

MEETING: REGULAR MEETING OF THE VILLAGE BOARD
DATE & TIME: Monday, September 15, 2025 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 / MOMENT OF SILENCE:**
- IV. **PRESIDENT'S REPORT:**
 - A. Proclamation Recognizing the Emergency Responders and Staff of the Village of Germantown for Their Dedicated Service During the August 2025 Flooding Emergency (ACTION)
- 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 four (4) 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.) Comments that may be injurious to village personnel or other individuals will not be allowed.*
- VII. **APPOINTMENTS TO BOARDS, COMMITTEES, OR COMMISSIONS:**
 - A. Administrative Appeals Review Board (ACTION)
 1. Jolene Pieper
 - B. Economic Development Commission (ACTION)
 1. Melanie Smythe
 2. Jeffrey Voyer
- VIII. **CONSENT AGENDA:**
 - A. Minutes: September 2, 2025 (ACTION)
 - B. Budget amendment increasing the 2025 Well 7 Rehabilitation capital project by \$38,000. (ACTION)
 - C. Award of the Well #7 rehab project to CTW for \$114,060.00 and authorization to spend the full project budget. (ACTION)

- D. Street and park tree pruning project to Crawford Tree & Landscape Services in an amount not to exceed \$39,707.45. (ACTION)
- E. Service contract with Great Lakes for stormwater system cleaning and CCTV for \$29,975. (ACTION)
- F. MMSD Workplan for a PPI&I and sanitary sewer relay project in Kuhn's Pleasant View subdivision. (ACTION)
- G. State/Municipal Financial Agreement for the Signals and ITS Standalone Program (SISP) for traffic signal and street light improvements to the Country Line Road and Appleton Ave intersection. (ACTION)
- H. Application for Transfer of Combination "Class A" Fermented Malt Beverage and Intoxicating Liquor License for Kwik Trip (ACTION)
- I. Memorandum of Understanding with Germantown School District for School Resource Officers for July 2025 - June 2027 (ACTION)
- J. Soccer Club Soccer Field Landscaping Project (ACTION)

IX. UNFINISHED BUSINESS:

X. PUBLIC HEARINGS:

XI. NEW BUSINESS:

- A. Resolution Disallowing the Claim of Lalisa Squire (ACTION)
- B. Communication and Recording of Public Meetings (DISCUSSION & POSSIBLE ACTION)

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.

Notice is hereby given that a possible quorum of other boards, committees, and/or commissions may attend this meeting to gather information about an item over which they have decision-making responsibility. This may constitute a meeting of these bodies per State ex rel. Badke v Greendale Village Board, even though these bodies will not take formal action at this meeting.

BUSINESS OF THE VILLAGE BOARD

MEETING DATE: September 15, 2025

PLACEMENT: Action Item

ITEM TITLE: Proclamation Recognizing the Emergency Responders and Staff of the Village of Germantown for Their Dedicated Service During the August 2025 Flooding Emergency (ACTION)

SUBMITTED BY:

SUMMARY EXPLANATION:

ATTACHMENT:

1. August 2025 flood efforts

STAFF RECOMMENDATION:

ACTION BY COMMITTEE:

PROCLAMATION

WHEREAS, on August 9–10, 2025, the Village of Germantown experienced historic rainfall in excess of ten inches, resulting in widespread flooding, significant damage to property, and hazardous conditions throughout the community; and

WHEREAS, during this time of crisis, Village emergency responders and staff demonstrated extraordinary dedication, professionalism, and courage in protecting life, property, and the welfare of residents; and

WHEREAS, the Germantown Police Department, Germantown Fire Department, Department of Public Works, Utility staff, and other Village employees responded swiftly and worked tirelessly under challenging and dangerous conditions to provide emergency assistance, maintain essential services, and ensure public safety; and

WHEREAS, these efforts reflect an unwavering commitment to public service and embody the spirit of resilience and unity that defines the Germantown community; and

WHEREAS, the Village Board and the residents of Germantown recognize that the actions of these individuals mitigated the impact of the flooding disaster and safeguarded our community during one of its most difficult moments.

NOW, THEREFORE, I, Robert Soderberg, Village President of the Village of Germantown, on behalf of the Village Board and the residents of Germantown, do hereby proclaim our deepest gratitude and appreciation to the emergency responders and staff of the Village of Germantown for their heroic service and commitment during the August 2025 flooding emergency.

IN TESTIMONY WHEREOF, I have hereunto set my hand and caused the Village Seal of the Village of Germantown to be affixed. Done at the Clerk's Office in the State of Wisconsin, Village of Germantown, Washington County this 15th day of September 2025.

Robert Soderberg, Village President

ATTEST:

Donna S. Ott, Village Clerk

APPOINTMENTS - September 15, 2025 Village Board Meeting

Administrative Appeals Review Board	Position	Term	Term Dates	Additional Comments
Jolene Pieper	Trustee Member	1 Year	4/22/2025 - 4/20/2026	Filling Vacant Seat

APPOINTMENTS - September 15, 2025 Village Board Meeting

ECONOMIC DEVELOPMENT COMMISSION	Position	Term	Term Dates	Additional Comments
Melanie Smythe	Non Board Member	3 Years	4/22/2025 - 4/30/2028	Filling Remainder of Term Due to a Resignation
Jeffrey Voyer	Non Board Member	3 Years	5/06/2024 - 4/30/2027	Filling Remainder of Term Due to a Resignation

MEETING:	REGULAR MEETING OF THE VILLAGE BOARD
DATE AND TIME:	Tuesday, September 2, 2025 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.*

Village President Bob Soderberg called the Village Board meeting to order at 7:01 PM.

II. **ROLL CALL:**

Present: Trustee David Baum, Trustee Terri Kaminski, Trustee Jolene Pieper, Trustee Jan Miller, Trustee Meg Cutts, Village President Bob Soderberg, Trustee Kristen Borst

Excused: Trustee Rick Miller, Trustee Robert Warren

Also Present: Village Clerk Donna Ott, Village Attorney Brian Sajdak, Finance Director Matthew Uselding, Public Works Director Matthew Mortwedt, Fire Chief John Delain, Fire Battalion Chief Ryker Holmes

III. **PLEDGE OF ALLEGIANCE / MOMENT OF SILENCE:**

IV. **PRESIDENT'S REPORT:**

Village President Soderberg spoke regarding the recent flooding; retiming the traffic lights on County Line Rd; "Operation Store Front" efforts; upcoming Christmas events; the ribbon cutting event at Green Bay Packaging; road construction updates; and the ongoing budget process.

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

Trustees announced the dates and times of upcoming 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 four (4) 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.) Comments that may be injurious to village personnel or other individuals will not be allowed.*

Lynne Bednarz (W156N10121 Pawnee Ct) spoke regarding the Village budget.

Melanie Smythe (N140W17938 Cedar Ln) spoke regarding New Business Item F (Renovation and Expansion of Fire Station 2), the Village budget, and thanked first responders for flood emergency management.

Village President Soderberg read the following citizen comments into the record:

- Bill and Carol Schneider submitted comments regarding New Business Item F (Renovation and Expansion of Fire Station 2).
- Members of Germantown Firefighters Local 4854 submitted comments regarding New Business Item F (Renovation and Expansion of Fire Station 2).

VII. CONSENT AGENDA:

A. Minutes: August 18, 2025 (ACTION)

Motion: Approve as presented

Motioned By: Trustee Jan Miller

Seconded By: Trustee Cutts

Yes: Trustee Kaminski, Trustee Pieper, Trustee Jan Miller, Trustee Cutts, Village President Soderberg, Trustee Borst

No: None

Abstain: Trustee Baum

Motion Carried by Voice Vote (Yes 6, No 0, Abstained 1)

VIII. UNFINISHED BUSINESS:

IX. PUBLIC HEARINGS:

X. NEW BUSINESS:

A. Update on 2025 Storm Response including Debris Collection, FEMA Information Request and Well #7 (DISCUSSION)

Public Works Director Mortwedt provided an update on the 2025 storm response, including state and FEMA paperwork and filling, infrastructure damage estimates, Well #7 timeline, delayed projects, and the cost to dump approximately 250 tons of damaged material at Waste Management.

B. Application for a Temporary Class "B" / "Class B" Retailer's License - Germantown Historical Society's Oktoberfest 09/27/25-09/28/25 (ACTION)

Motion: Approve as presented

Motioned By: Trustee Cutts

Seconded By: Trustee Pieper

Yes: Trustee Baum, Trustee Kaminski, Trustee Pieper, Trustee Jan Miller, Trustee Cutts, Village President Soderberg, Trustee Borst

No: None

Abstain: None

Motion Carried by Voice Vote (Yes 7, No 0, Abstained 0)

C. Resolution Disallowing the Claim of Jessica Kucharski (ACTION)

Motion: Approve as presented

Motioned By: Trustee Baum

Seconded By: Trustee Kaminski

Yes: Trustee Baum, Trustee Kaminski, Trustee Cutts, Village President Soderberg, Trustee Borst

No: Trustee Pieper, Trustee Jan Miller

Abstain: None

Motion Carried by Voice Vote (Yes 5, No 2, Abstained 0)

D. Acceptance of the Ruekert and Mielke Old Farm and Main Street Lift Station Study. (ACTION)

Motion: Approve as presented

Motioned By: Trustee Kaminski

Seconded By: Trustee Baum

Yes: Trustee Baum, Trustee Kaminski, Trustee Pieper, Trustee Jan Miller, Trustee Cutts, Village President Soderberg, Trustee Borst

No: None

Abstain: None

Motion Carried by Voice Vote (Yes 7, No 0, Abstained 0)

E. Approval of the Purchase of Right of Way from Holy Hill Self Storage for Improvements Related to the Intergovernmental Agreement with Richfield to Provide Sewer and Water Service (ACTION)

Motion: Approve as presented

Motioned By: Trustee Baum

Seconded By: Trustee Kaminski

Yes: Trustee Baum, Trustee Kaminski, Trustee Pieper, Trustee Cutts, Village President Soderberg

No: Trustee Jan Miller, Trustee Borst

Abstain: None

Motion Carried by Roll Call Vote (Yes 5, No 2, Abstained 0)

F. Renovation and Expansion of Fire Station 2 (ACTION)

Fire Chief Delain provided insight regarding challenges with the current fire station and provided renovation plans for consideration.

Motion: Approve the retrofit of Fire Station 2 and ask the consultants to bring forward new plans that resolve current conflicts

Motioned By: Trustee Baum

Seconded By: Trustee Kaminski

Amended Motion: Include the demolition of the Survive Alive House

Motioned by: Trustee Baum

Seconded by: Trustee Kaminski

Yes: Trustee Baum, Trustee Kaminski, Trustee Pieper, Trustee Jan Miller, Trustee Cutts, Village President Soderberg, Trustee Borst

No: None

Abstain: None

Amended Motion Carried by Voice Vote (Yes 7, No 0, Abstained 0)

G. Update to Fire Department's Billable Services Schedule (a/k/a billing rates) (ACTION)

Motion: Approve as presented

Motioned By: Trustee Baum

Seconded By: Trustee Pieper

Yes: Trustee Baum, Trustee Kaminski, Trustee Pieper, Trustee Jan Miller, Trustee Cutts, Village President Soderberg, Trustee Borst

No: None

Abstain: None

Motion Carried by Voice Vote (Yes 7, No 0, Abstained 0)

H. Presentation of 2026 Recommended Budget (DISCUSSION)

Finance Director Uselding presented the 2026 Recommended Budget and provided options for next steps.

The Village Board was presented with Option 1 (budget review at Committee of the Whole meetings) and Option 2 (budget review at standing committees with one final Committee of the Whole meeting); the Village Board recommended Option 2.

XI. ADJOURNMENT:

Village President Soderberg adjourned the Village Board meeting at 9:10 PM.

DRAFT

BUSINESS OF THE VILLAGE BOARD

MEETING DATE: September 15, 2025

PLACEMENT: Action Item

ITEM TITLE: Budget amendment increasing the 2025 Well 7 Rehabilitation capital project by \$38,000. (ACTION)

SUBMITTED BY: Matthew Mortwedt, Public Works Director

SUMMARY EXPLANATION:

The 2025 Adopted Budget for the Water Utility included an allocation of **\$212,000** for the Well 7 Rehabilitation Project. The base bids received encompass the replacement of the existing motor and pump. While bid alternates and supplemental work item prices were obtained, these amounts are not included in the base bid and will be adjusted based on the actual rehabilitation requirements.

In addition to the work identified in the base scope, it has been determined that the installation of a liner at Well 7 may be necessary. This additional work would increase the project cost by **\$68,180**. Accordingly, staff recommends approval of a budget amendment to increase the total project allocation to **\$250,000**. The additional cost will be funded through existing Water Utility revenues.

Proposed Budget Amendment:

Increase GL Account 5000000-182090 by \$38,000 to account for potential installation of liner at Well 7

ATTACHMENT:

STAFF RECOMMENDATION:

Increase GL Account 5000000-182090 by \$38,000 to account for potential installation of liner at Well 7

ACTION BY COMMITTEE:

BUSINESS OF THE VILLAGE BOARD

MEETING DATE: September 15, 2025

PLACEMENT: Action Item

ITEM TITLE: Award of the Well #7 rehab project to CTW for \$114,060.00 and authorization to spend the full project budget. (ACTION)

SUBMITTED BY: Paul Haugen, Water Superintendent

SUMMARY EXPLANATION:

Well #7 is due for its DNR 810.13(1)(a) 10 year recommended well pump inspection and cleaning. The project was budgeted in 2025 for an \$212,000. Foth was hired as the design, bid, and construction management. There were three responsive bidders. The results are below:

CTW Corporation	\$114,060
Mid City Corporation	\$124,830
Municipal Well and Pump	\$173,060.20

As the attached letter from Foth indicates, after the intal cleaning, it is possible that a liner will need to be installed. If that is required an estimated \$68,180.00 would be needed to cover the cost.

ATTACHMENT:

1. BTAB-2025-0827-Well 7 Rehab
2. LTR-2025-0828-GTown Well 7 Rehab-Award Rec

STAFF RECOMMENDATION:

Staff recommends hiring CTW for the base bid amount of \$114,060.00 and authorizing staff to spend the full budgeted amount for the project.

ACTION BY COMMITTEE:

Well No. 7 Rehabilitation and Pump Replacement (#9809475)
Owner: Village of Germantown
Solicitor: Foth - Milwaukee
08/27/2025 11:00 AM CDT

					CTW Corporation, Wells and Pumps		Mid City Corporation		Midwest Well Services, dba Municipal Well & Pump	
Line Item	Item Code	Item Description	UoM	Quantity	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
Part A - Section 33 21 15 Potable Well Rehabilitation and Appendix A Mechanical and Chemical Well Rehabilitation Plan						\$63,290.00		\$81,435.00		\$95,950.20
1A	1A	Step 1 and 2 - Project mobilization, initial pump test, pull and inspect pumping equipment, and demobilization	LS	1	\$4,795.00	\$4,795.00	\$10,765.00	\$10,765.00	\$10,300.00	\$10,300.00
2A	2A	Step 3 and 6 - Televis well	EA	2	\$1,415.00	\$2,830.00	\$750.00	\$1,500.00	\$1,370.00	\$2,740.00
3A	3A	Step 4 - Geophysical investigation - Geophysical logging, install and removal of temporary pump	LS	1	\$7,825.00	\$7,825.00	\$6,750.00	\$6,750.00	\$11,330.00	\$11,330.00
4A	4A	Step 5 - Detonation cord mechanical treatment	EA	2	\$3,400.00	\$6,800.00	\$8,775.00	\$17,550.00	\$3,675.00	\$7,350.00
5A	5A	Step 5 - Brushing mechanical treatment of the well with acid treatment	LS	1	\$1,970.00	\$1,970.00	\$2,325.00	\$2,325.00	\$2,830.00	\$2,830.00
6A	6A	Step 8 - Cement grout plug	LS	1	\$3,845.00	\$3,845.00	\$4,950.00	\$4,950.00	\$5,290.00	\$5,290.00
7A	7A	Step 9 - Setup and removal of chemical rehabilitation and treatment equipment	LS	1	\$5,520.00	\$5,520.00	\$4,000.00	\$4,000.00	\$3,740.00	\$3,740.00
8A	8A	Step 9 - Perform acid treatment of well - initial strength treatment	EA	1	\$7,275.00	\$7,275.00	\$6,050.00	\$6,050.00	\$8,810.00	\$8,810.00
9A	9A	Step 9 - Perform acid treatment of well - supplemental dose treatment	EA	1	\$2,450.00	\$2,450.00	\$3,020.00	\$3,020.00	\$4,890.00	\$4,890.00
10A	10A	Step 10 - Perform chlorine treatment of well - initial strength treatment	EA	1	\$990.00	\$990.00	\$2,700.00	\$2,700.00	\$3,650.00	\$3,650.00
11A	11A	Step 10 - Perform chlorine treatment of well - supplemental dose treatment	EA	1	\$5,430.00	\$5,430.00	\$1,350.00	\$1,350.00	\$3,120.00	\$3,120.00
12A	12A	Step 11 - Perform chlorine-based treatment of well - initial strength treatment	EA	1	\$5,430.00	\$5,430.00	\$5,100.00	\$5,100.00	\$6,970.00	\$6,970.00
13A	13A	Step 11 - Perform chlorine-based treatment of well - supplemental dose treatment	EA	1	\$1,685.00	\$1,685.00	\$1,825.00	\$1,825.00	\$3,380.00	\$3,380.00
14A	14A	Steps 9 thru 11 - Intermediate purge	EA	6	\$255.00	\$1,530.00	\$800.00	\$4,800.00	\$741.70	\$4,450.20
15A	15A	Step 12 - Final purge	EA	1	\$510.00	\$510.00	\$800.00	\$800.00	\$3,710.00	\$3,710.00
16A	16A	Step 13 - Install pump and equipment	LS	1	\$2,570.00	\$2,570.00	\$4,900.00	\$4,900.00	\$9,440.00	\$9,440.00
17A	17A	Step 14 thru 16 - Final pump test, recycle line reinstallation, final disinfection, and final flushing	LS	1	\$1,410.00	\$1,410.00	\$2,300.00	\$2,300.00	\$1,330.00	\$1,330.00
18A	18A	Step 17 - Obtain safe samples and return well to service	LS	1	\$425.00	\$425.00	\$750.00	\$750.00	\$2,620.00	\$2,620.00
Part B - Section 33 12 30 Well Pump-Vertical Open Lineshaft						\$50,770.00		\$43,395.00		\$77,110.00
1B	1B	Remove motor, perform inspection including shipment of motor off-site, preparation of the inspection report, and disposal of motor if not rehabilitated	LS	1	\$500.00	\$500.00	\$3,500.00	\$3,500.00	\$1,980.00	\$1,980.00
2B	2B	Install new 100Hp motor - includes all services necessary for motor to be ready for operation and testing	LS	1	\$13,100.00	\$13,100.00	\$13,195.00	\$13,195.00	\$15,700.00	\$15,700.00
3B	3B	Well Pump Option No. 1 - Furnish new well pump, column pipe assembly, water level indicators, and accessory items-includes all services necessary for motor to be ready for operation/testing	LS	1	\$32,545.00	\$32,545.00	\$15,700.00	\$15,700.00	\$52,290.00	\$52,290.00
4B	4B	Discharge Head Assembly - Furnish/install discharge head includes all services to modify the discharge piping and providing all fittings to accommodate new discharge head	LS	1	\$4,625.00	\$4,625.00	\$11,000.00	\$11,000.00	\$7,140.00	\$7,140.00
Alternate Bid Items						\$42,880.00		\$28,700.00		\$58,270.00
ALT1	ALT1	Rehabilitate existing motor, return motor to site, install and test rehabilitated motor	LS	1	\$3,910.00	\$3,910.00	\$9,000.00	\$9,000.00	\$7,480.00	\$7,480.00
ALT2	ALT2	Well Pump Option No. 2 - Furnish new well pump, column pipe assembly, water level indicators, and accessory items-includes all services necessary for motor to be ready for operation/testing	LS	1	\$38,970.00	\$38,970.00	\$19,700.00	\$19,700.00	\$50,790.00	\$50,790.00
Supplemental Work Item Prices						\$10,855.02		\$7,179.59		\$6,250.00
S1	S1	Inhibited HCL added to or subtracted from treatment	GAL	1	\$9.18	\$9.18	\$7.65	\$7.65	\$10.00	\$10.00
S2	S2	Sodium Hypochlorite added to or subtracted from treatment	GAL	1	\$8.09	\$8.09	\$7.98	\$7.98	\$10.00	\$10.00
S3	S3	Clearitas 101 added to or subtracted from treatment	GAL	1	\$35.00	\$35.00	\$25.56	\$25.56	\$30.00	\$30.00
S4	S4	Glycolic acid added to or subtracted from treatment	GAL	1	\$57.75	\$57.75	\$38.40	\$38.40	\$40.00	\$40.00
S5	S5	Additional detonation cord treatment	EA	1	\$4,000.00	\$4,000.00	\$2,000.00	\$2,000.00	\$1,090.00	\$1,090.00
S6	S6	Additional brushing mechanical treatment, 30 passes	EA	1	\$2,715.00	\$2,715.00	\$1,200.00	\$1,200.00	\$1,010.00	\$1,010.00
S7	S7	Grouting mobilization, setup and demobilization	LS	1	\$3,250.00	\$3,250.00	\$3,500.00	\$3,500.00	\$3,380.00	\$3,380.00
S8	S8	Grout for partial abandonment, additional	BAGS	20	\$39.00	\$780.00	\$20.00	\$400.00	\$34.00	\$680.00
Base Bid Total:						\$114,060.00		\$124,830.00		\$173,060.20

Note: Base Bid Total does not include Alternate Bid Items or Supplemental Work Item Prices



Ballpark Commons Office Building
7044 S. Ballpark Drive, Suite 200
Franklin, WI 53132
(414) 336-7900
foth.com

August 28, 2025

Paul Haugen
Germantown Water Utility
W130 N10200 Town 9 Pkwy
Germantown, WI 53022

RE: Well No. 7 Rehabilitation

Dear Paul:

I have reviewed the bids received on August 27, 2025, for the above referenced project. A summary of the bids is as follows:

Bidder	Base Bid	Liner Estimate	Total Cost
CTW Corporation	\$114,060.00	\$68,180.00	\$182,240.00
Mid City Corporation	\$124,830.00	\$68,180.00	\$193,010.00
Municipal Well & Pump	\$173,060.20	\$68,180.00	\$241,240.20

The base bids include provisions for replacing the current motor and pump. Bid alternates and supplemental work item prices were obtained but are not included in the base bid amounts. The supplemental work items will be added to or subtracted from the contract total based on actual rehabilitation requirements.

The bid alternates would each replace a base bid line item, if elected to be utilized. Instead of replacing the motor with a new motor, a bid alternate option would be to rehabilitate and reinstall the existing motor. A bid alternate price was also obtained for an alternate pump option. This pump option would be utilized if it were determined that a liner needs to be installed. The liner installation option would also require additional discussions with DNR and would likely lead to additional costs. Once the current pump and column pipe are removed and initial rehabilitation efforts are completed, televising will be conducted to determine if a liner is necessary and if the contract should be modified to incorporate either bid alternate.

There is a potential that a liner would need to be installed at Well 7. Without completing initial rehabilitation (chemical and mechanical) efforts and televising, it is not possible to determine if the liner will be required. Therefore, a liner estimate cost has been proposed. This is based on the anticipated depth of the Well 7 liner and uses actual costs from a separate liner installed in Germantown in 2025 plus engineering fees for design of the liner and coordination with DNR.

We recommend authorizing a total project amount of \$182,240.00. We also recommend awarding the project, based on known work, to CTW Corporation for the total base bid amount of \$114,060.00. Their bid is complete and contains all required documentation. As noted, the



project will be awarded on the base bid without the bid alternates or supplemental work item prices included.

Upon written approval by the Village, Foth will proceed with the contracting efforts and initiate construction coordination.

Please contact me if you have any questions.

Sincerely,

A handwritten signature in blue ink that reads "Eve Schnell".

Eve Schnell, PE, PTOE

Project Manager

cc: Matt Mortwedt – Village of Germantown
Jeff Downs – Village of Germantown
Dale Broeckert – Foth Infrastructure & Environment, LLC
Ryan Schultz – Foth Infrastructure & Environment, LLC
Ike Bertels – Foth Infrastructure & Environment, LLC

Enclosure: Bid Tabulation

BUSINESS OF THE VILLAGE BOARD

MEETING DATE: September 15, 2025

PLACEMENT: Action Item

ITEM TITLE: Street and park tree pruning project to Crawford Tree & Landscape Services in an amount not to exceed \$39,707.45. (ACTION)

SUBMITTED BY: Scott Anderson, Superintendent

SUMMARY EXPLANATION:

In accordance with the village's comprehensive tree plan, staff solicited pricing from five area contractors to prune street and park trees as identified within the plan as year-1. The project will prune nearly 300 trees in the Old Farm subdivision, within Alt Bauer Park and around the Old Farm lift station. The project costs are reflected in the 2025 parks department street tree general fund budget.

Routine pruning provides a number of important benefits, including: disease prevention, allows shaping and thinning, which offer necessary clearances along roadways and reduces potential liability by removing unhealthy limbs and deadwood. Project specifications were developed by Wachtel Tree Science in accordance with ANSI A300, which is an industry standard, and recognized within the comprehensive tree plan. Should the project be approved, staff will communicate the necessary information to residents in the formats outlined within the comprehensive tree plan. Staff received pricing from two area tree contractors to perform the work and Crawford Tree & Landscape Services came in lowest at \$39,707.45.

ATTACHMENT:

1. Official Notice to Contractors_Village Tree Pruning_2025
2. Village Tree Pruning Specifications_2025
3. Germantown 2025 Pruning_Tabulation Summary

STAFF RECOMMENDATION:

Staff recommends contracting with Crawford Tree & Landscape Services to prune all street and park trees as outlined in the bid documents in an amount not to exceed \$39,707.45, and to forward this request onto the Village Board with a positive recommendation. If approved, the funds shall be allocated from Parks Street Tree line-item account: 10564000-552100

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.

**VILLAGE OF GERMANTOWN
OFFICIAL NOTICE TO CONTRACTORS
2025 GERMANTOWN TREE PRUNING PROJECT**

OWNER/TIME: Sealed proposals will be received by the Village of Germantown, Washington County, Wisconsin, until **10:00 a.m., Wednesday, August 27, 2025** at the **Germantown Village Hall, N112W17001 Mequon Rd., Germantown, WI 53022**. Email is also acceptable (sanderson@germantownwi.gov; krodger@germantownwi.gov). Each bid proposal must be submitted on the bid/proposal form provided in the Contract Documents and shall be enclosed in a sealed envelope addressed to the Village of Germantown and marked "Bid" with the project name.

PROJECT: The project consists of the pruning of street and park trees 3" DBH (trunk diameter 4.5 feet above ground) and larger to raise crowns, provide clearance, and improve overall structure. Contracted pruning work will be performed in the Village Subdivision of Old Farm, Alt Bauer Park, and the Old Farm Lift Station. Maps are included in the attached specifications. Project includes all labor, equipment, materials, and all work necessary in connection with the pruning of: (All quantities are approximate)

- 133 trees - Old Farm including Division Road and Donges Bay Road
 - Division Road (between Juniper Drive and Donges Bay Road)
 - Donges Bay Road (Between Division Road and Wagon Trail)
- 133 trees – Alt Bauer Park
- 34 trees –Old Farm Lift Station

The Village prefers that all proposed work be **completed by December 31, 2025**. However, the Village will accept and consider proposals that identify a final completion date of January 31, 2026 if needed.

DOCUMENTS: Contract Documents will be emailed or may be obtained from the Germantown Village Hall.

BID GUARANTEE: No bid bond will be required.

BID WITHDRAWAL: No bid shall be withdrawn for a period of thirty (30) days after the bid opening date without the consent of the Village of Germantown.

BID REJECTION: The Village of Germantown reserves the right to accept any bid most advantageous to the Village, waive any technicality or reject any or all bids.

QUESTIONS: Questions may be directed to:

Scott Anderson. Highways, Parks, Buildings & Grounds Superintendent
(262) 253-8253
sanderson@germantownwi.gov.

2025 SPECIFICATIONS FOR STREET TREE PRUNING

VILLAGE OF GERMANTOWN

- 3.01 Work shall be done under the direction of and subject to the inspection of the Highways, Parks, Buildings & Grounds Superintendent. Contractor shall check with the Highways, Parks, Buildings & Grounds Superintendent or their designated representative relative to the manner in which the trees are to be trimmed and pruned. Contractor shall be shown the extent to which the trees are to be pruned based on examination of the trees with the Village representative.
- 3.02 Contractor shall be responsible for damage resulting from their operation including, but not limited to, street lights, sprinkler systems, trees, plantings on private property, parkways and adjacent lawn, sidewalks and drive approaches. Contractor shall repair ruts in lawn resulting from their operations. Damaged sidewalk slabs, streetlights, street or traffic signs will be repaired by the Village with the cost of repairs to be deducted from funds due the contractor. Damage to adjoining trees shall be repaired or replaced immediately as directed by the Village representative. Broken or damaged branches which are hanging, shall be removed by the contractor before leaving the location.
- 3.03 Contractor shall operate between the hours of 7:00 A.M. to 5:00 P.M., Monday through Friday, excepting legal holidays. Work will be allowed on Saturdays only with the written approval of the Village representative. Work under this contract shall be completed by December 31, 2025.
- 3.04 It is the intent of this contract to provide tree pruning services on a daily basis. Contractor absences from the work site which are greater than one week shall require the written permission of the Village representative. Excessive absence so that in the opinion of the Village representative the required work cannot be completed within the contract time, shall serve as cause to terminate the Agreement.
- 3.05 The contractor shall furnish a crew experienced in tree trimming and pruning, together with a supervisor, necessary tools, equipment (which shall include an "aerial lift" truck) and trucks sufficient in size and number for hauling and disposing of material indicated in 3.09 hereunder. The contractor shall provide at least one ISA Certified Arborist as part of the work crew throughout the duration of the contract. Trees planted within the past six years are not included in this proposal. No payment will be made for trees pruned without authorization by the Village representative.

- 3.06 Contractor shall remove limbs and perform general thinning, extending to within six feet (6') of the top of the tree. Contractor shall perform pruning based on the following criteria established by the ANSI A300 (Part 1) Standard. The objective is to raise crowns, provide clearance, and improving overall structure. Standard pruning consists of the removal of dead, dying, diseased, decaying, interfering, and obstructing branches, as well as crown thinning to lessen wind resistance. The removal of such described branches is to include those on the main trunks, as well as those inside the crown area. An occasional undesirable branch up to one inch in diameter may remain within the main canopy where it is not practical to remove it. All cuts on live branches should be made as close as possible to the trunk or parent limb, without cutting into the branch collar or leaving a protruding stub (see Figure 1). Bark at the edge for all pruning cuts should remain firmly attached. Cuts on dead branches should be made as close as possible, without causing injury, to the callus tissue, when evident. All branches too large to support with one hand should be precut (see Figure 1) to avoid splitting or tearing of the bark. Where necessary, ropes and other equipment should be used to lower branches or stubs to the ground. If a pole saw is used, care shall be exercised not to injure the bark of unsevered limbs or that of the tree trunk. No spikes of any kind shall be used on any part of a tree.
- 3.07 Contractor shall re-route traffic as necessary to avoid damage to vehicles and injury to pedestrians. Contractor shall provide and mount sufficient barricades, "no-parking" signs, and directional signage and provide adequate grounds men to control and protect traffic and pedestrians. Traffic control shall meet the minimum guidelines as stated in the ANSI Z133 – Section 3.5 Traffic Control.
- 3.08 At the end of each workday, the contractor shall clean up all debris, twigs, branches, etc. resulting from their operations to the satisfaction of the Village representative.
- 3.09 Contractor shall dispose of branches, brush, twigs, stubs, etc. at a dump or location of their choice or under their control outside the limits of the Village. No extra shall be allowed for hauling and disposal of tree materials; the price per tree indicated in the proposal shall include the cost of all the phases of this operation.
- 3.10 The Village will work with Contractor to identify space for staging/overnight storage of equipment if requested.

Figure 1.

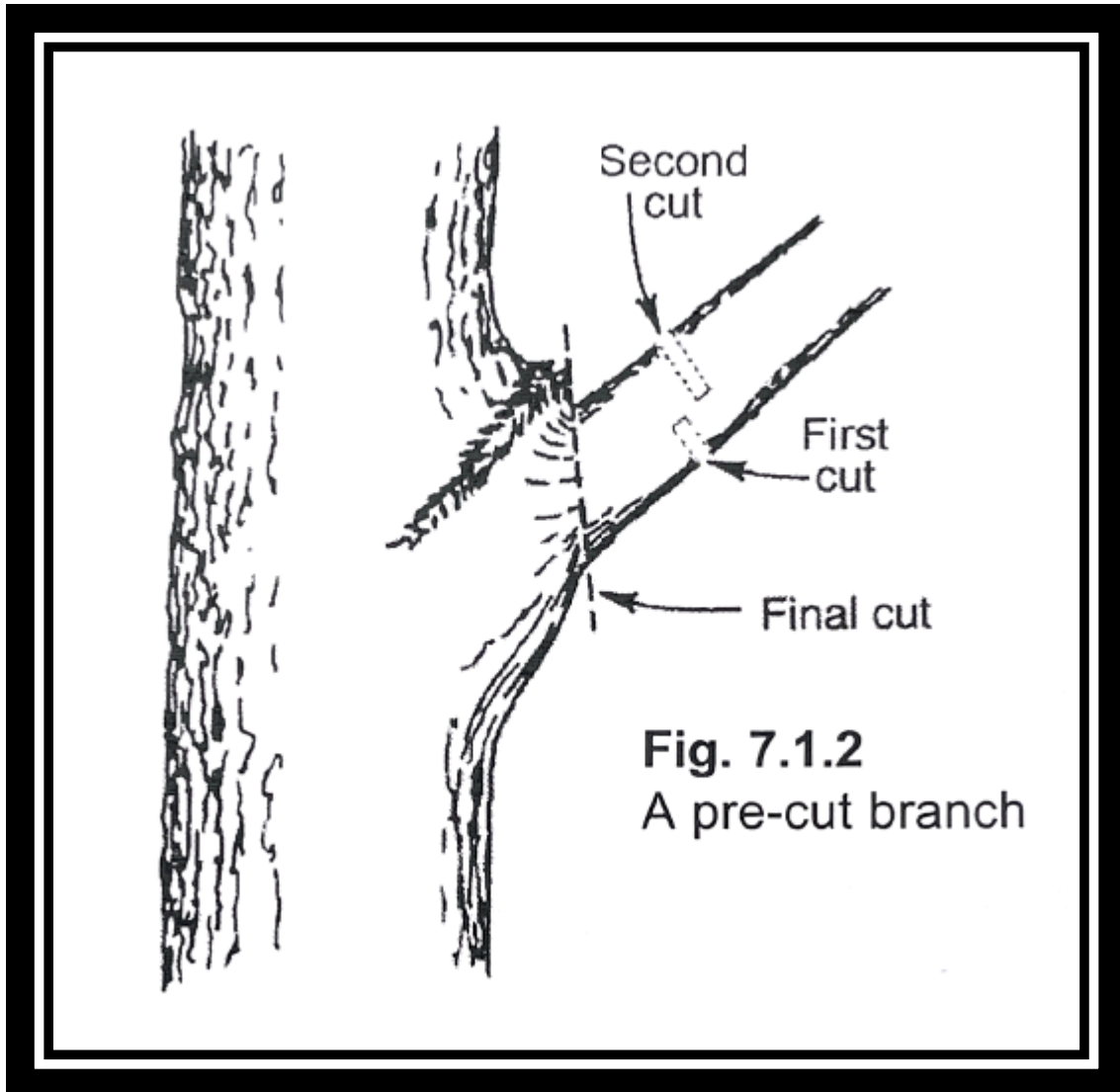


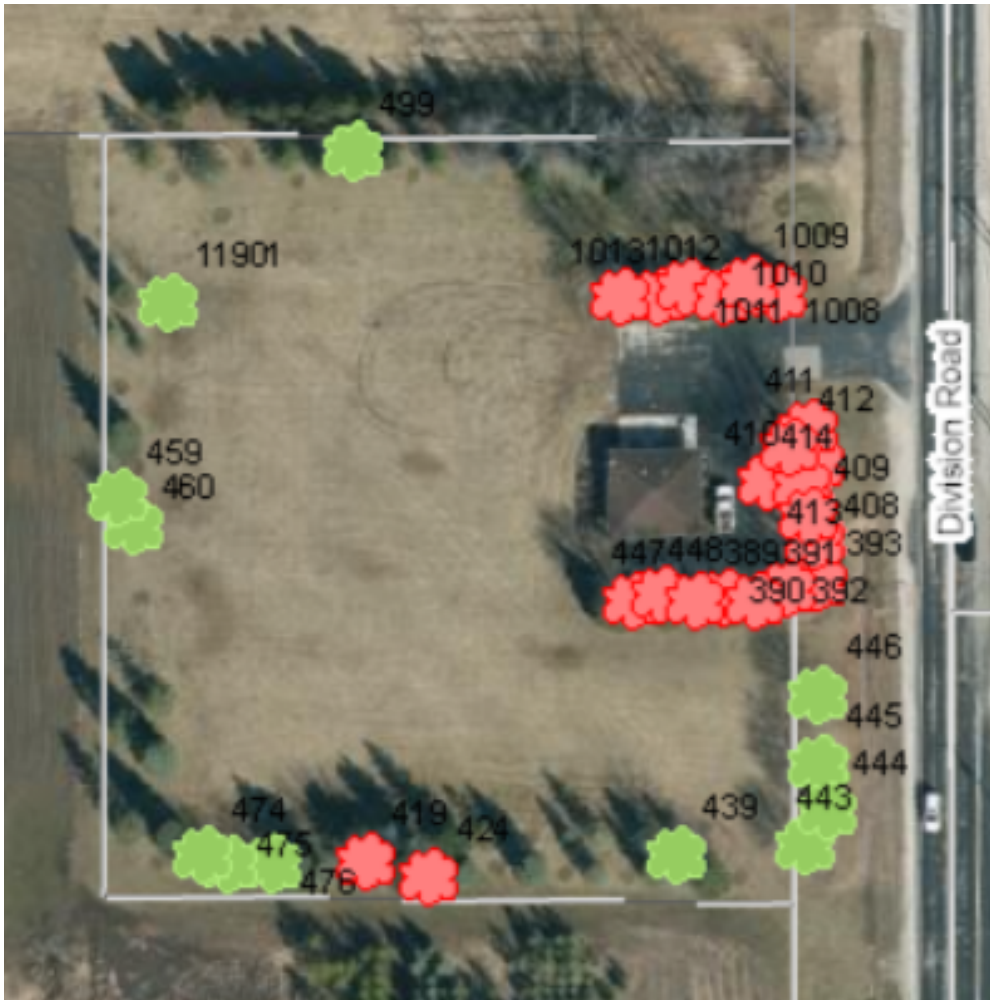
Figure adapted from ANSI A300 (Part 1) – 2017 *Pruning*. Page 11.

Maps

Old Farm Subdivision and Street Trees on Division Road/Donges Bay Road



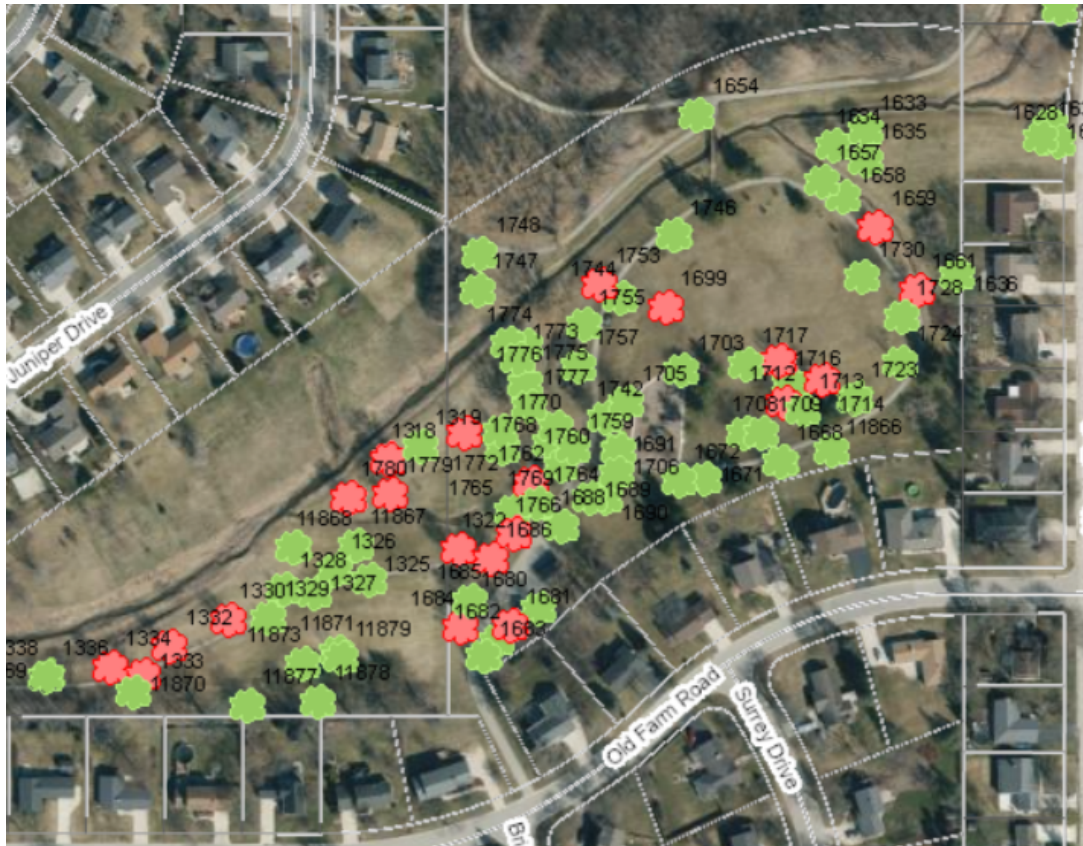
Old Farm Lift Station at Division Road and Old Farm Road



Alt Bauer Park West



Alt Bauer Park Central



Alt Bauer Park North



BID FORM – 2025 VILLAGE TREE PRUNING

Old Farm/Division Rd/Donges Bay Rd – 133 Trees

Price Per Tree: \$ _____
(words)

\$ _____
(figures)

Alt Bauer Park – 133 Trees

Price Per Tree: \$ _____
(words)

\$ _____
(figures)

Old Farm Lift Station – 34 trees

Price Per Tree: \$ _____
(words)

\$ _____
(figures)

Total Bid Price: \$ _____
(words)

\$ _____
(figures)

Contractor: _____

Address: _____

Phone: _____

Fax: _____

Email: _____

Printed Name: _____

Signature: _____ Date Submitted: _____

Title: _____

Village of Germantown
2025 Tree Pruning Tabulation

Tabulation Summary

Contractor - Crawford	Total Trees	Price per Tree	Total Bid Price
Old Farm Subdivision	133	\$ 160.00	\$ 21,280.00
Alt Bauer Park	133	\$ 111.25	\$ 14,796.25
Old Farm Lift Station	34	\$ 106.80	\$ 3,631.20
			\$ 39,707.45

Contractor - M&M	Total Trees	Price per Tree	Total Bid Price
Old Farm Subdivision	133	\$ 350.00	\$ 46,550.00
Alt Bauer Park	133	\$ 350.00	\$ 46,550.00
Old Farm Lift Station	34	\$ 125.00	\$ 4,250.00
			\$ 97,350.00

Bid error - wrote down \$39,734.05

Bid error - wrote in lump sum values, not unit price

BUSINESS OF THE VILLAGE BOARD

MEETING DATE: September 15, 2025

PLACEMENT: Action Item

ITEM TITLE: Service contract with Great Lakes for stormwater system cleaning and CCTV for \$29,975. (ACTION)

SUBMITTED BY: Matthew Mortwedt, Public Works Director

SUMMARY EXPLANATION:

In 2025, approximately \$41,000 was budgeted for stormwater infrastructure cleaning and CCTV. The Village requested quotes from several vendors for this work to occur in Section 27, which is roughly bounded by Mequon Rd on the north, Division Rd on the west, Donges Bay Rd on the south, and Pilgrim Rd on the east. We received two quotes, as presented here:

Firm	Amount	
Great Lakes	\$29,975	
Expeditors	\$46,736	

With the data collected, we can assess the condition of storm sewer infrastructure and begin to prioritize repairs and relays. Additional cleaning and CCTV work will be part of the 2026 budget request.

ATTACHMENT:

1. Great Lakes Quote

STAFF RECOMMENDATION:

Award of a service contract to Great Lakes TV Seal, Inc. for stormwater system cleaning and CCTV for \$29,975.

ACTION BY COMMITTEE:



Great Lakes TV Seal Inc. has been in business since 1984 specializing in cleaning, televising, grouting, air testing, deflection testing, joint testing and sealing, manhole rehabilitation, robotic cutting and CIPP repairs.

Great Lakes TV Seal, Inc. has been inspecting laterals with a LETS (Lateral Evaluation TV System) since 1998 having purchased one of the first three systems off the Aries production line and assisted with their research and development.

Since then, we have pioneered forward as the first ever company with the capability to grout laterals 30 feet from the mainline, utilizing inspection units with fiber optics and manhole scanning technology.

All Great Lakes TV Seal CCTV technicians have successfully completed the PACP (Pipeline Assessment and Certification Program), MACP (Manhole Assessment and Certification Program) and LACP (Lateral Assessment and Certification Program) as developed by NASSCO (National Association of Sewer Service Companies). This certification demonstrates Great Lakes TV Seal's ability to provide standardization and consistency in the way we evaluate pipe condition and how to manage inspection results. Through the use of PACP, MACP and LACP, we provide a comprehensive report and digital video of each pipe segment televised. Using this reporting structure, we are able to provide our customers with a reliable reservoir of data that describes the pipe which can be used in prioritization, planning, maintenance and renovation of wastewater collection systems

Principal Members

Brett Healy P.E., M.ASCE | 1988

Owner / President / Treasurer

PACP TV, CIPP, Manhole Rehab & Grout Technician / Foreman

Greg Healy | 1986

Owner / Vice President / Secretary

PACP TV, CIPP, Manhole Rehab & Grout Technician / Foreman

William Krohn | 1993

PACP TV, LETS Technician & CIPP / Foreman

Dawn Pietroske | 2024

Controller



Dear Sir/Madam:

Below are the current contracts with Great Lakes TV Seal, Inc. to complete the Bidder's Proof of Responsibility:

Town of Sheboygan

4020 Technology Parkway
Sheboygan, WI 53083
2025 Annual Sanitary Sewer Cleaning and Inspection
Contract Amount \$73,450.00
Completion Date: December 2025

Village of Twin Lakes

108 East main Street
Twin Lakes, WI 53181
2021 – 2025 Sanitary Sewer System Cleaning Program
Contract Amount \$222,933.00
Completion Date: December 2025

Village of Sharon

125 Plain Street
PO Box 379
Sharon, WI 53585
2020 – 2026 Sewer Televising
Contract Amount \$26,453.00
Completion Date: December 2026

Darboy Sanitary District

N398 County Road N
Appleton, WI
Annual Sewer Televising and Rehabilitation

If you have any questions feel free to call me at 920-863-3663.

Sincerely,

Brett Healy, President
Great Lakes TV Seal, Inc.



Job References

Job References:

Delavan Lake Sanitary District
2990 County Road F South
Delavan, WI 53115
Ray Sietz Phone: 262-728-4100

Darboy Sanitary District
N398 County Road N
Appleton, WI 54915
Pat Hennessey Phone: 920-788-6048

NEW Water (GBMSD)
2231 N. Quincy Street
Green Bay, WI 54302
Chad Amenson Phone: 920-438-1036

City of Appleton
100 N. Appleton Street
Appleton, WI 54911
Chad Weyenberg Phone: 920-832-5915

Heart of the Valley Metro Sewerage District
801 Thilmany Road
Kaukauna, WI 54130
Brian Helminger Phone: 920-766-5731

Town of Sheboygan
3932 Superior Avenue
Sheboygan, WI 53081
Damian Nevers Phone: 920-207-4635

Village of Denmark
400 Mahlik Lane
Denmark, WI 54208
Erika Thronson Phone: 920-863-8401

Town of Neenah
1600 Breezewood Lane
Neenah, WI 54956
Dan Osero Phone: 920-740-5757

Village of Sister Bay
2124 Autumn Court
Sister Bay, WI 54234
Megan Barnes Phone: 920-421-0518

Village of Egg Harbor
P.O. Box 175
Egg Harbor, WI 54209
Bert Sawyer Phone: 920-868-3334

Service(s) Provided:

Pipe Inspection, Manhole Rehabilitation, Leak
Isolation & Sealing, CIPP Spot Repair

Pipe Inspection, Cleaning, Chemical Grouting &
Manhole Rehabilitation

Pipe Inspection, Cleaning, Chemical Grouting &
Manhole Rehabilitation

CIPP Repairs, Pipe Inspection, Cleaning, Mineral
Deposit Removal, Chemical Grouting & Root Cutting

Pipe Inspection, Manhole Inspection & Manhole
Rehabilitation

Pipe Inspection, Cleaning, Lateral Sealing & Manhole
Rehabilitation

Pipe Inspection, Cleaning, Root Cutting, Chemical
Grouting & Manhole Rehabilitation

Pipe Inspection, Cleaning, Lateral Inspection, Root
Cutting, Chemical Grouting & Manhole
Rehabilitation

Pipe Inspection, Cleaning, Manhole Sealing & Lateral
Sealing

Pipe Inspection, Cleaning, CIPP Spot Repair &
Manhole Rehabilitation



Job References:

Town of Wilson Sanitary District
5935 S. Business Drive
Sheboygan, WI 53081
Ben Darkow Phone: 920-980-0198

Harrison Utilities
N8722 County Road LP
Menasha, WI 54952
Tom VanZeeland Phone: 920-731-0002

City of Oshkosh
215 Church Avenue
Oshkosh, WI 54903
Justin Gierach Phone: 920-236-5065

Iron Mountain / Kingsford WWTP
1488 Park Avenue
Iron Mountain, MI 49801
Dave Hodgins Phone: 906-221-5410

Contractors:

Dorner, Inc.
P.O. Box 129
Luxemburg, WI
Todd Dorner Phone: 920-845-2442

PTS Contractors, Inc.
4075 Eaton Road
Green Bay, WI 54311
Mark Schleis Phone: 920-468-5217

De Groot, Inc.
4201 Champion Road
Green Bay, WI 54311
Mark De Groot Phone: 920-866-2348

Service(s) Provided:

Pipe Inspection, Cleaning, Lateral Inspection,
Chemical Grouting, Manhole Inspections, Manhole
Sealing & Rehabilitation

Pipe Inspection, Cleaning & Manhole Rehabilitation

Pipe Inspection, Lateral Inspection & Manhole
Rehabilitation

Pipe Inspection & Cleaning

Engineering Firms:

Kapur & Associates, Inc.
7711 N. Port Washington Road
Milwaukee, WI 53217
Yurily Amelyan Phone: 414-254-6348

Terra Engineering & Construction Corporation
2201 Vondron Road
Madison, WI 53718-6795
Tony Arts Phone: 608-575--3882

Coleman Engineering
635 Circle Drive
Iron Mountain, MI 49801
Scott Nowack Phone: 906-734-3440

Cedar Corporation
1496 Bellevue Street #502
Green Bay, WI 54311
Thad Majkowski Phone: 920-491-9081

Robert E. Lee & Associates
1250 Centennial Centre Boulevard
Hobart, WI 54115
Dean LaFleur Phone: 920-544-4370

TV Inspection Equipment:

- 2021 Chevrolet 5500 IBAK TV Inspection Van
- 2019 Chevrolet 5500 IBAK TV Inspection Van
- 2016 Ford F550 IBAK TV Inspection Van w/ Schwalm Cutter
- 2008 Aries TV Inspection Van
- 2003 Aries TV Inspection Van
- 2002 Aries TV Inspection Van
- 2001 TV Inspection Van
- 2008 Aries TV / Grout Unit
- 2005 Aries TV / Grout Unit
- Aries Pathfinder Inspection System
- Saturn III Portable TV Unit (off road capabilities)
- Aries Eagle Eye Cameras (low light cameras)
- Aries Pan & Tilt Camera
- Large Tractors (TV capability for large diameter pipes)
- L.E.T.S. Camera (lateral inspection from mainline both upstream & downstream)
- Portable See Snake Mini Cameras
- CleverScan / Automated Manhole Inspection

Specialized Professional Services:

- Telescoping High Pressure Manhole Washer
- Permacast Manhole Rehabilitation Services and Permacast portable unit
- Trelleborg Fiberglass Point Repair System
- Schwalm Cutter (protruding taps, mineral deposits, roots)
- Trelleborg & Nufflow Lateral Lining
- Duran Reliner Manhole Rehabilitation System
- Deflection Testing (8" to 48" pipe)
- Low Pressure Airtesting (1" to 48" pipe)
- Vacuum Testing
- 100% Solids Epoxy Lining
- Pipe Rerounding

Cleaning Equipment

- 2021 Western Star 4700
- 2012 Pipe Hunter Trailer Jetter
- 2012 Freightliner 800-HPR Jetter
- 2016 Kenworth Vactor 2115 with Water Recycler Option
- 2022 Freightliner 900-ECO-15
- 1989 Ford Jet Truck
- 1997 Freightliner Jet Truck
- 1985 Ford Jet Truck
- WMI Transporter Easement Machine

Other Vehicles & Equipment

- 2022 Chevy 2500HD Pickup
- 2023 Chevy 2500HD Pickup
- 2020 GMC 3/4 Ton LT 4 X 4 Crew Pickup
- 2021 Chevrolet 3/4 Ton LT 4 X 4 Crew Pickup
- 2017 Dodge 3/4 Ton HD 4 X 4 Crew Pickup
- 2016 Dodge 3/4 Ton HD 4 X 4 Crew Pickup
- 2016 Chevrolet 1/2 Ton 4 X 4 Crew Pickup
- 2015 Chevrolet 1/2 Ton 4 X 4 Crew Pickup
- 2015 Chevrolet 3/4 Ton LT 4 X 4 Crew Pickup
- 2014 Chevrolet 3/4 Ton LT 4 X 4 Crew Pickup
- 2011 Chevrolet 3/4 Ton LT 4 X 4 Crew Pickup
- 2010 Chevrolet 3/4 Ton HD 4 X 4 Crew Pickup
- 2008 Chevrolet 3/4 Ton HD 4 X 4 Crew Pickup
- 2009 Chevrolet 1 Ton 4 X 4 Airtest Stake Rack Truck with compressor
- 1999 Dump Truck with boom and 48" holesaw for manhole casting removal
- 1999 Chevrolet 1 Ton Cube Van
- 2009 Chevrolet 1 Ton Cube Van
- 2019 Chevrolet 1 Ton Cube van
- 2011 20' Wells cargo Trailer
- 2011 12' Wells Cargo Trailer
- 2005 John Deere Gator HPX 4 X 4
- 2005 Cargo Express Trailer
- 2004 Towmaster Trailer
- 2001 Permacast Big O Trailer
- 1998 R & W Flatbed Trailer
- 1998 Yamaha / 4 Wheel Off Road Vehicles (2)
- 1997 Interstate Cargo Trailer
- 1996 Mirrocraft Boat
- 1979 Mirro Boat
- Confined Space Safety Equipment
- Ventilators / Blowers
- Trash pumps
- Submersible Pumps
- Generators
- Picotte Cutter
- Bypass Plugs & Sewer Plugs (1" to 60")
- 5000 PSI Pressure Washer
- Steamer / Pressure washers
- 175 CFM Airmann Compressor
- 175 CFM Ingersoll-Rand Compressor
- Whitman & Quikspray Cement Mixers
- Multiquip Electric Cement Mixer
- Jack hammer
- Concrete Saw



**National Association of Sewer Service Companies, NASSCO, Inc.
PACP, MACP and LACP CERTIFICATION**

Employee	Year of Hire	Certification Number	Due to Recertify	PACP	MACP	LACP
Greg Healy	1986	U-609-1886	04/30/25	X	X	X
Brett Healy	1988	U-609-1884	04/29/25	X	X	X
Bill Krohn	1993	P0052174-012025	01/28/28	X	X	X
Lindsay Waegli	2014	U-514-06023282	01/15/27	X	X	X
Marcus Jenerson	2017	P0046312-022024	02/27/27	X	X	X
Tara Hanson	2021	U-117-07006513	01/24/26	X	X	X
Mitchell Warren	2021	P0036372-032022	03/10/25	X	X	X
Kenton Peterson	2022	P0041067-012023	01/27/26	X	X	X

In addition, operators are trained in the following areas:

Blood-Borne Pathogens
 Confined Space Entry
 Demolition
 Electrical Safety
 Excavation & Trenching
 Fall Protection
 Fire Protection & Hotwork
 Hazardous Communication GHS
 Lock-out / Tag-out
 Materials Handling, Hoists, Cranes & Rigging
 Motor Vehicles & Motorized Equipment
 Personal Protective Equipment
 Powered Industrial Trucks
 Process Safety Management
 Respirators
 Scaffolds, Lifts, Ladders & Stairways
 Signs, Signals & Barricades
 Site-Specific Safety Orientation
 Tools – Hand & Power
 Walking & Working Surfaces
 First Aid-CPR AED



Responsibilities of a Project Manager

A Project Manager (PM) is responsible for planning, executing, and closing projects while ensuring they meet objectives within scope, time, cost, and quality constraints. Below is a summary of key responsibilities:

1. Project Planning

- Define project goals, scope, deliverables, and success criteria.
- Develop a detailed project plan (schedule, budget, resource allocation).
- Identify project risks and create mitigation strategies.

2. Team Leadership & Coordination

- Assign tasks and responsibilities to team members.
- Motivate, guide, and manage the project team.
- Facilitate communication and resolve conflicts.

3. Communication & Stakeholder Management

- Act as the main point of contact between stakeholders, clients, and the team.
- Provide regular progress reports and updates.
- Manage stakeholder expectations.

4. Execution & Monitoring

- Oversee day-to-day project operations.
- Monitor progress against the project plan (scope, timeline, and budget).
- Adjust plans as needed when challenges arise.

5. Risk & Issue Management

- Identify potential risks early.
- Develop contingency plans.
- Resolve issues quickly to minimize disruption.

6. Budget & Resource Management

- Track expenses to ensure the project stays within budget.
- Manage resources effectively (human, financial, and material).

7. Quality Assurance

- Ensure deliverables meet required standards.
- Conduct reviews, testing, and quality checks.

8. Closing & Evaluation

- Deliver the completed project to stakeholders.
- Conduct post-project evaluations (lessons learned, performance review).
- Document results and ensure proper handover.

PRICE SCHEDULE – Large Diameter CCTV Storm Sewer in Section 27

ITEM NUMBER	ITEM	UNIT	EST. QUANTITY	UNIT PRICE	TOTAL
1	72-inch Storm Sewer Main Examinations & CCTV Reports	LF	550	\$1.30	\$715.00
2	66-inch Storm Sewer Main Examinations & CCTV Reports	LF	1,460	\$1.30	\$1,898.00
3	60-inch Storm Sewer Main Examinations & CCTV Reports	LF	754	\$1.30	\$980.20
4	54-inch Storm Sewer Main Examinations & CCTV Reports	LF	172	\$2.50	\$430.00
5	48-inch Storm Sewer Main Examinations & CCTV Reports	LF	786	\$1.30	\$1,021.80
6	45-inch Storm Sewer Main Examinations & CCTV Reports	LF	272	\$1.30	\$353.60
7	42-inch Storm Sewer Main Examinations & CCTV Reports	LF	2,416	\$1.30	\$3,140.80
8	36-inch Storm Sewer Main Examinations & CCTV Reports	LF	3,684	\$1.30	\$4,789.20
9	Traffic Control for Section 27 Exams	LS	1	\$750.00	\$750.00
Total Items 1-9					\$14,078.60

PRICE SCHEDULE – Small Diameter CCTV Storm in Squire and Esquire Estates

ITEM NUMBER	ITEM	UNIT	EST. QUANTITY	UNIT PRICE	TOTAL
10	36-inch Storm Sewer Main Examinations & CCTV Reports	LF	1,021	\$.95	\$969.95
11	24-inch Storm Sewer Main Examinations & CCTV Reports	LF	678	\$.95	\$644.10
12	21-inch Storm Sewer Main Examinations & CCTV Reports	LF	642	\$.95	\$609.90
13	18-inch Storm Sewer Main Examinations & CCTV Reports	LF	2,472	\$.95	\$2,348.40
14	15-inch Storm Sewer Main Examinations & CCTV Reports	LF	3,204	\$1.00	\$3,204.00
15	12-inch Storm Sewer Main Examinations & CCTV Reports	LF	2,416	\$3.05	\$7,368.80
16	Traffic Control for Squire Drive and Esquire Estates	LS	1	\$750.00	\$750.00
Total Items 10-16					\$15,895.15

PRICE SCHEDULE – Cleaning Large Diameter Storm Sewer (in Section 27)

ITEM NUMBER	ITEM	UNIT	EST. QUANTITY	UNIT PRICE	TOTAL
17	If Authorized, Storm Sewer Main - Cleaning up to 10% with Traffic Control	LF	640	\$5.00	\$3,200.00
18	If Authorized, Storm Sewer Main - Cleaning Up to 25% with Traffic Control	LF	1,600	\$3.00	\$4,800.00
19	If Authorized, Storm Sewer Main - Cleaning Up to 50% with Traffic Control	LF	3,200	\$2.50	\$8,000.00
20	If Authorized, Storm Sewer Main - Cleaning Up to 75% with Traffic Control	LF	4,800	\$2.50	\$9,600.00
21	If Authorized, Storm Sewer Main - Cleaning Up to 100% with Traffic Control	LF	6,410	\$1.90	\$12,179.00
Total Items 17-21 – Cleaning Large Storm Sewer					\$37,779.00

PRICE SCHEDULE – Cleaning Small Diameter Storm Sewer

ITEM NUMBER	ITEM	UNIT	EST. QUANTITY	UNIT PRICE	TOTAL
22	If Authorized, Storm Sewer Main - Cleaning up to 10% with Traffic Control	LF	1,043	\$3.00	\$3,129.00
23	If Authorized, Storm Sewer Main - Cleaning Up to 25% with Traffic Control	LF	2,608	\$2.50	\$6,520.00
24	If Authorized, Storm Sewer Main - Cleaning Up to 50% with Traffic Control	LF	5,216	\$2.25	\$11,736.00
25	If Authorized, Storm Sewer Main - Cleaning Up to 75% with Traffic Control	LF	7,824	\$2.00	\$15,648.00
26	If Authorized, Storm Sewer Main - Cleaning Up to 100% with Traffic Control	LF	10,433	\$2.00	\$20,866.00
Total Additive Items 22-26– Cleaning Storm Sewer					\$57,899.00

BUSINESS OF THE VILLAGE BOARD

MEETING DATE: September 15, 2025

PLACEMENT: Action Item

ITEM TITLE: MMSD Workplan for a PPI&I and sanitary sewer relay project in Kuhn's Pleasant View subdivision. (ACTION)

SUBMITTED BY: Matthew Mortwedt, Public Works Director

SUMMARY EXPLANATION:

The Kuhn's Pleasant View subdivision was constructed over a 4-year period in the mid to late 1950's. The sanitary sewer main is 8" in diameter and consists primarily of clay pipe and RCP. Recent inspections show the clay pipe has poor alignment, signs of cracking, and infiltration. Despite that, the pipe is in generally good condition for its age with an overall condition in the 2-3 range (out of 5). It is some of the oldest sanitary sewer in Germantown. Modern sanitary sewer mains would be constructed with PVC.

The sanitary sewer laterals are in poor condition. There have been several backups reported, all of which were caused by lateral conditions. There are signs of infiltration based on analysis by staff and consultants.

The Department of Public Works is considering a project, partially funded by MMSD, to relay the sanitary sewer, replace private laterals, and repave the road in approximately 2028.

In order to proceed with the project and secure MMSD funding for private lateral replacement an approved work plan must be submitted to MMSD in October.

The Utility Advisory committee unanimously recommended the use of MMSD dollars, and a sanitary sewer relay. We are now requesting approval of the work plan to secure the MMSD dollars available. A future agenda item will address water service extension to this subdivision.

ATTACHMENT:

1. 2025-08-27_GE06 - Kuhns Pleasant View PPII Workplan

STAFF RECOMMENDATION:

The use of MMSD funds for private lateral replcaement and utility funds for a sanitary sewer relay were unamiously approved by the UAC.

ACTION BY COMMITTEE:

2025 PPII Work Plan

This checklist/template serves as the standard form for submitting a Work Plan to MMSD as a request to commit funds from your Municipal Funding Allocation Account to a project proposed for reimbursement through the MMSD PPII Reduction-M Program. If approved, the Work Plan will be the basis for a Funding Agreement between the municipality and MMSD. A Work Plan can be submitted at any time throughout the year. Please complete all fields comprehensively and submit this electronically-fillable-form and supporting document attachments via [MMSD's Municipal Portal](#).

I. CONTACT INFORMATION

Municipality	
Applicant Name: Matthew Mortwedt	Municipality: Village of Germantown
Mailing Address: N112 W17001 Mequon Road	
Phone #: 262-250-4721	Email: engineering@germantownwi.gov
Primary Contact: Kevin Driscoll	Primary Contact email: kdriscoll@germantownwi.gov
Primary contact phone #: 414-745-9999	
Consultant (if applicable)	
Firm: TBD	Consultant's PM's Name:
Consultant Email:	Consultant Phone number:
Funding Agreement Signatories Provide the names and position titles of all municipal staff that will be required to sign the funding agreement. (i.e., mayor, administrator, clerk, attorney etc.)	
Name: Robert Soderberg	Position Title: Village President
Name: Donna Ott	Position Title: Village Clerk
Name:	Position Title:
Name:	Position Title:
Name:	Position Title:

II. PROPOSED SCOPE OF WORK

1. What type of work will be included in this work plan application? Check all applicable.

- ☐ Planning ☐ Investigative ☒ Construction/Rehab ☐ Post Project Evaluation ☐ Training
☐ Design ☐ Other:

2. What is the total value of the request by the municipality for funding through the PPII program for work outlined in this work plan? \$ 1,005,000.00

3. What is the total number of properties in the project area? 67

4. What is the assumed number of participating properties? 67

5. What is your justification for the assumed participation rate?

- ☒ Prioritization of properties based on investigative work ☒ Assumed percent of total based on previous projects ☐ Existing ROE agreements
☒ Other (Fill in Blank): 2001 I&I Study

6. Provide the scope of work that will be included in this work plan. This should include a detailed description of the work type(s) selected in Section II. Question 1.

Open cut laterals in the right of way, and pipe burst laterals under foundations into basements. Estimate is \$15,000 per each lateral.
This work to be completed in conjunction with sanitary sewer main relay, similar to the previous PPII project in the Village of Germantown.
Village to hire consultant to Develop plans and specifications, similar to and based on scope of work for GE03 & GE05.

7. What entity (e.g., municipality staff, consultant, contractor, District, etc.) is responsible for each scope of work scope listed in Section II. Question 6.

Outreach letters and website / right of entry agreements - Municipal Staff & Consultant collaboration

Develop plans and specifications - Consultant; review by Village Staff

Open cut laterals in ROW - Contractor

Pipe burst laterals under foundations into basements - Contractor

Inspection of Sanitary Building Sewer Lateral replacement work - Consultant

Sanitary Sewer relay planned - Village design

Water Main extension (potential) - Village design

8. Describe the municipal process(es) for procurement of all professional and non-professional (field work and construction) components of work and the basis for each.

Request for proposal for consultant services to complete design and contract document preparation.

Request for bids for contractor per public bid process with Public Works Committee and Village Board approvals.

III. PROJECT AREA CHARACTERISTICS

1. What is the predominant age of the homes in the project area?			
☐ Pre 1940's	☒ 1940 – 1960	☐ 1961-1980	☐ 1981-Present
2. What is the average lot size within the project area?		0.3 - 0.5	☐ SF ☒ Acres
3. In this area, is it typical that foundation drains are connected?			☐ Yes ☒ No
4. What sewershed(s) or metershed(s) is this project located in? GE3002 - see attached map			
5. Approximate year sanitary sewer collection system was installed: 1950			
6. Collection system characteristics in project areas:			
Host Pipe Material(s): Mainlines		Mainline	Host Pipe Material(s): Laterals
☒ VCP	☐ Ductile Iron	Pipe Size(s):	☒ VCP
☐ Cast-Iron	☐ Concrete	8-inch dia.	☐ Ductile Iron
☐ Asbestos	☐ PVC		☐ Cast-Iron
			☐ Concrete
			☐ Asbestos
			☐ PVC
7. Within the project area, is the mainline rehabilitated?			☐ Yes ☒ No
If "Yes," provide details on the year(s) the work was completed, the type and location of rehabilitation used, and if any rehabilitation of the sanitary sewer laterals within the ROW was completed.			

8. Will non-MMSD funded public infrastructure work be contracted or completed with the private property work? ☒ Yes ☐ No

If “Yes”, provide details of the public work.

The Village of Germantown Road Program has Kuhn's Pleasant View Subdivision scheduled for roadway reconstruction in 2028. This includes Sunnyview Drive, Daniels Drive, Kurt Drive, Williams Drive and Roberts Drive. The Village anticipates project approach is similar to the Glenwood Park subdivision project, where the Village plans to reconstruct the roadway in conjunction with drainage improvements and utility improvements to sanitary sewer and potentially the water utility infrastructure.

9. Include with your application, two maps:

- One of the limits of the sewershed(s) or metershed(s) the project is in;
- And one of the project limits.

Both maps shall meet the following requirements.

- Maps shall use a street or aerial view as base map.
- Major street names shall be labeled and legible.
- Limits of the sewershed(s) and/or metershed(s),
- Project limits shall be defined by a bold red line.
- Sanitary and storm system line work shall be shown at a scale appropriate to the scale of the drawing.
- A north arrow and legend shall be included.
- Maps shall be between 5 and 40 scale and to a standard paper size (i.e., 8.5”x11, 11”x17”, etc.)
- Maps shall be submitted as PDF electronic files.

IV. PROJECT JUSTIFICATION

1. Has any planning and/or investigative work within the project area been completed to date? (i.e., Flow monitoring, interior home inspections, sewer CCTV, analysis of flooding/backup issues in the area, etc.) ☒ Yes ☐ No

If "Yes," was the work completed through a previous PPII funding agreement? ☐ Yes ☒ No

If the answer is "Yes" to both questions, describe the work completed and cite report names and funding agreement reference number(s) the work was completed under.

If completed independent of the PPII program, include the report(s) with this application in electronic format and list the name of the report(s) in this section.

2001 I&I Study

2. Describe how the project area and approach was chosen and prioritized.

2001 I&I Study, age of infrastructure with respect to other infrastructure in the village.

3. What is the status of all project area sewershed(s)/metershed(s) as related to the District Chapter 3 rules for wet weather performance?

☐ Non-compliant ☒ Compliant ☐ Inconclusive ☐ Not Metered

If "Noncompliant," has PPII work been completed to date within the Project Area metershed(s)? If yes, provide details on the scope of work completed and location.

4. Does the municipality have any permitted (or unpermitted) wet-weather bypass locations in the project area? If "Yes," provide approximate frequency and average volume per frequency for over the last ten years.	☐ Yes ☒ No
5. Does the project area have a history of CSOs or SSOs? If "Yes," provide the frequency of occurrences over the last ten years. SSO occurred in August 2025. Previous SSO's occurred in 1997 & 1998 for wet weather bypassing.	☐ Yes ☒ No
6. Does the municipality have recurring basement backup reports in the project area? If "Yes", please provide the average annual number of reports in the last ten years and the estimated storm recurrence interval that typically causes basement backups.	☐ Yes ☒ No
7. Do you have existing pre-project baseline data for this project area, such as metering, lift station run time, bypass pumping, basement backups, etc.?	☐ Yes – go to item 8 ☒ No – go to item 9
8. Describe and detail information on the pre-project baseline data you have collected including type, location, and date ranges. If a MMSD meter is used as a source for this data, provide meter name and location.	

9. Do you plan on collecting pre-project baseline data as part of this project?

☐ Yes – go to item 10

☒ No – go to item 11

10. Describe the pre-project data that will be collected to provide a baseline for improvement. If you intend to use or request MMSD portable meters, list the quantity, expected time frame installation and monitoring period.

11A. For construction projects, how do you intend to report project performance results? Please select all that apply.

☐ Flow Metering

☐ Reduced CSO/SSO

☒ Identify I/I Sources

☐ Participation Rates

☐ Reduced Basement Backup Reports

☐ Other:

Please provide quantitative and/or qualitative measures for success as they relate to the selected project performance metrics.

11B. For investigative projects, what deliverables will be provided to document the findings of the work completed? How will these findings feed into the next phase of the PPII reduction work?

MMSD Report Template to be completed, along with an inventory listing of parcels, as-built records, inspection records, cctv exams

V. SCHEDULE

Include a schedule of the work with all major tasks and milestone dates for completion including:

- **Internal Municipal routing schedule for Funding Agreement execution, including any necessary approvals (i.e. Local Board/Council approvals)**
 - **Accounting for 60-90 days for District administrative approvals, after Work Plan submission**
- Work task(s) start and finish
- Public outreach
- Key deliverables
- Reimbursement requests

The schedule needs to be realistic and achievable based on District approval timelines, local approval timelines, bidding process timelines, work production rates, and weather-related considerations. Identify and highlight any milestone dates by which the municipality is requesting the District to meet to keep your schedule (e.g., local council or board agenda deadlines). Provide the schedule in PDF format.

VI. FINANCIALS

1. Include a comprehensive cost estimate broke down to the task level which includes costs for: all internal municipal staff time which is being requested to be reimbursed, professional services including hours estimates and rates, construction costs by estimated units and estimated unit costs, inspection services, public outreach, and staff training. Attach an Excel version of the estimate to the application when submitting.

Please reference ([Chapter 9 - MMSD Standard Forms, PPII Muni Resource Webpage](#)) the *MMSD Engineer's Cost Estimate Template* for an example or to submit with this work plan.

2. Are other funding sources, besides MMSD PPII funds, contributing to the total project cost? i.e., municipal funds, grant funding, property owner cost share, etc. ☒ Yes ☐ No

If "Yes," list all addition funding sources, the specific work which will be covered by an additional funding source, and the value.

Road Replacement Work to be covered by the Village of Germantown Road Program.
Sanitary Sewer Work to be covered by Sewer Utility, potential application for WDNR Clean Water Fund Loan.
Water Utility Work to de determined.

3. Explain the means and methods for segregating the cost (MMSD reimbursable costs and public work costs).

Bid items to be split into respective categories:

1. Building Sewer Lateral Work
2. Sanitary Sewer Work
3. Road Work
4. Water Utility

Sanitary Sewer Work to be covered by Sewer Utility, potential application for WDNR Clean Water Fund Loan.

Road Work to be covered by Road Program.

Water Utility Work to be determined.

4. What department/individual/entity will be submitting and processing the reimbursement requests?
Please include the name and contact information.

Department of Public Works Engineering Division

5. MMSD requires all invoicing to be submitted via e-Builder. Will e-Builder training be necessary for the department/individual/entity that will be submitting and processing the reimbursement requests? ☒ Yes ☐ No

VII. PUBLIC OUTREACH

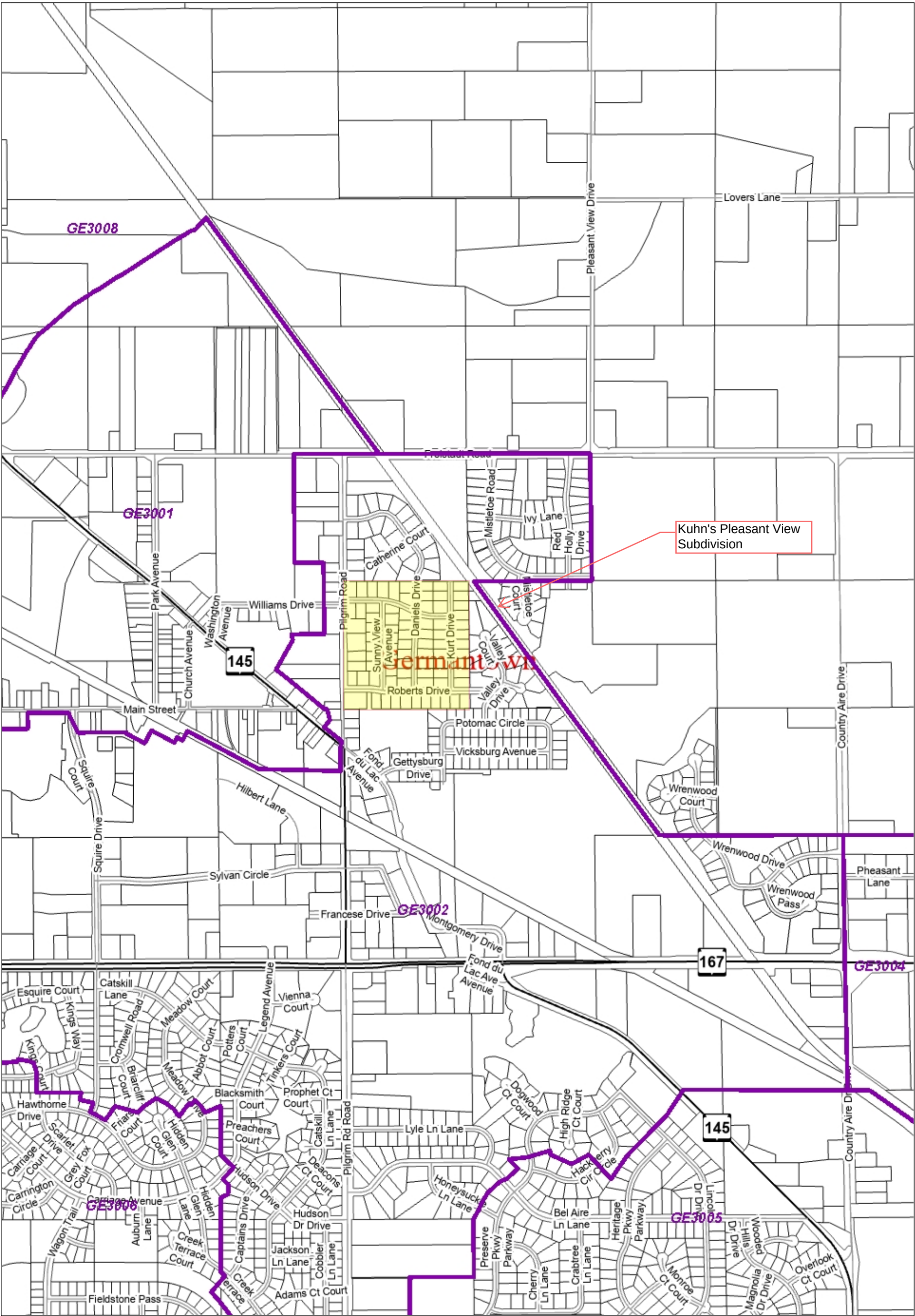
1. In regard to this work plan, have you completed any prior public outreach work in this project area (e.g., mailings, public meetings, door knocking, etc.) ☐ Yes – go to item 2 ☒ No – go to item 3

2. Describe in detail the pre-project public outreach work you have completed to date, including the method and entity responsible.

3. Describe in detail your public outreach approach for this project (Examples of public outreach include, but are not limited to; mailings, websites, social media, canvassing, public meetings, etc.). Please include:
- What entity/individuals/departments will be responsible for the public outreach. If a specific person or entity is responsible for public outreach, include the name and contact information.
 - The timing and anticipated level of effort that is anticipated to be necessary for the public outreach effort.
 - Any venues and/or communication platforms that will be used. Please consider what channels of communication your municipality already utilizes to communicate with residents.

Wastewater Superintendent Zimmerman, Village Engineer Driscoll, Engineering Technician Sajdak will be responsible for letter outreach and door to door communication and follow up meetings to discuss the scope of work with residents and property owners.

Webpage generation is also planned.
Social media may be considered.



Village of Germantown GIS
Pleasant View PPII Project Area (GE3002)

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 = 1302'

Print Date: 5/16/2025

Category 1 - Sanitary Building Sewer Lateral - Design Work

Item	Description	Hours	Rate	Total
1	Outreach	80	\$150	\$12,000
2	Design	40	\$150	\$6,000
3	Plans	80	\$150	\$12,000
4	Specifications	40	\$150	\$6,000
5	Bid / Award	20	\$150	\$3,000
	SubTotal			\$39,000
	Contingency (10% +/-)			\$4,000
	Total Estimate			\$43,000

Category 2 - Sanitary Building Sewer Lateral - Construction Estimate

	Pipebursting Laterals	67	\$15,000	\$1,005,000
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Sanitary Building Sewer Lateral - Total			\$1,048,000
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Item	Description	Daniels	Kurt	Roberts	Sunny View	Williams	SubTotals
1	Sanitary Sewer	\$183,750	\$99,750	\$99,750	\$164,150	\$33,775	\$581,175
2	Saintary Manholes	\$22,500	\$22,500	\$22,500	\$15,000	\$15,000	\$97,500
3	Sanitary Building Sewer Laterals	\$300,000	\$315,000	\$90,000	\$225,000	\$75,000	\$1,005,000
4	Replacement Pavement	\$59,520	\$59,600	\$74,200	\$47,880	\$58,180	\$299,380
	SubTotal	\$565,770	\$496,850	\$286,450	\$452,030	\$181,955	\$1,983,055
	Contingency (10% +/-)	\$56,570	\$49,927	\$28,580	\$44,970	\$18,045	\$198,092
	Total Estimate	\$622,340	\$546,777	\$315,030	\$497,000	\$200,000	\$2,181,148

Laterals

20

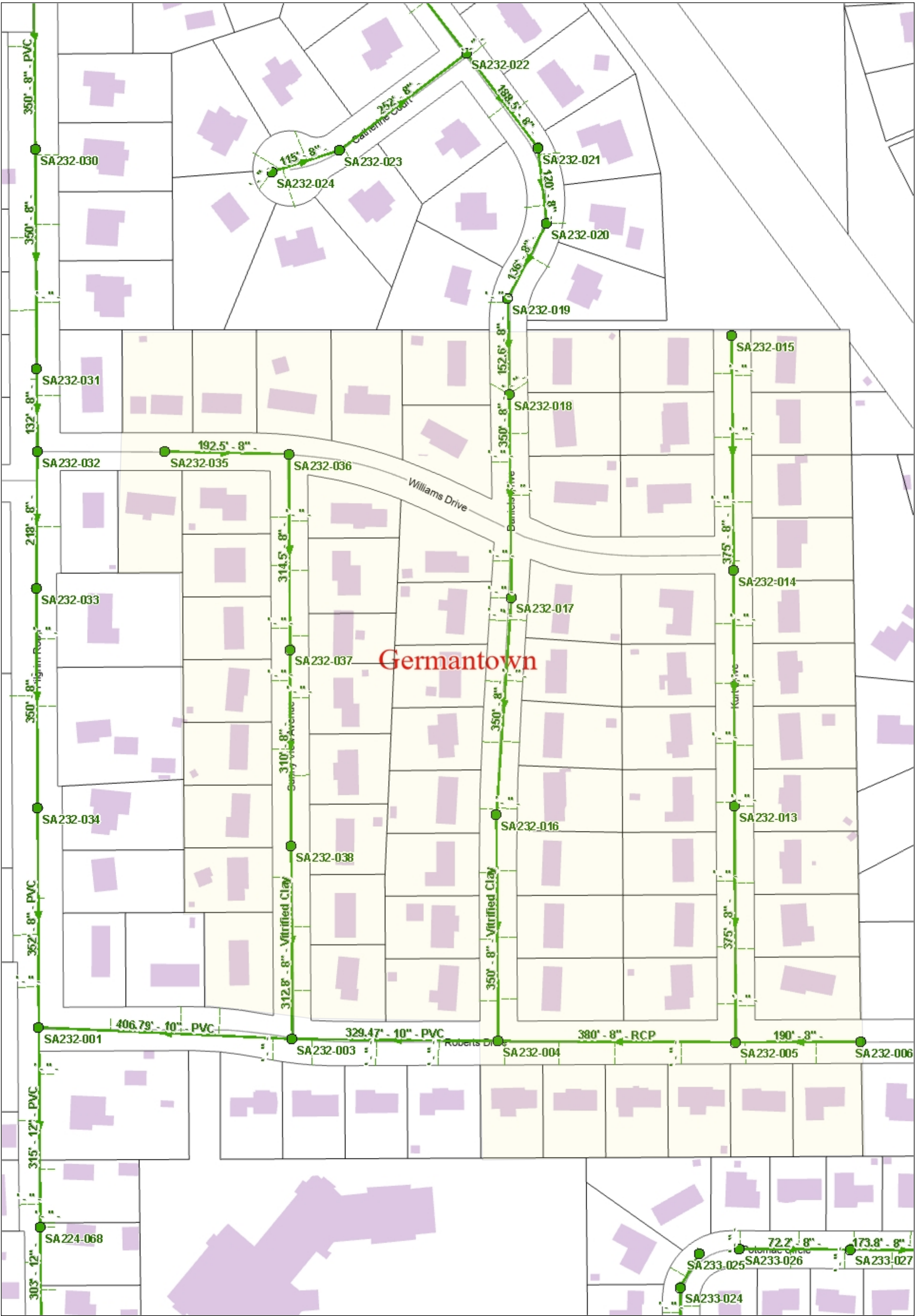
21

6

15

5

67



Village of Germantown GIS
Pleasant View PPII Project Area (GE06)



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

DISCLAIMER:

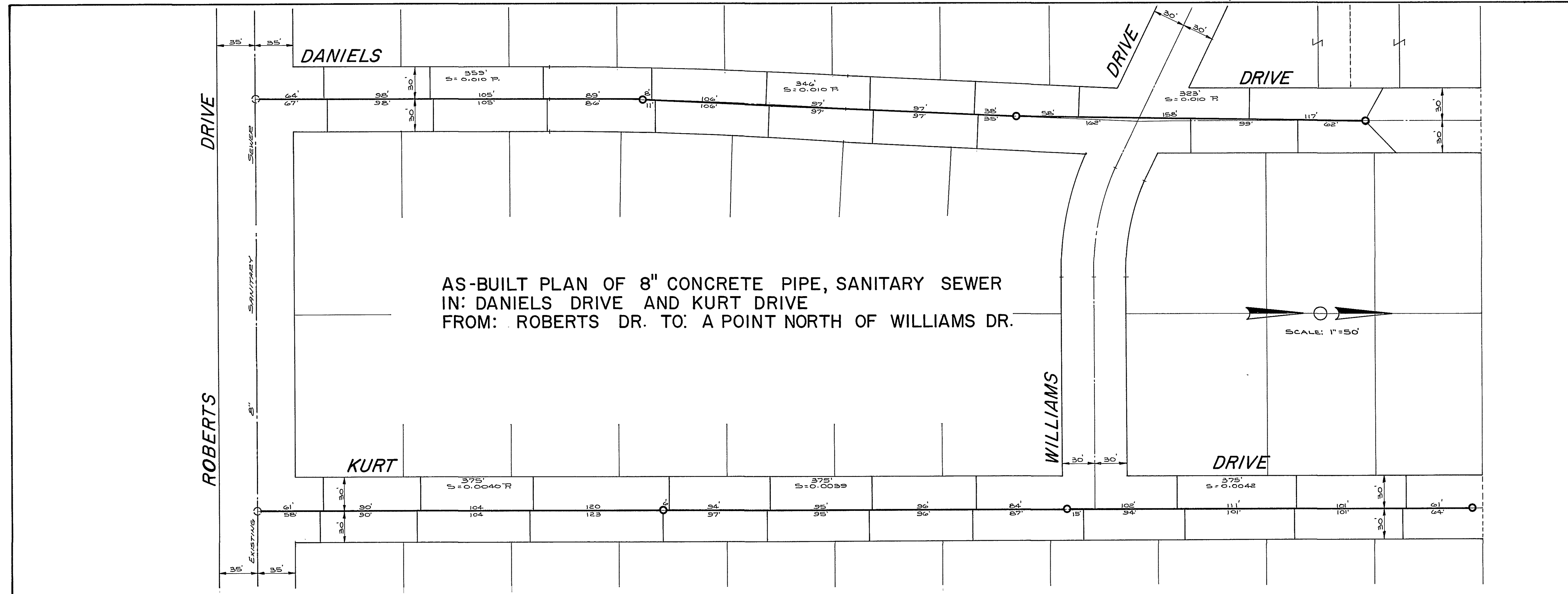
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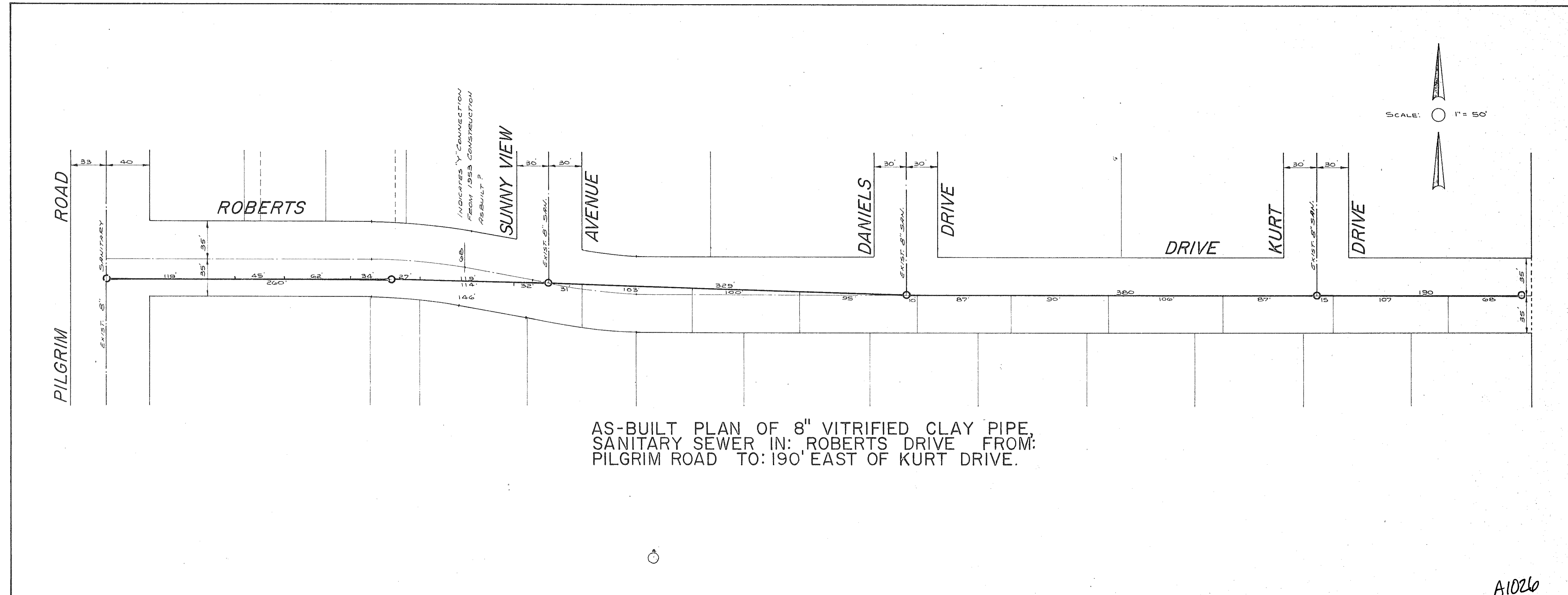
The Village of Germantown Does not guarantee the accuracy of the material contained here in and is not responsible for any misuse or misrepresentation of this information or its derivatives.



SCALE: 1 = 200'

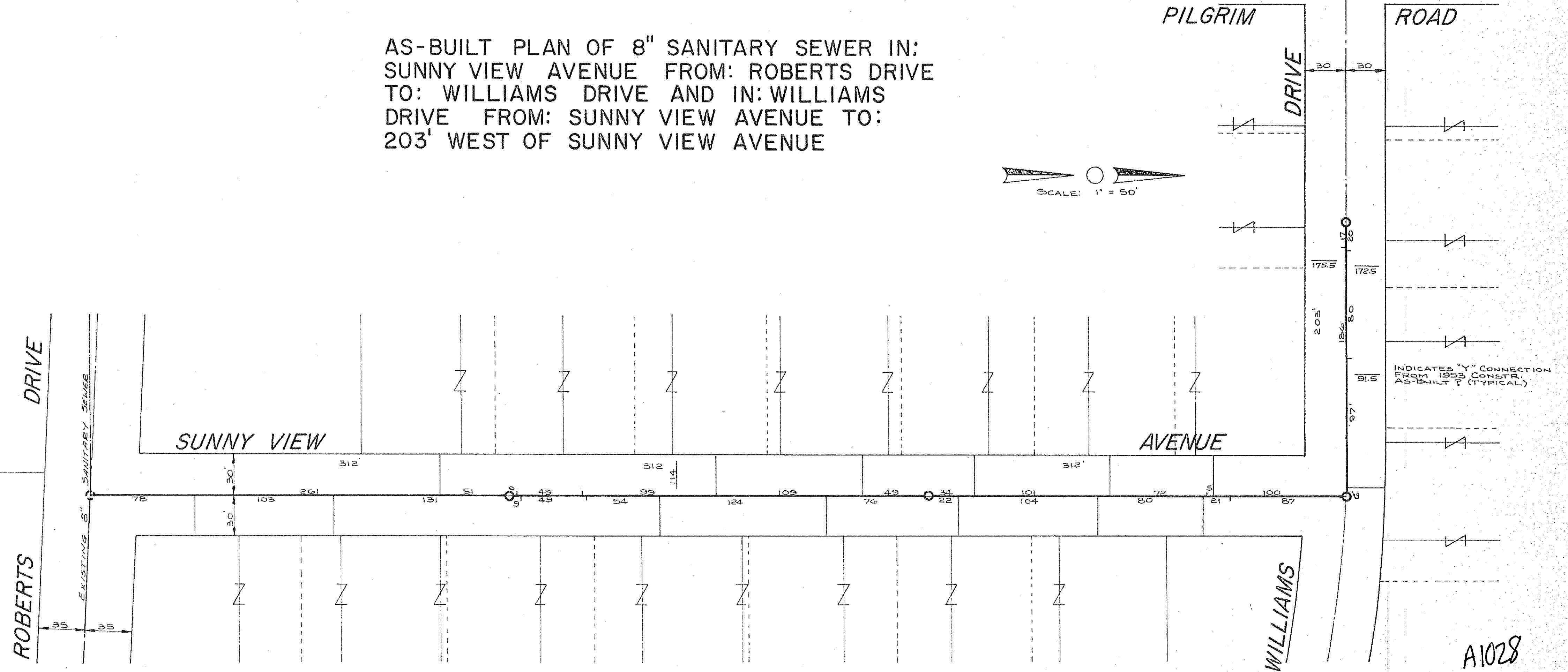
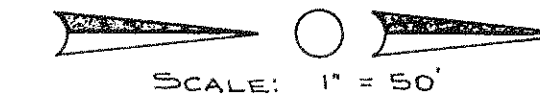
Print Date: 5/16/2025





A10260

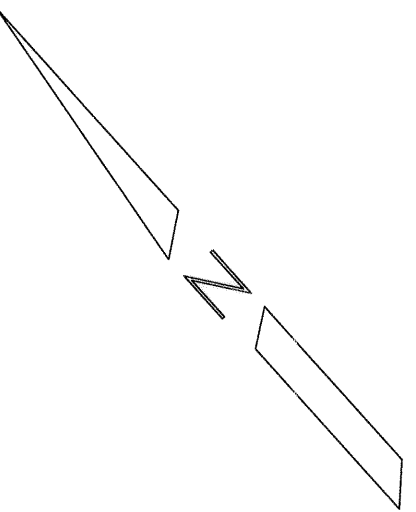
AS-BUILT PLAN OF 8" SANITARY SEWER IN:
 SUNNY VIEW AVENUE FROM: ROBERTS DRIVE
 TO: WILLIAMS DRIVE AND IN: WILLIAMS
 DRIVE FROM: SUNNY VIEW AVENUE TO:
 203' WEST OF SUNNY VIEW AVENUE



A1028

THE WOODLANDS
SANITARY SEWER

ALL MANHOLE RIMS ARE SET TO BINDER
GRADE AND SHOULD NOT BE USED AS
BENCHMARKS.



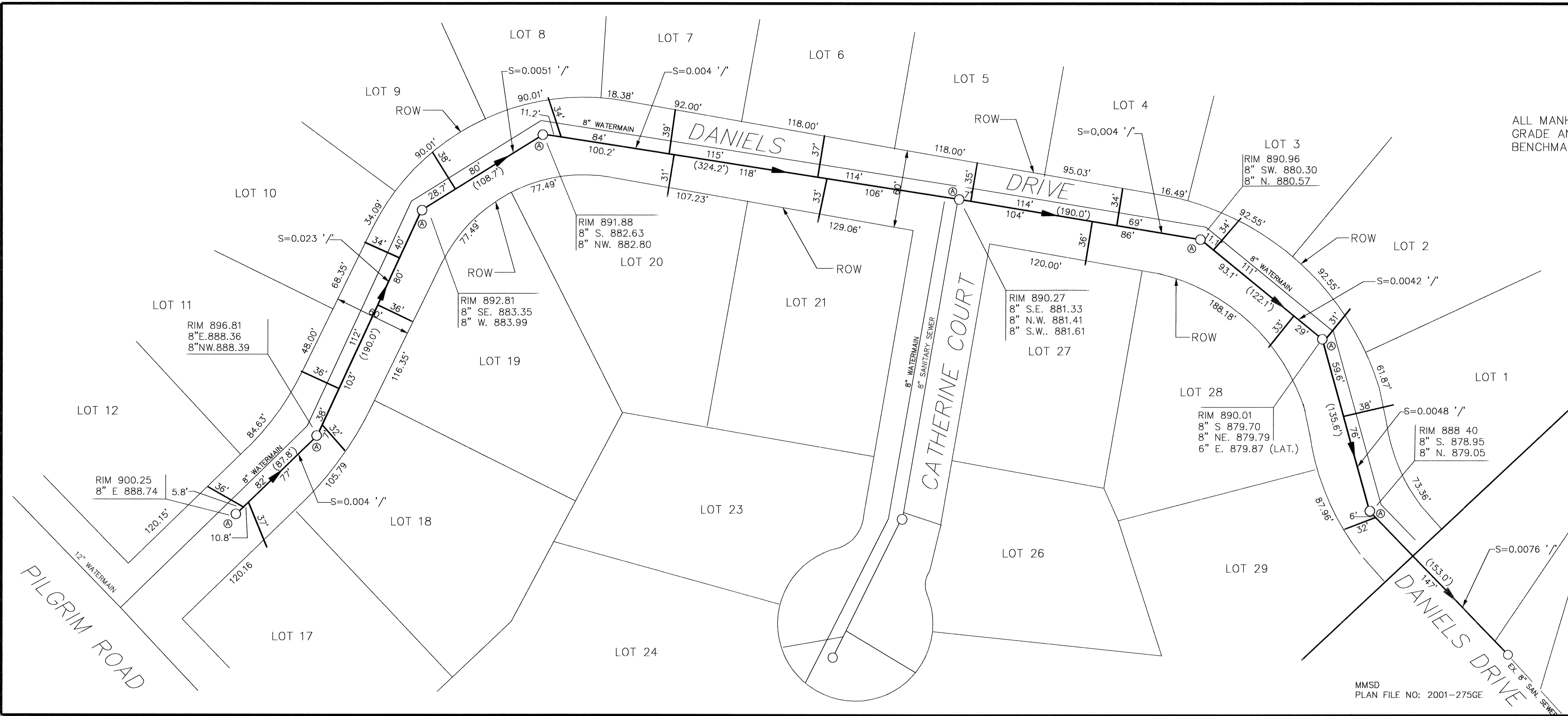
Ⓐ MAIN SEWER IS A.S.T.M. D3034, SDR35, P.V.C. PIPE
INTERNAL RUBBER SLEEVE, MANHOLE FRAME TO
CHIMNEY SEAL, CRETEX SPECIALTY PRODUCTS
LATERALS ARE 6" DIA. P.V.C., A.S.T.M. D3034, SDR35

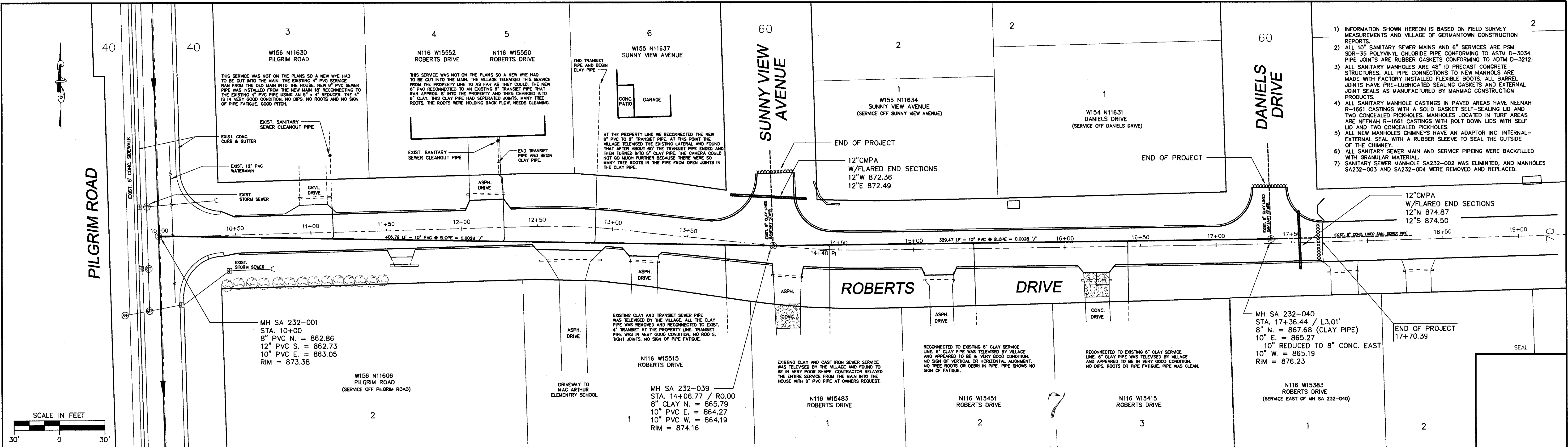
KUHN'S PLEASANT VIEW
ADDITION NO. 2

CONTRACTOR: A&A SITE AND SEPTIC	
VILLAGE OF GERMANTOWN	
WASHINGTON COUNTY, WISCONSIN	
SCALE: 1" = 50'	IN: DANIELS DRIVE
DRAWN BY: N.TELLER	FROM PILGRIM ROAD
CHECKED BY: R.J.Y.	TO: 500' S.E. OF CATHERINE DR.
INSTALLED: 2001	
SANITARY SEWER AS-BUILT PLAN FILE NO. 2001-275	

PLAN FILE NO.
2001-275GE

MMSD
PLAN FILE NO: 2001-275GE





- 1) INFORMATION SHOWN HEREON IS BASED ON FIELD SURVEY MEASUREMENTS AND VILLAGE OF GERMANTOWN CONSTRUCTION REPORTS.
- 2) ALL 10" SANITARY SEWER MAINS AND 6" SERVICES ARE PSM SDR-35 POLYVINYL CHLORIDE PIPE CONFORMING TO ASTM D-3034. PIPE JOINTS ARE RUBBER GASKETS CONFORMING TO ASTM D-3212.
- 3) ALL SANITARY MANHOLES ARE 48" ID PRECAST CONCRETE STRUCTURES. ALL PIPE CONNECTIONS TO NEW MANHOLES ARE MADE WITH FACTORY INSTALLED FLEXIBLE BOOTS. ALL BARREL JOINTS HAVE PRE-LUBRICATED SEALING GASKETS AND EXTERNAL JOINT SEALS AS MANUFACTURED BY MARMAC CONSTRUCTION PRODUCTS.
- 4) ALL SANITARY MANHOLE CASTINGS IN PAVED AREAS HAVE NEENAH R-1661 CASTINGS WITH A SOLID GASKET SELF-SEALING LID AND TWO CONCEALED PICKHOLES. MANHOLES LOCATED IN TURF AREAS ARE NEENAH R-1661 CASTINGS WITH BOLT DOWN LIDS WITH SELF LID AND TWO CONCEALED PICKHOLES.
- 5) ALL NEW MANHOLES CHIMNEYS HAVE AN ADAPTOR INC. INTERNAL-EXTERNAL SEAL WITH A RUBBER SLEEVE TO SEAL THE OUTSIDE OF THE CHIMNEY.
- 6) ALL SANITARY SEWER MAIN AND SERVICE PIPEING WERE BACKFILLED WITH GRANULAR MATERIAL.
- 7) SANITARY SEWER MANHOLE SA232-002 WAS ELIMINATED, AND MANHOLES SA232-003 AND SA232-004 WERE REMOVED AND REPLACED.

REVISION NO.	DESCRIPTION	DATE	BY

SURVEY BY	RCB+S6	DATE	11/10/2008
DRAWN BY	FJR	DATE	MAY, 2009
APPROVED BY	BRB	DATE	??/??/??

© 2007 VILLAGE OF GERMANTOWN ENGINEERING DEPARTMENT

SANITARY SEWER RECORD DRAWING

ROBERTS DRIVE SANITARY RELAY

FROM PILGRIM ROAD TO 750' EAST

VILLAGE OF GERMANTOWN, WIS.

CONTRACTOR
INSPECTION FIRM
INSPECTOR
DATE INSTALLED

UPI
VOG ENGINEERING
FJR
11/3/2008

MMSD 2008-367 GE

PHONE: 1-262-250-4720
FAX: 1-262-253-8255

CADFILE t:\eng\cadd proj\0816\dwg\record.dwg

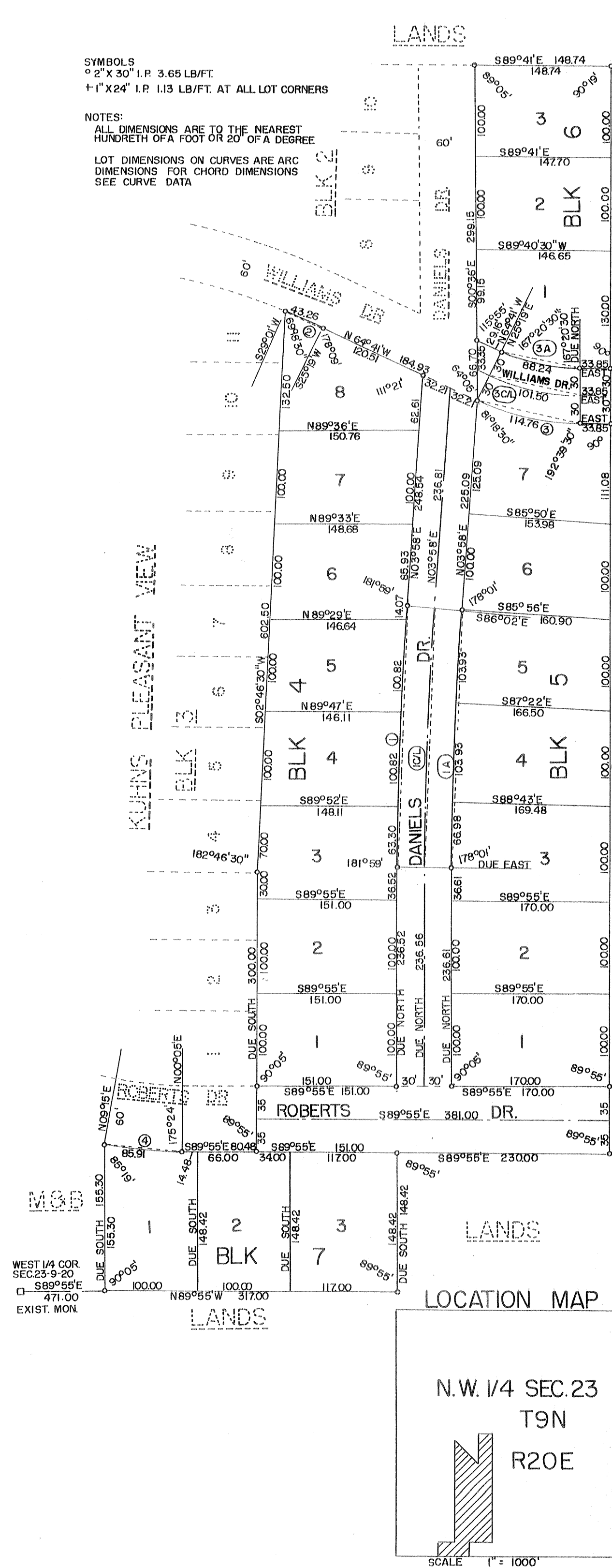
ENGINEERING
Village of
Department

GERMANTOWN
... Willkommen

PROJECT NUMBER
0816

SHEET NUMBER
1

ADDITION NO.1 TO KUHN'S PLEASANT VIEW



ADDITION NO. 2 KUHNS PLEASANT VIEW

N.W. 1/4 SEC. 23-T9N-R20E, VILLAGE OF GERMANTOWN, WASHINGTON COUNTY, WIS.

SCALE 8 FEET

LOCATION MAP

N.W. 1/4 SEC. 23-9-20

SURVEYOR'S CERTIFICATE

I, Ray Hildebrand, surveyor, hereby certify that I have surveyed, divided and mapped Addition No. 2 Kuhn's Pleasant View, in the Village of Germantown, Washington County, Wisconsin. That I have made such survey, land-division and plat by the direction of William Kuhn and Alma Kuhn, his wife, owners of said land. That such plat is a correct representation of the actual boundaries of the land surveyed and the subdivision thereof made. That I have fully complied with the provisions of Chapter 236 of the Wisconsin Statutes and the subdivision regulations of the Village of Germantown, in surveying, dividing, and mapping the same.

Ray Hildebrand
Ray Hildebrand, Surveyor No. 44

OWNERS CERTIFICATE OF DEDICATION

As owners, we hereby certify that we caused the land described on this plat to be surveyed, divided, mapped and dedicated as represented on the plat. We also certify that this plat is required by s 236.10 or s 236.12 to be submitted to the following for approval or objection - State Director of Regional Planning Village of Germantown. WITNESS the hand and seal of said owners this 20th day of February, 1959.

In presence of

Clyde A. Tindler, Jr.
Ruth Jones

William Kuhn
William Kuhn
Alma Kuhn
Alma Kuhn, his wife

STATE OF WISCONSIN ss

WASHINGTON COUNTY

Personally came before me this 20th day of February, 1959, the above named William Kuhn, and Alma Kuhn, his wife, to me known to be the persons who executed the foregoing and acknowledged the same.

Clyde A. Tindler, Jr.
Clyde A. Tindler, Jr., Notary Public
Washington County, my comm. exp. 12/30/62

CERTIFICATE OF VILLAGE TREASURER

STATE OF WISCONSIN ss

WASHINGTON COUNTY

I, Allen Schulteis, being the duly elected, qualified and acting treasurer of the Village of Germantown, do hereby certify that in accordance with the records in my office, there are no unpaid taxes or unpaid special assessments as of 1/1/59, or any of the land included in the plat of Addition No. 2 Kuhn's Pleasant View.

March 24, 1959
Date

Allen Schulteis
Allen Schulteis, Treasurer.

COUNTY TREASURER'S CERTIFICATE

STATE OF WISCONSIN ss

WASHINGTON COUNTY

I, Paul Justman, being the duly elected, qualified and acting treasurer of the county of Washington, do hereby certify that the records in my office show no unredeemed tax sales and no unpaid taxes or special assessments as of 1959, affecting the lands included in the plat of Addition No. 2 Kuhn's Pleasant View.

March 24, 1959
Date

Paul Justman
Paul Justman, Treasurer.

VILLAGE BOARD RESOLUTION

RESOLVED, that the plat of Addition No. 2 Kuhn's Pleasant View, in the Village of Germantown, of William Kuhn and Alma Kuhn, his wife, owners, is hereby approved by the village board.

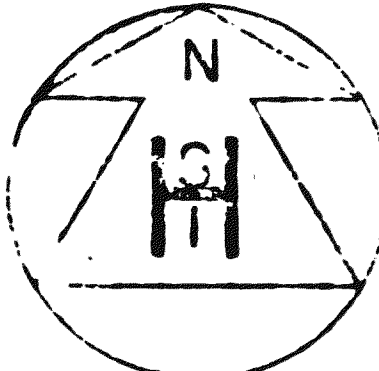
Herbert Brandenburg
Herbert Brandenburg, President.

I hereby certify that the foregoing is a copy of a resolution adopted by the village board of the Village of Germantown.

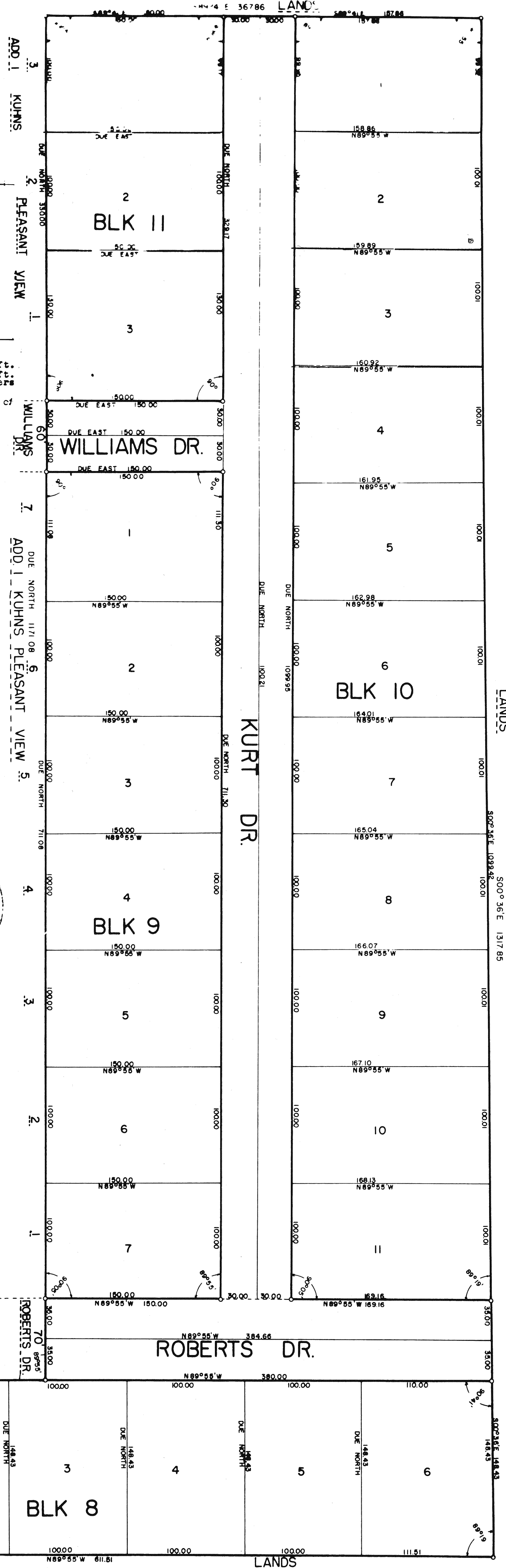
Clyde A. Tindler, Jr.
Clyde A. Tindler, Jr., Village Clerk

This document was drafted by

Ray Hildebrand surveyors inc.
Rt. 1
Germantown, Wis.



There are no objections to this plat with respect to Secs. 236.15, 236.16, 236.20 and 236.21 (1) and (2), Statutes. Certified this 20th day of February, 1959.
Henry M. Boed
Henry M. Boed
Director of Regional Planning



Po 108

246195

WEST 1/4 COR.
SEC. 23-9-20

KUHNS PLEASANT VIEW

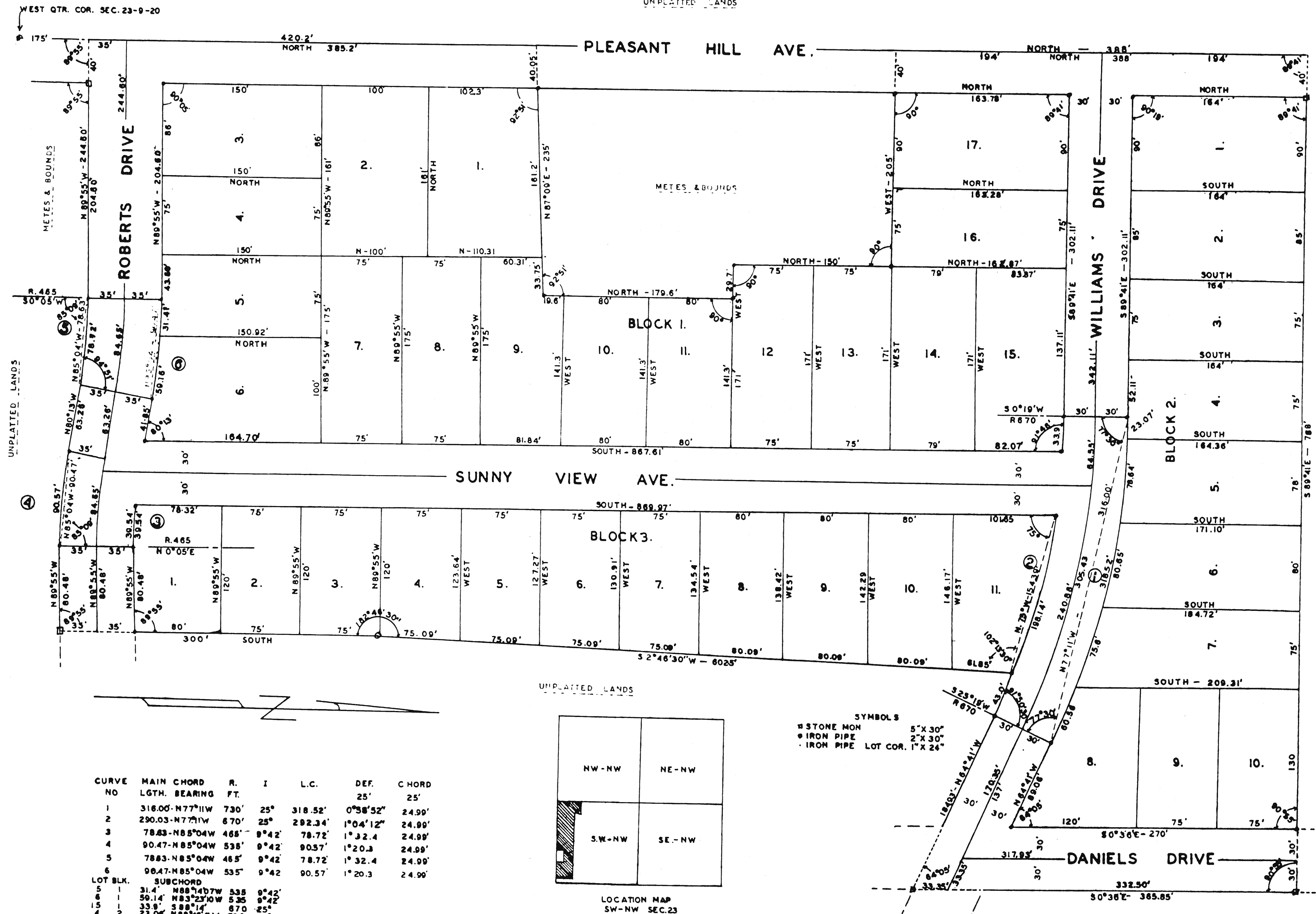
S.W. - N.W. SEC. 23-T9N-R20E

VILLAGE OF GERMANTOWN

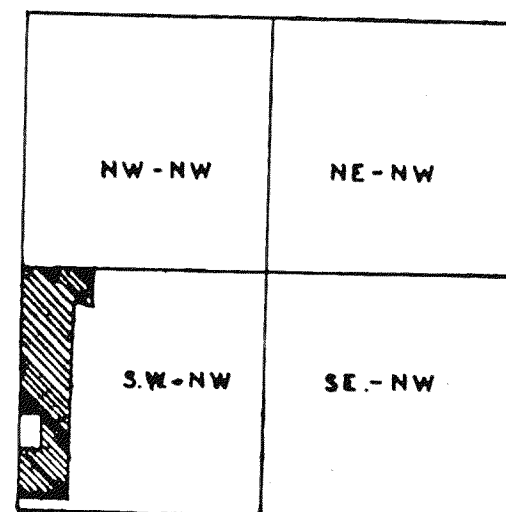
WASHINGTON CO. WIS.

SCALE: 1" = 60'

UNPLATTED LANDS



CURVE NO.	MAIN CHORD LGTH.	BEARING	R. FT.	I.	L.C.	DEF. 25'	CHORD 25'
1	318.00'	N77°11'W	730'	25°	318.52'	0°38'52"	24.99'
2	290.03'	N77°11'W	670'	25°	292.34'	1°04'12"	24.99'
3	78.83'	N85°04'W	465'	9°42'	78.72'	1°32.4	24.99'
4	90.47'	N85°04'W	535'	9°42'	90.57'	1°20.3	24.99'
5	78.83'	N85°04'W	465'	9°42'	78.72'	1°32.4	24.99'
6	90.47'	N85°04'W	535'	9°42'	90.57'	1°20.3	24.99'
SUBCHORD							
LOT BLK.	31.4'	N88°40'W	535'	9°42'			
1	59.14'	N83°25'W	535'	9°42'			
2	33.8'	S88°14'	670'	25°			
3	23.06'	N88°40'W	730'	25°			
4	78.82'	N84°46'W	730'	25°			
5	80.62'	N78°32'W	730'	25°			
6	75.58'	N72°24'W	730'	25°			
7	60.54'	N87°03'W	730'	25°			
8	39.52'	N87°20'W	465'	9°42'			
9	154.30'	N75°W	670'	25°			



LOCATION MAP
SW-NW SEC. 23

SYMBOLS
 * STONE MON 5" X 30"
 * IRON PIPE 2" X 30"
 * IRON PIPE LOT COR. 1" X 24"

SURVEYORS CERTIFICATE
 STATE OF WISCONSIN S.S.
 WASHINGTON COUNTY

I, RAY HILDEBRAND DO HEREBY CERTIFY THAT I HAVE SURVEYED, SUBDIVIDED AND MAPPED KUHNS PLEASANT VIEW A SUBDIVISION IN THE SOUTHWEST QUARTER OF NORTHWEST QUARTER SEC. 23-T9N-R20E VILLAGE OF GERMANTOWN, WASHINGTON COUNTY WIS. BOUNDED AND DESCRIBED AS FOLLOWS. COMMENCING AT THE WEST QUARTER CORNER SEC. 23-T9N-R20E, THEN NORTH ON WEST LINE OF SECTION-175 FT. TO PLACE OF BEGINNING OF THIS DESCRIPTION. THEN CONTINUING NORTH-420.2 FT. THEN N89°00'E-235 FT. THEN NORTH-178.6 FT. THEN WEST-29.7 FT. THEN NORTH-150 FT. THEN WEST-205 FT. TO WEST LINE OF SECTION THEN NORTH ON SECTION LINE-388 FT. TO SIXTEENTH LINE THEN S89°41'E. ON SIXTEENTH LINE 788 FT. TO EAST LINE OF DANIELS AVE. THEN S0°34'E-365.85 FT. TO SOUTH LINE OF WILLIAMS DRIVE THEN N64°01'W-188.08 FT. TO RC. OF CURVE 2 THEN ON SUBCHORD OF CURVE 2 N66°31'30"W 43.0 FT. THEN S2°46'30"W 602.5 FT. THEN SOUTH 300 FT. TO SOUTH LINE OF ROBERTS DRIVE THEN N88°55'W-80.48 FT. TO RC. OF CURVE 4, THEN N88°05'W ON LONG CHORD OF CURVE 4-90.82 FT. TO PT. THEN N80°13'W-63.85 FT. TO RC. OF CURVE 5, THEN N85°00'W ON LONG CHORD OF CURVE 5-78.78 FT. TO PT. OF CURVE THEN N88°55'W-244.80 FT. TO PLACE OF BEGINNING. AREA: 14.44 ACRES.

THAT I HAVE MADE SUCH SURVEY AND THE WITHIN MAP BY THE ORDER AND DIRECTION OF WILLIAM KUHN, AND THAT THE WITHIN MAP IS A TRUE AND CORRECT REPRESENTATION OF ALL EXTERIOR BOUNDARIES OF THE LAND SURVEYED AND OF THE DIVISIONS THEREIN MADE, THAT IN SURVEYING, SUBDIVIDING AND MAPPING THE SAME I HAVE FULLY COMPLIED WITH THE PROVISIONS OF THE STATUTES OF CHAPTER 236 AND AMENDMENTS THERETO.

MAY 1-1954 RAY HILDEBRAND

STATE OF WISCONSIN S.S.
 WASHINGTON COUNTY

RAY HILDEBRAND BEING DULY SWORN, DEPOSES AND SAYS THAT HE IS THE SURVEYOR WHO SIGNED THE FOREGOING CERTIFICATE, AND THAT HE NOW SWEARS THAT ALL OF THE CONTENTS OF THE SAME ARE TRUE AND THAT HE MAKES THIS AFFIDAVIT AS REQUIRED BY LAW.

Daniel H. Kraemer
 DANIEL A. KRAEMER NOTARY PUBLIC
 NY COMM. EXPIRES, NOV. 3RD, 1957

OWNERS CERTIFICATE
 STATE OF WISCONSIN S.S.
 WASHINGTON COUNTY

WE, WILLIAM KUHN AND ALMA KUHN, OWNERS OF THE LANDS DESCRIBED IN THE FOREGOING CERTIFICATE OF RAY HILDEBRAND, SURVEYOR THEREOF, DO HEREBY CERTIFY THAT WE HAVE CAUSED THE SAID LANDS TO BE SURVEYED, MAPPED AND DEDICATED AS REPRESENTED ON THIS "PLAT" IN TESTIMONY WHEREOF WE HAVE HEREUNTO SET OUR HANDS AND SEALS THIS 1st DAY OF MAY, 1954.

William Kuhn Alma Kuhn
 WILLIAM KUHN ALMA KUHN

WITNESSED IN PRESENCE OF:
 Clarence J. Schmitz
 Emma Schmitz

STATE OF WISCONSIN S.S.
 WASHINGTON COUNTY

PERSONALLY CAME BEFORE ME THIS 1st DAY OF MAY 1954 THE ABOVE NAMED WILLIAM KUHN AND ALMA KUHN, TO ME KNOWN TO BE THE PERSONS WHO EXECUTED THE FOREGOING INSTRUMENT AND ACKNOWLEDGED THE SAME.

Clarence J. Schmitz
 CLARENCE J. SCHMITZ NOTARY PUBLIC
 NY COMM. EXPIRES, SEPT. 4, 1958

"APPROVAL BY GOVERNING BODY"

VILLAGE OF GERMANTOWN "RESOLUTION"

RESOLVED, THAT THE WITHIN PLAT KNOWN AS "KUHNS PLEASANT VIEW" WHICH HAS BEEN FILED FOR APPROVAL, BE AND IS APPROVED AS REQUIRED BY CHAPTER 236 OF STATUTES OF STATE OF WISCONSIN. PASSED THIS 3rd DAY OF MAY, 1954.

Joseph A. Schmitz
 JOSEPH A. SCHMITZ-VILLAGE PRESIDENT

I HEREBY CERTIFY THAT THE FOREGOING IS A TRUE AND CORRECT COPY OF A RESOLUTION ADOPTED BY THE VILLAGE BOARD OF GERMANTOWN, ON THIS 3rd DAY OF MAY, 1954.

Fred W. Mehre
 FRED W. MEHRE-VILLAGE CLERK

VILLAGE CLERK AND TREASURERS CERTIFICATE
 STATE OF WISCONSIN S.S.
 WASHINGTON COUNTY

WE, FRED W. MEHRE AND ALLEN SCHULTIES, BEING THE DULY ELECTED CLERK AND TREASURER RESPECTIVELY OF THE VILLAGE OF GERMANTOWN, DO HEREBY CERTIFY THAT IN ACCORDANCE WITH THE RECORDS IN OUR OFFICE, THERE ARE NO UNPAID TAXES OR UNPAID SPECIAL ASSESSMENTS FOR THE TAX LEVY YEAR 1953 AND PRIOR AFFECTING THE LANDS INCLUDED IN THE PLAT AS REPRESENTED ON THE WITHIN MAP.

Fred W. Mehre
 FRED W. MEHRE-VILLAGE CLERK

Allen Schulties
 ALLEN SCHULTIES-VILLAGE TREASURER

COUNTY TREASURERS CERTIFICATE
 STATE OF WISCONSIN S.S.
 WASHINGTON COUNTY

I, PAUL JUSTMAN, TREASURER OF WASHINGTON COUNTY DO HEREBY CERTIFY THAT IN ACCORDANCE WITH THE RECORDS IN MY OFFICE, THERE ARE NO UNPAID TAXES OR UNPAID SPECIAL ASSESSMENTS FOR THE TAX LEVY YEAR 1953 AND PRIOR AFFECTING THE LANDS INCLUDED IN THE PLAT AS REPRESENTED ON THE WITHIN MAP. DATED MAY 24, 1954.

Paul Justman
 PAUL JUSTMAN-COUNTY TREASURER

REGISTER'S OFFICE
 Washington Co., Wisconsin
 Received for record this 26th day of May A. D. 1954 at 2:00 o'clock P. M. and recorded in Vol. 111 of the 1954 Book of Records.
 Edna J. Schmitz
 Edna J. Schmitz-County Clerk

223145

BUSINESS OF THE VILLAGE BOARD

MEETING DATE: September 15, 2025

PLACEMENT: Action Item

ITEM TITLE: State/Municipal Financial Agreement for the Signals and ITS Standalone Program (SISP) for traffic signal and street light improvements to the Country Line Road and Appleton Ave intersection. (ACTION)

SUBMITTED BY: Matthew Mortwedt, Public Works Director

SUMMARY EXPLANATION:

With the Village Board's approval, staff submitted an application to WisDOT's SISP program for the improvement of traffic control and streetlights at the County Line and Appleton intersection. The proposed project includes an estimated \$693,876.00 worth of work, of which the Village would be responsible for 10%. The application was successful and the attached SMFA needs Village approval for the project to proceed. The Village share of this project will be budgeted in 2026. We would anticipate construction in 2026 or 2027.

ATTACHMENT:

1. 2025 SISP Grant Application - Germantown - County Line-Appleton
2. 3700-04-01_91 VGermantown

STAFF RECOMMENDATION:

ACTION BY COMMITTEE:

Wisconsin Department of Transportation (WisDOT)
Signals and ITS Standalone Program Project Application Form
GENERAL INSTRUCTIONS

MUNICIPAL APPLICATIONS DUE TO REGIONAL LIAISON: April 4, 2025

****Municipalities may submit a maximum of two applications per calendar year.****

REGIONAL APPLICATIONS DUE: April 25, 2025

The following application will be used to evaluate and determine award of Signals and ITS Standalone Program projects to be funded as budget permits. Each applicant requesting funds from the Signals and ITS Standalone Program must submit the following information:

- ☐ Completed Signals and ITS Standalone Program Project Application Form (one for each project request).
- ☐ Any supporting materials deemed necessary by the Region or municipalities.

Project Application Form:

- 1 Project Identification – Fill in the areas applicable to the proposed project.
- 2 Project Type – Identify the proposed project type.
- 3 Project Information – Describe the proposed project in as much detail as possible. Detailed descriptions explaining how the project will address the identified need(s) are essential for application review and evaluation.
- 4 Project Cost and Schedule – Provide the project costs in the requested fiscal year. When developing project estimates account for additional costs associated with accessible pedestrian signals (APS), traffic signal detection, and emergency vehicle preemption (EVP) systems if your project is proposing them. Provide anticipated project schedule and proposed resources to accomplish implementation. Geometric improvements must not exceed 50% of the TOTAL COST funded by this appropriation.
****Maximum project award is limited to \$1,250,000.****
****Municipal projects require 10% funding commitment from the requesting agency. Requesting municipal agency will also be responsible for any project costs more than the approved appropriation funding amount asked for in this application.****
****Award of new SISP projects is subject to timely performance on previous awards.****
- 5 Additional Project Information – Answer the questions as they relate to the proposed project.
- 6 Contact Information and Signature – Provide contact information. Application must be signed by the WisDOT Regional Operations Chief (WisDOT managed projects only) or the Municipal Sponsor to certify application and commit funds.

Supporting Materials: Each completed application shall include the following, if applicable:

- Map of location or general sketch of project proposal or site photo(s). *An adequate sketch is the minimum requirement. Preliminary plan layout sheets or study reports should be provided if available.*
- Completed Project Evaluation Factor (PEF) worksheet and/or Interactive Highway Safety Design Model (IHSDM) benefit-cost analysis.
- TSMO-TIP package (one for each project request as required based on project type).
- New Traffic Signal – Warrant Documentation, required **only** for proposals to install new traffic signals (example worksheet available upon request. Ref: Manual on Uniform Traffic Control Devices [MUTCD], Chapter 4C). Approved Traffic Control Signal Approval Request **Form DT1199** (Required with application for all proposals to install new traffic signals on the State Trunk Highway System, including Connecting Highways and ramp terminals).
- New Pedestrian Hybrid Beacon – Warrant Documentation, required **only** for proposals to install new pedestrian hybrid beacons (example worksheet available upon request. Ref: Manual on Uniform Traffic Control Devices [MUTCD], Chapter 4F). Approved Pedestrian Hybrid Beacon Approval Request **Form DT1196** (Required with application for all proposals to install new pedestrian hybrid beacons on the State Trunk Highway System, including Connecting Highways).
- Systems Engineering Analysis (SEA) – *An SEA may be needed for certain types of projects funded by this Program.*

Submittal Instructions and General Questions:

Program Contact – Todd Szymkowski, PE, PTOE, PMP | Bureau of Traffic Operations | todd.szymkowski@dot.wi.gov | 414-227-3125
Projects requested by a municipality should be coordinated with and submitted to their Regional liaisons (found at link below):
(<https://wisconsin.dot.gov/Pages/doing-bus/local-gov/astnce-pgms/highway/sisp.aspx>).

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Wisconsin Department of Transportation (WisDOT)
Signals and ITS Standalone Program
Project Application Form

1. Project Identification

PROJECT NAME (consistent with TSMO-TIP documentation if applicable) STH 175/Appleton Avenue with CTH Q/County Line Road Intersection		
FUNDING REQUEST TOTAL \$ 624,489 (\$693,876 total cost - local match of \$69,387 = \$624,489)		
COUNTY Washington/Waukesha	CITY/TOWN Village of Germantown (sponsor) / Village of Menomonee Falls	REGION Southeast
STATE TRANSPORTATION IMPROVEMENT PROGRAM (STIP) ELIGIBLE (Is this project eligible to be integrated with an existing STIP project?) ☐ YES ☒ NO		
MUNICIPAL* ☒ YES ☐ NO Germantown YES NO		MUNICIPAL PRIORITIES (If two (2) applications are submitted, select priority) ☐ 1ST ☐ 2ND
*Municipal projects require a 10% funding commitment from the requesting agency. The requesting municipal agency will also be responsible for any project costs more than the approved appropriation funding amount based on this application.		

2. Project Type

Identify the proposed project type: Check boxes that apply below.	
☐ 1. New Signal Installation*	Install new traffic signal.
☐ 2. Signal Rehabilitation*	Upgrade or replace existing signal infrastructure (poles, wiring, detection, cabinet, controller, etc.); Construct minor geometric improvements.
☒ 3. Signal Retrofit*	Install monotubes, flashing yellow arrows, or other safety improvements at existing traffic signal, Install adaptive signal systems; replacement of TS 1 cabinets, controllers, etc.
☐ 4. Signal and Ramp Meter Retiming	Collect and evaluate data; Develop timing plan; Develop and implement corridor coordination plan. Municipal owned signals not eligible for this project type per Form DT1199.
☐ 5. Intersection Communication	Construct and integrate fiber communication for signals; Install and integrate wireless communication, including cellular modems and radios for signals.
☐ 6. New ITS Device Installation	Install new ITS infrastructure including cameras, backbone fiber, network equipment, etc.
☐ 7. ITS Device Rehabilitation	Upgrade, install or replace existing detection, controllers, battery backup, cameras, ramp meter LED's, etc.
☐ 8. System Software and Data	Develop, upgrade, install or replace software including ongoing licensing fees and data subscriptions.
☐ 9. Life-Cycle Replacement	Replace existing end-of-life signals and/or ITS equipment including cameras, controllers, LED's, etc. Municipal owned signals not eligible for this project type per Form DT1199.
☐ 10. Crosswalk Technology Improvements*	Rectangular rapid flashing beacons (RRFB), accessible pedestrian signals (APS), and pedestrian hybrid beacons.
☐ 11. Other	Examples include: - Performance Measures Applications - Research and Development Projects - CAV Deployments and Applications - Studies, Plans, and Evaluations
*Items not covered by SISP program funds: all lighting infrastructure, decorative signal poles, decorative cabinets, and decorative signal infrastructure. Other items may also not be covered as deemed appropriate by the SISP evaluation committee.	

3. Project Information

3a. Project Description

Project description should include location specific information.

☐ See attached TSMO-TIP Application

The project is located at the intersection of STH 175 with CTH Q in the Village of Germantown, WI. The proposed improvements include replacing select traffic signal infrastructure and adding additional equipment to improve the safety, operations, and efficiency of this intersection. The improvements include:

- New poles and signal heads to provide signal heads over each approach lane
- Reflective backplates
- New street lighting
- Flashing yellow arrows
- Re-installation of video vehicle detection
- Install emergency vehicle preemption
- Replacing conduit/wiring/pull boxes
- Temporary traffic signals during construction
- Updated pavement marking/signing

A project location map and a conceptual drawing of the proposed improvements are shown in the attachments.

3b. Mobility Improvements

In some detail, describe the anticipated mobility improvements of the proposed project and how they will be measured (e.g., detector data will be used to determine before and after peak hour delay).

☐ See attached TSMO-TIP Application, if applicable.

Indicate your expected benefits below and provide documentation to support your analysis.

☐ Annual mobility benefits are expected to be greater than the capital cost of the project.

☐ Annual mobility benefits are expected to be greater than half of the capital cost of the project.

☒ Annual mobility benefits are expected to be greater than \$0.

☐ No expected mobility improvements.

The replacement of five-section protected-permitted left-turn indications with four-section indications (with flashing yellow arrow) will enable more flexibility with timing/phasing plans. The signal will operate actuated-coordinated to allow for efficient operations during peak and non-peak periods. The intersection will continue to be coordinated with nearby WisDOT signals using available fiber/radio connectivity.

According to the Institute of Transportation Engineers (ITE), traffic signal improvements reduce travel time by 8 to 25 percent. Cited by SRINIVASA SUNKARI, P.E. in the ITE Journal, April 2004.

3c. Operations and Maintenance Impacts

In some detail, describe how the proposed project is anticipated to impact operations and maintenance funds. For example, is the project replacing infrastructure that has been regularly out-of-service and has required increased maintenance?

☐ See attached TSMO-TIP Application, if applicable.

☒ There is a demonstrated history of maintenance issues that will be corrected with this project.

Include specific number of knockdowns, service calls, outages, etc., below.

☐ Maintenance may be reduced due to this project.

☐ No expected operations and maintenance impacts.

The current signal system has an annual operation and maintenance cost of \$2,385. This includes \$900 in power costs, \$1,110 in material costs, and \$375 in labor costs (annual servicing). Maintenance and operational costs of the existing infrastructure are expected to increase as their deterioration continues. For instance, a footing was recently replaced due to the base rusting. The bill, which was \$5,550 is included in the attachments and was averaged out over 5 years for the material cost estimate of \$1,110 annually.

New signal equipment is expected to have a total annual operation and maintenance cost of \$750 (\$500 for power, \$250 for maintenance), which is a 68.5% reduction.

3d. Existing Conditions

Describe the conditions of the existing infrastructure. For example, condition of current infrastructure could be described as fair, disrepair, or out of commission. List any components NOT meeting current WMUTCD standards. Existing age of the current infrastructure could be described as 5 years past end-of-life, within 5 years past end-of-life, within 3 years of expected end-of-life, or current/new installation. Typical lifecycles of common infrastructure include communications (20 years), signal poles (25 years), controller (16 years), cabinet (20 years), DMS (20 years), CCTV (10 years), and detection (10 years).

The existing traffic signal heads and poles are approximately 35 years old and are 10-years past their end-of-life. The signal poles in the medians, which no longer would be needed with the proposed solution, have been struck at least twice in the past five years adding to maintenance costs.

The controller and vehicle detection infrastructure are approximately 4-5 years old and will be adapted to work with the proposed signal equipment.

The existing 40 degree skew of the intersection limits the ability to make high-impact, relatively low-cost modifications aside from the proposed signal improvement changes.

3e. Energy and Environmental Impacts

In some detail, describe the anticipated energy and environmental impacts of the proposed project. For example, is the proposed project expected to replace existing infrastructure that may be accessed from a central location rather than driving to the field location for manual access?

☐ See attached TSMO-TIP Application, if applicable.

Indicate your expected benefits below.

☐ Annual energy and environmental benefits are expected to be greater than the capital cost of the project (provide documentation).

☒ Annual energy and environmental benefits are expected to be greater than \$0.

☐ Project is not expected to impact the natural environment.

☐ Project is expected to negatively impact the natural environment.

Updating the traffic signal equipment, developing new timings, enhancing actuation capability, adding emergency vehicle preemption and maintaining the ability to coordinate with nearby signals are expected to reduce travel time, fuel consumption, and vehicle emissions. LED signal indications will also reduce energy consumption.

According to the Institute of Transportation Engineers (ITE), traffic signal improvements reduce travel time by 8 to 25 percent. The reduction in travel time also reduces fuel consumption and emissions. Cited by SRINIVASA SUNKARI, P.E. in the ITE Journal, April 2004.

No negative environmental impacts are expected.

3f. Safety Improvements

In some detail, describe current safety concerns and the anticipated safety improvements of the proposed project.

☐ See attached TSMO-TIP Application, if applicable.

☐ No expected safety impacts.

The intersection observed 62 crashes in the past five years (2016-2020) and has a crash rate of 1.07 crashes per million entering vehicles. There are patterns of left-turn angle crashes, right-angle crashes, and rear-end crashes.

The proposed improvements are anticipated to improve the visibility of signal heads and improve the operations of the signal system.

Signal visibility improvements include LED signal heads over each approach lane and installing retroreflective backplates. Flashing yellow arrow indications will be added to improve left-turn operations. Converting a signal to a signal with monotubes with signal head per lane indications can result in a 23.2% reduction in right-angle crashes and a 3.1% reduction in rear-end crashes. The addition of retroreflective backplates can result in a 15% reduction in all crashes. Additional safety improvements proposed include emergency vehicle preemption.

Overall, it is estimated that over a 15% crash reduction could be achieved with the proposed improvements using CMFs for retro-reflective backplates (.85 all crashes) and installing flashing yellow arrow (0.922 all crashes).

4. Project Cost and Schedule

List major construction items and associated estimates such as new traffic signal installation, intersection channelization, etc. When developing project costs account for additional costs for accessible pedestrian signals (APS), traffic signal detection, and emergency vehicle preemption (EVP) systems if your project is proposing them. Project expense is considered during the evaluation of the projects. Therefore, **ALL COSTS** (including design, utilities, and R/E) should be provided regardless of whether awarded project funds will be used for all elements of the project. **Maximum project award is limited to a total of \$1,250,000.**

Cost	FY26 (07/25 – 06/26)	FY27 (07/26 – 06/27)	FY28 (07/27 – 06/28)	FY29 (07/28 – 06/29)
Design:				
WisDOT Staff Delivery/Design				
Consultant Work Order	\$80,063			
Real Estate: (Note: Real estate acquisition CANNOT be funded by this appropriation.) Identify funding source:				
Construction:				
Procurement: State Furnished Materials				
Procurement: Service and Installation				
LET Construction		\$613,813		
Other Costs:				
*TOTAL PROJECT COST PER FY =	\$80,063	\$613,813		
MUNICIPAL FUNDING COMMITMENT (10%) =	\$8,006	\$61,381		

* Awarded project funds must be encumbered during the FY identified unless coordinated with the Regional Program Liaison. Requested funds will not be increased beyond the amount asked for in this application after the award of the project.

Schedule		
Task	Months (MM/YY – MM/YY)	Anticipated Required Resources (Region Project Design Section (PDS), Region Traffic Operations, consultant, procurement contracts, etc.)
1. Design	(7/25-6/26)	Consultant
2. Real Estate		
3. Procurement		
4. Construction	(7/26-6/27)	Construction Contractor
5. Other		

5. Additional Project Information

5a. Performance Improvement Program Goals

Does this project help with achieving WisDOT's performance goals? Refer to http://dotnet/mapss/index.htm – Mobility: Delivering transportation choices that result in efficient trips and no unexpected delays. – Accountability: The continuous effort to use public dollars in the most efficient and cost-effective way. – Preservation: Protecting, maintaining, and operating Wisconsin's transportation system efficiently by making sound investments that preserve and extend the life of our infrastructure, while protecting our natural environment. – Safety: Moving toward minimizing the number of deaths, injuries, and crashes on our roadways. – Service: High quality and accurate products and services delivered in a timely fashion by a professional and proactive workforce.	Select all that apply: ☒ Mobility ☒ Accountability ☒ Preservation ☒ Safety ☒ Service
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5b. Additional Justification

Provide additional detail that should be considered during the evaluation of this project. This may include the consequences of what would happen should the project not be implemented.

This intersection services over 31,000 vehicles per day and is an intersection of two major corridors, CTH Q and STH 175. The intersection has a substantial skew angle of nearly 40 degrees which limits the effectiveness of the existing signal infrastructure making it difficult to convey messages to drivers. The proposed signal infrastructure will enable signal heads to be provided for each approach lane and improvements to the timing/operation of the intersection with the incorporation of flashing yellow arrows.

The proposed improvements are expected to reduce crashes by more than 15 percent at the intersection, but because it is a connecting highway intersection a stand-alone signal improvement project would not be eligible through the HSIP program. Therefore, given the age of the existing signal poles/heads and the positive impact of the proposed improvements, we think this intersection is a great candidate for the SISIP program.

Thank you for your consideration.

6. Contact Information and Signature

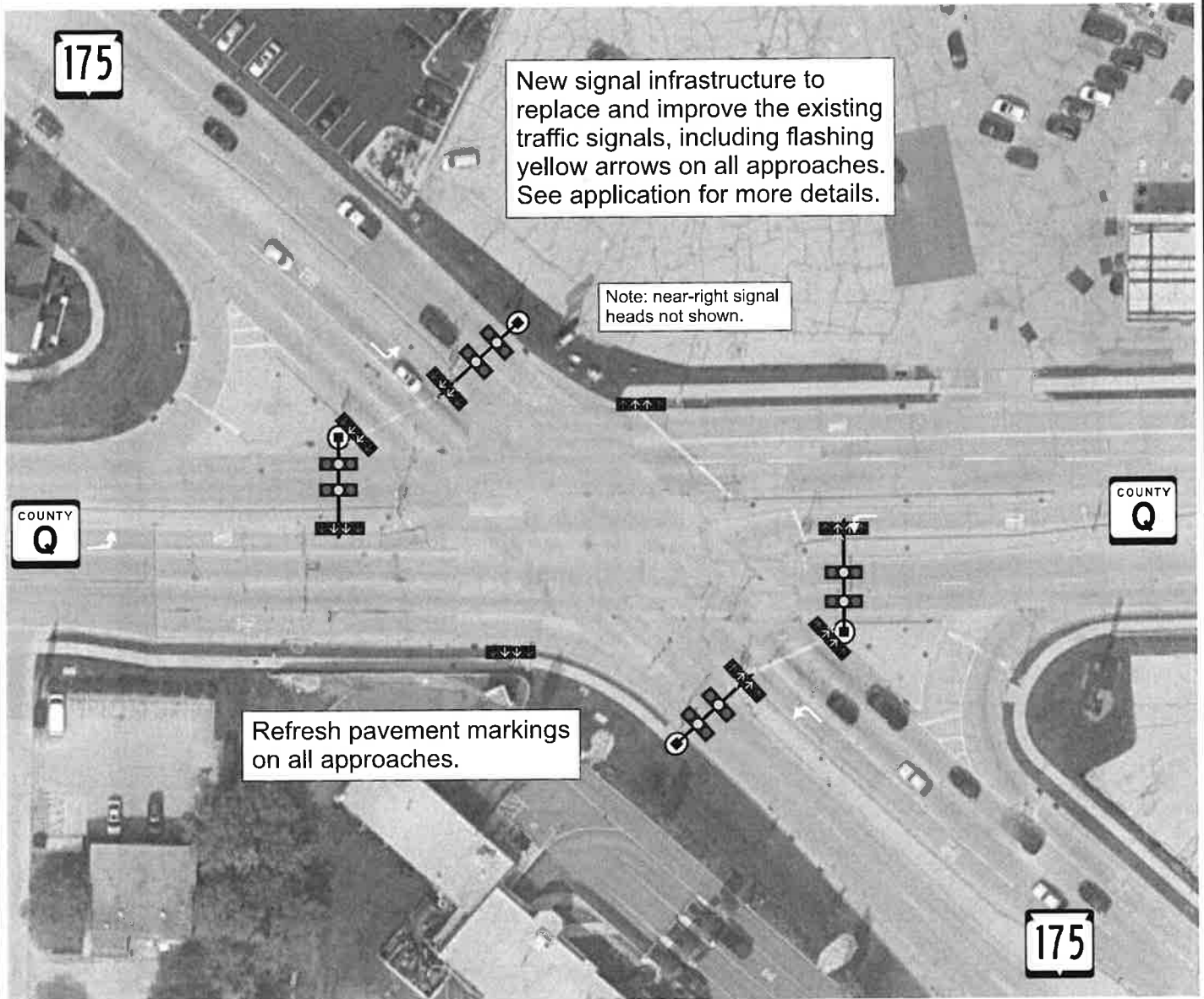
PRIMARY CONTACT NAME (Responsible for Project Delivery) <i>Matthew Mortwedt</i>	TITLE <i>Village of Germantown – Director of Public Works</i>	
EMAIL ADDRESS <i>mmortwedt@germantownwi.gov</i>	TELEPHONE <i>(262) 250-4725</i>	
WISDOT REGIONAL LIAISON CONTACT NAME (Municipal Only)	MUNICIPAL SPONSOR EMAIL ADDRESS <i>mmortwedt@germantownwi.gov</i>	
MUNICIPAL SPONSOR SIGNATURE (Responsible for 10% funding – Municipal Only) <i>Village of Germantown</i> 	DATE <i>4.3.2025</i>	
SIGNATURE OF WisDOT REGIONAL OPERATIONS CHIEF (WisDOT Projects Only)	DATE	

REVISED 12/7/2023

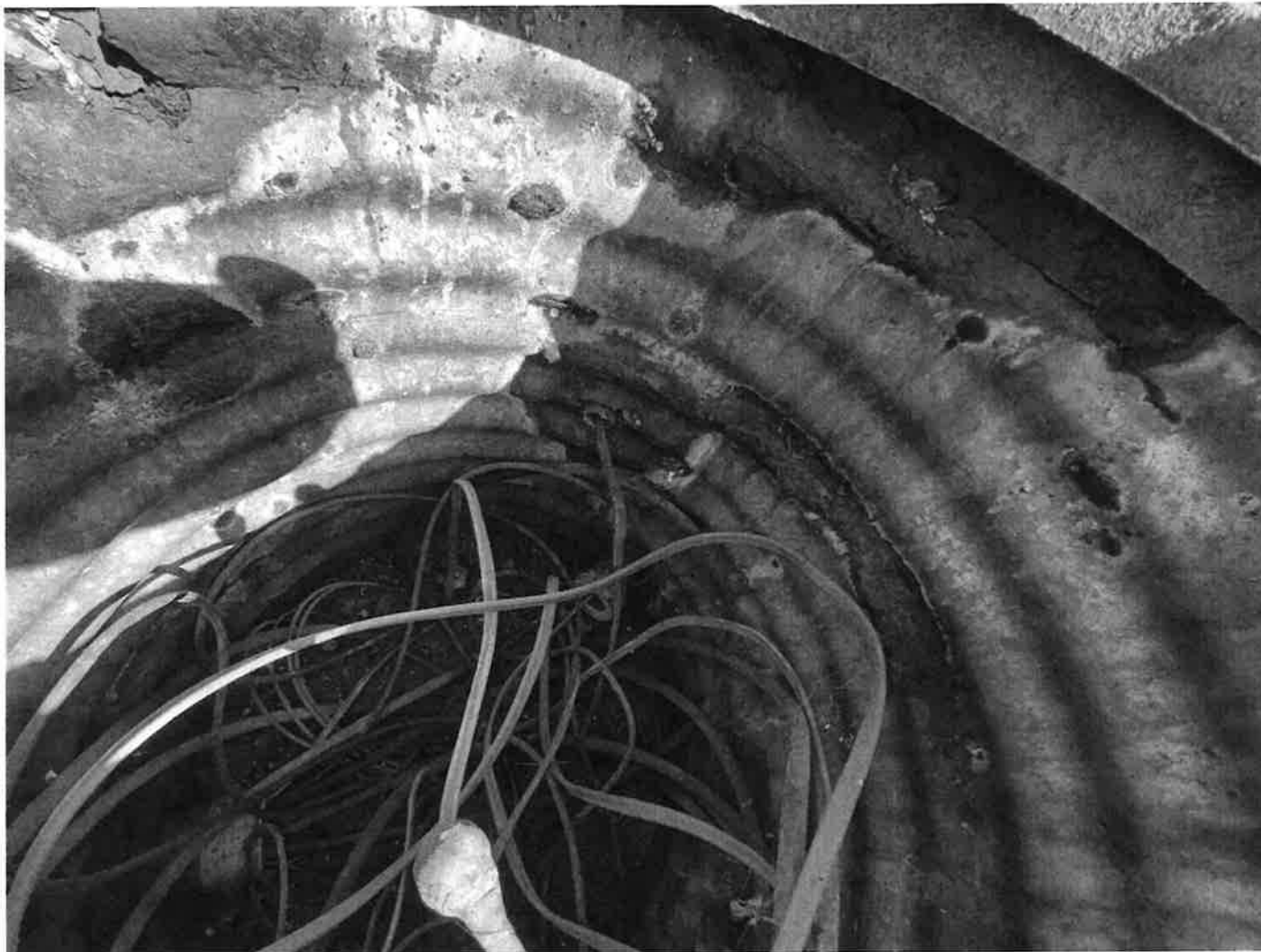
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1. Project Identification
PROJECT LOCATION MAP
STH 175 (APPLETON AVENUE)
INTERSECTION WITH CTH Q (COUNTY LINE ROAD)
GERMANTOWN, WISCONSIN



3a. Project Description
CONCEPTUAL DRAWING
STH 175 (APPLETON AVENUE)
INTERSECTION WITH CTH Q (COUNTY LINE ROAD)
GERMANTOWN, WISCONSIN



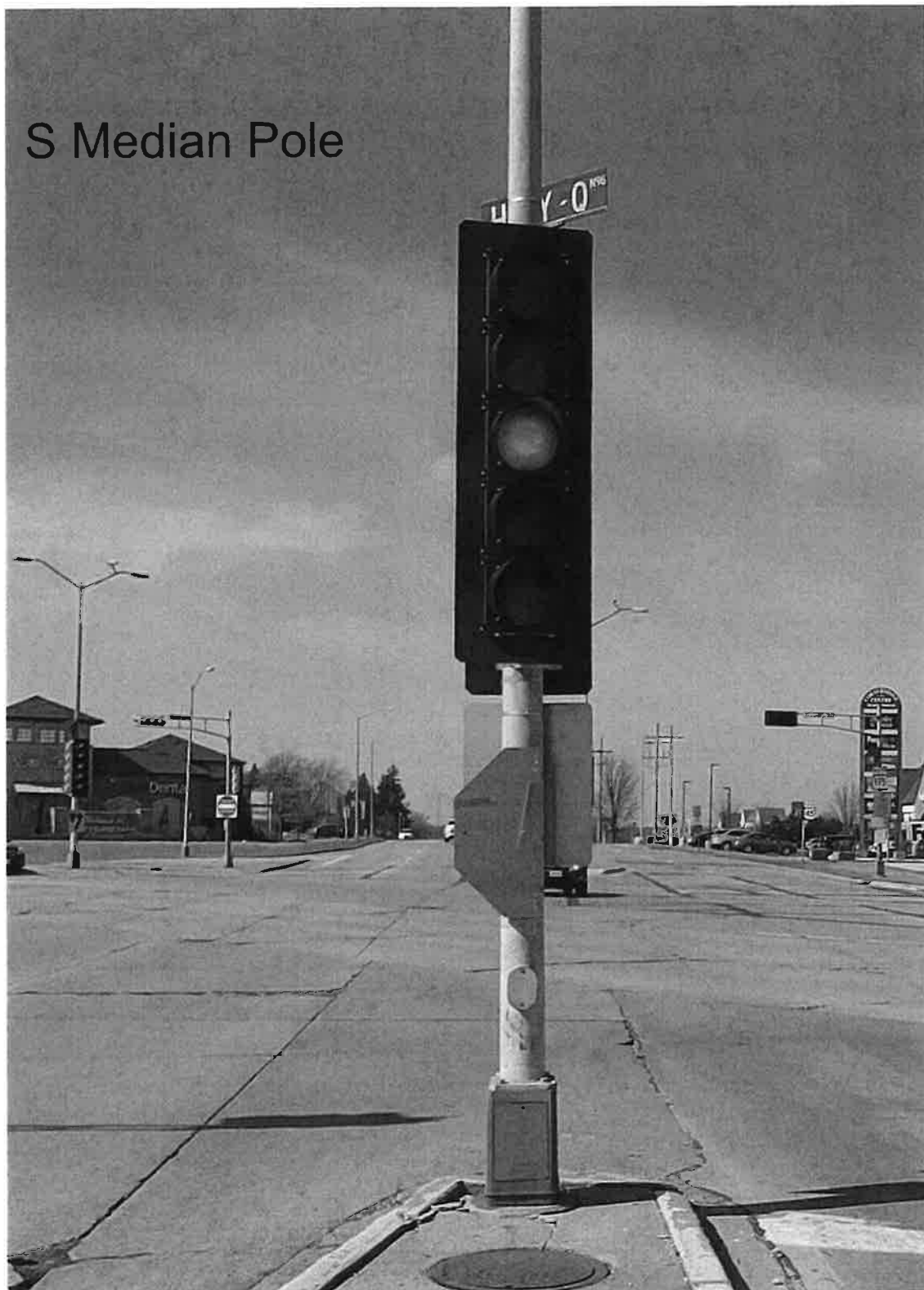
NW Island Manhole

3d. Existing Conditions
SITE PHOTOS
STH 175 (APPLETON AVENUE)
INTERSECTION WITH CTH Q (COUNTY LINE ROAD)
GERMANTOWN, WISCONSIN



W Manhole

3d. Existing Conditions
SITE PHOTOS
STH 175 (APPLETON AVENUE)
INTERSECTION WITH CTH Q (COUNTY LINE ROAD)
GERMANTOWN, WISCONSIN



S Median Pole

3d. Existing Conditions
SITE PHOTOS
STH 175 (APPLETON AVENUE)
INTERSECTION WITH CTH Q (COUNTY LINE ROAD)
GERMANTOWN, WISCONSIN



3d. Existing Conditions
SITE PHOTOS
STH 175 (APPLETON AVENUE)
INTERSECTION WITH CTH Q (COUNTY LINE ROAD)
GERMANTOWN, WISCONSIN



E Manhole

3d. Existing Conditions
SITE PHOTOS
STH 175 (APPLETON AVENUE)
INTERSECTION WITH CTH Q (COUNTY LINE ROAD)
GERMANTOWN, WISCONSIN



NE Island Manhole

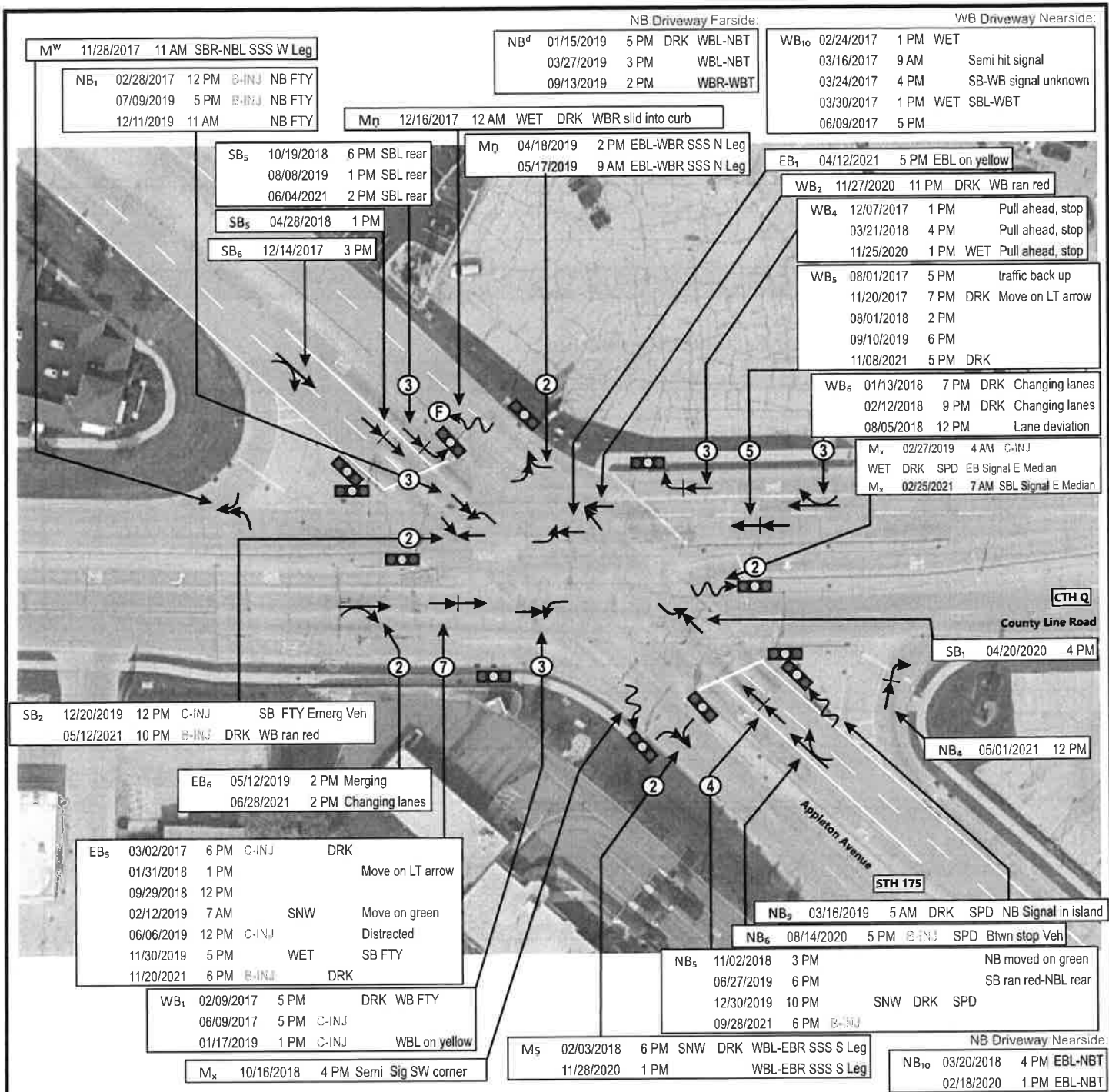
**3d. Existing Conditions
SITE PHOTOS
STH 175 (APPLETON AVENUE)
INTERSECTION WITH CTH Q (COUNTY LINE ROAD)
GERMANTOWN, WISCONSIN**



**3d. Existing Conditions
SITE PHOTOS
STH 175 (APPLETON AVENUE)
INTERSECTION WITH CTH Q (COUNTY LINE ROAD)
GERMANTOWN, WISCONSIN**



**3d. Existing Conditions
SITE PHOTOS
STH 175 (APPLETON AVENUE)
INTERSECTION WITH CTH Q (COUNTY LINE ROAD)
GERMANTOWN, WISCONSIN**



LEGEND

- Moving Vehicle
- ↔ Backing Vehicle
- Pedestrian
- Bicyclist
- ☐ Parked Vehicle
- 🚦 Traffic Signal
- 🛑 Stop/Yield Sign
- 🌳 Tree
- 🚗 Fixed Object
- 🚗 Non-Fixed Object

- ↗ Angle (Right Angle)
- ↖ Angle (Left Turn)
- ↘ Angle (Right Turn)
- ↔ Sideswipe-Same
- ↔ Sideswipe-Opposite
- ⬆ Head-On
- ⬆ Rear-End
- 🌀 Out of Control
- ➡ Overtake
- 🌀 Overturn

= CRASH FREQUENCY (if > 1 NON-PED/BIKE)

LABEL DATE OF CRASH, TIME, SEVERITY, ROAD CONDITIONS, LIGHT, ALCOHOL, DRUGS, SPEED-RELATED, NOTES ABOUT CRASH

Note: Deer Crashes Not Included

CRASH SEVERITY DEFINITIONS

- K-Inj = Fatal Crash
- S-Inj = Suspected Serious Injury Crash
- B-Inj = Suspected Minor Injury Crash
- C-Inj = Possible Injury Crash
- No App = No Apparent Injury Crash

CRASH STATISTICS

62 Crashes

1.07 Crashes Per Million Entering Vehicles

- 0 Fatal Crash (K)
- 0 Suspected Serious (Type A)
- 6 Suspected Minor (Type B)
- 6 Possible (Type C)
- 50 No Apparent Injury

3f. Safety Improvements

CRASH HISTORY (2016-2020)

STH 175 (APPLETON AVENUE)

INTERSECTION WITH CTH Q (COUNTY LINE ROAD)

GERMANTOWN, WISCONSIN

Cost Estimate Summary

DESIGN	\$80,063.00
CONSTRUCTION	\$613,813.00
ROW AQUISION	\$0.00
TOTAL PROJECT IMPROVEMENTS COST	\$ 693,876.00

STH 33_Park Avenue & University Avenue

TRAFFIC SIGNAL IMPROVEMENTS					
ITEM	ITEM DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL
1	Controller and cabinet modifications	1	LS	\$21,000.00	\$21,000.00
2	Overhead vehicular signal indications and monotube poles (all directions)	4	EACH	\$27,000.00	\$108,000.00
3	Other new poles and indications including street lights	4	EACH	\$17,000.00	\$68,000.00
4	Reflective backplates	20	EACH	\$300.00	\$6,000.00
5	Install Emergency Vehicle Pre-emption	1	LS	\$6,000.00	\$6,000.00
6	Reinstall Vehicle Detection	1	LS	\$16,000.00	\$16,000.00
7	Wiring, conduit, pull boxes, site restoration	1	LS	\$92,000.00	\$92,000.00
8	Temporary traffic signals	1	LS	\$110,000.00	\$110,000.00
9	Misc. Signing & Pavement Marking (% of construction items)	5	%		\$21,350.00
10	Mobilization & traffic control (% of construction items)	10	%		\$42,700.00
11	Construction contingencies (% of construction items)	10	%		\$42,700.00
12	Engineering Design and State Design Review (% of all construction, including mobilization, traffic control, and contingencies)	15	%		\$80,063.00
13	Construction Engineering and Oversight (% of all construction, including mobilization, traffic control, and contingencies)	15	%		\$80,063.00
TRAFFIC SIGNAL IMPROVEMENTS COST					\$693,876.00
REAL ESTATE					
14	REAL ESTATE (R/W ACQUISITION)	0	AC	\$0.00	\$0.00
REAL ESTATE SUBTOTAL COST					\$0.00
TOTAL TRAFFIC SIGNAL IMPROVEMENTS COST					\$693,876.00

4. Project Cost
TRAFFIC SIGNAL WORK
STH 175 (APPLETON AVENUE)
INTERSECTION WITH CTH Q (COUNTY LINE ROAD)
GERMANTOWN, WISCONSIN



**STATE/MUNICIPAL FINANCIAL
AGREEMENT FOR A STATE- LET
HIGHWAY PROJECT**

Date: August 11, 2025
 I.D.:3700-04-01/91
 Road Name: Appleton Ave
 Title: STH 175 SIGNAL RETROFIT
 Limits: INTERSECTION CTH Q/COUNTY LINE RD
 County: Washington
 Roadway Length: 0.01 miles

The signatory **Village of Germantown**, hereinafter called the Municipality, through its undersigned duly authorized officers or officials, hereby requests the State of Wisconsin Department of Transportation, hereinafter called the State, to initiate and affect the highway or street improvement hereinafter described.

The authority for the Municipality to enter into this agreement with the State is provided by Section 86.25(1), (2), and (3) of the Statutes.

NEEDS AND ESTIMATE SUMMARY:

Existing Facility - Describe and give reason for request: Improvement on a connecting highway.

Proposed Improvement - Nature of work: New poles & signal heads with signal heads over each approach lane, reflective backplates, new street lighting, flashing yellow arrows, re-installation of video vehicle detection, install emergency vehicle preemption, replacing conduit/wiring/pull boxes, temporary traffic signals during construction, & updated pavement marking/signing.

Describe non-participating work included in the project and other work necessary to finish the project completely which will be undertaken independently by the municipality:

TABLE 1: SUMMARY OF COSTS

Phase	Total Est. Cost	State Funds*	%	Municipal Funds	%
Preliminary Engineering: Plan Development	\$ 80,440	\$ 72,396	90%	\$ 8,044	10%
¹ Construction: Signal Retrofit	\$ 614,000	\$ 552,600	90%	\$ 61,400	10%
Non-Participating	\$ -	\$ -		\$ -	
Total Cost Distribution	\$ 694,440	\$ 624,996		\$ 69,444	

1. Estimates include construction engineering.

* State funds are limited to \$625,000

This request shall constitute agreement between the Municipality and the State; is subject to the terms and conditions that follow (pages [2] – [3]); is made by the undersigned under proper authority to make such request for the designated Municipality, upon signature by the State, and delivery to the Municipality. The initiation and accomplishment of the improvement will be subject to the applicable federal and state regulations. No term or provision of neither the State/Municipal Financial Agreement nor any of its attachments may be changed, waived or terminated orally but only by an instrument in writing executed by both parties to the State/Municipal Financial Agreement.

Signed for and in behalf of the Village of Germantown (please sign in blue ink)	
Name (print)	Title
Signature	Date
Signed for and in behalf of the State (please sign in blue ink)	
Name Tony Barth	Title WisDOT SE Region Planning Chief
Signature	Date

TERMS AND CONDITIONS:

1. The Municipality shall pay to the State all costs incurred by the State in connection with the improvement which exceeds federal/state financing commitments or are ineligible for federal/state financing. Local participation shall be limited to the items and percentages set forth in the Summary of Costs table, which shows Municipal funding participation. In order to guarantee the Municipality's foregoing agreements to pay the State, the Municipality, through its above duly authorized officers or officials, agrees and authorizes the State to set off and withhold the required reimbursement amount as determined by the State from General Transportation Aids or any moneys otherwise due and payable by the State to the Municipality.
2. Funding of each project phase is subject to inclusion in an approved program and per the State's Facility Development Manual (FDM) standards. Federal aid and/or state transportation fund financing will be limited to participation in the costs of the following items as specified in the Summary of Costs:
 - (a) Design engineering and state review services.
 - (b) Compensable utility adjustment and railroad force work necessitated for the project.
 - (c) The grading, base, pavement, curb and gutter, and structure costs to State standards, excluding the cost of parking areas.
 - (d) Storm sewer mains, culverts, laterals, manholes, inlets, catch basins, and connections for surface water drainage of the improvement; including replacement and/or adjustments of existing storm sewer manhole covers and inlet grates as needed.
 - (e) Construction engineering incidental to inspection and supervision of actual construction work, except for inspection, staking, and testing of sanitary sewer and water main.
 - (f) Signing and pavement marking necessitated for the safe and efficient flow of traffic, including detour routes.
 - (g) Replacement of existing sidewalks necessitated by construction and construction of new sidewalk at the time of construction. Sidewalk is considered to be new if it's constructed in a location where it has not existed before.
 - (h) Replacement of existing driveways, in kind, necessitated by the project.
 - (i) New installations or alteration resulting from roadway construction of standard State street lighting and traffic signals or devices. Alteration may include salvaging and replacement of existing components.
3. Work necessary to complete the improvement to be financed entirely by the Municipality or other utility or facility owner includes the following items:
 - (a) New installations of or alteration of sanitary sewers and connections, water, gas, electric, telephone, telegraph, fire or police alarm facilities, parking meters, and similar utilities.

- (b) New installation or alteration of signs not necessary for the safe and efficient flow of traffic.
 - (c) Roadway and bridge width in excess of standards.
 - (d) Real Estate necessitated for the improvement.
 - (e) Construction inspection, staking, and material testing and acceptance for construction of sanitary sewer and water main.
 - (f) Provide complete plans, specifications, and estimates for sanitary sewer and water main work. The Municipality assumes full responsibility for the design, installation, inspection, testing, and operation of the sanitary sewer and water system. This relieves the State and all of its employees from the liability for all suits, actions, or claims resulting from the sanitary sewer and water system construction.
 - (g) Parking lane costs.
 - (h) Coordinate, clean up, and fund any hazardous materials encountered during construction. All hazardous material cleanup work shall be performed in accordance to state and federal regulations.
 - (i) Damages to abutting property due to change in street or sidewalk widths, grades, or drainage.
 - (j) Conditioning, if required, and maintenance of detour routes.
 - (k) Repair of damages to roads or streets caused by reason of their use in hauling materials incidental to the improvement.
4. As the work progresses, the Municipality will be billed for work completed which is not chargeable to state funds. Upon completion of the project, a final audit will be made to determine the final division of costs.
 5. If the Municipality should withdraw the project, it shall reimburse the State for any costs incurred by the State in behalf of the project.
 6. The work will be administered by the State and may include items not eligible for federal/state participation.
 7. The Municipality shall assume general responsibility for all public information and public relations for the project and to make a fitting announcement to the press and such outlets as would generally alert the affected property owners and the community of the nature, extent, and timing of the project and arrangements for handling traffic within and around the projects.
 8. Basis for local participation as specified in Signal and ITS Standalone Program—(SISP.): Participation is based on actual costs incurred; all costs listed in Table1: Summary of Costs are approximate costs unless otherwise noted:
 - (a) Funding for preliminary engineering: Design is funded with 90% State funding up to a maximum of \$72,400 when the Municipality agrees to provide the remaining 10% and any funds in excess of the State funding maximum. Design funds intended for FY26 (July 1, 2025, to June 30, 2026).
 - (b) Funding for construction: Construction is funded with 90% State funding up to a maximum of \$552,600 when the Municipality agrees to provide the remaining 10% and any funds in excess of the state funding maximum. Construction funds intended for FY27 (July 1, 2026, to June 30, 2027).

Funds not encumbered by intended FY will be lost.

Comments and Clarification: This agreement is an active agreement that may need to be amended as the project is designed. It is understood that these amendments may be needed as some issues have not been fully evaluated or resolved. The purpose of this agreement is to specify the local and state involvement in funding the project. A signed agreement is required before the State will prepare or participate in the preparation of detailed designs, acquire right-of-way, or participate in construction of a project that merits local involvement.

BUSINESS OF THE VILLAGE BOARD

MEETING DATE: September 15, 2025

PLACEMENT: Action Item

ITEM TITLE: Application for Transfer of Combination "Class A" Fermented Malt Beverage and Intoxicating Liquor License for Kwik Trip (ACTION)

SUBMITTED BY: Kasie Miller, Chief Deputy Clerk

SUMMARY EXPLANATION:

Applicant Kwik Trip, Inc has submitted the attached Alcohol Beverage License and Permit Transfer application. For the 2025-2026 Licensing Period, a Combination "Class A" Fermented Malt Beverage and Intoxicating Liquor License was granted to Kwik Trip 631 at W188N10963 Maple Road. Kwik Trip, Inc is requesting to transfer this license to their new store at N112W18741 Mequon Road, effective October 2, 2025. The current agent, Tristain Sparks, will continue to be the agent at the new location.

The Germantown Police Department has reviewed and approved this application for transfer. The Community Development and Inspection Department have no additional comments.

ATTACHMENT:

1. KwikTrip Transfer License_Redacted

STAFF RECOMMENDATION:

Approval of the Application for Transfer of "Class A" Fermented Malt Beverage and Intoxicating Liquor License for Kwik Trip, Inc, contingent upon the surrender of the current license held at W188N10963 Maple Rd license.

ACTION BY COMMITTEE:

Alcohol Beverage License and
Permit Transfer ApplicationDate
07/29/25

Use this form to transfer a municipally-issued alcohol beverage retail license to a different person. Also use this form to transfer a retail license or a state-issued alcohol beverage permit to another physical location. Submit this form only to the issuing authority.

Transfer Type (check one) ☐ Person-to-Person (no fee) ☒ Place-to-Place (\$10 fee)		Fees	
Type of Authorization to transfer (check one) ☒ Municipal Retail License ☐ State Issued-Permit		Transfer Fees	\$ 10
Name of License/Permit (e.g. "Class A" Liquor or Brewery) Combinations Class "A" Fermented Malt Beverage & "Class A" Liquor		Publication Fee	\$
Current License/Permit Number ABAL-03		Background Check	\$
		Total Fees	\$ 10

Part A: Current Business Information			
1. Legal Business Name (individual name if sole proprietor) Kwik Trip, Inc.			
2. Business Trade Name or DBA Kwik Trip 631			
3. FEIN 391036365		4. Wisconsin Seller's Permit Number 1K04801	
5. Entity Type (check one) ☐ Sole Proprietor ☐ Partnership ☐ Limited Liability Company ☒ Corporation ☐ Nonprofit Organization			
6. Premises Address W188N10963 Maple Rd.			
7. City Germantown		8. State WI	9. Zip Code 53022
10. County Washington		11. Governing Municipality ☐ City ☐ Town ☒ Village of: Germantown	
12. Premises Phone (262) 253-1007	13. Premise Email licensingdept@kwiktrip.com		
14. Contact Person Name Maranda Oliver, Licensing Manager		15. Website www.kwiktrip.com	
16. Contact Person Phone [REDACTED]		17. Contact Person Email [REDACTED]	

Complete EITHER Part B OR Part C, based on the type of transfer you selected at the top of this form.

Part B: Transfer from Person-to-Person New Business Information	
1. Reason for license transfer (check one) ☐ Death ☐ Disability ☐ Foreclosure ☐ Assignment to Creditor ☐ Bankruptcy	
2. Legal Business Name of New Licensee (individual name if sole proprietorship)	
3. New Licensee Phone	4. New Licensee Email
5. Has the new licensee completed AB-100? Submit a completed Form AB-100 with this form ☐ Yes ☐ No	
6. Has the new licensee completed AB-200? Submit a completed Form AB-200 with this form ☐ Yes ☐ No	

Continued →

Part C: Transfer from Place-to-Place New Premises Information

1. New Premises Address

N112W18741 Mequon Rd.

2. City

Germantown

3. State

WI

4. Zip Code

53022

5. New Premises Phone

(262) 253-1007

6. Premise Email

licensingdept@kwiktrip.com

7. New Premises Description - Describe the building or buildings and any outside areas where alcohol beverages are produced, sold, stored, or consumed, and where records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities may occur only on the premises described in this application. Attach a map or diagram and additional sheets if necessary.

One-story frame construction with storage in coolers, on sales floor, behind sales counter and in back room. Sold at sales counter. Records kept in North office.

Part D: Attestation

One of the following must sign and attest to this application:

• sole proprietor • one general partner of a partnership • one corporate officer • one 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 or permit. 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.

Last Name

Zietlow

First Name

Scott

M.I.

P

Title

CEO & President

Email

licensingdept@kwiktrip.com

Phone

Signature

Scott P. Zietlow

Date

07/29/25

Part E: For Clerk Use Only

Date Application Was Filed With Clerk

License Number

Date License Granted

Date License Issued

Signature of Clerk/Deputy Clerk

Date

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

MEETING DATE: September 2, 2025

AGENDA ITEM: Action

ITEM TITLE: Memo of Understanding (MOU) for School Resource Officer (SRO)

SUBMITTED BY: Chief Patrick Merten

SUMMARY EXPLANATION:

The MOU for the SRO's expired on June 30, 2025. The new MOU will be from July 1, 2025 to June 30, 2027. There have been some change to the cost sharing portion of the agreement. The village agreed to 35% of the SRO wages and benefits, while Germantown School District agreed to pay 65% of the wages and benefits for 2 SRO's. One at the high school, and one at the middle school. The previous agreement was a 50% village and 50% school district for the cost-sharing.

The change in cost-sharing is due to the amount of time the SRO's spend working in the schools during the school year compared to assigned shifts worked during the summer months while school is not in session. SRO's track all of the time that they are at the schools, meetings, conferences, training, and sporting events related to the schools.

I believe this is a fair cost-sharing MOU where both parties benefit from the SRO's presence at the schools through the mirror presence of an officer, to building community relationships with students and teacher.

ATTACHMENT: ORDINANCE___ RESOLUTION_____ OTHER__X__

RECOMMENDATION:

.

INTERGOVERNMENTAL AGREEMENT
BETWEEN THE VILLAGE OF GERMANTOWN
AND GERMANTOWN SCHOOL DISTRICT
REGARDING SCHOOL RESOURCE OFFICER

WHEREAS, units of local government are authorized to enter into cooperative intergovernmental agreements for the mutual benefit of their citizens pursuant to Section 66.0301, Wisconsin Statutes; and

WHEREAS, the Village of Germantown (Village) and Germantown School District (District) recognize the value of intergovernmental cooperation and efficient use of valuable community resources and have thus determined that a School Resource Officer will greatly assist in developing and fostering a positive relationship and rapport between youth and law enforcement, give students an opportunity to get acquainted with an Officer in an informal, nonauthoritarian setting, and educate on the role of law enforcement in society; and

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the parties hereby enter into the following Agreement, setting forth the terms, conditions and the relationship of the parties with respect to the creation and implementation of the School Resource Officer ("SRO").

1. **PURPOSE:** The purpose of this Intergovernmental Agreement is to set forth certain agreements and guiding principles for the implementation of the SRO position for the mutual benefit of the Village and the District, consistent with the mission statement for the SRO, and to provide governance and management of said SRO.

2. **MISSION OF THE SCHOOL RESOURCE OFFICER:** The mission of the SRO is to help youth and adults of the Germantown community to view the police department as a "helping agency" with the responsibility to educate, protect and serve all citizens. The SRO will also focus on prevention of crime and prevention of school code violations in and around the Germantown School District.

3. **AUTHORITY OF SCHOOL RESOURCE OFFICER:** The SRO is authorized to investigate, report and follow up, as necessary, all complaints that occur on the grounds of Germantown Schools that lie within the boundaries of the Village. It shall be the responsibility of the District staff to investigate and prevent violations of school rules and regulations, and to administer school discipline. The SRO will have the discretion to make decisions regarding arrest or citations, and to refer specialized investigations to the Village of Germantown Police Department for further investigation and follow-up.

4. **APPOINTMENT:** The selection and continued assignment or reassignment of the SRO shall be at the sole discretion of the Village of Germantown Chief of Police. However, the

District Superintendent may request reassignment of the SRO when necessary for the good of and/or the orderly operation of the schools of the District, which request shall not be unreasonably denied by the Village of Germantown Chief of Police.

5. **COMMAND STRUCTURE:** The Village of Germantown will supply two full-time equivalent sworn, certified officers to act as a SRO while supporting all students and locations within the school district boundaries. The SRO's will remain at all times employees of the Village of Germantown Police Department and will report directly to the chain of command adopted by the Village of Germantown Police Department. The District Administrator may provide evaluative information regarding the performance of the SRO, and the Village of Germantown Chief of Police shall consider such information when making assignment or reassignment decisions.

6. **TERM OF AGREEMENT:** This agreement shall become effective on the 1st of July 2025 and shall stay in effect for a 2-year period terminating on the 30th of June 2027. Either party can terminate or request an amendment of the agreement with the thirty (30) day written notice to the other party.

7. **COST SHARING:** The parties shall jointly assume the cost of 2 full time equivalent SRO positions, with the Village paying thirty-five percent (35%) and the District paying sixty-five percent (65%) for 2025-2026, and the Village paying thirty-five percent (35%) and the District paying sixty-five percent (65%) for 2026-2027 of the aggregate costs for the salary, training, and all benefits for the SRO positions. The Village of Germantown Police Department and Germantown School District will meet following the 2025–2026 and 2026–2027 school years to review the cost-sharing percentages and determine if any adjustments are necessary. Any hours outside of the normal scheduled workday will be paid as time and one-half the officer's hourly rate. Each party will be responsible for their respective overtime hours as a result of the current capacity the SRO is working in. The Village shall administer and provide all benefits to which the SROs are entitled under collective bargaining agreements, and the Village's employment policies and practices. The Village shall invoice the District at monthly intervals with a breakdown of wages, benefits, training costs incurred, and overtime (used by the district). All invoices shall be due and payable within sixty (60) days after receipt. The Village agrees to indemnify, defend and hold the District harmless from any claims of any kind made by (i) a SRO in connection with his/her assignment or reassignment as a SRO; (ii) a SRO in connection with his/her discipline or termination by the Village; or (iii) any applicant for the position of SRO.

8. **ASSIGNMENT:** The normal scheduled hours of work for both SRO's are eight and one-half (8-1/2) consecutive hours a day. The SRO position normal work week shall be 5 on, 2 off followed by 5 on, 2 off followed by 4 on, 3 off and then repeating the cycle. The five-day work week would consist of working Monday through Friday and Saturday and Sunday off. The four-day work week would consist of working Monday through Thursday with Friday, Saturday and Sunday off. If the normal scheduled hours of work on a regularly scheduled work day are to be changed, the SRO, Chief of Police, and School District must agree that the entire eight and one-half (8-1/2) hour shift is moved, rather than split shifts or other partial shift changes. The Village of Germantown Police Department does, however, reserve the right to change the work

assignments for these SRO's provided the following protections are maintained per collective bargaining agreements:

- SRO's may not have a normally scheduled off day changed without their consent.
- If the hours of work on a regularly scheduled work day are to be changed, the entire eight and one-half (8-1/2) hour shift is moved, rather than split shifts or other partial shift changes.

9. GOVERNING LAW: The laws of the State of Wisconsin shall govern the validity, performance and enforcement of this Agreement. The rights and remedies herein granted are cumulative and are in addition to any given by statute, rule of law, or otherwise, and the use of one remedy shall not be taken to exclude or waive the right to use another.

10. AMENDMENT; WAIVER: No modification, amendment, waiver or release of any provisions of this Agreement or of any right, obligation, claim or cause of action arising hereunder shall be valid or binding for any purpose unless in writing and duly executed by all parties involved. The parties hereto agree and understand that from time to time changes to this document may be necessary due to the evolving nature and development of the team. As such, any modification to this agreement shall be in the form of an addendum, signed by all parties and subsequently attached hereto after execution.

11. ENTIRE AGREEMENT: This Agreement contains all the terms and conditions agreed upon by the parties hereto, and no agreement, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or be binding upon any of the parties hereto. This Agreement supersedes all other agreements relating to this subject involving the parties hereto.

12. BINDING EFFECT: This Agreement when fully executed shall be binding upon the respective heirs, executors, administrators, successors, and assigns of the parties hereto.

13. AUTHORITY: Each party hereto represents and warrants that they have the right, power, legal capacity and authority to enter into and perform their respective obligations under this Agreement.

VILLAGE OF GERMANTOWN

GERMANTOWN SCHOOL DISTRICT

Village President

School Board President

Chief of Police

Superintendent

ATTEST:

Village Clerk

School Board Clerk

Approved as a Form:

Village Attorney

Dated this day of _____, 2025

BUSINESS OF THE VILLAGE BOARD

MEETING DATE: September 15, 2025

PLACEMENT: Action Item

ITEM TITLE: Soccer Club Soccer Field Landscaping Project (ACTION)

SUBMITTED BY:

SUMMARY EXPLANATION:

ATTACHMENT:

1. Letter to Board- Soccer Club soccer field landscape project
2. Grade Adjustment Application

STAFF 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: September 15, 2025
To: Village Board
From: Gil Standridge, Park and Recreation Director
RE: Support for Germantown Soccer Club for field improvements

I am writing to you in support of the Germantown Soccer Club request to do landscape improvements to the field up in the northeast corner of Friedenfeld (considered the bowl area).

The Germantown Youth Soccer Club has been associated with Parks and Recreation since its inception back in 1986. The program has seen extensive growth over the years. The program now has over 700 youth participants, making it the largest youth program in Germantown.

The Parks and Recreation Department has a lease agreement with the soccer program that is renewed every two years. Currently Soccer pays the village \$20 for every youth participant in the program, per the lease agreement. This money goes towards the landscaping projects in Friedenfeld Park as well as Kinderberg Park and Dheinsville performed by Total Lawn Care.

The Soccer program has fund-raised and sought sponsorships to make improvements to the soccer fields. In particular last year when they completely redid field number six, the large soccer field for older kids. This was a several thousand-dollar project that the club took on to make improvements to the field.

The club is asking for this Commission approval to do landscape work on the northeast corner of the park, not used for any other program, to level out that area with field dirt considering drainage to create more fields for the growing demand of Germantown youth. The club has met with the Village Engineer, Kevin Driscoll and are complying with all the regulations required to do this work. Mr. Driscoll has signed off on all the documents that was required from the soccer club to do this work.

The additional fields were included in the feasibility that was done two years ago by Hardwood engineering and approved by this Commission.

Thank you for your consideration. The club will have representation at this meeting to answer any of your questions.

Regards,

Gil Standridge
Parks and Recreation Director
Village of Germantown



Village of

Germantown
...Willkommen

YARD GRADE ADJUSTMENT PERMIT APPLICATION

Date of Application: _____

\$200 Application Fee Received By: _____

Please read and print legibly. List name of actual contact person (NOT just business name).

APPLICANT OR AGENT:

Name: David Kasbeer
Address: 1120 W21350 Freistadt Rd.
City/State/Zip: Germantown, WI, 53022
Phone: 262-894-1654
E-Mail: david.kasbeer@davidfrank.com

PROPERTY OWNER:

Name: City of Germantown
Address: Friedenfeld Park, soccer fields
City/State/Zip: _____
Phone: _____
E-Mail: _____

PROPERTY ADDRESS or TAX PARCEL ID#: _____

READ AND INITIAL THE FOLLOWING:

- ☒ I understand that Village Staff may request additional information to evaluate this request and failure to provide such information may result in my application being deemed incomplete or sufficient cause to deny the application.
- ☒ I understand that Village Staff can impose conditions or other requirements necessary to meet and/or remain in compliance with the Village's Codes and/or other Village requirements that may apply to the subject property.
- ☒ I acknowledge that I have completed the Notification to Design Engineer as required under Section 14.078(a)(4).
- ☒ I acknowledge that I have completed the Notification to Neighboring Property Owners as required under Section 14.078(a)(5).
- ☒ I acknowledge that I have read and understand Chapter 20 of the Municipal Code and Wis. Stats. 68.08 regarding the Administrative Appeal process, and, that any work I perform during the 30 days allowed for an appeal by any aggrieved person(s) is performed at my own risk under Section 14.078(a)(6).
- ☐ I understand that the Village Engineer may approve my application, or, may require my application to be reviewed by the Plan Commission or the Public Works & Highway Committee for approval.
- ☒ I have read and understand Section 14.078 of the Municipal Code and agree to provide the supporting documents and information required therein and summarized below:

REQUIRED SUPPORTING DOCUMENTS AND INFORMATION TO BE INCLUDED WITH YOUR APPLICATION:

- ☐ **Narrative Description** see 14.078(a)(1) for specific requirements
- ☐ **Revised Grading Plan** see 14.078(a)(2) for specific requirements
- ☐ **\$200 Application Fee** see 14.078(a)(3) for specific requirements

SIGNATURES: ALL APPLICATIONS MUST BE SIGNED

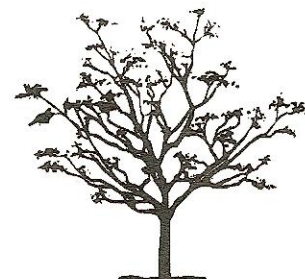
Applicant

Date

Property Owner

Date

VILLAGE USE ONLY



David J. Frank
Landscape Contracting, Inc.

N120 W21360 Freistadt Road
P.O. Box 70
Germantown, Wisconsin 53022
(262) 255-4888 office
mail@davidjfrank.com
davidjfrank.com

LANDSCAPE DEVELOPMENT BY

David Kasbeer
Assistant Landscape Architect

david.kasbeer@davidjfrank.com

LANDSCAPE DEVELOPMENT FOR

**Friedenfeld
Park**

W140N11492 Country Aire Dr
Germantown, Wisconsin 53022

REVISIONS

Δ	DATE	DESCRIPTION

PROJECT NUMBER



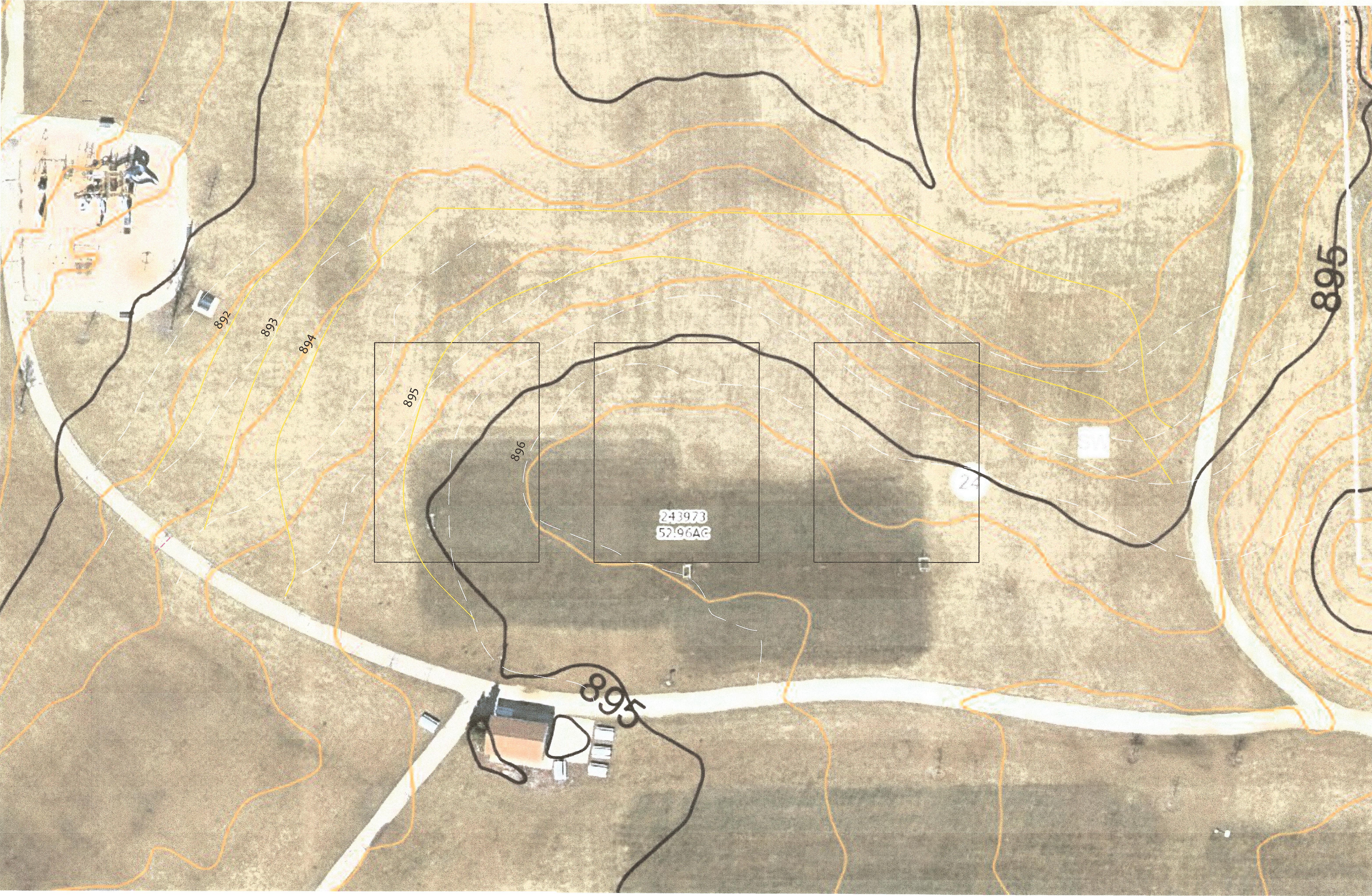
0' 10' 20' 40'

SCALE 1" = 20'-0"
DATE 3/25/2025
SHEET 1 of 1

**LANDSCAPE
PLAN**

L1.0

Friedenfeld



Key

Existing Topography

Proposed Topography

Proposed Soccer Fields

Notes

Solid orange and black lines are contours gathered from online. We surveyed the site ourselves and got more accurate contour lines. Those lines are the dashed gray lines

This drawing is made solely for the individual named herein and is the property of David J Frank Landscape Contracting Inc. Any unauthorized use or duplication is in violation of the copyright laws and subject to prosecution. Plantings, structures, and other representations shown on this plan are for the purpose of conveying landscape design features. Refer to prepared contract documents for specific items included in any particular phase of landscape construction.

A kids soccer league in the city of Germantown is looking to expand some of its fields, but the current grade does not match what a soccer field should be. David J. Frank has been asked to regrade existing soil to meet requirements of a 1 – 2% slope for an athletic field.

Site drawing has topography lines from online however, David J Frank went out and took our own spot elevations to calculate what the slope actually is. Everything is labeled on the drawing to show this, plus proposed topography lines of course. You will see a key at the bottom of the drawing with a reminder in the notes section.

Please reach out with any concerns.

Thanks,

David Kasbeer

David Kasbeer
Associate Landscape Architect

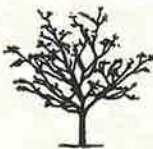
(262) 255- 4888 *office*
(262) 250- 4368 *direct*
(262) 894- 1654 *cell*

david.kasbeer@davidjfrank.com



- (a) **REQUESTS TO ADJUST FINAL YARD GRADES AND PROPOSED CONTOURS.** Requests to adjust final yard grades and proposed contours from those previously accepted by the Village on the master grading plans shall be made via written letter and submitted to the Village Engineer. Written requests shall include the following elements:
- (1) Narrative. The written request shall include a narrative describing the intent and the need for the final yard grade, building elevation and proposed contour adjustments.
 - (2) Revised Grading Plan. The written request shall include a revised grading plan including existing topography contours, proposed final yard grade adjustments, proposed building elevation adjustments, proposed contour adjustments, final drainage patterns, septic system location (if applicable), and existing and proposed final yard grades and building elevations on neighboring lots. The plan shall be presented on a scaled plat of survey.
 - (3) Fees. Fees shall be paid and submitted with the written request. For residential lots, the requestor shall submit a \$200.00 fee for each individual residential lot. For commercial, industrial, institutional and retail buildings, the requestor shall submit a \$200.00 fee for each individual building.
 - (4) Acknowledgement of Notification of Designer. The requestor shall transmit a copy of the above-mentioned request letter, narrative and revised grading plan to the design engineer whose Wisconsin Professional Engineer seal is presented on the master grading plans, and the requestor shall acknowledge in writing that he has completed this task in his written request.
 - (5) Acknowledgement of Notification of Neighboring Property Owners. The requestor shall transmit a copy of the above-mentioned request letter, narrative and revised grading plan to each neighboring property owner, and the requestor shall acknowledge in writing that he has completed this task in his written request.
 - (6) Acknowledgement of Administrative Review Appeals Code and Statute. The requestor shall acknowledge in writing that he is familiar with Chapter 20 of the Municipal Code and §68.08, Wis. Stats., with respect to the administrative review appeal process. The requestor shall also acknowledge in writing that any activity performed by him during the 30 days allowed for appeal by persons aggrieved is performed solely at his own risk.
- (b) **REVIEW OF REQUEST.** The Village Engineering Department shall screen for completeness of the above-listed requirements all requests for adjustments to final yard grades, building elevations and proposed contours. Once determined complete, the Village Engineer shall determine if the request should be reviewed by the Planning Commission or the Public Works and Highway Committee. If Commission or Committee review is, in the judgment of the Engineer, not needed, the Village Engineer shall either accept or deny the completed request within 10 working days from determination of completeness.

VENDOR NO.		VENDOR NAME			CHECK NUMBER				
1925		VILLAGE OF GERMANTOWN			687298				
TRANSACTION NUMBER	REFERENCE	DATE	DESCRIPTION	GROSS AMOUNT	DISCOUNT	RETAINAGE	PREVIOUS	BALANCE	NET AMOUNT
625 579	062425	06/24/25	PERMIT FEE	200.00	0.00	0.00	0.00	0.00	200.00
VENDOR NO.				GROSS AMOUNT	DISCOUNT	RETAINAGE	PREVIOUS	BALANCE	NET AMOUNT
1925				200.00	0.00	0.00	0.00	0.00	200.00



David J. Frank Landscape Contracting, Inc.
N120 W21350 Freistadt Road
P.O. Box 70
Germantown, WI 53022
(262) 255-4888

WISCONSIN BANK & TRUST
WWW.WISCONSINBANKANDTRUST.COM

79-759/759

687298

DATE	CHECK NO.	AMOUNT
06/24/25	687298	\$200.00

Two hundred and xx / 100 Dollars

PAY
TO THE
ORDER
OF

VILLAGE OF GERMANTOWN
PAYMENTS C/O US BANK
PO BOX 78322
MILWAUKEE WI 53278-8322



AUTHORIZED SIGNATURE

⑈687298⑈ ⑆075907594⑆9661073133⑈

BUSINESS OF THE VILLAGE BOARD

MEETING DATE: September 15, 2025

PLACEMENT: Action Item

ITEM TITLE: Resolution Disallowing the Claim of Lalisa Squire (ACTION)

SUBMITTED BY:

SUMMARY EXPLANATION:

ATTACHMENT:

1. 18-2025 Disallowing Claim Lalisa Squire
2. Notice of Claim_Redacted
3. Photo1
4. Photo2
5. Photo3
6. Photo4
7. Notice of Claim pt.2_Redacted

STAFF RECOMMENDATION:

ACTION BY COMMITTEE:

RESOLUTION NO. 18-2025

A RESOLUTION DISALLOWING THE CLAIM OF LALISA SQUIRE FOR VEHICLE
DAMAGE

WHEREAS, Lalisa Squire filed a claim with the Village on August 8, 2025, for damage to vehicle allegedly caused by a manhole in the road while driving on Washington Drive in the Village of Germantown; and

WHEREAS, the claim was forwarded to the Village Attorney, who has reviewed the claim and recommended that the Village disallow the claim; and

NOW THEREFORE, BE IT RESOLVED by the Village Board of the Village of Germantown, Wisconsin, that the claim of Lalisa Squire described above is hereby disallowed as that term is used in Wis. Stat. §893.80; and

BE IT FURTHER RESOLVED, that the Village Clerk's Office is directed pursuant Wis. Stat. §893.80(1 g) to provide Lalisa Squire with written notice of the disallowance.

Adopted: September 15, 2025

Robert A Soderberg, Village President

ATTEST:

Donna Ott, Village Clerk

Village Clerk
N112 W17001 Mequon Road
P.O. Box 337
Germantown, Wisconsin 53022-0337
Phone: (262) 250-4700
www.germantownwi.gov



NOTICE OF CLAIM

Name: Lalisa Squire

Address: [REDACTED]

Phone: [REDACTED]

Incident/Accident Information

Date: 7/30/25

Time: AM

Place: Washington Dr.

CIRCUMSTANCES OF CLAIM-ADDITIONAL SHEET

In the space below briefly describe the circumstances of your claim. (Attach additional sheets, if necessary.) For auto damages, attach a copy of police report, if any, and attach a diagram of the accident scene indicating north, south, east or west corners if the accident occurred at an intersection. For bodily injury, indicate nature of injury and whether or not medical attention was given and give the name of the physician. Also identify any witnesses to the incident/accident.

At first the covering to the manhole looked like a piece of wood. So to avoid hitting the covering (at the time wood) I veered right. By the time I saw the manhole it was too late. the front right tire hit the manhole and the back right tire hit next.

Signed: Lalisa Squire

Date: 8/8/25









Village Clerk
N112 W17001 Mequon Road
P.O. Box 337
Germantown, Wisconsin 53022-0337
Phone: (262) 250-4700
www.germantownwi.gov



NOTICE OF CLAIM

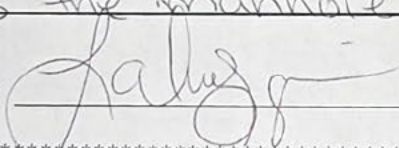
Name: Lalisa Squire
Address: [REDACTED]
Phone: [REDACTED]

Incident/Accident Information
Date: 7/30/25
Time: Am
Place: Washington Dr

CIRCUMSTANCES OF CLAIM

In the space below briefly describe the circumstances of your claim. (Attach additional sheets, if necessary.) For auto damages, attach a copy of police report, if any, and attach a diagram of the accident scene indicating north, south, east or west corners if the accident occurred at an intersection. For bodily injury, indicate nature of injury and whether or not medical attention was given and give the name of the physician. Also identify any witnesses to the incident/accident.

On Aug. 30th 2025 I was traveling south
on Washington Dr. Laying in the Road
was the manhole covering.

Signed: 

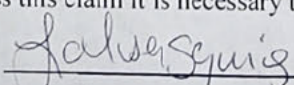
Date: 8/08/25

CLAIM

NOTE: You are not required to make a claim at this time. As long as you have filed the above Notice of Claim you may file a claim with the Village at any time consistent with the applicable statute of limitations. However, in order for the Village to formally accept or deny your claim at this time, the following claim must be completed and signed.

The undersigned hereby makes a claim against the Village of arising out of the circumstances described above in the amount of \$ 5771.42

To process this claim it is necessary to detail all damages being sought.

Signed: 

Date: 8/8/25

Email Address: lalisa.squire@gmail.com

BUSINESS OF THE VILLAGE BOARD

MEETING DATE: September 15, 2025

PLACEMENT: Action Item

ITEM TITLE: Communication and Recording of Public Meetings (DISCUSSION
& POSSIBLE ACTION)

SUBMITTED BY: Jan Miller, Trustee

SUMMARY EXPLANATION:

ATTACHMENT:

1. Miller J - request 08.13.25 OT for Recording All Meetings

STAFF RECOMMENDATION:

ACTION BY COMMITTEE:

OT DATE	MEETING	OT HRS	OT RATE	TOTAL OT
6/10/2024	Plan Comm	2	\$28.6350	57.27
6/17/2024	GGF/VB	2.75	\$28.6350	78.75
7/1/2024	VB	3	\$28.6350	85.91
7/8/2024	Plan Comm	2	\$28.6350	57.27
7/15/2024	GGF/VB	0.75	\$28.6350	21.48
7/31/2024	Budget Info Session	1.25	\$28.6350	35.79
8/5/2024	VB	3.5	\$28.6350	100.22
8/12/2024		1.75	\$28.6350	50.11
8/19/2024	GGF/VB	2	\$28.6350	57.27
9/3/2024	VB	1	\$28.6350	28.64
9/9/2024	Plan Comm	2	\$28.6350	57.27
9/16/2024	GGF/VB	2.75	\$28.6350	78.75
9/30/2024	Committee of the Whole	1.75	\$28.6350	50.11
10/1/2024	Committee of the Whole	2	\$28.6350	57.27
10/7/2024	VB	2.25	\$28.6350	64.43
10/8/2024	Committee of the Whole	2.25	\$28.6350	64.43
10/14/2024	Plan Comm	5.5	\$28.6350	157.49
10/15/2024	Committee of the Whole	2.75	\$28.6350	78.75
10/21/2024	GGF/VB	3.5	\$28.6350	100.22
11/11/2024	Plan Comm	2.25	\$28.6350	64.43
11/14/2024	WisDOT Info Meeting	1.25	\$28.6350	35.79
11/18/2024	GGF/VB	2.75	\$28.6350	78.75
12/2/2024	VB	1.5	\$28.6350	42.95
12/9/2024	Plan Comm	4.25	\$28.6350	121.70
12/16/2024	GGF/VB	3	\$28.6350	85.91
1/6/2025	VB	3	\$30.0668	90.20
1/13/2025	Plan Comm	3.5	\$30.0668	105.23
1/20/2025	GGF/VB	3.25	\$30.0668	97.72
1/22/2025	Library	1.25	\$30.0668	37.58
2/3/2025	VB	1	\$30.0668	30.07
2/10/2025	Plan Comm	3	\$30.0668	90.20
2/17/2025	GGF/VB	3.25	\$30.0668	97.72
2/21/2025	Board of Canvassers	0.75	\$30.0668	22.55
3/3/2025	VB	2.25	\$30.0668	67.65
3/4/2025	Candidates	3.25	\$30.0668	97.72
3/10/2025	Plan Comm	3.5	\$30.0668	105.23
3/17/2025	GGF/VB	3.75	\$30.0668	112.75
3/31/2025	Plan Comm	3.25	\$30.0668	97.72
4/7/2025	VB	2.75	\$30.0668	82.68
4/14/2025	Plan Comm	2.75	\$30.0668	82.68
4/21/2025	GGF/VB	2	\$30.0668	60.13
4/28/2025	Plan Comm	3.25	\$30.0668	97.72
5/5/2025	GGF/VB	2.25	\$30.0668	67.65
5/12/2025	Plan Comm	1.5	\$30.0668	45.10

5/19/2025	GGF/VB	2.75	\$30.0668	82.68
5/20/2025	REPAIR	0.5	\$30.0668	15.03
6/2/2025	VB	2.25	\$30.0668	67.65
6/9/2025	Plan Comm	4.75	\$30.0668	142.82
6/16/2025	GGF/VB	2.25	\$30.0668	67.65
6/23/2025	Plan Comm	3.75	\$30.0668	112.75
7/7/2025	VB	5.5	\$30.0668	165.37
7/14/2025	Plan Comm	1.5	\$30.0668	45.10

TOTALS	132.5	\$ 3,898.30
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New Recordings :		Estimated An
BOZA	Board of Zoning Appeals x 2	3.00
BCOC	Building Construction Oversight Committee x 2	3.00
COW	Committee of the Whole x 3	4.50
EDC	Economic Development Commission x12	18.00
EB	Ethics Board x 2	3.00
HPC	Historic Preservation Commission x 4	6.00
JBR	Joint Review Board x 2	3.00
P&R	Park & Recreation Commission x 12	18.00
PS	Public Safety Committee x 12	18.00
PW&H	Public Works & Highways Committee x 12	18.00
TC	Tourism Commission x 6	9.00
UAC	Utility Advisory Committee x 6	9.00
Total New Recording Hours:		112.50
		\$ 3,382.52

Total Estimated Hours for next 12 months: 245.00
Current OT rate paid \$30.0668

TOTAL ESTIMATED COST FOR THE NEXT 12 MONTHS INCL NEW RECORDINGS	\$ 7,366.37
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Nothing on Vilage Calendar for this date

Actual Cost – past 12 month period

Annual hours (assumption 1.5 hours per meeting)

Estimated Annual Cost for New Recordings