

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

MEETING: REGULAR MEETING OF THE VILLAGE BOARD

DATE AND TIME: MONDAY, NOVEMBER 4, 2019 7:00 p.m.

**LOCATION: Germantown Village Hall Board Room
N112 W17001 Mequon Road**

- I. **CALL TO ORDER:** *This meeting has been given public notice in accordance with Section 19.83 and 19.84, Wis. Stats, in such form that will apprise the general public and news media of subject matter that is intended for consideration and action.*
- II. **ROLL CALL:**
- 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: October 21, 2019 Regular Village Board Meeting.
- B. Accounts payable/payroll
- | | | | |
|----|------------------|------------------|-----------------|
| 1. | October 25, 2019 | Accounts Payable | \$ 1,455,704.56 |
| 2. | October 30, 2019 | Payroll (Hourly) | \$ 247,217.16 |
| 3. | October 31, 2019 | Payroll (Salary) | \$ 109,158.85 |
- The following items were forwarded from **Public Safety** with a unanimous recommendation.
- C. Operator's Licenses: Conor Pitterle, Destiny Putnins, Jailin Smiley. [Recommendation Forthcoming]
- D. Latitude Café LLC, Shackar Daniel Levy, W156N9636 Pilgrim Road Road, Germantown, Class C Wine for the period commencing November 5, 2019 and ending June 30, 2020.
- E. Change of LLC, Fawn Lane LLC, DBA Buzdum's Pub & Grill, Boro Buzdum, W188N10515 Maple Road, Germantown, "Class B" Intoxicating Liquor and Class "B" Fermented Malt Beverage, for the period commencing November 5, 2019 and ending June 30, 2020.

Premise license approvals are conditional upon completion of all documentation, compliance of all code violations/permits/ requirements and monies owed to the village paid prior to issuance of licenses in addition to any other conditions noted.

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

- F. Resolution 60-2019, Amendment to the Employee Policy and Procedure Manual – Addition of Employee Individual Development Plan.

VIII. OLD BUSINESS:

- A. None.

IX. PUBLIC HEARINGS:

- A. None.

X. NEW BUSINESS:

- A. Resolution 62-2019 Mequon Road Corridor Signalization Timing Improvements Contract with TADI, in an amount not to exceed \$19,144.

XI. ADJOURNMENT.

The next regular meeting of the Village Board and Budget Public Hearing will be on Monday, November 18, 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
October 21, 2019**

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, Miller, Myers, and Zabel. Trustees Kaminski, Wing, and Warren were absent excused. Also present: Administrator Kreklow, Clerk Braunschweig, Attorney Sajdak, Director Rath, Manager Tucker, Engineer Nitschke and Director Ratayczak.

PLEDGE OF ALLEGIANCE:

PRESIDENT'S REPORT:

The video on cable was having technical difficulties as there was no video, the audio only was working on the cable. Attorney Sajdak confirmed that the audio and visual were working on the live stream. Later in the meeting both the audio and visual started working properly on the cable.

President Wolter reminded residents of the Community Wide Survey that is now available on the Village website 2050 Plan page. The deadline for the survey is Friday, November 1st. Please contact the Community Development Department if you have any questions or would prefer a hard copy of the survey.

President Wolter announced the 2050 Comprehensive Plan Open House and Park Planning Party to be held on October 30th from 6 – 8 pm at the Germantown Senior Center at W162N11960 Park Avenue.

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:

Craig Ostovich of Century Lane commented concern for the roads of Century Lane and Lovers Lane. The roads are in need of repair. He complained of large puddles of water and unsafe.

Paul Ryan of Century Lane commented that he owns the white house on the corner of Century Lane and Lover's Lane. When it rains the water gets close to flooding their home. He put in traffic bond. The water puts huge ruts in the drive-way. He requested Radke to dredge the road.

Zabel clarified that the road has very little right of way. The intent was to do the road and ditching but the Village does not have the land. The right of way is needed to correct the road.

Wolter clarified that it is on the 2020 plan.

Zabel commented that there is drainage and right of way problems. Probably was split privately and road was put in privately.

Wolter commented it is already on the list but there has to be some more information coming.

Aaron Diener of Century Lane commented the road is so bad that you can see layers of roadbed. Costs that much more to repair and when the plow comes down the road. Wear and tear on everything for this road.

Mark Reinert of Century Lane commented that the road is in his lawn. His neighbor's house basement floods every time it rains due to the pitch of the road.

Craig Ostovich of Century Lane continued that he and his neighbors are willing to work with the Village and dedicate the land. Move forward and engineering contact the neighbors for the concerns.

Director Ratayczak clarified that Engineer Nitscke just celebrated his one year anniversary with the Village. The properties are identified that have the right of way issue. On Century Lane there is very little right of way. The nursery Radke operation is taking place in the right of way.

The drainage issue has been identified and they were willing to give an easement for the drainage. This is a road project in the 2020 plan dependent on the right of way dedication.

CONSENT AGENDA:

- A. Approval of Minutes: October 7, 2019 Regular Village Board Meeting, and October 8, 2019 Committee of the Whole Meeting.
- B. Accounts payable/payroll
 - 1. October 10, 2019 Accounts Payable \$ 1,928,481.80
 - 2. October 15, 2019 Payroll (Salary) \$ 110,011.43
 - 3. October 15, 2019 Payroll (Hourly) \$ 246,665.07
- C. Operator's Licenses: Kristen Bohn, Amanda Jeske, Casey Lochowitz, Ashley Schwarzhuber, Sara Ulberg. [Recommended]

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

- D. Fire Department: Emergency Funding for Air Compressor in an amount not to exceed \$38,000

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

OLD BUSINESS:

None.

PUBLIC HEARING:

Andrew Schott for Reflective Contracting Services LLC, Agent for Thomas H. & Gina L. Lange, Property Owners - N96 W16042 County Line Road. Conditional Use Permit (CUP) for "Construction Services/Contractor Shop. (Public Hearing only. The applicant has withdrawn the Application.)

The item has been withdrawn. President Wolter questioned if anyone was present for the public hearing. No one came forward.

The Sigma Group, Inc., Agent for Glue Dots International and the Ellsworth Corporation, Property Owner N117 W18711 Fulton Drive, W186 N11687 Morse Drive and W188 N11614 Maple Road. Conditional Use Permit (CUP) for Storage of Hazardous Chemicals within a Groundwater Protection Overlay Zoning District.

President Wolter read the item. Assistant Planner Zandt reported on the item. She reported that Glue Dots has requested to combine three parcels into one and a Conditional Use Permit (CUP) for Storage of Hazardous Chemicals within a Groundwater Protection Overlay Zoning District. She reviewed the zoning. Glue dots is a subsidiary of Ellsworth Corporation. There are fifty employees Monday – Friday. The Proposed CSM was shown. The Conditional Use Permit was reviewed.

The environmental report is not complete. The operational safety and contingency plans need to be approved by the Fire Department. The Site Plan Application was reviewed. Renderings of the building were shown. The Plan commission did recommend approval of the Conditional Permit subject to two conditions.

President Wolter read the Public Hearing Notice. The public hearing was opened at 7:30 p.m. No one spoke. President Wolter closed the Public Hearing at 7:31 p.m.

Clean Harbors Industrial Services, Inc., Agent for Veolia ES Industrial Services Inc., Property Owner - N104 W13275 Donges Bay Road. Conditional Use Permit (CUP) for Storage of Chemicals, Flammable Liquids and Gaseous Substances; and Recycling Collection and Processing. (Public Hearing Only.)

Clean Harbor's Industrial Services acquired the N104 W13275 Donges Bay Road. They have applied for a Conditional Use Permit (CUP) for Storage of Chemicals, Flammable Liquids and Gaseous Substances; and Recycling Collection and Processing. This is a truck to truck operation. Stored on the property for approximately ten days. There is no processing on the property and no containers will be opened on the property. Staff Comments were reviewed. Plan Commission also held a public hearing only and postponed until staff report is received.

President Wolter read the Public Hearing Notice. The public hearing was opened at 7:44 p.m. No one spoke. The public hearing was closed at 7:45 p.m.

Community Development Department – Proposed Zoning Code Text Amendments (Section 17.51 regarding Public Notification Procedures and Protest Petitions).

President Wolter read the item. Director Retzlaff reported on the item. He distributed new language for the zoning code and text changes for boundary changes. The 1,000 foot buffer was commented on. Current code does not require the Village to send the notice to those in the buffer area but it is done as a courtesy. There have been public hearings held at both the Village Board and Plan Commission.

President Wolter read the Public Hearing Notice. The public hearing was opened at 7:51 p.m.

Terry Schetter of Wilson Drive commented thank you to Director Retzlaff and staff for the planning to allow the community to continue to grow. He commented to make the envelope look more attractive to open up. He spoke in favor of protest petitions and $\frac{3}{4}$ of full Village Board.

The Public Hearing was closed at 7:58 p.m.

NEW BUSINESS:

Resolution 57-2019, Resolution Authorizing the Borrowing of Not to Exceed \$7,850,000; and providing for the Issuance and Sale of General Obligation Bonds Therefor.

Phil Cosson of Ehlers came to the podium. He reviewed the pre-sale report. He reviewed past bonds that were issued with TID 8 and the MRO with Washington County. This is the third series of bonds related to TID 8.

These are twenty year bonds. There will be a bond rating with Moody. Sale date of November 18th and close date of December 11th.

There will be incremental value of over 70 million of new taxable incremental value and the projected 91 million through 2021 will allow the TID to close out early. The threshold analysis is over 70 million dollars. There is expected to be at 75 million in development already. TID 8 cash flow will be healthy. This funds the TID 8 portion of the Well and tower. A portion from other tax increment districts and gets started with the Well and tower.

None of the payment is expected to come from the general levy. A portion from the sewer utility for the 3,040,000.

MOTION (Baum/Myers) to approve Resolution 57-2019, Resolution Authorizing the Borrowing of Not to Exceed \$7,850,000; and providing for the Issuance and Sale of General Obligation Bonds Therefor. Roll Call Vote Carried. Zabel Voted no.

Resolution 58-2019, Resolution Authorizing the Borrowing of Not to Exceed \$3,040,000; and providing for the Issuance and Sale of General Obligation Bonds Therefor.

MOTION (Baum/Myers) to approve Resolution 58-2019, Resolution Authorizing the Borrowing of Not to Exceed \$3,040,000; and providing for the Issuance and Sale of General Obligation Bonds Therefor. This is for the interceptor sewer. Roll Call Vote Carried. Zabel Voted no.

Resolution 59-2019, Approval of Contract with Soper Grading & Excavating LLC for Firemen's Park Phase 1 Improvements Project per submitted bid of \$411,557 with a 10% contingency cost in an amount not to exceed \$452,713.

MOTION (Myers/Miller) to approve Resolution 59-2019, Approval of Contract with Soper Grading & Excavating LLC for Firemen's Park Phase 1 Improvements Project per submitted bid of \$411,557 with a 10% contingency cost in an amount not to exceed \$452,713. Roll Call Vote Carried. Zabel Voted no.

Resolution 61-2019, Waiver and Agreement related to Certain Village Rights for Properties within Willow Creek Business Park (TID # 6), BV Ryan Property, Willow Creek II Owner, LLC.

Administrator Kreklow introduced the item that this is related to Willow Creek TID 6 as the Village holds the rights to repurpose if development does not take place within a certain time frame. Ryan Property submitted plans but their client they have been working with has requested modifications which will delay the start of construction. We have done this once before. The Village board approved the adjustment to the purchase agreement. Attorney Sajdak reported that the agreement allows the developer to close on the loan. There is a slight risk but given track record, not a concern. Zabel questioned how does this affect TID 6. If not granted they would not be able to close loan or go forward with building.

MOTION (Baum/ Miller) to approve Resolution 61-2019, Waiver and Agreement related to Certain Village Rights for Properties within Willow Creek Business Park (TID # 6), BV Ryan Property, Willow Creek II Owner, LLC. Roll Call Vote Carried Unanimously.

Public Grant Application – VFW Post 9202, Temporary Use Permit Fee to Sell Christmas Trees in Parking Lot by Latitudes Parking Lot, November 20th – December 24th.

Motion (Myers /Baum) Public Grant Application – VFW Post 9202, Temporary Use Permit Fee to Sell Christmas Trees in Parking Lot by Latitudes Parking Lot, November 20th – December 24th. Roll Call Vote Carried Unanimously.

Conditional Use Permit (CUP) for Storage of Hazardous Chemicals within a Groundwater Protection Overlay Zoning District, & Certified Survey Map (CSM) to Combine Parcels for the Sigma Group, Inc., Agent for Glue Dots International and the Ellsworth Corporation, Property Owner - N117 W18711 Fulton Drive, W186 N11687 Morse Drive and W188 N11614 Maple Road.

MOTION (Myers/Baum) Conditional Use Permit (CUP) for Storage of Hazardous Chemicals within a Groundwater Protection Overlay Zoning District, & Certified Survey Map (CSM) to Combine Parcels for the Sigma Group, Inc., Agent for Glue Dots International and the Ellsworth Corporation, Property Owner - N117 W18711 Fulton Drive, W186 N11687 Morse Drive and W188 N11614 Maple Road. The operational safety and contingency plans need to be approved by the Fire Department. Motion carried unanimously.

Ordinance 14-2019, Amendment to Chapter 17 Zoning Code – Proposed Zoning Code Text Amendments, Section 17.51 regarding Public Notification Procedures and Protest Petitions.

MOTION (Baum/Miller) to approve Ordinance 14-2019, Amendment to Chapter 17 Zoning Code – Proposed Zoning Code Text Amendments, Section 17.51 regarding Public Notification Procedures and Protest Petitions.

Director Retzlaff distributed maps of different buffer areas scenarios for the notices. He reported that staff has mailed out to the 1,500 foot mailer. Discussion of the map scenarios ensued. Director Retzlaff commented that the property posting requirement will come back to a future meeting. Discussion of the large parcel mailers and buffers was discussed. Director Retzlaff commented that parcels have been added in to mailers to adjust accordingly. The protest petition vote of members present was discussed.

Director Retzlaff reported that the individuals can still speak under public comment if they want to.

Discussion ensued of only holding the public hearing at the Plan Commission and not the Village Board.

The mailer will include the legal notice and a layman notice and be sent in a neon colored envelope.

Amendment Motion (Zabel / Baum) to eliminate the verbiage of “(and the Village Board may)”. Amendment motion carried.

Motion as amended carried. Zabel voted no.

Final Subdivision Plat for the 12-Lot Woodland Ponds Estates Development. David Leszczynski for Germantown Acquisition LLC, Property Owner - W124 N11749 Wasaukee Road, 29.41 Acres.

MOTION (Myers/Baum) Final Subdivision Plat for the 12-Lot Woodland Ponds Estates Development. David Leszczynski for Germantown Acquisition LLC, Property Owner - W124 N11749 Wasaukee Road, 29.41 Acres and includes all of the planners recommendations. Motion carried unanimously.

ADJOURNMENT.

ADJOURNMENT: There being no further business, the meeting adjourned at 9:15 p.m. p.m.

The next regular meeting of the Village Board will be on Monday, November 4, 2019 at 7:00 p.m.

Respectfully Submitted,
Deanna B. Braunschweig, WCMC/CMC
Village Clerk

**VILLAGE OF GERMANTOWN
GENERAL GOVERNMENT & FINANCE COMMITTEE
MEETING MINUTES
October 21, 2019**

CALL TO ORDER: The meeting was called to order at 6:00 p.m. by Chairperson Zabel. There were TV problems. Audio was working.

ROLL CALL: Present: Chairperson Zabel, Trustee Members: Baum, and Miller. Trustee Kaminski is absent excused. Also present: Clerk Braunschweig, Finance Director Rath, Administrator Kreklow, Attorney Sajdak, and Manager Tucker.

APPROVAL OF MINUTES: September 16, 2019 – **MOTION (Baum/Miller) to approve the September 16, 2019 minutes. Motion carried unanimously.**

PUBLIC COMMENT: No public comment.

NEW BUSINESS:

A. Historic Preservation Fees – Committee of the Whole.

Miller gave background information that there is a \$75 fee for properties wishing to become Historic. The last one was paid out of committee funds. The application process does include Village Departments and Public Notice and once approved there is a plaquard. Presently the Commission is averaging one to two per year. Discussion ensued of using monies from the fund. Group is volunteer. The fund is at approximately \$400-500.

Motion (Miller/Baum) Use the fund to direct staff to look at the code and determine if the fee is needed. The item will come back to committee. Motion carried unanimously.

B. Resolution 60-2019, Amendment to the Employee Policy and Procedure Manual – Addition of Employee Individual Development Plan.

Manager Tucker introduced the item as this is an additional policy for staff. The policy manual only changes a little bit and the addition of the form. There is a request for funds to do specific training. The supervisor approves and tracks. Performance Standards is growth and professional development. There are approvals in place by the director and / or supervisor dependent on department.

Manager Tucker wrote the policy and sent the policy to the labor attorney for review.

MOTION (Baum/Miller) to Recommend Resolution 60-2019, Amendment to the Employee Policy and Procedure Manual – Addition of Employee Individual Development Plan. Motion Carried Unanimously.

C. Water / Sewer Impact Fees for Capri Development.

Zabel introduced the item of the agreements and the changes to the service area from 1992. They are required to pay the fees and apply for plumbing permits. Brian Sajdak commented that he raised with the Menomonee Falls attorney back in June. Attorney Sajdak is working with the Village of Menomonee Falls attorney. Discussion ensued that the water is the Village of Germantown's. The Public Service Commission require that fees be paid up front. The meters have to read by our water utility. They cannot have water without us turning it on. The intent was that they would pay the fee. Easements are shown on lot 2 which is where the Capri area is. There is another drawing and how it fits into. Attorney Sajdak commented he will continue to work with the Village of Menomonee Falls Attorney.

OLD BUSINESS:

A. None.

REPORTS:

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

1. Revenue and Expense Report All Funds: Finance Director Rath included a summarized balance sheet that shows the cash balance through third quarter. Revenue expense reports are looking like three months of detail. Miller liked the summary pages.
2. Health and Dental Plans: Director Rath reviewed the reports. Rath has not received the final renewal information from the plans. There is an increase for the stop loss coverage. The quote for next year's coverage will be on next month's agenda. There are less companies that will quote for the self-insured.

B. **Impact Fees Financial Reports:** The report was reviewed.

C. **Accounts Payable:** September 25, 2019 and October 10, 2019 payables were reviewed.

D. **Code Violation Reports:** The reports were reviewed. There is one new item illegal storage structure. The owner obtained a temporary structure and went to the Board of Zoning of Appeals and was denied. No new developments on the metal building removal on Mequon. He will not do anything until other projects are done.

1. Planning Department.

E. **C.I.P. PROJECTS:** The reports were reviewed. Director Rath commented that there was a large payment on the road payments with the last payables.

F. **Letter of Credit Summaries:**

1. Building Inspection Department – Reviewed.
2. Public Works Department– Reviewed. The work for Rainbow Childcare has been completed and the letter of credit has been released.
3. Planning Department – Reviewed.

G. **Summary of all Village Contracts:** The summary of contracts was reviewed.

H. **SCHEDULE NEXT MEETING:** The next meeting will be on November 18, 2019 at 6:00 pm.

ADJOURNMENT: Chairman Zabel adjourned the meeting at 6:43 p.m.

Respectfully Submitted,

Deanna Braunschweig

Deanna Braunschweig
Village Clerk

Village Board
GERMANTOWN, WI

MEETING DATE: October 21, 2019

AGENDA ITEM: New Business

ITEM TITLES: Revisions to Policy & Procedure Manual's Professional Association
Meetings/Trainings/Seminars- Employer Related section

SUBMITTED BY: Michelle Tucker, Support Services Manager

SUMMARY EXPLANATION: With our continued focus on professional development, it is critical that we find ways to ensure that we spend our limited time and resources on quality trainings that will help employees perform their current and future jobs better. As part of this, we will require employees to complete an Individual Development Plan each year that will document areas of need and areas of potential. Additionally, employees would be required to submit an official Training Request Form before receiving Village funding for training, seminars, workshops, or conferences. Along with the suggested policy change, we will be implementing the Individual Development Plan form and the Training Request Form included in your packet.

Attached: Ordinance_____ Resolution__X__ Other_____

Recommendation:

Approve the Resolution to Amend the Policy Manual and send to Village Board.

Committee Action:

**VILLAGE OF GERMANTOWN
WASHINGTON COUNTY**

RESOLUTION NO. 60-2019

**EMPLOYEE POLICY AND PROCEDURE MANUAL –
ADDITION OF THE EMPLOYEE INDIVIDUAL DEVELOPMENT PLAN**

WHEREAS, the Village of Germantown currently has an Employee Policy and Procedure Manual; and,

WHEREAS, the Village should have a detailed policy in regards to Training and Employee Individual Development; and,

WHEREAS, a new policy document has been created and reviewed by staff and labor attorney; and,

NOW, THEREFORE BE IT RESOLVED, that the Village Board of the Village of Germantown, does hereby adopt the Employee Individual Development Plan as an addition to the Employee Policy and Procedure Manual.

Introduced by: _____

Adopted: _____

Vote: Ayes: ____ Nays: ____

Dean M. Wolter, Village President

ATTEST:

Deanna Braunschweig, WCMC/CMC
Village Clerk

PROFESSIONAL ASSOCIATION MEETINGS/TRAINING/SEMINARS – EMPLOYER RELATED

All Village employees who attend professional association meetings, conferences, training sessions, institutions, workshops, seminars, or special classes during regular working hours and who receive prior approval, as specified below, will be considered for purposes of time reporting and payroll to be at work during the period of meetings, training and seminars. The hours of work are only for work-related topics and time. All training must be pertinent to the employee's current job with the Village.

Activities that are social in nature and not related to the job are not compensable time. Time spent on a "professional development" training or program will be evaluated by the Village to determine if it is compensable time.

In order to qualify for attendance at any professional association meetings, conferences, seminars, trainings or workshops, the employee must have on file with their supervisor and Support Services an Individual Development Plan. Additionally, the employee must complete an Employee Training Request form that is submitted to their supervisor.

Prior approval of the department director or Village Administrator must be obtained before any of the association meetings, seminars or training are attended. The Individual Development Plan must be completed annually prior to the budget process with a supervisor in order to qualify for professional training, association meetings or special classes.

The training and seminar program described herein is not part of and shall be considered to be entirely separate from the Village's Educational Incentive Program.

Employee Individual Development Plan

Instructions

Part 1: Completed by Employee.

Part 2: Employee and Leadership/Supervisor complete together.

Consider the following:

- Your IDP should be focused on improving your skills and future goals.
- Be honest and realistic about where you are and where you want to be.
- This is not an exercise for “promotion” but for personal growth and skill development that will help in your current and possible future positions.
- Please be thorough and provide specific, measurable, attainable, realistic and time-bound examples.

Part 1:

Name: _____

Today's Date: _____

Current Job Title: _____

Supervisor's Name: _____

How would you describe your current level of leadership development?

____ Level 1- No leadership: Just getting started

____ Level 2- New to leadership: have worked on leadership, nothing formal

____ Level 3- Average Leadership: Have pursued leadership work, including formal training.

____ Level 4- Experienced leader: I have experience, but I would like to build on my existing skills.

____ Level 5- Accomplished Leader: I would like to refine and discuss my skills with others.

Personal Mission Statement

What are my personal and professional growth and career aspirations? For example, what are you hoping to do, what are you looking to learn, what positions interest you in the future and are there roles you would like to explore?

Please describe below:

Self-Assessment:

Current Strengths	Areas you'd like to develop

Goal Setting:

Short term goals (within the next year)	How/what can you do to achieve the goal?

Long term goals (within the next 2-5 years)	How/what can you do to achieve the goal?

Employee Training Request

Date: _____

Name: _____

Title: _____

Department: _____

Supervisor: _____

Please use this form to request outside/external training that is more than one day and/or costs more than xxxxx. This should be used for over-night conferences as well.

1. Do you have an Employee Individual Development Plan on file for the current year? _____

If no, please complete your IDP or get Supervisor and Administrator approval for your request.

2. What is your training request? (What is the name, location, and provider of the training/conference?) When is the training?

3. What is the total cost for the training/conference including any travel fees? _____ (If exact cost is unknown, please estimate).

4. How does this training/conference help you achieve the goals established in the IDP?

5. How does this benefit the Village?

**VILLAGE OF GERMANTOWN
WASHINGTON COUNTY**

RESOLUTION NO. 62-2019

**CONTRACT WITH TADI IN AN AMOUNT NOT TO EXCEED \$19,144, FOR THE
MEQUON ROAD CORRIDOR SIGNALIZATION TIMING IMPROVEMENTS**

WHEREAS, the Village of Germantown budgeted for the timing of signals along the Mequon Road Corridor to meet current standards. This will include seven intersections; and,

WHEREAS, the base bid is \$13,530 which is within the original budget; however, this does not include midday or Saturday timing plans. Option 1 of the contract includes midday and Saturday timing plans for an additional \$5,641; and,

WHEREAS, Staff recommends approval of the TADI contract and to include the Base Bid and Option 1 in an amount not to exceed \$19,144. This was discussed at a special Public Works meeting on November 4th; and,

NOW THEREFORE BE IT RESOLVED that the Village Board of the Village of Germantown, does hereby approve TADI Contract in an amount not to exceed \$19,144, for the Mequon Road Corridor Signalization Timing Improvements.

Introduced by: _____

Adopted: November 4, 2019

Vote: Ayes: ____ Nays: ____

Dean M. Wolter, Village President

ATTEST:

Deanna B. Braunschweig, WCMC/CMC
Village Clerk

**BUSINESS OF THE PUBLIC WORKS AND HIGHWAY COMMITTEE
GERMANTOWN, WI**

MEETING DATE: November 4, 2019

AGENDA ITEM: New Business

ITEM TITLE: Discussion and possible action regarding the proposed Mequon Road
Corridor Signalization Timing Improvements

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



SUMMARY EXPLANATION:

Funds were placed in the 2019 budget to have the timing of signals along Mequon Road be updated to meet current standards. The study area is proposed between Pilgrim Road and I-41/45 and will include 7 intersections. The goal is to complete data collection, traffic analysis, and final timing plans for the corridor during Monday through Friday high traffic periods.

The Base Bid is \$13,530 which is within the original budget of \$15,000. However, the Base Bid does not include midday timing plans during the week or Saturday timing plans. Option 1 in TADI's proposal includes mid-day timing plans and Option 2 includes Saturday timing plans. Based on the aforementioned goals, the recommendation is to approve \$13,530 for the Base Bid and \$5,614 for Option 1. The total recommended contract with TADI for traffic analysis and timing plans along Mequon Road is \$19,144.

ATTACHMENT: ORDINANCE _____ RESOLUTION _____ OTHER X

Scope of services and contract documents from TADI.

RECOMMENDATION:

Staff recommends approval of the contract with TADI Inc. to include the Base Bid and Option 1 in an amount not to exceed \$19,144. Funds are to be provided by general fund Asphalt and Seal Coating Account #10-542-530-3505 for \$4,144 and Capital Equipment / Projects Account #10-542-570-8100 for \$15,000.

COMMITTEE 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.

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 prepare traffic signal timing plans for seven (7) intersections on Mequon 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 October 16, 2019.

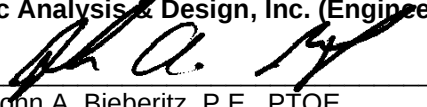
Village of Germantown (Client)

By: _____

Title: _____

Date: _____

Traffic Analysis & Design, Inc. (Engineer)

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

Date: 10/16/19

ATTACHMENT A

SCOPE OF SERVICES

Engineer will prepare traffic signal timing plans for coordination and updated signal timing parameters to meet the current standards in the MUTCD. The signal timing and coordination plans will be prepared for the weekday AM and PM peak hour periods as well as for the weekday midday/off-peak hours and Saturday peak hours (as an if authorized contract amendment). Engineer will prepare the signal timing plans for the following study area intersections on Mequon Road:

1. Mequon Road with Maple Road
2. Mequon Road with River Lane
3. Mequon Road with Division Road
4. Mequon Road with Western Avenue
5. Mequon Road with Squire Drive
6. Mequon Road with Legend Avenue/Sendik's Driveway
7. Mequon Road with Pilgrim Road

The submittal will consist of a technical memorandum with exhibits illustrating the existing traffic counts, level of service operations with existing and proposed signal timings, recommended signal timing tables, coordination/progression timing offsets, and a summary of the analysis and recommendations with appendix of all intersection capacity calculations.

Task 1 - Data Collection

Engineer will collect traffic turning movement counts at the 7 study area intersections on a typical weekday from 6 AM to 9 AM (to capture the morning peak traffic hours) and 2:30 PM to 6 PM (to capture the school and evening peak traffic hours).

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 take note of any close-calls, extensive queues and safety issues during the counts. Engineer will collect intersection geometric data, distances between intersections and turn bay lengths. Engineer will compile the traffic count data and geometric data for a base map for the traffic analysis.

Engineer will coordinate with the Village of Germantown to obtain existing traffic signal timing plans and sequence of operation information for the study area intersections.

Task 2 – Traffic Analysis

Engineer will analyze the study area intersections previously described for the typical weekday AM and PM peak hours for the following scenarios:

1. Existing conditions
2. Optimized conditions (with updated MUTCD timings and the cycle lengths and splits optimized to prioritize the highest volume traffic movements for traffic signal coordination/progression)

Engineer will document the levels of service per movement for each study area intersection for the existing conditions and the optimized conditions.

More specifically, Engineer will review and balance traffic volumes as necessary to facilitate the input needs of the Synchro/SimTraffic software package. Engineer shall obtain from the Client existing traffic signal plans and timing sheet data and utilize data inputs from the existing timing plans to develop the base model of the existing signal systems. The base model will be analyzed for the weekday AM and PM peak hours for the study intersections. This will be used as a basis of comparison between operations with the optimized/actuated signal plans.

Engineer will optimize the traffic signal timing for the study area intersections for the weekday AM and PM peak hours based on the traffic turning movement counts. The intersection cycle length will be optimized to increase the efficiency of the through traffic movements connecting the intersections while providing safe and efficient pedestrian crossings, as needed. The intersection phasings will be optimized to favor the highest volume traffic movements. The traffic signal phasing splits/green times will be optimized to provide LOS D or better for all traffic movements on the side street and to allow adequate timing for pedestrian movements. Any excess green time will be allocated to the largest volume through traffic movements. The Synchro/SimTraffic software package will be used for the traffic signal retiming optimization analysis.

Engineer will compare the Measures of Effectiveness (MOE's) of the optimized traffic signal systems to the existing signal timing system to determine the operational benefit of the signal timing changes. A table will be developed illustrating the benefits of the traffic signal timing improvements.

Engineer will prepare traffic signal timing tables for the weekday AM peak and PM peak periods along with offsets and coordination values for the interconnected signals in addition to providing supplemental data which will be submitted to the Village/TAPCO for development of the signal timing sheets and uploading into the signal controllers.

Engineer will correspond with TAPCO for implementation of the new timing plans into the controllers. Engineer will meet with TAPCO in the field during the new timing implementations and will test the signal timing system with travel time runs. Engineer will then fine-tune the timings and offsets in the field with TAPCO for optimum progression/coordination through the Mequon Road corridor.

Task 3 – Technical Memorandum

The Engineer shall prepare a technical memorandum summarizing the traffic signal timing analysis with text, tables, exhibits and an appendix (with the Synchro analysis and final timing plans) to document the findings and recommendations of the traffic analysis and signal timing. An electronic “pdf” file of the technical memorandum (with appendix) will be provided to the Client for review and use. No paper copies will be provided.

Task 4 - Meetings

No meetings are included in the base scope of this contract. If a meeting is required with attendance by the Engineer, it will be considered as additional services and will be invoiced based on time and materials for meeting time, travel time and mileage.

OPTIONAL TASK 1 – WEEKDAY MIDDAY TIMING PLANS

To address the midday hours/lunch peak hours, Engineer will develop signal progression/coordination timing plans for a typical weekday. To develop the midday timing plans, Engineer will conduct the following additional tasks:

Engineer will collect traffic turning movement counts at the 7 study area intersections on a typical weekday from 11 AM to 1 PM (to capture the lunch/midday traffic hours).

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 take note of any close-calls, extensive queues and safety issues during the counts. Engineer will compile the traffic count data and geometric data for a base map for the traffic analysis.

Engineer will analyze the study area intersections previously described for the typical weekday midday peak hour for the following scenarios:

- *Existing conditions*
- *Optimized conditions (with updated MUTCD timings and the cycle lengths and splits optimized to prioritize the highest volume traffic movements for traffic signal coordination/progression)*

Engineer will document the levels of service per movement for each study area intersection for the existing conditions and the optimized conditions.

More specifically, Engineer will review and balance traffic volumes as necessary to facilitate the input needs of the Synchro/SimTraffic software package. The base model will be analyzed for the weekday midday peak hours for the study intersections. This will be used as a basis of comparison between operations with the optimized/actuated signal plans.

Engineer will optimize the traffic signal timing for the study area intersections for the weekday midday peak hours based on the traffic turning movement counts. The intersection cycle length will be optimized to increase the efficiency of the through traffic movements connecting the intersections while providing safe and efficient pedestrian crossings, as needed. The intersection phasings will be optimized to favor the highest volume traffic movements. The traffic signal phasing splits/green times will be optimized to provide LOS D or better for all traffic movements on the side street and to allow adequate timing for pedestrian movements. Any excess green time will be allocated to the largest volume through traffic movements. The Synchro/SimTraffic software package will be used for the traffic signal retiming optimization analysis.

Engineer will compare the Measures of Effectiveness (MOE's) of the optimized traffic signal systems to the existing signal timing system to determine the operational benefit of the signal timing changes. A table will be developed illustrating the benefits of the traffic signal timing improvements.

Engineer will prepare traffic signal timing tables for the weekday midday peak periods along with offsets and coordination values for the interconnected signals in addition to providing supplemental data which will be submitted to the Village/TAPCO for development of the signal timing sheets and uploading into the signal controllers.

Engineer will correspond with TAPCO for implementation of the new timing plans into the controllers. Engineer will meet with TAPCO in the field during the new timing implementations and will test the signal timing system with travel time runs. Engineer will then fine-tune the timings and offsets in the field with TAPCO for optimum progression/coordination through the Mequon Road corridor.

Engineer will expand the technical memorandum to include the midday peak hour traffic signal timing analysis with text, tables, exhibits and an appendix (with the Synchro analysis and final timing plans) to document the findings and recommendations of the traffic analysis and signal timing.

OPTIONAL TASK 2 – SATURDAY TIMING PLANS

To address the Saturday peak periods, Engineer will develop signal progression/coordination timing plans for a typical Saturday. To develop the Saturday timing plans, Engineer will conduct the following additional tasks:

Engineer will collect traffic turning movement counts at the 7 study area intersections on a typical Saturday from 10 AM to 2 PM (to capture the peak retail/grocery and lunch traffic hours).

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 take note of any close-calls, extensive queues and safety issues during the counts. Engineer will compile the traffic count data and geometric data for a base map for the traffic analysis.

Engineer will analyze the study area intersections previously described for the typical Saturday peak hour for the following scenarios:

- Existing conditions
- Optimized conditions (with updated MUTCD timings and the cycle lengths and splits optimized to prioritize the highest volume traffic movements for traffic signal coordination/progression)

Engineer will document the levels of service per movement for each study area intersection for the existing conditions and the optimized conditions.

More specifically, Engineer will review and balance traffic volumes as necessary to facilitate the input needs of the Synchro/SimTraffic software package. The base model will be analyzed for the Saturday peak hour for the study intersections. This will be used as a basis of comparison between operations with the optimized/actuated signal plans.

Engineer will optimize the traffic signal timing for the study area intersections for the Saturday peak hours based on the traffic turning movement counts. The intersection cycle length will be optimized to increase the efficiency of the through traffic movements connecting the intersections while providing safe and efficient pedestrian crossings, as needed. The intersection phasings will be optimized to favor the highest volume traffic movements. The traffic signal phasing splits/green times will be optimized to provide LOS D or better for all traffic movements on the side street and to allow adequate timing for pedestrian movements. Any excess green time will be allocated to the largest volume through traffic movements. The Synchro/SimTraffic software package will be used for the traffic signal retiming optimization analysis.

Engineer will compare the Measures of Effectiveness (MOE's) of the optimized traffic signal systems to the existing signal timing system to determine the operational benefit of the signal timing changes. A table will be developed illustrating the benefits of the traffic signal timing improvements.

Engineer will prepare traffic signal timing tables for the Saturday peak periods along with offsets and coordination values for the interconnected signals in addition to providing supplemental data which will be submitted to the Village/TAPCO for development of the signal timing sheets and uploading into the signal controllers.

Engineer will correspond with TAPCO for implementation of the new timing plans into the controllers. Engineer will meet with TAPCO in the field during the new timing implementations and will test the

signal timing system with travel time runs. Engineer will then fine-tune the timings and offsets in the field with TAPCO for optimum progression/coordination through the Mequon Road corridor.

Engineer will expand the technical memorandum to include the Saturday peak period traffic signal timing analysis with text, tables, exhibits and an appendix (with the Synchro analysis and final timing plans) to document the findings and recommendations of the traffic analysis and signal timing.

SCHEDULE

It is recommended that turning movement counts be conducted prior to November 22 to capture typical weekday and weekend traffic conditions. Engineer will submit a technical memorandum to the Client within four weeks of receiving a signed agreement and receiving the existing signal timing plans.

COMPENSATION

For the services described in Tasks 1,2,3 and 4: Client shall pay Engineer the lump sum fee of Thirteen Thousand Five Hundred Thirty Dollars (\$13,530.00).

For the services described in Optional Task 1, Weekday Midday Timing Plans, Client shall pay Engineer an additional lump sum fee of Five Thousand Six Hundred Fourteen Dollars (\$5,614.00).

For the services described in Optional Task 2, Saturday Timing Plans, Client shall pay Engineer an additional lump sum fee of Six Thousand One Hundred Fifty-One Dollars (\$6,151.00).

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