

MEETING: REGULAR MEETING OF THE VILLAGE BOARD
DATE & TIME: Monday, February 5, 2024 at 7:00 PM
LOCATION: Germantown Village Hall Board Room
N112 W17001 Mequon Road

Any member of the body and/or citizen may attend the meeting virtually through the WebEx platform, Meeting #:2551 455 8667 Password: ywM4qU5krp2 which can be accessed by phone at 408-418-9388 or by clicking the link below:
<https://villageofgermantown.my.webex.com/villageofgermantown.my/j.php?MTID=m49bcd70fc98c6f1696315d2744b3586a>

Citizens not wishing to attend the meeting personally or virtually may submit any public comments by sending an email to comments@germantownwi.gov by 4 p.m. on the day of the meeting so that it can be provided to the members of the body for their consideration. Previously recorded VillageBoard Meeting Videos can be viewed at https://www.youtube.com/channel/UCOYp0EqELzTCa9X_iCohyhQ

AGENDA

- 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:
- VI. **CITIZEN INPUT:** *(Please be advised per 19.84(2) that information and comment will be received from the public. It is the policy of this municipality that public input be limited to a three (3) minute period per person with a time extension granted at the discretion of the Chairperson. Be advised that there may be limited discussion of the information received but no action will be taken under public comments.)*
- VII. **CONSENT AGENDA:**
 - A. December 18, 2023 Regular Meeting Minutes
 - B. January 15, 2024 Regular Meeting Minutes
 - C. January 22, 2024 Special Meeting Minutes
 - D. Battalion Chief Overtime
 - E. Engineering Tech and Land Surveyor Positions and Pay Grades
 - F. Approval for Squad Changeover Funds
 - G. Website & Hosting Annual Contract
- VIII. **NEW BUSINESS:**
 - A. Application for an **ORIGINAL** "Class B" Fermented Malt Beverage and Intoxicating Liquor License for **FCH Germantown LLC**, N116W15841 Main St, d/b/a The Supper Club, Agent Shaun Bowe
 - B. Temporary Outside Premise Extension Application - Petitioner, Shaun Bowe (FCH Germantown, LLC) for the property located at N116W15863 Main Street.

- C. Temporary Outside Premise Extension Application - Petitioner, Shaun Bowe (FCH Germantown, LLC) for the property located at N116W15841 Main St.
- D. Lease Agreement between the Village of Germantown and the Jr. Warhawks Baseball Program
- E. Request of Funds for Seminars, Meetings, and Travel by Trustee Jan Miller
- F. Engagement of Godfrey & Kahn as environmental counsel with respect to the property located at N116W15843 Main Street
- G. Impact Fee Claim of Heritage Place Joint Venture, LLC. The Village Board may convene into Closed Session per Wis Statute 19.85(1)(g) for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved, and then may reconvene into open session to take such action as it deems appropriate.
- H. Administrator 2024 Performance Goals Update. The Village Board May Enter into Closed Session per Wis. Stat. § 19.85(1)(c) for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, and then may reconvene into open session to take such action as it deems appropriate.

IX. ADJOURNMENT:

UPON REASONABLE NOTICE, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, please contact the Village Clerk at (262)250-4745 at least 2 days prior to the meeting.

MEETING:	REGULAR MEETING OF THE VILLAGE BOARD
DATE AND TIME:	Monday, December 18, 2023 7:00 PM
LOCATION:	Germantown Village Hall Board Room N112 W17001 Mequon Road

MINUTES

- 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.*

The Village Board meeting was called to order by Village President Wolter at 7:01 PM.

II. **ROLL CALL:**

Present: Trustee David Baum, Trustee Terri Kaminski, Trustee Bill Neureuther, Trustee Rick Miller, Trustee Robert Warren, Trustee Jolene Pieper, Trustee Jan Miller, Trustee Phil Hudson, President Dean Wolter

Also Present: Village Attorney Brian Sajdak, Administrator Steve Kreklow, Clerk Donna Cox, Community Development Director Jeff Retzlaff, Village Engineer Kevin Driscoll, and Finance Director Matthew Uselding.

Absent:
Excused:

III. **PLEDGE OF ALLEGIANCE:**

IV. **PRESIDENT'S REPORT:**

Village President Wolter wished everyone a Happy Holiday Season.

V. **ANNOUNCEMENTS OF FORTHCOMING EVENTS OF PUBLIC INTEREST
COMMITTEE AND DEPARTMENT REPORTS:**

Village Trustees provided dates of upcoming Village meetings and events. Trustee Jan Miller thanked all those that drove through the Windsong Subdivision to see the Christmas lights and for the generous donations of non-perishable food items for the food pantry.

- VI. **CITIZEN INPUT:** *(Please be advised per 19.84(2) that information and comment will be received from the public. It is the policy of this municipality that public input be limited to a three (3) minute period per person with a time extension granted at the*

discretion of the Chairperson. Be advised that there may be limited discussion of the information received but no action will be taken under public comments.)

The following individuals spoke:

John and Sandra Pie (Misty Morning Way), Tony Feder (Chippewa Dr), and Doug Janzen (Tanglewood Dr) regarding the Village's tree trimming.
Melanie Smythe (Cedar Ln) spoke regarding the Village's Budget and New Business Items A and F.

VII. CONSENT AGENDA:

A. December 4, 2023 Regular Meeting Minutes

Motion: Approve the December 4, 2023, Village Board meeting minutes as presented

Motioned By: Jolene Pieper

Seconded By: Robert Warren

Yes: Trustees David Baum, Terri Kaminski, Bill Neureuther, Rick Miller, Robert Warren, Jolene Pieper, Jan Miller, Phil Hudson, and President Dean Wolter

No: None

Abstain: None

Motion Passed (Yes 9, No 0, Abstained 0)

VIII. UNFINISHED BUSINESS

A. November 6, 2023 Regular Meeting Minutes

Motion 1: Approve November 6, 2023, Village Board meeting minutes as presented

Motioned By: Trustee Jolene Pieper

Seconded By: Trustee David Baum

Motion 2: Amend Motion 1 to have the Minutes reflect that for New Business Item D: Street Tree Trimming Project to reflect that the motion to approve the staff recommendation was made by Trustee Rick Miller, seconded by Trustee Kaminski, and to reflect those in favor were Trustees Baum, Kaminski, Rick Miller, and Hudson; and those opposed were Trustees Neureuther, Pieper, and Jan Miller.

Motioned By: Trustee Rick Miller

Seconded By: Trustee Jan Miller

Results of Motion 2:

Yes: Trustees David Baum, Terri Kaminski, Bill Neureuther, Rick Miller, Robert Warren, Jolene Pieper, Jan Miller, Phil Hudson, and President Dean Wolter

No: None

Abstain: None

Motion to Amend Passed (Yes 9, No 0, Abstained 0)

Results of Motion 1 as Amended:

Yes: David Baum, Terri Kaminski, Bill Neureuther, Rick Miller, Robert Warren, Jolene Pieper, Jan Miller, Phil Hudson, Dean Wolter

No: None

Abstain: None

Motion Passed as Amended (Yes 9, No 0, Abstained 0)

IX. PUBLIC HEARINGS:

There were no Public Hearings for tonight's meeting.

X. NEW BUSINESS:

- A. Truck Country of Wisconsin, Inc., Agent for RA Steinman Legacy LLC, Property Owner - N128 W21795 Holy Hill Road. (1) Rezoning application from M-1: Limited Industrial to B-5: Highway Business Zoning District and (2) Conditional Use Permit (CUP) to allow development and operation of a 37,700 sqft Motor Vehicle Sales and Service Facility.

Community Development Director Retzlaff presented the Rezoning Ordinance and Conditional Use Permit details and advised the Plan Commission recommended approval of rezoning the 15.85 acre property owned by RA Steinman Legacy LLC from M-1: Limited Industrial to the B-5: Highway Business Zoning District as proposed and to approve the Conditional Use Permit application for Truck Country of Wisconsin Inc. for the development and operation of a 37,700 sq ft facility for motor vehicle sales and service on the property located at N128 W21795 Holy Hill Road subject to (9) conditions reflected within the draft CUP ordinance.

Motion: Approve the Rezoning and CUP as presented

Motioned By: Trustee David Baum

Seconded By: Trustee Terri Kaminski

Yes: Trustees David Baum, Terri Kaminski, Bill Neureuther, Rick Miller, Robert Warren, Jolene Pieper, Jan Miller, Phil Hudson, and President Dean Wolter

No: None

Abstain: None

Motion Passed (Yes 9, No 0, Abstained 0)

- B. Fabrizio Montermini, Agent for Sentinel-Germantown, LLC, Property Owner - W180 N11070 River Lane. 2-Lot Certified Survey Map application (CSM) to divide a 14.7 acre property and create a 5.6 acre parcel.

Community Development Director Retzlaff presented the Certified Survey Map details

for the Sentinel Germantown LLC property located at W180 N11070 River Lane and advised the Plan Commission recommended approval of the proposed CSM subject to the noted conditions per the staff report.

Motion: Approve the 2-Lot CSM as presented subject to the noted conditions listed

Motioned By: David Baum

Seconded By: Robert Warren

Yes: Trustees David Baum, Terri Kaminski, Bill Neureuther, Rick Miller, Robert Warren, Jolene Pieper, Jan Miller, and President Dean Wolter

No: None

Abstain: Trustee Phil Hudson

Motion Passed (Yes 8, No 0, Abstained 1)

C. A Resolution Disallowing the Claim of David Lehtola for Automobile Damage

Attorney Sajdak presented the details of the claim and recommended approval of the resolution disallowing the claim of David Lehtola. Mr Lehtola was available for comments. Trustee Rick Miller advised that this Item went before the General Government and Finance Committee on 12/18/2023 with no recommendation to the Village Board as the vote was tied 2 to 2.

Motion: Approve the Resolution Disallowing the Claim of David Lehtola for Automobile Damage as presented

Motioned By: Trustee David Baum

Seconded By: Trustee Rick Miller

Yes: Trustees David Baum, Bill Neureuther, Rick Miller, Robert Warren, Phil Hudson, and President Dean Wolter

No: Trustees Terri Kaminski, Jolene Pieper, and Jan Miller

Abstain: None

Motion Passed (Yes 6, No 3, Abstained 0)

D. Appointments of Election Inspectors, Special Voting Deputies, and Central Count Election Officials for the 2024-2025 Election Term per the attached list.

Motion: Approve the appointment list of Election Inspectors, Special Voting Deputies, and Central Count Election Officials for the 2024-2025 Election Term as presented

Motioned By: Trustee David Baum

Seconded By: Trustee Phil Hudson

Yes: Trustees David Baum, Terri Kaminski, Bill Neureuther, Rick Miller, Robert Warren, Jolene Pieper, Jan Miller, Phil Hudson, and President Dean Wolter

No: None

Abstain: None

Motion Passed (Yes 9, No 0, Abstained 0)

E. 5 Year Road Program

Village Engineer Kevin Driscoll presented the 5-Year Road Program and recommended adoption of the program. Discussion ensued.

Motion 1: To accept the recommendations from the Village Engineer for the 5-Year Road Program

Motioned By: Trustee David Baum

Seconded By: Trustee Robert Warren

Motion 2: Amend Motion 1 to include Division Road be re-evaluated for total reconstruction using remaining ARPA funds for 2025

Motioned By: Trustee David Baum

Seconded By: Trustee Terri Kaminski

Results of Motion 2:

Yes: Trustees David Baum, Terri Kaminski, Bill Neureuther, Rick Miller, Robert Warren, Jolene Pieper, Jan Miller, Phil Hudson, and President Dean Wolter

No: None

Abstain: None

Motion to Amend Passed by Roll Call Vote (Yes 9, No 0, Abstained 0)

Results of Motion 1 as Amended:

Yes: Trustees David Baum, Terri Kaminski, Bill Neureuther, Rick Miller, Robert Warren, Jolene Pieper, Jan Miller, Phil Hudson, and President Dean Wolter

No: None

Abstain: None

Motion Passed as Amended by Roll Call Vote (Yes 9, No 0, Abstained 0)

F. 2022 Annual Comprehensive Financial Report

Administrator Kreklow provided an update and answered Trustee's questions regarding the 2022 Annual Comprehensive Financial Report. Administrator Kreklow and Village President Wolter thanked the Finance Director and his team on all of their hard work compiling this report.

G. Discussion / Action on canceling or rescheduling the regularly scheduled Village Board Meeting scheduled for January 1, 2024 due to Village Hall being closed on this day in observance of the holiday.

Motion: Cancel the regularly scheduled Village Board Meeting for January 1, 2024.

Motioned By: Trustee David Baum

Seconded By: Trustee Rick Miller

Yes: Trustees David Baum, Terri Kaminski, Bill Neureuther, Rick Miller, Robert Warren, Jolene Pieper, Dean Wolter

No: Trustees Jan Miller, Phil Hudson

Abstain: None

Motion Passed (Yes 7, No 2, Abstained 0)

- H. Administrator 2023 Performance Goals Update. The Village Board May Enter into Closed Session per Wis Statute 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, and then may reconvene into open session to take such action as it deems appropriate.

Motion: To Enter into Closed Session at 9:13 PM with the Village Administrator in attendance

Motioned By: Trustee Jolene Pieper

Seconded By: Trustee Phil Hudson

Yes: Trustees David Baum, Terri Kaminski, Bill Neureuther, Rick Miller, Robert Warren, Jolene Pieper, Jan Miller, Phil Hudson, President Dean Wolter

No: None

Abstain: None

Motion Passed By Roll Call Vote (Yes 9, No 0, Abstained 0)

No action taken.

XI. ADJOURNMENT:

The Village Board Meeting was adjourned at 9:52 PM.

MEETING:	REGULAR MEETING OF THE VILLAGE BOARD
DATE AND TIME:	Monday, January 15, 2024 7:00 PM
LOCATION:	Germantown Village Hall Board Room N112 W17001 Mequon Road

MINUTES

- 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.*

The meeting was called to order by Village President Wolter at 7:00 PM.

II. **ROLL CALL:**

Present: Trustee David Baum, Trustee Terri Kaminski, Trustee Bill Neureuther, Trustee Rick Miller, Trustee Jolene Pieper, Trustee Jan Miller, President Dean Wolter

Also Present: Public Works Director Matthew Mortwedt, Village Attorney Brian Sajdak, Administrator Steven Kreklow, Clerk Donna Ott, Water Superintendent Paul Haugen, Finance Director Matthew Uselding, Park and Recreation Director Guilford Standridge Park, and Community Development Director Jeff Retzlaff.

Absent:

Excused: Trustee Robert Warren, Trustee Phil Hudson

Trustee Pieper was present via WebEx, arrived in person at Village Hall at 7:40 PM, left at 8:08 PM and reappeared via WebEx at 8:08 PM.

III. **PLEDGE OF ALLEGIANCE:**

IV. **PRESIDENT'S REPORT:**

Village President Wolter thanked Highway Superintendent Scott Anderson and his team for all of their hard work and efforts handling the heavy snow storms. Additionally, Village President Wolter thanked Irene Blau for her service and sent his condolences to her family for their loss.

V. **ANNOUNCEMENTS OF FORTHCOMING EVENTS OF PUBLIC INTEREST
COMMITTEE AND DEPARTMENT REPORTS:**

Village Trustees provided dates for upcoming Village Meetings and Events.

- VI. CITIZEN INPUT:** *(Please be advised per 19.84(2) that information and comment will be received from the public. It is the policy of this municipality that public input be limited to a three (3) minute period per person with a time extension granted at the discretion of the Chairperson. Be advised that there may be limited discussion of the information received but no action will be taken under public comments.)*

The following individuals spoke:

Melanie Smythe (N140W17938 Cedar Ln) regarding the 2024 Budget, New Business Items C and F.

VII. CONSENT AGENDA:

Motion: To Approve Consent Agenda Items A-N with removal of A, E, G, I, J, N

Motioned By: Trustee David Baum

Seconded By: Trustee Jan Miller

Yes: Trustees David Baum, Terri Kaminski, Bill Neureuther, Rick Miller, Jolene Pieper, Jan Miller, President Dean Wolter

No: None

Abstain: None

Motion Passed (Yes 7, No 0, Abstained 0)

- B. Purchase of Ford F150 Police Responder Vehicle in an amount not to exceed \$47,343
- C. Purchase of two (2) 2025 Ford Police Interceptor Vehicles in an amount not to exceed \$100,484
- D. Purchase of 2025 Ford Police Interceptor to replace Squad 12 in an amount not to exceed \$65,044.30 paid for through insurance proceeds
- F. 2024 Parks Department Pick-Up Truck Purchase in an amount not to exceed \$60,000
- H. Award of Contract to Mid City Corporation in the amount of \$111,005 Award for the Well 5 Rehab Project
- K. Application for Temporary Class "B" Fermented Malt Beverage/ "Class B" Wine Retailer's License for St Boniface Congregation's Spaghetti Dinner, W204N11968 Goldendale Rd, January 27, 2024.
- L. Application for Temporary Class "B" Fermented Malt Beverage Retailer's License for St Boniface Congregation's Lent Fish Fry, W204N11968 Goldendale Rd, February 16, February 23, and March 1, 2024.

M. Application for Temporary Class "B" Fermented Malt Beverage/ "Class B" Wine Retailer's License for St Boniface Congregation's Trivia Night, W204N11968 Goldendale Rd, April 12, 2024.

A. December 18, 2023 Regular Meeting Minutes (Attachments Forthcoming)

Consent Agenda Item A - December 18, 2023 Regular Meeting Minutes was tabled for the next regularly scheduled meeting for February 5, 2024.

E. 2024 Highway Department Patrol Truck Purchase in an amount not to exceed \$286,000

Motion: Approve as presented

Motioned By: Trustee Jan Miller

Seconded By: Trustee David Baum

Yes: Trustees David Baum, Terri Kaminski, Bill Neureuther, Rick Miller, Jolene Pieper, Jan Miller, President Dean Wolter

No: None

Abstain: None

Motion Passed By Roll Call Vote (Yes 7, No 0, Abstained 0)

G. Award of Contract to Seven Brothers Painting, Inc, in the amount of \$809,050. for the Tower 3 Rehab Project

Motion: Approve as presented

Motioned By: Trustee Jan Miller

Seconded By: Trustee David Baum

Yes: Trustees David Baum, Terri Kaminski, Bill Neureuther, Rick Miller, Jolene Pieper, Jan Miller, Village President Dean Wolter

No: None

Abstain: None

Motion Passed By Roll Call Vote (Yes 7, No 0, Abstained 0)

I. Award of Contract Staff to JH Hassinger in the amount of \$2,557,000 for the Well 12 Construction Project

Motion: Approve as presented

Motioned By: Trustee Jan Miller

Seconded By: Trustee Rick Miller

Yes: Trustees David Baum, Terri Kaminski, Bill Neureuther, Rick Miller, Jolene Pieper, Jan Miller, and President Dean Wolter

No: None

Abstain: None

Motion Passed Roll Call Vote (Yes 7, No 0, Abstained 0)

- J. A Resolution Petitioning the Office of the Commissioner of Railroads for the Alteration and Improvement of a Railroad Crossing

Motion: Approve as presented

Motioned By: Trustee Jan Miller

Seconded By: Trustee David Baum

Yes: Trustees David Baum, Terri Kaminski, Bill Neureuther, Rick Miller, Jan Miller, and President Dean Wolter

No: Trustee Jolene Pieper

Abstain: None

Motion Passed (Yes 6, No 1, Abstained 0)

- N. Application for an **ORIGINAL** "Class B" Fermented Malt Beverage and Intoxicating Liquor License for **FCH Germantown LLC**, N116W15863 Main St, d/b/a Von Rothenburg Bier Stube, Agent Shaun Bowe

Discussion ensued regarding the application for the Outside Premise Extension. Applicant Shaun Bowe was available for questions. Community Development Director Retzlaff provided details to the Board regarding outstanding zoning and building permit issues that should be addressed before considering the approval of the Outside Premise Extension application.

Motion: Approve the Application for an Original "Class B" Fermented Malt Beverage and Intoxicating Liquor License for FCH Germantown LLC contingent upon surrendering the 2023-2024 license currently held by WI Bier Stube LLC, and with the exception of the outdoor premise.

Motioned By: Trustee David Baum

Seconded By: Trustee Jan Miller

Yes: Trustees David Baum, Terri Kaminski, Bill Neureuther, Rick Miller, Jan Miller, and President Dean Wolter

No: None

Absent From Vote: Trustee Pieper

Motion Passed (Yes 6, No 0, Abstained 0, Absent 1)

VIII. UNFINISHED BUSINESS:

There was no unfinished business.

IX. PUBLIC HEARINGS:

There were no public hearings.

X. NEW BUSINESS:

- A. Appointment of Peter Nilles to the Utility Advisory Committee for the Engineer Member position, to expire 4/30/2025.

Motion: Approve as presented

Motioned By: Trustee Rick Miller

Seconded By: Trustee David Baum

Yes: Trustees David Baum, Terri Kaminski, Bill Neureuther, Rick Miller, Jolene Pieper, Jan Miller, President Dean Wolter

No: None

Abstain: None

Motion (Yes 7, No 0, Abstained 0)

- B. A Resolution to adopt Village of Germantown Park and Recreation Pedestrian / Bicycle Trail Master Plan

Motion: Approve as presented

Motioned By: Trustee David Baum

Seconded By: Trustee Jan Miller

Yes: Trustees David Baum, Terri Kaminski, Bill Neureuther, Rick Miller, Jolene Pieper, Jan Miller, President Dean Wolter

No: None

Abstain: None

Motion Passed (Yes 7, No 0, Abstained 0)

- C. 2022 Annual Comprehensive Financial Report - Public Safety Budget/Expenditures Review

The Comprehensive Report was provided by Finance Director Matthew Uselding.

- D. A Resolution Authorizing a Referendum for the Village of Germantown to allow the Village to Exceed the State-Imposed Levy Limit Beginning With the 2024 Levy (Collected in 2025) and on an Ongoing Basis

Village Attorney Brian Sajdak presented the Referendum and requested adoption of the Resolution.

Motion 1: Approved the Resolution as presented.

Motioned By: Trustee Baum

Seconded By: Trustee Jan Miller

Motion 2: Amend Motion 1 so that paragraph #2 in the explanation would include wording regarding the \$51 per \$100,000 assessed value

Motioned By: Trustee Baum

Seconded By: Trustee Jan Miller

Results of Motion 2:

Yes: Trustees David Baum, Terri Kaminski, Bill Neureuther, Rick Miller, Jolene Pieper, Jan Miller, Village President Dean Wolter

No: None

Abstain: None

Motion to Amend Passed (Yes 7, No 0, Abstained 0)

Results of Motion 1 as Amended:

Yes: Trustees David Baum, Terri Kaminski, Bill Neureuther, Rick Miller, Jolene Pieper, Jan Miller, Village President Dean Wolter

No: None

Abstain: None

Motion Passed as Amended (Yes 7, No 0, Abstained 0)

E. Division Road Reconstruction Strategy

Public Works Director Matthew Mortwedt discussed the Division Road Reconstruction Strategy.

F. Acquisition of Grosenick Property - N116 W15843 Main Street and W157 N11593 Fon du Lac Avenue. The Village Board may enter into closed session as per Wis. Stat. 19.85(1)(e) for the purpose of deliberating or negotiating, when competitive or bargaining reasons require a closed session and then re-enter open session to take such action as it deems appropriate.

Motion: To Enter into Closed Session for New Business Items F, G, H, and I at 9:00 PM with the following in attendance: Administrator Kreklow, Attorney Sajdak, Public Works Director Mortwedt, Village Engineer Driscoll, and the Community Development Director Retzlaff

Motioned By: Trustee Bill Neureuther

Seconded By: Trustee Jan Miller

Yes: Trustees David Baum, Terri Kaminski, Bill Neureuther, Rick Miller, Jolene Pieper, Jan Miller, President Dean Wolter

No: None

Abstain: None

Motion Passed By Roll Call Vote (Yes 7, No 0, Abstained 0)

Motion: To Return to Open Session

Motioned By: Trustee David Baum

Seconded By: Trustee Rick Miller

Yes: Trustees David Baum, Terri Kaminski, Bill Neureuther, Rick Miller, Jolene Pieper, Jan Miller, President Dean Wolter

No: None

Abstain: None

Motion Passed (Yes 7, No 0, Abstained 0)

Item F was not discussed nor acted upon in Open Session.

- G. Strategy Concerning Acquisition of Properties in the Village's Village Center District (approximately Mequon Road and Pilgrim Road). The Village Board May Enter into Closed Session per Wis Statute 19.85(1)(e) for the purpose of deliberating or negotiating when competitive or bargaining reasons require a closed session, and then may reconvene into open session to take such action as it deems appropriate.

Motion: To direct staff to proceed as discussed in Closed Session

Motioned By: Trustee David Baum

Seconded By: Trustee Rick Miller

Yes: Trustees David Baum, Terri Kaminski, Bill Neureuther, Rick Miller, Jan Miller, President Dean Wolter

No: None

Abstain: Trustee Pieper

Motion Passed (Yes 6, No 0, Abstained 1)

- H. Green Bay Packaging Development Agreement for the Development of the Property located generally along I-41 between Holy Hill Road and Rockfield Road. The Village Board may enter into Closed Session per Wis Stat. 19.85(1)(e) for the purpose of deliberating or negotiating when competitive or bargaining reasons require a closed session and then may reconvene into open session to take such action as it deems appropriate.

Item H was not discussed nor acted upon in Open Session.

- I. Truck Country Development Agreement for the Development of the Property at N128W21795 Holy Hill Road. The Village Board may enter into Closed Session per Wis Stat. 19.85(1)(e) for the purpose of deliberating or negotiating when competitive or bargaining reasons require a closed session and then may reconvene into open session to take such action as it deems appropriate.

Item I was not discussed nor acted upon in Open Session.

XI. ADJOURNMENT:

The Village Board Meeting was adjourned at 10:35 PM.

MEETING:	SPECIAL MEETING OF THE VILLAGE BOARD
DATE AND TIME:	Monday, January 22, 2024 7:00 PM
LOCATION:	Germantown Village Hall Board Room N112 W17001 Mequon Road

MINUTES

- 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.*

The Special Village Board Meeting was called to order by President Wolter at 7:58 PM.

This meeting was called to order immediately following the Joint Plan Commission and Economic Development Commission Meeting.

II. **ROLL CALL:**

Present: Trustee David Baum, Trustee Bill Neureuther, Trustee Rick Miller, Trustee Robert Warren, Trustee Jolene Pieper, Trustee Jan Miller, Trustee Phil Hudson, President Dean Wolter

Also Present: Village Administrator Steven Kreklow, Clerk Donna Ott, and Finance Director Matthew Uselding

Absent:

Excused: Trustee Terri Kaminski

III. **NEW BUSINESS:**

A. Interim Market Update

Finance Director Uselding provided an update to the Board.

Motion: Approve the use of \$65,000 of ARPA Funds to complete an Interim Market Update

Motioned By: Jolene Pieper

Seconded By: Phil Hudson

Yes: Trustees David Baum, Bill Neureuther, Rick Miller, Robert Warren, Jolene Pieper, Jan Miller, Phil Hudson, Village President Dean Wolter

No: None

Abstain: None

Motion Passed By Roll Call Vote (Yes 8, No 0, Abstained 0)

- B. Administrator 2023 Performance Goals Update. The Village Board May Enter into Closed Session per Wis Statute 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, and then may reconvene into open session to take such action as it deems appropriate.

Motion: To Enter Into Closed Session at 8:22pm with the Village Administrator in attendance.

Motioned By: Trustee Jolene Pieper

Seconded By: Trustee David Baum

Yes: Trustees David Baum, Bill Neureuther, Rick Miller, Robert Warren, Jolene Pieper, Jan Miller, Phil Hudson, President Dean Wolter

No: None

Abstain: None

Motion Passed By Roll Call Vote (Yes 8, No 0, Abstained 0)

Village Administrator Kreklow was asked to step out of the Board Room at the beginning of Closed Session.

The Board discussed Administrator Kreklow's performance and pay.

Administrator Kreklow was asked to return to the Board Room at 9:21 PM. The Board provided Administrator Kreklow with feedback on his 2023 performance and gave direction on his pay adjustment.

Motion was not made to reconvene into Open Session.

IV. ADJOURNMENT:

The meeting was adjourned at 9:51 PM.

BUSINESS OF THE VILLAGE BOARD

MEETING DATE: February 5, 2024

PLACEMENT: Action Item

ITEM TITLE: Battalion Chief Overtime

SUBMITTED BY: John Delain, FIRE CHIEF

SUMMARY EXPLANATION:

See attachment

ATTACHMENT:

1. Fire Department Battalion Chief Overtime GGF

RECOMMENDATION:

Approval

ACTION BY Committee:



Germantown Fire Department

N115W18752 Edison Drive
Germantown, WI 53022
Phone: (262) 502-4701
Fax: (262) 502-4744

Fire Department Battalion Chief Overtime

The Request:

The position of Battalion Chief is classified as an exempt status employee due to the responsibilities laid out under FLSA laws. Somewhat uniquely a Battalion Chief at the Germantown Fire Department is utilized not only for administrative responsibilities but also for duties which typically are classified at the line-officer or lower levels. The request is to allow the Fire Department Battalion Chiefs to remain exempt status but be eligible for overtime at a time and one-half rate. This is allowed under FLSA Laws 29 C.F.R. §541.604 which reads “Similarly, the exemption is not lost if an exempt employee who is guaranteed at least \$455 each week paid on a salary basis also receives additional compensation based on hours worked for work beyond the normal workweek. Such additional compensation may be paid on any basis (e.g., flat sum, bonus payment, straight-time hourly amount, time and one-half or any other basis), and may include paid time off.” (29 C.F.R. §541.604 Minimum Guarantee Plus Extras).

The History:

The Germantown Fire Department operates with 3 Battalion Chiefs, each working 24 hours on and 48 hours off respectively. These 3 positions were created in 2018 by a transitioning of the 1 Deputy Chief and 3 Captains positions. The Department full-time hierarchy is made up of the Fire Chief, 3 Battalion Chiefs, 1 Lieutenant, 11 Fire/EMS. This hierarchy excludes the typical Assistant Chief, and Captains positions which means those responsibilities fall onto the Fire Chief and Battalion Chiefs respectively.

The Reasons:

1. A typical exempt status employee is an employee who is guaranteed a weekly or bi-weekly sum but does not necessarily follow a set schedule. A Battalion Chief must work their scheduled 24-hour shifts as we cannot afford to operate without that position being filled. Battalion chiefs also have additional hours outside of their 24-hour shifts that are required to be attended to. Such as meetings at several levels including department, village, state, and national levels. These meetings ensure that our department operates as successfully as possible for the benefit of our residents. We are unable to alter our schedule to make up for the time that will be spent on those meetings.
2. With current and requested staffing levels, having an additional well-qualified member on scene of incidents can be the difference between a successful operation or not. The Battalion Chiefs have been selected to perform at this level due to several specialized skills, characteristics, and abilities. Allowing them to operate on overtime shifts ensures that these attributes are best utilized for the safety of our members and the community.



Germantown Fire Department

N115W18752 Edison Drive

Germantown, WI 53022

Phone: (262) 502-4701

Fax: (262) 502-4744

3. Filling positions within the Incident Command System with our own chief officers ensures that our incidents run smoothly. Even with two small to medium level incidents occurring at one time a battalion chief is available to take command of a vehicle accident while another is command of a fire alarm or providing patient care on EMS calls. This guarantees that we are taking all available steps for the safety of our members and our residents.
4. We currently only have 4 members who can operate in the acting Battalion Chief program. 2 of these members have expressed interest in retiring within the next few years. When a Battalion Chief currently takes time off, we rely on these few members to take the responsibility of acting Battalion Chief. Allowing Battalion Chiefs to assist with this would not only include 3 additional personnel to cover these vacancies it will also cut down on the number of times that a line level member is forced into mandatory overtime taking time away from their personal lives. This will increase morale knowing that staff at all levels are concerned about their work-life balance.
5. Many if not most departments that operate with Battalion Chiefs have some form of reimbursement for the additional hours that are required with their position. We have investigated utilizing a stipend per shift, however, have determined that would require additional steps depending on the length of the shift and several other factors. After speaking with other area departments (Mequon, Menomonee Falls) the determination was made that the time and one-half rate would be the easiest implementation for payroll and for fairness to the Battalion Chiefs.

Cost:

Cost Savings! No additional funds are being requested.

In many circumstances allowing a Battalion Chief to work the overtime shift will actually reduce the cost of overtime. Per the Local 4854 contract the Village pays a line member working in the Acting Battalion Chief role time and one half, plus a \$5.21 per hour stipend. As an example, the line member earns a base hourly rate of \$28.35 working an Acting Battalion Chief shift will be earning \$47.74 per hour. The Battalion Chief of EMS' base hourly rate is \$31.59 per hour if he was to work an overtime shift at a rate of time and one half, he would be earning \$47.39 per hour. Meaning not only do we have the experience and benefits of a Chief Officer, but we also reduce the overtime burden on our members, and the Village would save \$0.35 per hour. This is a clear win for all parties involved.

Another member earns \$29.77 per hour, equating to \$49.87 per hour while working in the Acting Battalion Chief role. This example would result in a \$2.48 per hour cost savings by allowing the Battalion Chiefs to work overtime.



Germantown Fire Department

N115W18752 Edison Drive
Germantown, WI 53022
Phone: (262) 502-4701
Fax: (262) 502-4744

The last example uses the highest hourly rate for a line member which is \$31.75 per hour. This means that this member if they were working an Acting Battalion Chief shift would be earning \$52.84 per hour. In this example the Village would be receiving the same benefits of having a Chief Officer but would also be saving \$5.45 per hour if we were to allow the Battalion Chiefs to work overtime.

Certainly, in some cases there will be times where the Battalion Chief is earning more than a line member would on an overtime shift. This is how it should be given the extensive requirements, schooling, knowledge, and experience that each of the Battalion Chiefs have to offer. After looking at the numbers on hand and speaking with other departments I believe that these costs will largely equal out and likely tip in favor of the Village having some level of cost savings.

The unrealized cost benefits are prevalent also, by spreading out the workload we can hopefully improve members' work-life balance and reduce the rate of turnover we have experienced in the past few years. Since 2021 7 of the 12-line positions have been turned over. The cost to train and fully equip a new member each time one resigns or retires can reach over the \$10,000 mark. Retention is key to our financial success and this change should help retain both Battalion Chief staff and our members. Furthermore, retention is important to our operational success, having experienced members that know the Village and the Department operations is critical.

Summary:

After months of discussions both internally and externally I have found that the benefits of using these 3 Battalion Chief's in this capacity far outweigh any concerns that have been brought up. This is the standard practice for this position and due to an overly competitive job market we must be at minimum hitting the standards and ideally going above the standards. This change will not increase the overtime budget and may result in some level of cost savings. This proposal reduces the strain of mandatory overtime for our members, allows the Battalion Chiefs an opportunity for overtime, and allows the Village potential cost savings. These Battalion Chiefs are well-qualified for their positions and continue to show dedication to the Department, our members, and the community thus for these reasons and those laid out in this document, I am requesting that this body modify the Battalion Chief position to be eligible for overtime.

Thank you for your thoughtful consideration and action,



Germantown Fire Department

N115W18752 Edison Drive
Germantown, WI 53022
Phone: (262) 502-4701
Fax: (262) 502-4744

Signed

BUSINESS OF THE VILLAGE BOARD

MEETING DATE: February 5, 2024

PLACEMENT: Action Item

ITEM TITLE: Engineering Tech and Land Surveyor Positions and Pay Grades

SUBMITTED BY: Matthew Mortwedt, Public Works Director

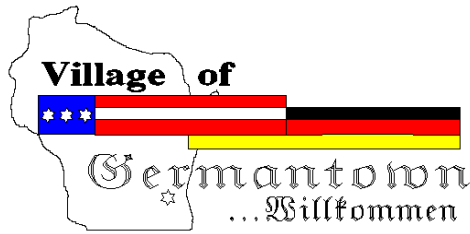
SUMMARY EXPLANATION:

ATTACHMENT:

1. 011524 - GGF Committee - Position Pay Grades
2. Engineering Technician_rev
3. Professional Land Surveyor_rev

RECOMMENDATION:

ACTION BY Committee:



Department of Public Works

Memorandum

To: General Government and Finance Committee; Trustee Rick Miller, Chair

CC: Kevin Driscoll, Village Engineer

From: Matt Mortwedt, Director of Public Works

Date: January 12, 2024

Re: Pay Grades for Engineering Technician and Land Surveyor

The Department of Public Works is requesting elevating the pay grade for the Engineering Technician position from pay grade 2 (\$45,869-\$62,387) to pay grade 3 (\$53,324-\$76,259), and for the Land Surveyor position to be placed in pay grade 4 (\$65,181-\$88,653).

Following committee and board action, it is the intent of the department to recruit one (1) Engineering Technician and one (1) Land Surveyor. These positions will be filled using dollars budgeted in 2024 and add support staff in the Engineering Division to allow us to build up our internal capabilities. This is of strategic importance to the Village because with current staffing we struggle to keep up with basic inspections, existing programs and compliance matters with other agencies.

Market research in the form of currently posted positions from other municipalities shows that entry level engineering tech positions are being hired in the range of \$53,000-\$67,000 and more experienced techs are being hired in the range of \$66,000-\$80,000. While we don't have different levels of technicians, having more range available to us will allow for a better recruitment. Actual pay within the range will be based on experience.

The Land Surveyor position is a more technical position and professionally certified and licensed land surveyors often have a degree in Civil Engineering or an Associate's degree in Land Surveying and several years of experience. These positions are in high demand and starting salaries are in the range of \$65,000, which closely aligns with pay grade 4. The average land surveyor salary in Wisconsin is \$76,915 annually.

January 12, 2024

Village of Germantown
Engineering Technician
Job Description

Position Title: Engineering Technician
Reports to: Village Engineer
Employment Category: Regular Full-Time
Department: Public Works & Engineering
Pay Grade: 3

Job Summary:

As the project representative for the inspection of public works projects, the Engineering Technician will apply drafting, surveying and inspections skills for streets, sewer, water and Village electrical projects are constructed to Village standards. The Engineering Technician will work closely with the Public Works Superintendents and Foreman to ensure public works projects are completed efficiently, safely and accurately.

Essential Duties & Responsibilities:

The following are the fundamental job duties and responsibilities. These are not to be construed as exclusive or all-inclusive; other duties may be required and assigned, as management deems necessary.

- Assists with and Conducts field inspections, documents daily construction progress, completes inspection reports for erosion control and quantities of materials constructed and installed.
- Communicates with contractors and engineers regarding construction projects.
- Maintains a daily record of work performed.
- Coordinates street and utility work in the right-of-way with Village staff, private utilities, the WDNR, and residents.
- Updates construction drawings, based on survey data, prepares as-built record drawings of completed construction projects for utilities.
- Uses the Village's Geographic Information System to update and maintain records.
- Performs data collection for public works projects.
- Receives and attempts to resolve complaints and problems from residents related to Village projects,
- Inspects and closes out permits issued by the Engineering Department

- Prepares base drawings, including zoning and ordinance maps
- Maintains and updates records for streets, stormwater and utility systems, maps, drawings and plans.
- Inspects public works construction projects to ensure work is completed according to the specifications and plans. Coordinates work with contractors, maintains contact with residents, coordinates testing, field measures the completed work, reviews and recommends change orders. May be required to work late and or after hours, typically for asphalt paving and concrete construction observation.
- Assists with the issuance and oversight of Village permits, including inspection of completed projects when needed; coordinates with property owners, utility companies and contractors to track permit status.
- Leads and attends pre-construction meetings.
- Assists with the routine preparation of the mileage map and report.
- Assists with the updates and maintenance of the Public Works webpages.
- Other duties as assigned.

REQUIRED QUALIFICATIONS, KNOWLEDGE, SKILLS & ABILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

- Graduation from high school or GED equivalent. An associate degree in civil engineering is preferred.
- Three (3) to five (5) years of relevant experience in municipal engineering or any equivalent combination of education and experience.
- Experience in construction of streets and highways, sanitary sewers, water mains, stormwater ponds and drainage projects along with other work pertinent to Public Works projects preferred.
- Valid Wisconsin Driver's License or ability to obtain and maintain one required.

Computer and Technical Skills

- Experience and/or ability to work with municipal Geographic Information System (GIS).
- Experience and/or ability to produce drawings with Computer Aided Drafting (CAD).
- Experience with principals of land surveying and ability to operate surveying equipment.

Language Skills

- Ability to relate to and communicate effectively with others through both verbal and written communication methods.
- Ability to establish good working relationships with all levels of staff and citizens, and provide facilitation skills.
- Ability to gather, analyze, interpret, and present technical data in clear and concise reports and make recommendations.

- Ability to communicate contract specifications with contractors.

Mathematical Skills

- Ability to calculate percentages, fractions, decimals, volumes, ratios, present values, and spatial relationships. Ability to interpret complex descriptive statistical reports.

Reasoning Ability

- Ability to work well under pressure and handle stressful situations, to organize work and set priorities, manage time and resources to meet deadlines and changing demands within the entire operation of administrative services and responsibly perform duties with a minimum of supervision.
- Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information in various environments.

Other Qualifications

- Working knowledge of Microsoft Office software
- Desire to learn and take an active role in quality assurance, inspection, and project management of the Village's infrastructure maintenance and improvement programs.
- Practical knowledge of principles and practices of civil engineering.
- Ability to prepare and present a variety of technical reports, specifications and contracts for public works projects.
- Knowledge of municipal development.
- Knowledge of construction procedures, project estimating, final quantity computations, bid tabulations, and project management.
- Ability to organize and prioritize multiple projects and complete critical path tasks.
- Ability to work independently and in a team environment.
- Ability to work well with the public, contractors, and other staff; ability to obtain approval and/or consensus with others.
- Have knowledge and understanding of general construction practices of municipal infrastructure, desirable to have a thorough working knowledge of Standard Specifications for Sewer and Water in Wisconsin (Green Book).

PHYSICAL REQUIREMENTS

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

- While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.
- Specific vision abilities required by this job include close vision, ability to adjust focus, and the ability to sustain prolonged visual concentration.

- Requires the ability to operate, maneuver and or provide simple but continuous adjustment on equipment, machinery and tools such as computer and other machines, and or materials used in performing essential functions.
- Ability to coordinate eyes, hands, feet and limbs in performing slightly skilled movements such as typing and to operate various pieces of office equipment.
- Ability to recognize and identify degrees of similarities and differences between characteristics of colors, shapes and textures associated with job-related objects, materials and tasks.
- Ability to walk through construction sites, climb ladders; climb stairs; be trained to operate in confined spaces; bend and twist and routinely traverse irregular surfaces.
- Ability to work in and perform physically laborious movements in various Wisconsin weather conditions from heat and rain to snowy and icy conditions.
- Ability to learn how to pry open manhole lids and catch basin grates.
- The employee must exert light physical effort in sedentary to light work in an office environment for 2-4 hours per day sitting, and 4-6 hours per day is spent in the field on construction sites standing for an extended period of time, and/or working near live traffic. The employee must occasionally lift and/or move up to 50 pounds.

Work Environment:

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

- Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as repetitive computer keyboard use. Must have ability to spend part of each day in the field where work is dusty, noisy, and hazardous, alongside heavy equipment and/or live traffic.
- The hours of this position are generally Monday-Friday 8am-4:30pm, but this position may require attendance at some evening and weekend meetings and inspections. Additionally, field work may require early morning or weekend inspections. About half of the work activities are performed in an office/meeting setting (3-5 hours/day), typically at a computer. The other half is spent outdoors at construction sites, occasionally performing mapping operations within road right of ways or documented easements.
- The office work environment has a low noise level, while the field work often includes loud noises, dust, chemicals and machinery. This position requires the ability to multi-task.

Selection Guidelines, Reasonable Accommodations, and Receipt:

The selection process may include formal application, rating of qualifications and experience, oral interviews, reference checks, background examination, and job-related tests.

The above is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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

The Village of Germantown is an Equal Opportunity Employer. In compliance with state and federal law, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Applicant Signature

Date

Village of Germantown
Professional Land Surveyor
Job Description

Position Title:	Professional Land Surveyor
Reports to:	Village Engineer
Employment Category:	Regular Full-Time
Department:	Public Works/Engineering
Pay Grade:	4

Job Summary:

Professional Land Surveyor provides professional land and engineering surveying and mapping services to the Village Public Works Department, as support for all department mapping or construction activities, projects and duties as may be assigned by the Village Engineer, the Director of Public Works and the Village Administrator.

Perform survey work including topographic, drainage, boundary, utility and construction; download survey data and generate drawings and plans using computer aided drafting equipment and GIS asset management; compute and analyze survey data relative to elevations, volumes, area, etc.; research legal descriptions of property.

Essential Duties & Responsibilities:

The following are the fundamental job duties and responsibilities. These are not to be construed as exclusive or all-inclusive; other duties may be required and assigned, as management deems necessary.

- Provides all land surveying and mapping services for the Village Engineering Department and other departments, as needed, including construction layout of Village-designed projects.
- Operates surveying equipment and software.
- Provide benchmark surveys, establish transit, perform detailed cross section surveys for roadway design and detailed surveys for utilities to establish depth of cover for water mains, and verify invert elevations for sanitary sewers, without confined space entry.
- Complete topographic surveys, drainage and boundary surveys.
- Coordinate with Village Engineer and Utility Superintendents for confined space entry, when necessary for use of appropriate equipment compile survey data for various sanitary sewer, water main, storm sewer and drainage projects.
- Generate drawings and plans using computer aided drafting equipment.
- Provides construction stake out for public works projects.
- Measures quantities constructed for payment certifications.

- Supports other departments with review or preparation of public documents, maps etc.
- Reviews certified survey maps (CSM).
- Researches and prepares legal descriptions for access easements, utility easements, property descriptions, and Certified Survey Maps (CSM).
- Maintains organization system and filing for the Engineering Department.
- Maintains Village survey control network.
- In coordination with the Village Engineer, be responsible for as-built and be familiar with GIS asset management techniques for updates to Village owned facilities.
- Provides technical and survey support as necessary to residents and contractors, in addition to attend meetings with Developers and Director of Public Works and Village Engineer, as necessary.
- Trains utility personnel on GIS software and equipment.
- In coordination with the Village Engineer, may oversee summer engineering interns including interviewing, hiring, training and daily guidance.
- Be polite and courteous to residents, property owners and the public in routine interactions. Respond to inquiries from residents, property owners, developers and contractors for various public works projects.
- Other duties as assigned.

REQUIRED QUALIFICATIONS, KNOWLEDGE, SKILLS & ABILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

- Completion of an accredited four year land surveying program or an accredited four year Civil Engineering program, or an Associates Degree in Land Surveying, or a related degree which includes at least 12 credits in Surveying.
- Three (3) to three (5) years land surveying experience.
- Valid Wisconsin Driver's License or ability to obtain one required.
- Advanced experience with AutoCAD, surveying software, GIS, and Trimble equipment
- Municipal experience preferred, but not required.
- Professional Land Surveyor license, or ability to become licensed within 12 months.
- Specific practice with land surveying for property boundaries.
- Familiarity with Wis Administrative Code A-E 6.03.

Language Skills

- Ability to relate to and communicate effectively with others through both verbal and written communication methods.
- Ability to establish good working relationships with all levels of staff and citizenry, and provide facilitation skills in sensitive, emotional, or hostile situations.
- Ability to gather, analyze, interpret, and present data in clear and concise reports and make recommendations.

Mathematical Skills

- Ability to calculate percentages, fractions, decimals, volumes, ratios, present values, and spatial relationships. Ability to interpret complex descriptive statistical reports.

Reasoning Ability

- Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory and/or judgmental criteria.
- Ability to work well under pressure and handle stressful situations, to organize work and set priorities, managing time and resources to meet deadlines and changing demands within the entire operation of administrative services, perform duties with a minimum of supervision.

Other Qualifications

- Working knowledge of Microsoft Office software and their applications.
- Geodesy experience.
- Ability to prepare Certified Survey Map boundaries and ALTA NSPS Land Surveys of Village property or development.
- Knowledge of municipal development.
- Ability to prepare legal descriptions for Village easements, re-zoning and land divisions.
- Advanced knowledge and experience with survey techniques, AutoCAD, and GIS technologies.
- Ability to organize and prioritize multiple projects at one time.
- Ability to work independently and in a team environment.
- Experience supervising interns or part-time staff preferred but not required.

PHYSICAL REQUIREMENTS

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

- While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.
- Specific vision abilities required by this job include close vision, ability to adjust focus, and the ability to sustain prolonged visual concentration.
- Requires the ability to operate, maneuver and or provide simple but continuous adjustment on equipment, machinery and tools such as computer and other machines, and or materials used in performing essential functions.
- Ability to coordinate eyes, hands, feet and limbs in performing slightly skilled movements such as typing and to operate various pieces of office equipment.
- Ability to walk through construction sites, climb stairs, operate in confined spaces with appropriate training, bend and twist and routinely traverse irregular surfaces.
- Ability to work in and perform physically laborious movements in various Wisconsin weather conditions from heat and rain to snowy and icy conditions.
- The employee must exert light physical effort in sedentary to light work in an office environment for 3-5 hours per day sitting, and 3-5 hours per day is spent in the field on construction sites standing for an extended period of time, and/or working near live traffic. Surveying at sites requires a great deal of walking and the ability to carry equipment. The employee must occasionally lift and/or move up to 50 pounds.

Work Environment:

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

- Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as repetitive computer keyboard. Must have the ability to spend part of each day in the field where work is dusty, noisy, and hazardous, alongside heavy equipment and/or live traffic.
- The hours of this position are generally Monday-Friday 8am-4:30pm, but this position may require attendance for inspections into the evening. About half of the work activities

are performed in an office/meeting setting (3-5 hours/day), typically at a computer. The other half is spent outdoors at construction sites, occasionally performing mapping operations within road right-of-ways or documented easements.

- The office work environment has a low noise level, while the field work often includes loud noises, dust, chemicals and machinery. This position requires the ability to multi-task.

Selection Guidelines, Reasonable Accommodations, and Receipt:

The selection process may include formal application, rating of qualifications and experience, oral interviews, reference checks, background examination, and job-related tests.

The above is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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

The Village of Germantown is an Equal Opportunity Employer. In compliance with state and federal law, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Applicant Signature

Date

Cap. Jan



General Fire Equipment Co., Inc

975 North Hawley Rd
Milwaukee, WI 53213

Phone: 414/475-0959

Order Number B20943-E

Order Date 10/30/23

Bid Expiration Date 12/31/23

Required Date 03/20/23

Bill To:

Germantown Police Department
P.O. Box 96
N112 W16877 Mequon Road
Germantown, WI 53022

Ship To:

Germantown Police Department
P.O. Box 96
N112 W16877 Mequon Road
Germantown, WI 53022

THIS IS A BID/ESTIMATE

Customer	Ship Via	F.O.B.	Terms	Purchase Order Number	Salesperson	Reference No.
GERM02	Install	Origin	Net 25 Days		BW03	
Qty. Ordered	Qty. Shipped	Item Number	Unit of Measure	Item	Unit Price	Extended Price
	Back Ordered	Item Description (Customer Part No.)			Discount % Tax	
1	0	SQD			0.00	0.00
		Squad 13 2023 PI Utility (2020 PIU) Marked			N	
1	0	SET-PBTK			259.00	259.00
		Setina Push Bumper Transfer Kit .			N	
2	0	SOUEMPSA05C2-			211.20	422.40
		Sound-Off 4"x2" mPower 24 Led Dual Color Light w/ Stud Mt.			N	
		(1/RW 1/BW SIDE WRAP)				
2	0	SOUEMPSA05C2-			211.20	422.40
		Sound-Off 4"x2" mPower 24 Led Dual Color Light w/ Stud Mt.			N	
		(1/RW 1/BW MIRROR)				
1	0	SOUENFWBFS12-			1264.80	1264.80
		Sound-Off nForce Interior Windshield 12 LED Lightbar			N	
		w/Optio				
		Ford Explorer/PI Utility w/o Option 76P (2020) Split Front				
		(DRV) D12 D12 D12 D12 D12 D12 D12 D12 (PAS)				
		R_W R_W R_W R_W B_W B_W B_W B_W				
		DSC w/ Breakout Box (Included)				
		ENFWB001LJ				
		2023 List \$ 2108				
2	0	SOUEMPSA05C2-			211.20	422.40
		Sound-Off 4"X2" mPower Led Light Head, Stud mt Dual Color			N	
		(1/RW 1/BW SIDE PB)				
		2- side of push bumper				
		2-side of Pit bars lower				

Order Number B20943-E

Order Date 10/30/23

General Fire Equipment Co., Inc

975 North Hawley Rd
Milwaukee, WI 53213

Bid Expiration Date 12/31/23

Required Date 03/20/23

Phone: 414/475-0959

Bill To:

Germantown Police Department
P.O. Box 96
N112 W16877 Mequon Road
Germantown, WI 53022

Ship To:

Germantown Police Department
P.O. Box 96
N112 W16877 Mequon Road
Germantown, WI 53022

THIS IS A BID/ESTIMATE

Customer	Ship Via	F.O.B.	Terms	Purchase Order Number	Salesperson	Reference No.
GERM02	Install	Origin	Net 25 Days		BW03	
Qty. Ordered	Qty. Shipped Back Ordered	Item Number	Unit of Measure	Unit Price	Discount %	Tax
		Item Description (Customer Part No.)				Extended Price
2	0	2-Under mirrors SOUESLRL6105- Sound-Off 61.4" 5 Section Rocker Panel Lights Per Side (1/RW 1/BW)		374.40 N		748.80
2	0	SOUESPSLVBK01 Sound-Off Vehicle Specific Mtg Kit 20+ PI Utility Per Side		28.20 N		56.40
2	0	SOUPMP2BKUMB4 Under Mirror Mount Braket Kit 2020 Ford PI Utility		41.00 N		82.00
1	0	SOUEMPAK- Sound-Off mPower Spoiler Kit Complete		1780.80 N		1780.80
		Ford Explorer/PI Utility (2020-22) 8 Mod Split Rear (DRV) T18 T18 T18 T18 T18 T18 T18 T18 (PAS) RAW RAW RAW RBA X X RBA BAW BAW BAW Accessories: PNFLBSPLT1 DSC w/ Breakout Box (Included) qe099521 List \$2514 EMPAK00D1k				

Order Number B20943-E

Order Date 10/30/23

General Fire Equipment Co., Inc

975 North Hawley Rd
Milwaukee, WI 53213

Bid Expiration Date 12/31/23

Required Date 03/20/23

Phone: 414/475-0959

Bill To:

Germantown Police Department
P.O. Box 96
N112 W16877 Mequon Road
Germantown, WI 53022

Ship To:

Germantown Police Department
P.O. Box 96
N112 W16877 Mequon Road
Germantown, WI 53022

THIS IS A BID/ESTIMATE

Customer	Ship Via	F.O.B.	Terms	Purchase Order Number	Salesperson	Reference No.
GERM02	Install	Origin	Net 25 Days		BW03	
Qty. Ordered	Qty. Shipped	Item Number	Unit of Measure	Unit Price		Extended Price
	Back Ordered	Item Description (Customer Part No.)		Discount %	Tax	
2	0	EIG-E106 6 lamp Hi-Output Surface Mount LED Light w/ Flasher (TURD 1/RED 1/BLUE)		85.50	N	171.00
2	0	HEL-HH Hella Hero Undercover Hideaway LED Light (WHITE FLEX)		136.92	N	273.84
2	0	HEL-HHA Hella Hero Twist Lock Adapter (A2)		15.00	N	30.00
1	0	UNIX218016-0002 Unity 6" LED Xtreme Post Mount Spotlight assy w/ Black Head		334.00	N	334.00
1	0	SOUECVDMLTAL00 Sound-Off 6" Dome Light ALL LED R/W, Universal Mount		94.20	N	94.20
1	0	JOTC-6508 Jottodesk Contour Console w/ Brother Printer Box, 2020 PIU		768.08	N	768.08
1	0	JOT-6054C 2" Custom Face Plate, 2-Carling Rect. Holes & 1 Cig Plug		20.00	N	20.00
1	0	INS-USB-DUAL Dual 2.4amp USB Charging Port for Carling Rectangular Hole		29.95	N	29.95
1	0	DEL-20073281 Countura III On-Off Switch w/ Dependant Red Indicator		16.30	N	16.30
1	0	JOTA-2273 JottoDesk 12 volt Power Outlet,		11.00	N	11.00

Order Number B20943-E

Order Date 10/30/23

General Fire Equipment Co., Inc

975 North Hawley Rd
Milwaukee, WI 53213

Bid Expiration Date 12/31/23

Required Date 03/20/23

Phone: 414/475-0959

Bill To:

Germantown Police Department
P.O. Box 96
N112 W16877 Mequon Road
Germantown, WI 53022

Ship To:

Germantown Police Department
P.O. Box 96
N112 W16877 Mequon Road
Germantown, WI 53022

THIS IS A BID/ESTIMATE

Customer	Ship Via	F.O.B.	Terms	Purchase Order Number	Salesperson	Reference No.
GERM02	Install	Origin	Net 25 Days		BW03	
Qty. Ordered	Qty. Shipped	Item Number	Unit of Measure	Unit Price		Extended Price
	Back Ordered	Item Description (Customer Part No.)		Discount %	Tax	
1	0	JOT-6281 Face Plate 4", Sound-Off SA482R Remote Siren w/ Rotory Knob		39.00 100.00	N	0.00
1	0	JOT-6109 Face Plate 3", Orion Remote Mount		39.00 100.00	N	0.00
1	0	HINTA-2505AP-UN Universal Laptop Mount System w/ Adapter Plate		1036.96 N		1036.96
1	0	TIG-TSC-DS Tiger Tough Tactical Seat Cover, Driver's Side		199.00 10.00	N	179.10
1	0	INS-LB3692 Brother 12vdc hardwire printer power cable		44.98 N		44.98
1	0	EIG-STX3 12" Waterproof LED Utility Light, Color: White		18.10 N		18.10
1	0	EIG-STX3- 12" Waterproof LED Utility Light, Color: red		29.85 N		29.85
4	0	DEL-SLRR Lighted Round Rocker Switch		9.00 N		36.00
1	0	PAT475-2015 ZRT Single Vert Cage Mt. Gun Rack, AR15		546.35 N		546.35
1	0	SET-TK/XL Setina XL Partition Transfer Kit,		419.00 N		419.00

Order Number B20943-E

Order Date 10/30/23

General Fire Equipment Co., Inc975 North Hawley Rd
Milwaukee, WI 53213

Bid Expiration Date 12/31/23

Required Date 03/20/23

Phone: 414/475-0959

Bill To:Germantown Police Department
P.O. Box 96
N112 W16877 Mequon Road
Germantown, WI 53022**Ship To:**Germantown Police Department
P.O. Box 96
N112 W16877 Mequon Road
Germantown, WI 53022**THIS IS A BID/ESTIMATE**

Customer	Ship Via	F.O.B.	Terms	Purchase Order Number	Salesperson	Reference No.
GERM02	Install	Origin	Net 25 Days		BW03	
Qty. Ordered	Qty. Shipped	Item Number	Unit of Measure	Unit Price	Extended Price	
	Back Ordered	Item Description (Customer Part No.)		Discount % Tax		
1	0	EIG-SSTX3RW 12" Waterproof LED Utility Light 3-wire Color: Red/White (PRISONER LIGHT)		42.23 N	42.23	
1	0	SET2K00351- Setina Center Poly Prisoner Divider Wall w/ Hardware		579.00 N	579.00	
1	0	SET-QK0635- Setina Full Replacement Seat w/Center Pull Belts & Screen		1518.00 N	1518.00	
1	0	SET-WBSUV Setina Window Barrier, SUV Style		287.10 N	287.10	
1	0	TECE20-WCOR-1 Orion Surface Mt. 6" Round Red/White LED Light w/Chrome Trim		90.00 N	90.00	
5	0	DEL-SLRR Lighted Round Rocker Switch		9.00 N	45.00	
1	0	SOUENGND04101 Sound-Off BluePrint Remote Node		272.40 N	272.40	
1	0	SOUENGND20001 Sound-Off BluePrint Input Node		141.75 N	141.75	
1	0	SOUENGLNK00- Sound-Off OBD2 Interface Module for Blue Print Options (-02)		374.40 N	374.40	
1	0	SOUENGSYM01 Sound-Off Blue Print Vehicle Sync System w/ Antenna		304.20 N	304.20	



General Fire Equipment Co., Inc

975 North Hawley Rd
Milwaukee, WI 53213

Phone: 414/475-0959

Order Number B20943-E

Order Date 10/30/23

Bid Expiration Date 12/31/23

Required Date 03/20/23

Bill To:

Germantown Police Department
P.O. Box 96
N112 W16877 Mequon Road
Germantown, WI 53022

Ship To:

Germantown Police Department
P.O. Box 96
N112 W16877 Mequon Road
Germantown, WI 53022

THIS IS A BID/ESTIMATE

Customer	Ship Via	F.O.B.	Terms	Purchase Order Number	Salesperson	Reference No.
GERM02	Install	Origin	Net 25 Days		BW03	
Qty. Ordered	Qty. Shipped	Item Number	Unit of Measure	Unit Price		Extended Price
	Back Ordered			Discount %	Tax	
1	0	MOT-BMFFME		33.00		33.00
		17' Antenna Cable assy, NMO mount & FME (FM)	N			
1	0	MOT-RFE-6108		15.00		15.00
		FME (M) x TNC(M) Adapter	N			
3	0	INS-RJ45-25		15.00		45.00
		25' Cat 5 Cable w/ Snag Proof Ends	N			
1	0	STI-CO		80.00		80.00
		#roof-ft-niti-m 1/4 Wave VHF Flexible Mast Only	N			
1	0	MISC		0.00		0.00
		Customer supplied items on separate paperwork	N			
		Havis Cargo system				
		Camera system				
		Laptop & Dock				
		Gunlock				
		Radar				
1	0	001		300.00		300.00
		Labor Charges to strip old squad	N			
1	0	001		3500.00		3500.00
		Labor Charges For Installation Of Equipment Into Squad	N			
				Shipping Subtotal		400.00
				Non Taxable Subtotal		18871.78
				Taxable Subtotal		0.00
				Tax		0.00
				Total Order		19271.78



Capital

General Fire Equipment Co., Inc

975 North Hawley Rd
Milwaukee, WI 53213

Phone: 414/475-0959

Order Number B20949-B

Order Date 03/20/23

Bid Expiration Date 12/31/23

Required Date 03/20/23

Bill To:

Germantown Police Department
P.O. Box 96
N112 W16877 Mequon Road
Germantown, WI 53022

Ship To:

Germantown Police Department
P.O. Box 96
N112 W16877 Mequon Road
Germantown, WI 53022

THIS IS A BID/ESTIMATE

Customer	Ship Via	F.O.B.	Terms	Purchase Order Number	Salesperson	Reference No.
GERM02	Install	Origin	Net 25 Days		BW03	
Qty. Ordered	Qty. Shipped	Item Number	Unit of Measure	Unit Price	Extended Price	
	Back Ordered	Item Description (Customer Part No.)		Discount %	Tax	
1	0	SQD		0.00		0.00
		Squad 10 2023 PI Utility (2018 PIU) Marked		N		
1	0	WES-PBE-LR		644.89		644.89
		Westin Steel Light Ready Push Bumper Elite System w/		N		
1	0	WES-PBE-PIT		495.00		495.00
		Westin Steel Push Bumper Elite Dual Rail Pit Bars, Patented		N		
2	0	SOUESS100J		233.40		466.80
		Sound-Off 100 Watt Composite Face Sealed Speaker		N		
2	0	SOUEMPS400ME-		166.20		332.40
		Sound-Off 4" mPower HD 12 LED Light w/ Stud Mount & 8'		N		
		Cable (1/RW 1/BW PB)				
2	0	SOUEMPSA05C2-		211.20		422.40
		Sound-Off 4"x2" mPower 24 Led Dual Color Light w/ Stud Mt.		N		
		(1/RW 1/BW SIDE WRAP)				
2	0	SOUEMPSA05C2-		211.20		422.40
		Sound-Off 4"x2" mPower 24 Led Dual Color Light w/ Stud Mt.		N		
		(1/RW 1/BW MIRROR)				
2	0	SOUEMPSA05C2-		211.20		422.40
		Sound-Off 4"X2" mPower Led Light Head, Stud mt Dual Color		N		
		(1/RW 1/BW SIDE PB)				
		2- side of push bumper				
		2-side of Pit bars lower				
		2-Under mirrors				



General Fire Equipment Co., Inc

975 North Hawley Rd
Milwaukee, WI 53213

Phone: 414/475-0959

Order Number B20949-B

Order Date 03/20/23

Bid Expiration Date 12/31/23

Required Date 03/20/23

Bill To:

Germantown Police Department
P.O. Box 96
N112 W16877 Mequon Road
Germantown, WI 53022

Ship To:

Germantown Police Department
P.O. Box 96
N112 W16877 Mequon Road
Germantown, WI 53022

THIS IS A BID/ESTIMATE

Customer	Ship Via	F.O.B.	Terms	Purchase Order Number	Salesperson	Reference No.
GERM02	Install	Origin	Net 25 Days		BW03	
Qty. Ordered	Qty. Shipped	Item Number	Unit of Measure	Unit Price	Extended Price	
	Back Ordered	Item Description (Customer Part No.)		Discount %	Tax	
2	0	SOUPMP2BKUMB4 Under Mirror Mount Bracket Kit 2020 Ford PI Utility		41.00	N	82.00
2	0	SOUESLRL6105- Sound-Off 61.4" 5 Section Rocker Panel Lights Per Side (1/RW 1/BW)		374.40	N	748.80
2	0	SOUESPSLVBK01 Sound-Off Vehicle Specific Mtg Kit 20+ PI Utility Per Side		28.20	N	56.40
1	0	SOUEFWBFS12- Sound-Off nForce Interior Windshield 12 LED Lightbar w/Optio Ford Explorer/PI Utility w/o Option 76P (2020) Split Front (DRV) D12 D12 D12 D12 D12 D12 D12 D12 (PAS) R_W R_W R_W R_W B_W B_W B_W B_W DSC w/ Breakout Box (Included) ENFWB001LJ 2023 List \$ 2108		1264.80	N	1264.80
2	0	SOUEFSGS2- Sound-Off nForce Single Deck/Grill Mount 10-16v, 9 LED (SIDE REAR WINDOW R/B)		190.50	N	381.00
1	0	SOUEMPAK- Sound-Off mPower Spoiler Kit Complete Ford Explorer/PI Utility (2020-22) 8 Mod Split Rear (DRV) T18 T18 T18 T18 T18 T18 T18 T18 (PAS)		1780.80	N	1780.80

Order Number B20949-B

Order Date 03/20/23

General Fire Equipment Co., Inc

975 North Hawley Rd
Milwaukee, WI 53213

Bid Expiration Date 12/31/23

Required Date 03/20/23

Phone: 414/475-0959

Bill To:

Germantown Police Department
P.O. Box 96
N112 W16877 Mequon Road
Germantown, WI 53022

Ship To:

Germantown Police Department
P.O. Box 96
N112 W16877 Mequon Road
Germantown, WI 53022

THIS IS A BID/ESTIMATE

Customer	Ship Via	F.O.B.	Terms	Purchase Order Number	Salesperson	Reference No.
GERM02	Install	Origin	Net 25 Days		BW03	
Qty. Ordered	Qty. Shipped	Item Number	Unit of Measure	Unit Price		Extended Price
	Back Ordered	Item Description (Customer Part No.)		Discount %	Tax	
1	0	SOUCEVDMTLA00		94.20		94.20
		Sound-Off 6" Dome Light ALL LED R/W, Universal Mount	N			
1	0	SOUETSA482RSR		781.20		781.20
		Sound-Off 200 Watt Dual Spkr Remote Siren/Light Sys	N			
		w/Rotary				
1	0	JOTC-6508		768.08		768.08
		Jottodesk Contour Console w/ Brother Printer Box, 2020 PIU	N			
1	0	JOTA-3816		39.95		39.95
		Magnetic Mic Clip Assy, Single pack	N			
1	0	JOTA-6205		74.25		74.25
		Dual External Cup Holder w/ Plastic Insert	N			
1	0	JOT-6054C		20.00		20.00
		2" Custom Face Plate, 2-Carling Rect. Holes & 1 Cig Plug	N			
1	0	INS-USB-DUAL		29.95		29.95
		Dual 2.4amp USB Charging Port for Carling Rectangular Hole	N			
1	0	DEL-20073281		16.30		16.30
		Countura III On-Off Switch w/ Dependant Red Indicator	N			
1	0	JOTA-2273		11.00		11.00
		JottoDesk 12 volt Power Outlet,	N			
1	0	JOT-6281		39.00		0.00
		Face Plate 4", Sound-Off SA482R Remote Siren w/ Rotory	100.000	N		
		Knob				

Order Number B20949-B

Order Date 03/20/23

General Fire Equipment Co., Inc

975 North Hawley Rd
Milwaukee, WI 53213

Bid Expiration Date 12/31/23

Required Date 03/20/23

Phone: 414/475-0959

Bill To:

Germantown Police Department
P.O. Box 96
N112 W16877 Mequon Road
Germantown, WI 53022

Ship To:

Germantown Police Department
P.O. Box 96
N112 W16877 Mequon Road
Germantown, WI 53022

THIS IS A BID/ESTIMATE

Customer	Ship Via	F.O.B.	Terms	Purchase Order Number	Salesperson	Reference No.
GERM02	Install	Origin	Net 25 Days		BW03	
Qty. Ordered	Qty. Shipped	Item Number	Unit of Measure	Unit Price		Extended Price
	Back Ordered	Item Description (Customer Part No.)		Discount %	Tax	
1	0	JOT-6109		39.00		0.00
		Face Plate 3", Orion Remote Mount	100.000	N		
1	0	HINTA-2505AP-UN		1036.96		1036.96
		Universal Laptop Mount System w/ Adapter Plate		N		
1	0	TIG-TSC-DS		199.00		179.10
		Tiger Tough Tactical Seat Cover, Driver's Side	10.000	N		
1	0	INS-LB3692		44.98		44.98
		Brother 12vdc hardwire printer power cable		N		
1	0	EIG-STX3		18.10		18.10
		12" Waterproof LED Utility Light, Color: White		N		
1	0	EIG-STX3-		29.85		29.85
		12" Waterproof LED Utility Light, Color: red		N		
4	0	DEL-SLRR		9.00		36.00
		Lighted Round Rocker Switch		N		
1	0	SET-454/552		350.10		350.10
		Setina Single Vertical Weapon Sys. w/ Ratchet Style Lock		N		
		Squad Rifle Vertical PS on partition				
1	0	PAT475-1528		610.63		610.63
		ZRT Single Hatch Mount Gun Rack for AR style (BRAVO		N		
		SWAT WEAPON)				
		Overhead custom mount				

Order Number B20949-B

Order Date 03/20/23

General Fire Equipment Co., Inc975 North Hawley Rd
Milwaukee, WI 53213

Bid Expiration Date 12/31/23

Required Date 03/20/23

Phone: 414/475-0959

Bill To:Germantown Police Department
P.O. Box 96
N112 W16877 Mequon Road
Germantown, WI 53022**Ship To:**Germantown Police Department
P.O. Box 96
N112 W16877 Mequon Road
Germantown, WI 53022**THIS IS A BID/ESTIMATE**

Customer	Ship Via	F.O.B.	Terms	Purchase Order Number	Salesperson	Reference No.
GERM02	Install	Origin	Net 25 Days		BW03	
Qty. Ordered	Qty. Shipped	Item Number	Unit of Measure	Unit Price	Extended Price	
	Back Ordered	Item Description (Customer Part No.)		Discount % Tax		
1	0	SET10-XLL Setina Partition w/CSR Sliding Window, Space Saver, RP & LEP		899.10 N	899.10	
1	0	SET-WBSUV Setina Window Barrier, SUV Style		287.10 N	287.10	
1	0	SET-QK0635- Setina Full Replacement Seat w/Center Pull Belts & Screen		1518.00 N	1518.00	
2	0	TECE20-WCOR-1 Orion Surface Mt. 6" Round Red/White LED Light w/Chrome Trim		90.00 N	180.00	
3	0	DEL-SLRR Lighted Round Rocker Switch		9.00 N	27.00	
1	0	SOUENGCC01241 Sound-Off BluePrint 100 Amp Central Controller		564.90 N	564.90	
3	0	SOUENGND04101 Sound-Off BluePrint Remote Node		272.40 N	817.20	
1	0	SOUENGND20001 Sound-Off BluePrint Input Node		141.75 N	141.75	
1	0	SOUENGLNK00- Sound-Off OBD2 Interface Module for Blue Print Options (-02)		374.40 N	374.40	
1	0	SOUENGSYMD01 Sound-Off Blue Print Vehicle Sync System w/ Antenna		304.20 N	304.20	

Order Number B20949-B

Order Date 03/20/23

General Fire Equipment Co., Inc975 North Hawley Rd
Milwaukee, WI 53213

Bid Expiration Date 12/31/23

Required Date 03/20/23

Phone: 414/475-0959

Bill To:Germantown Police Department
P.O. Box 96
N112 W16877 Mequon Road
Germantown, WI 53022**Ship To:**Germantown Police Department
P.O. Box 96
N112 W16877 Mequon Road
Germantown, WI 53022**THIS IS A BID/ESTIMATE**

Customer	Ship Via	F.O.B.	Terms	Purchase Order Number	Salesperson	Reference No.
GERM02	Install	Origin	Net 25 Days		BW03	
Qty. Ordered	Qty. Shipped	Item Number	Unit of Measure	Unit Price		Extended Price
	Back Ordered	Item Description (Customer Part No.)		Discount %	Tax	
1	0	SOUENGCP15001 Sound-Off BluePrint Handheld Control Panel		252.70	N	252.70
1	0	SOUPSRN5HDK3 Sound-Off Siren Remote Mic Conversion Adapter		49.80	N	49.80
1	0	INS-MISC RJ45 waterproof extenders w/ strain relief		15.00	N	15.00
1	0	INS-B1006 Right Angle Brkt for Under Hood Mount for Blue Print, PIU		23.50	N	23.50
2	0	INS-B1001 Right Angle Bkt, 1" x 2-1/4"(Slotted) x 1-3/8"(1/4" Hole)		8.50	N	17.00
1	0	INS-B1008 Rear Hatch adapter bracket for Radar and Sticks		20.00	N	20.00
4	0	INS-B1004 Right Angle Bkt, 1-1/2" x 3-1/4"(Slot) x 6-1/8"(Slot)		17.00	N	68.00
1	0	WIRCB-150-R 150Amp Manual Reset Circuit Breaker		49.99	N	49.99
1	0	911-CH27.GFEBPA Custom Blue Print Harness Assy w/ Power Distribution		1200.00	N	1200.00
1	0	MOT-BMFFME 17' Antenna Cable assy, NMO mount & FME (FM)		33.00	N	33.00
1	0	MOT-RFE-6108 FME (M) x TNC(M) Adapter		15.00	N	15.00



General Fire Equipment Co., Inc

975 North Hawley Rd
Milwaukee, WI 53213

Phone: 414/475-0959

Order Number B20949-B

Order Date 03/20/23

Bid Expiration Date 12/31/23

Required Date 03/20/23

Bill To:

Germantown Police Department
P.O. Box 96
N112 W16877 Mequon Road
Germantown, WI 53022

Ship To:

Germantown Police Department
P.O. Box 96
N112 W16877 Mequon Road
Germantown, WI 53022

THIS IS A BID/ESTIMATE

Customer	Ship Via	F.O.B.	Terms	Purchase Order Number	Salesperson	Reference No.
GERM02	Install	Origin	Net 25 Days		BW03	
Qty. Ordered	Qty. Shipped	Item Number	Unit of Measure	Unit Price		Extended Price
	Back Ordered	Item Description (Customer Part No.)		Discount %	Tax	
3	0	INS-RJ45-25		15.00		45.00
		25' Cat 5 Cable w/ Snag Proof Ends	N			
1	0	STI-CO		80.00		80.00
		#roof-ft-niti-m 1/4 Wave VHF Flexible Mast Only	N			
1	0	WES800-0101		479.57		479.57
		40"W x 16"H x 6D Electrical Box w/ T knobs, Setina Rear Seat	N			
1	0	MISC		0.00		0.00
		Special Instructions	N			
		Havis Cargo system				
		Camera system				
		Laptop & Dock				
		Radar				
1	0	001		3500.00		3500.00
		Labor Charges For Installation Of Equipment Into Squad	N			
				Shipping Subtotal		400.00
				Non Taxable Subtotal		23637.79
				Taxable Subtotal		0.00
				Tax		0.00
				Total Order		24037.79

BUSINESS OF THE VILLAGE BOARD

MEETING DATE: February 5, 2024

PLACEMENT: Action Item

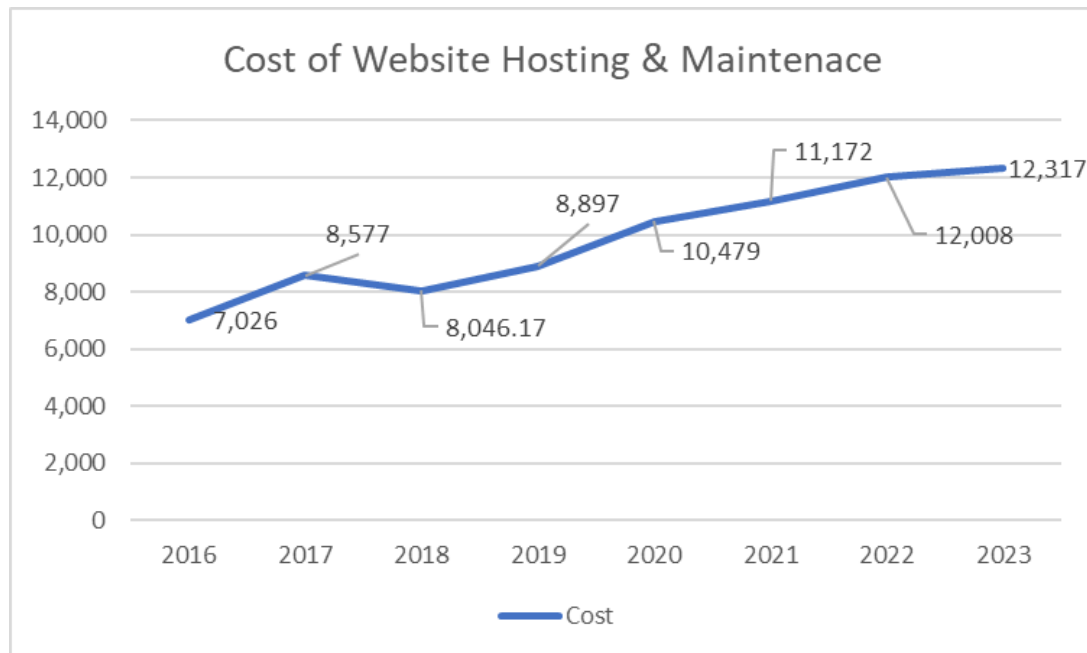
ITEM TITLE: Website & Hosting Annual Contract

SUBMITTED BY: Erin Hirn, Support Services Manager

SUMMARY EXPLANATION:

Since it's implementation in 2012, the Village has paid the annual subscription to Civic Plus who hosts and manages our website as well as the village's domains, including germantownwi.gov and germantownpolicewi.gov. The proposed contract for 2024 is \$12,717.57 and would be charged to GL 10522000-531290. This cost includes the following broken down:

Website Hosting & Support	\$12,259
SSL Management (old site)	\$102.54
DNS & Domain Hosting	\$258.38
DNS Hosting for .GOV	\$97.65



ATTACHMENT:

1. Germantown Village WI - Corrected SOW - 12717

RECOMMENDATION:

To recommend the 2024 website contract to the Village Board for Approval.

ACTION BY Committee:

BUSINESS OF THE VILLAGE BOARD

MEETING DATE: February 5, 2024

PLACEMENT: Action Item

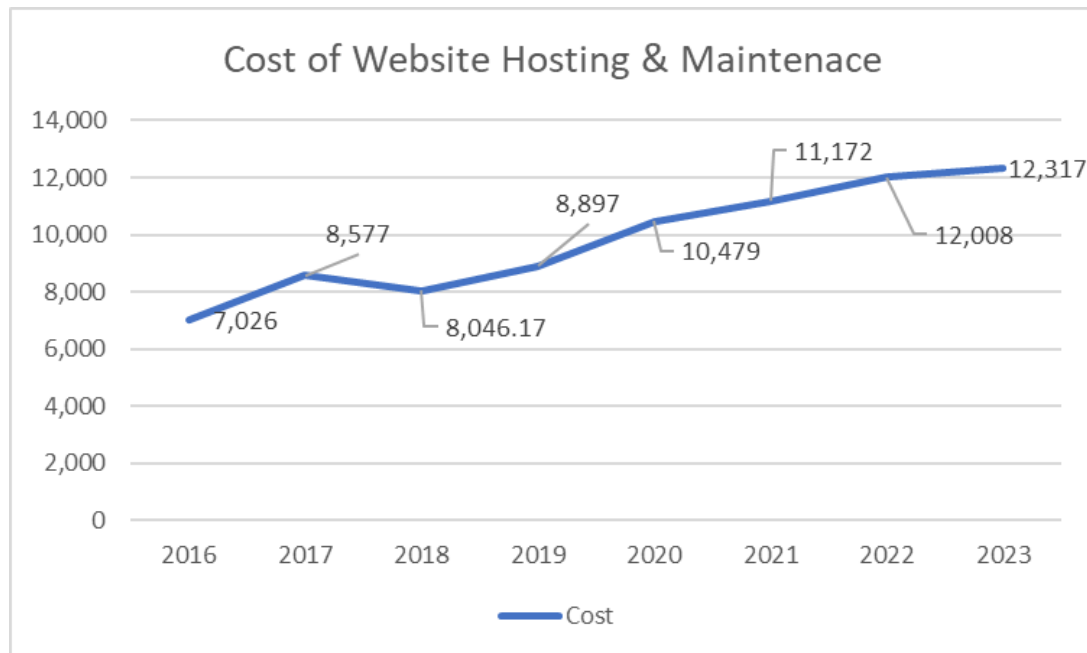
ITEM TITLE: Website & Hosting Annual Contract

SUBMITTED BY: Erin Hirn, Support Services Manager

SUMMARY EXPLANATION:

Since it's implementation in 2012, the Village has paid the annual subscription to Civic Plus who hosts and manages our website as well as the village's domains, including germantownwi.gov and germantownpolicewi.gov. The proposed contract for 2024 is \$12,717.57 and would be charged to GL 10522000-531290. This cost includes the following broken down:

Website Hosting & Support	\$12,259
SSL Management (old site)	\$102.54
DNS & Domain Hosting	\$258.38
DNS Hosting for .GOV	\$97.65



ATTACHMENT:

1. Germantown Village WI - Corrected SOW - 12717

RECOMMENDATION:

To recommend the 2024 website contract to the Village Board for Approval.

ACTION BY Committee:

**CivicPlus**

302 South 4th St. Suite 500
Manhattan, KS 66502
US

Quote #:

Q-49359-1

Date:

9/6/2023 1:07 PM

Customer:GERMANTOWN
VILLAGE, WISCONSIN

QTY	Product Name	DESCRIPTION	TOTAL
1.00	DNS and Domain Hosting Annual Fee (http://URL) - Renewal	DNS and Domain Hosting Annual Fee: https://www.village.germantown.wi.gov	USD 258.38
1.00	SSL Management – CP Provided Only Renewal	SSL Management – CP Provided Only 1 per domain (Annually Renews): https://www.village.germantown.wi.gov	USD 102.54
1.00	DNS Hosting for .GOV – Annual Fee Renewal	DNS Hosting for .GOV – Annual Fee germantownpolicewi.gov	USD 97.65
1.00	Annual Fee Renewal (Hosting & Support)	Website Annual Fee Renewal for Website Hosting & Support	USD 12,259.00
1.00	48 Month Redesign Ultimate Annual - CivicEngage Central	48 Month Redesign Ultimate Annual - CivicEngage Central	USD 0.00
Annual Recurring Services - Initial Term		USD 12,717.57	
Annual Recurring Services - (Subject to Uplift)		USD 12,717.57	

1. This renewal Statement of Work ("SOW") is between Village of Germantown ("Customer") and CivicPlus, LLC and shall be subject to the terms and conditions of the Master Services Agreement ("MSA") and the applicable Solutions and Products terms found at: www.civicplus.help/hc/p/legal-stuff (collectively, the "Terms and Conditions"). By signing this SOW, Customer expressly agrees to the Terms and Conditions throughout the Term of this SOW. The Terms and Conditions form the entire agreement between Customer and CivicPlus (collectively, referred to as the "Agreement"). The Parties agree the Agreement shall supersede and replace all prior agreements between the Parties with respect to the services provided by CivicPlus herein (the "Services").

2. This SOW shall remain in effect for an initial term starting at the Customer's next renewal date of 1/1/2024 and running for twelve months ("Initial Term"). In the event that neither party gives 60 days' notice to terminate prior to the end of the Initial Term, or any subsequent Renewal Term, this SOW will automatically renew for additional 1-year renewal terms ("Renewal Term"). The Initial Term and all Renewal Terms are collectively referred to as the "Term".

3. Unless terminated, Customer shall be invoiced for the Annual Recurring Services on each Renewal Date of each calendar year subject to an annual increase of 5% each Renewal Term.

Acceptance

By signing below, the parties are agreeing to be bound by the covenants and obligations specified in this SOW. For CivicPlus Billing Information, please visit <https://www.civicplus.com/verify/>.

IN WITNESS WHEREOF, the parties have caused this SOW to be executed by their duly authorized representatives as of the dates below.

Client

CivicPlus

By:

By:



Name:

Name:

Amy Vikander

Title:

Title:

Senior Vice President of Customer Success

Date:

Date:

BUSINESS OF THE VILLAGE BOARD

MEETING DATE: February 5, 2024

PLACEMENT: Action Item

ITEM TITLE: Application for an **ORIGINAL** "Class B" Fermented Malt Beverage and Intoxicating Liquor License for **FCH Germantown LLC**, N116W15841 Main St, d/b/a The Supper Club, Agent Shaun Bowe

SUBMITTED BY: Donna Cox, Village Clerk, Kasie Miller, Deputy Clerk

SUMMARY EXPLANATION:

On 01/02/2024, the Clerk's Office was in receipt of the attached Original Alcohol Beverage Application by FCH Germantown LLC – Trade Name: The Supper Club, located at N116W15841 Main St, Germantown WI. A background check was conducted by the Police Department and was approved on 01/03/2024.

The Clerk's Office has not yet received the surrender of the current 2023-2024 license held by Wolverine WI LLC.

ATTACHMENT:

1. New Original Application FCH Germantown - The Supper Club 02.1.24_Redacted

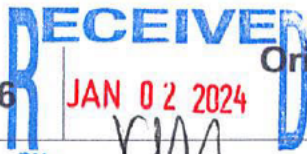
RECOMMENDATION:

Approval of the Application for an Original "Class B" Fermented Malt Beverage and Intoxicating Liquor License for FCH Germantown LLC contingent upon the surrendering of the 2023-2024 license currently held by Wolverine WI LLC.

ACTION BY Committee:

Form

AT-106

Original Alcohol Beverage
License Application

FOR CLERKS ONLY

Municipality

License Period

BY: CM
License(s) Requested

- ☐ Class "A" Beer \$ _____
 ☐ "Class A" Liquor \$ _____
- ☒ Class "B" Beer \$ 100.00
☒ "Class B" Liquor \$ 500.00
- ☐ "Class C" Wine \$ _____
 ☐ "Class A" Liquor (Cider Only) \$ _____
- ☐ Reserve "Class B" Liquor \$ _____
 ☐ "Class B" (Wine Only) Winery \$ _____

License Fees	\$ <u>600.00</u>
Publication Fee	\$20.00
Background Check	\$
Total Fees	\$

Part A: Premises/Business Information

1. Legal Business Name (registered entity name or individual's name if sole proprietorship)

FCH Germantown LLC

2. Trade Name or DBA

The Supper Club

3. Premises Address

N116W15841 Main St Germantown, WI 53022

4. County

Washington

5. Municipality

Germantown

6. Aldermanic District

7. Mailing Address (if different from premises address)

8. FEIN

9. Wisconsin Seller's Permit Number

10. Premises Phone

11. Premises Email

12. Entity Type (check one)

- ☐ Sole Proprietor
 ☐ Partnership
 ☒ Limited Liability Company
 ☐ Corporation
 ☐ Nonprofit Organization

13. Premises Description - Describe the building or buildings where alcohol beverages are to be sold and stored. Describe all rooms including living quarters, if used, for the sales, service, consumption, and/or storage of alcohol beverages and records. Alcohol beverages may be sold and stored ONLY on the premises described in this application. Attach additional sheets if necessary.

Stored in basement, main floor and 2nd floor. Served on main floor including attached deck.

basement cooler (outside of cooler)
main bar on 1st fl, kitchen area, dining area
2nd floor - southside of bldg - room w/a locked door
Receipts - 2nd floor in managers office at N116W15841 main st.

Part B: Questions

1. Have the partners, agent, or sole proprietor satisfied the responsible beverage server training requirement for this license period? Submit a copy of Responsible Beverage Server Training Course Certificate. ☒ Yes ☐ No
2. Does the applicant business or its partners, officers, directors, managing members, or agent hold a direct or indirect interest in any alcohol beverage wholesaler or producer (e.g., brewer, brewpub, winery, distillery)? ☐ Yes ☒ No
If yes, please explain using the space below. Attach additional sheets if necessary.

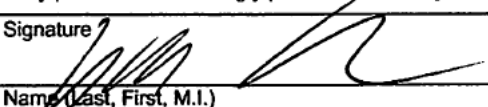
Receipt NO. _____

Part C: For Corporate/LLC Applicants Only		
1. State of Registration Wisconsin	2. Date of Registration 12/07/2023	
3. Is the applicant business owned by another corporation or LLC? If yes, please provide the name and FEIN of the parent company below, include parent company members in Part D, and attach Form AT-103 for all of the parent company's principal members, managers, officers, or directors ☐ Yes ☒ No		
Name of Parent Company	FEIN of Parent Company	
4. Does the parent company or any of its officers, directors, managing members, or agent hold any direct or indirect interest in any other alcohol beverage wholesaler or producer (e.g., brewer, brewpub, winery, distillery)? ☐ Yes ☒ No If yes, please explain using the space below. Attach additional sheets if necessary.		
5. Agent's Last Name Bowe	Agent's First Name Shaun	Phone [REDACTED]

Part D: Individual Information
A Supplemental Questionnaire, Form AT-103, must be completed and attached to this application for each person involved in the applicant business and any parent company as indicated in Part C. Persons in the applicant business include: sole proprietor, all officers, directors, and agent of a corporation or nonprofit organization, all partners of a partnership, and all managing members and agent of a limited liability company.

List the full name, title, and phone number for each person below. Attach additional sheets if necessary.

Last Name	First Name	Title	Phone
Bowe	Shaun	Member	[REDACTED]

Part E: Attestation			
Who must sign this application? • sole proprietor • one general partner of a partnership • one corporate officer • one managing member of an LLC			
READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I agree that I am acting solely on behalf of the applicant business and not on behalf of any other individual or entity seeking the license. Further, I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another individual or entity. I agree to operate this business according to the law, including but not limited to, purchasing alcohol beverages from state authorized wholesalers. I understand that lack of access to any portion of a licensed premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.			
Signature 	Date 12/29/2023		
Name (Last, First, M.I.) Bowe, Shaun, P			
Title Member	Email shaun@thestillerywi.com	Phone [REDACTED]	

Part F: For Clerk Use Only		
Date application was filed with clerk 1-2-2024	Date reported to governing body	Date provisional license issued (if applicable)
Date license granted	License number	Date license issued
Signature of Clerk/Deputy Clerk		

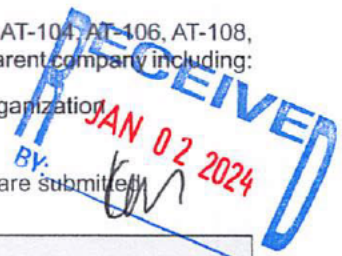
Alcohol Beverage License Application
Supplemental Questionnaire

Date

This form must be submitted to the municipal clerk, and be accompanied by one or more of the following forms: AT-104, AT-106, AT-108, AT-115, or AT-200. One Form AT-103 must be completed by each person involved in the applicant business or parent company including:

- sole proprietor
- all officers, directors, and agent of a corporation or nonprofit organization
- all partners of a partnership
- managing members and agent of a limited liability company

Your alcohol beverage application or renewal is not complete until all required Supplemental Questionnaires are submitted.

**Part A: Premises/Business Information**

1. Registered Entity Name (or individual name if sole proprietor)

FCH Germantown LLC

2. Trade Name or DBA

The Supper Club

3. Entity Type (check one)

☐ Sole Proprietor☐ Partnership☒ Limited Liability Company☐ Corporation☐ Nonprofit Organization**Part B: Individual Information**

1. Name (Last, First, M.I.)

Bowe, Shaun, P

2. Relationship to Registered Entity (Title)

Member

3. Email

shaun@thestillerywi.com

4. Phone

5. Home Address

6. City

7. State

WI

8. Zip Code

9. Date of Birth

10. Drivers License/State ID Number

11. Drivers License/State ID State of Issuance

Part C: Address History

List in chronological order your last two residence addresses within the last 5 years.

Previous Address 1

SAME AS ABOVE

Previous City, State, Zip

Dates (MM/YYYY - MM/YYYY)

Previous Address 2

Previous City, State, Zip

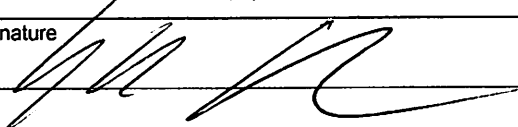
Dates (MM/YYYY - MM/YYYY)

Part D: Employment History

List in chronological order your last two employers within the last 5 years.

Part E: Criminal History	
1. Have you ever been convicted of any offenses (other than traffic offenses unrelated to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or of any county or municipal ordinances? ☐ Yes ☒ No If yes to question 1, please list details of each conviction below. Attach additional sheets as needed.	
Law/Ordinance Violated	Trial Date
Penalty Imposed	Was sentence completed? ☐ Yes ☐ No
Law/Ordinance Violated	Trial Date
Penalty Imposed	Was sentence completed? ☐ Yes ☐ No
2. Are charges for any offenses currently pending against you (other than traffic offenses unrelated to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or any county or municipal ordinances? ☐ Yes ☒ No If yes to question 2, describe nature and status of pending charges using the space below. Attach additional sheets as needed.	

Part F: Questions		
1. Have you lived in any state other than Wisconsin as an adult? If yes, please list them in the space below. If no, continue to question 2. ☒ Yes ☐ No Minnesota		
2. How long have you continuously lived in Wisconsin prior to the date of application?	Years 18	Months 0
3. Do you hold a direct or indirect interest in any alcohol beverage wholesaler or producer (e.g. brewer, brewpub, winery, distillery)? If yes, please explain using the space below. Attach additional sheets as needed. ☐ Yes ☒ No		

Part G: Attestation	
READ CAREFULLY BEFORE SIGNING: I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.	
Signature 	Date 12/29/23

Schedule for Appointment of Agent by Corporation / Nonprofit Organization or Limited Liability Company

Submit to municipal clerk.

All corporations/organizations or limited liability companies applying for a license to sell fermented malt beverages and/or intoxicating liquor must appoint an agent. The following questions must be answered by the agent. The appointment must be signed by an officer of the corporation/organization or one member/manager of a limited liability company and the recommendation made by the proper local official.

To the governing body of: ☐ Town
☒ Village of Germantown County of Washington
☐ City

The undersigned duly authorized officer/member/manager of FCH Germantown LLC
(Registered Name of Corporation / Organization or Limited Liability Company)

a corporation/organization or limited liability company making application for an alcohol beverage license for a premises known as
THE Supper Club

(Trade Name)

located at N116W15841 Main St, Germantown, WI 53022

appoints Shaun Bowe
(Name of Appointed Agent)

(Home Address of Appointed Agent)

to act for the corporation/organization/limited liability company with full authority and control of the premises and of all business relative to alcohol beverages conducted therein. Is applicant agent presently acting in that capacity or requesting approval for any corporation/organization/limited liability company having or applying for a beer and/or liquor license for any other location in Wisconsin?

☒ Yes ☐ No If so, indicate the corporate name(s)/limited liability company(ies) and municipality(ies).
FCH LLC - Town of Germantown, FCH Grafton - Village of Grafton, FCH LLC ^{Germantown}

Is applicant agent subject to completion of the responsible beverage server training course? ☒ Yes ☐ No

How long immediately prior to making this application has the applicant agent resided continuously in Wisconsin? 19 years

Place of residence last year [REDACTED]

For: FCH Germantown LLC
(Name of Corporation / Organization / Limited Liability Company)

By: [Signature]
(Signature of Officer / Member / Manager)

Any person who knowingly provides materially false information in an application for a license may be required to forfeit not more than \$1,000.

ACCEPTANCE BY AGENT

I, Shaun Bowe, hereby accept this appointment as agent for the
(Print / Type Agent's Name)

corporation/organization/limited liability company and assume full responsibility for the conduct of all business relative to alcohol beverages conducted on the premises for the corporation/organization/limited liability company.

[Signature] 12-29-23
(Signature of Agent) (Date)

Agent's age 45

Date of birth [REDACTED]

APPROVAL OF AGENT BY MUNICIPAL AUTHORITY (Clerk cannot sign on behalf of Municipal Official)

I hereby certify that I have checked municipal and state criminal records. To the best of my knowledge, with the available information, the character, record and reputation are satisfactory and I have no objection to the agent appointed.

Approved on _____ by _____ Title _____
(Date) (Signature of Proper Local Official) (Town Chair, Village President, Police Chief)

BUSINESS OF THE VILLAGE BOARD

MEETING DATE: February 5, 2024

PLACEMENT: Action Item

ITEM TITLE: Temporary Outside Premise Extension Application - Petitioner,
Shaun Bowe (FCH Germantown, LLC) for the property located at
N116W15863 Main Street.

SUBMITTED BY:

SUMMARY EXPLANATION:

ATTACHMENT:

1. FCH
2. Outside Premise Extension Policy & Procedure
3. Special VB Meeting Minutes 08.2017

RECOMMENDATION:

ACTION BY Committee:



N112 W17001 Mequon Road
Germantown, WI 53022
Clerk's Office: 262-250-4740

Date of Event: _____

Clear Form

TEMPORARY OUTSIDE PREMISE EXTENSION APPLICATION
Application for Amendment of Class "B" Fermented Malt Beverage
& "Class B" Intoxicating Liquor License Outside Premise Extension

Filling out your application

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

Review of your application

- The Village of Germantown Police Department and Fire Department will review your application and give a recommendation to the Public Safety Committee and Village Board.

OUTSIDE PREMISE EXTENSION FEES

☐	Temporary Premise Extension	\$25
	Total:	<i>25</i>

IF YOUR APPLICATION SHOULD BE DENIED BY THE VILLAGE BOARD, THE FEES ARE NON-REFUNDABLE.

Paid w/ the Supper club Application

Name of Licensed Premise <i>FCH GERMANTOWN LLC</i>			
Street Address of Licensed Premise <i>N116 W15863 MAIN ST</i>		City <i>GERMANTOWN</i>	State <i>WI</i>
Person in Charge of Event <i>SHAUN BOWE</i>		Phone <i>[REDACTED]</i>	Zip <i>53022</i>
Email Address <i>SHAUN@THESTILLERYWI.COM</i>		Date of Birth <i>[REDACTED]</i>	
Purpose for Requesting the Outside Extension <i>OUTDOOR BEER GARDEN</i>		Dates and Times of Event (Municipal Code limits time to 10:00pm) <i>YEAR ROUND 11AM-10PM</i>	
Describe the area of outside extension (INCLUDE A DETAILED DRAWING OF THE AREA with dimensions) <i>OUTSIDE FENCED IN EXISTING BEER GARDEN APPROXIMATELY 110' x 75'</i>			

I hereby certify that the answers on this application are complete, true and correct to the best of my knowledge and belief and make application for a Temporary Extension of Premise in the Village of Germantown, Wisconsin, subject to the provisions and limitations of Wisconsin Statutes and Germantown Municipal Code, and hereby agree to comply with all laws, resolutions, ordinances, and regulations affecting said activity, if a license be granted to me.

[Signature] *12-14-23*
Applicant Signature Date

For Office Use Only:

Date: _____ Initials: _____ Amount Paid: _____ Date 300' Notices Mailed Out: _____ Village Board Approval Date: _____
Police Chief Date Notified _____ Police Dept: _____ Approve or _____ Deny (Attach basis for denial). Police Chief or Designee Approval: _____ Date: _____
Fire Chief Date Notified _____ Fire Dept: _____ Approve or _____ Deny (Attach basis for denial). Fire Chief or Designee Approval: _____ Date: _____
Public Safety Meeting Date _____ Approved/Denied (Circle One) Village Board Meeting Date _____ Approved/Denied (Circle One)
License Number: _____ Date Effective _____ Village Clerk Approval: _____

OUTSIDE PREMISES EXTENSIONS FOR EVENTS

POLICY & PROCEDURE

1. Requests for outside premises extensions shall be made in writing to the Village Clerk and shall identify the date, time and description of area to be used. If application is made with the renewal of a "Class B" Fermented Malt Beverage and Intoxicating Liquor License, the outside premises description shall be accurately described and included in the legal description of the licensed premises.
2. A drawing accurately describing the location of the outside premises shall be attached to the application. *Such description shall include the dimensions and access point of the outside premises. If this is a permanent outside extension, site plan approval is required from the Plan Commission. Contact the Village Planner for an application form and required information.*
3. No alcoholic beverage shall be served or consumed and no amplified sound or outdoor lighting, other than customary safety and security lighting, shall be permitted within an outdoor licensed premises between the hours of 10:00 p.m. and 8:00 a.m. unless as otherwise authorized by the Village Board at the time of license issuance ***subject to such conditions found to be necessary to minimize the impact of such use upon surrounding properties including limiting the dates and times of operation and requiring technologically reasonable steps to minimize noise and other impacts.***
4. All applications shall be referred to the Police Chief and Fire Chief for review and recommendation.
5. All property owners within 300 feet of the proposed outside premises shall be notified of the pendency of application and the date, time and location, when the request will be considered by the Public Safety Committee. This shall be done by first class mail, approximately 10 days prior to the scheduled meeting *for original applications only (not required for renewal applications).*
6. The Public Safety Committee shall review the request, consider the recommendations of the Police and Fire Chiefs and make a recommendation to the Village Board regarding issuance.
7. It is preferred, but not required that access to the outside premises shall be from the interior of the licensed premises. There may be a fire exit in the outside premises, but may not allow for access from the outside.
8. Fencing of the outside premises shall be considered on a case by case basis.
9. **A \$25.00 processing fee will be charged for each application to amend an already approved licensed premises.** This fee is charged to defray the cost of review, notification of adjacent property owners, and re-issuance of the license. This fee does NOT apply to outside premises extensions requested at the time of annual renewal of the license.

03/21/96
09/17/01 revised
09/21/09 revised
5/6/13 revised (Requirement of 300' mailings; See 5/6/13 Public Safety Committee Minutes)
8/2/2017 revised

G:\Clerk\Forms\Outside Premises Extension

VILLAGE OF GERMANTOWN
VILLAGE BOARD SPECIAL MEETING MINUTES
August 28, 2017

CALL TO ORDER: The meeting was called to order at 5:33 p.m. by President Wolter.

ROLL CALL: President Wolter and Trustees Baum, Hughes, Kaminski, Miller, Warren and Zabel were present. Trustee Campbell and Myers were absent. Also present: Attorney Sajdak, Public Works Director/Interim Administrator Ratayczak and Deputy Clerk Strebe

OLD BUSINESS:

- A. Request For Approval of Outside Premises Extension Application For The "Class B" License For WI Bier Stube, LLC, N116 W15863 Main St., Charles B Hastings, Agent. Trustee Miller, recused as family member employed by Bier Stube. **MOTION (Baum/Kaminski) to approve Outside Premises Extension for WI Bier Stube as presented.** Trustee Baum asked for clarification on reading of final ordinance. Attorney Sajdak read final adopted version. Trustee Baum stated in favor of new ordinance, but not for this location; too close to residential property. Trustee Zabel asked for resident input. Trustee Kaminski noted business has been there for decades; developing area as business district. One-hour extension request, German music, not rock bands, should not make a difference; asked for business owner and resident input. Request falls within ordinance; If issues present, provisions allow for permit to be revoked. Issues called on by Police regarding this property relate to noise and generally to one owner. Trustee Baum noted history of property started as restaurant then grew. Trustee Kaminski noted valuable to Village to have thriving, successful business in designated entertainment district. Owner offered to purchase residential property to make things work and is a good business constituent; residents enjoy the restaurant. Trustee Baum indicated business will still thrive if only allowed until 10:00 p.m. President Wolter noted Board can consider additional conditions/provisions can be placed on Outdoor Premises Extension, such as hours music allowed or days of week for extended hours, with provisions of noise ordinance. Trustee Baum noted the season beer garden used is same season of open windows. Trustee Kaminski stated noise expected when living next to business. Trustee Hughes noted business is more a bar than restaurant; neighbors didn't have problem with previous restaurant owner; is residential area; people have right to go to bed peacefully. Trustee Warren questioned how significant is additional hour from business perspective and from home owner prospective. Noise no different between music and crowd, still a distraction. Carrie Schuster, N116 W15909 Main St, house next to Bier Stube; lived there 45 years, no problems until last 4 years; July a bad month; large outside speakers, play music all hours of night. Police Officers in house and on property line, agree music is loud and warnings issued. Felt threatened by business owner's statements; not running neighborly business; years of attending meetings, no compromise to resolve problem. No follow through on offer to purchase property. Enjoy some music but too loud; vibrates house. No issue with request for extension to 11:00 p.m. if no music after 9:00 p.m. Police called, music played until after 11:00 p.m. Mr. Hastings, owner of Bier Stube, noted investment in business and entertainment district; fears of turning into a Gehl's parking lot if not attracting businesses. Stated Zillow report listed property at \$150,000, offered \$185,000, owner wanted \$350,000. Outside speakers face away from residential property; stopped live music at 8:00 p.m. Ticket issued was deleted. Asked for special meeting with Village President, Police Chief and Village Administrator twice to resolve issues. Feels harassed through Police Department.

OLD BUSINESS-continued:

Clarified meaning of perceived threatening comment/gesture. Proposal to end live music at 9:00 p.m.; 9:00 p.m.-10:30 p.m. low volume German music; 10:30 p.m.-11:00 p.m., no music. Built fence to discourage patrons from going on residential property. Mr. Schuster will run lawn mower, park next to fence until run out of gas. Neighbors played music over business music. Village plan to make business district; supports charities, provides great place for patrons; thriving business will attract other businesses. Brian Gallitz, 3295 Conestoga Trail, Richfield Wi, patron of Bier Stube; perspective on expansive beer garden; more ambient noise. Village allowed expansion and entertainment district; don't cut purse strings off business. Study done by UWM, need more businesses to survive as entertainment district. Mr. Schuster, N116 W15909 Main St, next to Bier Stube; house on tax roll as \$200,000, offer was \$158,000. Music metered, turned on own music same level as business. Live music with base speakers, vibrates house. Chaz Hastings, rebuttal of comment; not fire sale, million dollar investment. Meters not accurate; air conditioner is louder than decibels allowed. Les Brummer, W167 N10533, Bridle Path, Germantown, Bier Stube patron, construction company owner; real estate agent for property, did construction on business; thriving villages, enact visions; provide employment for Village. Located in business district; offer to purchase based on market survey, offer 15%-20% over market. Disservice to patron hosting parties/events when have to end at 9:00 p.m.; no fights or police calls. Barley Pop construction, anticipation of new units/tenants. Need foresight, business will go to surrounding communities. Steven A Bailey, W163 N11019 Briarcliff Ct.; now have authentic German restaurant; locals, regional and international people enjoy the business; passion to make it what it is. Owner of N107 W16437 Creek Terrace; patron of Bier Stube, supports local businesses; don't want to lose good investors and community supporters. Small business owner, takes clients to Bier Stube; German music, not wild and crazy; no fights. Ability to enjoy weather; perfect example of authentic German Heritage, a little Munich. Sam Schneider, W164 N10960 Squire Dr., Germantown resident for 35 years, patron of Bier Stube, involved in Mia Fest, Oktoberfest, and Dheinsville; born in Germany, keep ethnic interest going. Affects only a neighbor or two. Brings business into Village; decision in favor of Bier Stube. Kevin Bork, N86 W17988 Holy Hill Rd, patron of Bier Stube; investment, beer garden expansion and renovations, very authentic; great addition to Germantown. Should compromise with neighbor with seasonal hours; would like extended summer hours on weekends. Carrie Schuster stated not trying to drive out of business. President Wolter noted noise level has to fit within noise ordinance. Trustee Baum asked what would be a reasonable compromise. Terms agreed upon by business owner and residential property owner: **MOTION (Baum/Kaminski) to amend original motion to include the following terms: Friday & Saturday, live music ends at 9:00 p.m., allow radio music until 10:00 p.m. at agreed volume, stay outside until 11:00 p.m. serving beer and food. Sunday – Thursday, music off at 9:00 p.m., outside premises closes at 10:00 p.m. One Thursday a month, allow extended outside premises hours until 11:00 p.m., with live music ending at 9:00 p.m. and low volume radio music until 10:00 p.m., carried.** Trustee Zabel requested clarification from Village Attorney on use of decibel meters and officers' ability to issue citation if noise is greater than ambient noise. Trustee Warren asked for volume setting of 'agreed to level'. Mr. Hastings stated low background music. **Carried 7 - 0.**

BUSINESS OF THE VILLAGE BOARD

MEETING DATE: February 5, 2024

PLACEMENT: Action Item

ITEM TITLE: Temporary Outside Premise Extension Application - Petitioner,
Shaun Bowe (FCH Germantown, LLC) for the property located at
N116W15841 Main St.

SUBMITTED BY:

SUMMARY EXPLANATION:

ATTACHMENT:

1. FCH 2

RECOMMENDATION:

ACTION BY Committee:

TEMPORARY OUTSIDE PREMISE EXTENSION APPLICATION
Application for Amendment of Class "B" Fermented Malt Beverage
& "Class B" Intoxicating Liquor License Outside Premise Extension

Filling out your application

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

Review of your application

- The Village of Germantown Police Department and Fire Department will review your application and give a recommendation to the Public Safety Committee and Village Board.

OUTSIDE PREMISE EXTENSION FEES

☐	Temporary Premise Extension	\$25
	Total:	25

IF YOUR APPLICATION SHOULD BE DENIED BY THE VILLAGE BOARD, THE FEES ARE NON-REFUNDABLE.

Name of Licensed Premise FCH GERMAN TOWN LLC			
Street Address of Licensed Premise W N116W15841 MAIN ST		City GERMAN TOWN	State WI
Person in Charge of Event SHAUN BOWE		Phone [REDACTED]	Zip 53022
Email Address SHAUN@THESTILLERYWI.COM		Dates and Times of Event (Municipal Code limits time to 10:00pm) ALL YEAR	
Purpose for Requesting the Outside Extension OUTDOOR PATIO			
Describe the area of outside extension (INCLUDE A DETAILED DRAWING OF THE AREA with dimensions) PATIO ATTACHED ON SOUTH SIDE OF BUILDING			

I hereby certify that the answers on this application are complete, true and correct to the best of my knowledge and belief and make application for a Temporary Extension of Premise in the Village of Germantown, Wisconsin, subject to the provisions and limitations of Wisconsin Statutes and Germantown Municipal Code, and hereby agree to comply with all laws, resolutions, ordinances and regulations, affecting said activity, if a license be granted to me.

Applicant Signature: _____ Date: 1-2-24

For Office Use Only:

Date: _____ Initials: _____ Amount Paid: _____ Date 300' Notices Mailed Out: _____ Village Board Approval Date: _____
Police Chief Date Notified _____ Police Dept: _____ Approve or _____ Deny (Attach basis for denial). Police Chief or Designee Approval: _____ Date: _____
Fire Chief Date Notified _____ Fire Dept: _____ Approve or _____ Deny (Attach basis for denial). Fire Chief or Designee Approval: _____ Date: _____
Public Safety Meeting Date _____ Approved/Denied (Circle One) Village Board Meeting Date _____ Approved/Denied (Circle One)
License Number: _____ Date Effective _____ Village Clerk Approval: _____

Receipt No. _____

BUSINESS OF THE VILLAGE BOARD

MEETING DATE: February 5, 2024

PLACEMENT: Action Item

ITEM TITLE: Lease Agreement between the Village of Germantown and the Jr.
Warhawks Baseball Program

SUBMITTED BY:

SUMMARY EXPLANATION:

ATTACHMENT:

1. Letter to Board 2024 Jr. Warhawks Lease Agreement
2. Jr Warhawks agreement

RECOMMENDATION:

ACTION BY Committee:



Germantown Park and Recreation Department

N112W17001 Mequon Rd

P.O. Box 337

Germantown, Wisconsin 53022-0337

(262)250-4710 Fax (262)255-2920

Information Line (262)250-4711

Meeting Date: February 4, 2024
To: Village Trustees
From: Gil Standridge, Park and Recreation Director
RE: New Lease Agreement Jr. Warhawks Baseball

The Junior Warhawks two-year Baseball Lease Agreement between the Village of Germantown and the Jr. Warhawks Baseball expired December 31st 2023.

There has not been an increase in the cost in the last two lease agreements, a four year period.

Due to increase in field maintenance costs, I requested from the Parks and Recreation Commission after consulting with the Jr. Warhawks Board, to increase the fee for the Jr. Warhawks Baseball to use Kinderberg, Friedenfeld, Freidstadt and Haupt Strasse Parks baseball fields, from \$3,000 to \$4,000 per year for 2024 and 2025 calendar years.

The fee increase is based on \$20.00 per player cost. This cost of \$20.00/player is the same agreement I have with Warhawks Football and Soccer programs.

The Parks and Recreation Commission voted to approve this increase at the January Parks and Recreation Commission meeting.

All other language in the lease agreement is the same as past agreements. No other changes were necessary nor requested from the Jr. Warhawks Baseball program.

I am requesting that the Board pass the fee increase that will begin with the 2024 Baseball season and end at the end of December 2025.

Thanks in advance for your consideration.

Regards,

Gil Standridge
Parks and Recreation Director
Village of Germantown

FACILITY USAGE AGREEMENT

This Agreement entered into as of the date specified below by and between the **VILLAGE OF GERMANTOWN**, Washington County, Wisconsin (the "Village") and the **GERMANTOWN JUNIOR WARHAWKS**, Germantown, Wisconsin (the "User").

In consideration of the mutual obligations, undertakings, promises and covenants set forth herein, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. **USAGE OF FIELD:** The Village hereby agrees to allow the User to utilize one (1) field at Firemen's Park (Freistadt Field), one (1) field at Kinderberg Park, one (1) field at Haupt Strasse Park, and one (1) field at Friedenfeld Park (see appendix A) for games and practices (the "Premises").
2. **RIGHT OF USAGE:** The village's Parks & Recreation Department shall be responsible for scheduling the various sport fields located at Freistadt Field, Kinderberg Park, Haupt Strasse Park, and Friedenfeld Park, and will have priority in usage of the fields. The user will be allowed non-exclusive use of the fields for baseball and softball games and practices during their season (April – July). The Village reserves the right to close the fields at any time for routine or preventative maintenance, poor or unsafe conditions and/or at other times when deemed in the best interest of the Village. The fields may be utilized by the Village, in its sole discretion, for baseball or softball practices as well as other recreational uses, including without limitation, use by other applicants, associations, or teams.
3. **REPAIRS:** User agrees that any repairs that need to be completed to the Premises resulting from user's use thereof shall be the sole responsibility of the User, provided that Village may, in its sole discretion, choose to complete any repair work on its own and invoice User for the cost thereof. Such invoice shall be paid within 60 days of its issuance.
4. **TERMS:** The term of this agreement is two (2) years and shall commence **January 1, 2024 and terminate on December 31, 2025** unless terminated or renewed in accordance with this agreement.
5. **IMPROVEMENTS:** It is understood and agreed that the Premises will be used by the User for games, practices, storage, and related lawful uses. The User may, at its own expense, construct and install improvements and equipment on the Premises to carry out its purposes and use thereof, provided that such work and equipment shall first be approved by the Village. Approvals are required by the Park and Recreation Director, Park and Recreation Commission, Building Inspection and possibly Planning Commission and Village Board depending on project and improvements. Any permanent structures or improvements installed by User shall become property of the Village, while any non permanent improvements shall remain property of the User.
6. **FEES:** User will pay the village a lump sum fee of **\$4,000 annually**. The fee will be deposited in a non-reverting and non-lapsing fund to be used for preventative and routine maintenance and /or improvements at the Village's discretion. The village will also charge the user for products (i.e., chalk, diamond dry, surface, etc) used for their activity. Routine maintenance shall be performed according to the schedule outlined in Appendix B.
7. **SPONSORSHIP:** The village reserves and retains all naming rights and all rights and privileges for sponsorships, advertising and promotions. In the event that this agreement relates to the scheduling of a

tournament, camp or clinic, the User shall provide the Village with written notice of any event sponsors, including the name of the sponsors and other information that may be requested by the Village. Event sponsorships will be permitted unless such sponsorship conflicts with any other Village Sponsorships.

8. **ASSIGNMENT AND SUBLETTING:** User may not assign this agreement or the usage of the premises, or any part thereof, to any other organization.
9. **COMPLIANCE WITH LAW:** User shall maintain the playing facility and comply with the highest safety standards set forth by the User's governing body. Except as otherwise provided for within this agreement and those changes undertaken at User's discretion subject to the terms herein, User shall not be required to make any alterations, additions or improvements to the premises.
10. **LIABILITY:** User, on behalf of itself and its affiliates, successors, heirs, and assigns, hereby releases and holds the Village, and its officers, employees, representatives and agents harmless from any and all liability of any kind or nature occasioned by any act or omission within or on the Premises. User further agrees to keep in full force and effect during the term of this agreement, a public liability insurance policy, written and issued by a responsible insurance company acceptable to the Village, insuring itself and the Village against injury to property, person, or loss of life arising out of the use and occupancy of the demised premises, with limits of at least \$100,000 property damage, \$500,000 for one person, and \$1,000,000 for any number of persons injured or killed by any one accident, and shall furnish the Village adequate and written evidence of such coverage annually.
11. **AMENDMENT AND DEFAULT:** This Agreement may be amended at any time upon the mutual written agreement of the parties. This Agreement may be terminated in the event of the default of any of the terms and conditions set forth herein provided that User has failed to correct such default following 30 days written notice by the Village to the User.

Entered into this ____ day of _____

VILLAGE OF GERMANTOWN

GERMANTOWN JUNIOR WARHAWKS

Village President

President

Village Clerk

Secretary

Parks & Recreation Director

Treasurer

BUSINESS OF THE VILLAGE BOARD

MEETING DATE: February 5, 2024

PLACEMENT: Action Item

ITEM TITLE: Request of Funds for Seminars, Meetings, and Travel by Trustee
Jan Miller

SUBMITTED BY: Jan Miller, Trustee

SUMMARY EXPLANATION:

Requesting funds from the Village in the amount of \$200 to attend the Ehlers Financial Seminar being held on February 15, 2024.

ATTACHMENT:

1. Village-Board-Agenda-Item-Request-Form- 2024 Seminar - 1.31.2024

RECOMMENDATION:

ACTION BY Committee:

VILLAGE BOARD
AGENDA ITEM REQUEST FORM

I, Trustee _____ hereby request that the following items(s)
be placed on the next agenda of the Village Board for consideration and action:

ITEM REQUESTED:

DISCUSSION/REASON:

Dated the _____ day of _____, 20____

Signature of Trustee 1

Signature of Trustee 2

Received: _____

By: _____

BUSINESS OF THE VILLAGE BOARD

MEETING DATE: February 5, 2024

PLACEMENT: Action Item

ITEM TITLE: Engagement of Godfrey & Kahn as environmental counsel with respect to the property located at N116W15843 Main Street

SUBMITTED BY:

SUMMARY EXPLANATION:

ATTACHMENT:

1. Village of Germantown Engagement Letter (2 1 2024)

RECOMMENDATION:

ACTION BY Committee:

BUSINESS OF THE VILLAGE BOARD

MEETING DATE: February 5, 2024

PLACEMENT: Action Item

ITEM TITLE: Impact Fee Claim of Heritage Place Joint Venture, LLC. The Village Board may convene into Closed Session per Wis Statute 19.85(1)(g) for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved, and then may reconvene into open session to take such action as it deems appropriate.

SUBMITTED BY:

SUMMARY EXPLANATION:

ATTACHMENT:

1. Brief For Appeal Hearing (2023-12-14) rcp 4873-2066-8055 v.1 4853-8199-0039 v.1

RECOMMENDATION:

ACTION BY Committee:

BUSINESS OF THE VILLAGE BOARD

MEETING DATE: February 5, 2024

PLACEMENT: Action Item

ITEM TITLE: Administrator 2024 Performance Goals Update. The Village Board May Enter into Closed Session per Wis. Stat. § 19.85(1)(c) for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, and then may reconvene into open session to take such action as it deems appropriate.

SUBMITTED BY:

SUMMARY EXPLANATION:

ATTACHMENT:

RECOMMENDATION:

ACTION BY Committee: