

MEETING: REGULAR MEETING OF THE VILLAGE BOARD
DATE & TIME: Monday, February 19, 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 746 8900 Password: RGfHMePh684 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=mbac09c1bf900c82b3d4fd86d044402dc>

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/UCOYp0EgELzTCa9X_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. **COMMENDATIONS**
- VII. **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.)*
- VIII. **CONSENT AGENDA:**
 - A. Open PO to replace hydrants, valves, water service repairs and water main breaks in 2024
 - B. Contract Award - Tower 3 Rehab Construction and Grant Administration
 - C. Contract Award - 2024 Water Main Relay Project Design
 - D. 2024 Tar & Mastic Purchase
 - E. Creation of Sergeant Position
 - F. 2024 Center and Edge-Line Striping
 - G. 2024 Fire Department Interior Painting Project
- IX. **UNFINISHED BUSINESS**
- X. **PUBLIC HEARINGS:**
- XI. **NEW BUSINESS:**

- A. Village of Germantown - Ownership Transfer of a 51.6-ac Parcel (GTNV 182-985) from the Milwaukee Metropolitan Sewerage District (MMSD) for Trail System and Open Space Conservation. (ACTION)
- B. Proposed Infrastructure Improvement Projects around GBP, Truck Country and TID's 7 & 8
- C. Discussion on Public Safety Building Needs Assessment RFP
- D. 2023 Germantown Community Library Report
- E. 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.

XII. 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.

BUSINESS OF THE VILLAGE BOARD

MEETING DATE: February 19, 2024

PLACEMENT: Action Item

ITEM TITLE: Open PO to replace hydrants, valves, water service repairs and water main breaks in 2024

SUBMITTED BY: Paul Haugen, Water Superintendent

SUMMARY EXPLANATION:

The Water Utility is requesting an open PO on a time and material basis for hydrant replacements, water main and water lateral repairs, gate valve repairs and hardscape restoration. This is an ongoing replacement program and emergency repairs as they come and as we identify old and malfunctioning water infrastructure. This would also include resupply of underground materials.

ATTACHMENT:

RECOMMENDATION:

Staff recommends authorizing water utility staff to:

- Hire as needed contract services for the replacement of hydrants, lead, valve assembly and hardscape restoration not to exceed \$215,000.00 from account #50642000-531730 and account #50000000-182330
- Hire as needed contract services for water lateral repair and hardscape restoration not to exceed \$50,000.00 from account #50642000-531770.
- Hire as needed contract services for the repair of water mains, gate valve repair and hardscape restoration not to exceed \$150,000.00 from account #50642000-553000 and #50000000-182480

ACTION BY Committee:

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

BUSINESS OF THE VILLAGE BOARD

MEETING DATE: February 19, 2024

PLACEMENT: Action Item

ITEM TITLE: Contract Award - Tower 3 Rehab Construction and Grant Administration

SUBMITTED BY: Paul Haugen, Water Superintendent

SUMMARY EXPLANATION:

The scope of services for the Tower #3 Rehab Construction Administration & Closeout include:

- b. Issue Notice to Proceed 3–5 hours
- c. Coordinate & Attend pre-construction meeting 8–12 hours
- d. Review of shop drawings/submittals 16–20 hours
- e. Issuing change orders and work change directives 12–16 hours
- f. Review pay applications 10–14 hours
- g. DNR correspondence, follow-up, and updates 5–7 hours
- h. Site inspection & office documentation (Foth, 8 half-day trips) 55–65 hours
- i. RFI's, issue resolution, allowance dollars coordination 12-16
- j. Process final pay request and closeout documentation 10–14 hours
- k. Organize/coordinate O&M manuals on any new equipment 8–10 hours
- l. Attend start-up 8–12 hours
- m. Coordination owner training 3–5 hours
- n. Assist in coordinating follow-up inspections per contract documents 6–10 hours
- o. DNR SDWLP Draft application:
 - 1. Loan application preparation and submittal 50–60 hours
 - 2. DNR questions and correspondence 8–12 hours
 - 3. DNR requested follow-up items 6–8 hours
 - 4. Preparation and submittal of loan closing documents 70–80 hours
 - 5. Agency coordination 12–16 hours
- p. DNR SDWLP administration:
 - 1. Review of pay application adherence to loan requirements 8–12 hours
 - 2. Review of weekly payrolls and Davis-Bacon compliance 32–48 hours
 - 3. Coordination with DNR on change orders 16–24 hours
 - 4. Loan closeout at completion 36–40 hours
- q. Jim Orr Inspections (subcontractor to Foth, Paul's preferred inspector) – pre-construction meeting, site visits and inspections (43 total), and 1-year warranty inspection total \$63,000

ATTACHMENT:

1. Addendum 2_Water Tower No 3 Rehab_remain CONST and
LOAN_Foth_Germantown_Eng_Jan 2024

RECOMMENDATION:

Staff recommends approval of the Foth contract services agreement in the amount not to exceed \$147,000.

Funds will be used from account #50000000-182170 until reimbursement from the DNR Safe drinking water loan program.

ACTION BY Committee:

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

Project Title:	Water Tower No. 3 – Painting & Improvements	FOTH Project Number:	22G100.00
		CLIENT Project Number: (If applicable)	n/a

This Addendum (in addition to and subject to the conditions contained in the Agreement for Services dated **June 22, 2023**), (hereinafter "Addendum"), is made and entered into **29th** day of **January, 2024** by and between **FOTH INFRASTRUCTURE & ENVIRONMENT, LLC**, (hereinafter "Consultant") and **Village of Germantown**, (hereinafter "Client"), for the services described under the Scope of Services (the "Services").

CLIENT:	Village of Germantown – Water Utility		
Address:	PO Box 337, N122W17177 Fond du Lac Ave., Germantown, WI 53022		
Phone No:	262-253-8254	Email Address:	phaugen@germantownwi.gov

Scope of Services: Client hereby agrees to retain Consultant to perform the following Services:

Construction Administration & Closeout

- ~~Preparation of Contract Documents and distribution to Contractor~~ (included in Addendum 1)
- Issue Notice to Proceed
- Coordinate & Attend pre-construction meeting
- Review of shop drawings/submittals
- DNR correspondence, follow-up, and updates
- Issuing change orders and work change directives (if needed)
- Review pay applications
- Site Inspection includes:
 - Coordination with Jim Orr inspections
 - On-site weld inspections (1 Jim Orr site trip estimated for completed welding only)
 - On-site coatings inspections (42 Jim Orr site trips estimated)
 - ROV/Drone Warranty inspection
 - On-site project meetings and non-weld/coatings inspections of auxiliary improvements (8 Foth site trips estimated, 4 hours on-site each trip)
- RFI's, issue resolution, allowance dollars coordination
- Process final pay request and closeout documentation
- Organize/coordinate O&M manuals on any new equipment:
 - 1 hard copy
 - 1 .pdf copy
- Attend start-up
- Coordinate Owner training (if needed)
- Assist in coordinating follow-up inspection(s) per contract documents

DNR SDWLP Safe Drinking Water Loan Program

- Application
 - Loan application preparation and submittal (pre-review with Village)
 - DNR questions and correspondence
 - DNR requested follow-up items
 - Preparation and submittal of loan close documents
 - Agency coordination
- Administration
 - Review of pay application adherence to loan requirements
 - Review of weekly payrolls and Davis-Bacon compliance
 - Coordination with DNR on change orders
 - Loan closeout at completion

Schedule: Services shall be performed according to the following schedule:

Construction Administration & Closeout: to occur throughout 2024, per project schedule in Bid Documents.

DNR Loan: Application to be submitted by June 2024 deadline. Administration to occur per DNR's timeframe.

Compensation: In consideration of these Services, the Client agrees to pay Consultant compensation as follows:

☐ Lump-Sum in the amount of \$.00

☐ Unit Cost/Time Charges (Standard Rates) with a total amount not-to-exceed \$.00

☐ Unit Cost/Time Charges (Standard Rates) for an estimated cost of \$.00

☒ Other as stated here: Billed hourly per standard year rates, see Exhibit A. Additional estimated Level of Effort for the above scope:

Construction Administration & Closeout: \$96,400 - \$100,100

DNR Loan: \$45,000 - \$47,000

Total Estimate: \$141,400 – \$147,100

Notes:

1. If additional scope is requested and approved by the Owner, these efforts will be billed per standard T&M rates.

Special Conditions (if any):

Entire Agreement: This Addendum, along with other approved Addendums, together with and subject to the Agreement for Services referenced above, constitutes the entire understanding between the parties with respect to the subject matter hereof. This Addendum may be modified by subsequent written addenda mutually agreeable by both parties.

IN WITNESS WHEREOF, this Agreement is accepted on the date last written below, subject to the terms and conditions above stated and the provisions set forth herein.

CLIENT

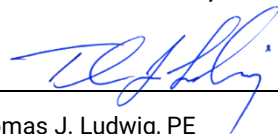
FOTH INFRASTRUCTURE & ENVIRONMENT, LLC

Signed: _____

Name (printed): _____

Title: _____

Date: _____

Signed: 

Name (printed):

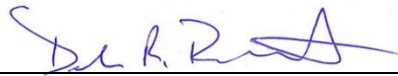
Thomas J. Ludwig, PE

Title:

State Operations Director

Date:

January 29, 2024

Signed: 

Name (printed):

Dale R Broeckert, PE

Title:

Senior Project Manager

Date:

January 29, 2024

Exhibit A

FOTH INFRASTRUCTURE AND ENVIRONMENT, LLC 2024 HOURLY RATE SCHEDULE

<u>CLASSIFICATION</u>	<u>HOURLY RATE</u>
Principal	\$248 - \$259
Project Manager	\$190 - \$248
Project Engineer	\$159 - \$248
Staff Engineer	\$131 - \$162
Planner	\$131 - \$214
Project Scientist	\$131 - \$173
Technician	\$88 - \$181
Construction Manager	\$137 - \$188
Land Surveyor	\$150 - \$212
Project Administrator	\$85 - \$106
Administrative Assistant	\$64

REIMBURSABLE EXPENSES

1. All equipment, field service vehicles, materials and supplies used in the performance of work on this project will be billed at cost.
2. Auto mileage will be reimbursed per the Internal Revenue Service standard mileage reimbursement rate.
3. Charges for outside services such as soils and materials testing, fiscal, legal and all other direct expenses will be invoiced at cost plus 10%.

ADJUSTMENTS TO FEE SCHEDULE

1. Fee schedule effective January 1, 2024. Rates subject to change annually on January 1.

BUSINESS OF THE VILLAGE BOARD

MEETING DATE: February 19, 2024

PLACEMENT: Action Item

ITEM TITLE: Contract Award - 2024 Water Main Relay Project Design

SUBMITTED BY: Kevin Driscoll, Village Engineer

SUMMARY EXPLANATION:

As part of the 2024 budget, the Village Water Utility has identified three priority projects. These projects include water main relays in Glenwood Park north of Concord Drive, at Hilbert adjacent to the intersection with Sylvan, and the Menomonee River Crossing at County Line Road. These projects are prioritized to address fire flow capacity and/or critical infrastructure that is aging and experienced maintenance such as main brakes or valve failures. The work for two projects includes replacement of the existing 6-inch diameter and relaying with new 8-inch dia. and 12-inch dia. mains. The third project includes a design study report to evaluate and identify the preferred method for a relay of existing 16-inch dia. water main in County Line Road under the Menomonee River with respect to future infrastructure projects on County Line Road, including at Lift Station No. 6.

Staff requested proposals from consultants and the fees and hours are summarized in the table.

Firm	Hours	Amount
Kapur	674	\$89,441
Ruekert-Mielke	910	\$130,585
raSmith	1246	\$157,065

**Staff requested a proposal from Foth, but they declined due to existing workload.*

Schedule:

The schedule for the projects is to complete survey and design in the spring of 2024, complete design in summer with construction in fall 2024.

ATTACHMENT:

1. 2024 Design Watermain Relays Letter Proposal - Kapur

RECOMMENDATION:

Approve the lowest qualified consultant proposal to enter into a contract with the Village of Germantown for survey and design of the 2024 Water Utility Relay Projects and forward it to the Village Board with a positive recommendation.

ACTION BY Committee:

A motion to support authorize staff and a vote "Aye" is in the affirmative to support the acquisition process and forward to the Village Board with a positive recommendation.

Design of Water Main Relays in Various Locations
Projects 2401, 2402, 2403
Village of Germantown, Wisconsin

	TASK	Project Manager	Project Engineer II	Staff Engineer I	Project Surveyor	Survey Crew	Tech III	Tech I	Total Task Hours	Total Task Cost	
		\$185.00	\$135.00	\$110.00	\$160.00	\$150.00	\$125.00	\$90.00			
Project 1	Tasks for Glenwood Park Water Main										
1.1	Data Collection / Survey / Meetings / Administration										
1.1a	Meetings (Kickoff, 60% Design, 90% Design)	6	6						12	\$1,920	
1.1b	Topographic Survey & Base Mapping				8	26		16	50	\$6,620	
1.1c	PIM Preparation (Not required to attend per RFP)						1		1	\$125	
1.2	Preliminary Design		1	4			12		17	\$2,075	
1.3	Final Design		2	8			8		18	\$2,150	
1.4	Specifications	1	6						7	\$995	
1.5	Cost Estimate (60% Design, 90% Design)		1	8					9	\$1,015	
1.6	Contract Administration / Pre-Bid Meeting / Bid Opening / Quest										
1.6a	WDNR Permitting		1	8					9	\$1,015	
1.6b	Pre-Bid Meeting	1	1						2	\$320	
1.6c	Quest Administration		1						1	\$135	
1.6d	Bid Opening	1	1						2	\$320	
	Subtotal:	9	20	28	8	26	21	16	128	\$16,690	
1.7	If Authorized, Construction Management										
1.7a	Pre-Construction Meeting	2	2						4	\$640	
1.7b	Construction Inspection (80 hours)							80	80	\$7,200	
1.7c	Construction Staking - Centerline and offset staking every 50'				2	8		4	14	\$1,880	
1.7d	Construction Administration (Mtgs, Pay Apps, IDRs)	2	2					8	12	\$1,360	
1.8	If Authorized, As-Built Record Drawings (Prelim and Final submittals)			2	1	4	4	2	13	\$1,660	
	Subtotal Project 1:	13	24	30	11	38	25	110	251	\$29,430	
	15% Contingency										\$4,415
	Total Project 1:										\$33,845
Project 2	Tasks for Hilbert Lane from Sylvan to Saxony Water Main Relay										
2.1	Data Collection / Survey / Meetings / Administration										
2.1a	Meetings (Kickoff, 60% Design, 90% Design)	6	6						12	\$1,920	
2.1b	Topographic Survey & Base Mapping				3	9		5	17	\$2,280	
2.1c	PIM Preparation (Not required to attend per RFP)						1		1	\$125	
2.2	Preliminary Design		1	4			12		17	\$2,075	
2.3	Final Design		2	8			8		18	\$2,150	
2.4	Specifications	1	6						7	\$995	
2.5	Cost Estimate (60% Design, 90% Design)		1	8					9	\$1,015	
2.6	Contract Administration / Pre-Bid Meeting / Bid Opening / Quest										
2.6a	WDNR Permitting		1	8					9	\$1,015	
2.6b	Pre-Bid Meeting	1	1						2	\$320	
2.6c	Quest Administration		1						1	\$135	
2.6d	Bid Opening	1	1						2	\$320	
	Subtotal:	9	20	28	3	9	21	5	95	\$12,350	
2.7	If Authorized, Construction Management										
2.7a	Pre-Construction Meeting	2	2						4	\$640	
2.7b	Construction Inspection (80 hours)							80	80	\$7,200	
2.7c	Construction Staking - Centerline and offset staking every 50'				1	3			4	\$610	
2.7d	Construction Administration (Mtgs, Pay Apps, IDRs)	2	2					8	12	\$1,360	
2.8	If Authorized, As-Built Record Drawings (Prelim and Final submittals)			1	1	2	2	2	8	\$1,000	
	Subtotal Project 2:	13	24	29	5	14	23	95	203	\$23,160	
	15% Contingency										\$3,474
	Total Project 2:										\$26,634
Project 3	Tasks for County Line Road Menomonee River Crossing										
3.1	Data Collection / Survey / Meetings / Administration										
3.1a	Meetings (Kickoff, 60% Design, 90% Design)	6	6						12	\$1,920	
3.1b	Topographic Survey & Base Mapping				3	9		5	17	\$2,280	
3.1c	PIM Preparation (Not required to attend per RFP)						1		1	\$125	
3.2	Preliminary Design		1	4			12		17	\$2,075	
3.2A	Design Study Report		4	2			2		8	\$1,010	
3.3	Final Design		2	8			8		18	\$2,150	
3.4	Specifications	1	6						7	\$995	
3.5	Cost Estimate (60% Design, 90% Design)		1	8					9	\$1,015	
3.6	Contract Administration / Pre-Bid Meeting / Bid Opening / Quest								0	\$0	
3.6a	WDNR/ACOE/WASHINGTON COUNTY PERMITS		2	16					18	\$2,030	
3.6b	Pre-Bid Meeting	1	1						2	\$320	
3.6c	Quest Administration		1						1	\$135	
3.6d	Bid Opening	1	1						2	\$320	
	Subtotal:	9	25	38	3	9	23	5	112	\$14,375	
3.7	If Authorized, Construction Management										
3.7a	Pre-Construction Meeting	2	2						4	\$640	
3.7b	Construction Inspection (80 hours)							80	80	\$7,200	
3.7c	Construction Staking - Centerline and offset staking every 50'				1	3			4	\$610	
3.7d	Construction Administration (Mtgs, Pay Apps, IDRs)	2	2					8	12	\$1,360	
3.8	If Authorized, As-Built Record Drawings (Prelim and Final submittals)			1	1	2	2	2	8	\$1,000	
	Subtotal Project 3:	13	29	39	5	14	25	95	220	\$25,185	
	15% Contingency										\$3,778
	Total Project 3:										\$28,963
Project	Summary Table										
1	Glenwood Park Water Main	13	24	30	11	38	25	110	251	\$33,845	
2	Hilbert Lane from Sylvan to Saxony Water Main Relay	13	24	29	5	14	23	95	203	\$26,634	
3	County Line Road Menomonee River Crossing	13	29	39	5	14	25	95	220	\$28,963	
	Total Projects 1-3 w/15% Contingency:	39	77	98	21	66	73	300	674	\$89,441	

BUSINESS OF THE VILLAGE BOARD

MEETING DATE: February 19, 2024

PLACEMENT: Presentation

ITEM TITLE: 2024 Tar & Mastic Purchase

SUBMITTED BY: Scott Anderson, Superintendent

SUMMARY EXPLANATION:

Each year, staff self performs crack sealing on village roadways as needed to improve longevity by minimizing water intrusion in cracks. A large portion of this work is completed in conjunction with and ahead of the seal-coating project. As part of the 2024 Highway Department operating budget, funds were added for the purchase of asphalt sealant and mastic. The product is purchased locally through Sherwin Industries Inc. and the cost is listed below for review. Sherwin Industries is the sole provider of this product in our region.

Crafco Asphalt Rubber Plus:	\$14,167.73
Crafco Mastic One:	\$18,018.00
Total cost:	\$32,185.73

ATTACHMENT:

RECOMMENDATION:

Staff recommends the purchase of Crafco Asphalt Rubber Plus and Crafco Mastic One for the amount of \$32,185.73 and to forward this request to the Village Board with a positive recommendation. If approved, the funds shall be allocated from the Highway Department general ledger account: 10562000-531330.

ACTION BY Committee:

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

BUSINESS OF THE VILLAGE BOARD

MEETING DATE: February 19, 2024

PLACEMENT: Action Item

ITEM TITLE: Creation of Sergeant Position

SUBMITTED BY: Mike Snow, POLICE CHIEF

SUMMARY EXPLANATION:

In 2020 I presented a plan to implement a revised command structure in the police department. Part of the plan was to add patrol sergeants to the shifts while reducing the number of lieutenant positions from six to three. This would allow the lieutenants to focus on administrative tasks while allowing patrol sergeants to supervise the road. We are currently approved for three lieutenants positions and five sergeant positions. With the increase in staffing planned for 2024 and potentially 2025, it is critical we have supervisors trained to provide guidance to a young staff of sworn officers. Our lieutenants have increasing administrative demands, including IT, training, supervision of specialty units, grant writing, and accreditation responsibilities.

This will not be for additional staff, only for creating the sixth sergeant position to be promoted from an existing eligibility list. The cost would be the difference between the top patrol officer's salary and the starting sergeant's salary. The difference would be about \$10,716.89 for the year. With the numerous vacancies we will have throughout 2024, we will be able to cover this cost from available salaries.

ATTACHMENT:

RECOMMENDATION:

ACTION BY Committee:

BUSINESS OF THE VILLAGE BOARD

MEETING DATE: February 19, 2024

PLACEMENT: Action Item

ITEM TITLE: 2024 Center and Edge-Line Striping

SUBMITTED BY: Scott Anderson, Superintendent

SUMMARY EXPLANATION:

Annually, the village performs center and edge-line striping on main throughfares throughout the village. Historically, the village completes this work by contracting with Washington County, as the village does not own the equipment necessary to complete the task. This season the cost from Washington County is estimated to be around \$1300.00 per mile of painting. This year we intend to paint approximately 46.75 miles of roadway.

ATTACHMENT:

RECOMMENDATION:

Staff recommends contracting with Washington County to paint the center and edge-line as needed on village throughfares and to forward this request to the Village Board with a positive recommendation. If approved, the approximate amount of \$60,775.00 shall be allocated from the Highway Department general ledger account: 10562000-531370.

ACTION BY Committee:

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

BUSINESS OF THE VILLAGE BOARD

MEETING DATE: February 19, 2024

PLACEMENT: Action Item

ITEM TITLE: 2024 Fire Department Interior Painting Project

SUBMITTED BY: Scott Anderson, Superintendent

SUMMARY EXPLANATION:

As reflected in the 2024 Buildings & Grounds non-borrowed capital budget, funds were allocated to paint the interior offices, corridors, and parking bay of the Fire Station. This is one of the final projects necessary to complete a number of improvements made over the last few budget cycles. The project should nearly finalize significant mechanical and aesthetic improvements to this building. Staff has solicited pricing from area contractors and the results are listed below:

MACORP LLC:	\$30,863.00
Service Painting Corporation:	\$52,600.00
Hess Sweitzer Painting LLC:	Responded but did not submit proposal.

ATTACHMENT:

RECOMMENDATION:

Staff recommends contracting with MACORP LLC to complete the painting project for an amount not to exceed \$30,863.00, and to forward this request to the Village Board with a positive recommendation. If approved, funds shall be allocated from the Buildings & Grounds non-borrowed capital account: 10563000-591400.

ACTION BY Committee:

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

BUSINESS OF THE VILLAGE BOARD

MEETING DATE: February 19, 2024

PLACEMENT: Action Item

ITEM TITLE: Village of Germantown - Ownership Transfer of a 51.6-ac Parcel (GTNV 182-985) from the Milwaukee Metropolitan Sewerage District (MMSD) for Trail System and Open Space Conservation. (ACTION)

SUBMITTED BY: Steve Kreklow, Administrator

SUMMARY EXPLANATION:

Earlier this year, the Parks & Recreation Commission and the Village Board adopted a Recreation Trail Plan that includes a proposed "Goldendale Trail" in the vicinity of the Gateway Crossing and Freistadt District. The preliminary plan for the trail includes a trail head on property (Parcel GTNV 182-985) that is currently owned by MMSD as part of their Greenseams program.

Village staff has had on-going discussions with MMSD staff about the transfer of parcels they own as part of the Greenseams program to the Village for recreational and trail use. In 2023, the Village Board and the MMSD Commission approved a Memo of Cooperation that provided a general outline of conditions for these transfers. One of the goals shared by MMSD and the Village is to increase public access to these natural areas.

The Village Board packet includes conceptual plans for both the full Goldendale Trail as well as more detailed plans for the trailhead and trails within the property currently being discussed. Staff have shared these documents with MMSD and DNR staff with oversight of the Greenseams program and State grants that have been used to purchase this property. Staff from MMSD and DNR have expressed support for the Village's plans on this parcel.

MMSD is offering this land to the Village at no cost. In 2021 the Village Board approved \$700,000 in TID 7 funds for the construction of Goldendale Trail. If the Village Board approves this land transfer, staff will begin work on a final design for the parcel and apply for grants to supplement Village funds. Our goal would be to start construction in 2025 while continuing to work with MMSD to acquire additional property, rights of way and easements to eventually connect Goldendale Trail to existing bike lanes on Freistadt Road.

ATTACHMENT:

1. Draft PC Minutes 2-12-24 MMSD Land Transfer
2. Goldendale Trail Overview 240117
3. Goldendale Trail Concept Presentation 240117

RECOMMENDATION:

Approve ownership transfer of 51.6 acre Parcel (GTNV 182-985) from the Milwaukee Metropolitan Sewerage District

ACTION BY Committee:

- G. Village of Germantown - Ownership Transfer of a 51.6-ac Parcel (GTNV 182-985) from the Milwaukee Metropolitan Sewerage District (MMSD) for Trail System and Open Space Conservation. (ACTION)

Director Retzlaff reviewed the proposal to transfer land to the Village from MMSD for open space conservation and trail development purposes.

MOTION Baum second Shadid to Approve the ownership transfer of the 51.6-acre parcel as proposed.

Commissioner Laszewski explained he had previously worked with MMSD when he was a member of the Park and Rec Commission and that MMSD was very restrictive and obstinate about what could be done with their land purchased under the Greenseams Program. He stated he wouldn't recommend taking ownership of the property because it may be a liability or at the least until the Village's proposal is approved by MMSD. After they approve of everything proposed and it's in writing, then he would recommend approval of the transfer. Director Retzlaff agreed saying that is how it was in the past, but the management of the program for MMSD has changed dramatically and they are now very eager to work with municipalities on the development of trails and environmental signage for these properties.

Chairman Wolter said MMSD has been given the Village's Goldendale Trail plan as proposed and can see there is a parking lot and a pathway. We have outlined the kind of uses we'd like to see for the land. And that its important because it's the start of the recreational path land that monies have been designated from the TIF to help support it for this purpose. We're not hiding anything of how we want to use the land. If they give us an approval and we have an agreement in writing, that should be enough to ensure that the Village will be able keep it in that use.

MOTION carried 6-1 (Laszewski)

- V. **CITIZEN INPUT/PUBLIC APPEARANCE:** *(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 residents spoke during public comment:

Sara Larson, W159 N9737 Butternut Road
Neal Risler, N106 W14743 Harrison Circle
Jan Miller, W151 N10297 Windsong Circle W
Melanie Smythe, W140 N17938 Cedar Lane
Scott Hefle, W159 N10514 Old Farm Road

- VI. **ANNOUNCEMENTS:**

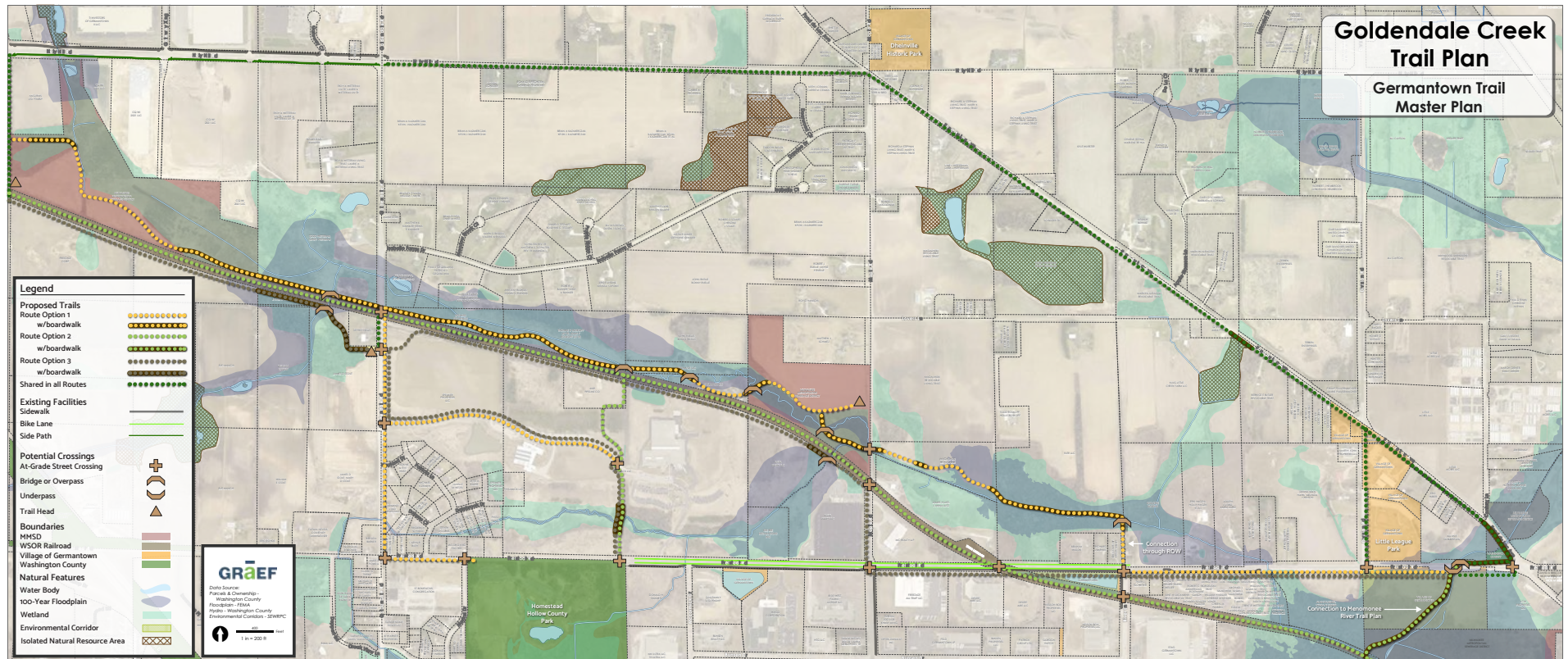
None

- VII. **ADJOURNMENT:**

The meeting was adjourned at: 9:31 pm.

TRAIL RECOMMENDATIONS

Goldendale Creek Trail

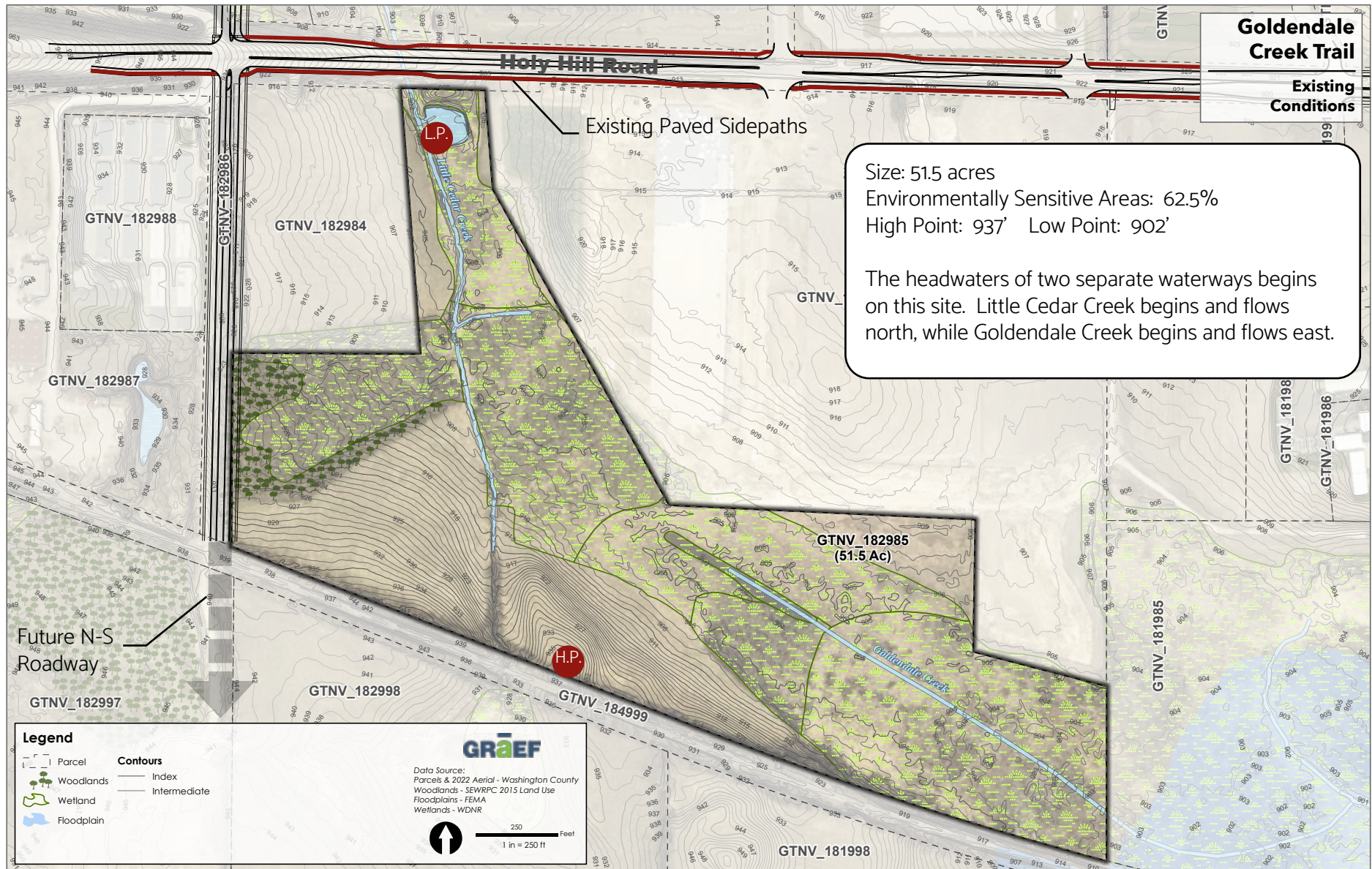


- 2.5 - 3.0 miles long (Holy Hill Road to Freistadt Road)
- Connects Germantown Holy Hill Gateway District and future growth area to the existing Village Center
- High number of publicly-owned lands
- Route Option 1: Over 1 mile of elevated boardwalk needed through lowland environmental areas
- 10' wide, crushed aggregate trail material is being explored to match natural character of the route
- Village TID dollars allocated for trail construction

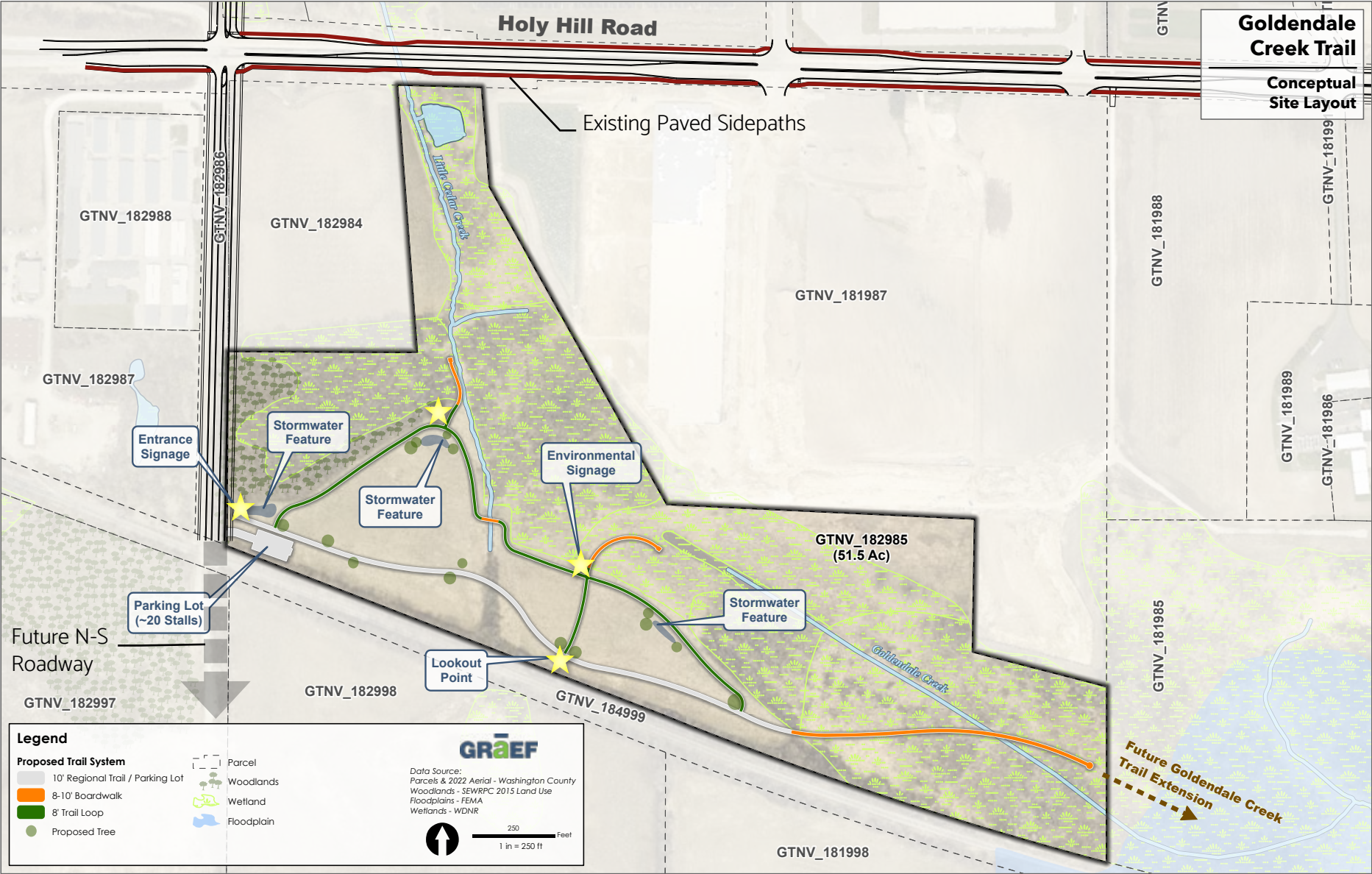


January 11, 2024 DRAFT

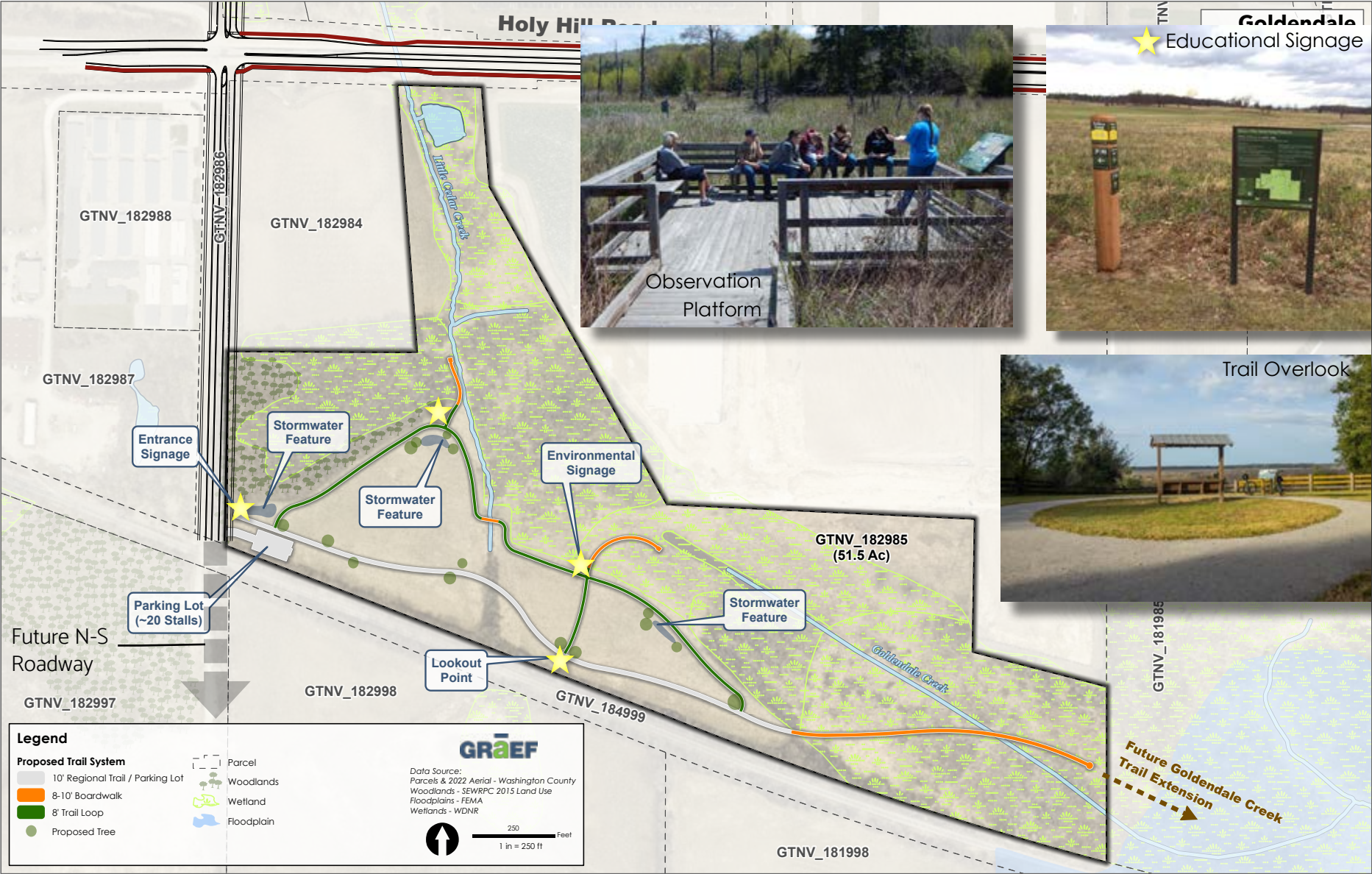
EXISTING CONDITIONS



TRAIL CONCEPT PLAN



TRAIL AMENITIES



TRAIL TYPOLOGIES



ENVIRONMENTAL ENHANCEMENTS



BUSINESS OF THE VILLAGE BOARD

MEETING DATE: February 19, 2024

PLACEMENT: Action Item

ITEM TITLE: Proposed Infrastructure Improvement Projects around GBP, Truck Country and TID's 7 & 8

SUBMITTED BY: Matthew Mortwedt, Public Works Director

SUMMARY EXPLANATION:

Presentation of additional utility and road improvements the Village is considering around Holy Hill Road and the Freistadt District funded from TID 8 and TID 7.

ATTACHMENT:

1. Holy Hill Freistadt Infrastruction Projects 240219
2. TID#8 2022 Annual Update including future & Richfield Improvements_1
3. TID #7_Cash flow update_2022.12.9 including Future Water & Richfield_1
4. HOLY HILL FRIESTADT AREA FUNDING SOURCE MAP (1)
5. Holy Hill_Freistadt Infrastructure Cost Estimates 240219

RECOMMENDATION:

Village staff recommends proceeding with all proposed improvements.

ACTION BY Committee:

Adoption of motion directing staff to proceed with specific improvement projects desired from the options presented.

Holy Hill & Freistadt District Optional Infrastructure Projects

Village Board Meeting
February 19, 2024

Overview

- Richfield sewer and water extension work and Truck Country development will be funding infrastructure improvements in the Holy Hill and Freistadt area.
- Additional infrastructure improvements may be more efficient if coordinated with other work.
- Staff received cost estimates for multiple projects in the area and worked with Ehlers to analyze potential for use of TID funds for projects.
- Staff is recommending three projects for a total of \$6,870,000.
- Use of TID funds for these projects would extend life of TIDs 7 and 8 by two to three years.



Recommended Projects

- Rockfield Road Improvements
- Lift Station Capacity Enhancements
- High Point Pass Frontage Road
- Freistadt Road Improvements



Rockfield Road Improvements

- Richfield paying for water main and road improvements from Gateway Crossing west to I-41 at a cost of \$2,150,000.
- Recommended Village Funded Improvements
 - Sewer from Gateway Crossing west to I-41 - \$1,050,000
 - Sewer from Gateway Crossing east to Goldendale - \$880,000
 - Water from Gateway Crossing east to Goldendale - \$540,000
 - Road reconstruction Gateway Crossing east to Goldendale - \$1,380,000

Highpoint Pass Frontage Road

- Truck Country constructing a new facility on current marine storage site.
- Truck country needs improvements to existing private road for access to site.
- 2050 Plan included a frontage road and railroad crossing at that location.
- Village is moving forward with application for an upgrade to the existing railroad crossing.
- Highpoint Pass would provide access to Goldendale Trail trailhead.
- Estimated cost for Highpoint Pass - \$540,000

Freistadt Road

- Village of Richfield is paying for sewer, water and road improvements from Highpoint Pass to Goldendale Road at a cost of \$1,730,000.
- Recommended Village improvements:
 - Sewer from Highpoint Pass to I-41 - \$600,000
 - Water from Highpoint Pass to I-41 - \$370,000
 - Road improvements from Highpoint Pass to I-41 - \$970,000

Non-Recommended Projects

- Capacity Enhancements to Rockfield Road Lift Station - \$1,100,000
- Construction of Highpoint Pass road from Rockfield Road to Holy Hill Road - \$2,260,000
- Construction of Holy Hill Detention Pond - \$490,000
- Construction of Highpoint Pass road from railroad to Freistadt - \$1,525,000
- Extension of utilities on Freistadt Road across I-41
 - Sewer \$450,000
 - Water \$370,000

Impact on TIDs 7 and 8

Closure of TID 7
extended from
2033 to 2036

Closure of TID 8
extended from
2029 to 203

Other Possible Funding Sources

Levy Supported
General Obligation
Debt

- Impacts property tax bills

Revenue Bonds for
Water and Sewer
Utility Work

- Impacts utility bills

Process if Village Board Moves Forward



Village Board
Approval

The diagram consists of three identical rectangular boxes arranged horizontally. Each box has a dark blue header and a light blue body. The text is centered within each box. The boxes are slightly offset from each other, creating a sense of progression.

Joint Review
Board
Approval

Board
Approval of
Contracts



Questions?

Cash Flow Projection

TID 8 Portion of Water & TID 8 Portion of Holy Hill Freistadt Infrastructure

Notes:	The 2024 issue is the TID 8 portion of the future well project.	Projected TID Closure
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Village of Germantown

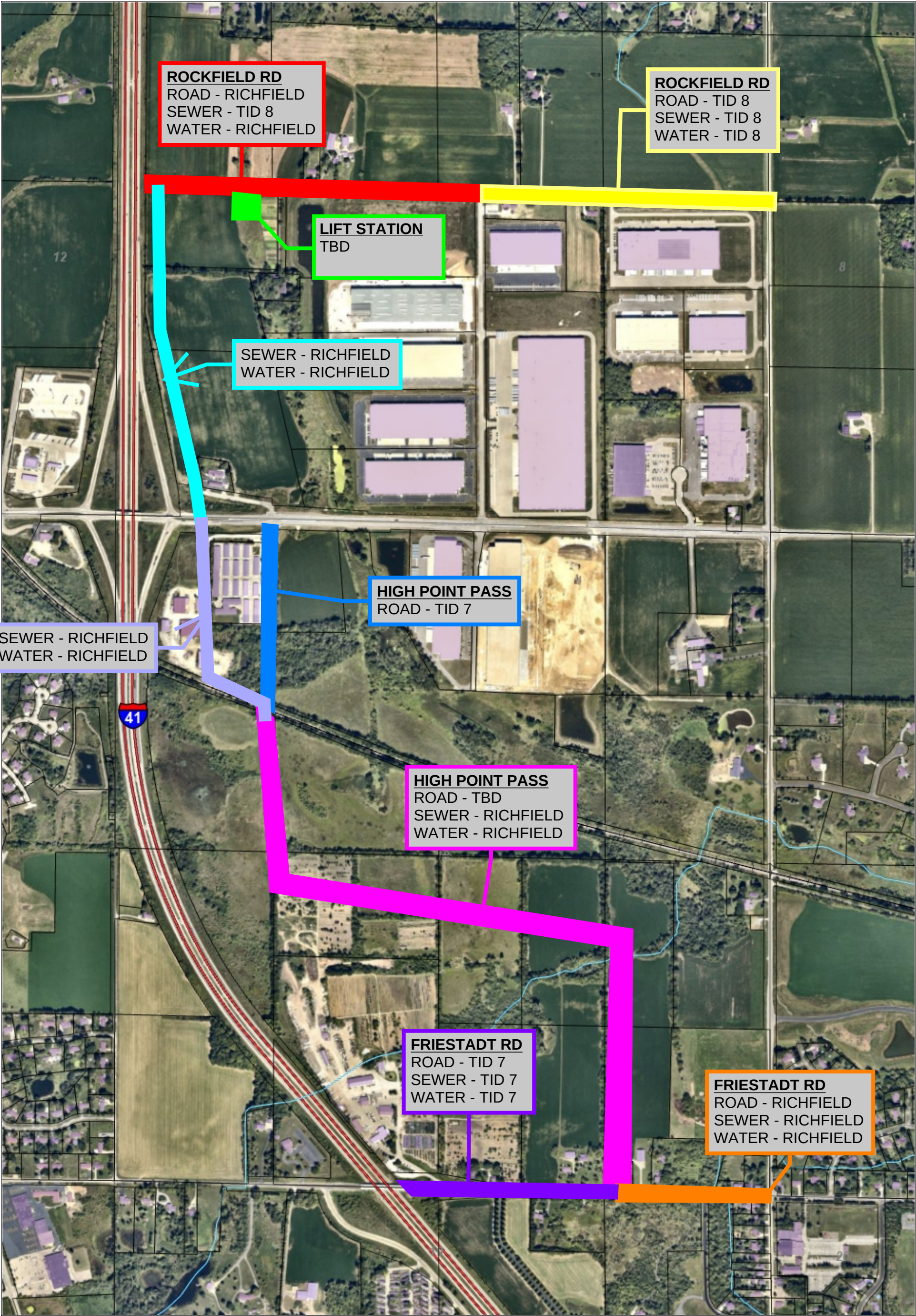
Tax Increment District #7

Financing Plan

TID 7 Portion of Water & TID 7 Portion of Holy Hill Freistadt Infrastructure

Year	Projected Revenues					Expenditures															Balances		Year								
	Tax Increments	Interest on Fund Balance	JW Speaker Shortfall Pmt	Bid Premium	Total Revenues	GO Bonds, Series 2018A 2,480,000		GO Notes, Series 2022A 710,000		Taxable GO Notes, Series 2022B 2,550,000		Water Revenue Bonds, 2022C 685,000		Water Revenue Bond, Series 2024A 697,000		GO Bonds, Series 2024B 3,050,000		Professional Services	Admin. + 3%	Total Expenditures	Annual	Cumulative									
						Dated Date: Principal	06/06/18 Rate	Dated Date: Principal	05/25/22 Interest	Dated Date: Principal	05/25/22 Interest	Dated Date: Principal	05/25/22 Interest	Dated Date: Principal	05/01/24 Est. Rate	Interest	Dated Date: Principal							10/01/24 Est. Rate	Interest						
		3.00%																													
2022																															
2023	106,364	13,879		18,488	138,731	120,000	3.00%	74,430		32,860		107,400		34,967					5,000	40,000		414,657	(275,925)	186,720							2022
2024	364,785	5,602	112,204		482,591	120,000	3.00%	70,830		25,550		83,508		23,469				5,000	41,200		370,156	112,434	299,154							2023	
2025	620,466	8,975	118,454		747,895	130,000	3.00%	67,080	75,000	24,050		83,508	30,000	23,469		8,000	4.00%	52,075		4.00%	122,000	5,000	42,436	662,617	85,278	384,432				2025	
2026	961,610	11,533	129,329		1,102,472	145,000	3.00%	62,955	85,000	20,850	300,000	78,633	55,000	21,769		24,500	4.00%	33,838		4.00%	122,000	5,000	43,709	998,253	104,219	488,651				2026	
2027	951,994	14,660	129,904		1,096,558	150,000	3.00%	58,530	85,000	17,450	310,000	68,720	60,000	19,469		25,500	4.00%	32,588		4.00%	122,000	5,000	45,020	999,277	97,281	585,932				2027	
2028	942,474	17,578	125,404		1,085,456	150,000	3.00%	54,030	90,000	13,950	325,000	58,401	60,000	17,069		26,500	4.00%	31,288		4.00%	122,000	5,000	46,371	999,608	85,848	671,780				2028	
2029	933,049	20,153			953,203	225,000	3.00%	48,405	90,000	10,350	375,000	47,026	60,000	14,669		27,500	4.00%	29,938		4.00%	122,000	5,000	47,762	1,102,650	(149,447)	522,333				2029	
2030	923,719	15,670			939,389	300,000	3.00%	40,530	95,000	7,125	400,000	34,433	60,000	12,269		28,500	4.00%	28,538		4.00%	122,000	5,000	49,195	1,182,589	(243,200)	279,133				2030	
2031	914,482	8,374			922,856	300,000	3.10%	31,380	95,000	4,275	415,000	21,085	65,000	10,094		29,500	4.00%	27,088		4.00%	122,000	5,000	50,671	1,176,092	(253,236)	25,896				2031	
2032	905,337	777			906,114	300,000	3.15%	22,005	95,000	1,425	425,000	7,119	65,000	8,103		31,000	4.00%	25,575		4.00%	122,000	5,000	52,191	1,159,418	(253,304)	(227,408)				2032	
2033	896,283	0			896,283	540,000	3.20%	8,640					70,000	5,950		32,000	4.00%	24,000		4.00%	122,000	5,000	53,757	861,347	34,937	(192,471)				2033	
2034	887,321	0			887,321								70,000	3,631		33,500	4.00%	22,363	350,000	4.00%	122,000	5,000	55,369	661,863	225,458	32,987				2034	
2035	878,447	990			879,437								70,000	1,225		34,500	4.00%	20,663	500,000	4.00%	108,000	5,000	57,030	796,418	83,019	116,006				2035	
2036	869,663	3,480			873,143											36,000	4.00%	18,900	550,000	4.00%	88,000		58,741	751,641	121,502	237,508				2036	
2037	860,966	7,125			868,092											38,000	4.00%	17,050	550,000	4.00%	66,000		60,504	731,554	136,538	374,046				2037	
2038	852,357	11,221			863,578											39,500	4.00%	15,113	650,000	4.00%	44,000		62,319	810,931	52,647	426,692				2038	
2039	843,833	12,801			856,634											282,500	4.00%	13,088		4.00%	18,000		64,188	827,776	28,858	455,551				2039	
Total	13,713,151	152,817	615,295	18,488	14,499,751	2,480,000		538,815	710,000	157,885	2,550,000	589,831	665,000	196,751	697,000		392,100	3,050,000		1,544,000	65,000	870,464	14,506,846							Total	

Notes: The 2024 issue is the TID 7 portion of the future well project.



Village of Germantown GIS

DISCLAIMER:

This map is not a survey of the actual boundary of any property this map depicts.

The Village of Germantown Does not guarantee the accuracy of the material contained here in and is not responsible for any misuse or misrepresentation of this information or its derivatives.



Village Of Germantown
N112 W17001 Mequon Road
Germantown, WI 53022
262-250-4700



SCALE: 1 = 1000'

Print Date: 1/31/2024

Recommended Projects	Estimated Cost	Richfield	TID 7	TID 8	Sewer	Water	Tax Levy
Rockfield Road - Goldendale to Gateway Crossing (length approx. 2,250 ft)							
Road Re-Construction	\$ 1,380,000			\$ 1,380,000			
Sewer	\$ 880,000			\$ 880,000			
Water	\$ 540,000			\$ 540,000			
Rockfield Road - Gateway Crossing to Interstate 41 (length approx. 2,700 ft)							
Road Re-Construction	\$ 1,500,000	\$ 1,500,000					
Sewer	\$ 1,050,000			\$ 1,050,000			
Water	\$ 650,000	\$ 650,000					
High Point Pass - Holy Hill to Railroad (length approx. 1,700 ft)							
Road Construction	\$ 1,080,000		\$ 540,000	\$ 540,000			
Sewer	\$ 610,000	\$ 610,000					
Water	\$ 360,000	\$ 360,000					
Freistadt Road - Highpoint Pass to Goldendale (1,375 ft)							
Road Re-construction	\$ 860,000	\$ 860,000					
Sewer	\$ 540,000	\$ 540,000					
Water	\$ 330,000	\$ 330,000					
Freistadt Road - Highpoint Pass to Interstate 41 (1,550 ft)							
Road Re-construction	\$ 970,000		\$ 485,000	\$ 485,000			
Sewer	\$ 600,000		\$ 300,000	\$ 300,000			
Water 1300 ft	\$ 370,000		\$ 185,000	\$ 185,000			
Total	\$ 11,720,000	\$ 4,850,000	\$ 1,510,000	\$ 5,360,000	\$ -	\$ -	\$ -

Non-Recommended Projects	Estimated Cost	Richfield	TID 7	TID 8	Sewer	Water	Tax Levy
High Point Pass - Rockfield to Holy Hill (length approx. 3,000 ft)							
Road Construction	\$ 2,260,000			\$ 2,260,000			
Sewer	\$ 950,000	\$ 950,000					
Water	\$ 560,000	\$ 560,000					
High Point Pass Dentention Pond	\$ 490,000			\$ 490,000			
Rockfield Road Lift Station	\$ 2,200,000	\$ 1,100,000		\$ 1,100,000			
High Point Pass - Railroad to Freistadt							
Road Construction 6,000 ft	\$ 3,050,000		\$ 1,525,000	\$ 1,525,000			
Sewer	\$ 3,000,000	\$ 3,000,000					
Water	\$ 1,500,000	\$ 1,500,000					
Extentsion of Utilities Across I41							
Sewer	\$ 450,000		\$ 450,000				
Water	\$ 370,000		\$ 370,000				
Total	\$ 14,830,000	\$ 7,110,000	\$ 2,345,000	\$ 5,375,000	\$ -	\$ -	\$ -

BUSINESS OF THE VILLAGE BOARD

MEETING DATE: February 19, 2024

PLACEMENT: Discussion

ITEM TITLE: Discussion on Public Safety Building Needs Assessment RFP

SUBMITTED BY: Matthew Mortwedt, Public Works Director

SUMMARY EXPLANATION:

Public Works staff has prepared a draft RFP for a needs assessment and feasibility study to look at the immediate and long-term facility needs of the Police and Fire Departments. The study includes the following:

- Survey the use of existing space
- Allocate space required based on projected growth to include personnel, equipment and other factors
- Determine how space requirements can be met using existing facilities and potentially new facilities
- Conduct an analysis of the proposed location for feasibility

The draft RFP is attached for review and comment.

ATTACHMENT:

1. Germantown Public Safety Building Needs Assessment RFP

RECOMMENDATION:

ACTION BY Committee:



Village of Germantown Public Safety Building Needs Assessment Project

1. Evaluating and assessing municipal police department, fire department, and general government facilities long-term space needs as it pertains to the construction of new public safety facility.
2. Conducting space studies and facility programming analysis of police department, fire department and general government functions to determine the size of (facility sq/ft) and location (site requirements) of a new facility.
3. An evaluation of the proposed location for a new public safety facility.
4. Providing an evaluation on construction of a new public safety facility.

1. Description of the firm. *Limit 1 Page.*
2. Background and relevant experience of key personnel that will be working directly on this project. *Limit 3 pages*
3. Any additional information that you believe communicates the capabilities of your firm to perform this project. *Limit 3 pages.*
4. Up to three examples (copy) of work your firm has completed in government planning or space needs analysis. *Limit 3 pages.*
5. A list of three references (with contact information) from similar projects. *Limit 1 page.*

Draft 2/14/24 MJM

Current Properties

Village Hall is located at N112 W17001 Mequon Road.

The Germantown Police Department is located at N112 W16877 Mequon Road.

The Germantown Fire Department is located at N115 W18752 Edison Dr.

The proposed site for the new Public Safety facility is at N122 W17177 Fond du Lac Ave. This site is currently occupied by the Village of Germantown Department of Public Works (DPW). The main DPW office building and several storage facilities will be demolished in the Fall of 2024. Certain DPW facilities will remain on the site.

DELIVERABLES

The selected firm will be expected to provide at a minimum the following:

1. A written evaluation of the immediate and long-term space needs for the Police Department and Fire Department. This evaluation should factor in the outcome of the Spring 2024 referendum, additional projected growth in those departments and the consolidation of dispatch with Washington County.
2. A written assessment of the suitability of the existing facilities to meet the needs identified in item 1, above, and the costs to improve those facilities to address deficiencies.
3. If existing facilities do not meet the current and/or future space needs of the Police and Fire departments, provide an assessment of the site requirements (space, location, etc.), and space requirements needed to accommodate all employees, equipment, programming and functions.
4. Provide an estimated construction cost to build a building to accommodate space deficiencies identified above. This assessment should also factor in what programming will be retained in existing facilities through repurposing or remodeling and the anticipated costs of doing so.
4. An evaluation of the proposed site for feasibility. This should take into account site logistics, equipment storage, and response times for the Police and Fire Departments.
5. An analysis of co-locating identified Fire Department programming and space needs in the new facility and at the proposed site. This can be written in a “pros and cons” format.
6. A high-level space and concept plan for the improvement of existing facilities and construction of a new facility as covered in items 3) and 4) above.
8. A written evaluation of current communication systems (radio, SCADA, etc.) and equipment including towers, tower space (where leased), and footprint needed for services at the proposed location.

PROPOSAL

Draft 2/14/24 MJM

1. A detailed table of the work tasks that will be required to complete the work set forth in the PURPOSE and DELIVERABLES portion of this proposal and the costs associated with the work tasks or groups of tasks.
2. A timeline for the accomplishment of the tasks described in 1) above.
3. A statement of qualifications as set forth in QUALIFICATIONS above.
4. Any other materials needed to accurately portray the services proposed to the Village of Germantown.
5. Three paper copies of the final assessment and one electronic copy, or access to an online file share location for a minimum period of 60 days.
6. A copy of the proposed engagement agreement (in WORD format) that will be utilized for the work to be performed.
7. The proposal and engagement agreement must be negotiable.

CONSULTANT SELECTION

The Village of Germantown Trustees with the assistance of the Director of Public Works, Matt Mortwedt, Fire Chief John Delain, Police Chief Mike Snow, and Village Administrator Steve Kreklow will evaluate all proposals submitted. The Village Board of Trustees shall make the final selection for this engagement. The Trustees may request an in-person appearance for the purpose of interviewing one or more firms, but it is not obligated or required to do so and may select based solely on the submitted proposal. The Village reserves the right to reject any and all proposals or to accept the proposal which best serves the interests of the Village. The firm selected shall be an independent contractor. All submissions shall be subject to the Wisconsin public records statute and the Village reserves the right to retain all submitted proposals.

Three paper copies and one electronic copy of your proposal must be submitted no later than **3:00 P.M.** on **February 29, 2024**. Proposals should be directed and delivered to:

Department of Public Works
Director Matt Mortwedt
N112 W17001 Mequon Road
Germantown, WI 53029
mmortwedt@germantownwi.gov

Village of Germantown Police Department
Chief Mike Snow
N112 W16877 Mequon Road
Germantown, WI 53029
msnow@germantownpolicewi.gov

Village of Germantown Fire Department
Chief John Delain
N115 W18752 Edison Rd
Germantown, WI 53022
jdelain@germantownwi.gov

Questions regarding this RFP must be submitted via email to Matt Mortwedt.

BUSINESS OF THE VILLAGE BOARD

MEETING DATE: February 19, 2024

PLACEMENT: Presentation

ITEM TITLE: 2023 Germantown Community Library Report

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

ATTACHMENT:

1. 2024-02-19 VILLAGE BOARD (2023 Annual Report)
2. Germantown Community Library 2023 Annual Report Summary

RECOMMENDATION:

ACTION BY Committee:

BUSINESS OF THE VILLAGE BOARD

MEETING DATE: February 19, 2024

PLACEMENT: Presentation

ITEM TITLE: Germantown Library 2023 Annual Report

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

Attached is the Germantown Community Library 2023 Annual Report Summary.

This data is reported annually to the library division of the Wisconsin Department of Public Instruction and includes numbers for library collections, services, governance, finances, staffing, technology and programming. The final report will be presented at the Germantown Community Library Board on Wednesday, February 28. Data will be reviewed by the state and used calculate library reimbursement in 2025 from Washington and adjacent counties for circulation by residents of non-librariated municipalities.

ATTACHMENT

1. Germantown Community Library 2023 Annual Report Summary

RECOMMENDATION:

None

ACTION BY COMMITTEE:

2023 BY THE NUMBERS

GERMANTOWN COMMUNITY LIBRARY



230,000
Print

+



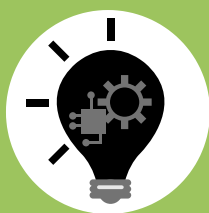
62,000
Audio/
Visual

+



60,000
Digital

+



13,000
Library of
Things

=

365,947

Items Checked Out

& 5,488

New Items
Added

+7.1%

12,256
Registered
Library Cards

102,274
Library Visits
in 2023!

+10%

41,843
Service
Questions
Asked

+16%

In 2023, the library continued to see increases in physical material, digital material, library visits, service questions asked, program attendance & outreach services.

9,238
Public
Computer
Logins

9,865
Wireless
Logins

1,412
Community
& Study
Spaces Used

102
Universal
Online
Courses Taken

1,375
Volunteer
Hours
Completed

27,284

+24.9%

People Attended

715
Programs

12,000+ people at in-library programs
14,000+ people at programs held outside the library

32,932
Participants in
Self-Directed
Activities

The value of material checked out by patrons at the Germantown Community Library in 2023 was

\$5,806,097

Launched in 2022, our Outreach Services department checked out

10,000+

Items

BUILD CONNECTIONS, ENRICH LIVES

GERMANTOWN COMMUNITY LIBRARY

NEW SERVICES

JAN

**MAKE IT 2 GO
CHECKOUT
CRAFT KITS**
(9,000+ ITEMS
CHECKED OUT)

JUNE

**PUZZLES & BOARD
GAMES ADDED TO
ADULT LIBRARY OF
THINGS**

JULY

**ME READERS &
READ-ALONG
BOOKS ADDED**

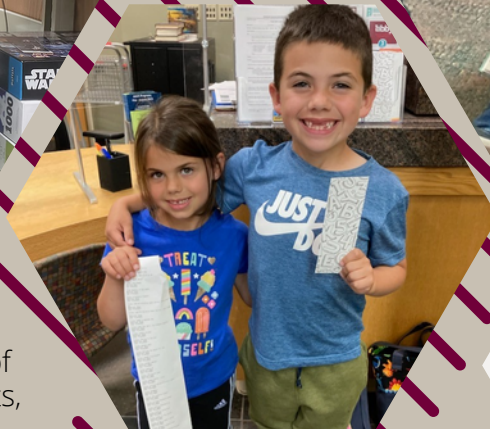
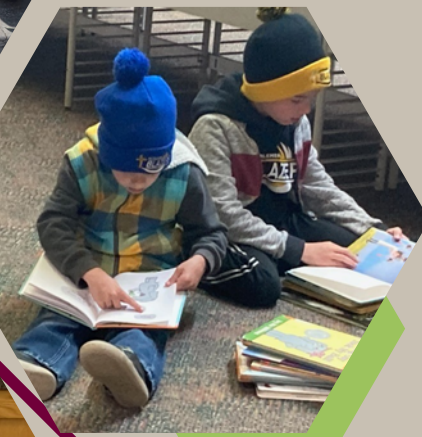
SEPT

**ADULT
GRAPHIC NOVELS
ADDED**

ADDITIONAL FACILITY & SERVICES UPDATES:

- Jan: Transparent Languages foreign language database and online classes through Universal Class available
- Jan: Homebound Delivery Service started
- May: Launched "The Enchanted Library" mobile collection
- May: Staff visited four local schools to promote the library
- June: Summer Reading Challenge was held with 1,500+ participants and 7,000+ logs turned in (21% increase)
- July: Outside lighting replaced
- Sept: New benches installed in the lobby
- Oct: Haunted Library events held with 940+ participants
- Oct: New financial system implemented
- Dec: New phone system implemented
- 2023: \$15,000+ raised for the Patio Project
- 2023: In its second year, Outreach Services checked out 10,000+ items to school, senior living facilities and community organizations
- 2023: Worked through changes to library hours, staffing levels and services for 2024

**THANK YOU FOR
USING THE
GERMANTOWN
COMMUNITY
LIBRARY!**



Our Library of Things & Library of Things, Jr. collections include dozens of puzzles, board games, early literacy kits, craft kits, Adventures Passes & more!

WHAT'S NEXT IN 2024?

- MONARCH CATALOG & PROGRAMMING CALENDAR UPDATES
- EXPANDED COLLECTIONS
- NEW PROGRAMS & SERVICES

PROGRAM HIGHLIGHTS

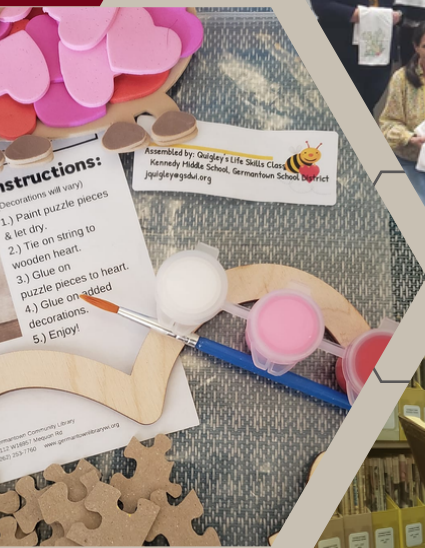
GERMANTOWN
COMMUNITY LIBRARY



The library makes stops at Senior Living Facilities each month to provide library material. In 2023, we made over 75 stops and had over 500 participants.



Staff visited with over 1,600 local students in May to promote the Summer Reading Program & the Enchanted Library - our library's mobile library.



The Friends of the Germantown Community Library sold over 270 baskets in November & December and raised over \$20,000 for the library during 2023!

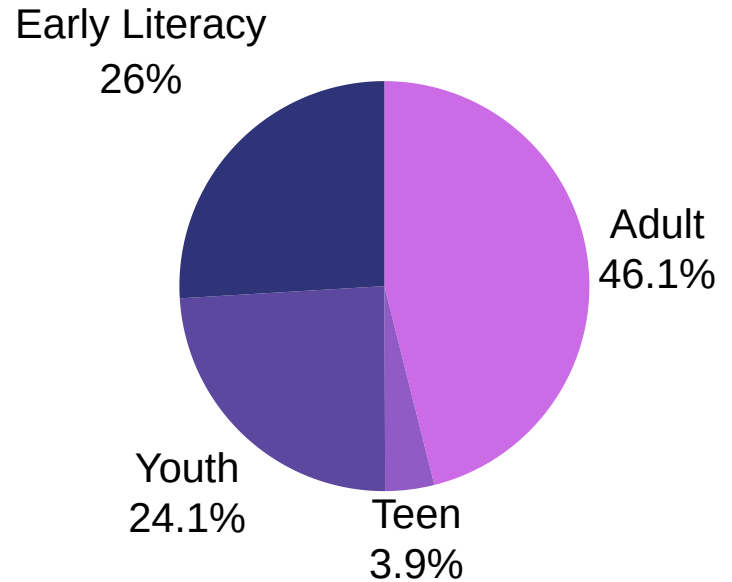
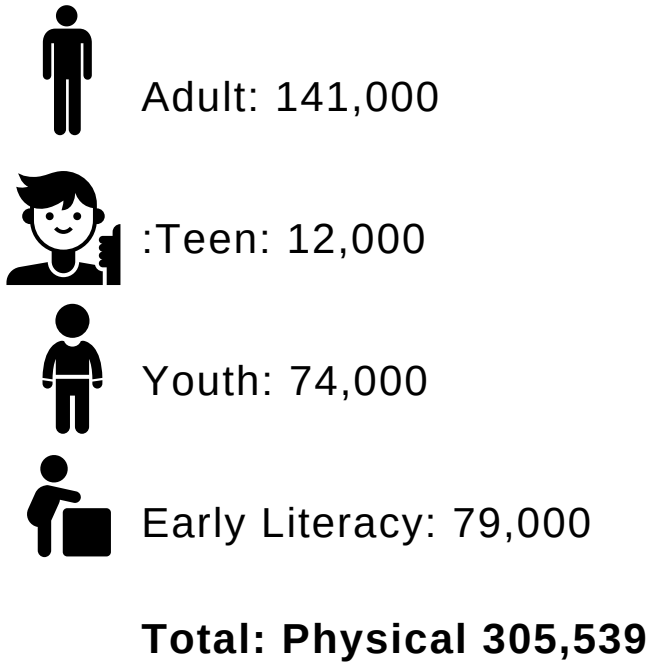
In October, 940+ people attended our Haunted Library Family Walk-Through and Haunted House programs! These events required dozens of hours of preparation and were run by 50+ staff & volunteers.



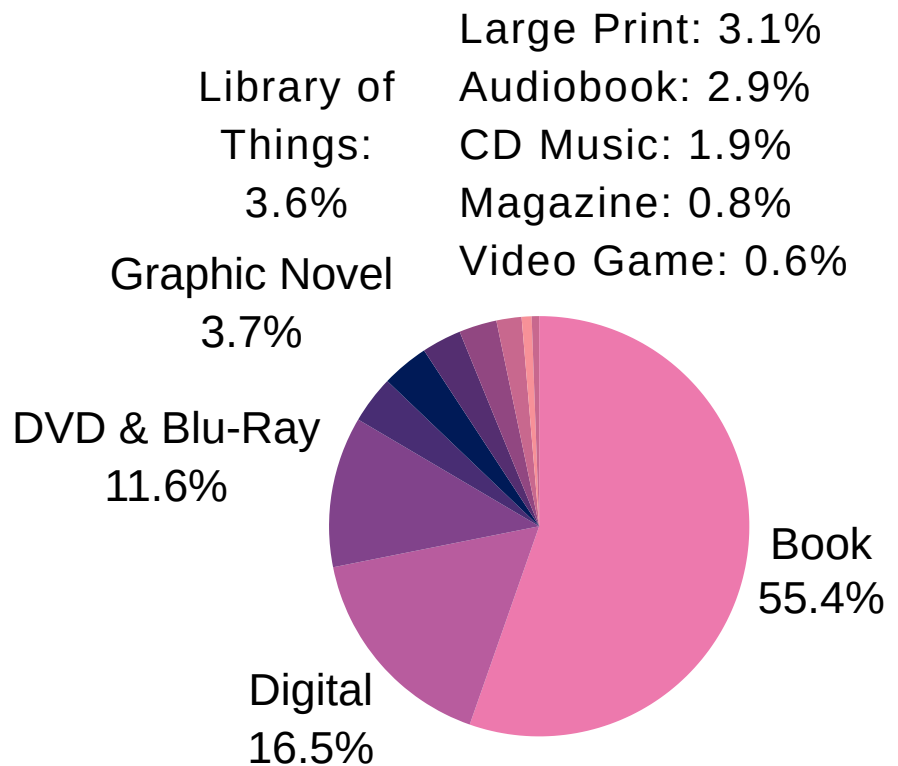
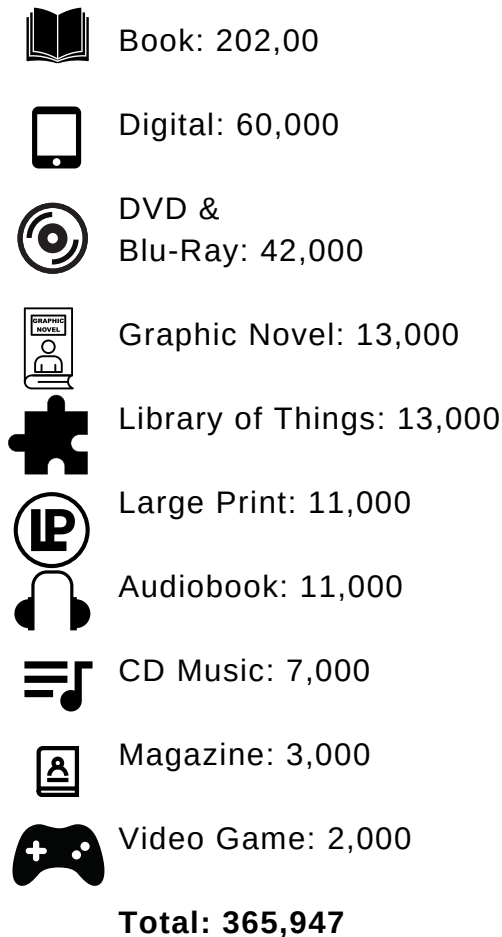
GERMANTOWN COMMUNITY LIBRARY 2023 CIRCULATION BY THE NUMBERS

*Estimated Amounts to the Nearest 1,000

Physical Circulation by Target Age of Material*



Total Circulation by Type of Material*



GERMANTOWN COMMUNITY LIBRARY 2023 CIRCULATION BY THE NUMBERS

*Estimated Amounts to the Nearest \$1,000

Physical Circulation by Municipality*

Germantown (V): 196,033

Richfield: 56,222

Jackson (V): 13,178

Jackson (T): 9,850

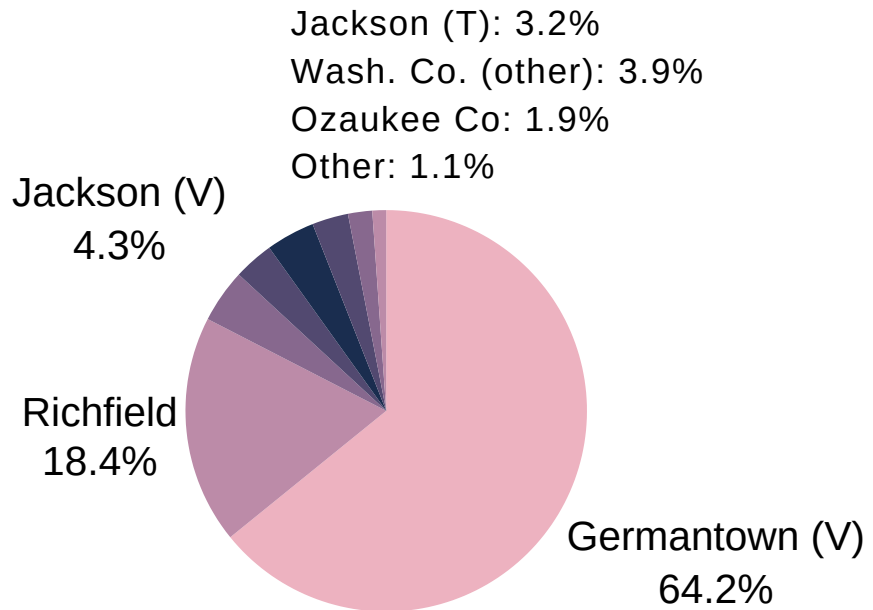
Wash. Co. (Other): 12,000

Wauk. Co.: 8,912

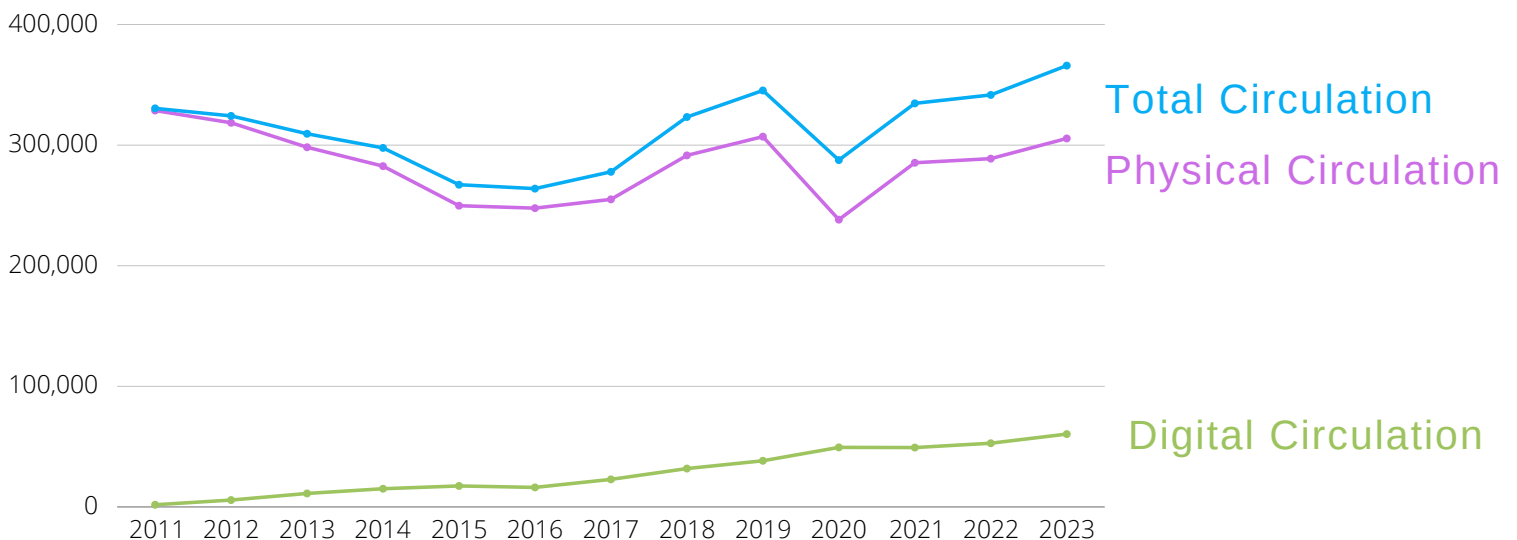
Ozaukee Co.: 5,947

Other: 3,397

= 305,539



Circulation Trends 2011 - 2023



BUSINESS OF THE VILLAGE BOARD

MEETING DATE: February 19, 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: