of the following having custody of a Village record: a Village office, elected official, agency, board, commission, committee, department or public body corporate and politic created by constitution, law, ordinance, rule or order, or a formally constituted subunit of the foregoing.

(b) “Record” means any material on which written, drawn, printed, spoken, visual or electromagnetic information is recorded or preserved, regardless of physical form or characteristics, which has been created or is being kept by an authority. "Record" includes, but is not limited to, handwritten, typed or printed pages, maps, charts, photographs, films, recordings, tapes (including computer tapes), and computer printouts. "Record" does not include drafts, notes, preliminary computations and the like materials prepared for the originator's personal use or prepared by the originator in the name of a person for whom the

originator is working; materials which are purely the personal property of the custodian and have no relation to his office; materials to which access is limited by copyright, patent or bequest; and published materials in the possession of an authority other than a public library which are available for sale, or which are available for inspection at a public library.

(d) “Local public office” has the meaning given in Wis. Stat. § 19.42(7w), and also includes any appointive office or position of the Village in which an individual serves as the head of a department, agency, or division of the Village, but does not include any office or position filled by a Village municipal employee, as defined in Wis. Stat. § 111.70(1)(i).

(2) MAINTAINING RECORDS.

(a) Each officer and employee of the Village shall safely keep and preserve all records received from his predecessor or other persons and required by law to be filed, deposited or kept in his office of which are in the lawful possession or control of the officer or employee or his deputies, or to the possession or control of which he may be lawfully entitled as such officer or employee.

(b) Upon the expiration of an officer's term of office or an employee's term of employment, or whenever the office or position of employment becomes vacant, each such officer or employee shall deliver to his successor all records then in his custody and the successor shall receipt therefor to the officer or employee, who shall file said receipt with the Village Clerk. If a vacancy occurs before a successor is selected or qualifies, such records shall be delivered to and receipted for by the Clerk, on behalf of the successor, to be delivered to such successor upon the latter's receipt.

(c) Pursuant to Wis. Stat. § 19.21(4)(c), any record required to be kept and preserved under this section may keep and preserve such record through the use of microfilm or another reproductive device, optical imaging or electronic formatting provided that such means meets any applicable standards established under Wis. Stat. §§ 16.61(7) and 16.612. Any photographic reproduction of a record authorized to be reproduced under this paragraph is deemed an original record for all purposes if it meets the applicable standards. Such records shall be preserved along with other files of the department or division and shall be open to public inspection and copying according to the provisions of State law and this Code.

(3) LEGAL CUSTODIANS.

(a) Each elected official is the legal custodian of his records and the records of his office, but the official may designate an employee of his staff to act as the legal custodian.

(b) Unless otherwise prohibited by law, the Village Clerk or the Clerk's designee shall act as legal custodian for the Village Board and for any committees, commissions, boards or other authorities created by ordinance or resolution of the Village Board. This shall not include the Police and Fire Departments whose custodians shall be the Police Chief and the Fire Chief, respectively.

(c) For every authority not specified in paragraphs (a) or (b) above, the authority's chief administrative officer is the legal custodian for the authority, but the officer may designate an employee of his staff to act as the legal custodian.

(d) Each legal custodian shall name a person to act as legal custodian in his absence or the absence of his designee. This subsection shall not apply to the Village Board.

(e) The designation of a legal custodian does not affect the powers and duties of an authority under this section.

(4) PROCEDURAL INFORMATION. Pursuant to Wis. Stat. § 19.34, and the guidelines therein listed, each authority shall adopt, prominently display and make available for inspection and copying at its offices, for the guidance of the public, a notice containing a description of its organization and the established times and places at which the legal custodian from whom and the methods whereby the public may obtain information and access to records in its custody, make requests for records, or obtain copies of records and the costs thereof. The notice shall also separately identify each position of the authority that constitutes a local public office. Each authority shall also prominently display at its offices, for the guidance of the public, a copy of this section. This section does not apply to members of the Village Board.

(5) PUBLIC ACCESS TO RECORDS; FEES.

(a) Except as provided in subsection (7) below, any person has a right to inspect a record and to make or receive a copy of any record as provided in §19.35(1), Wis. Stats.

(b) Records will be available for inspection and copying during all regular office hours.

(c) If regular office hours are not maintained at the location where records are kept, the records will be available for inspection and copying upon at least 48 hours' advance notice of intent to inspect or copy.

(d) A requester shall be permitted to use facilities comparable to those available to Village employees to inspect, copy or abstract a record. This subsection does not authorize or require the purchase or lease of equipment nor does it require the provision of a separate room for inspection, copying or abstracting of records.

(e) The authority may require supervision during inspection or may impose other reasonable restrictions on the manner of access to an original record if the record is irreplaceable or easily damaged.

(f) A requester shall be charged a fee to defray the cost of locating and copying records as follows:

1. A cost per page of photocopying, as determined by the Village Clerk, shall be charged. Said cost shall not exceed the actual, necessary and direct costs to the authority of reproduction, and such charges shall be prominently displayed and made available for inspection by the authority at his office.

2. If the form of a written record does not permit copying, the actual and necessary cost of photographing and photographic processing shall be charged.

3. The actual full cost of providing a copy of other records not in printed form on paper such as films, computer printouts and audio or video tapes shall be charged.

4. If mailing or shipping is necessary, the actual cost thereof shall also be charged.

5. There shall be no charge for locating a record unless the actual cost therefor exceeds \$50.00, in which case the actual cost shall be determined by the authority and billed to the requester.

6. The authority shall estimate the cost of all applicable fees and may require a cash deposit adequate to assure payment if such estimate exceeds \$5.00.

7. The authority may provide copies of a record without charge or at a reduced charge where he determines that waiver or reduction of the fee is in the public interest.

(6) ACCESS PROCEDURES.

(a) A request to inspect or copy a record shall be made to the authority. A request shall be deemed sufficient if it reasonably describes the requested record or the information requested. However, a request for a record without a reasonable limitation as to subject matter or length of time represented by the record does not constitute a sufficient request. A request may be made orally, but a request must be in writing before an action to enforce the request is commenced under Wis. Stat. § 19.37. Except as provided below, no request may be refused

because the person making the request is unwilling to be identified or to state the purpose of the request. No request may be refused because the request is received by mail unless prepayment of a fee is required under subsection (5)(f), above. A requester may be required to show acceptable identification whenever the requested record is kept at a private residence or whenever security reasons or Federal law or regulations so require.

(b) Each custodian, upon request for any record, shall, as soon as practicable and without delay, either fill the request or notify the requester of the authority's determination to deny the request in whole or in part and the reasons therefor. When the legal custodian has doubts as to whether the requested records are exempt from disclosure, in whole or in part, he shall have 3 working days to confer with the Village Attorney prior to making a determination. If the legal custodian, after conferring with the Village Attorney, determines that a written request is so general as to be unduly time consuming, the party making the request may first be required to itemize his request in a manner which would permit reasonable compliance.

(c) A request for a record may be denied as provided in subsection (7) below. If a request is made orally, the request may be denied orally unless a demand for a written statement of the reasons denying the request is made by the requester within 5 business days of the oral denial. If a written request is denied in whole or in part, the requester shall receive a written statement of the reasons for denying the request. Every written denial of a request shall inform the requester that if the request for the record was made in writing, then the determination is subject to review upon petition for a writ of mandamus under Wis. Stat. § 19.37(1), or upon application to the Attorney General or a district attorney.

(7) LIMITATIONS ON RIGHT TO ACCESS.

(a) The limitations on access identified in Wis. Stat. § 19.36 are incorporated herein by reference.

(b) In responding to a request for inspection or copying of a record which is not specifically exempt from disclosure, the legal custodian, after conferring with the Village Attorney, may deny the request, in whole or in part, only if he determines that the harm to the public interest resulting from disclosure would outweigh the public interest in full access to the requested record. Examples of matters for which disclosure may be refused include, but are not limited to the following:

1. Records obtained under official pledges of confidentiality which were necessary and given in order to obtain the information contained in them.
2. Records of current deliberations after a quasi-judicial hearing.

3. Records of current deliberations concerning employment, dismissal, promotion, demotion, compensation, performance or discipline of any Village officer or employee, or the investigation of charges against a Village officer or employee unless such officer or employee consents to such disclosure.

4. Records concerning current strategy for crime detection or prevention.

5. Records of current deliberations or negotiations on the purchase of Village property, investing of Village funds or other Village business whenever competitive or bargaining reasons require nondisclosure.

6. In accordance with, and subject to Wis. Stat. §19.356, financial, medical, social or personal histories or disciplinary data of specific persons which, if disclosed, would be likely to have a substantial adverse effect upon the reputation or privacy interest of any person referred to in such history or data.

7. Communications between legal counsel for the Village and any officer, agent or employee of the Village when advice is being rendered concerning strategy with respect to current litigation in which the Village or any of its officers, agents or employees is, or is likely, to become involved, or communications which are privileged under Wis. Stat. § 905.03.

(d) If a record contains information that may be made public and information that may not be made public, the custodian of the record shall provide the information that may be made public and delete the information that may not be made public from the record before release. The custodian shall confer with the Village Attorney prior to releasing any such record and shall follow the guidance of the Village Attorney when separating out the exempt material. If, in the judgment of the custodian and the Village Attorney, there is no feasible way to separate the exempt material from the nonexempt material without unreasonably jeopardizing nondisclosure of the exempt material, the entire record shall be withheld from disclosure.

(8) RETENTION AND DESTRUCTION OF RECORDS.

(a) The Village adopts the General Records Schedule for Wisconsin Municipal and Related Records (the "Wisconsin Municipal Records Schedule" or "WMRS") promulgated by the Wisconsin Public Records Board. A copy of the currently effective Wisconsin Municipal Records Schedule shall be kept on file in the office of the Village Clerk. Unless a different retention period is required by law, any record kept and preserved under this section which is considered obsolete may be

destroyed pursuant to the schedule established in the WMRS. For any obsolete record which is not specifically identified in the WMRS, destruction shall occur not less than 7 years after the record was effective. This section shall supersede any previous records schedules adopted by the Village.

(b) The Wisconsin State Historical Society shall be notified at least 60 days prior to the destruction of any record under Wis. Stat. § 19.21(4)(a), unless the State Historical Society has otherwise waived the notification requirement.

(c) Any tape recording of a governmental meeting of the Village may be destroyed, erased or reused no sooner than 90 days after the minutes of the meeting have been approved and published if the purpose of the recording was to make minutes of the meeting.

(d) Police records, other than investigative records, shall be retained for 7 years. However, unless the records are subject to a pending open records request or in any way relate to a matter pending before a court or quasi-judicial body, the following exceptions apply:

(1) Videotape and audio cassette recordings utilized for purposes related to law enforcement may be destroyed, erased or reused after 120 days.

(2) Recordings made of radio dispatches and telephone calls to and from the dispatch operator may be destroyed, erased or reused after 120 days.

(e) This section shall not be construed to authorize the destruction of any public record after a period less than prescribed by statute or State administrative regulations.

SECTION II

The terms and provisions of this ordinance are severable. Should any term or provision of this ordinance be found to be invalid by a court of competent jurisdiction, the remaining terms and provisions shall remain in full force and effect.

SECTION III

All ordinances or parts of ordinances contravening the terms of this ordinance are hereby to that extent repealed.

SECTION IV

This ordinance shall take effect and be in full force on upon its passage and the day after publication.

Introduced by Trustee:

Adopted: Vote: Ayes: Nays: Absent:

Dean Wolter, Village President

ATTEST:

Deanna Braunschweig

Approved as to form:

Brian C. Sajdak, Village Attorney

Link to the Wisconsin Municipal Records Schedule by the Wisconsin Public Records Board.

<http://publicrecordsboard.wi.gov/docview.asp?docid=28661&locid=165>

AGREEMENT FOR ENGINEERING SERVICES

THIS AGREEMENT is entered into between the **Village of Germantown** (Client) and **Traffic Analysis & Design, Inc.** (Engineer), based upon Client's intention to conduct a municipal Traffic Impact Analysis (TIA) for the proposed TID (Germantown Business Park) Phases 2 and 3, located north of Holy Hill Road, east of IH-41 and west of Goldendale Road in Germantown, Wisconsin (the Project) and Client's requirement for certain engineering services in connection with the Project (the Services) which Engineer is prepared to provide.

1. Engineer shall provide the Services described in Attachment A, "Scope of Services", according to Attachment A, "Schedule".

2. Client shall pay Engineer in accordance with Attachment A, "Compensation". Invoices shall be due and payable upon receipt. Invoice amounts not paid within 30 days after receipt shall accrue interest at the rate of 1.5% per month (or the maximum rate permitted by law, if less), with payments applied first to accrued interest and then to unpaid principal.

3. The same degree of care, skill, and diligence shall be exercised in the performance of the Services as is ordinarily possessed and exercised by a member of the same profession, currently practicing, under similar circumstances. No other warranty, express or implied, is included in this Agreement or in any drawing, specification, report, opinion, or other instrument of service, in any form or media, produced in connection with the Services.

4. Engineer shall not be liable to Client for any consequential damages resulting in any way from the performance of the Services. To the fullest extent permitted by law, Engineer's liability under this Agreement shall not exceed Engineer's total compensation actually received under this Agreement.

5. Engineer and Client waive all rights against each other for damages covered by property insurance during and after the completion of the Services.

6. Notwithstanding anything to the contrary in any Attachments hereto, Engineer has no responsibility for (a) construction means, methods, techniques, sequences, procedures, or safety precautions and programs in connection with the Project; or (b) the failure of any contractor, subcontractor, vendor, or other Project participant, not under contract to Engineer, to fulfill contractual responsibilities to Client or to comply with federal, state, or local laws, regulations, and codes.

7. Engineer does not guarantee that proposals, bids, or actual Project costs will not vary from Engineer's cost estimates or that actual schedules will not vary from Engineer's projected schedules.

8. This Agreement may be terminated upon written notice at Client's convenience or by either party in the event of substantial failure by the other party to perform in accordance with the terms of this Agreement. Engineer shall terminate performance of Services on a schedule acceptable to Client, and Client shall pay Engineer for all Services performed and reasonable termination expenses. Paragraphs 4 and 5 shall survive any termination or completion of this Agreement.

9. All documents prepared by Engineer pursuant to this Agreement are instruments of service in respect to the Project. Any use except for the specific purpose intended by this Agreement will be at the user's sole risk and without liability or legal exposure to Engineer. Engineer shall retain its ownership in its data bases, computer software, and other proprietary property. Intellectual property developed, utilized, or modified in the performance of the Services shall remain the property of Engineer.

10. The Services provided for in this Agreement are for the sole use and benefit of Client and Engineer. Nothing in this Agreement shall be construed to give any rights or benefits to anyone other than Client and Engineer.

11. Any notice required by this Agreement shall be made in writing to the address specified below:

Client: Village of Germantown
N112 W17001 Mequon Road
Germantown, WI 53022

Attn: Mr. Steve Kreklow
Village Administrator

Engineer: Traffic Analysis & Design, Inc.
N36 W7505 Buchanan Street
Cedarburg, WI 53012

Attn: Mr. John A. Bieberitz, P.E., PTOE

IN WITNESS WHEREOF, Client and Engineer have executed this Agreement, effective as of November 20, 2018.

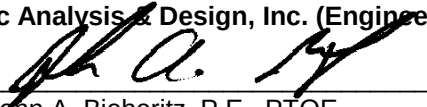
Village of Germantown (Client)

By: _____

Title: _____

Date: _____

Traffic Analysis & Design, Inc. (Engineer)

By: 
John A. Bieberitz, P.E., PTOE

Date: 11/20/18

ATTACHMENT A

SCOPE OF SERVICES

TIA Process

The scope for this TIA is based on the scope requirements set forth by the Village of Germantown. Since there is a potential future phase of development, the TIA will be conducted in three phases consisting of:

Phase 1: 700,000 GSF Warehouse, expandable to 1M GSF. (already completed)

Phase 2 (Year 2024): Six Spec buildings (mix of warehouse, light industrial and manufacturing) surrounding the 700,000 GSF Warehouse, a 250,000 GSF light industrial building just east of the 700,000 GSF Warehouse, and 10 acres of highway commercial on the southeast quadrant of Holy Hill Road with 48th Street.

Phase 3 (Year 2029): Additional development east of the 700,000 GSF Warehouse, consisting of 50 acres of industrial park. Industrial park development of 110 acres south of the 700,000 GSF Warehouse. Highway commercial development of 20 acres along the frontage of 41, north of the Shell station. Highway commercial development of 20 acres along the frontage of 41, south of 48th Street along with 100 acres of industrial park development east of 41 and south of the railroad track.

The study will consist of analysis of Year 2024 background conditions, Year 2024 Phase 2 buildout conditions, and Year 2029 Phase 3 buildout conditions with and without improvements.

The study area intersections are as follows:

1. IH-41 Southbound Ramps with Holy Hill Road
2. IH-41 Northbound Ramps with Holy Hill Road
3. Shell Station roadway/48th Street with Holy Hill Road
4. New Business Park Roadway with Holy Hill Road
5. Goldendale Road with Holy Hill Road
6. Goldendale Road with Freistadt Road (for Phase 3 only)
7. Freistadt Road with Maple Road (for Phase 3 only)

The submittal will consist of a report with exhibits illustrating the existing traffic counts, traffic projections, level of service operations, trip generation, trip distribution, site plan(s), text, analysis procedures, recommendations, and conclusions with appendix of all intersection capacity calculations.

Phase 2 – Year 2024 Traffic Conditions

Task 1 - Data Collection

Engineer will collect traffic turning movement counts at the following intersections for the following time periods for Phase 2 analysis:

- Holy Hill Road with the Shell Access/48th Street – weekday 9 AM to 3 PM (for a signal warrant study)

The traffic turning movement counts will be conducted to WisDOT standards with cars, trucks, busses, bikes and pedestrians counted separately per movement in 15-minute intervals. Engineer will collect a photo log, intersection geometric data, and turn bay lengths. The Engineer will compile the traffic count data and geometric data for a base map for the traffic analysis.

Task 2 – Traffic Analysis

Trip Generation and Distribution

Engineer will estimate the volume of traffic expected to be generated the following developments as part of Phase 2:

- Expansion of the six Spec buildings surrounding the 700,000 GSF Warehouse. These buildings are expected to be a mix of warehouse, light industrial and manufacturing.
- 250,000 GSF light industrial building just east of the 700,000 GSF Warehouse
- 10 acres of highway commercial on the southeast quadrant of Holy Hill Road with 48th Street.

Traffic generated by these development areas will be based on the trip generation rates contained in the *ITE Trip Generation Manual, 10th Edition*. Traffic will be generated for the weekday AM and PM peak hours as well as for the weekday 24-hour period (for use in developing volumes for signal warrants). The traffic generated will be distributed to the study area intersections based on the existing traffic patterns.

Traffic Operational Analysis – Year 2024

Engineer will develop the Year 2024 background traffic projections based on WisDOT historical traffic data from 1980 to present on Holy Hill Road. The Year 2024 background traffic projections will also include the Speaker Corporation expansion and the 1M GSF warehouse. The Year 2024 background projections will be developed for the weekday AM and PM peak hours at the study area intersections.

Engineer will develop Year 2024 traffic volume scenarios and analyze these scenarios for the weekday AM and PM peak hours consisting of:

- Year 2024 Background Traffic Conditions (no new development traffic, only background traffic growth with Phase 1 traffic) without and with improvements (if needed)
- Year 2024 Build Traffic Conditions (with Phase 2) with no additional intersection improvements above those in the 2019 Phase 1 build recommendations.
- Year 2024 Build Traffic Conditions with additional intersection improvements above those in the 2019 build recommendations, if needed.

Engineer will make recommendations on intersection geometrics at the study area intersections, turn bay length extensions, channelization, traffic control modifications and other improvements required to provide LOS 'D' or better for all traffic movements at the study area intersections. Engineer will recommend a cross-section and right-of-way width for Holy Hill Road.

Engineer will conduct a traffic signal warrant analysis for the IH-41 ramps with Holy Hill Road, 48th Street/Shell access driveway, and the Business Park roadway intersection with Holy Hill Road for the Phase 2 Build Conditions. For the traffic signal warrant analysis, Engineer will utilize the Phase 2 Build Conditions data (Year 2024 background traffic with Phase 1 and 2 development traffic) and compare that data to the traffic signal warrant thresholds in the Manual of Uniform Traffic Control Devices (MUTCD) and the WisDOT left turn conflict analysis to determine if a traffic signal is warranted. More specifically, all traffic volume warrants will be evaluated except for the Pedestrian Volume Warrant, School Crossing Warrant, and Crash Experience Warrant. If signals are warranted at the Holy Hill Road intersection with 48th Street/Shell Station driveway, Engineer will recommend the location of the

intersection to achieve adequate traffic signal coordination and queuing between the signals (ramps and 48th Street).

Phase 3 – Year 2029 Traffic Conditions

For Phase 3, the intersections of Goldendale Road with Freistadt Road and Maple Road will be added as study area intersections due to the development of Phase 3, along Goldendale Road.

Task 3 - Data Collection

Engineer will collect traffic turning movement counts at the following intersections for the following time periods for Phase 3 analysis:

- Goldendale Road with Holy Hill Road – weekday 9 AM to 3 PM (for a signal warrant study)
- Goldendale Road with Freistadt Road – weekday 6 AM to 6 PM (for a signal warrant study)
- Freistadt Road with Maple Road – Utilize recent traffic count from the separate intersection study.

The traffic turning movement counts will be conducted to WisDOT standards with cars, trucks, busses, bikes and pedestrians counted separately per movement in 15-minute intervals. Engineer will collect a photo log, intersection geometric data, and turn bay lengths. The Engineer will compile the traffic count data and geometric data for a base map for the traffic analysis.

Task 4 – Traffic Analysis

Trip Generation and Distribution

Engineer will estimate the volume of traffic expected to be generated for the following development areas:

- Industrial park development of 50 acres, east of the 700,000 GSF Warehouse
- Industrial park development of 110 acres south of the 700,000 GSF Warehouse
- Highway commercial development of 20 acres along the frontage of 41, north of the Shell station
- Highway commercial development of 20 acres along the frontage of 41, south of 48th Street
- 100 acres of industrial park development east of 41 and south of the railroad track.

Traffic generated by the Phase 3 development will be based on the trip generation rates contained in the *ITE Trip Generation Manual, 10th Edition*. Traffic will be generated for the weekday AM and PM peak hours as well as for the weekday 24-hour period (for use in developing volumes for signal warrants). The traffic generated will be distributed to the study area intersections based on the existing traffic patterns.

Traffic Operational Analysis – Year 2029

Engineer will develop Year 2029 traffic volume scenarios and analyze these scenarios for the weekday AM and PM peak hours consisting of:

- Year 2029 Build Traffic Conditions (with Phase 2 and 3) with no additional intersection improvements above those in the 2024 Phase 2 build recommendations.
- Year 2029 Build Traffic Conditions (with Phase 2 and 3) with additional intersection improvements above those in the 2024 Phase 2 build recommendations, if needed.

Engineer will make recommendations on intersection geometrics at the study area intersections, turn bay length extensions, channelization, traffic control modifications and other improvements required to provide LOS 'D' or better for all traffic movements at the study area intersections. Engineer will recommend a cross-section and right-of-way width for Holy Hill Road for the Phase 3 (ultimate buildout) scenario.

Engineer will conduct a traffic signal warrant analysis for the study area intersections for the Phase 3 Build Conditions. For the traffic signal warrant analysis, Engineer will utilize the Phase 3 Build Conditions data (Year 2029 background traffic with Phase 1, 2 and 3 development traffic) and compare that data to the traffic signal warrant thresholds in the Manual of Uniform Traffic Control Devices (MUTCD) and the WisDOT left turn conflict analysis to determine if a traffic signal is warranted. More specifically, all traffic volume warrants will be evaluated except for the Pedestrian Volume Warrant, School Crossing Warrant, and Crash Experience Warrant. If signals are warranted at the Holy Hill Road intersection with 48th Street/Shell Station driveway, Engineer will recommend the location of the intersection to achieve adequate traffic signal coordination and queuing between the signals (ramps and 48th Street).

Engineer will retrieve the last five years of electronic crash data (2013-2017) from the Wisconsin Department of Transportation (WisDOT) via the WisTransPortal for Holy Hill Road and for the Freistadt Road intersection with Goldendale Road. Engineer will plot the past five years of crashes and will review the crash patterns identified in the crash plots and identify potential safety improvement options. Engineer will determine the crash rates and will compare those rates to the statewide averages. Crashes will be evaluated at these locations to determine if any locations would qualify for the WisDOT/FHWA HSIP funding for the improvements.

Task 5 – Report for Phases 2 and 3

A “draft” Traffic Impact Analysis report completed to WisDOT Guidelines for a Full TIA documenting the findings of the analysis will be prepared by the Engineer and submitted via a pdf file to the Client for review and comments. The report will include text, tables, exhibits and appendix. The Client shall provide comments to the Engineer so the Engineer can finalize the report and submit a final electronic pdf copy to the Client. If a paper copy submittal is required, it will be invoiced as additional work based on time and materials.

If revisions to the TIA are requested/required after the final report is submitted, it will be considered additional work and will require a contract amendment.

Task 6 - Meetings

One meeting on December 13 is included in the base scope of this contract. If additional meeting(s) are required with attendance by the Engineer, it will be considered as additional services requiring a contract amendment.

SCHEDULE

Engineer will submit a draft TIA to the Client for review within four weeks of receiving a signed agreement and development information for Phases 2 and 3. The Client shall provide comments on the draft TIA to the Engineer so the Engineer can finalize the report and submit a final report to the Client within two days of receiving comments from the Client.

COMPENSATION

For the services described in Tasks 1 to 6: Client shall pay Engineer the lump sum fee of Twenty-Four Thousand Six Hundred Ninety Dollars (\$24,690.00).

All services not cited in the Scope of Services, will be conducted as additional services under an Amendment to this Agreement.