

**MEETING: REGULAR MEETING OF THE VILLAGE BOARD**  
**DATE & TIME: Monday, June 1, 2026 at 7:00 PM**  
**LOCATION: Germantown Village Hall Board Room**  
**N112 W17001 Mequon Road**

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

Citizens not wishing to attend the meeting personally or virtually may submit any public comments by sending an email to [comments@germantownwi.gov](mailto: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](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:**
- V. **ANNOUNCEMENTS OF FORTHCOMING EVENTS OF PUBLIC INTEREST / COMMITTEE AND DEPARTMENT REPORTS:**
  - A. Report on Village Center Community Engagement Efforts
- 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. **CONSENT AGENDA:**
  - A. May 18, 2026, Meeting Minutes (ACTION)
  - B. Acceptance of Improvements - Water Main Extension for Green Bay Packaging at Holy Hill Road (ACTION)
- VIII. **UNFINISHED BUSINESS:**
- IX. **PUBLIC HEARINGS:**
- X. **NEW BUSINESS:**
  - A. Intergovernmental Agreement with Washington County for Contracted IT Services. (DISCUSSION / ACTION)
  - B. 2026-2027 Junk Dealer Establishment Renewal Application: Waste Management, W132N10487 Grant Dr (ACTION)

- C. Producer Full-Service Retail Sales Application: Old Germantown LLC for Hops & Hounds event on July 10, 2026, at Homestead Hollow County Park (ACTION)
- D. Application for Appointment of Successor Agent: Aldi #67, N96W18838 County Line Rd; Agent for Consideration: Theresa Reiger (ACTION)
- E. 2026-2027 Alcohol Beverage License Renewal Applications (ACTION)
- F. 2026-2027 Outside Premise Extension Renewal Applications (ACTION)
- G. 2026-2027 Outdoor Entertainment Permit Applications for Annual Events (ACTION)
- H. EKM Moose Lodge #1238, Agent for Royal Order of Moose, Property Owner, at W198 N10217 Appleton Avenue - Application to amend Conditional Use Permit No. 07-2011 to revise restrictions on overnight camping on the Moose Lodge property from April 15 through October 15 annually. (ACTION)
- I. Ruekert & Mielke, Agent for F Street Germantown LLC, Property Owner. Certified Survey Map (CSM) to divide an existing 37-acre parcel into (2) parcels to accommodate Phase 2 of an industrial development. Property is located at N104W12659 Donges Bay Road in the Town 9 Business Park. (ACTION)
- J. Contract award to MC Group, LLC for Owners Representation services related to the Police Department building project. (ACTION)
- K. Presentation on Countywide EMS Services (PRESENTATION AND DISCUSSION)

**XI. 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.

<b>MEETING:</b>	<b>REGULAR MEETING OF THE VILLAGE BOARD</b>
<b>DATE AND TIME:</b>	<b>Monday, May 18, 2026 7:00 PM</b>
<b>LOCATION:</b>	<b>Germantown Village Hall Board Room N112 W17001 Mequon Road</b>

**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 7:11 PM.

II. **ROLL CALL:**

**Present:** Trustee Robert Warren, Trustee Meg Cutts, Trustee Scott Hefle, Trustee Jan Miller, Trustee Patrick Kaiser, Trustee Jolene Pieper, Trustee Jim Stout, Trustee Terri Kaminski, Village President Bob Soderberg

**Also Present:** Interim Village Administrator Mitch Reynolds, Village Attorney Brian Sajdak, Village Clerk Donna Ott, Public Works Director Tim Zimmerman, Park and Recreation Director Gil Standridge

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

IV. **PRESIDENT’S REPORT:**

Village President Soderberg spoke regarding his attendance at a Chief Elected Officials meeting, the Washington County Law Enforcement Memorial Service, and Maifest; the community engagement survey for the Village Center District; 4th of July plans; and items on tonight's Village Board agenda.

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

Trustee Kaminski announced the upcoming Public Works & Highways Committee meeting on June 3, 2026, at 5:30 PM.

Trustee Cutts announced the upcoming Public Safety Committee meeting on June 1, 2026, at 6:00 PM, and the upcoming General Government & Finance Committee meeting on June 15, 2026, at 5:30 PM.

Trustee Hefle announced the upcoming Economic Development Commission meeting on May 19, 2026, at 6:00 PM.

- 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.*

Lynn Schauer Bednarz (W156N10121 Pawnee Ct) spoke regarding TIDs and Village Board decisions.

Nancy Healy-Haney (W165N11084 Kings Ct) spoke regarding Consent Agenda Item M (2026 Road Program - Esquire Estates Reconstruction).

Melanie Smythe (N140W17938 Cedar Ln) spoke regarding TID 8 and project delivery.

**VII. CONSENT AGENDA:**

**Motion:** Approve as presented

**Motioned By:** Jolene Pieper

**Seconded By:** Terri Kaminski

**Consent Agenda Item M removed by Trustee Pieper; Consent Agenda Item G removed by Trustee Hefle.**

**Yes:** Robert Warren, Meg Cutts, Scott Hefle, Jan Miller, Patrick Kaiser, Jolene Pieper, Jim Stout, Terri Kaminski, Bob Soderberg

**No:** None

**Abstain:** None

**Motion Carried by Roll Call Vote (Yes 9, No 0, Abstained 0)**

**On consideration of Consent Agenda Item G:**

**Yes:** Robert Warren, Meg Cutts, Scott Hefle, Jan Miller, Patrick Kaiser, Jolene Pieper, Jim Stout, Terri Kaminski, Bob Soderberg

**No:** None

**Abstain:** None

**Motion Carried by Roll Call Vote (Yes 9, No 0, Abstained 0)**

**Motion:** Postpone Item M to first Village Board meeting in June

**Motioned By:** Jolene Pieper

**Seconded By:** Jan Miller

**Trustee Cutts called the question.**

**Yes:** Scott Hefle, Jan Miller, Jolene Pieper, Jim Stout

**No:** Robert Warren, Meg Cutts, Patrick Kaiser, Terri Kaminski, Bob Soderberg

**Abstain:** None

**Motion Failed by Voice Vote (Yes 4, No 5, Abstained 0)**

**Motion:** Approve Item M as presented

**Motioned By:** Terri Kaminski

**Seconded By:** Meg Cutts

**Yes:** Robert Warren, Meg Cutts, Patrick Kaiser, Jim Stout, Terri Kaminski, Bob Soderberg

**No:** Scott Hefle, Jan Miller, Jolene Pieper

**Abstain:** None

**Motion Carried by Roll Call Vote (Yes 6, No 3, Abstained 0)**

- A. Meeting Minutes: May 4, 2026 (ACTION)
- B. One-Time/Special Event Outside Premise Extension Application for Metro Cigars, N102W19455 Willow Creek Way - June 7, 2026 12pm-5pm (ACTION)
- C. Temporary Class "B" Beer/"Class B" Wine Application for Post One Inc, 4th of July Celebration - July 4, 2026 (ACTION)
- D. Temporary Class "B" Beer/"Class B" Wine Application for Kiwanis of Germantown, Taste of Germantown - July 23, 2026 (ACTION)
- E. Application for Fireworks Permit for July 4, 2026, by Parks & Recreation Director Guilford Standridge (ACTION)
- F. Cardiac Monitor Repair Warranty / Service Contract (ACTION)
- G. Award of Contract for Construction Manager At-Risk services for the Fire Station Remodeling Project to CG Schmidt in an amount not to exceed \$817,037 plus a 10% contingency. (ACTION)
- H. Well 7 Liner Installation and Contract Extension #1 with CTW in the amount of \$136,555.00. (ACTION)
- I. Award of professional services agreement to Foth in the amount of \$34,000.00 for Well 7 liner installation and pump replacement professional services. (ACTION)
- J. A Resolution Approving a Relocation Order – Division Road Reconstruction Project (ACTION)

- K. A Resolution Approving a Relocation Order — Pleasant View Drive Reconstruction Project. (ACTION)
- L. Award Contract to Stark Pavement Corp. in the amount not to exceed \$595,719.50 plus a 10% contingency for the 2026 Road Program - Heritage Hills Reconstruction. (ACTION)
- M. Award Contract to Payne & Dolan, Inc. in the amount not to exceed \$1,105,237 plus a 10% contingency for the 2026 Road Program - Esquire Estates Reconstruction (ACTION)
- N. Award Contract to Harwood Engineering for Engineering Services - Site Plan Reviews on a time and materials basis in an amount not to exceed \$15,000 (ACTION)
- O. Award Contract to Point Land Surveying for Pioneer Road Survey (ACTION)
- P. Agreement with WisDOT for STH 145 Improvements (ACTION)
- Q. Authorization to Purchase a 6" emergency bypass pump from Thompson Pump for the amount not to exceed \$53,300. (ACTION)

**VIII. UNFINISHED BUSINESS:**

**IX. PUBLIC HEARINGS:**

**X. NEW BUSINESS:**

- A. Request to Amend Operating Budget to Fund Additional Turf Maintenance Costs. (ACTION)

**Motion:** Approve as presented

**Motioned By:** Terri Kaminski

**Seconded By:** Robert Warren

**Yes:** Robert Warren, Meg Cutts, Scott Hefle, Jan Miller, Patrick Kaiser, Jim Stout, Terri Kaminski, Bob Soderberg

**No:** Jolene Pieper

**Abstain:** None

**Motion Carried by Roll Call Vote (Yes 8, No 1, Abstained 0)**

**Motion:** Act on Item F after Item A

**Motioned By:** Scott Hefle

**Seconded By:** Jolene Pieper

**Yes:** Robert Warren, Meg Cutts, Scott Hefle, Jan Miller, Patrick Kaiser, Jolene Pieper, Jim Stout, Terri Kaminski, Bob Soderberg

**No:** None

**Abstain:** None

**Motion Carried by Voice Vote (Yes 9, No 0, Abstained 0)**

F. Appointment of Travis Broughton for Wastewater Superintendent / Recycling Coordinator for Department of Public Works

**Motion:** Approve as presented

**Motioned By:** Terri Kaminski

**Seconded By:** Jolene Pieper

**Yes:** Robert Warren, Meg Cutts, Scott Hefle, Jan Miller, Patrick Kaiser, Jolene Pieper, Jim Stout, Terri Kaminski, Bob Soderberg

**No:** None

**Abstain:** None

**Motion Carried by Voice Vote (Yes 9, No 0, Abstained 0)**

B. Request to Update the List of Authorized Signers for Bank Documentation (ACTION)

**Motion:** Approve as presented

**Motioned By:** Jolene Pieper

**Seconded By:** Terri Kaminski

**Yes:** Robert Warren, Meg Cutts, Scott Hefle, Jan Miller, Patrick Kaiser, Jolene Pieper, Jim Stout, Terri Kaminski, Bob Soderberg

**No:** None

**Abstain:** None

**Motion Carried by Voice Vote (Yes 9, No 0, Abstained 0)**

C. Professional Services Agreement with Innovative Public Advisors LLC for the provision of interim Finance Director staffing. (ACTION)

**Motion:** Approve as presented

**Motioned By:** Jolene Pieper

**Seconded By:** Scott Hefle

**Yes:** Robert Warren, Meg Cutts, Scott Hefle, Jan Miller, Patrick Kaiser, Jolene Pieper, Jim Stout, Terri Kaminski, Bob Soderberg

**No:** None

**Abstain:** None

**Motion Carried by Roll Call Vote (Yes 9, No 0, Abstained 0)**

- D. Request for Potential TID Incentive for a Prospective Tenant in the Gateway Corporate Park (TID 8) and Establishing a Policy for Handling Future Requests. The Village Board may convene into closed session pursuant to Wis. Stat. § 19.85(1)(e) for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session and then may reconvene in open session to take such action as it deems appropriate. (ACTION)

Christian Tscheschlok, Executive Director of Economic Development Washington County (EDWC), spoke regarding this item.

**Motion:** Enter into Closed Session for Item D

**Motioned By:** Jan Miller

**Seconded By:** Scott Hefle

**Yes:** Robert Warren, Meg Cutts, Scott Hefle, Jan Miller, Patrick Kaiser, Jolene Pieper, Jim Stout, Terri Kaminski, Bob Soderberg

**No:** None

**Abstain:** None

**Motion Carried by Voice Vote (Yes 9, No 0, Abstained 0)**

**Motion:** Enter into Closed Session for Item E

**Motioned By:** Jolene Pieper

**Seconded By:** Scott Hefle

**Yes:** Robert Warren, Scott Hefle, Jan Miller, Patrick Kaiser, Jolene Pieper, Jim Stout, Terri Kaminski, Bob Soderberg

**No:** Meg Cutts

**Abstain:** None

**Motion Carried by Roll Call Vote (Yes 8, No 1, Abstained 0)**

The Village Board entered into Closed Session at 8:21 PM, and began discussing Item E at 8:46 PM.

- E. Village Administrator Vacancy. The Village Board may convene into closed session pursuant to Wis. Stat. § 19.85(1)(c) for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility and then may reconvene in open session to take such action as it deems appropriate. (ACTION)

**Motion:** Re-enter into Open Session at 9:02 PM

**Motioned By:** Jolene Pieper

**Seconded By:** Scott Hefle

**Yes:** Robert Warren, Meg Cutts, Scott Hefle, Jan Miller, Patrick Kaiser, Jolene Pieper, Jim Stout, Terri Kaminski, Bob Soderberg

**No:** None

**Abstain:** None

**Motion Carried (Yes 9, No 0, Abstained 0)**

**Motion:** For Item D, Approve the proposed offer of incentive as presented

**Motioned By:** Terri Kaminski

**Seconded By:** Robert Warren

**Yes:** Robert Warren, Meg Cutts, Scott Hefle, Patrick Kaiser, Jim Stout, Terri Kaminski, Bob Soderberg

**No:** Jan Miller, Jolene Pieper

**Abstain:** None

**Motion Carried by Roll Call Vote (Yes 7, No 2, Abstained 0)**

**Motion:** Refer the potential creation of a TID policy to the Economic Development Commission

**Motioned By:** Terri Kaminski

**Seconded By:** Scott Hefle

**Yes:** Robert Warren, Meg Cutts, Scott Hefle, Jan Miller, Patrick Kaiser, Jolene Pieper, Jim Stout, Terri Kaminski, Bob Soderberg

**No:** None

**Abstain:** None

**Motion Carried (Yes 9, No 0, Abstained 0)**

**Motion:** For Item E, Confirm the appointment of, and the employment agreement with, Matthew J. Trebatoski

**Motioned By:** Terri Kaminski

**Seconded By:** Jolene Pieper

**Yes:** Robert Warren, Meg Cutts, Scott Hefle, Jan Miller, Patrick Kaiser, Jolene Pieper, Jim Stout, Terri Kaminski, Bob Soderberg

**No:** None

**Abstain:** None

**Motion Carried (Yes 9, No 0, Abstained 0)**

**XI. ADJOURNMENT:**

Village President Soderberg adjourned the Village Board meeting at 9:07 PM.

DRAFT

**BUSINESS OF THE VILLAGE BOARD**

MEETING DATE: June 1, 2026

PLACEMENT: Action Item

ITEM TITLE: Acceptance of Improvements - Water Main Extension for Green Bay Packaging at Holy Hill Road (ACTION)

SUBMITTED BY: Kevin Driscoll, Village Engineer

SUMMARY EXPLANATION:

The Public Works and Highway Committee and Village Board entered into a Development Agreement with Green Bay Packaging to construct and extend water main based on the intergovernmental agreements between the Village of Germantown and the Village of Richfield.

The Green Bay Packaging site development established an easement for future utility work from Rockfield Road to Holy Hill Road, and as part of their site development project water main was also constructed to a point 70-ft south of Holy Hill Road for a connection with the High Point Pass road project.

This work was completed in 2025 where a pre-construction meeting was held with Village staff and the Contractor; the work was inspected; the punchlist is complete; and contributed capital records had a number of revisions and were recently finalized so they can be used by the Finance Department for the Water Utility Continuing Property Records and Public Service Commission Annual Report. The inspection found this water main project in Holy Hill Road at the intersection with High Point Pass to be acceptably built per the site plans and specifications. The amount of work contributed by Briohn Builders for water system improvements totals \$153,783.92.

ATTACHMENT:

1. 8 - 2026-05-13\_Acceptance of Improvements - GBP WM - exhibits

STAFF RECOMMENDATION:

Staff requests the Public Works and Highways Committee recommend to the Village Board approval to accept the improvements of the water main per the Development Agreement, as contributed capital constructed by Briohn Building Company and Willkommen Contractors, and to pay a reimbursement to Briohn Builders \$153,783.92 for water system improvements against account 45-408460-542800 Water Mains & Improvements

ACTION BY COMMITTEE:

A motion to support authorize staff and a vote “Aye” is in the affirmative to accept the improvements and payment.



April 20, 2026

Mr. Kevin R. Driscoll  
Village of Germantown  
N112 W17001 Mequon Rd.  
Germantown, WI 53022

**RE: Green Bay Packaging** – 16-inch extension south of  
Centerline and Water Piping Upsizing REV 4

Dear Kevin,

The following cost summary below pertains to the installation of 87 linear feet of additional 16-inch water pipe south of the Holy Hill Road intersection, as well as the upsizing of 198 linear feet of 10-inch water piping to 16-inch water piping, to accommodate the Village of Germantown's anticipated water infrastructure needs. This scope of work was carried out in coordination with the Green Bay Packaging project at N128W21600 Holy Hill Road, Germantown, Wisconsin.

The 87 lineal feet of additional 16-inch water piping south of Holy Hill Rd includes the following scope of work:

- a. Civil Engineering and drawings
- b. Survey and staking
- c. Bore additional 16" water piping under Holy Hill Rd.
- d. Excavate for water main piping and associated connections and valves.
- e. Furnish and install WM 16" MJ Cross Connection.
- f. Furnish and install 16" C900 PVC water main with slurry backfill.
- g. Furnish and install 16" MJ Butterfly valve.
- h. Furnish and install all temporary and final asphalt patching associated with the water pipe extension across Holy Hill Rd.

Upsizing 198 lineal foot water piping from 10-inch to 16-inch water piping north of Holy Hill Rd intersection includes the following scope of work:

- a. Furnish and install 16" C900 PVC water main with slurry backfill in lieu of 10" C900 PVC water main.
- b. Furnish and install 16" MJ Butterfly valve in lieu of 10' MJ Butterfly valve.
- c. Furnish and install additional temporary and permanent asphalt patching on the upsized pipe section.

DESIGN / BUILD  
CONSTRUCTION

ARCHITECTURAL  
DESIGN

DEVELOPMENT

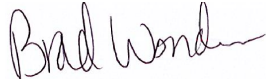
PROPERTY  
MANAGEMENT

COST SUMMARY

We propose to provide the above-mentioned additional work performed on site for the **sum of ONE HUNDRED FIFTY-THREE THOUSAND SEVEN HUNDRED EIGHTY-THREE DOLLARS AND 92/100 (\$153,783.92).**

We thank you for the opportunity to present this proposal.

Sincerely,

A handwritten signature in black ink that reads "Brad Wondra". The signature is written in a cursive, flowing style.

Brad Wondra  
Project Manager  
**BRIOHN BUILDING CORPORATION**

**87 LINEAL FEET OF ADDITIONAL 16-INCH WATER PIPING SOUTH OF HOLY HILL ROAD COST SUMMARY:**

Description	Qty	Unit	Unit Price	Total
Civil Engineering and Design Documents	1	EA	\$ 2,500.00	\$ 2,500.00
Site Survey and Staking	1	EA	\$ 1,500.00	\$ 1,500.00
WM 16" MJ Cross Connection	1	EA	\$ 37,498.00	\$ 37,498.00
10" Pressure Connection (Deduct) 16 x 10 x 16 Tee	1	EA	\$ (24,084.00)	\$ (24,084.00)
16" C900 PVC Water Main Pipe Installed	87	LF	\$ 360.52	\$ 31,365.24
16" Direction Boring	87	LF	\$ 125.72	\$ 10,937.64
Slurry Backfill	92	CY	\$ 75.61	\$ 6,956.04
3/8" Bedding Chips	17	TON	\$ 21.00	\$ 357.00
16" MJ Butterfly Valve	2	EA	\$ 7,846.00	\$ 15,692.00
Traffic Control	1	LS	\$ 6,600.00	\$ 6,600.00
Holy Hill Rd. Temp Patching	60.07	SY	\$ 127.46	\$ 7,656.35
Traffic Control	1	LS	\$ 6,600.00	\$ 6,600.00
Holy Hill Rd. Mill and Final Asphalt (Spring 25)	60.07	SY	\$ 149.18	\$ 8,961.40
<b>Total</b>				\$ 112,539.67
Builders Risk Insurance (0.5%)				\$ 562.70
Briohn Building Supervision and Management (9%)				\$ 10,179.21
<b>Grand Total</b>				\$ 123,281.58

**UPSIZING 198 LINEAL FOOT WATER PIPING FROM 10-INCH TO 16-INCH WATER PIPING NORTH OF HOLY HILL ROAD COST SUMMARY:**

Description	Qty	Unit	Unit Price	Total
16" C900 PVC Water Main Pipe Installed	198	LF	\$ 360.52	\$ 71,382.96
10" C900 PVC Water Main Pipe Installed (DEDUCT)	-198	LF	\$ 200.00	\$ (39,600.00)
16" MJ Butterfly Valve	1	EA	\$ 7,846.00	\$ 7,846.00
10" MJ Butterfly Valve	-1	EA	\$ 7,525.00	\$ (7,525.00)
Traffic Control (DEDUCT) - Fall 2024 and Spring 2025	1	LS	\$ (13,200.00)	\$ (13,200.00)
Slurry Backfill (DEDUCT)	-131	CY	\$ 75.61	\$ (9,904.91)
Slurry Backfill (ADDITIONAL)	209	CY	\$ 75.61	\$ 15,802.49
Temporary Pavement (DEDUCT)	-112	SY	\$ 127.46	\$ (14,275.52)
Temporary Pavement (ADDITIONAL)	123	SY	\$ 127.46	\$ 15,677.58
Final Pavement Restoration (DEDUCT)	-112	SY	\$ 149.18	\$ (16,708.16)
Final Pavement Restoration (ADDITIONAL)	123	SY	\$ 149.18	\$ 18,349.14
<b>Total</b>				\$ 27,844.58
Builders Risk Insurance (0.5%)				\$ 139.22
Briohn Building Supervision and Management (9%)				\$ 2,518.54
<b>Grand Total</b>				\$ 30,502.35

Accepted By: Kevin R. Driscoll

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_



# Department of Public Works

Matt Mortwedt, Director  
 Kevin Driscoll, Village Engineer  
 N112 W17001 Mequon Rd, PO Box 337  
[engineering@germantownwi.gov](mailto:engineering@germantownwi.gov)  
 262-250-4721

Contributed Capital Form - Development Name & Address: Green Bay Packaging

## WATER

PSC 343 (Mains)

Item	Unit	Quantity	Cost
6" PVC Main	LF	36	\$2,250
8" HDPE Main	LF	0	\$0
10" PVC Main	LF	223	\$44,600
12" HDPE Main	LF	0	\$0
16" PVC Main	LF	285	\$102,748
16" HDPE Main	LF	0	\$0
8" Gate Valve	EA	0	\$0
12" Gate Valve	EA	0	\$0
16" Gate Valve	EA	2	\$15,692

PSC 345 (Services)

Item	Unit	Quantity	Cost
1.25" PE Service	EA	0	\$0
1.5" PE Service	EA	0	\$0
2" PE Service	EA	0	\$0
1.25" Copper Service	EA	0	\$0
1.5" Copper Service	EA	0	\$0
2" Copper Service	EA	0	\$0
4" PVC Service	EA	0	\$0
6" PVC Service	EA	0	\$0
8" PVC Service	EA	0	\$0
4" DI Service	EA	0	\$0
6" DI Service	EA	0	\$0
8" DI Service	EA	0	\$0
Curb Stop	EA	0	\$0

PSC 348 (Hydrants)

Item	Unit	Quantity	Cost
Hydrant Assembly	EA	1	\$7,850
6" Hydrant Valve	EA	1	\$2,110

*Brad Wondra*

3-18-2026

Agent Signature

Date

**Brad Wondra - Project Manager**

Agent Name (print)

## SANITARY SEWER

Item	Unit	Quantity	Cost
8" Main	LF	323	\$27,500
6" Lateral	LF	0	\$0
4' Manhole	EA	0	\$0

## STORMWATER

Item	Unit	Quantity	Cost
Catch Basin/Inlet	EA	0	\$0
3' Manhole	EA	0	\$0
4' Manhole	EA	0	\$0
5' Manhole	EA	0	\$0
6" PVC Sump Line	LF	0	\$0
8" PVC Sump Line	LF	0	\$0
Sump Pump Collector Cleanout	EA	0	\$0
12" RCP Main	LF	0	\$0
15" RCP Main	LF	118	\$11,800
20" RCP Main	LF	0	\$0
24" RCP Main	LF	94	\$17,860
27" RCP Main	LF	93	\$18,600
36" RCP Main	LF	0	\$0

## ROADS

Item	Unit	Quantity	Cost
Street Excavation	CY	1475	\$37,250
Road Gravel	Tons	1463	\$7,475
Topsoil/Fine Grade	SY	945	\$8,505
Asphalt - Surface	Tons	256	\$19,500
Asphalt - Binder	Tons	329	\$26,320
Shouldering	LS	0	\$0
Street Signs	EA	3	\$375
Curb and Gutter	LF	1166	\$34,980
Guard Rail	LF	341	\$35,125

## LIGHTING

Item	Unit	Quantity	Cost
Poles	EA	4	\$7,869
Luminaires	EA	4	\$10,796
Bases	EA	4	\$1,700
Conduit – 2”	LF	575	\$6,885
Pull Boxes	EA	9	\$5,670

## **BUSINESS OF THE VILLAGE BOARD**

MEETING DATE: June 1, 2026

PLACEMENT: Action Item

ITEM TITLE: Intergovernmental Agreement with Washington County for Contracted IT Services. (DISCUSSION / ACTION)

SUBMITTED BY: Mitch Reynolds, Administrator

SUMMARY EXPLANATION:

ATTACHMENT:

1. IT Services Change Summary
2. 2025 Capital Data Review
3. WC - Cost Analysis Breakdown Shared services
4. IT Shared Services Overview
5. WC - Professional Services Agreement Draft
6. WC - Current Map of Agreements

STAFF RECOMMENDATION:

ACTION BY COMMITTEE:

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

MEETING DATE: June 1, 2026

AGENDA ITEM: Discussion/Action

ITEM TITLE: Recommendation to contract IT services with Washington County

SUBMITTED BY: Mitch Reynolds, Administrator

SUMMARY EXPLANATION:

The Village has contracted with Capital Data Inc. since October 2021. This transition was initiated in part after the Police Department requested replacing a retiring Communications Supervisor position with an IT Specialist position in February 2021. Previously, the Communications Supervisor was responsible for the research, design, implementation, maintenance, and management of all department technology, in addition to supervising dispatch operations.

Prior to contracting with Capital Data, the Village relied on a part-time civilian contractor to provide technology support across all departments. While this arrangement provided limited assistance, it did not offer the consistent availability or department-focused oversight necessary to effectively manage the Village's growing technology needs. As a result, many daily technical responsibilities have fallen to staff in addition to their primary duties. These responsibilities include troubleshooting system failures, coordinating with vendors, managing hardware and software issues, and working with Capital Data to maintain operational continuity.

Currently, the Police Department employs a Systems Specialist who serves as a liaison between vendors and Capital Data. However, the increasing complexity of municipal technology—including records management systems, computer-aided dispatch (CAD), body-worn camera systems, squad technology, cybersecurity requirements, CJIS compliance, and network infrastructure—requires more direct and dedicated oversight than the current staffing structure can provide.

Additionally, staff throughout all Village departments are experiencing increased technology-related demands that detract from their day-to-day operational responsibilities.

Approving an IT service agreement with Washington County would:

- Provide consistent onsite technical oversight and faster response times
- Reduce operational disruptions and system downtime
- Improve cybersecurity readiness and compliance
- Allow staff to focus on supervisory and operational responsibilities
- Create long-term stability in technology planning, budgeting, and implementation

Technology is now central to every aspect of Village operations. Transitioning contracted IT services to Washington County would provide the Village with daily onsite Engineer and/or Administrator support. This adjustment is necessary to ensure the Village can operate efficiently, securely, and responsibly.

These services would benefit all Village departments by improving coordination, responsiveness, and overall operational efficiency. In 2025, the Village spent approximately \$143,950 on support requests and infrastructure monitoring services through Capital Data. This amount does not include the significant staff time spent troubleshooting and addressing daily technology-related issues.

Washington County will consider the expansion of IT Shared Services to the Village of Germantown over the coming months according to the following schedule:

- **May 21** – Public Works Committee: Policy to expand IT Shared Services
- **June 10** – County Board: Policy approval to expand IT Shared Services to Germantown
- **June 18** – Public Works Committee: Resolution and funding to expand IT Shared Services to Germantown and potentially other municipalities
- **July 8** – County Board: Resolution and funding approval for expanded IT Shared Services

Thank you for your consideration of this request.

ATTACHMENT:      ORDINANCE\_\_ RESOLUTION\_\_\_\_ OTHER\_\_X\_\_

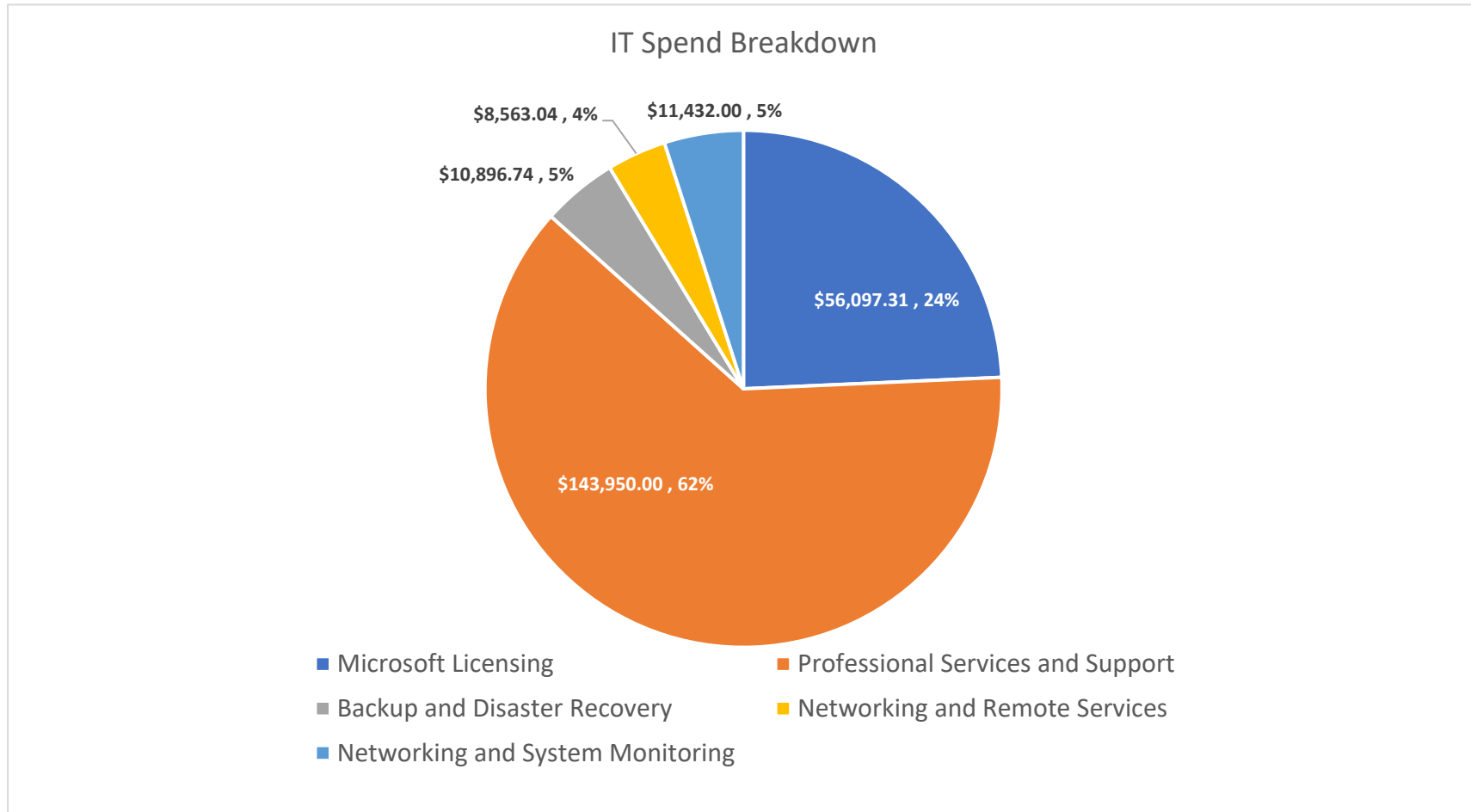
RECOMMENDATION:

**Option A** – Recommendation from the General Government and Finance Committee to proceed with 1 full-time contracted IT Service position for the police department.

**Option B** - Recommendation to the Village Board, to move forward with 1.5 full-time contracted IT Service positions for entire village to Washington County once Washington County Board approves funding and a resolution. (July 8, 2026)

**2025 Spend with Capital Data**

Microsoft Licensing	\$ 56,097.31
Professional Services and Support	\$ 143,950.00
Backup and Disaster Recovery	\$ 10,896.74
Networking and Remote Services	\$ 8,563.04
Networking and System Monitoring	\$ 11,432.00
<b>TOTAL IT SPEND</b>	<b><u>\$ 230,939.09</u></b>



### SERVICE AND SUPPORT

Description	Sum of Extended
Managed Services - Infrastructure Services	\$43,200.00
Managed Services - PC Install	\$22,320.00
Professional Services	\$9,550.00
Service Desk - T&M	\$68,880.00
<b>Grand Total</b>	<b>\$143,950.00</b>

### MICROSOFT CHARGES

Description	Sum of Extended
Exchange Online (Plan 1)	\$1,316.35
Exchange Online (Plan 1) for GCC - Police Department	\$1,316.60
Exchange Online (Plan 1) for GCC ELIT	\$564.00
Microsoft 365 G3 GCC	\$31,428.00
Microsoft 365 G3 GCC - Police Department	\$11,951.92
Microsoft Defender for Endpoint P2	\$3,415.61
Microsoft G3 GCC	\$5,261.26
Microsoft G3 GCC - credit	-\$2,604.80
Microsoft G3 GCC - Police Department	\$2,393.60
Microsoft Intune Plan 1	\$633.60
Office 365 Extra File Storage	\$421.16
<b>Grand Total</b>	<b>\$56,097.31</b>

### BACKUP AND DISASTER RECOVERY

Description	Sum of Extended
30 TB Wasabi Reserved Capacity - 1 Year	\$2,675.80
Reserved Capacity Overage	\$14.60
Veeam	\$5,857.20
Veeam O365	\$2,349.14
<b>Grand Total</b>	<b>\$10,896.74</b>

### NETWORK AND REMOTE SERVICES

Description	Sum of Extended
FortiAuthenticator - 3 Year	\$1,000.00
Fortigate-71G Hard plus 3 year FortiCare	\$3,695.60
FortiToken Mobile - 10 User	\$2,167.44
VM Base License FortiAuthenticator VM Upgrade License	\$1,700.00
<b>Grand Total</b>	<b>\$8,563.04</b>

### NETWORK AND SYSTEM MONITORING SaaS

Description	Sum of Extended
LogicMonitor SaaS Subscription	\$5,231.00
Solarwinds SaaS Subscription	\$6,201.00
<b>Grand Total</b>	<b>\$11,432.00</b>

Invoice	Date	Description	QTY	Unit Price	Extended	Service	Support	License/Hardware
66564	1/29/2025	Exchange Online (Plan 1) for GCC ELIT	35	\$4.0000	\$140.00			\$140.00
66564	1/29/2025	Microsoft G3 GCC	74	\$35.2000	\$2,604.80			\$2,604.80
66564	1/29/2025	Exchange Online (Plan 1) for GCC - Police Department	29	\$4.0000	\$116.00			\$116.00
66564	1/29/2025	Microsoft G3 GCC - Police Department	34	\$35.2000	\$1,196.80			\$1,196.80
66564	1/29/2025	Microsoft G3 GCC	1	\$8.2000	\$8.20			\$8.20
66564	1/29/2025	Microsoft Intune Plan 1	8	\$6.6000	\$52.80			\$52.80
66564	1/29/2025	Office 365 Extra File Storage	100	\$0.2400	\$24.00			\$24.00
66971	2/20/2025	Exchange Online (Plan 1) for GCC ELIT	35	\$4.0000	\$140.00			\$140.00
66971	2/20/2025	Microsoft G3 GCC - credit	74	-\$35.2000	-\$2,604.80			-\$2,604.80
66971	2/20/2025	Exchange Online (Plan 1) for GCC - Police Department	29	\$4.0000	\$116.00			\$116.00
66971	2/20/2025	Microsoft G3 GCC - Police Department	34	\$35.2000	\$1,196.80			\$1,196.80
66971	2/20/2025	Microsoft G3 GCC	10	\$35.2000	\$352.00			\$352.00
66971	2/20/2025	Microsoft G3 GCC	30	\$34.7700	\$1,043.10			\$1,043.10
66971	2/20/2025	Microsoft G3 GCC	36	\$34.8100	\$1,253.16			\$1,253.16
66895	2/20/2025	Microsoft 365 G3 GCC	78	\$36.0000	\$2,808.00			\$2,808.00
66895	2/20/2025	Microsoft Intune Plan 1	8	\$6.6000	\$52.80			\$52.80
66895	2/20/2025	Office 365 Extra File Storage	150	\$0.2400	\$36.00			\$36.00
66895	2/20/2025	Office 365 Extra File Storage	50	\$0.0232	\$1.16			\$1.16
67303	3/17/2025	Microsoft 365 G3 GCC	78	\$36.0000	\$2,808.00			\$2,808.00
67303	3/17/2025	Microsoft Defender for Endpoint P2	63	\$5.1999	\$327.59			\$327.59
67303	3/17/2025	Microsoft Intune Plan 1	8	\$6.6000	\$52.80			\$52.80
67303	3/17/2025	Office 365 Extra File Storage	150	\$0.2400	\$36.00			\$36.00
67303	3/17/2025	Microsoft Defender for Endpoint P2	63	\$1.1142	\$70.19			\$70.19
67212	3/19/2025	Exchange Online (Plan 1) for GCC ELIT	35	\$4.0000	\$140.00			\$140.00
67212	3/19/2025	Exchange Online (Plan 1) for GCC - Police Department	29	\$4.0000	\$116.00			\$116.00
67212	3/19/2025	Microsoft 365 G3 GCC - Police Department	34	\$35.2000	\$1,196.80			\$1,196.80
67642	4/17/2025	Microsoft 365 G3 GCC	78	\$36.0000	\$2,808.00			\$2,808.00
67642	4/17/2025	Microsoft Defender for Endpoint P2	63	\$5.1999	\$327.59			\$327.59
67642	4/17/2025	Microsoft Intune Plan 1	8	\$6.6000	\$52.80			\$52.80
67642	4/17/2025	Office 365 Extra File Storage	150	\$0.2400	\$36.00			\$36.00
67692	4/17/2025	Exchange Online (Plan 1) for GCC ELIT	35	\$4.0000	\$140.00			\$140.00
67692	4/17/2025	Exchange Online (Plan 1) for GCC - Police Department	29	\$4.0000	\$116.00			\$116.00
67692	4/17/2025	Microsoft 365 G3 GCC - Police Department	35	\$35.2000	\$1,232.00			\$1,232.00
67692	4/17/2025	Microsoft 365 G3 GCC - Police Department	11	\$35.2000	\$387.20			\$387.20
67692	4/17/2025	Microsoft 365 G3 GCC - Police Department	24	\$35.2000	\$844.80			\$844.80
67692	4/17/2025	Microsoft 365 G3 GCC - Police Department	34	-\$35.2000	-\$1,196.80			-\$1,196.80
68040	5/16/2025	Exchange Online (Plan 1)	36	\$4.2000	\$151.20			\$151.20
68040	5/16/2025	Microsoft 365 G3 GCC	78	\$36.0000	\$2,808.00			\$2,808.00
68040	5/16/2025	Microsoft Defender for Endpoint P2	63	\$5.1999	\$327.59			\$327.59

68040	5/16/2025	Microsoft Intune Plan 1	8	\$6.6000	\$52.80	\$52.80
68040	5/16/2025	Office 365 Extra File Storage	150	\$0.2400	\$36.00	\$36.00
68124	5/21/2025	Exchange Online (Plan 1) for GCC ELIT	35	-\$4.0000	-\$140.00	-\$140.00
68124	5/21/2025	Exchange Online (Plan 1) for GCC ELIT	14	\$4.0000	\$56.00	\$56.00
68124	5/21/2025	Exchange Online (Plan 1) for GCC ELIT	22	\$4.0000	\$88.00	\$88.00
68449	6/17/2025	Exchange Online (Plan 1)	37	\$4.1999	\$155.40	\$155.40
68449	6/17/2025	Microsoft 365 G3 GCC	78	\$36.0000	\$2,808.00	\$2,808.00
68449	6/17/2025	Microsoft Defender for Endpoint P2	63	\$5.1999	\$327.59	\$327.59
68449	6/17/2025	Office 365 Extra File Storage	150	\$0.2400	\$36.00	\$36.00
68449	6/17/2025	Exchange Online (Plan 1)	1	\$0.1400	\$0.14	\$0.14
68449	6/17/2025	Microsoft 365 G3 GCC	2	\$24.3870	\$48.77	\$48.77
68449	6/17/2025	Microsoft Defender for Endpoint P2	2	\$3.5225	\$7.05	\$7.05
68449	6/17/2025	Microsoft 365 G3 GCC - Police Department	35	\$37.8000	\$1,323.00	\$1,323.00
68449	6/17/2025	Exchange Online (Plan 1) for GCC - Police Department	29	\$4.2000	\$121.80	\$121.80
68449	6/17/2025	Microsoft Intune Plan 1	8	\$6.6000	\$52.80	\$52.80
68850	7/22/2025	Exchange Online (Plan 1)	37	\$4.1999	\$155.40	\$155.40
68850	7/22/2025	Microsoft 365 G3 GCC	80	\$36.0000	\$2,880.00	\$2,880.00
68850	7/22/2025	Microsoft Defender for Endpoint P2	65	\$5.2000	\$338.00	\$338.00
68850	7/22/2025	Microsoft Intune Plan 1	8	\$6.6000	\$52.80	\$52.80
68850	7/22/2025	Office 365 Extra File Storage	150	\$0.2400	\$36.00	\$36.00
68850	7/22/2025	Exchange Online (Plan 1) for GCC - Police Department	29	\$4.2000	\$121.80	\$121.80
68850	7/22/2025	Microsoft 365 G3 GCC - Police Department	1	\$7.3200	\$7.32	\$7.32
68850	7/22/2025	Microsoft 365 G3 GCC - Police Department	36	\$37.8000	\$1,360.80	\$1,360.80
69219	8/21/2025	Exchange Online (Plan 1)	37	\$4.2000	\$155.40	\$155.40
69219	8/21/2025	Microsoft 365 G3 GCC	80	\$36.0000	\$2,880.00	\$2,880.00
69219	8/21/2025	Microsoft Defender for Endpoint P2	65	\$5.2000	\$338.00	\$338.00
69219	8/21/2025	Microsoft Intune Plan 1	8	\$6.6000	\$52.80	\$52.80
69219	8/21/2025	Office 365 Extra File Storage	150	\$0.2400	\$36.00	\$36.00
69219	8/21/2025	Exchange Online (Plan 1) for GCC - Police Department	29	\$4.2000	\$121.80	\$121.80
69219	8/21/2025	Microsoft 365 G3 GCC - Police Department	36	\$37.6000	\$1,353.60	\$1,353.60
69594	9/22/2025	Exchange Online (Plan 1)	38	\$4.2000	\$159.60	\$159.60
69594	9/22/2025	Microsoft 365 G3 GCC	80	\$36.0000	\$2,880.00	\$2,880.00
69594	9/22/2025	Microsoft Defender for Endpoint P2	65	\$5.2000	\$338.00	\$338.00
69594	9/22/2025	Microsoft Intune Plan 1	8	\$6.6000	\$52.80	\$52.80
69594	9/22/2025	Office 365 Extra File Storage	150	\$0.2400	\$36.00	\$36.00
69594	9/22/2025	Exchange Online (Plan 1) for GCC - Police Department	29	\$4.2000	\$121.80	\$121.80
69594	9/22/2025	Microsoft 365 G3 GCC - Police Department	36	\$37.8000	\$1,360.80	\$1,360.80
69594	9/22/2025	Exchange Online (Plan 1)	1	\$2.0322	\$2.03	\$2.03
70021	10/21/2025	Exchange Online (Plan 1)	41	\$4.2000	\$172.20	\$172.20
70021	10/21/2025	Microsoft 365 G3 GCC	80	\$36.0000	\$2,880.00	\$2,880.00

70021	10/21/2025	Microsoft Defender for Endpoint P2	65	\$5.2000	\$338.00	\$338.00
70021	10/21/2025	Microsoft Intune Plan 1	8	\$6.6000	\$52.80	\$52.80
70021	10/21/2025	Office 365 Extra File Storage	150	\$0.2400	\$36.00	\$36.00
70021	10/21/2025	Exchange Online (Plan 1) for GCC - Police Department	29	\$4.2000	\$121.80	\$121.80
70021	10/21/2025	Microsoft 365 G3 GCC - Police Department	36	\$37.8000	\$1,360.80	\$1,360.80
70021	10/21/2025	Exchange Online (Plan 1)	3	\$2.7096	\$8.13	\$8.13
70417	11/20/2025	Exchange Online (Plan 1)	41	\$4.2000	\$172.20	\$172.20
70417	11/20/2025	Microsoft 365 G3 GCC	80	\$36.0000	\$2,880.00	\$2,880.00
70417	11/20/2025	Microsoft Defender for Endpoint P2	65	\$5.2000	\$338.00	\$338.00
70417	11/20/2025	Microsoft Intune Plan 1	8	\$6.6000	\$52.80	\$52.80
70417	11/20/2025	Office 365 Extra File Storage	150	\$0.2400	\$36.00	\$36.00
70417	11/20/2025	Exchange Online (Plan 1) for GCC - Police Department	29	\$4.2000	\$121.80	\$121.80
70417	11/20/2025	Microsoft 365 G3 GCC - Police Department	36	\$37.8000	\$1,360.80	\$1,360.80
70417	11/20/2025	Microsoft 365 G3 GCC	1	\$23.2258	\$23.23	\$23.23
70753	12/18/2025	Exchange Online (Plan 1)	43	\$4.1999	\$180.60	\$180.60
70753	12/18/2025	Microsoft 365 G3 GCC	81	\$36.0000	\$2,916.00	\$2,916.00
70753	12/18/2025	Microsoft Defender for Endpoint P2	65	\$5.2000	\$338.00	\$338.00
70753	12/18/2025	Microsoft Intune Plan 1	8	\$6.6000	\$52.80	\$52.80
70753	12/18/2025	Office 365 Extra File Storage	150	\$0.2400	\$36.00	\$36.00
70753	12/18/2025	Exchange Online (Plan 1) for GCC - Police Department	29	\$4.2000	\$121.80	\$121.80
70753	12/18/2025	Microsoft 365 G3 GCC - Police Department	36	\$37.8000	\$1,360.80	\$1,360.80
70753	12/18/2025	Exchange Online (Plan 1)	2	\$2.0322	\$4.06	\$4.06
66389	1/1/2025	LogicMonitor SaaS Subscription	52	\$8.0000	\$416.00	\$416.00
66389	1/1/2025	Solarwinds SaaS Subscription	112	\$4.5000	\$504.00	\$504.00
66733	2/1/2025	LogicMonitor SaaS Subscription	52	\$8.0000	\$416.00	\$416.00
66733	2/1/2025	Solarwinds SaaS Subscription	107	\$4.5000	\$481.50	\$481.50
67094	3/1/2025	LogicMonitor SaaS Subscription	52	\$8.0000	\$416.00	\$416.00
67094	3/1/2025	Solarwinds SaaS Subscription	113	\$4.5000	\$508.50	\$508.50
67488	4/1/2025	LogicMonitor SaaS Subscription	52	\$8.0000	\$416.00	\$416.00
67488	4/1/2025	Solarwinds SaaS Subscription	121	\$4.5000	\$544.50	\$544.50
67890	5/1/2025	LogicMonitor SaaS Subscription	53	\$8.0000	\$424.00	\$424.00
67890	5/1/2025	Solarwinds SaaS Subscription	121	\$4.5000	\$544.50	\$544.50
68259	6/1/2025	LogicMonitor SaaS Subscription	53	\$8.0000	\$424.00	\$424.00
68259	6/1/2025	Solarwinds SaaS Subscription	121	\$4.5000	\$544.50	\$544.50
68634	7/1/2025	LogicMonitor SaaS Subscription	54	\$8.0000	\$432.00	\$432.00
68634	7/1/2025	Solarwinds SaaS Subscription	121	\$4.5000	\$544.50	\$544.50
69017	8/1/2025	LogicMonitor SaaS Subscription	54	\$8.0000	\$432.00	\$432.00
69017	8/1/2025	Solarwinds SaaS Subscription	129	\$4.5000	\$580.50	\$580.50
69366	9/1/2025	LogicMonitor SaaS Subscription	53	\$8.0000	\$424.00	\$424.00
69366	9/1/2025	Solarwinds SaaS Subscription	128	\$4.5000	\$576.00	\$576.00

69778	10/1/2025	LogicMonitor SaaS Subscription	53	\$9.0000	\$477.00		\$477.00
69778	10/1/2025	Solarwinds SaaS Subscription	128	\$4.5000	\$576.00		\$576.00
70204	11/1/2025	LogicMonitor SaaS Subscription	53	\$9.0000	\$477.00		\$477.00
70204	11/1/2025	Solarwinds SaaS Subscription	89	\$4.5000	\$400.50		\$400.50
70538	12/1/2025	LogicMonitor SaaS Subscription	53	\$9.0000	\$477.00		\$477.00
70538	12/1/2025	Solarwinds SaaS Subscription	88	\$4.5000	\$396.00		\$396.00
66380	1/1/2025	Managed Services - Infrastructure Services	1	\$3,600.0000	\$3,600.00	\$3,600.00	
66724	2/1/2025	Managed Services - Infrastructure Services	1	\$3,600.0000	\$3,600.00	\$3,600.00	
67085	3/1/2025	Managed Services - Infrastructure Services	1	\$3,600.0000	\$3,600.00	\$3,600.00	
67479	4/1/2025	Managed Services - Infrastructure Services	1	\$3,600.0000	\$3,600.00	\$3,600.00	
67881	5/1/2025	Managed Services - Infrastructure Services	1	\$3,600.0000	\$3,600.00	\$3,600.00	
68250	6/1/2025	Managed Services - Infrastructure Services	1	\$3,600.0000	\$3,600.00	\$3,600.00	
68625	7/1/2025	Managed Services - Infrastructure Services	1	\$3,600.0000	\$3,600.00	\$3,600.00	
69008	8/1/2025	Managed Services - Infrastructure Services	1	\$3,600.0000	\$3,600.00	\$3,600.00	
69357	9/1/2025	Managed Services - Infrastructure Services	1	\$3,600.0000	\$3,600.00	\$3,600.00	
69769	10/1/2025	Managed Services - Infrastructure Services	1	\$3,600.0000	\$3,600.00	\$3,600.00	
70195	11/1/2025	Managed Services - Infrastructure Services	1	\$3,600.0000	\$3,600.00	\$3,600.00	
70529	12/1/2025	Managed Services - Infrastructure Services	1	\$3,600.0000	\$3,600.00	\$3,600.00	
66948	2/20/2025	Veeam	51	\$9.0000	\$459.00		\$459.00
66948	2/20/2025	Veeam O365	146	\$1.3000	\$189.80		\$189.80
67248	3/24/2025	Veeam	51	\$9.0000	\$459.00		\$459.00
67248	3/24/2025	Veeam O365	146	\$1.3000	\$189.80		\$189.80
67731	4/17/2025	Veeam	52	\$9.0000	\$468.00		\$468.00
67731	4/17/2025	Veeam O365	146	\$1.3000	\$189.80		\$189.80
68108	5/21/2025	Veeam	51	\$9.0000	\$459.00		\$459.00
68108	5/21/2025	Veeam O365	146	\$1.3000	\$189.80		\$189.80
68505	6/20/2025	Veeam	51	\$9.0000	\$459.00		\$459.00
68505	6/20/2025	Veeam O365	146	\$1.3000	\$189.80		\$189.80
68761	7/15/2025	Veeam	53	\$9.4500	\$500.85		\$500.85
68761	7/15/2025	Veeam O365	146	\$1.3700	\$200.02		\$200.02
69120	8/13/2025	Veeam	53	\$9.4500	\$500.85		\$500.85
69120	8/13/2025	Veeam O365	146	\$1.3700	\$200.02		\$200.02
69498	9/17/2025	Veeam	53	\$9.4500	\$500.85		\$500.85
69498	9/17/2025	Veeam O365	146	\$1.3700	\$200.02		\$200.02
69949	10/16/2025	Veeam	56	\$9.4500	\$529.20		\$529.20
69949	10/16/2025	Veeam O365	146	\$1.3700	\$200.02		\$200.02
70314	11/13/2025	Veeam	55	\$9.4500	\$519.75		\$519.75
70314	11/13/2025	Veeam O365	146	\$1.3700	\$200.02		\$200.02
70854	12/22/2025	Veeam	55	\$9.4500	\$519.75		\$519.75
70854	12/22/2025	Veeam O365	146	\$1.3700	\$200.02		\$200.02

71245	1/26/2026	Veeam	51	\$9.4500	\$481.95		\$481.95
71245	1/26/2026	Veeam O365	146	\$1.3700	\$200.02		\$200.02
66967	2/20/2025	Service Desk - T&M	48	\$120.0000	\$5,760.00	\$5,760.00	
67207	3/19/2025	Service Desk - T&M	43	\$120.0000	\$5,160.00	\$5,160.00	
67689	4/17/2025	Service Desk - T&M	57	\$120.0000	\$6,840.00	\$6,840.00	
68146	5/21/2025	Service Desk - T&M	48	\$120.0000	\$5,760.00	\$5,760.00	
68376	6/23/2025	Service Desk - T&M	37	\$120.0000	\$4,440.00	\$4,440.00	
68902	7/23/2025	Service Desk - T&M	42	\$120.0000	\$5,040.00	\$5,040.00	
69262	8/22/2025	Service Desk - T&M	40	\$120.0000	\$4,800.00	\$4,800.00	
69659	9/22/2025	Service Desk - T&M	57	\$120.0000	\$6,840.00	\$6,840.00	
70048	10/21/2025	Service Desk - T&M	57	\$120.0000	\$6,840.00	\$6,840.00	
70461	11/21/2025	Service Desk - T&M	62	\$120.0000	\$7,440.00	\$7,440.00	
70873	12/22/2025	Service Desk - T&M	49	\$120.0000	\$5,880.00	\$5,880.00	
71263	1/26/2026	Service Desk - T&M	34	\$120.0000	\$4,080.00	\$4,080.00	
66783	2/7/2025	Professional Services	1	\$7,200.0000	\$7,200.00	\$7,200.00	
66783	2/7/2025	VM Base License FortiAuthenticator VM Upgrade License	1	\$1,700.0000	\$1,700.00		\$1,700.00
66783	2/7/2025	FortiAuthenticator - 3 Year	1	\$1,000.0000	\$1,000.00		\$1,000.00
66783	2/7/2025	FortiToken Mobile - 10 User	1	\$684.0000	\$684.00		\$684.00
66596	3/31/2025	30 TB Wasabi Reserved Capacity - 1 Year	1	\$2,675.8000	\$2,675.80		\$2,675.80
67563	4/29/2025	Professional Services	1	\$2,350.0000	\$2,350.00	\$2,350.00	
67563	4/29/2025	Fortigate-71G Hard plus 3 year FortiCare	2	\$1,847.8000	\$3,695.60		\$1,847.80
68484	7/8/2025	FortiToken Mobile - 10 User	2	\$741.7200	\$1,483.44		\$1,483.44
69608	9/18/2025	Reserved Capacity Overage	1	\$14.6000	\$14.60		\$14.60
68686	11/30/2025	Managed Services - PC Install	62	\$360.0000	\$22,320.00	\$22,320.00	

New IT Shared Services: Germantown Police Department and remainder of Village

Washington County Employees

System Engineer (PD) : \$80-90K, plus benefits (\$115,000.00)

System Administrator (Village): \$60-70K, plus benefits (\$95,000.00)

*Both: \$210,000.00 estimate*

Tentative Buy-In: Germantown - \$0 - \$155,000.00

POSSIBLE SCHEDULE (Employees on site at Germantown):

WEEK 1:

Monday	Tuesday	Wednesday	Thursday	Friday
Engineer	Engineer	Engineer	Administrator	Engineer
Administrator		Administrator		Administrator

WEEK 2:

Monday	Tuesday	Wednesday	Thursday	Friday
Engineer	Engineer	Administrator	Engineer	Administrator
	Administrator		Administrator	

Service includes:

Unlimited Remote Help Desk Support with 24/7 Emergency Support

Server Management

Desktop/Laptop Management

Network Management

SaaS Management

Server Backup Management

*\*Also offer our Sheriff's IT Support help desk services to the Village of Germantown Police Department. Germantown PD would essentially pay for this person for the whole week, but get additional IT Services from rest of County Sheriff's IT support position. When County Sheriff's IT support person is out on vacation, County would call upon this individual for emergency assistance. When Germantown IT person is out, they could call on County Sheriff IT support person for emergency services.*

Washington County

# IT Shared Services

Overview of Services



**WASHINGTON**  
EST **COUNTY** 1836  
WISCONSIN

Dr. Joel Woppert, Director of Information Technology  
12-30-2024

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# Washington County IT Shared Services Overview

## History

Consistent with the decade long goal of seeking opportunities to facilitate government shared services and consolidation, in 2023, the Washington County Board passed resolution 26 which authorized the Washington County Information Technology Department to provide information technology (IT) services to the Village of Kewaskum as part of the shared revenue of the county sales tax. The Washington County Board supported the sharing of services among municipalities to create efficiencies of local government, in which they see value in the county providing IT as a means by which such efficiencies can be created. This agreement includes providing assistance with the purchasing, licensing, and installation of software, cybersecurity, help desk support, disaster recovery, hardware, backup, internal infrastructure, communications systems including Internet and voice and overall assistance with any issues relating to information technology.

## How it works

This service will be funded within the county's Shared Revenue Grant Program, which will be administered in the following way: On a biannual basis, the county will invoice the municipalities for the actual cost of providing services under the contract. The invoice will show an offsetting credit, bringing the amount owed to zero. The municipality will need to act to approve the invoice and accept the grant offset. In addition to the services covered under the Shared Revenue Grant Program, the municipalities are responsible for any software licensing and equipment costs such as Microsoft licensing and physical computers. Any of these items that are not directly charged to the Village will be invoiced separately.

## IT Shared Service Offerings

### Per User Services

Services include:

- New User Setup in Active Directory and other applications
  - Creating accounts
  - Setting up shared folders
  - Configuration of security groups
  - Email/Office 365 Configuration
- Removal of permissions for former employees
- Assistance with setup of user end devices

- Cell phone
- Tablet
- Laptops
- Desktop
- Support for user related help desk ticket incidents

## Firewall Services

Services include:

- Management of firewall policies and rules
  - Adds, removes, and changes
- Software/Firmware Upgrades
- Annually review of firewall policies and rules
- Inventory of firewall devices
- Work on behalf of agency with manufacturer regarding bugs, recalls, and mechanical breakdowns

## Network Services

Services include:

- Management of the following network devices:
  - Wireless Access Points (WAP)
  - Routers
  - Switches
- Manage and maintain network diagram
- Software/Firmware Upgrades when appropriate
- Inventory of all network devices
- Work on behalf of agency with manufacturer regarding bugs, recalls, and mechanical breakdowns

## Virtual Server Services

Services include:

- Monthly/Quarterly Windows Service Patching
- Support for Virtual Host (vCenter, VMware, Hyper-V)
- Work on behalf of agency with software vendors regarding troubleshooting applications and performance.
- Consult and provide application development for automation and productivity enhancements.
- Server creation and migration assistance
- User ID, password, security, system and file permissions management.

## Physical Server Services

Services include:

- Monthly Windows Service Patching
- Select 3<sup>rd</sup> Party application patching
- Hardware support
- Maintain Windows image for rapid deployment and configuration
- New server setup
  - OS Installation (Windows Server 2022, 2025)
  - Authorized Third Party Applications installation
  - Vendor application installation

## Workstation and Laptop Services

Services include:

- Monthly Windows Service Patching
- Select 3<sup>rd</sup> Party application patching
- Hardware support
- Maintain Windows image for rapid deployment and configuration
- New Desktop and Laptop setup
  - OS Installation (Windows 11)
  - Authorized Third Party Applications installation
  - Vendor application installation

## Other Services

Services included:

- Monitoring Next-Generation Anti-virus software (CrowdStrike)
- IT Planning, strategy, and technology guidance.
- IT vendor management for technology vendors.
- Backup and Disaster Recovery assistance
- Onsite and remote technical support.

## Supported Hardware and Service Offerings

Supported hardware and services play a crucial role in maintaining the efficiency and reliability of IT operations. By standardizing the setups across the municipalities, the Washington County IT department can streamline their management processes, resulting in more effective troubleshooting and maintenance. Uniform setups ensure compatibility and reduce the complexities associated with managing diverse hardware and software configurations. This standardization also facilitates better inventory management, simplifies the deployment of updates and patches, and enhances the overall security posture by minimizing vulnerabilities that arise from inconsistent setups. Having uniform hardware and services allows Washington County's IT professionals to focus on delivering high-quality support and innovations, thereby improving the user experience and organizational productivity.

### Software/Operating Systems/Services

The following software, operating systems, and services are within the support offerings from Washington County IT.

- Microsoft Windows Active Directory
- Windows Server 2016, 2019, 2022, 2025
- Microsoft Windows 11
- iPhone, iPad
- Microsoft Office 365
- VMware

### Firewall Technologies

The following firewall technologies are within the support offerings from Washington County IT.

- Cisco Meraki
- Fortigate

### Server/Computer Hardware

The following server and computer technologies are within the support offerings from Washington County IT.

- Dell
- HP
- Lenovo
- Synology

## Applications

The following common applications are within the support offerings from Washington County IT.

- Microsoft Office
- Tyler Munis
- QuickBooks
- CrowdStrike (Next Generation Anti-virus software)
- Veeam (Computer and Server Backup Software)

## Network Equipment

The following network equipment are within the support offerings from Washington County IT.

- Cisco Meraki Switches
- Cisco Meraki Access Points
- Cisco Meraki Security Appliances
- Cisco Routers
- Cisco Catalyst Switches

## Best Effort Support for Non-Supported Hardware, Applications, and Services

Best effort support for non-supported hardware, applications, and services involves providing assistance to the best of our ability, even though these items fall outside the scope of our official support guidelines. While we may not have detailed documentation or specialized expertise for such hardware and services, our team strives to troubleshoot issues, offer guidance, and suggest potential solutions based on general IT knowledge and experience. It's important to note that response times and resolution success rates may vary, as the lack of official support can present additional challenges. Our commitment to delivering exceptional service remains steadfast, and we aim to help users navigate their technical difficulties as effectively as possible, within the constraints of our resources.

## Required Support Contracts

Having support contracts in place with manufacturers and vendors is essential for ensuring the seamless operation and maintenance of IT infrastructure. These contracts provide access to expert technical support, timely troubleshooting, and efficient resolution of hardware and software issues. By partnering with trusted vendors and manufacturers, organizations can benefit from proactive updates, patches, and upgrades, thereby minimizing downtime and enhancing overall system performance. Furthermore, support contracts often include service level agreements (SLAs) that guarantee response times and quality of service, offering peace of mind and reliability. These contracts are a strategic

investment that empowers IT departments to focus on their core responsibilities, knowing that they have a robust support system in place to address any technical challenges that may arise.

## Service Level Agreements (SLA's)

Service Level Agreements (SLAs) are critical agreements between service providers and their clients that define the expected level of service delivery. These agreements typically outline the specific services to be provided, performance metrics, response and resolution times, and the responsibilities of both parties. SLAs ensure that there is a clear understanding of the quality and efficiency standards to be met, fostering transparency and accountability. By establishing measurable goals and outlining the consequences for failing to meet these standards, SLAs help to maintain high levels of service quality and customer satisfaction. They also provide a framework for monitoring performance and making necessary improvements to meet evolving business needs.

Typical Service Level Agreements (SLAs) for IT support often include the following key elements:

**Response Time:** This defines how quickly the IT support team will acknowledge and begin addressing an issue after it has been reported.

**Resolution Time:** This specifies the time frame within which the issue should be fully resolved.

**Availability:** This outlines the hours during which support services are available.

These elements help ensure that both the service provider and the customer have a clear understanding of the expectations and standards for IT support services.

## Washington County IT Shared Services SLA

This Service Level Agreement (SLA) is made between Washington County IT and the municipalities.

### 1. *Service Description*

The Washington County IT Department agrees to provide the following services: network management, cybersecurity, and IT support. The services will be provided in accordance with the terms and conditions outlined in this SLA.

## *2. Service Levels*

**Response Time:** Washington County IT will acknowledge and begin addressing reported issues within 2 hours during business hours (Monday to Friday, 8 AM to 4:30 PM).

**Resolution Time:** Washington County IT will resolve critical issues within 24 hours and non-critical issues within 5 business days.

**Availability:** Washington County IT will ensure that support services are available during business hours (Monday to Friday, 8 AM to 4:30 PM).

## *3. Performance Metrics*

**Ticket Resolution Rate:** Washington County IT will maintain a ticket resolution rate of 95% within the agreed resolution times.

## *4. Review and Monitoring*

The terms of this SLA will be reviewed annually, and both parties will have the opportunity to discuss and make necessary adjustments.

## *5. Termination*

Either party may terminate this SLA with a 30-day written notice. Upon termination, Washington County IT will ensure a smooth transition of services to the Customer or a new service provider.

## Professional Services Agreement (Example)

This Professional Services Agreement (“Agreement”) is entered into between Washington County (“County”) and (Town, Village, City) (“Town/Village/City”) pursuant to Wis. Stat. §66.0301 for the purpose of allowing the County’s Information Technology Department to provide Information Technology services to the (Town/Village/City) as set forth below and shall become effective on the date of the last signature to be affixed hereto.

### STATEMENT OF WORK

County agrees to provide Information Technology Services (“Services”) to the (Town/Village/City) in accordance with terms and conditions set forth herein. Services shall include but shall not be limited to software security patches and firmware updates, operating system security patches, antivirus/anti-spam/spyware updates, virus monitoring and remediation services, web filtering services, server and network monitoring, security monitoring, working with third party vendors on software and hardware issues, and monitoring and testing server backups. The County shall be the exclusive provider of Services under this Agreement. The County agrees to employ industry standards in performing services under this Agreement consistent with the professional skills and care ordinarily provided by firms in the same profession under same and similar conditions.

### CONSIDERATION

The (Town/Village/City) recognizes that the services provided by the County are valuable and worthwhile as it is anticipated that the standardization of technology and cost structure will allow for cost savings for the parties. It is anticipated that the sharing of services will result in price breaks the parties would not receive separately. The (Town/Village/City) recognizes that costs incurred by the County for personnel and equipment will be calculated and invoiced to the (Town/Village/City) at a rate of (\$XXX) per month, and such expenses are eligible for a County Shared Revenue Grant of an equal amount which shall be approved no less than quarterly by the (Town/Village/City) Board. The (Town/Village/City) also recognizes that any material hardware or software costs beyond those needed to incorporate the (Town/Village/City) into County systems shall be invoiced and paid for by the (Town/Village/City).

### EQUIPMENT

All software, hardware, and other materials required for the County to perform its obligations under this agreement shall be purchased and provided by the (Town/Village/City). In the event the County determines that additional software, hardware, or other materials are required to complete or perform services, it shall advise the

(Town/Village/City) in writing. The (Town/Village/City) agrees to reimburse the County for any purchases the County makes or costs the County incurs under this agreement provided that the County shall make no such purchases or incur such costs without the prior written consent of the (Town/Village/City). The (Town/Village/City) agrees to maintain service contracts with manufacturers and vendors for all information software and hardware. The (Town/Village/City) agrees to purchase hardware and maintain licensing to allow for the County to provide services.

#### WARRANTY

The County agrees to follow all manufacturer installation and service recommendations and practices. However, the County shall provide no warranties of any kind under this agreement.

#### TERMINATION

This Agreement shall remain in effect unless a party wishing to terminate provides thirty (30) days written notice of the intent to terminate.

Either party may terminate this agreement for any reason by providing thirty (30) days written notice to the other party as follows:

Washington County IT Dept.	(Town/Village/City)
432 E. Washington Street	(Street)
West Bend, WI 53095	(City, State, Zip)

#### NATURE OF RELATIONSHIP

Nothing in this agreement shall be construed as creating a partnership or joint venture of any kind between the parties. When providing services under this agreement, employees of the County shall not be considered employees of the (Town/Village/City).

#### INDEMNIFICATION AND INSURANCE

Each party shall indemnify and hold harmless the other, their officers, agents, elected officials, and employees from any and all liability, obligation, damages, loss, costs, claims, or demands of any nature, including attorney fees, and costs arising directly or

indirectly from action taken, direction given, or omission made by the other party under this agreement.

The County shall add the (Town/Village/City) to its cyber security insurance policy at no cost to the (Town/Village/City). The (Town/Village/City) shall add the County to its cyber security insurance policy at no cost to the County.

**IMMUNITY**

Nothing in this agreement shall constitute a waiver of either party's sovereign immunity, notice of claim procedures set forth in Chapter 893 of the Wisconsin statutes or any other protection afforded under the law.

**ENTIRE AGREEMENT**

The terms of this Agreement constitute the entire agreement of the parties as it relates to the subject matter herein. This Agreement may only be amended by a writing signed and dated by both parties. Any disputes arising that cannot be informally resolved to the satisfaction of the parties shall be heard in the Circuit Court of Washington County, Wisconsin.

WASHINGTON COUNTY

(Town/Village/City)

\_\_\_\_\_

\_\_\_\_\_

Josh Schoemann

(Authorized Signer)

County Executive

(Title)

Date\_\_\_\_\_

Date\_\_\_\_\_

## Contact Information for Follow Up Questions

If you have any questions about our services, please do not hesitate to reach out. We are here to assist you and ensure you have all the information you need. Your inquiries are important to us, and we are committed to providing prompt and comprehensive support.

Contact:

Dr. Joel Woppert

Director of Information Technology

Washington County

(262) 335-4516 (office)

(262) 343-2500 (mobile)

[Joel.Woppert@washcowisco.gov](mailto:Joel.Woppert@washcowisco.gov)

## **PROFESSIONAL SERVICES AGREEMENT**

This Professional Services Agreement (“Agreement”) is entered into between Washington County (“County”) and Village of Germantown (“Village”) pursuant to Wis. Stat. §66.0301 for the purpose of allowing the County’s Information Technology Department to provide Information Technology services to the Village as set forth below and shall become effective on the date of the last signature to be affixed hereto.

### **STATEMENT OF WORK**

County agrees to provide Information Technology Services (“Services”) to the Village in accordance with terms and conditions set forth herein. Services shall include but shall not be limited to software security patches and firmware updates, operating system security patches, antivirus/anti-spam/spyware updates, virus monitoring and remediation services, web filtering services, server and network monitoring, security monitoring, working with third party vendors on software and hardware issues, and monitoring and testing server backups. The County shall be the exclusive provider of Services under this Agreement. The County agrees to employ industry standards in performing services under this Agreement consistent with the professional skills and care ordinarily provided by firms in the same profession under same and similar conditions.

### **CONSIDERATION**

The Village recognizes that the services provided by the County are valuable and worthwhile as it is anticipated that the standardization of technology and cost structure will allow for a cost savings for the parties. It is anticipated that the sharing of services will result in price breaks the parties would not receive separately. The Village recognizes that costs incurred by the County for personnel and equipment will be calculated and invoiced to the Village, and such expenses are eligible for a County Shared Revenue Grant of an equal amount which shall be approved no less than quarterly by the Village Board. The Village also recognizes that any material hardware or software costs beyond those needed to incorporate the Village into County systems shall be invoiced and paid for by the Village.

### **EQUIPMENT**

All software, hardware, and other materials required for the County to perform its obligations under this agreement shall be purchased and provided by the Village. In the event the County determines that additional software, hardware, or other materials are required to complete or perform services, it shall advise the Village in writing. The Village agrees to reimburse the County for any purchases the County makes or costs the County incurs under this agreement provided that the County shall make no such purchases or incur such costs without the prior written consent of the Village. The Village agrees to maintain service contracts with manufacturers and vendors for all information software and hardware. The Village agrees to purchase hardware and maintain licensing to allow for the County to provide services.

### **WARRANTY**

The County agrees to follow all manufacturer installation and service recommendations and practices. However, the County shall provide no warranties of any kind under this agreement.

**TERMINATION**

This Agreement shall remain in effect unless a party wishing to terminate provides ninety (90) days written notice of the intent to terminate.

Either party may terminate this agreement for any reason by providing ninety (90) days written notice to the other party as follows:

Washington County IT Dept.  
432 E. Washington Street  
West Bend, WI 53095

Village of Germantown  
N112 W17001 Mequon Rd  
Germantown, WI 53022

**NATURE OF RELATIONSHIP**

Nothing in this agreement shall be construed as creating a partnership or joint venture of any kind between the parties. When providing services under this agreement, employees of the County shall not be considered employees of the Village.

**INDEMNIFICATION AND INSURANCE**

Each party shall indemnify and hold harmless the other, their officers, agents, elected officials, and employees from any and all liability, obligation, damages, loss, costs, claims, or demands of any nature, including attorney fees, and costs arising directly or indirectly from action taken, direction given, or omission made by the other party under this agreement.

The County shall add the Village to its cyber security insurance policy at no cost to the Village. The Village shall add the County to its cyber security insurance policy at no cost to the County.

**IMMUNITY**

Nothing in this agreement shall constitute a waiver of either party's sovereign immunity, notice of claim procedures set forth in Chapter 893 of the Wisconsin statutes or any other protection afforded under the law.

**ENTIRE AGREEMENT**

The terms of this Agreement constitute the entire agreement of the parties as it relates to the subject matter herein. This Agreement may only be amended by a writing signed and dated by both parties. Any disputes arising that cannot be informally resolved to the satisfaction of the parties shall be heard in the Circuit Court of Washington County, Wisconsin.

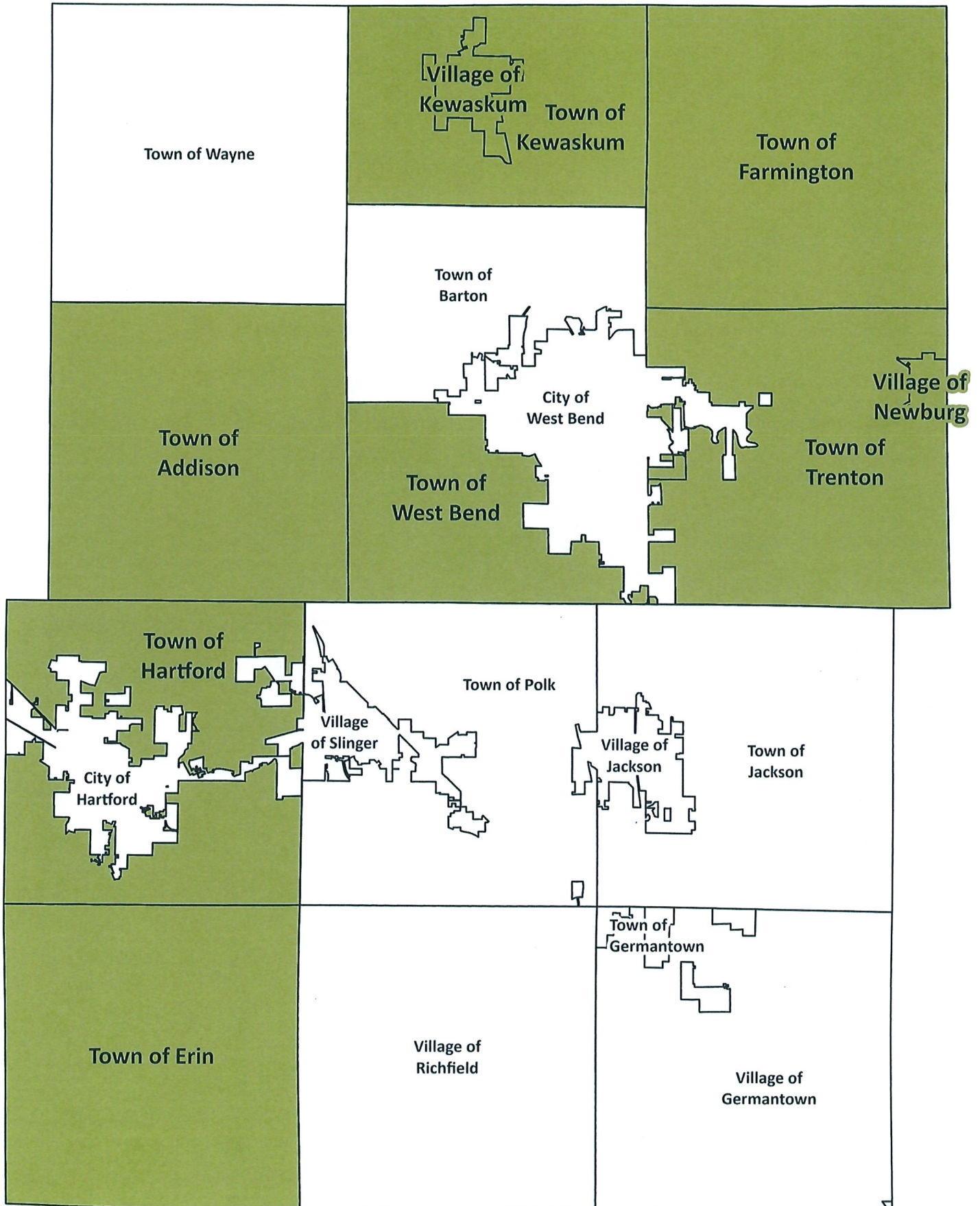
**WASHINGTON COUNTY**

**VILLAGE OF GERMANTOWN**

\_\_\_\_\_  
Josh Schoemann  
County Executive  
Date \_\_\_\_\_

\_\_\_\_\_  
Bob Soderburg  
Village President  
Date \_\_\_\_\_

# Current IT Shared Service Agreements



**BUSINESS OF THE VILLAGE BOARD**

MEETING DATE: June 1, 2026

PLACEMENT: Action Item

ITEM TITLE: 2026-2027 Junk Dealer Establishment Renewal Application:  
Waste Management, W132N10487 Grant Dr (ACTION)

SUBMITTED BY:

SUMMARY EXPLANATION:

ATTACHMENT:

1. Waste Management Renewal\_Redacted

STAFF RECOMMENDATION:

ACTION BY COMMITTEE:

## APPLICATION FOR JUNK DEALER ESTABLISHMENT

Additional permits, site/zoning restrictions, or approvals may be required by other Departments (Examples: sign permits, temporary use permits, building permits, electrical permits, etc.).

Contact Community Development at 262-250-4735 for further information

<input checked="" type="checkbox"/>	Annual Renewal Fee	\$250.00
<input type="checkbox"/>	Initial Investigation & Inspection Fee	\$200.00
	Total	<i>250</i>

Business Trade Name(local dba) <b>WM Germantown MRF</b>	
Business Address <b>W132N10487 Grant Drive</b>	City, State, Zip <b>Germantown, WI, 53022</b>
Business Mailing Address (if different than above)	
Business Phone Number [REDACTED]	Business Email [REDACTED]
Federal Tax ID Number (FEIN) <b>72-1541913</b>	State of WI Seller's Permit Number - Must attach permit to application ✓ <i>456-1020048314-03</i>
Description of Operation:  <b>Single stream recycling facility</b>	
Other Required Permits/Noted Conditions: <b>NA</b>	

Authorized Applicant <b>Scott Badzinski</b>	Authorized Applicant Phone [REDACTED]	Authorized Applicant Email [REDACTED] <i>(A)</i>
Authorized Applicant Signature <i>Scott Badzinski</i>	Date <b>5-8-26</b>	

For Office Use Only: Date: <i>5-8-26</i> Initials: <i>ICM</i> Amount Paid: <i>250</i> Receipt #: <i>1120-0046</i>	
Community Development Review: _____	Plan Commission Date (if applicable): _____
Police Chief Date Notified _____ Approve ___ or Deny ___ (Attach basis for denial). Police Chief or Designee: _____ Date: _____	Building Inspection Review: _____
Fire Chief Date Notified _____ Approve ___ or Deny ___ (Attach basis for denial). Fire Chief or Designee: _____ Date: _____	
Village Board Meeting Date _____ Approved/Denied (Circle One) Permit Number: _____	Village Clerk Approval: _____



WISCONSIN DEPARTMENT OF REVENUE  
 PO BOX 8902  
 MADISON, WI 53708-8902

**Contact Information:**

2135 RIMROCK RD PO BOX 8902  
 MADISON, WI 53708-8902  
 ph: 608-266-2776 fax: 608-224-5761  
 email: DORBusinessTax@wisconsin.gov  
 website: revenue.wi.gov

000042

Letter ID L0837741872

RECYCLE AMERICA HOLDINGS, INC.  
 PO BOX 4333  
 LISLE IL 60532-9333

**Wisconsin Department of Revenue Seller's Permit**

**Legal/real name:** RECYCLE AMERICA HOLDINGS, INC.

**Business name:** WM-GERMANTOWN MRF  
 W132N10487 GRANT DR  
 GERMANTOWN WI 53022-4445

- This certificate confirms you are registered with the Wisconsin Department of Revenue and authorized in the business of selling tangible personal property and taxable services.
- You may not transfer this permit.
- This permit must be displayed at the place of business and is not valid at any other location.
- If your business is not operated from a fixed location, you must carry or display this permit at all events.

<b>Tax Type</b>	<b>Account Type</b>	<b>Account Number</b>
Sales & Use Tax	Seller's Permit	456-1020040314-03

## BUSINESS OF THE VILLAGE BOARD

MEETING DATE: June 1, 2026

PLACEMENT: Action Item

ITEM TITLE: Producer Full-Service Retail Sales Application: Old Germantown LLC for Hops & Hounds event on July 10, 2026, at Homestead Hollow County Park (ACTION)

SUBMITTED BY: Kasie Miller, Chief Deputy Clerk

### SUMMARY EXPLANATION:

Effective May 1, 2024, *2023 Wisconsin Act 73* authorizes eligible producers (manufacturers, rectifiers, wineries, and breweries) to make full-service retail sales at their production premises and up to three off-site retail outlets.

Old Germantown LLC submitted to the Clerk's Office *AB-105 Producer Full-Service Retail Sales Application* and is requesting approval of *Unlimited Transfer Full-Service Retail Outlet* to sell beer at the Hops & Hounds event on July 10, 2026, from 4:00PM-8:00PM at Homestead Hollow County Park. The Village must fill out *Part G* of the application and return to the Applicant prior to the Applicant's submittal to the Wisconsin Department of Revenue's Division of Alcohol Beverages (DAB) for review/approval. For *Part G, Question 1*: we as the municipality are allowed to limit the scope of what the business sells (ex. if they sell beer, wine, and liquor, but we only want them to sell beer, we can limit their offerings.) For *Part G, Question 2*: we as the municipality can limit other activities, such as operating hours. The State DAB conducts the background checks on the applicant and verifies the business is allowed to hold the requested type of license prior to issuance.

The Germantown Police and Fire Departments reviewed the application and recommended approval.

Additionally, the State DAB has provided additional information/faq's to assist municipalities as this form is still relatively new:

**What is the difference between a fixed and unlimited transfer full-service retail outlet?** Fixed full-service retail outlets may be transferred from one location to another once per year. Unlimited transfer full-service retail outlets may be transferred an unlimited number of times in a year. Only one of a producer's full-service retail outlets may be transferred without limitation on frequency.

**Can a municipality limit authorized sales at a full-service retail outlet?** Yes, a municipality can limit authorized sales at a full-service retail outlet. Municipalities may limit the scope of alcohol beverages offered for sale by the permittee. Municipal approval of a full-service retail outlet must be based on the same standards and criteria, established by ordinance, for the evaluation and approval of retail licenses. A municipality may not impose any requirement or restriction in connection with the approval that the municipality does not impose on retail licensees. Some examples of

limitations may be: parking, zoning, or noise ordinance restrictions; not allowing sales of alcohol beverages for off-premises consumption.

**Does a producer need licensed operators (bartenders)?** Yes. There must be one or more licensed operators in charge of the premises. An operator's license is often called a "bartender's license." Not all bartenders must hold operator's licenses, but there must be at least one licensed operator in charge of the premises. If the premises is large, with several serving areas, bar areas, etc., licensed operators must oversee each distinct area to supervise and direct unlicensed persons who may be selling/serving alcohol beverages.

ATTACHMENT:

1. Old Germantown; Hops and Hounds Event 07.10.26\_Redacted

STAFF RECOMMENDATION:

ACTION BY COMMITTEE:

**Part A: Producer Information**

1. Business Legal Name (individual name if sole proprietor)

Old Germantown LLC

2. Business Name or DBA

Old Germantown

3. Agent Name

Scott Sommer

4. FEIN

81-5463944

5. Wisconsin Seller's Permit Number

6. Wisconsin Producer Permit Number

BR-WI-21242

7. Producer Type

 Brewery  Winery  Liquor Manufacturer/Rectifier

8. Contact Person's First Name

Scott

9. Last Name

Sommer

10. M.I.

W

11. Contact Person's Phone

[REDACTED]

12. Contact Person's Email

sommer@oldgermantown.com

**Part B: Production Quantity****Note:** Check appropriate quantity for permit held (see instructions). If you hold more than one producer permit, check the total aggregate quantity produced for each type of permit. Enter the highest quantity produced in any of the last three calendar years.

Brewery	Manufacturer/Rectifier	Winery
<input type="checkbox"/> Less than 250 barrels	<input type="checkbox"/> Less than 1,500 liters	<input type="checkbox"/> Less than 1,000 gallons
<input checked="" type="checkbox"/> 250 - 2,499 barrels	<input type="checkbox"/> 1,500 - 4,999 liters	<input type="checkbox"/> 1,000 - 4,999 gallons
<input type="checkbox"/> 2,500 - 7,499 barrels	<input type="checkbox"/> 5,000 - 34,999 liters	<input type="checkbox"/> 5,000 - 24,999 gallons
<input type="checkbox"/> 7,500 or more barrels	<input type="checkbox"/> 35,000 or more liters	<input type="checkbox"/> 25,000 or more gallons
Calendar year:	Calendar year:	Calendar year:
Quantity:	Quantity:	Quantity:

**Complete only ONE of Part C, D or E.****Part C: Request for Full-Service Retail Sales at the Production Premises**

1. Start Date

2. Production Premises Address

3. City

4. State

5. Zip Code

6. County

7. Governing Municipality  City  Town  Village  
of: \_\_\_\_\_**Part D: Request for Fixed Full-Service Retail Outlet**1. Are you transferring one fixed full-service retail outlet to a new location? .....  Yes  No  
If yes, complete boxes 2 through 9.

2. Current Outlet Name

3. Current Outlet Premises Address

4. City

5. State

6. Zip Code

7. County

8. Governing Municipality  City  Town  Village  
of: \_\_\_\_\_

9. Premises Phone Number

Continued →

<b>Part D: Request for Fixed Full-Service Retail Outlet (Cont.)</b>			
<b>New Fixed Retail Outlet Information (complete boxes 10 through 23)</b>			
10. Start Date	11. New Outlet Name		
12. New Outlet Premises Address			
13. City	14. State	15. Zip Code	
16. County	17. Governing Municipality <input type="checkbox"/> City <input type="checkbox"/> Town <input type="checkbox"/> Village of: _____		18. Premises Phone Number
19. Premises Description - Describe the building or buildings and any outside areas where alcohol beverages are produced, sold, stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities and storage of records may occur only on the premises described in this application. Attach a map or diagram and additional sheets if necessary.			
20. Will you operate a restaurant on the premises? ..... <input type="checkbox"/> Yes <input type="checkbox"/> No			
21. What alcohol beverages will be offered for sale? (check all that apply) ..... <input type="checkbox"/> Beer <input type="checkbox"/> Wine <input type="checkbox"/> Intoxicating Liquor (other than wine)			
22. What alcohol beverages does the permittee produce? (check all that apply) <input type="checkbox"/> Beer <input type="checkbox"/> Wine <input type="checkbox"/> Intoxicating Liquor (other than wine)			
23. How will customers be served? (check all that apply) ... <input type="checkbox"/> Samples <input type="checkbox"/> On-premises consumption <input type="checkbox"/> Off-premises consumption			

<b>Part E: Request for Unlimited Transfer Full-Service Retail Outlet</b>			
1. Name of Event (if applicable) Washington County Hops and Hounds			
2. Dates of Operation (attach a schedule, if necessary) 07/10/26		3. Hours of Operation 4-8 pm	
4. Premises Address Homestead Hollow Park N120W19809 Freistadt Rd.			
5. City Germantown		6. State WI	7. Zip Code 53022
8. County Washington		9. Governing Municipality <input type="checkbox"/> City <input type="checkbox"/> Town <input checked="" type="checkbox"/> Village of: Germantown	
10. Organizer of Event (if not the named applicant) Washington County Parks		11. Email and/or Phone Number for Organizer of Event samantha.murray@washcowisco.gov	
12. Organizer Website <a href="https://www.washcowisco.gov/one.aspx?portalid=102280&amp;pageid=14291704">https://www.washcowisco.gov/one.aspx?portalid=102280&amp;pageid=14291704</a> <i>https://www.facebook.com/washcowisco/</i> <i>Event 87595622484738</i>		13. Event Website	
14. Premises Description - Describe the building or buildings and any outside areas where alcohol beverages are produced, sold, stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities and storage of records may occur only on the premises described in this application. Attach a map or diagram and additional sheets if necessary.  Sale area: Main barn and concession space. Consumption area: Surrounding picnic area of the sales area.			
15. On-Site Contact (Last Name, First Name) Scott Sommer		16. On-Site Contact Phone [REDACTED]	17. On-Site Contact Email sommer@oldgermantown.com
18. Will you operate a restaurant on the premises? ..... <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
19. What alcohol beverages will be offered for sale? (check all that apply) ..... <input checked="" type="checkbox"/> Beer <input type="checkbox"/> Wine <input type="checkbox"/> Intoxicating Liquor (other than wine)			
20. What alcohol beverages does the permittee produce? (check all that apply) <input checked="" type="checkbox"/> Beer <input type="checkbox"/> Wine <input type="checkbox"/> Intoxicating Liquor (other than wine)			
21. How will customers be served? (check all that apply) ... <input type="checkbox"/> Samples <input checked="" type="checkbox"/> On-premises consumption <input type="checkbox"/> Off-premises consumption			

**Part F: Attestation**

Who must sign this application?

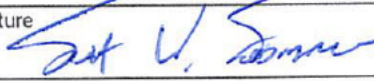

- sole proprietor
- general partner of a partnership
- corporate officer
- member of an LLC

**READ CAREFULLY BEFORE SIGNING:**

I understand and agree to the following:

- I will not operate this location outside of the dates and times approved by the municipality and Division of Alcohol Beverages.
- I will operate this location according to municipal ordinance and restrictions imposed as a condition of receiving this authorization.
- I will purchase alcohol beverages I do not produce from an authorized source, such as a Wisconsin-permitted wholesaler.
- I will operate this location according to Wisconsin law and administrative regulation including but not limited to: underage restrictions, closing hours, licensed operators, and record keeping requirements.

Further, 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 authorization. Further, I agree that the rights and responsibilities conferred by the authorization, if granted, will not be assigned to another individual or entity. I understand that lack of access to any portion of a premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this authorization. I understand that any authorization issued contrary to Wis. Stats. Chapter 125 shall be void under penalty of Wisconsin law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Signature 		Date 05/05/2026	
Last Name Sommer	First Name Scott	M.I. W	
Title Owner	Email sommer@oldgermantown.com	Phone 	

**Part G: For Municipal Use Only (Complete if Requesting Authorization in Part D or E)**

1. Will the municipality limit the scope of alcohol beverages offered for sale? . . . . . <input type="checkbox"/> Yes <input type="checkbox"/> No		
2. Will the municipality impose any requirements or restrictions for the full-service retail outlet? . . . . . <input type="checkbox"/> Yes <input type="checkbox"/> No		
3. Describe municipal restrictions indicated in questions 1 or 2 above.		
4. Last Name of Municipal Official	5. First Name	6. M.I.
7. Signature of Municipal Official		8. Date
9. Date Application was Filed with Clerk		10. Date Full-Service Retail Outlet Approved by Governing Body

**BUSINESS OF THE VILLAGE BOARD**

MEETING DATE: June 1, 2026

PLACEMENT: Action Item

ITEM TITLE: Application for Appointment of Successor Agent: Aldi #67,  
N96W18838 County Line Rd; Agent for Consideration: Theresa  
Reiger (ACTION)

SUBMITTED BY: Kasie Miller, Chief Deputy Clerk

SUMMARY EXPLANATION:

ATTACHMENT:

1. Aldi New Agent Reiger, Theresa redacted

STAFF RECOMMENDATION:

ACTION BY COMMITTEE:

**Alcohol Beverage  
Appointment of Agent**

Date 4/20/26

**Agent Type (check one)**

Original (no fee)       Successor (\$10 fee for municipal licensees only)

**Part A: Business Information**

1. Legal Business Name (individual name if sole proprietor)  
ALDI, Inc. (Wisconsin)

2. Business Trade Name or DBA  
ALDI #67

3. Entity Type (check one)       Limited Liability Company       Corporation       Nonprofit Organization

4. Alcohol Beverage Business Authorization (check one)      5. If successor agent, provide State Permit or Municipal Retail License Number  
 Municipal Retail License       State Permit      n/a

6. Describe the reason for appointing a successor agent, if successor is checked above.  
n/a

**Part B: Agent Information**

1. Last Name      2. First Name      3. M.I.  
Reiger      Theresa      L

4. Email      5. Phone  
[Redacted]      [Redacted]

6. Home Address  
[Redacted]

7. City      8. State      9. Zip Code      10. Date of Birth  
[Redacted]      WI      [Redacted]      [Redacted]

11. Driver's License/State ID Number      12. Driver's License/State ID State of Issuance  
[Redacted]      [Redacted]

**Part C: Agent Questions**

1. Have you satisfied the responsible beverage server training requirement? .....  Yes     No  
Submit proof of completion.

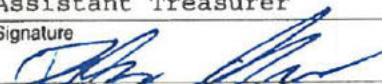
2. Have you completed Form AB-100, Alcohol Beverage Individual Questionnaire (licensee) or  
Form AB-300, Alcohol Beverage Personal Questionnaire (permittee)? .....  Yes     No

3. Have you been a Wisconsin resident for at least 90 continuous days? .....  Yes     No  
See instructions for exceptions.

Continued →

**Part D: Business Attestation**

READ CAREFULLY BEFORE SIGNING: I, the **Undersigned**, authorize the above-named individual to act for the above-named corporation, nonprofit organization, or limited liability company with full authority and control of the premises and of all alcohol beverage activities on such premises. I certify that I am authorized by the above-named entity to authorize this individual to act on behalf of the entity. If I am appointing a successor agent, I rescind all previous agent appointments for this premises. Further, I 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 Beattie		First Name Phillip	M.I. J
Title Assistant Treasurer	Email [REDACTED]	Phone [REDACTED]	
Signature 		Date 4/20/2026	

**Part E: Agent Attestation**

READ CAREFULLY BEFORE SIGNING: I, the **Agent**, hereby accept this appointment as agent for the above-named corporation, nonprofit organization, or limited liability company and assume full responsibility for the conduct of all alcohol beverage activities on the premises for the above-named business. 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 Reiger		First Name Theresa	M.I. L
Signature		Date	

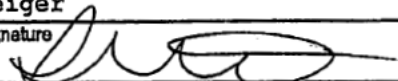
**Part D: Business Attestation**

READ CAREFULLY BEFORE SIGNING: I, the **Undersigned**, authorize the above-named individual to act for the above-named corporation, nonprofit organization, or limited liability company with full authority and control of the premises and of all alcohol beverage activities on such premises. I certify that I am authorized by the above-named entity to authorize this individual to act on behalf of the entity. If I am appointing a successor agent, I rescind all previous agent appointments for this premises. Further, I 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 Beattie		First Name Phillip	M.I. J
Title Assistant Treasurer	Email [REDACTED]	Phone [REDACTED]	
Signature		Date	

**Part E: Agent Attestation**

READ CAREFULLY BEFORE SIGNING: I, the **Agent**, hereby accept this appointment as agent for the above-named corporation, nonprofit organization, or limited liability company and assume full responsibility for the conduct of all alcohol beverage activities on the premises for the above-named business. 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 Reiger		First Name Theresa	M.I. L
Signature 		Date 4/20/26	

**BUSINESS OF THE VILLAGE BOARD**

MEETING DATE: June 1, 2026

PLACEMENT: Action Item

ITEM TITLE: 2026-2027 Alcohol Beverage License Renewal Applications  
(ACTION)

SUBMITTED BY: Kasie Miller, Chief Deputy Clerk

SUMMARY EXPLANATION:

The Clerk's Office received Alcohol Beverage License renewal applications from the attached list of businesses for the 2026-2027 licensing year.

There are no changes for the 2026-2027 licensing year, excluding Change of Agents.

ATTACHMENT:

1. Alcohol Beverage Renewal Notice Publication

STAFF RECOMMENDATION:

Approval of the attached list of Alcohol Beverage License renewals for the 2026-2027 licensing year contingent upon premises not having any delinquent or unpaid real property taxes in excess of six months, room taxes, or special assessments per Chapter 12.01(7)(b) of the Municipal Code.

ACTION BY COMMITTEE:

## VILLAGE OF GERMANTOWN

### OFFICIAL NOTICE

**PUBLIC NOTICE** is hereby given that the following applications have been submitted to the Clerk's Office for consideration of renewal of a Retail Alcohol Beverage License to sell fermented malt beverages and/or intoxicating liquors in the Village of Germantown under the provisions of Wis. Stats. Chap. 125 for the period to commence July 1, 2026, through June 30, 2027, unless sooner revoked. The applications will be acted on at the regular Germantown Public Safety Committee and Village Board meetings to be held on June 1, 2026, at the Village Hall located at N112W17001 Mequon Rd, Germantown, WI 53022.

#### **Class "A" Fermented Malt Beverage License:**

FLEET FARM GROUP LLC  
FLEET FARM  
N96W18200 COUNTY LINE RD  
AGENT: TIMOTHY GESCHKE

#### **Combination "Class A" Alcohol Beverage License:**

AJIMA CORPORATION  
HOLY HILL ROAD SHELL  
N128W21760 HOLY HILL RD  
AGENT: RAJAN SHRESTHA

ALDI INC. (WISCONSIN)  
ALDI STORE 67  
N96W18838 COUNTY LINE RD  
AGENT: THERESA REIGER

KWIK TRIP, INC  
KWIK TRIP 631  
N112W18741 MEQUON RD  
AGENT: TRISTAIN SPARKS

NL WILLOW CREEK INC  
WILLOW CREEK BP  
W201N10451 APPLETON AVE  
AGENT: RAMAKRISHNA VOOTKUR

SENDIKS GERMANTOWN LLC  
SENDIK'S FOOD MARKET  
N112W15800 MEQUON RD  
AGENT: THEODORE BALISTRERI

ULTRA MART FOODS, LLC  
PICK 'N SAVE #6357  
N112W16200 MEQUON RD  
AGENT: JOHN QUINN

WAL-MART STORES EAST, LP  
WAL-MART SUPERCENTER #1515

W190N9855 APPLETON AVE  
AGENT: ANTHONY FRANCHER

WALGREEN CO  
WALGREENS 5427  
W156N11261 PILGRIM RD  
AGENT: ALYSSA RITGER

**Class "B" Fermented Malt Beverage License:**

MC ROADHOUSE LLC  
SWING TIME  
W197N10340 APPLETON AVE  
AGENT: ABIGAIL ROADHOUSE

**Class "B" Fermented Malt Beverage and "Class C" Wine License:**

CRACKER BARREL OLD COUNTRY STORE, INC  
CRACKER BARREL #175  
W176N9778 RIVERCREST DR  
AGENT: DEJUAN LOVELACE

ODYSSEY HOTEL GROUP LLC  
COMFORT INN & SUITES GERMANTOWN  
W177N9675 RIVERSBEND LN  
AGENT: JULIE KUGLER

**"Class C" Wine License:**

LATITUDE CAFÉ LLC  
LATITUDE CAFÉ  
W156N9636 PILGRIM RD  
AGENT: SHACKAR LEVY

**Original Combination "Class B" Alcohol Beverage License:**

BLACK DOG HOSPITALITY LLC  
BIXENBERG TAVERN  
N112W21209 MEQUON RD  
AGENT: JAKE WOLLER

BLACKSTONE CREEK GOLF CLUB, LTD  
BLACKSTONE CREEK GOLF CLUB, LTD  
N112W17300 MEQUON RD  
AGENT: TROY SCHMIDT

BRAMA'S PIZZERIA LLC  
BRAMA'S PIZZERIA  
N112W16700 MEQUON RD  
AGENT: CARRIE WEGNER

BRINKER RESTAURANT CORP  
CHILIS GRILL & BAR #1730  
N96W18640 COUNTY LINE RD  
AGENT: ALEXANDRA MATHER

BSC WISCONSIN LLC  
BIG SKY COUNTRY BAR & GRILL  
W204N11498 GOLDENDALE RD  
AGENT: ERIC SCHROEDER

BUBS ON MAIN LLC  
BUBS IRISH PUB  
N116W16218 MAIN ST  
AGENT: SCOTT PECOR

CATS CREW LLC  
IVEE'S AT MAIN  
W157N11618 FOND DU LAC AVE  
AGENT: BRYNN THOMAS

DAS BARREL ROOM LLC  
DAS BARREL ROOM  
W201N10466 APPLETON AVE  
AGENT: MARK BROOKS

EASTERN KETTLE MORAIN MOOSE LODGE 1238  
EKM MOOSE 1238  
W198N10217 APPLETON AVE  
AGENT: WILLIAM NUMRICH

FAWN LANE, LLC  
BUZDUM'S PUB & GRILL  
W188N10515 MAPLE RD  
AGENT: BORO BUZDUM

FCH GERMANTOWN LLC  
RELISH SUPPER CLUB  
N116W15841 MAIN ST  
AGENT: SHAUN BOWE

FCH GERMANTOWN LLC  
VON ROTHENBURG BIER STUBE  
N116W15863 MAIN ST  
AGENT: SHAUN BOWE

FLORIAN PARK INC  
THE FLORIAN

N111W18611 MEQUON RD  
AGENT: RYAN RAHL

GOLDENDALE LEGACY LLC  
THE BROKEN CHANDELIER  
W204N11912 GOLDENDALE RD  
AGENT: EMILY SCHAEFER

JASE GOLF LLC  
BLADES GOLF  
W188N11770 MAPLE RD  
AGENT: ADAM ALTIS

MARKOS PIZZA II INC  
MARKO'S PIZZA  
W156N9664 PILGRIM RD  
AGENT: KEN UBERT

MATTEO'S AC LLC  
MATTEO'S AC  
W156N11058 PILGRIM RD  
AGENT: KARLA CORTES

POST ONE, INC.  
POST ONE INC  
N120N15932 FRIESTADT RD  
AGENT: KRISTI BONNELL

PRECINCT GTOWN LLC  
THE PRECINCT  
W161N11629 CHURCH ST  
AGENT: JODI KANZENBACH

ST1X GOLF LLC  
STIX GOLF  
W164N11271 SQUIRE DR  
AGENT: DANIEL HUGHES

SOL AGAVE TASTE OF MEXICO LLC  
SOL AGAVE TASTE OF MEXICO  
N112W16344 MEQUON RD  
AGENT: JUAN FUENTES

THE GOOSE IS LOOSE LLC  
STAGS TAVERN  
W187N12793 FOND DU LAC AVE  
AGENT: PETER SKODRAS

TINY T'S, LLC  
TINY T'S LLC  
W157N11638 FOND DU LAC AVE  
AGENT: SHAWN FRANK

TYBEE HOLDINGS LLC  
TYBEE HOLDINGS LLC  
N116W16137 MAIN ST  
AGENT: TROY SCHMIDT

**Reserve Combination "Class B" Alcohol Beverage License:**

BLAZIN WINGS, INC  
BUFFALO WILD WINGS  
N96W17990 COUNTY LINE RD  
AGENT: KAREN HART

METRO CIGARS LLC  
METRO CIGARS  
N102W19455 WILLOW CREEK WAY  
AGENT: JENNIFER GROH

## **BUSINESS OF THE VILLAGE BOARD**

MEETING DATE: June 1, 2026

PLACEMENT: Action Item

ITEM TITLE: 2026-2027 Outside Premise Extension Renewal Applications  
(ACTION)

SUBMITTED BY: Kasie Miller, Chief Deputy Clerk

### SUMMARY EXPLANATION:

The attached businesses have submitted an application for renewal of their Outside Premise Extension to serve fermented malt beverages and/or alcohol. There are no changes to the requested areas since the 2025-2026 Licensing Year. Be advised that Bixenberg Tavern has submitted with their renewal a request to add an additional area onto their current Premise Extension. This new area is a separate Action Item - see Amended Outside Premise Extension Application.

The Police and Fire Departments have reviewed the Renewal applications and have recommended approval.

### ATTACHMENT:

1. 26-27 Renewal Premise Extension List

### STAFF RECOMMENDATION:

Approval of the 2026-2027 Outside Premise Extension Applications per the provided list.

### ACTION BY COMMITTEE:

2026-2027 Outdoor Premise Extension Permit Applicants

Licensed Premise Name	Business Address	License Type	General Description of Extended Premise
BIG SKY COUNTRY BAR & GRILL	W204N119498 GOLDENDALE RD	"Class B" / Class "B" Liquor & Beer	SOUTHEAST CORNER 8'X55' PATIO AND NORTHEAST SIDE 20'X29' PATIO
BIXENBERG TAVERN	N112W21209 MEQUON RD	"Class B" / Class "B" Liquor & Beer	EAST PATIO, SOUTH DECK *DOES NOT INCLUDE AMENDMENT
BLACKSTONE CREEK GOLF CLUB	N112W17300 MEQUON RD	"Class B" / Class "B" Liquor & Beer	18 HOLE GOLF COURSE AREA
BUBS IRISH PUB	N116W16218 MAIN ST	"Class B" / Class "B" Liquor & Beer	GRASS AND GRAVEL AREA
BUFFALO WILD WINGS	N96W17990 COUNTY LINE RD	Reserve "Class B" / Class "B" Liquor & Beer	ENCLOSED PATIO
BUZDUM'S PUB & GRILL	W188N10515 MAPLE RD	"Class B" / Class "B" Liquor & Beer	10'X20' PATIO & YARD AREA
DAS BARREL ROOM	W201N10466 APPLETON AVE	"Class B" / Class "B" Liquor & Beer	DECK & GRASS AREA
EASTERN KETTLE MORaine MOOSE LODGE 1238	W198N10217 APPLETON AVE	"Class B" / Class "B" Liquor & Beer	PAVILLION & GRASS/GRAVEL GROUNDS
IVEE'S AT MAIN	W157N11618 FOND DU LAC AVE	"Class B" / Class "B" Liquor & Beer	25'X12' PATIO
MATTEO'S AC	W156N11058 PILGRIM RD	"Class B" / Class "B" Liquor & Beer	OVERHANGING PATIO, 20'X30' PATIO IN PARKING AREA
METRO CIGARS	N102W19455 WILLOW CREEK WAY	Reserve "Class B" / Class "B" Liquor & Beer	400 SF OUTDOOR PATIO
SOL AGAVE TASTE OF MEXICO	N112W16344 MEQUON RD	"Class B" / Class "B" Liquor & Beer	FRONT PATIO SOUTH SIDE OF BUILDING
STAGS TAVERN	W187N12793 FOND DU LACE AVE	"Class B" / Class "B" Liquor & Beer	PARKING AREA, GRASS AND VOLLEYBALL, OUTDOOR SEATING
SWING TIME	W197N10340 APPLETON AVE	Class "B" Beer	MINI GOLF, DRIVING RANGE, BATTING CAGE, PICNIC AREAS
THE BROKEN CHANDELIER	W204N11912 GOLDENDALE RD	"Class B" / Class "B" Liquor & Beer	FRONT PORCH & HORSESHOE AREA
THE FLORIAN	N111W18611 MEQUON RD	"Class B" / Class "B" Liquor & Beer	DECK, ADJACENT SIDEWALKS, AREA AROUND POND
THE PRECINCT	W161N11629 CHURCH ST	"Class B" / Class "B" Liquor & Beer	SOUTHERN PATIO AND CONNECTING 35'5"X23' GRASS AREA
RELISH SUPPER CLUB	N116W15841 MAIN ST	"Class B" / Class "B" Liquor & Beer	ELEVATED DECK SOUTH SIDE
TINY T'S	W157N11638 FOND DU LAC AVE	"Class B" / Class "B" Liquor & Beer	BACKYARD GREEN SPACE
TYBEE HOLDINGS	N116W16137 MAIN ST	"Class B" / Class "B" Liquor & Beer	CONCRETE PATIO, GRASS AREA ALONG MAIN ST SIDEWALK
VON ROTHENBURG BIER STUBE	N116W15863 MAIN ST	"Class B" / Class "B" Liquor & Beer	SOUTHERN FENCED-IN BEER GARDEN

**BUSINESS OF THE VILLAGE BOARD**

MEETING DATE: June 1, 2026

PLACEMENT: Action Item

ITEM TITLE: 2026-2027 Outdoor Entertainment Permit Applications for Annual Events (ACTION)

SUBMITTED BY: Kasie Miller, Chief Deputy Clerk

SUMMARY EXPLANATION:

The Clerk's Office has received seven (7) annual Outdoor Entertainment Permit applications:

1. Blackstone Creek Golf Club: Large TV and temporary projector screens for sporting events
2. Das Barrel Room: Amplified live music July 31-October 31, 2026 and March 1-June 30, 2027 on Thursdays 6PM-10PM, Fridays & Saturdays 1PM-10PM, and Sundays 1PM-6PM. TV and house music July 1-June 30th daily from 11AM-10PM.
3. The Florian: Amplified wedding music and vocals near outdoor gazebo, as booked by clients between 2:00 PM and 5:00 PM
4. Stags Tavern: Amplified live music, TV sports broadcasts, and radio in used May through October; Sunday - Saturday 11AM-10:00PM
5. Tiny T's: Amplified recorded music in backyard during normal hours of operation - Tuesday-Saturday 3:00 PM-Close; Sundays for Packer games/occasional private parties; 4th of July for the Parade
6. Von Rothenburg Bier Stube: Amplified live music 2-3 days per week from April 1-November 1, 2026; amplified radio during normal hours of operation - 11:00 AM - 10:00 PM
7. Old Germantown: Live music from June through September: Wednesdays & Thursdays 5 PM-8PM, and Saturdays & Sundays 1PM-5PM.

Police, Fire, and Community Development Departments have provided approval of these applications with recommended contingencies.

ATTACHMENT:

1. Blackstone Creek Golf Club Annual Outdoor Entertainment\_Redacted
2. Das Barrel Room Annual Outdoor Entertainment\_Redacted
3. Old Germantown Annual Outdoor Entertainment\_Redacted
4. The Florian Annual Outdoor Entertainment\_Redacted
5. Von Rothenberg Bier Stube Annual Outdoor Entertainment\_Redacted
6. Tiny Ts Annual Outdoor Entertainment\_Redacted
7. Stags Tavern Annual Outdoor Entertainment\_Redacted

STAFF RECOMMENDATION:

Approval of the annual Outdoor Entertainment Permit Applications contingent upon compliance with all provisions of the Zoning Code (Ch. 17) and Building Code (Ch. 14) and receipt of any zoning/building permits where applicable.

ACTION BY COMMITTEE:



N112 W17001 Mequon Road  
Germantown, WI 53022

Permit Year Runs: July 1st until June 30th

## OUTDOOR ENTERTAINMENT PERMIT APPLICATION

- Additional permits or approvals may be required by other Departments (sign permits, temporary use permits, building permits, electrical permits, liquor license, etc.). You are responsible for obtaining those permits prior to approval of this application. Contact Community Development at 250-4735 for further information.
- Approved annual permits are valid July 1 – June 30, or upon issuance. Temporary permits are valid during the dates identified on the Permit. If there are any changes to a previously approved permit application, an amended approval will be needed.
- **IF YOUR APPLICATION SHOULD BE DENIED BY THE VILLAGE BOARD, THE FEES ARE NON-REFUNDABLE.**

<input checked="" type="checkbox"/>	Annual Permit	\$200
<input type="checkbox"/>	Temporary Permit: 1 <sup>st</sup> and 2 <sup>nd</sup> Permits within <u>Permit Year</u>	\$0
<input type="checkbox"/>	Temporary Permit – 3 <sup>rd</sup> Permit and subsequent	\$75
<b>Total:</b>		

Applicant Name: Troy Schmidt Phone Number: [REDACTED] Email: [REDACTED]

Applicant Business Name (if applicable): Blackstone Creek Golf Club LTD

Applicant Business Street Address: N112 W17300 Mequon Rd City: Germantown State: WI Zip: 53022

Describe the area where the outdoor entertainment permit will be utilized, including the property address and a description of the area on the Property to be utilized. You MUST include a detailed, scale drawing of the area with dimensions, locations of speakers, televisions, performance location, and the like. Deck and patio located on the North side of Clubhouse - address is N112 W17300 Mequon Rd

Describe the hours of outdoor entertainment. For Temporary Permits, List Dates and Hours of Event. For Annual Permits, List Proposed Days and Hours of outdoor entertainment (e.g., Between June 1 and September 30, Fridays 4pm to 8pm, Saturdays Noon to 9 pm). You MUST include a detailed plan of operation setting forth the dates, hours, location, type and scope of the operation for all outdoor entertainment.  
Used during normal business hours

I hereby certify that the answers on this application are complete, true and correct to the best of my knowledge and belief and make application for an Outdoor Entertainment Permit in the Village of Germantown, Wisconsin, subject to the provisions and limitations of Wisconsin Statutes and Germantown Municipal Code, and hereby agree to comply with  
Troy Schmidt Date: 4-15-25 5/8/26 (15)

For Office Use Only: Date: 5/1/26 Initials: DM Amount Paid: 200 Receipt # R 1120-0094

Community Development Review: \_\_\_\_\_ Plan Commission Date (if applicable): \_\_\_\_\_

Police Chief Date Notified \_\_\_\_\_ Approve \_\_\_\_\_ or Deny \_\_\_\_\_ (Attach basis for denial). Police Chief or Designee: \_\_\_\_\_ Date: \_\_\_\_\_

Fire Chief Date Notified \_\_\_\_\_ Approve \_\_\_\_\_ or Deny \_\_\_\_\_ (Attach basis for denial). Fire Chief or Designee: \_\_\_\_\_ Date: \_\_\_\_\_

500 foot Notice Mailing date \_\_\_\_\_ Public Safety Meeting Date \_\_\_\_\_ Approved/Denied (Circle One)

Village Board Meeting Date \_\_\_\_\_ Approved/Denied (Circle One) Permit Number: \_\_\_\_\_ Village Clerk Approval: \_\_\_\_\_



→ Patio Area

→ Deck

### Outdoor entertainment Area:

- Deck is approximately 20x30ft and can hold about 25-30 ppl. Just North of the deck is an asphalt pad where we place tables. Seating for approximately 30- ppl. We have one large T.V. located on the deck. For special sporting events we will put up two projector screens for temporary viewing.

**OUTDOOR ENTERTAINMENT PERMIT APPLICATION**

- Additional permits or approvals may be required by other Departments (sign permits, temporary use permits, building permits, electrical permits, liquor license, etc.). You are responsible for obtaining those permits prior to approval of this application. Contact Community Development at 250-4735 for further information.
- Approved annual permits are valid July 1 – June 30, or upon issuance. Temporary permits are valid during the dates identified on the Permit. If there are any changes to a previously approved permit application, an amended approval will be needed.
- **IF YOUR APPLICATION SHOULD BE DENIED BY THE VILLAGE BOARD, THE FEES ARE NON-REFUNDABLE.**

<input checked="" type="checkbox"/>	Annual Permit	\$200
<input type="checkbox"/>	Temporary Permit: 1 <sup>st</sup> and 2 <sup>nd</sup> Permits within <u>Permit Year</u>	\$0
<input type="checkbox"/>	Temporary Permit – 3 <sup>rd</sup> Permit and subsequent	\$75
	<b>Total:</b>	<b>\$200</b>

Applicant Name Mark Brooks Phone Number [REDACTED] Email [REDACTED]

Applicant Business Name (if applicable)  
Das Barrel Room

Applicant Business Street Address W201N10466 Appleton Ave City Germantown State WI Zip 53022

Describe the area where the outdoor entertainment permit will be utilized, including the property address and a description of the area on the Property to be utilized. You MUST include a detailed, scale drawing of the area with dimensions, locations of speakers, televisions, performance location, and the like.  
Deck in back of building and lawn area beyond the deck. Live music performed on the stage in the NW corner of the deck. Two Tv's, (1) under the roof at the back of the stage and 1 under the gazebo on the NE corner of the deck. Speakers on and around the stage and on the permanent wall along the north side of the deck facing the deck. 2 small speakers on the back side of the building facing the deck.

Describe the hours of outdoor entertainment. For Temporary Permits, List Dates and Hours of Event. For Annual Permits, List Proposed Days and Hours of outdoor entertainment (e.g., Between June 1 and September 30, Fridays 4pm to 8pm, Saturdays Noon to 9 pm). You MUST include a detailed plan of operation setting forth the dates, hours, location, type and scope of the operation for all outdoor entertainment.  
Live music between July 1<sup>st</sup> and October 31<sup>st</sup> and between March 1<sup>st</sup> and June 30<sup>th</sup>. Thursday's 6-10pm, Friday's 1-10pm, Saturday's 1-10pm & Sundays 1-6pm. Tv & house music 11am - 10pm daily from July 1<sup>st</sup> to June 30<sup>th</sup>.

I hereby certify that the answers on this application are complete, true and correct to the best of my knowledge and belief and make application for an Outdoor Entertainment Permit in the Village of Germantown, Wisconsin, subject to the provisions and limitations of Wisconsin Statutes and Germantown Municipal Code, and hereby agree to comply with  
Mark A. Brooks 5-6-26  
 Applicant Date

For Office Use Only: Date: \_\_\_\_\_ Initials: \_\_\_\_\_ Amount Paid: \_\_\_\_\_ Receipt # 1120-0070  
 Community Development Review: \_\_\_\_\_ Plan Commission Date (if applicable): \_\_\_\_\_  
 Police Chief Date Notified \_\_\_\_\_ Approve \_\_\_\_\_ or Deny \_\_\_\_\_ (Attach basis for denial). Police Chief or Designee: \_\_\_\_\_ Date: \_\_\_\_\_  
 Fire Chief Date Notified \_\_\_\_\_ Approve \_\_\_\_\_ or Deny \_\_\_\_\_ (Attach basis for denial). Fire Chief or Designee: \_\_\_\_\_ Date: \_\_\_\_\_  
 500 foot Notice Mailing date \_\_\_\_\_ Public Safety Meeting Date \_\_\_\_\_ Approved/Denied (Circle One)  
 Village Board Meeting Date \_\_\_\_\_ Approved/Denied (Circle One) Permit Number: \_\_\_\_\_ Village Clerk Approval: \_\_\_\_\_

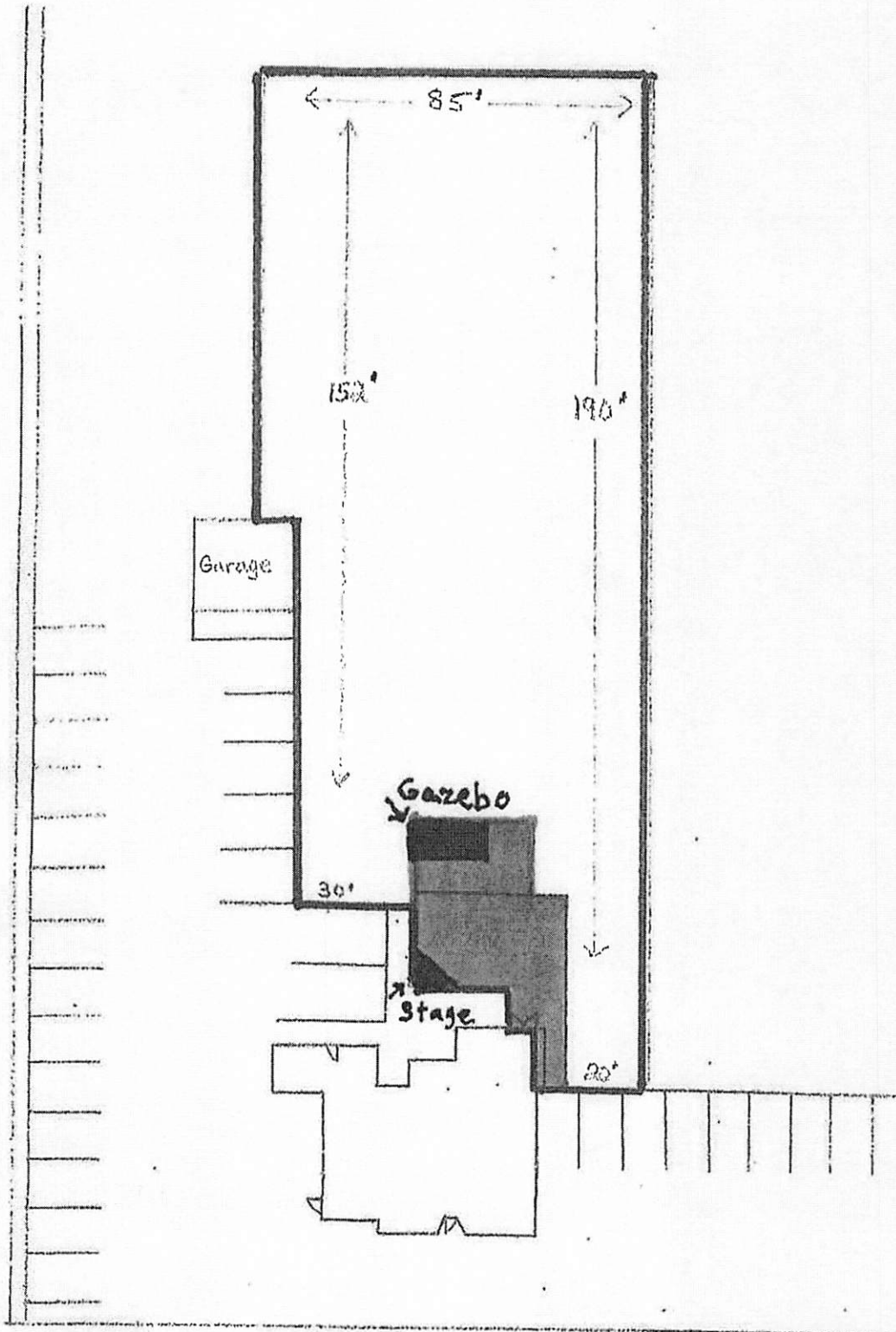
# Das Barrel Room

Location: W201N10466 Appleton Ave

Extension of premise Map

premise extension

Description: "Class B" Premise Area to be extended to the outlined area in Blue. Green area is a deck.





### OUTDOOR ENTERTAINMENT PERMIT APPLICATION

- Additional permits or approvals may be required by other Departments (sign permits, temporary use permits, building permits, electrical permits, liquor license, etc.). You are responsible for obtaining those permits prior to approval of this application. Contact Community Development at 250-4735 for further information.
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- **IF YOUR APPLICATION SHOULD BE DENIED BY THE VILLAGE BOARD, THE FEES ARE NON-REFUNDABLE.**

<input checked="" type="checkbox"/>	Annual Permit	\$200
<input type="checkbox"/>	Temporary Permit: 1 <sup>st</sup> and 2 <sup>nd</sup> Permits within <u>Permit Year</u>	\$0
<input type="checkbox"/>	Temporary Permit – 3 <sup>rd</sup> Permit and subsequent	\$75
	<b>Total:</b>	<b>200</b>

Applicant Name Scott Sommer Phone Number [Redacted] Email [Redacted]

Applicant Business Name (if applicable) 012 GERMANTOWN

Applicant Business Street Address W178N12696 Pleasant View Dr City Germantown State WI Zip 53022

Describe the area where the outdoor entertainment permit will be utilized, including the property address and a description of the area on the Property to be utilized. You MUST include a detailed, scale drawing of the area with dimensions, locations of speakers, televisions, performance location, and the like.  
Same as last year area of restaurant patio see attached Area same as last year (2025) per

Describe the hours of outdoor entertainment. For Temporary Permits, List Dates and Hours of Event. For Annual Permits, List Proposed Days and Hours of outdoor entertainment (e.g., Between June 1 and September 30, Fridays 4pm to 8pm, Saturdays Noon to 9 pm). You MUST include a detailed plan of operation setting forth the dates, hours, location, type and scope of the operation for all outdoor entertainment.  
6/1/26 - 9/30/26  
Saturday/Sunday 1-5pm  
Monday 5-8pm Wednesdays 5-8pm

I hereby certify that the answers on this application are complete, true and correct to the best of my knowledge and belief and make application for an Outdoor Entertainment Permit in the Village of Germantown, Wisconsin, subject to the provisions and limitations of Wisconsin Statutes and Germantown Municipal Code, and hereby agree to comply with  
Scott Sommer 5/8/26  
 Applicant Date

For Office Use Only: Date: 5-8-26 Initials: ICM Amount Paid: 200 Receipt # 1120-054

Community Development Review: \_\_\_\_\_ Plan Commission Date (if applicable): \_\_\_\_\_

Police Chief Date Notified \_\_\_\_\_ Approve \_\_\_\_\_ or Deny \_\_\_\_\_ (Attach basis for denial). Police Chief or Designee: \_\_\_\_\_ Date: \_\_\_\_\_

Fire Chief Date Notified \_\_\_\_\_ Approve \_\_\_\_\_ or Deny \_\_\_\_\_ (Attach basis for denial). Fire Chief or Designee: \_\_\_\_\_ Date: \_\_\_\_\_

500 foot Notice Mailing date \_\_\_\_\_ Public Safety Meeting Date \_\_\_\_\_ Approved/Denied (Circle One)

Village Board Meeting Date \_\_\_\_\_ Approved/Denied (Circle One) Permit Number: \_\_\_\_\_ Village Clerk Approval: \_\_\_\_\_

## OUTDOOR ENTERTAINMENT PERMIT

### POLICY & PROCEDURE

1. An Outdoor Entertainment Permit is required when the following types of entertainment are provided, wholly or in any part, including fixtures, attendees, and sound systems, outside of a fully enclosed permanent structure:
  - a. Amplified or non-amplified music, including live singers, musicians, bands, or orchestras, recorded music, karaoke, juke boxes, live DJ's, background music, radios, and the like.
  - b. Audio-visual broadcasts, including the presentation of live televised events such as a sporting event, television shows, movies and the like.
2. There are two types of outdoor entertainment permits:
  - a. Annual Permit: Allows the permittee to provide outdoor entertainment outside an enclosed structure during specified hours. The permit period is July 1 through June 30, with each year requiring a new permit.
  - b. Temporary Permit: Allows the permittee to provide activities outside an enclosed structure during a specified period or periods for special, limited occurrences.
3. Permit applications must be accompanied by a site plan and a scaled drawing or map showing the location of all speakers, televisions, performance locations, and the like.
4. Permit applications must be accompanied by a detailed plan of operation setting forth the dates, hours, location, type and scope of the operation for all outdoor entertainment activities. A complete plan of operation should include, as applicable: a description of the type of entertainment to be offered, a security plan (including the number of security personnel, how they will be utilized, how they are identified, etc.), a plan to handle control and clearance of the parking lot during hours of operation and at closing time, a plan for unruly patrons, intoxicated patrons, and physical disturbances, a plan of how alcohol sales and consumption will be addressed, a plan for litter and noise complaints, and contact information for an individual to address complaints at times entertainment is ongoing.
5. NO ALCOHOL BEVERAGES shall be served or consumed without appropriate licenses or permits.
6. All applications shall be referred to the Police Chief and Fire Chief for review and recommendation.
7. All property owners within 500 feet of the property to be subject to an Outdoor Entertainment Permit shall be notified of the pendency of application and the date(s), time(s) and location, when the request will be considered by the Public Safety Committee. This shall be done by first class mail, at least 15 days prior to the scheduled meeting.
8. The Public Safety Committee shall review the request, consider the recommendations of the Police and Fire Chiefs, and make a recommendation to the Village Board regarding issuance. The Village Board may impose conditions and restrictions on the permit found to be necessary to minimize the impact of the outdoor entertainment upon surrounding properties including limiting the dates and times of activities and requiring technologically reasonable steps to minimize noise and other impacts.

Old Germantown Outdoor Music Patio Area



Favilion  
area



## OUTDOOR ENTERTAINMENT PERMIT APPLICATION

- Additional permits or approvals may be required by other Departments (sign permits, temporary use permits, building permits, electrical permits, liquor license, etc.). You are responsible for obtaining those permits prior to approval of this application. Contact Community Development at 250-4735 for further information.
- Approved annual permits are valid July 1 – June 30, or upon issuance. Temporary permits are valid during the dates identified on the Permit. If there are any changes to a previously approved permit application, an amended approval will be needed.
- **IF YOUR APPLICATION SHOULD BE DENIED BY THE VILLAGE BOARD, THE FEES ARE NON-REFUNDABLE.**

<input checked="" type="checkbox"/>	Annual Permit	\$200
<input type="checkbox"/>	Temporary Permit: 1 <sup>st</sup> and 2 <sup>nd</sup> Permits within <u>Permit Year</u>	\$0
<input type="checkbox"/>	Temporary Permit – 3 <sup>rd</sup> Permit and subsequent	\$75
<b>Total:</b>		<b>\$275</b>

Applicant Name Ryan J Rahl	Phone Number [REDACTED]	Email [REDACTED]
Applicant Business Name (if applicable) Florian Park Inc.		
Applicant Business Street Address N111W18611 Mequon Rd.	City Germantown	State WI
		Zip 53022

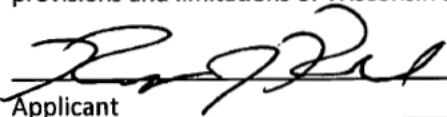
Describe the area where the outdoor entertainment permit will be utilized, including the property address and a description of the area on the Property to be utilized. You MUST include a detailed, scale drawing of the area with dimensions, locations of speakers, televisions, performance location, and the like.

The area located around the pond for hosting wedding ceremonies. This permit will be used to play entrance music and for an officiant to conduct a wedding ceremony.

Describe the hours of outdoor entertainment. For Temporary Permits, List Dates and Hours of Event. For Annual Permits, List Proposed Days and Hours of outdoor entertainment (e.g., Between June 1 and September 30, Fridays 4pm to 8pm, Saturdays Noon to 9 pm). You MUST include a detailed plan of operation setting forth the dates, hours, location, type and scope of the operation for all outdoor entertainment.

Various Friday, Saturday and Sundays throughout the year between the hours of 2:00pm and 5:00pm.

I hereby certify that the answers on this application are complete, true and correct to the best of my knowledge and belief and make application for an Outdoor Entertainment Permit in the Village of Germantown, Wisconsin, subject to the provisions and limitations of Wisconsin Statutes and Germantown Municipal Code, and hereby agree to comply with

 \_\_\_\_\_ Date 5/12/26

*For Office Use Only:* Date: \_\_\_\_\_ Initials: \_\_\_\_\_ Amount Paid: \_\_\_\_\_ Receipt # \_\_\_\_\_

Community Development Review: \_\_\_\_\_ Plan Commission Date (if applicable): \_\_\_\_\_

Police Chief Date Notified \_\_\_\_\_ Approve \_\_\_\_\_ or Deny \_\_\_\_\_ (Attach basis for denial). Police Chief or Designee: \_\_\_\_\_ Date: \_\_\_\_\_

Fire Chief Date Notified \_\_\_\_\_ Approve \_\_\_\_\_ or Deny \_\_\_\_\_ (Attach basis for denial). Fire Chief or Designee: \_\_\_\_\_ Date: \_\_\_\_\_

500 foot Notice Mailing date \_\_\_\_\_ Public Safety Meeting Date \_\_\_\_\_ Approved/Denied (Circle One)

Village Board Meeting Date \_\_\_\_\_ Approved/Denied (Circle One) Permit Number: \_\_\_\_\_ Village Clerk Approval: \_\_\_\_\_

# Washington County, WI



5/13/2026, 9:41:11 AM

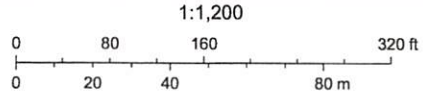
- Address Point
- Road Centerline STH, CTH
- State Highway
- Current Parcel

- Parcel Taxkey & Acreage
- Certified Survey Number
- Lot Number

- Local Road Labels
- Local Road
- Municipality
- - - Right-of-Way

- Plat
- Certified Survey Map
- Lot
- PLSS Quarter
- PLSS Section

- PLSS Boundary
- Ortho2024
- Red: Red
- Green: Green
- Blue: Blue



**OUTDOOR ENTERTAINMENT PERMIT APPLICATION**

- Additional permits or approvals may be required by other Departments (sign permits, temporary use permits, building permits, electrical permits, liquor license, etc.). You are responsible for obtaining those permits prior to approval of this application. Contact Community Development at 250-4735 for further information.
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- **IF YOUR APPLICATION SHOULD BE DENIED BY THE VILLAGE BOARD, THE FEES ARE NON-REFUNDABLE.**

<input checked="" type="checkbox"/>	Annual Permit	\$200
<input type="checkbox"/>	Temporary Permit: 1 <sup>st</sup> and 2 <sup>nd</sup> Permits within <u>Permit Year</u>	\$0
<input type="checkbox"/>	Temporary Permit – 3 <sup>rd</sup> Permit and subsequent	\$75
<b>Total:</b>		200

Applicant Name <b>Shaun Bowe</b>	Phone Number [REDACTED]	Email [REDACTED]
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Applicant Business Name (if applicable) <b>Von Rothenburg Bier Stube</b>
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Applicant Business Street Address <b>N116W15861 Main St</b>	City <b>Germantown</b>	State <b>WI</b>	Zip <b>53022</b>
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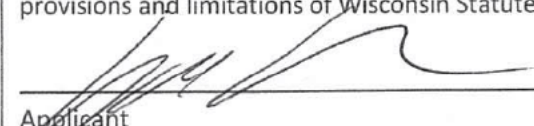
Describe the area where the outdoor entertainment permit will be utilized, including the property address and a description of the area on the Property to be utilized. You MUST include a detailed, scale drawing of the area with dimensions, locations of speakers, televisions, performance location, and the like.

**See Attached**

Describe the hours of outdoor entertainment. For Temporary Permits, List Dates and Hours of Event. For Annual Permits, List Proposed Days and Hours of outdoor entertainment (e.g., Between June 1 and September 30, Fridays 4pm to 8pm, Saturdays Noon to 9 pm). You MUST include a detailed plan of operation setting forth the dates, hours, location, type and scope of the operation for all outdoor entertainment.

**See Attached**

I hereby certify that the answers on this application are complete, true and correct to the best of my knowledge and belief and make application for an Outdoor Entertainment Permit in the Village of Germantown, Wisconsin, subject to the provisions and limitations of Wisconsin Statutes and Germantown Municipal Code, and hereby agree to comply with


04/28/2026  
 Applicant Date

For Office Use Only: Date: \_\_\_\_\_ Initials: \_\_\_\_\_ Amount Paid: \_\_\_\_\_ Receipt # \_\_\_\_\_

Community Development Review: \_\_\_\_\_ Plan Commission Date (if applicable): \_\_\_\_\_

Police Chief Date Notified \_\_\_\_\_ Approve \_\_\_ or Deny \_\_\_ (Attach basis for denial). Police Chief or Designee: \_\_\_\_\_ Date: \_\_\_\_\_

Fire Chief Date Notified \_\_\_\_\_ Approve \_\_\_ or Deny \_\_\_ (Attach basis for denial). Fire Chief or Designee: \_\_\_\_\_ Date: \_\_\_\_\_

500 foot Notice Mailing date \_\_\_\_\_ Public Safety Meeting Date \_\_\_\_\_ Approved/Denied (Circle One)

Village Board Meeting Date \_\_\_\_\_ Approved/Denied (Circle One) Permit Number: \_\_\_\_\_ Village Clerk Approval: \_\_\_\_\_

**Describe the area..:**

No changes from last year. Beer Garden behind Von Rotherburg Bier Stube located at N116W15841 Main St Germantown, WI 53022.

The bands set up on or next to the stage depending on size. The stage faces North towards the Von Rothenburg Bier Stube building. There are 6 small speakers located in the beer garden.

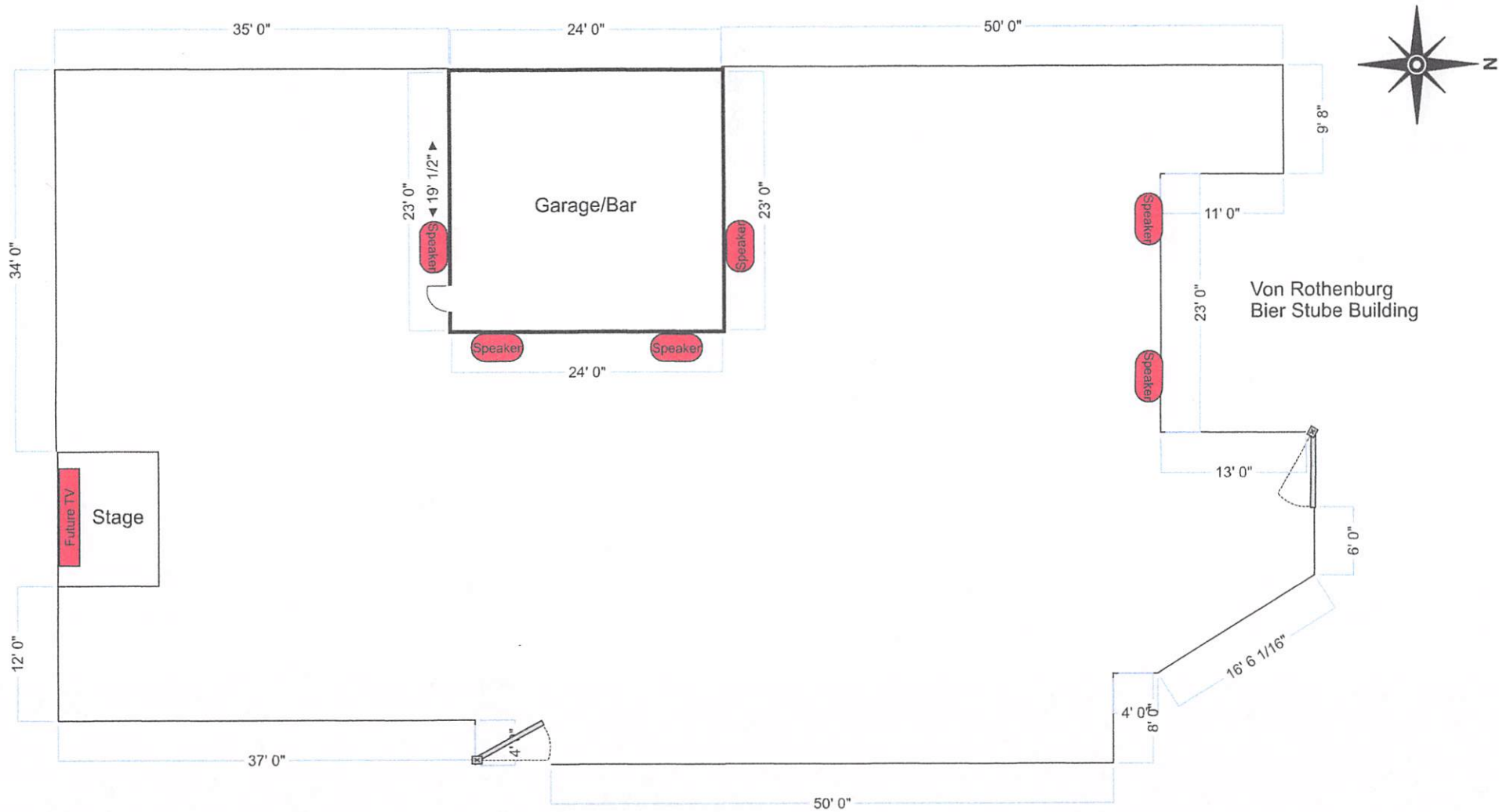
See attached scale drawing

**Describe the hours..:**

No changes from last year. Between April 1st and November 1st

- Live music outdoors between the hours of 11am and 9pm.
- Radio music until 10pm

We typically have music 2-3 days/week during the summer months. Fridays are typically 4pm-8pm, Saturdays are typically 3pm-7pm. Sundays are typically 12pm-3pm. About half of the bands are amplified and the rest are just using instruments.





### OUTDOOR ENTERTAINMENT PERMIT APPLICATION

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- Approved annual permits are valid July 1 – June 30, or upon issuance. Temporary permits are valid during the dates identified on the Permit. If there are any changes to a previously approved permit application, an amended approval will be needed.
- **IF YOUR APPLICATION SHOULD BE DENIED BY THE VILLAGE BOARD, THE FEES ARE NON-REFUNDABLE.**

<input checked="" type="checkbox"/>	Annual Permit	\$200
<input type="checkbox"/>	Temporary Permit: 1 <sup>st</sup> and 2 <sup>nd</sup> Permits within <u>Permit Year</u>	\$0
<input type="checkbox"/>	Temporary Permit – 3 <sup>rd</sup> Permit and subsequent	\$75
	<b>Total:</b>	<b>\$200</b>

Applicant Name <u>Shawn Frank</u>	Phone Number [REDACTED]	Email [REDACTED]
Applicant Business Name (if applicable) <u>Tiny TS LLC.</u>		
Applicant Business Street Address <u>W157 W11638 Fond du Lac Ave.</u>	City <u>Germantown</u>	State <u>WI</u>
		Zip <u>53022</u>

Describe the area where the outdoor entertainment permit will be utilized, including the property address and a description of the area on the Property to be utilized. You MUST include a detailed, scale drawing of the area with dimensions, locations of speakers, televisions, performance location, and the like.  
Backyard green space. Phone music on blue tooth speakers.

Describe the hours of outdoor entertainment. For Temporary Permits, List Dates and Hours of Event. For Annual Permits, List Proposed Days and Hours of outdoor entertainment (e.g., Between June 1 and September 30, Fridays 4pm to 8pm, Saturdays Noon to 9 pm). You MUST include a detailed plan of operation setting forth the dates, hours, location, type and scope of the operation for all outdoor entertainment.  
cornhole / bag outside leagues in backyard. backyard sitting on occasion. July 4<sup>th</sup> celebration outside. Tues-Sat: 3pm-close + Sunday Packers games + Sunday private parties on occasion

I hereby certify that the answers on this application are complete, true and correct to the best of my knowledge and belief and make application for an Outdoor Entertainment Permit in the Village of Germantown, Wisconsin, subject to the provisions and limitations of Wisconsin Statutes and Germantown Municipal Code, and hereby agree to comply with

Shawn Frank \_\_\_\_\_ 5-11-26 \_\_\_\_\_  
Applicant Date

For Office Use Only: Date: \_\_\_\_\_ Initials: \_\_\_\_\_ Amount Paid: \_\_\_\_\_ Receipt # \_\_\_\_\_

Community Development Review: \_\_\_\_\_ Plan Commission Date (if applicable): \_\_\_\_\_

Police Chief Date Notified \_\_\_\_\_ Approve \_\_\_\_\_ or Deny \_\_\_\_\_ (Attach basis for denial). Police Chief or Designee: \_\_\_\_\_ Date: \_\_\_\_\_

Fire Chief Date Notified \_\_\_\_\_ Approve \_\_\_\_\_ or Deny \_\_\_\_\_ (Attach basis for denial). Fire Chief or Designee: \_\_\_\_\_ Date: \_\_\_\_\_

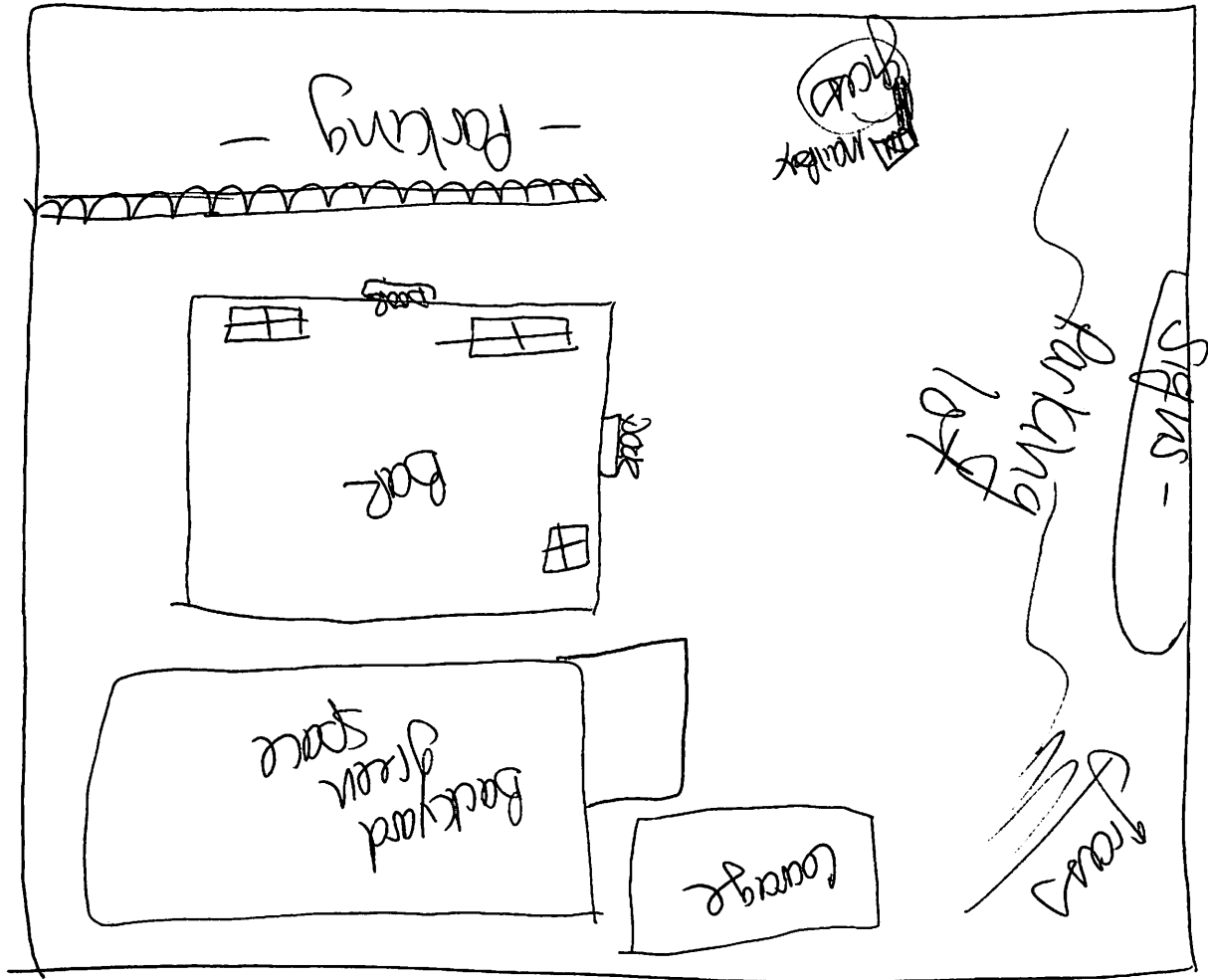
500 foot Notice Mailing date \_\_\_\_\_ Public Safety Meeting Date \_\_\_\_\_ Approved/Denied (Circle One)

Village Board Meeting Date \_\_\_\_\_ Approved/Denied (Circle One) Permit Number: \_\_\_\_\_ Village Clerk Approval: \_\_\_\_\_

## **OUTDOOR ENTERTAINMENT PERMIT**

### **POLICY & PROCEDURE**

1. An Outdoor Entertainment Permit is required when the following types of entertainment are provided, wholly or in any part, including fixtures, attendees, and sound systems, outside of a fully enclosed permanent structure:
  - a. Amplified or non-amplified music, including live singers, musicians, bands, or orchestras, recorded music, karaoke, juke boxes, live DJ's, background music, radios, and the like.
  - b. Audio-visual broadcasts, including the presentation of live televised events such as a sporting event, television shows, movies and the like.
2. There are two types of outdoor entertainment permits:
  - a. Annual Permit: Allows the permittee to provide outdoor entertainment outside an enclosed structure during specified hours. The permit period is July 1 through June 30, with each year requiring a new permit.
  - b. Temporary Permit: Allows the permittee to provide activities outside an enclosed structure during a specified period or periods for special, limited occurrences.
3. Permit applications must be accompanied by a site plan and a scaled drawing or map showing the location of all speakers, televisions, performance locations, and the like.
4. Permit applications must be accompanied by a detailed plan of operation setting forth the dates, hours, location, type and scope of the operation for all outdoor entertainment activities. A complete plan of operation should include, as applicable: a description of the type of entertainment to be offered, a security plan (including the number of security personnel, how they will be utilized, how they are identified, etc.), a plan to handle control and clearance of the parking lot during hours of operation and at closing time, a plan for unruly patrons, intoxicated patrons, and physical disturbances, a plan of how alcohol sales and consumption will be addressed, a plan for litter and noise complaints, and contact information for an individual to address complaints at times entertainment is ongoing.
5. NO ALCOHOL BEVERAGES shall be served or consumed without appropriate licenses or permits.
6. All applications shall be referred to the Police Chief and Fire Chief for review and recommendation.
7. All property owners within 500 feet of the property to be subject to an Outdoor Entertainment Permit shall be notified of the pendency of application and the date(s), time(s) and location, when the request will be considered by the Public Safety Committee. This shall be done by first class mail, at least 15 days prior to the scheduled meeting.
8. The Public Safety Committee shall review the request, consider the recommendations of the Police and Fire Chiefs, and make a recommendation to the Village Board regarding issuance. The Village Board may impose conditions and restrictions on the permit found to be necessary to minimize the impact of the outdoor entertainment upon surrounding properties including limiting the dates and times of activities and requiring technologically reasonable steps to minimize noise and other impacts.



Tiny Ts, LLC.  
 15157 Alvarado Fendular Ave.  
 Germantown, WI 53022

**Village of Germantown**

Location: Village Hall N112W17001 Mequon Rd

Extension of Premise -EXAMPLE MAP ONLY

Description: "Class B" Premise Area to be extended to the outlined area in red. Orange Square is a Tent (approx. 15'x30')



## OUTDOOR ENTERTAINMENT PERMIT APPLICATION

- Additional permits or approvals may be required by other Departments (sign permits, temporary use permits, building permits, electrical permits, liquor license, etc.). You are responsible for obtaining those permits prior to approval of this application. Contact Community Development at 250-4735 for further information.
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- **IF YOUR APPLICATION SHOULD BE DENIED BY THE VILLAGE BOARD, THE FEES ARE NON-REFUNDABLE.**

<input checked="" type="checkbox"/>	Annual Permit	\$200
<input type="checkbox"/>	Temporary Permit: 1 <sup>st</sup> and 2 <sup>nd</sup> Permits within <i>Permit Year</i>	\$0
<input type="checkbox"/>	Temporary Permit – 3 <sup>rd</sup> Permit and subsequent	\$75
<b>Total:</b>		<b>\$ 200</b>

Applicant Name <i>The Goose Is Loose LLC</i>	Phone Number [REDACTED]	Email [REDACTED]
Applicant Business Name (if applicable) <i>Stags Tavern</i>		
Applicant Business Street Address <i>W187 N12793 Fond du Lac Ave</i>	City <i>Germantown</i>	State <i>WI</i>
		Zip <i>53022</i>

Describe the area where the outdoor entertainment permit will be utilized, including the property address and a description of the area on the Property to be utilized. You MUST include a detailed, scale drawing of the area with dimensions, locations of speakers, televisions, performance location, and the like. *Area to be used / Patios next to building / volleyball patio area & court*  
*Same area as 2025*

Describe the hours of outdoor entertainment. For Temporary Permits, List Dates and Hours of Event. For Annual Permits, List Proposed Days and Hours of outdoor entertainment (e.g., Between June 1 and September 30, Fridays 4pm to 8pm, Saturdays Noon to 9 pm). You MUST include a detailed plan of operation setting forth the dates, hours, location, type and scope of the operation for all outdoor entertainment.  
*May - October 2026 11am - 10pm 7 days per week*  
*\*New adjusted hours for business from 2025 to 2026*

I hereby certify that the answers on this application are complete, true and correct to the best of my knowledge and belief and make application for an Outdoor Entertainment Permit in the Village of Germantown, Wisconsin, subject to the provisions and limitations of Wisconsin Statutes and Germantown Municipal Code, and hereby agree to comply with

\_\_\_\_\_  
 Applicant 5-8-26  
Date

For Office Use Only: Date: <i>5/8/26</i> Initials: <i>ICM</i> Amount Paid: <i>200</i> Receipt #: <i>1170-0067</i>
Community Development Review: _____ Plan Commission Date (if applicable): _____
Police Chief Date Notified _____ Approve _____ or Deny _____ (Attach basis for denial). Police Chief or Designee: _____ Date: _____
Fire Chief Date Notified _____ Approve _____ or Deny _____ (Attach basis for denial). Fire Chief or Designee: _____ Date: _____
500 foot Notice Mailing date _____ Public Safety Meeting Date _____ Approved/Denied (Circle One)
Village Board Meeting Date _____ Approved/Denied (Circle One) Permit Number: _____ Village Clerk Approval: _____

## **OUTDOOR ENTERTAINMENT PERMIT**

### **POLICY & PROCEDURE**

1. An Outdoor Entertainment Permit is required when the following types of entertainment are provided, wholly or in any part, including fixtures, attendees, and sound systems, outside of a fully enclosed permanent structure:
  - a. Amplified or non-amplified music, including live singers, musicians, bands, or orchestras, recorded music, karaoke, juke boxes, live DJ's, background music, radios, and the like.
  - b. Audio-visual broadcasts, including the presentation of live televised events such as a sporting event, television shows, movies and the like.
2. There are two types of outdoor entertainment permits:
  - a. Annual Permit: Allows the permittee to provide outdoor entertainment outside an enclosed structure during specified hours. The permit period is July 1 through June 30, with each year requiring a new permit.
  - b. Temporary Permit: Allows the permittee to provide activities outside an enclosed structure during a specified period or periods for special, limited occurrences.
3. Permit applications must be accompanied by a site plan and a scaled drawing or map showing the location of all speakers, televisions, performance locations, and the like.
4. Permit applications must be accompanied by a detailed plan of operation setting forth the dates, hours, location, type and scope of the operation for all outdoor entertainment activities. A complete plan of operation should include, as applicable: a description of the type of entertainment to be offered, a security plan (including the number of security personnel, how they will be utilized, how they are identified, etc.), a plan to handle control and clearance of the parking lot during hours of operation and at closing time, a plan for unruly patrons, intoxicated patrons, and physical disturbances, a plan of how alcohol sales and consumption will be addressed, a plan for litter and noise complaints, and contact information for an individual to address complaints at times entertainment is ongoing.
5. NO ALCOHOL BEVERAGES shall be served or consumed without appropriate licenses or permits.
6. All applications shall be referred to the Police Chief and Fire Chief for review and recommendation.
7. All property owners within 500 feet of the property to be subject to an Outdoor Entertainment Permit shall be notified of the pendency of application and the date(s), time(s) and location, when the request will be considered by the Public Safety Committee. This shall be done by first class mail, at least 15 days prior to the scheduled meeting.
8. The Public Safety Committee shall review the request, consider the recommendations of the Police and Fire Chiefs, and make a recommendation to the Village Board regarding issuance. The Village Board may impose conditions and restrictions on the permit found to be necessary to minimize the impact of the outdoor entertainment upon surrounding properties including limiting the dates and times of activities and requiring technologically reasonable steps to minimize noise and other impacts.

## **Outdoor Entertainment Plan / Operations for Stags Tavern**

Stags Tavern is excited to present our Outdoor Entertainment Plan for the upcoming season, running from May 20 to October 30, weather permitting. This plan outlines our proposed schedule, types of entertainment, operational hours, and our commitment to maintaining a clean and safe environment for all patrons and the surrounding community.

### **Entertainment Schedule**

- Dates: May 20 – October 30 (Weather Permitting)
- Hours of Operation:
  - Friday and Saturday, and Holiday Weekdays (e.g., Memorial Day) 11:00 AM – 9:30 PM
  - Monday through Thursday: 4:00 PM – 9:30 PM
- Types of Entertainment:
  - Live music and acoustic performances
  - Televisions broadcasting live sports events
  - Radio playing a variety of music

### **Locations**

- Entertainment will be located by the volleyball courts and all outdoor seating areas.

### **Commitment to Safety and Conduct**

Stags Tavern has established strict policies regarding patron behavior. We do not tolerate any disorderly conduct or offensive behavior. Any individual engaging in such behavior will be promptly escorted off the property to ensure the safety and enjoyment of all guests.

### **Past Experience and Community Relations**

We have successfully hosted outdoor entertainment in the past without any complaints. Our commitment to providing a safe and enjoyable atmosphere is paramount, and we take great care to minimize any disturbances to our neighbors and local farmers.

### **Cleanliness and Litter Management**

Maintaining a clean environment is a top priority for Stags Tavern. To achieve this, we have implemented the following measures:

- Trash Management: We have clearly marked trash bins placed throughout the outdoor area.

- Ongoing Cleanup: Our servers will be actively engaged in monitoring the area, promptly collecting empty food and beverage containers to prevent litter accumulation.
- Post-Event Cleanup: After each event, a thorough cleanup will be conducted to ensure the area is left in pristine condition.

### **Complaint Management**

We are committed to addressing any concerns that may arise regarding our outdoor entertainment. Should any issues occur, we will work diligently to find reasonable solutions. We have provided contact information for patrons and neighbors to express their concerns, ensuring that we remain responsive and attentive to the community's needs.

Stags Tavern is dedicated to providing a vibrant and enjoyable outdoor entertainment experience while prioritizing the safety and satisfaction of our patrons and the surrounding community. We appreciate your consideration of our Outdoor Entertainment Permit application and look forward to a successful season of live performances and community engagement.

Thank you for your attention to this plan. We are excited about the opportunity to continue contributing positively to the Germantown community.



**Stags Tavern Point of Contact**

**Nicki Saxon**



## BUSINESS OF THE VILLAGE BOARD

MEETING DATE: June 1, 2026

PLACEMENT: Action Item

ITEM TITLE: EKM Moose Lodge #1238, Agent for Royal Order of Moose, Property Owner, at W198 N10217 Appleton Avenue - Application to amend Conditional Use Permit No. 07-2011 to revise restrictions on overnight camping on the Moose Lodge property from April 15 through October 15 annually. (ACTION)

SUBMITTED BY: Jeff Retzlaff, Community Dev. Director

### SUMMARY EXPLANATION:

The Eastern Kettle Moraine Moose Lodge #1238 is requesting amendments to Conditional Use Permit No. 07-2011 to remove existing restrictions on overnight camping and parking of RV's, trailers, etc. by club members on the property located at W198 N10217 Appleton Avenue. As a service to their members nationwide, many Moose Lodges throughout the U.S. allow members to park vehicles on their properties for short-term overnight visits while visiting and/or passing through the community. In 2011, the Village granted conditional use permit approval that enables Moose Lodge members to park vehicles on the property on a short-term overnight basis in the spring and summer months of the year. In 2013, CUP #07-2011 was amended to limit the overnight parking of vehicles for Moose Lodge members up to three (3) days per vehicle per month during the months of March through September. Further, the number of vehicles that can park overnight is limited to a maximum of eight (8) vehicles on the property at any one time.

At this time, the Moose Lodge is requesting that the 3-day limit per vehicle be removed and the seasonal duration for overnight parking be revised to April 15 to October 15 each year.

***NOTE: In response to the Plan Commission's recommendation (see below), Dan Hauner, representing the Moose Lodge, has submitted a follow-up (undated) letter further requesting revisions and deletions of certain conditions recommended by the Plan Commission (copy included in packet).***

### ATTACHMENT:

1. DRAFT CUP# 06-2026-MOOSE -6-1-26
2. Dan Launer Letter-MOOSE LODGE CAMPING CUP-5-28-26
3. STAFF REPORT\_MOOSE LODGE CUP 7-11 AMENDMENT
4. MOOSE LODGE-CUP AMEND APPLICATION
5. CUP#07-2011 EASTERN KETTLE MORAINE MOOSE LODGE-2013
6. MOOSE RESPONSE LETTER-EMAIL-5-1-26
7. DRAFT PC Minutes - Moose Lodge 5-11-26
8. Moose Lodge 1238 - CUP PH Notice 05.11.26

STAFF RECOMMENDATION:

**STAFF RECOMMENDATION:**

Staff DOES NOT support removing the 3-day limit, but DOES support changing the seasonal time period to April 15 through October 15. Staff further recommends that certain conditions in the CUP be revised, and new conditions added to address the following concerns: (1) sanitary waste disposal; (2) permanent bathroom, shower, sink & toilet facilities for campers on a 24/7 basis; (3) maintaining a Moose Lodge guest log; (4) posting emergency contact information for Moose Lodge guests; and (5) removal of a shipping container (no permitted under the Zoning Code).

ACTION BY COMMITTEE:

**PLAN COMMISSION RECOMMENDATION:**

**APPROVE** an amendment to Conditional Use Permit No. 07-2011 to continue to allow the short-term overnight parking of vehicles by Moose Lodge members on the property located at W198 N10217 Appleton Avenue subject to eight (8) conditions (see draft CUP document for recommended conditions of approval).

**CUP # 06-2026**

Document No.

**CONDITIONAL USE PERMIT**

Document Title

VILLAGE OF GERMANTOWN, WASHINGTON COUNTY, WISCONSIN  
CONDITIONAL USE ZONING PERMIT

Whereas:

**EASTERN KETTLE MORAINE MOOSE LODGE #1238,  
Applicant for the Loyal Order of Moose, Property Owner**

Does hereby agree to comply with applicable Codes and Ordinances of the Village of Germantown, Wisconsin, and further agrees that all work done pursuant to the permission granted herewith will conform with the applications and drawings filed with and approvals granted by officials of the Village for the purpose of obtaining this permit.

Now, therefore, this permit is issued to the Property Owner to allow seasonal overnight parking and lodging on the property described below pursuant to Section 17.29(3)(b) of the Village Zoning Code.

NOTE: THIS DOCUMENT AMENDS AND REPLACES  
CONDITIONLA USE PERMIT NO. 07-2011 (as amended)

Name & Return Address:

**Village of Germantown  
P.O. Box 337  
Germantown, WI 53022**

Parcel Identification No:

**GTNV\_302-967**

**On the following described property located in the Village of Germantown,  
Washington County, Wisconsin:**

BEING A 10.0 ACRE PARCEL LOCATED IN THE SOUTHEAST 1/4 OF THE NORTHEAST 1/4 OF THE NORTHWEST ¼ OF SECTION 32, TOWN 9 NORTH, RANGE 20, EAST, IN THE VILLAGE OF GERMANTOWN, WASHINGTON COUNTY, STATE OF WISCONSIN.

Tax Key No: 322-977

Address: W198 N10217 Appleton Avenue

**Pursuant to the following condition(s):**

1. The overnight parking of vehicles, ~~e.g. cars, SUV's, campers, motor homes, travel trailers, etc.~~ shall be limited to Moose Lodge members only and not for a period of time longer than fifteen (15) 3 days per vehicle per month. Generally, overnight parking should be limited to weekends during the period of April 15<sup>th</sup> to October 15<sup>th</sup> each year ~~months of March through September.~~ The number of vehicles to be parked overnight shall be limited to not more than eight (8) vehicles on the property at any one time.
2. Moose Lodge is responsible for providing ~~adequate sanitary facilities, including indoor bathroom facilities and up to (3) portable toilets. All portable toilets shall be properly cleaned and maintained and removed from the property during the "non-parking" months listed in #1 above.~~ adequate trash receptacles ~~shall be provided on-site.~~
3. If the use, activities and/or operation subject of this permit falls out of conformity with the conditions herein, or where there is a change in the nature, character, intensity or extent of the permitted conditional use which causes special problems or harmful effects otherwise associated with the use to be no longer ameliorated or eliminated, or where conditions imposed were anticipated to ameliorate or eliminate harmful effects associated with the use but are insufficient to do so, or for similar cause based upon consideration for the public comfort, safety, and welfare, the conditional use permit may be terminated or modified by the Village Board by the amendment to or addition of conditions after public hearing thereon.

4. The Moose Lodge shall provide permanent bathroom, shower, sink, and toilet facilities on a 24 hour/day 7 day/week basis for overnight members-only guests;
5. The Moose Lodge maintain a permanent "guest log" or other accounting system to keep track of guests allowed to park over-night on the property; said log to include the names, permanent residence address, telephone number, email address, membership ID# and status; length of planned stay; vehicle description including license plate number, and other information deemed necessary to allow Village staff the ability to verify compliance with all CUP conditions. A copy of said log shall be made available by the Lodge for inspection by Village Staff upon request.
6. The Moose Lodge shall post on the property in a convenient location or otherwise provide updated contact information for at least one Lodge member who can respond to any on-site emergencies called in by a guest and responded to by Village Fire Department and Police Department staff.
7. The Moose Lodge shall contact the Washington County Natural Resources Department for purposes of obtaining necessary permits (if required) and providing code-compliant sanitary services for over-night guests, including the provision of an appropriate RV tank flushing station integrated with the existing holding tank if allowed. A copy of said permit(s) shall be provided to the Community Development Department.
8. The Moose Lodge shall remove the shipping container currently kept on the property within six (6) months after the approval of this conditional use permit.

Granted by the Village Board of the Village of Germantown, Washington County, Wisconsin on the \_\_\_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
Robert A. Soderberg, Village President

ATTEST:

\_\_\_\_\_  
Donna Ott, Village Clerk

STATE OF WISCONSIN ) SS  
WASHINGTON COUNTY)

Personally came before me this \_\_\_\_\_ day of \_\_\_\_\_, 2026, the above-named Robert A. Soderberg, Village President, and Donna Ott, Village Clerk, to me known to be the persons who executed the foregoing instrument and acknowledged the same.

\_\_\_\_\_  
{type or print name of Notary on this line}

\_\_\_\_\_  
{signature of Notary on this line}

Notary Public, State of Wisconsin  
My Commission Expires: \_\_\_\_\_

**ACCEPTANCE OF TERMS AND CONDITIONS BY PROPERTY OWNER**

I hereby accept the terms and conditions set forth in this Permit and realize that non-adherence to the terms and conditions as stated hereon may result in the revocation of this Permit by the Village of Germantown.

Dated this \_\_\_\_ day of \_\_\_\_\_, 2026

\_\_\_\_\_  
Authorized Agent for the Property Owner

STATE OF WISCONSIN) SS  
\_\_\_\_\_ COUNTY)

Personally came before me this \_\_\_\_\_ day of \_\_\_\_\_, 2026, being the above named \_\_\_\_\_, to me known to be the person who executed the foregoing instrument and acknowledged the same.

\_\_\_\_\_  
{type or print name of Notary on this line}

\_\_\_\_\_  
{signature of Notary on this line}

Notary Public, State of Wisconsin  
My Commission Expires: \_\_\_\_\_

**ACCEPTANCE OF TERMS AND CONDITIONS BY PROPERTY OWNER**

I hereby accept the terms and conditions set forth in this Permit and realize that non-adherence to the terms and conditions as stated hereon may result in the revocation of this Permit by the Village of Germantown.

Dated this \_\_\_\_ day of \_\_\_\_\_, 2026

\_\_\_\_\_  
Authorized Agent for the Property Owner

STATE OF WISCONSIN) SS  
\_\_\_\_\_ COUNTY)

Personally came before me this \_\_\_\_\_ day of \_\_\_\_\_, 2026, being the above named \_\_\_\_\_, to me known to be the person who executed the foregoing instrument and acknowledged the same.

\_\_\_\_\_  
{type or print name of Notary on this line}

\_\_\_\_\_  
{signature of Notary on this line}

Notary Public, State of Wisconsin  
My Commission Expires: \_\_\_\_\_

This instrument was drafted by:

Jeffrey W. Retzlaff, AICP  
Director, Community Development Department  
Village of Germantown, Wisconsin

Moose Lodge EKM 1238

W198 N10217 Appleton Ave.

Germantown , WI 53022

In response to the proposed amendment to the conditional use permit 07-2011:

I would like to address the 8 conditions which were recommended by the plan commission.

(1) To revise and include the vehicle that tows the trailer on to our site and/or include a vehicle that is towed on to our site by a motor coach. (These vehicles are used for personal travel during their stay. Maximum stay is limited to 15 days.

(2) This is not an issue as we have been supplying portable toilets during any (site in-use times).

(3) We have no issue compiling to this condition.

(4) We are asking for this condition is stricken from this application as this condition would cause a financial burden to the Moose Lodge that would be devastating to this fraternity. We only allow motor coaches, 5<sup>th</sup> wheel and fully enclosed pull behind trailers, these units are all self-contained with full showers and lav. and toilet facilities. We do not allow tents or pop-up style units. The need for a standalone shower/ bathroom facility is not necessary and would rarely, if ever be used.

(5) We have no issue complying with this condition. We have been keeping temporary logs on guests; we would immediately change our logging system to keep the records on a permanent format. We will draft check in cards that every guest would be required to fill out and sign. These cards will include all the required information aforementioned in condition #5. In addition the guest will be given all rules and operating conditions required to be adhered to for the duration of their stay on this property.

(6) We have no issue complying with this condition.

(7) We will be contacting the Washington Co. Dept. of Natural Resources, in regards to obtaining a permit to use our holding tanks as a dump station. If said permit is unobtainable or if modifications (if required) are out of our financial reach, we will require our guest to dump tanks off site or we will give them contact information for private sewage removal companies.

Example: MJ Schmitt Sanitation 1-262-628-1762

Arnold's Sanitation 1-262-675-2497

(8) We ask that this condition be removed from this CUP , as this refers to a separate issue, not pertaining to this CUP. The ELM Moose lodge is working with a manufacturer to build , deliver and install a proper storage shed type structure.

Sincerely,

Dan J. Hauner

1-414-588-5395

# CONDITIONAL USE PERMIT

5/11/26 Plan Commission Meeting

## Eastern Kettle Moraine Moose Lodge

Village Staff Report & Recommendation

Germantown, Wisconsin

### Summary

William Numrick, agent for the Eastern Kettle Moraine Moose Lodge #1238, is requesting amendments to Conditional Use Permit No. 07-2011 to remove the existing restrictions on overnight camping and parking of RV's, trailers, and other vehicles by club members on the lodge property located at W198 N10217 Appleton Avenue.

**Location:** W198 N10217 Appleton Avenue

**Applicant:** Bill Numrick  
Eastern Kettle Moraine Moose Lodge #1238  
W198 N10217 Appleton Ave  
Germantown, WI 53022

**Existing Zoning:** B-2: Community Business District

Adjacent Land Uses		Zoning
North	Business-Commercial	B-3
South	Agricultural	A-1
East	Business-Office	B-4
West	Business-Office	B-4



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**Background/Proposal**

William Numrick, agent for the Eastern Kettle Moraine Moose Lodge #1238, is requesting amendments to Conditional Use Permit No. 07-2011 to remove the existing restrictions on overnight camping and parking of RV's, trailers, and other vehicles by club members on the lodge property located at W198 N10217 Appleton Avenue.

The Loyal Order of Moose is a fraternal and service organization with nearly 800,000 men in roughly 1,800 Lodges across the U.S., Canada and Great Britain. The Moose support the operation of Mooseheart Child City & School, a 1,000-acre community for children and teens in need located near Chicago and Moosehaven, a 70-acre retirement community near Jacksonville, FL. Moose Lodges conduct approx. \$50 million worth of community service (counting monetary donations and volunteer hours worked) annually (*info from their website @ [www.mooseintl.org](http://www.mooseintl.org)*).

In 2011, The Village granted conditional use permit approval to the Moose Lodge that enables Moose Lodge members the opportunity to park cars, SUV's, campers, motor homes and travel trailers on the property on a short-term, over-night basis (weekends) in the spring and summer months of the year. As a service to their members, Moose lodges all over the country allow their members to park vehicles on their properties for short-term, over-night visits while visiting and/or passing through the community.

In 2013, CUP #07-2011 (copy attached) Condition #1 was amended to allow and limit the over-night parking of vehicles, e.g. cars, SUV's, campers, motor homes, travel trailers, etc., for Moose Lodge members only for a period of time up to three (3) days per vehicle per month during the months of March through September. Further, the number of vehicles parked over-night is limited to not more than eight (8) vehicles on the property at any one time.

At this time, the Moose Lodge is requesting that the three (3) day limit on the number of days per vehicle be removed and the seasonal duration for over-night parking be revised to be from April 15 to October 15 each year.

**Staff Comments**

As was the case back in 2013 when the CUP was initially granted, this type of over-night camping is not specifically provided for in the B-2: Community Business Zoning District regulations. However, "Hotels and Motels" are allowed as a conditional use and the Plan Commission and Village Board did agree to allow this type of use with a CUP. While it may be a stretch to consider over-night parking and camping similar to a motel, the limits of the proposed amendment are such that the Plan Commission should consider the request and decide to allow it or not, and, with or without additional limitations or stipulations.

One of the reasons this proposal has come forth is because Village staff was made aware of a situation over the summer months in 2025 where the same RV's were parked on the property in excess of the maximum 3-day limit. When Staff approached Moose Lodge representatives about this apparent violation of the terms of the CUP, it was learned that non-members were being allowed to park/camp over-night for an extended period of time. One or more of the non-members were construction workers

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associated the contractor(s) working on the gas pipeline replacement project that was underway in the Village for multiple months. The workers apparently travel as part of a group that travels from project to project; looking for campgrounds or similar locations to camp for the duration of the construction project. Further, Moose Lodge representatives mentioned that they are also trying to meet the need (desire?) of one of their local members who apparently travels down south during the winter months and then moves back in their RV to the Germantown area during the summer months.

While it has been relatively easy for Staff to monitor camper activity in terms of the number and length of over-night stays through random site visits, it is not convenient to do so; nor has it been possible to enforce the “members only” limitation. With respect to that requirement, the Moose Lodge has been relegated to a form of “self-monitoring” for which they, admittedly, have not abided by. To be clear, the Moose Lodge is not asking to revise the “members only” requirement, but they have not discussed how that requirement would be enforced going forward.

Also, one of the logical outcomes of limiting the number of days for any one camper to a maximum of 3 days per vehicle per month is that the vehicles need to be removed from the property and, presumably, have an opportunity to have their sanitary systems flushed at some other location. However, in the course of discussing the proposed amendments with the Moose Lodge, they indicated that they allow their campers to dump their onboard black and gray water tanks into the Lodge’s holding tank. It is unclear if use of the holding tank in this manner is permitted under the sanitary permit issued to the Lodge from Washington County (the agency responsible for administering and enforcing all state administrative code requirements for on-site sanitary septic and holding tank systems in the County).

In addition to sanitary, the Moose Lodge provides additional toilet facilities for over-night campers in the form of port-a-potties kept on the property. However, sinks, showers, and cooking facilities are not provided. Electricity, solid waste containers, and potable water hook-ups are provided.

The original intent of granting the CUP to allow up to 3-day over-night parking for Moose Lodge members was to give the Moose Lodge and its members a convenient and presumably low-cost alternative to stay over-night when traveling to and through the area... not to effectively run a low-cost, season-long campground or to replace the services and safety provided to those traveling through or visiting our community by the various hotels and motel establishments in the Village. That is why the limitations were included as conditions of approval. Staff does not agree that the CUP needs to be amended and these limitations removed to provide the same “we’re just traveling through and I need a place to stay for a few nights” level of convenience.

Finally, the Moose Lodge has a shipping container parked on the property for storage purposes. Shipping containers are not allowed as a permanent storage alternative on property in the B-2 Zoning District. The Lodge was advised in the summer of 2025 to remove the shipping container. However, no progress has been made.

Consequently, Staff does NOT support the proposed amendment to remove the 3-day per vehicle per month limitation, but does support the proposed amendment to revise the seasonal time period to April 15 to October 15. Staff also recommends adding conditions as set forth in the Staff Recommendation below.

### Village Staff Recommendation

**APPROVE** an amendment to Conditional Use Permit No. 07-2011 (as amended in 2013) to continue to allow the short-term overnight parking of vehicles by Moose Lodge members only on the property located at W198 N10217 Appleton Avenue subject to the following conditions where words that are ~~stricken~~ will be deleted and words underlined will be added:

1. The over-night parking of vehicles, e.g. cars, SUV's, campers, motor homes, travel trailers, etc. shall be limited to Moose Lodge members only and not for a period of time longer than 3 days per vehicle per month. Generally, over-night parking should be limited to ~~weekends during~~ the period of April 15<sup>th</sup> to October 15<sup>th</sup> each year ~~months of March through September~~. The number of vehicles to be parked over-night shall be limited to not more than eight (8) vehicles on the property at any one time.
2. Moose Lodge is responsible for providing ~~adequate sanitary facilities, including indoor bathroom facilities and up to (3) portable toilets. All portable toilets shall be properly cleaned and maintained and removed from the property during the "non parking" months listed in #1 above.~~ adequate trash receptacles ~~shall be provided on-site~~.
3. If the use, activities and/or operation subject of this permit falls out of conformity with the conditions herein, or where there is a change in the nature, character, intensity or extent of the permitted conditional use which causes special problems or harmful effects otherwise associated with the use to be no longer ameliorated or eliminated, or where conditions imposed were anticipated to ameliorate or eliminate harmful effects associated with the use but are insufficient to do so, or for similar cause based upon consideration for the public comfort, safety, and welfare, the conditional use permit may be terminated or modified by the Village Board by the amendment to or addition of conditions after public hearing thereon.
4. The Moose Lodge shall provide permanent bathroom, shower, sink, and toilet facilities on a 24 hour/day 7 day/week basis for over-night members-only guests;
5. The Moose Lodge maintain a permanent "guest log" or other accounting system to keep track of guests allowed to park over-night on the property; said log to include the names, permanent residence address, telephone number, email address, membership ID# and status; length of planned stay; vehicle description including license plate number, and other information deemed necessary to allow Village staff the ability to verify compliance with all CUP conditions. A copy of said log shall be made available by the Lodge for inspection by Village Staff upon request.

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6. The Moose Lodge shall post on the property in a convenient location or otherwise provide updated contact information for at least one Lodge member who can respond to any on-site emergencies called in by a guest and responded to by Village Fire Department and Police Department staff.
  7. The Moose Lodge shall contact the Washington County Natural Resources Department for purposes of obtaining necessary permits (if required) and providing code compliant sanitary services for over-night guests, including the provision of an appropriate RV tank flushing station integrated with the existing holding tank if allowed. A copy of said permit(s) shall be provided to the Community Development Department.
  8. The Moose Lodge shall remove the shipping container currently kept on the property within six (6) months after the approval of this conditional use permit.

Amend current CUP #7-11



Village of  
Germantown  
Willkommen

Fee must accompany application

\$1460 Paid # 9895 Date 3/18/26  
X \$1680 (2026 Rate)

# CONDITIONAL USE PERMIT APPLICATION

Pursuant to Section 17.42 of the Municipal Code

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

**1 APPLICANT OR AGENT**  
Ekm Moose Lodge 1238  
W198 N10217 Appleton Ave  
Germantown WI 53022  
  
Phone (262) 255-5055  
Fax ( )  
E-Mail Lodge1238@mooseunits.org

**PROPERTY OWNER**  
Administrator  
William Numrick  
  
Phone (414) 573-5585

**2 TO WHOM SHOULD THE PERMIT BE ISSUED?**  
Ekm Moose Lodge 1238

**3 PROPERTY ADDRESS TAX KEY NUMBER**  
W198 N10217 Appleton Avenue

**4 DESCRIPTION OF EXISTING OPERATION**  
Briefly describe the use as it exists today, including use, size, number of employees, hours of operation, etc. If this permit involves new construction, describe the current status of the property, e.g. "vacant." Use additional pages as necessary.  
Members Club (200 approx members) All volunteers  
Hours 1+3rd Tuesday of the month 6p.m.-11p.m.  
mid Sept - mid April Wed 6p.m.-11p.m.  
Thurs 5p.m.-midnight  
Sat 7p.m. to close Sun 4p.m. to close (may be earlier for races or packer games)

**5 DESCRIPTION OF PROPOSED OPERATION**  
Write the name of the proposed conditional use exactly as it appears in the Municipal Code  
Code Section 17.07 (3) (c) 17.42  
Conditional use permit (AMEND) (CUP #7-11)  
Describe the proposed use, including size, number of employees, hours of operation and extent of any new construction/alterations.  
Amend Previous CUP #7-11 from 2013 to allow overnight parking from April 1st to October 1st  
Only Moose Lodge Members throughout the United States

MAR 13 REC'D  
OFFICE OF THE VILLAGE PLANNER  
VILLAGE OF GERMAN TOWN  
Page 102 of 174

**6 METES AND BOUNDS LEGAL DESCRIPTION OF PROPERTY - REQUIRED**

Attach pages as necessary

A 10.0 acre located in the Southeastern 1/4 of the Northeast 1/4 of the Northwest 1/4 of Section 32, Town 9 North, Range 20 east, in the Village of Germantown, County of Washington, State of Wisconsin.



**7 SUPPORTING DOCUMENTATION:**

- Site Plan and elevations for new construction (can be conceptual)
- Photos of existing use and/or proposed use operating elsewhere
- \_\_\_\_\_
- \_\_\_\_\_

**8 READ AND INITIAL THE FOLLOWING:**

WN I understand that the Village is under no obligation to issue a Conditional Use Permit and will do so only if the applicant successfully demonstrates that the proposed use is harmonious with the neighborhood and the long range goals of the Village.

WN I will notify the Village if any aspects of the conditional use changes. I understand that failure to do so may result in the revocation of the CUP.

WN I understand that a Conditional Use Permit is valid only if the conditions and restrictions of the permit are met. I understand that failure to comply with any aspect of the permit may result in revocation.

WN I understand that Village Staff is required to post one or more signs along the street frontage of and/or on the property subject of this application that indicate to nearby property owners and the general public that a public hearing of my application will be held before the Village Plan Commission and/or Village Board prior to action being taken on this application; I hereby grant Village Staff permission to enter onto the property for the expressed purpose of installing said sign(s) provided Village Staff is responsible for installing, maintaining and removing said signs in a reasonable manner and timeframe.

**9 SIGNATURES - ALL APPLICATIONS MUST BE SIGNED BY OWNER!**

William Thum 3-17-26  
Applicant Date

William Thum 3-17-26  
Owner Date

The lodge would like to amend the current Cup #7-11 to allow parking from April 15<sup>th</sup> to October 15<sup>th</sup> due to our findings in the last year.

They must be Moose Lodge Members and absolutely promotes tourism in Germantown.

# Village of

# Germantown

Village of Germantown  
Clerk Treasurer  
N112W17001 MEQUON ROAD  
Germantown, WI 53022  
(262)250-4700  
Welcome

03/19/2026 10:03AM PRAVINA P  
001089-0024  
Payment effective date 03/13/2026

### MISCELLANEOUS

ZONING FEES (GENZON)

2026 GENZON

1 @ \$1680.00

\$1,680.00

---

\$1,680.00

Subtotal

\$1,680.00

Total

\$1,680.00

Tenders

CHECK

Check Number 9895

\$1,680.00

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Change due

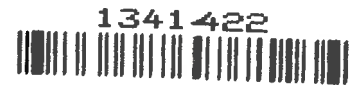
\$0.00

Thank you for your payment

CUSTOMER COPY

**CUP # 7-11 (Amended)**  
Document No.

**CONDITIONAL USE PERMIT**  
Document Title



VILLAGE OF GERMANTOWN, WASHINGTON COUNTY, WISCONSIN  
CONDITIONAL USE ZONING PERMIT

RECORDED  
July 11, 2013 10:00 AM  
SHARON A MARTIN, REGISTER OF DEEDS  
WASHINGTON COUNTY, WISCONSIN

Fee Amount: \$30.00

3

Whereas the Property Owner and Operator:

**EASTERN KETTLE MORaine MOOSE LODGE #1238**

agrees to comply with applicable Codes and Ordinances of the Village of Germantown, Wisconsin, and further agrees that all work done pursuant to the permission granted herewith will conform with the applications and drawings filed with and approvals granted by officials of the Village for the purpose of obtaining this permit.

Now, therefore, this permit is issued to the Property Owner to allow seasonal overnight parking and lodging on the property described below pursuant to Section 17.29(3)(b) of the Village Zoning Code.

Name & Return Address:

**Village of Germantown  
P.O. Box 337  
Germantown, WI 53022**

Parcel Identification No:

**GTNV 322-977**

**On the following described property located in the Village of Germantown, Washington County, Wisconsin:**

Being a 10.0 acre parcel located in the Southeast ¼ of the Northeast ¼ of the Northwest ¼ of Section 32, Town 9 North, Range 20 East, in the Village of Germantown, County of Washington, State of Wisconsin.

W198 N10217 Appleton Avenue  
Tax Parcel ID# 322-977

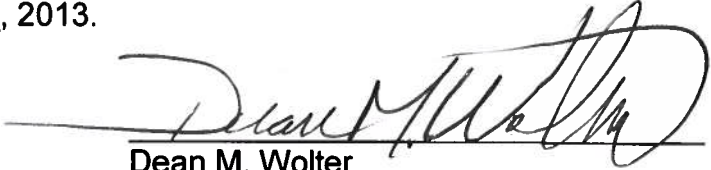
**Pursuant to the following condition(s):**

1. The over-night parking of vehicles, e.g. cars, SUV's, campers, motor homes, travel trailers, etc. shall be limited to Moose Lodge members only and not for a period of time longer than 3 days per vehicle per month. Generally, over-night parking should be limited to weekends during the months of March through September. The number of vehicles to be parked over-night shall be limited to not more than eight (8) vehicles on the property at any one time.
2. Moose Lodge is responsible for providing adequate sanitary facilities, including indoor bathroom facilities and up to (3) portable toilets. All portable toilets shall be properly cleaned and maintained and removed from the property during the "non parking" months listed in #1 above. Adequate trash receptacles shall be provided on-site.
3. If the use, activities and/or operation subject of this permit falls out of conformity with the conditions herein, or where there is a change in the nature, character, intensity or extent of the permitted conditional use which causes special problems or harmful effects otherwise associated with the use to be no longer ameliorated or

CUP # 7-11 (amended)  
Eastern Kettle Moraine Moose Lodge #1238  
Village of Germantown, Washington County, Wisconsin  
Page 2 of 3

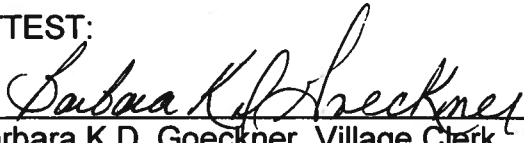
eliminated, or where conditions imposed were anticipated to ameliorate or eliminate harmful effects associated with the use but are insufficient to do so, or for similar cause based upon consideration for the public comfort, safety, and welfare, the conditional use permit may be terminated or modified by the Village Board by the amendment to or addition of conditions after public hearing thereon.

Granted by the Village Board of the Village of Germantown, Washington County, Wisconsin on the 9 day of July, 2013.



Dean M. Wolter  
Village President

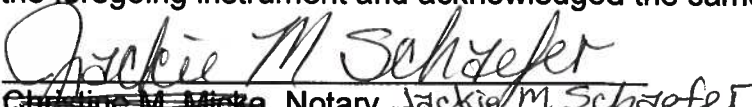
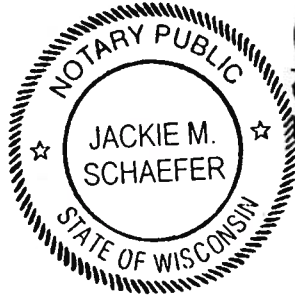
ATTEST:



Barbara K.D. Goeckner, Village Clerk

STATE OF WISCONSIN ) SS  
WASHINGTON COUNTY)

Personally came before me this 9 day of July, 2013, the above named Dean Wolter, Village President, and Barbara K.D. Goeckner, Village Clerk, to me known to be the persons who executed the foregoing instrument and acknowledged the same.

  
~~Christine M. Micka~~, Notary Jackie M. Schaefer  
My Commission Expires: 06/14, 2015

**ACCEPTANCE OF TERMS AND CONDITIONS BY APPLICANT**

We, as authorized representatives for Eastern Kettle Moraine Moose Lodge #1238 hereby accept the terms and conditions set forth in this Permit, and realize that non-adherence to the terms and conditions as stated hereon may result in the revocation of this Permit by the Village of Germantown under Section 17.42 Germantown Municipal Code.

Dated this 2 day of JULY, 2013

TERRY D. VOSS  
(type or print name above)

Terry D. Voss  
(signature)

Eastern Kettle Moraine Moose Lodge #1238, Property Owner

STATE OF WISCONSIN )  
 )SS  
Waukesha COUNTY)

Personally came before me this 2 day of JULY, 2013 the above named TERRY D. VOSS, (title) to me known to be the person who executed the foregoing instrument and acknowledged the same.

Pam Helwan

Print Name of Notary:

Notary Public, State of Wisconsin

My Commission Expires: 10/11/2015

This instrument was drafted by:  
Jeffrey W. Retzlaff, AICP  
Village Planner/Zoning  
Administrator  
Village of Germantown, Wisconsin

**CUP # 7 - 11**  
Document No.

**CONDITIONAL USE PERMIT**  
Document Title



**VILLAGE OF GERMANTOWN, WASHINGTON COUNTY, WISCONSIN  
CONDITIONAL USE ZONING PERMIT**

RECORDED  
August 25, 2011 9:30 AM  
SHARON A MARTIN, REGISTER OF DEEDS  
WASHINGTON COUNTY, WISCONSIN

Fee Amount: \$30.00

3

Whereas the Property Owner and Operator:

**EASTERN KETTLE MORAINÉ MOOSE LODGE #1238**

agrees to comply with applicable Codes and Ordinances of the Village of Germantown, Wisconsin, and further agrees that all work done pursuant to the permission granted herewith will conform with the applications and drawings filed with and approvals granted by officials of the Village for the purpose of obtaining this permit.

Now, therefore, this permit is issued to the Property Owner to allow seasonal overnight parking and lodging on the property described below pursuant to Section 17.29(3)(b) of the Village Zoning Code.

Name & Return Address:

**Village of Germantown  
P.O. Box 337  
Germantown, WI 53022**

Parcel Identification No:

**GTNV 322-977**

**On the following described property located in the Village of Germantown, Washington County, Wisconsin:**

Lot 1 of CSM No. 6202, recorded in Volume 46 of Certified Survey Maps on Page 228, as Document No. 1176561, located in that part of the Northeast 1/4 and Northwest 1/4 of the Northeast 1/4 of Section 20, Town 9 North, Range 20 East, in the Village of Germantown, County of Washington, State of Wisconsin.

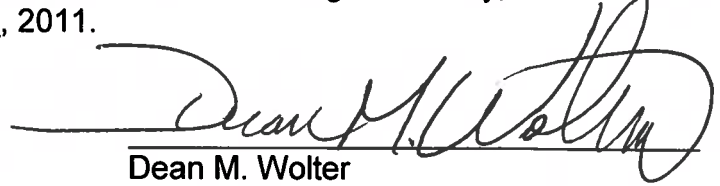
W198 N10217 Appleton Avenue  
Tax Parcel ID# 322-977

**Pursuant to the following condition(s):**

1. The over-night parking of vehicles, e.g. cars, SUV's, campers, motor homes, travel trailers, etc. shall be limited to Moose Lodge members only and not for a period of time longer than 3 days per vehicle per month. Generally, over-night parking should be limited to weekends during the months of March through September. The number of vehicles to be parked over-night shall be limited to not more than eight (8) vehicles on the property at any one time.
2. Moose Lodge is responsible for providing adequate sanitary facilities, including indoor bathroom facilities and up to (3) portable toilets. All portable toilets shall be properly cleaned and maintained and removed from the property during the "non parking" months listed in #1 above. Adequate trash receptacles shall be provided on-site.
3. If the use, activities and/or operation subject of this permit falls out of conformity with the conditions herein, or where there is a change in the nature, character, intensity or extent of the permitted conditional use which causes special problems


or harmful effects otherwise associated with the use to be no longer ameliorated or eliminated, or where conditions imposed were anticipated to ameliorate or eliminate harmful effects associated with the use but are insufficient to do so, or for similar cause based upon consideration for the public comfort, safety, and welfare, the conditional use permit may be terminated or modified by the Village Board by the amendment to or addition of conditions after public hearing thereon.

Granted by the Village Board of the Village of Germantown, Washington County, Wisconsin on the 20<sup>th</sup> day of June, 2011.




Dean M. Wolter  
Village President

ATTEST:

  
Elizabeth Knaack  
Village Clerk

STATE OF WISCONSIN ) SS  
WASHINGTON COUNTY)

Personally came before me this 22nd day of August, 2011, the above named Dean Wolter, Village President, and Elizabeth Knaack, Village Clerk, to me known to be the persons who executed the foregoing instrument and acknowledged the same.

  
Christine M. Micka, Notary  
My Commission Expires: 7-19-2010-2015

CUP # 7-11  
Eastern Kettle Moraine Moose Lodge #1238  
Village of Germantown, Washington County, Wisconsin  
Page 3 of 3

**ACCEPTANCE OF TERMS AND CONDITIONS BY APPLICANT**

We, as authorized representatives for Eastern Kettle Moraine Moose Lodge #1238 hereby accept the terms and conditions set forth in this Permit, and realize that non-adherence to the terms and conditions as stated hereon may result in the revocation of this Permit by the Village of Germantown under Section 17.42 Germantown Municipal Code.

Dated this 9 day of AUGUST, 2011

Terry D. Voss  
(type or print name above)

Terry D. Voss  
(signature)

Eastern Kettle Moraine Moose Lodge #1238, Property Owner

STATE OF WISCONSIN )  
 )SS  
Milwaukee COUNTY)

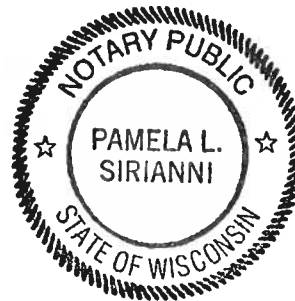
Personally came before me this 9th day of August, 2011 the above named Terry Voss, (title) to me known to be the person who executed the foregoing instrument and acknowledged the same.

Pamela L. Sirianni  
Print Name of Notary: Pamela L. Sirianni

Notary Public, State of Wisconsin

My Commission Expires: 2-22-2015

This instrument was drafted by:  
Jeffrey W. Retzlaff, AICP  
Village Planner/Zoning  
Administrator  
Village of Germantown, Wisconsin





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**RE: EKM Moose Lodge 1238; Conditional Use Permit Application**

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**From** lodge1238@mooseunits.org <lodge1238@mooseunits.org>

**Date** Sun 5/3/2026 11:49 AM

**To** Jeff Retzlaff <jretzlaff@germantownwi.gov>

**CAUTION: This email originated from outside the organization.**

**Do not click links or open attachments unless you recognize the sender and know the content is safe.**

HELLO

#1 there is 8 port-a- pottys on site - during business hours

#2 there is electric & water

#3 they have their totes they dump in our holding tank

#4 no

#5 we are getting quotes on building and concrete

#6 no

#7 yes

---

**From:** "Jeff Retzlaff" <jretzlaff@germantownwi.gov>

**Sent:** 5/1/26 4:26 PM

**To:** "lodge1238@mooseunits.org" <lodge1238@mooseunits.org>

**Cc:** Debbie Remich <dremich@germantownwi.gov>

**Subject:** EKM Moose Lodge 1238; Conditional Use Permit Application

Bill Numrick:

I'm reviewing the CUP application you filed on behalf of the Moose Lodge and have the following questions:

1. What bathroom facilities (toilet, sink, shower) are available to the people who park for an overnight stay? Are there restrooms in the lodge building that they have access to?
2. Are there any utility hook-ups provided? Electricity? WiFi? Water?
3. How is sanitary waste from RV's that park overnight handled? Do you have an on-site flushing station? If not, do you send them somewhere else to go?
4. The current CUP #7-11 limits the total number of overnight vehicles to (8) at one time. There are (8) RV parking spaces (9 if you count the one space where the shipping container sits). Are you requesting that more than (8) vehicles be allowed to park overnight?
5. With regard to the shipping container, the Moose Lodge staff were forewarned last year that the shipping container is not a permitted storage alternative for this property and it had to be removed. What is the status of removing the shipping container?

6. Is there an emergency contact person listed on the building or elsewhere the overnight campers have access?
7. Is it your request that there should be no limitation on the number of days any given vehicle can remain parked on the property? (the current limit is 3 days per vehicle per month).

Please respond to these questions/comments ASAP. Email responses are acceptable.

Thanks.

*Jeffrey W. Retzlaff, AICP*

*Director, Community Development Department*

*Village Planner & Zoning Administrator*

*[jretzlaff@germantownwi.gov](mailto:jretzlaff@germantownwi.gov)*

*262-250-4735*

<b>MEETING:</b>	<b>REGULAR MEETING OF THE PLAN COMMISSION</b>
<b>DATE AND TIME:</b>	<b>Monday, May 11, 2026 6:30 PM</b>
<b>LOCATION:</b>	<b>Germantown Village Hall Board Room N112 W17001 Mequon Road</b>

**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.*  
Chairman Soderberg called the meeting to order at 6:30pm.
- II. **ROLL CALL:**  
Committee Members Soderberg, Warren, Henk and Ewert wer present. Also present were Community Development Director Retzlaff, Associate Planner Yanke and Planning Assistant Deb Remich (via Webex). Committee Members Williams, Tarantino and Fisher were absent excused.
- III. **CITIZEN INPUT/PUBLIC APPEARANCE:** *(Please be advised per 19.84(2) that information and comment will be received from the public. It is the policy of this municipality that public input be limited to a 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.*  
No citizens came forward to speak.
- IV. **MEETING MINUTES:**
  - A. PC Minutes 4-13-26  
**Motion:** Approve as presented  
**Motioned By:** Robert Warren  
**Seconded By:** Bridget Henk  
**Yes:** Bob Soderberg, Robert Warren, Bridget Henk, Russell Ewert  
**No:** None  
**Abstain:** None  
**Motion Passed (Yes 4, No 0, Abstained 0)**
- V. **NEW BUSINESS:**
  - A. EKM Moose Lodge 1238, Property Owner W198 N10217 Appleton Avenue - Application to Amend Conditional Use Permit No. 07-2011 to revise restrictions on overnight camping on the Moose Lodge property by Moose Lodge members only from April 15 through October 15 each year. (PUBLIC HEARING & ACTION)  
Director Retzlaff went over the history of the property and the background of the CUP.

Chairman Soderberg opened the public hearing at 6:39pm.

Citizens who spoke included:

Mary Erenyi who is the Moose Lodge Vice President stated that everyone that camps on the property has to become a member. She will fight against the 3-day restriction on camping because the pipeline workers need a reasonable place and they bring money into the community.

Don Deackler spoke in favor of the Moose Lodge.

Chairman Soderberg closed the public hearing at 6:44pm.

Commissioners asked whether there were any complaints about the property and no, there were not. Concerns included: taking income from local hotels, whether all campers are members of the lodge and the ability to police that, shipping container removal, they don't want this property to be a campground, put a limit on the number of days members are allowed to camp, whether the rules/restrictions will be followed, sanitation issues including the holding tank dumping and how not limiting the number of days campers can stay overnight could possibly lead to an eviction issue for the Lodge. Washington County does not allow the dumping of waste into an existing holding tank. The lodge provides porta toilets for non-lodge hours of operation for the campers' use. Erenyi stated that she would like a 30-day limit on camping and that they will require campers to dump waste off-site from now on. She also stated that becoming a member is easy, apply, pay a fee, pass a background check, and they need a sponsor. It only takes a day or two. Anita Hauner, a Moose Lodge member, stated that they want to extend the limit on camping for their members to come, camp, visit their families, etc., and their dump station is always locked, so they have to be there to allow campers to dump waste water into their holding tank. Henk stated that MMSD would not get involved in a holding tank issue that would be the State of WI and there are a lot of steps involved. Henk suggested adding a condition to obtain a permit from the State of WI for discharge into a holding tank or not using it at all would be another way to comply. Soderberg suggested possibly a 15-day limit and stated they would have to be compliant with Washington County.

**Motion:** Approve with the addition to Condition 7 to have the State of WI sanitary permit as an option

**Motioned By:** Bridget Henk

**Seconded By:** Robert Warren

Discussion Followed. Erenyi stated that campgrounds throughout the State don't have dumping stations and campers need to go elsewhere to dump. They allow water hook-ups, they charge a fee for camping and are a non-profit organization, and stated that the Moose Lodge is available 24 hours for campers to use the restrooms and for storm shelter.

Staff recommends approval of an amendment to Conditional Use Permit No. 07-2011 (as amended in 2013) to continue to allow the short-term overnight parking of vehicles by Moose Lodge members only on the property located at W198 N10217 Appleton Avenue subject to the following conditions where words that are ~~stricken~~ will be deleted and words underlined will be added:

1. The overnight parking of vehicles, e.g. cars, SUV's, campers, motor homes, travel trailers, etc. shall be limited to Moose Lodge members only and not for a period of time longer than 3 days per vehicle per month. Generally, overnight parking should be limited to ~~weekends during the period of April 15<sup>th</sup> to October 15<sup>th</sup> each year~~ months of March through September. The number of vehicles to be parked overnight shall be limited to not more than eight (8) vehicles on the property at any one time.
2. Moose Lodge is responsible for providing ~~adequate sanitary facilities, including indoor bathroom facilities and up to (3) portable toilets~~. All ~~portable toilets shall be properly cleaned and maintained and removed from the property during the "non-parking" months listed in #1 above~~. ~~adequate trash receptacles shall be provided on-site~~.
3. If the use, activities and/or operation subject of this permit falls out of conformity with the conditions herein, or where there is a change in the nature, character, intensity or extent of the permitted conditional use which causes special problems or harmful effects otherwise associated with the use to be no longer ameliorated or eliminated, or where conditions imposed were anticipated to ameliorate or eliminate harmful effects associated with the use but are insufficient to do so, or for similar cause based upon consideration for the public comfort, safety, and welfare, the conditional use permit may be terminated or modified by the Village Board by the amendment to or addition of conditions after public hearing thereon.
4. The Moose Lodge shall provide permanent bathroom, shower, sink, and toilet facilities on a 24 hour/day 7 day/week basis for overnight members-only guests;
5. The Moose Lodge maintain a permanent "guest log" or other accounting system to keep track of guests allowed to park overnight on the property; said log to include the names, permanent residence address, telephone number, email address, membership ID# and status; length of planned stay; vehicle description including license plate number, and other information deemed necessary to allow Village staff the ability to verify compliance with all CUP conditions. A copy of said log shall be made available by the Lodge for inspection by Village Staff upon request.
6. The Moose Lodge shall post on the property in a convenient location or otherwise provide updated contact information for at least one Lodge member who can respond to any on-site emergencies called in by a guest and responded to by Village Fire Department and Police Department staff.
7. The Moose Lodge shall contact the Washington County Natural Resources Department for purposes of obtaining necessary permits (if

required) and providing code compliant sanitary services for overnight guests, including the provision of an appropriate RV tank flushing station integrated with the existing holding tank if allowed. A copy of said permit(s) shall be provided to the Community Development Department.

8. The Moose Lodge shall remove the shipping container currently kept on the property within six (6) months after the approval of this conditional use permit.

**Amended Motion:** To revise Condition 1 to strike cars, SUVs and etc. and change the limit of days to 15

**Motioned By:** Robert Warren

**Seconded By:** Russ Ewert

**Yes:** Bob Soderberg, Robert Warren, Bridget Henk, Russell Ewert

**No:** None

**Abstain:** None

**Motion Passed Yes 4, No 0, Abstained 0**

- B. Abacus Architects, Agent for DONTOF LLC, Property Owner, and Basic Metals, Inc.-- Review of revised architecture and exterior material plans for a 42,000 sqft industrial building addition and office remodeling for the facility located at W180 N11819 River Lane in the Germantown Industrial Park. (ACTION)

Director Retzlaff stated this is being brought back because at the April 13th Plan Commission meeting the architect was asked to make changes to the architecture and exterior materials for the building. Retzlaff introduced Jason Hartling from Abacus Architects who went over the changes that they made.

Staff recommends approval of the revised architecture, materials, and color palette for the 42,000 square foot building addition and office remodeling as presented for the Basic Metals facility located at W180N11819 River Lane.

**Motion:** Approve as presented

**Motioned By:** Robert Warren

**Seconded By:** Bridget Henk

**Yes:** Bob Soderberg, Robert Warren, Bridget Henk, Russell Ewert

**No:** None

**Abstain:** None

**Motion Passed (Yes 4, No 0, Abstained 0)**

- C. Innovative Signs, Inc., Agent for Truck Country USA, Property Owner N128 W21795 Holy Hill Road. Sign application for additional monument signage. (ACTION)

Director Retzlaff went over the location of the 2 signs and stated that there is a need for these signs for wayfinding purposes.

Staff recommends approval of the two (2) proposed monument signs for Truck Country USA located at N128 W21795 Holy Hill Road, subject to the following conditions:

## NOTICE OF PUBLIC HEARING VILLAGE OF GERMANTOWN

NOTICE is hereby given that a Public Hearing will be held before the Village of Germantown Plan Commission at the Germantown Village Hall located at N112W17001 Mequon Road, Germantown, Wisconsin and virtually through the WebEx platform on the following date and at the time noted below (or soon thereafter):

DATE: Monday, May 11<sup>th</sup>, 2026  
TIME: 6:30 pm or later

The purpose of said hearing will be to hear all parties, their attorneys or agents, for or against the following application to amend Conditional Use Permit No. 07-11 (as amended) issued to EKM Moose Lodge #1238, property owner, that allows for overnight parking of campers, motorhomes, RV's, travel trailers, cars, SUV's, etc., on the property described below. The property owner is requesting to extend the time period from April 15 to October 15 annually and delete restrictions on the number of days and number of vehicles allowed on the property for overnight parking:

Applicant: EKM Moose Lodge #1238, Property Owner  
Property Address: W198N10217 Appleton Avenue (GTNV\_322950)

### **Property Description:**

A 10-acre parcel located in the Southeast  $\frac{1}{4}$  of the Northeast  $\frac{1}{4}$  of the Northwest  $\frac{1}{4}$  of Section 32, Town 9 North, Range 20 East, in the Village of Germantown, County of Washington, State of Wisconsin.

A copy of the application and a map showing the property described above are on file at the Community Development Department-Planning & Zoning Services office in the Germantown Village Hall.

Citizens wishing to submit any public comments should do so by sending them by email to: [comments@germantownwi.gov](mailto:comments@germantownwi.gov) no later than 4:00pm on the meeting date listed above.

Donna Ott, Village Clerk  
Dated this 15<sup>th</sup> day of April 2026

To Be Published On: April 22<sup>nd</sup> and April 29<sup>th</sup>, 2026

## BUSINESS OF THE VILLAGE BOARD

MEETING DATE: June 1, 2026

PLACEMENT: Action Item

ITEM TITLE: Ruekert & Mielke, Agent for F Street Germantown LLC, Property Owner. Certified Survey Map (CSM) to divide an existing 37-acre parcel into (2) parcels to accommodate Phase 2 of an industrial development. Property is located at N104W12659 Donges Bay Road in the Town 9 Business Park. (ACTION)

SUBMITTED BY: Jordan Yanke, Associate Planner

### SUMMARY EXPLANATION:

Ruekert & Mielke, Agent for F Street Germantown LLC, Property Owner. Certified Survey Map (CSM) to divide an existing 37-acre parcel into (2) parcels to accommodate Phase 2 of an industrial development. Property is located at N104W12659 Donges Bay Road in the Town 9 Business Park.

### ATTACHMENT:

1. STAFF REPORT\_F STREET GERMANTOWN LLC\_CSM
2. APPLICATION
3. CERTIFIED SURVEY MAP (CSM)
4. STAFF REVIEW MEMO (VILLAGE SURVEYOR)

### STAFF RECOMMENDATION:

**APPROVE** the proposed 2-lot Certified Survey Map (CSM) for F Street Germantown, LLC, for property located at N104W12659 Donges Bay Road, subject to (1) condition.

### ACTION BY COMMITTEE:

Plan Commission recommended to **APPROVE** the proposed 2-lot Certified Survey Map (CSM) for F Street Germantown, LLC, for property located at N104W12659 Donges Bay Road, subject to (1) condition.

# CERTIFIED SURVEY MAP (CSM)

06/01/26 Village Board Meeting

## Ruekert & Mielke / F Street Germantown, LLC

Village Staff Report & Recommendation

Germantown, Wisconsin

### SUMMARY

Ruekert & Mielke, Agent for F Street Germantown LLC, Property Owner. Certified Survey Map (CSM) to divide an existing 37-acre parcel into (2) parcels to accommodate Phase 2 of an industrial development. Property is located at N104W12659 Donges Bay Road in the Town 9 Business Park.

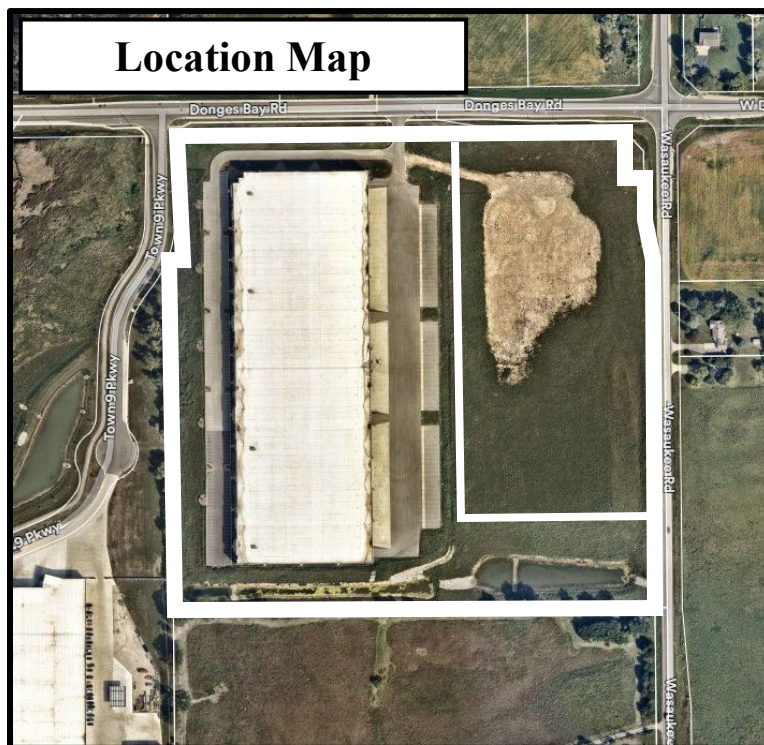
**Location:** N104W12659 Donges Bay Road

**Applicant /  
Property Owner:** Ruekert & Mielke  
W233N2080 Ridgeview Pkwy  
Waukesha, WI 53188

F Street Germantown, LLC  
1134 N 9<sup>TH</sup> Street, Suite 200  
Milwaukee, WI 53233

**Zoning:** M-1: Limited Industrial

Adjacent Land Uses		Zoning
North	Agricultural/Residential	Rs-2/Rs-3/A-1
South	Agricultural	A-1
East	Agricultural/Residential	N/A (City of Mequon)
West	Institutional (Public Works)	I



## Background/Proposal

Ruekert & Mielke, Agent for F Street Germantown LLC, Property Owner. Certified Survey Map (CSM) to divide an existing 37-acre parcel into (2) parcels to accommodate Phase 2 of an industrial development. Property is located at N104W12659 Donges Bay Road in the Town 9 Business Park.

The land subject to the proposed Certified Survey Map (CSM) was originally platted in 2023 (CSM 7272) to accommodate a 375,000 sqft industrial building that was granted site plan approval by the Village the same year. The building was approved under an initial phase of a 2-phase industrial development. The building has since been completed and is now fully leased by [ID Logistics](#). Given that the Phase 1 building is now occupied, the applicant/owner has submitted this CSM application to split off a new lot from the existing 37-acre parcel to allow for a future industrial building under Phase 2. Note that during implementation of Phase 1, utilities, stormwater infrastructure, and grading were completed for Phase 2 as well. Details associated with the proposed lots are listed below:

OWNER	CSM LOTS & ZONING
F STREET GERMANTOWN, LLC	LOT 1 (23.6 ACRES); M-1 ZONING DISTRICT (EXISTING IND. BUILDING)
F STREET GERMANTOWN, LLC	LOT 2 (13.3 ACRES); M-1 ZONING DISTRICT (FUTURE IND. BUILDING)

## Staff Comments

### Community Development: Planning & Zoning

The parcel subject to the proposed Certified Survey Map (CSM) is currently zoned M-1 Limited Industrial and meets applicable development standards. The proposed lots will maintain the same zoning designation and comply with zoning standards for lots within the M-1 District.

### Village Surveyor

The Village Surveyor has identified minor technical corrections in a May 6, 2026, memo that will need to be addressed by the applicant in a revised CSM prior to recording. Note that a revised CSM (attached) has been submitted by the applicant addressing these corrections.

---

**VILLAGE STAFF RECOMMENDATION**

**APPROVE** the proposed 2-lot Certified Survey Map (CSM) for F Street Germantown, LLC, for property located at N104W12659 Donges Bay Road, subject to the following condition:

1. All technical issues and corrections identified by the Village Surveyor (see attached May 6, 2026, memo from Bob Beilfuss, PLC) shall be addressed and reflected in a revised CSM reviewed and approved by Village staff prior to recording.  
**(COMPLETED)**



Fee must accompany application  
 \$2,900 with public improvements  
 \$1,960 no public improvements  
 Paid 31 8260 Date \_\_\_\_\_

## CERTIFIED SURVEY MAP APPLICATION

Pursuant to Section 18.06 of the Municipal Code

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

**1 APPLICANT OR AGENT**  
 Ruekert & Mielke  
 W233N2080 Ridgeview Pkwy  
 Waukesha, WI 53188  
 Phone ( 262 ) 542-5733  
 Fax ( )  
 E-Mail cmeisel@ruekert-mielke.com

**PROPERTY OWNER**  
 F Street Germantown LLC  
 1134 N 9th St  
 Milwaukee, WI 53233  
 Phone (414) 315-3196

**PROPERTY ADDRESS OR GENERAL LOCATION**

**TAX KEY NUMBER**

**2** SW corner W Donoes Bav Rd & Wasaukee Rd. GTNV 361978

**3 PURPOSE OF LAND SPLIT**

Divide into two parcels for sale of one lot.	Will the land split require rezoning?	
	No	
	From NA	To NA

**4 READ AND INITIAL THE FOLLOWING:**

- [Signature]* I understand that the Certified Survey Map is not valid until recorded at the Washington County Register of Deeds. The Village will record the document and charge the applicant all applicable recording fees.
- [Signature]* I understand that the Map will not be placed on the Village Board agenda until all the technical corrections to the CSM are made, the payment of any outstanding impact fees are paid to the Village Clerk's Department, and the original signed and stamped copy of the Map is submitted on the proper paper.
- [Signature]* I understand that parcels created outside the Sewer Service Area will require a soil test. I also understand that all properties abutting a State Highway will require DOT approval and I will be responsible for securing such approval prior to recording.
- [Signature]* I understand all delinquent property taxes on any of the properties involved shall be paid prior to recording.

**5 SIGNATURES -- ALL APPLICATIONS MUST BE SIGNED BY OWNER!**

*[Signature]*      4-22-26  
 Applicant                      Date

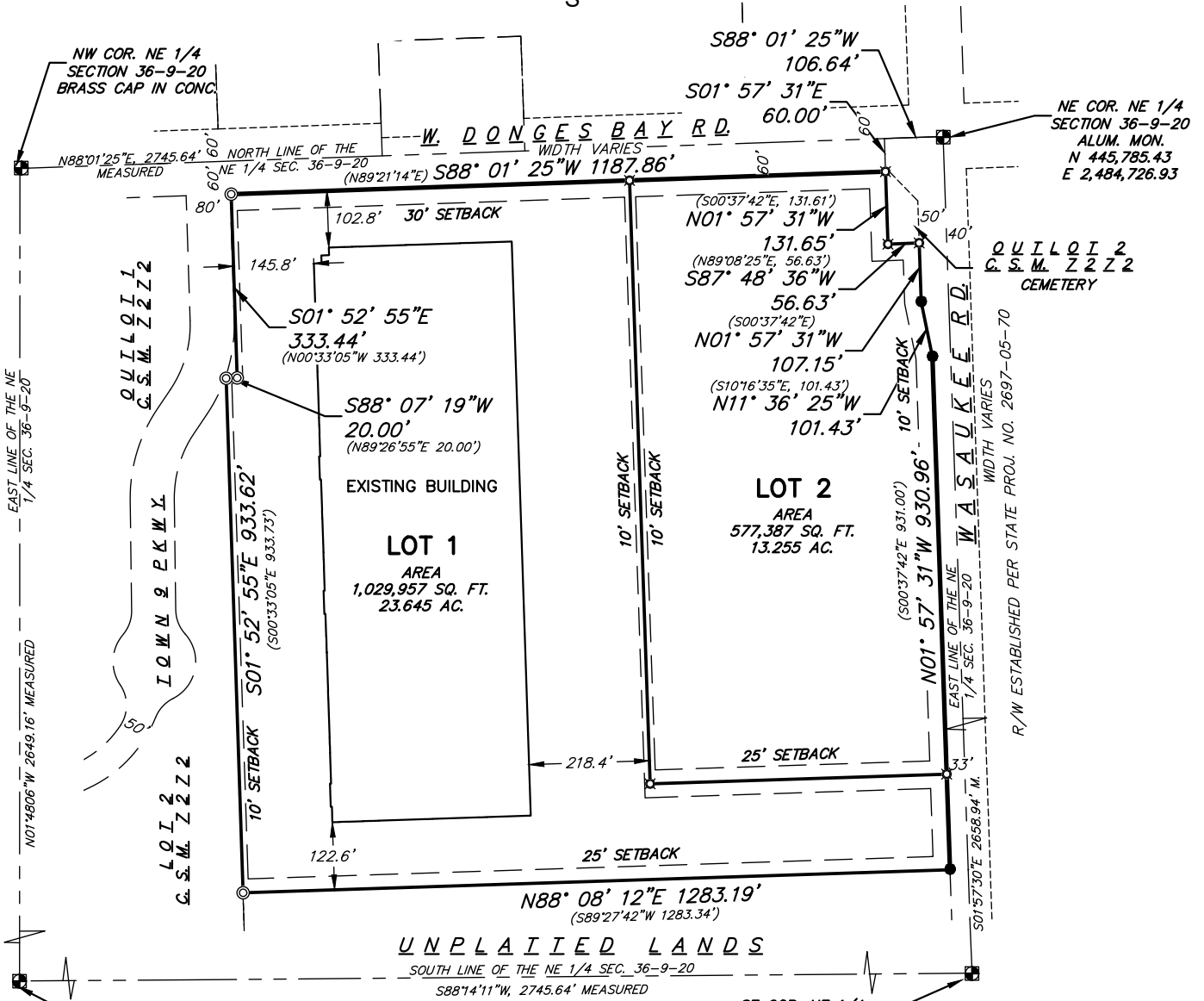
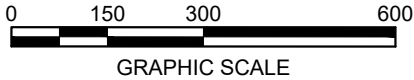
*[Signature]*      4/22/26  
 Owner                              Date

# CERTIFIED SURVEY MAP

Lot 1 of Certified Survey Map No. 7272, recorded on March 9, 2023 as Document No. 1576008, and corrected by Affidavit of Correction, recorded as Document No. 1586055, in part of the Northeast 1/4 of the Northeast 1/4 of Section 36, Township 9 North, Range 20 East, Village of Germantown, Washington County, Wisconsin

**SURVEY LEGEND**

- PLSS MONUMENT FOUND, AS SHOWN
- FOUND 1" O.D. IRON PIPE
- ⊙ FOUND 3/4" O.D. IRON ROD
- ⊠ 1 1/2" O.D. IRON PIPE SET 18" LONG AND 1.13 LBS / PER FOOT



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**OWNER:**  
F Street Germantown LLC  
1134 N 9th St.  
Milwaukee, WI 53233

**SUBDIVIDER:**  
Keller, Inc.  
W204N11509 Goldendale Rd.  
Germantown, WI 53022

**PREPARED BY:**  
Ruekert & Mielke, Inc.  
W233 N2080 Ridgeview Pkwy.  
Waukesha, WI 53188



**Ruekert • Mielke**  
www.ruekertmielke.com

**ZONING/SETBACKS:**

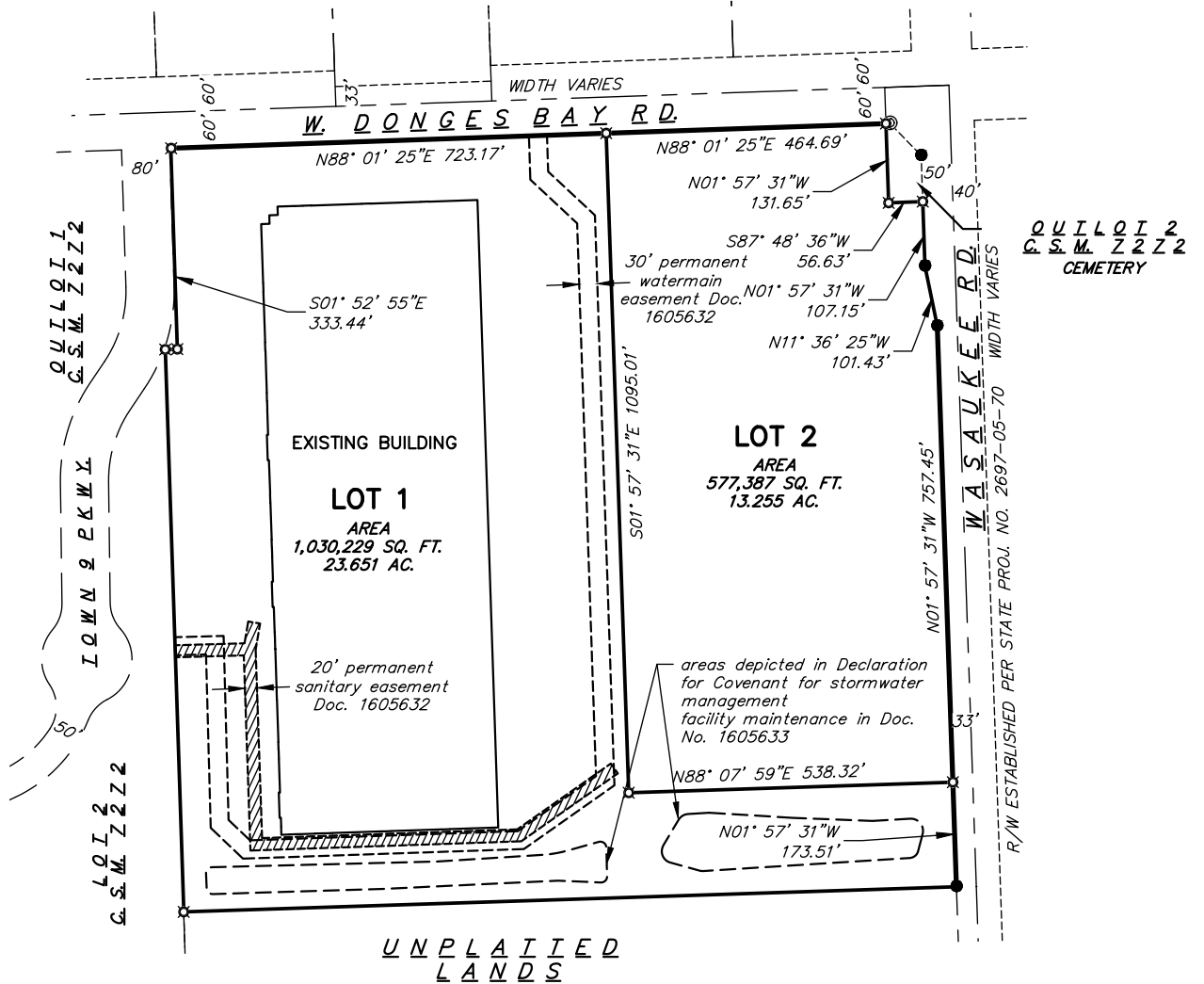
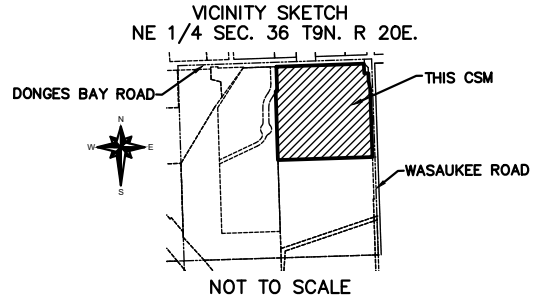
ZONING: M1 LIMITED INDUSTRIAL (PER V-GERMANTOWN ZONING HUB MAP ON 5/07/2026)

MINIMUM SETBACKS:  
FRONT YARD = 30'  
REAR YARD = 25'  
SIDE YARD = 10'

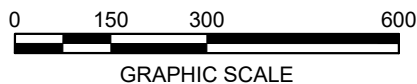
BEARINGS ARE REFERENCED TO THE WISCONSIN STATE PLANE COORDINATE SYSTEM, (SOUTH ZONE), NAD 83 (2011) PER CSSD DATED 6/11/2025, NORTH LINE OF THE NE 1/4 OF 36-9-20, MEASURED AS N88°01'25"E.

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### EXISTING EASEMENTS



### SURVEY LEGEND

- FOUND 1" O.D. IRON PIPE
- ◎ FOUND 3/4" O.D. IRON ROD
- ⊠ 1 1/2" O.D. IRON PIPE SET 18" LONG AND 1.13 LBS / PER FOOT

### GENERAL NOTES:

- A. All of the land within this Certified Survey Map is currently Zoned M-1 (Limited Industrial District).
- B. Tax Parcel ID GTNV 3619781

RUEKERT/MIELKE TAKES NO RESPONSIBILITY FOR ANY UNDERGROUND STRUCTURES OR BURIED MATERIALS SUCH AS, BUT NOT LIMITED TO, FOUNDATIONS, WELLS, SEPTIC, HOLDING TANKS, UTILITIES, HAZARDOUS MATERIALS, OR ANY OTHER ITEMS OF WHICH NO EVIDENCE CAN BE FOUND ON THE SURFACE BY A REASONABLE INSPECTION.

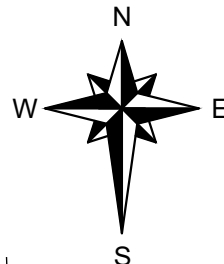
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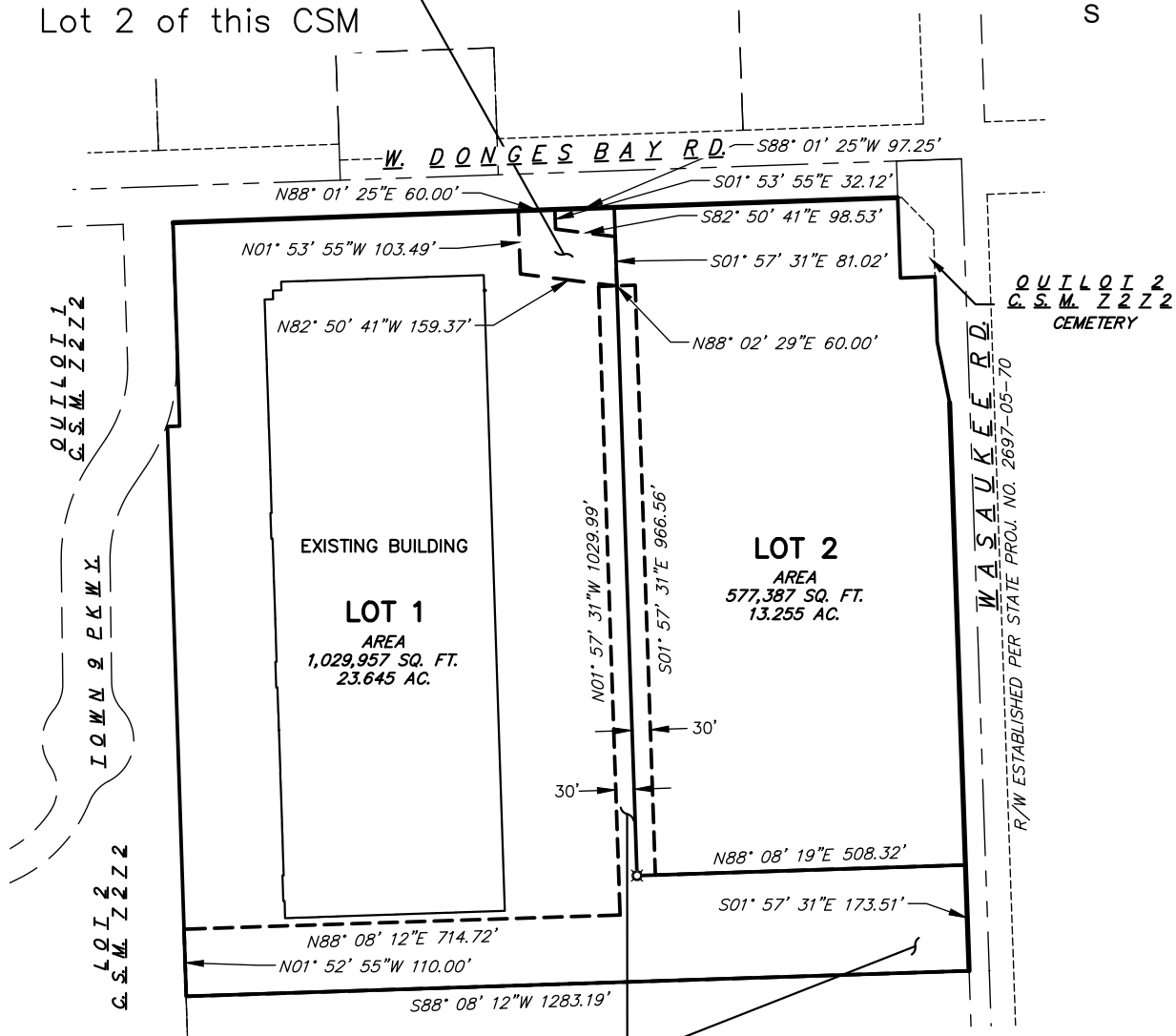
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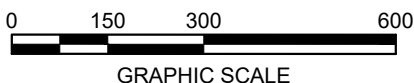
Access Easement  
for the benefit of  
Lot 2 of this CSM



Stormwater Easement  
for the benefit of Lots 1  
& 2 of this CSM with  
rights granted to the  
Village of Germantown.  
Terms and conditions  
recorded in Document  
No. 1605633



BEARINGS ARE REFERENCED  
TO THE WISCONSIN STATE  
PLANE COORDINATE SYSTEM,  
(SOUTH ZONE), NAD 83  
(2011) PER CSSD DATED  
6/11/2025, NORTH LINE OF  
THE NE 1/4 OF 36-9-20,  
MEASURED AS N88°01'25"E.



**Ruekert • Mielke**  
www.ruekertmielke.com

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## SURVEYOR'S CERTIFICATE

STATE OF WISCONSIN }  
COUNTY OF WAUKESHA } SS

I, Baiba M. Rozite, Professional Land Surveyor, do hereby certify that I have surveyed, divided and mapped Lot 1 of Certified Survey Map No. 7272, recorded on March 9, 2023 as Document No. 1576008, and corrected by Affidavit of Correction, recorded as Document No. 1586055, in part of the Northeast 1/4 of the Northeast 1/4 of Section 36, Township 9 North, Range 20 East, Village of Germantown, Washington County, Wisconsin.

Said parcel contains 1,607,344 square feet or 37.00 acres of land, more or less. That I have made this survey, land division and map at the direction of F Street Germantown LLC, the owner of said land.

That such map is a correct representation of all the exterior boundaries of the land surveyed and the division thereof made.

That I have fully complied with the provisions of Chapter 236 or the Wisconsin Statutes and the Village of Germantown ordinances in surveying, dividing and mapping of same.

Baiba M. Rozite, PLS 2351 \_\_\_\_\_ Date



# CERTIFIED SURVEY MAP

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## OWNER'S CERTIFICATE

F Street Germantown LLC., a Wisconsin limited liability company duly organized and existing under and by virtue of the laws of the State of Wisconsin, as owner, does hereby certify that said company caused the land described on this map to be surveyed, divided, and mapped, as shown on this map.

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.  
Owner, F Street Germantown LLC.

STATE OF WISCONSIN }  
\_\_\_\_\_ COUNTY } SS

Personally came before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, the  
above named \_\_\_\_\_ to me known to be the person who executed the  
foregoing instrument and acknowledge the same.

\_\_\_\_\_ My Commission expires  
\_\_\_\_\_  
Notary Public, State of Wisconsin.

## CONSENT OF CORPORATE MORTGAGEE

\_\_\_\_\_, a corporation duly organized and existing under and by virtue of  
the laws of the State of \_\_\_\_\_, as mortgagee of the herein described  
land, does hereby consent to the above certificate of F Street Germantown LLC., owner.

IN WITNESS WHEREOF, the said \_\_\_\_\_, mortgagee, has caused these presents  
to be signed by \_\_\_\_\_, Title \_\_\_\_\_

and countersigned by \_\_\_\_\_, Title \_\_\_\_\_  
at \_\_\_\_\_ and its corporate seal to be hereunto affixed on this \_\_\_\_\_ day of  
\_\_\_\_\_, 20\_\_\_\_.

In the presence of:

\_\_\_\_\_ (Corporate Seal)  
Corporate Name

\_\_\_\_\_  
President Date

\_\_\_\_\_  
Secretary or Cashier Date

STATE OF \_\_\_\_\_ }  
COUNTY OF \_\_\_\_\_ } SS

Personally came before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,  
\_\_\_\_\_, Title \_\_\_\_\_

and \_\_\_\_\_, Title \_\_\_\_\_  
of the above named corporation, to me known to be the persons who executed the foregoing  
instrument, and to me known to be such President and Secretary (cashier) of said corporation,  
and acknowledged that they executed the foregoing instrument as such offices as the deed of  
said corporation, by its authority.

\_\_\_\_\_  
Notary Public, State of \_\_\_\_\_.

My Commission expires \_\_\_\_\_



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## VILLAGE OF GERMANTOWN PLAN COMMISSION APPROVAL

This Certified Survey Map is hereby approved by the Planning Commission of the Village of Germantown on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_

By: \_\_\_\_\_  
Robert A. Soderberg, Chairman

Date: \_\_\_\_\_

\_\_\_\_\_  
Deborah J. Remich, Secretary

Date: \_\_\_\_\_

## VILLAGE OF GERMANTOWN VILLAGE BOARD APPROVAL

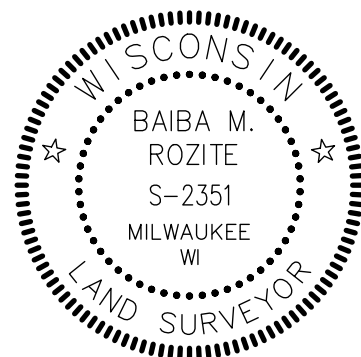
Approved and accepted for recording by the Village Board of Village of Germantown.

By: \_\_\_\_\_  
Robert A. Soderberg, Village President

Date: \_\_\_\_\_

\_\_\_\_\_  
Donna Ott, Village Clerk

Date: \_\_\_\_\_



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**To:** Kevin Driscoll, Village Engineer  
**CC:** Jeff Retzlaff Village Planner  
**From:** Bob Beilfuss, PLS  
**Date:** May 6, 2026  
**Re:** F Street Germantown LLC CSM

Kevin,

Here are my review comments for the F Street Germantown CSM received 5/5/2026.

### **Certified Survey Map**

**Applicant or Owner: Ruekert and Mielke : F Street Germantown LLC**

Address: 1134 N. 9<sup>th</sup> Street, Milwaukee  
Tax Key No. GNTV 361978

**Land Surveyor/Firm: Baiba Rozite PLS, Ruekert and Mielke**

**Review Comments are based on the CSM Review Checklist approved 4/9/2025:**

1. Per Chapter 18 of the Village Land Division Ordinance, all subdivision and Certified Survey Maps will be referenced to the Wisconsin State Plane Coordinate System, South Zone (NAD 1983-2011 datum) grid bearings for a bearing basis.
2. The provided legend does not indicate the PLSS monument type and size and needs to be provided.
3. Wisconsin State Plane Coordinates, South Zone Grid (NAD 1983 2011 adjustment) of at least one PLSS monument needs to be added
4. Add the current building setback lines for Lot 1 and 2, mapped, dimensioned per current zoning code. Include a date stamp for the current zoning code being used.
5. Village of Germantown Planning Commission Approval:

Correct the name of the Planning Commission Chair and Village President as shown below:

*Professional Land Surveying and Mapping Services*  
W174 N9467 Joper Road, Menomonee Falls, Wisconsin, 53051  
262-250-8003 office [pointlandsurveying@gmail.com](mailto:pointlandsurveying@gmail.com) email

---

This Certified Survey Map is hereby approved by the Planning Commission of the Village of Germantown on this day \_\_\_\_\_ of \_\_\_\_\_, 2026.

\_\_\_\_\_  
Robert A. Soderberg, Chairman

\_\_\_\_\_  
Date

\_\_\_\_\_  
Deborah J. Remich, Secretary

\_\_\_\_\_  
Date

6. On Page 6 of 6. the Planning Secretary's name is incorrect and needs to be corrected to read Deborah J. Remich.
7. Along the east side of Lot 2, there is a strip of land of varied width that according to County records is owned by the City of Mequon (Tax Key No. 361-990). If this is the case, the Parcel should be noted. Document No 1180493 could reveal the owner and if these lands are dedication or a deed in Fee for Right of Way purposes.

This item should be resolved prior to recording.

### **Document Approval and Recording**

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

This includes the CADD file.

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

### **Document Submittals and Data Conversion**

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

The model space of the drawing will be done in Wisconsin State Plane Coordinate System, South Zone (NAD 1983 datum 2011 Adjustment) and the Grid Bearing basis.

*Professional Land Surveying and Mapping Services*  
W174 N9467 Joper Road, Menomonee Falls, Wisconsin, 53051  
262-250-8003 office [pointlandsurveying@gmail.com](mailto:pointlandsurveying@gmail.com) email

---

**Prior to Recording the Certified Survey Map or Subdivision Plat**

The professional land surveyor is responsible for submitting a copy of the AutoCAD drawing file (.dwg) of the document in version 2025 via email to the Village Surveyor for mapping purposes.

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

Sincerely,  
Point Land Surveying & Mapping

*Bob Beilfuss*

Bob Beilfuss, P.L.S.  
Principle

## **BUSINESS OF THE VILLAGE BOARD**

MEETING DATE: June 1, 2026

PLACEMENT: Action Item

ITEM TITLE: Contract award to MC Group, LLC for Owners Representation services related to the Police Department building project.  
(ACTION)

SUBMITTED BY: Patrick Merten, Police Chief

SUMMARY EXPLANATION:

ATTACHMENT:

1. M-C Group OR Recommendation -VB
2. MC Group Proposal
3. MC Group Fees Revised

STAFF RECOMMENDATION:

ACTION BY COMMITTEE:

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

MEETING DATE: June 1, 2026  
AGENDA ITEM: Action  
ITEM TITLE: Appointment of contract for Owners Representation for New Police Department  
SUBMITTED BY: Chief Patrick Merten  
SUMMARY EXPLANATION:

The Village has already initiated the selection of an Architectural/Engineering (A/E) team and intends to utilize a Construction Manager at Risk (CMAR) delivery method. The Owner's Representative will serve as the Village's primary advocate, ensuring the project remains on schedule, within the \$35 million budget, and meets the high-security operational requirements of a modern law enforcement facility.

The Police Department Building Committee issued a Request for Proposal (RFP) to three Owner's Representative (OR) firms and received proposals from all three. The committee reviewed and evaluated each proposal based on the following criteria:

- Experience with Public Safety / Police Facilities (20 points)
- Qualifications of Personnel (30 points)
- Approach to CMAR Budget and Schedule Oversight (20 points)
- Proposed Fee Structure (10 points)
- References from Similar Wisconsin Municipalities (10 points)
- Interview (10 points)

The Police Department Building Committee conducted interviews with two of the three firms, as the third firm was unable to attend the scheduled interview date and time. The two firms interviewed were M-C Group and Luther Group. Following the interviews and final scoring process, the committee rated each firm on a 100-point scale:

- M-C Group – 83 out of 100
- Luther Group – 49 out of 100

Based on the overall evaluation process, the committee determined that M-C Group was the most qualified Owner's Representative firm to assist the Village with oversight of the new police facility construction project. M-C Group has established strong professional relationships with many qualified A/E and CMAR firms throughout the regional market and looks forward to continuing that collaboration while working with FGM Architects and the selected CMAR team members.

Thank you for your consideration of this request.

ATTACHMENT:      ORDINANCE \_\_\_ RESOLUTION \_\_\_ OTHER   X  

RECOMMENDATION:

A motion to recommend that the Village Board approve the selection of M-C Group to provide Owners Representation services for the new Police Facility, and authorization for the Village Administrator and Village Attorney to negotiate and execute a contract for the services.



Village of Germantown  
N122W17177 Fond du Lac Avenue  
Germantown, WI 53022

Attn: Chief Patrick Merten, Police Chief, Germantown Police

Dear Chief Merten,

Congratulations on receiving community support to plan and implement a much-needed new Police Department in the Village of Germantown. The new state-of-the-art facility will serve the community for current and future generations to come.

MC Group LLC will be honored to play a role in assisting you, your staff and the Village's' leaders in the planning, design and implementation of this important and exciting project. We will act as an extension of your staff protecting your interests as though they were ours in all aspects of the project. We feel that we have developed a customized fit of owner representative services that do not overlap efforts and responsibilities of other project stakeholders, including the design team and construction manager at risk.

The services and the resulting added value that they create are depicted and outlined in this proposal. If you have any questions about any component of our proposal, please contact me; I will enthusiastically address any inquiries you may have. After digesting the contents of our proposal, we hope that you will agree that MC Group LLC is the perfect partner for this important project. Some of our key differentiators include:

**The Most Experience:** MC Group's experience is unmatched. We have been providing focused Owner's Rep services since 1998, serving many notable institutional, educational, corporate and healthcare clients in Southeast Wisconsin. The majority of our work is through repeat clients; testimony to the value that we bring.

**A Recognized Entity:** We are the longest standing Owner's Representative firm serving Southeast Wisconsin guiding Owners through complex projects to successful conclusions. Having a wide net of respected resources brings more exposure and interest to your project; this translates to high value outcomes.

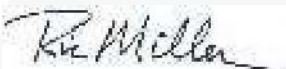
**Customized Work Plan:** No cookie cutter services proposal from us. We carefully craft the levels of services to the specific needs of the project. We focus on the specific needs and avoid duplicative services provided by other project stakeholders. By focusing our efforts where we drive value we can provide efficient involvement which allows our reduced fee proposal.

**We Are Facilitators:** We believe in Win-Win relationships. We are avid facilitators working in an open, transparent and respectful environment. By listening, reacting and monitoring the needs and inquiries of other project stakeholders including the designers and constructors, we keep information flowing. Answers are the grease that keeps the gears turning. Architects and construction managers respect us for the collaborative environment that we foster.

**We Are Highly Interested:** We're really excited about the opportunity to serve on this project. I've called the Germantown area home for the past 36 years, having sent my kids through the Germantown school district, having coached Germantown Rec youth football and basketball and enjoying all that Germantown offers. (Our current favorite is the Relish). We love projects that bring valuable services to the local community, especially the community that we live in.

Thank you for the opportunity to present our firm, our values, our people and our proposed work plan for your important project. We believe that we've hit the mark, but if not, please let us know. We are highly interested in serving you in the manner that you envision and are amenable to feedback.

We look forward to next steps!



Ric Miller  
Founding Partner - MC Group LLC

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## SECTION 1

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### Firm Information & Independence

*"Thanks for the ongoing relationship which is anchored by the very successful project to expand our corporate headquarters... Our senior administration appreciates that all of the project success parameters that we established from the onset of the project have been met or exceeded. Through this and subsequent projects, our real estate management team benefits from the expertise your group provides. We plan to continue leaning on MC Services as our company grows and our facilities needs expand."*

**Randy Stark | Director of Internal Services  
West Bend Mutual Insurance**

# ABOUT MC GROUP

MC Group, LLC was originally formed as Ric Miller Construction Consulting, LLC (RMCC) in January 1998 as a Wisconsin limited liability company with the vision of providing Owners technical support and expertise in planning and implementing their facilities projects. In 2019, RMCC evolved into MC Group allowing for increased capacity and capabilities to better serve our clients. We now have a highly experienced and accomplished staff of professionals providing Owner's Representative services on challenging and rewarding projects in many markets.

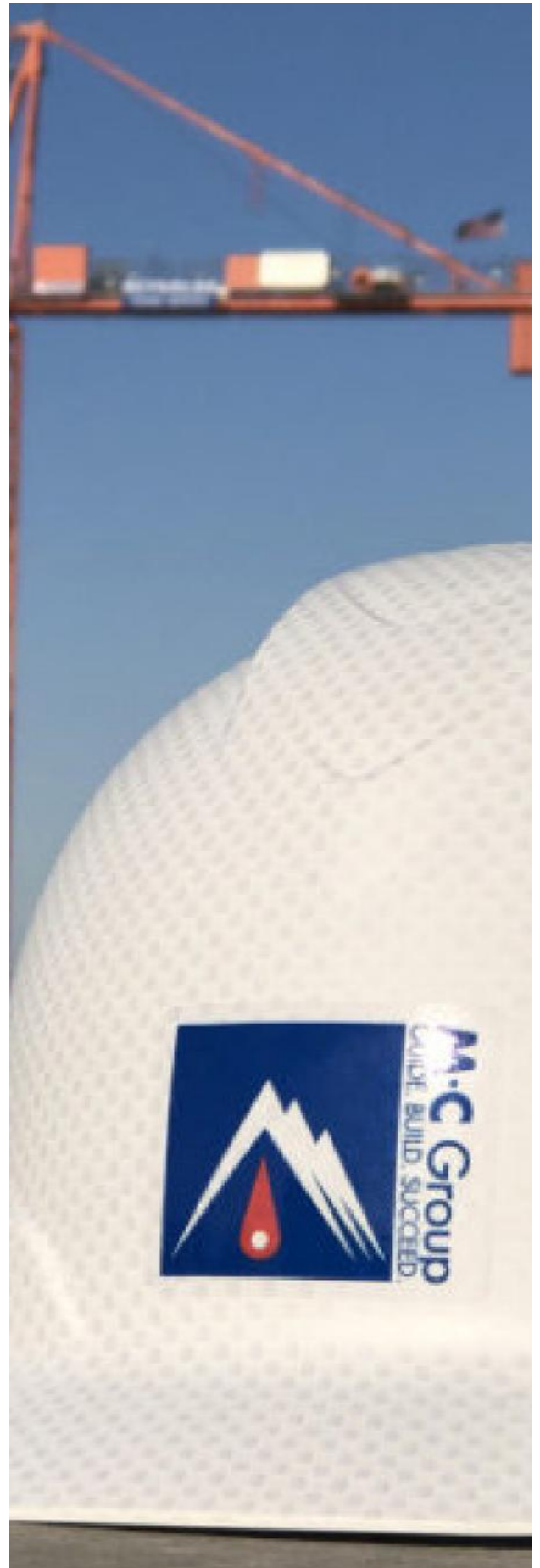
MC Group has managed over \$4 billion worth of projects constructed in the past 25+ years by applying a proven approach that focuses on planning, communicating, motivating, and leading. We have had the great privilege to serve many notable clients within Southeastern Wisconsin and beyond.

To learn more about our firm, our people, and the clients that we have had the privilege to serve, we encourage you to visit our website at [MCGroup-gbs.com](http://MCGroup-gbs.com)

## Commitment to Diversity, Equity, Accessibility and Inclusion

MC Group has extensive experience supporting our Client's diversity, equity, accessibility and inclusion commitments and is comfortable collaborating with and supporting experienced diversity consultants to open doors of opportunity. MC Group understands the value and vision that diversity brings to our communities and projects, and are committed to creating opportunities for both individuals and businesses. Through careful pre-planning and aggressive engagement, we have been able to support some of our Clients, such as Froedtert Health, to **exceed their diversity goals by 10%**, both in business participation and in "hard hats" providing labor on projects.

Additionally, MC Group obtained its own certification as a woman-owned business in 2024. Ric Miller, original sole proprietor, has embraced the growth and development that Jackie Clarke and Angela Brzowski have brought to the partnership, and the ability to serve our Clients most collaboratively. Similarly, MC Group wants to provide others their chance and encourage their growth in our Wisconsin communities.



## Capacity

On an annual basis, we are positioned to provide more than \$2 million in services to our customers. MC Group's capacity to serve has incrementally grown over the past five years and is projected to continue that same trajectory of growth in the coming five years. With the Project Team and Approach as outlined in this Proposal, MC Group is well-positioned with capacity to support the Village of Germantown in this exciting project and in future project needs.

In addition, prior to submitting on this RFP, we examined our workload and capacity as it specifically correlates to your project scope and schedule. The team proposed has the capacity to fully address this project and act in the Village's best interests as an Owner's Representative. Further, the team presented will be dedicated to this project for its duration.

## Firm Independence

MC Group LLC is an independent Owner's Services Consulting firm with no financial or corporate affiliation with FGM Architects or any other related firms.

We value our independence and see it as an asset to the Village of Germantown to have our representation with your growing team of outside experts. Our value comes from helping our clients successfully achieve their project goals, while objectively assessing all situations and providing sound guidance and support.



**OVER  
\$4 BILLION  
IN PROJECTS  
MANAGED**

**HEALTHCARE  
EDUCATION  
CORPORATE  
INDUSTRIAL  
INSTITUTIONAL  
CULTURAL**

**100 YRS  
COMBINED  
EXPERIENCE  
LEADERSHIP  
MANAGEMENT**

## SECTION 2

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### Project Team

*"Job well done! Once again, the MC Group has been our valued partner in facilitating a successful project conclusion. You can be assured that you've played an instrumental role in the exciting exponential growth that Froedtert Health has experienced over the past 20 years. We look forward to working with you and your staff for the next 20 years as we continue on our journey to bring the most advanced health care environments to our community and beyond."*

**John A. Balzer, MSEM | VP, Facility Planning & Development  
(Retired)  
Froedtert Health**

# PROJECT TEAM

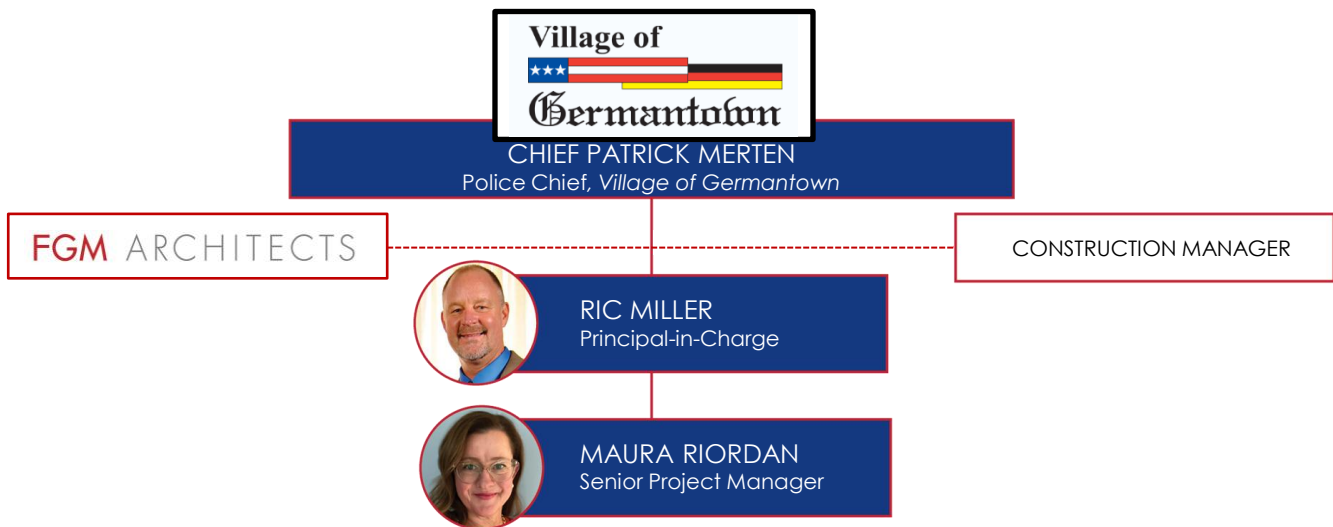
MC Group has a staff of experienced professionals that are ready to serve you. We propose to provide the services relative to your Public Safety Building project with the following team members. This team bring to the Village of Germantown over 50 years of project development experience (design through construction) experience that complements Village's Police Department team. **Ric & Maura are currently wrapping up the very successful new Public Safety Building project in Port Washington and are anxious to leverage their lessons learned on your project.**

## RIC MILLER, Founding Partner

As our Founding Partner will serve as the Principal-in-Charge. He will support the team with his extensive project experience and bring his industry relationships to the table to benefit the project.

## MAURA RIORDAN, Team Lead and Senior Project Manager

As Project Team lead and Project Manager, Maura will be your consistent point of contact throughout the project, from Day One to move-in. She will assure clear communication is maintained with all project stakeholders and will hold all parties accountable for their roles and responsibilities.



## MC GROUP RESOURCE ROLES & RESPONSIBILITIES

RIC MILLER		MAURA RIORDAN	
✓	Overall Team Leadership and Accountability Management	✓	Project Meetings and Coordination
✓	Client Relationship	✓	Contract Negotiations and Modifications
✓	Executive Team Engagement	✓	Milestone and Phasing Schedule Development and Management
✓	Total Project Budget Development	✓	Design Meetings and Coordination
✓	Monthly Financial Report Review & Meetings (1x/month)	✓	Estimate Reviews
✓	Project Team Development and Governance Support	✓	Specialty Vendor Coordination and Management
		✓	Pay Application Review
		✓	Change Management and Cost Issue Reviews
		✓	Project Progress Reporting
		✓	Conduct Project Closeout



# RIC MILLER

## PRINCIPAL-IN-CHARGE

### PROFILE

Sense of accomplishment is at the root of Ric's passion for the construction industry. Ric finds it very motivating and truly inspiring to experience the progress on a jobsite week by week and month by month overseeing and observing what a diverse group of people have accomplished. Starting with a University of Wisconsin Construction Administration degree, Ric personally brings almost 40 years of experience in the construction industry to the table with a valuable mix of 17 years serving the constructor's role as CMGC with the balance of the years serving as Owner's Representative leading the project team on the journey to success.

A lesson that Ric has learned along the journey in life is that there are certain things that we all covet, but which we can't begin to receive until we first give them away to others. Respect is one of those things and is a cornerstone of Ric's interactions with all people

### EDUCATION & EXPERIENCE

BS Construction Administration University of Wisconsin-Madison

44 years in the Construction industry

### SELECTED PROJECT EXPERIENCE

**Port Washington Public Safety Building**  
**Port Washington, WI | \$35M**

COLLABORATIVE TEAM | TAX EXEMPT | COMMUNITY ENGAGEMENT | MULTIPLE DEPARTMENTS | HIGH PROFILE/PUBLIC PROJECT | PUBLIC PROJECT COMMUNICATIONS

**Historic Haymarket Milwaukee Future Museum Project**  
**Milwaukee, WI | \$240M**

COLLABORATIVE TEAM | MULTIPLE FUNDING SOURCES | MULTIPLE BUILDING/PHASES | TAX EXEMPT | COMMUNITY ENGAGEMENT | CITY OF MILWAUKEE | DEMOLITION/ABATEMENT

**E-One, Inc. Plant 4 Expansion**  
**Ocala, FL | \$23.5M**

COLLABORATIVE TEAM | PUBLIC SAFETY INDUSTRY | MULTIPLE BUILDING/PHASES | DEMOLITION/ABATEMENT | COMMUNITY ENGAGEMENT | ACCELERATED SCHEDULE | OCCUPIED CAMPUS

**Spartan Emergency Response. Manufacturing Plant Expansion**  
**Brandon, SD | \$20M**

COLLABORATIVE TEAM | PUBLIC SAFETY INDUSTRY | MULTIPLE BUILDING/PHASES | DEMOLITION/ABATEMENT | COMMUNITY ENGAGEMENT | ACCELERATED SCHEDULE | OCCUPIED CAMPUS

**School District of Menomonee Falls - 2016 Referendum Work**  
**Menomonee Falls, WI | \$37M**

COLLABORATIVE TEAM | MULTIPLE FUNDING SOURCES | MULTIPLE BUILDING/PHASES | TAX EXEMPT | COMMUNITY ENGAGEMENT | OCCUPIED CAMPUS

**Milwaukee Regional Medical Center - Thermal Energy Plant & Distribution System**  
**Milwaukee, WI | \$246M**

COLLABORATIVE TEAM | MULTIPLE FUNDING SOURCES | MULTIPLE BUILDING/PHASES | TAX EXEMPT | CITY OF MILWAUKEE | OCCUPIED CAMPUS | DEMOLITION/ABATEMENT

**Froedtert Health - Parking Area 6**  
**Milwaukee, WI | \$80M**

COLLABORATIVE TEAM | MULTIPLE BUILDING/PHASES | TAX EXEMPT | COMMUNITY ENGAGEMENT | CITY OF MILWAUKEE | OCCUPIED CAMPUS

**Cedar Community - The Lofts at Cedar Lake**  
**West Bend, WI | \$35M**

COLLABORATIVE TEAM | MULTIPLE BUILDING/PHASES | TAX EXEMPT | COMMUNITY ENGAGEMENT | LOCAL PROJECT | OCCUPIED CAMPUS | PROPERTY DEVELOPMENT

**West Bend Badger Middle School**  
**West Bend, WI | \$27M**

COLLABORATIVE TEAM | MULTIPLE FUNDING SOURCES | MULTIPLE BUILDING/PHASES | TAX EXEMPT | COMMUNITY ENGAGEMENT | OCCUPIED CAMPUS

**CAMPUS West Bend Silverbrook Intermediate School**  
**West Bend, WI | \$28M**

COLLABORATIVE TEAM | MULTIPLE FUNDING SOURCES | MULTIPLE BUILDING/PHASES | TAX EXEMPT | COMMUNITY ENGAGEMENT | OCCUPIED CAMPUS

**MRMC West Campus Development Project Phase 1**  
**Milwaukee, WI | \$54M**

COLLABORATIVE TEAM | TAX EXEMPT | COMMUNITY ENGAGEMENT | CITY OF MILWAUKEE | OCCUPIED CAMPUS



# MAURA RIORDAN

## PROJECT MANAGER

### PROFILE

Maura brings to MC Group over 20 years of construction experience managing a wide variety of projects. From highly complex healthcare projects here in Wisconsin, to large-scale tenant buildouts in Chicago, to managing the design and construction of projects across the country, Maura has developed excellent communication skills and a strong work ethic. She instills a collaborative team approach in each project to ensure the client's needs are met, risks are identified and mitigated, and the project is completed on time, on budget and with the highest standard of quality.

### EDUCATION & EXPERIENCE

BS Architecture  
University of Illinois, Urbana-Champaign

25 years in Construction Industry

### COMMUNITY/INDUSTRY TRAINING

LEED AP  
OSHA 30-Hour  
Wauwatosa School District Task Force 2075

### SELECTED PROJECT EXPERIENCE

**Port Washington Public Safety Building**  
Port Washington, WI | \$35M

COLLABORATIVE TEAM | TAX EXEMPT | COMMUNITY ENGAGEMENT | MULTIPLE DEPARTMENTS | HIGH PROFILE/PUBLIC PROJECT | PUBLIC PROJECT COMMUNICATIONS

**Historic Haymarket Milwaukee Future Museum Project**  
Milwaukee, WI | \$240M

COLLABORATIVE TEAM | MULTIPLE FUNDING SOURCES | MULTIPLE BUILDING/PHASES | TAX EXEMPT | COMMUNITY ENGAGEMENT | CITY OF MILWAUKEE | DEMOLITION/ABATEMENT

**Children's Wisconsin - Pediatric ICU Expansion Project**  
Milwaukee, WI | \$26M

COLLABORATIVE TEAM | MULTIPLE BUILDING/PHASES | TAX EXEMPT | CITY OF MILWAUKEE | OCCUPIED CAMPUS

**Froedtert Health - Inpatient Support Renovations**  
Menomonee Falls, WI | \$9.4M

COLLABORATIVE TEAM | MULTIPLE BUILDING/PHASES | TAX EXEMPT | CITY OF MILWAUKEE | OCCUPIED CAMPUS | DEMOLITION/ABATEMENT

**Froedtert Health - Sargeant Health Ambulatory Surgery Center**  
Milwaukee, WI | \$7M

COLLABORATIVE TEAM | MULTIPLE FUNDING SOURCES | MULTIPLE BUILDING/PHASES | TAX EXEMPT | CITY OF MILWAUKEE | OCCUPIED CAMPUS | DEMOLITION/ABATEMENT

**Oconomowoc Memorial Hospital - Patient Tower**  
Oconomowoc, WI | \$70M

COLLABORATIVE TEAM | MULTIPLE BUILDING/PHASES | TAX EXEMPT | OCCUPIED CAMPUS | DEMOLITION/ABATEMENT

**Froedtert Health - Parking Area 6**  
Milwaukee, WI | \$80M

COLLABORATIVE TEAM | MULTIPLE BUILDING/PHASES | TAX EXEMPT | COMMUNITY ENGAGEMENT | CITY OF MILWAUKEE | OCCUPIED CAMPUS

**Oconomowoc Memorial Hospital - Emergency Department and Sitework**  
Oconomowoc, WI | \$3M

COLLABORATIVE TEAM | MULTIPLE BUILDING/PHASES | TAX EXEMPT | OCCUPIED CAMPUS | DEMOLITION/ABATEMENT

**Oconomowoc Memorial Hospital - Surgery Family Lounge**  
Oconomowoc, WI | \$800K

COLLABORATIVE TEAM | MULTIPLE BUILDING/PHASES | TAX EXEMPT | OCCUPIED CAMPUS | DEMOLITION/ABATEMENT

**Waukesha Memorial Hospital - Mukwonago: Emergency Department & Patient Tower**  
Mukwonago, WI | \$100M

COLLABORATIVE TEAM | MULTIPLE BUILDING/PHASES | TAX EXEMPT | OCCUPIED CAMPUS | DEMOLITION/ABATEMENT

**Truman State University - Campus Planning and Renovations**  
Kirksville, MO | Varies

MULTIPLE FUNDING SOURCES | MULTIPLE BUILDING/PHASES | TAX EXEMPT | COMMUNITY ENGAGEMENT | OCCUPIED CAMPUS | DEMOLITION/ABATEMENT

## SECTION 3

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### Experience

*"[We] extend our sincere appreciation for the leadership and guidance that you [Ric Miller] and the MC Group have provided in managing our complex campus Thermal Power Plant Project. Your organization and ongoing management of the many aspects of the project allowed our administration and board comfort and confidence over the entire 5-year journey. Your meticulous management and monthly reporting of the detailed project financial status allowed MRMC Thermal and the campus members to invest project savings into plant reliability and efficiency-added features as the project proceeded, giving us far more in the end than we originally planned. Thanks for guiding us down that successful path."*

**Mark Geronime, PE | Vice President of Operations  
Milwaukee Regional Medical Center Thermal Services, Inc**




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## MC GROUP'S PROVEN RECORD OF SUCCESS

### OWNER'S REPRESENTATION EXPERTISE AND EXPERIENCE

At MC Group, we have found that a collaborative project team has improved outcomes and increased project delivery speed, while promoting cost efficiency and reducing overall risk to both the Owner and the project. An outcome of completing decades of successful and collaborative projects, MC Group has developed strong, professional relationships with most qualified AE and CMAR firms in the regional market, and look forward to continuing this tradition working with FGM Architects and the selected CM team members.

Utilizing the collaborative team approach that MC Group outlines in this proposal, the Village of Germantown can take advantage of a huge range of project experience. Ric, and Maura have extensive project experience with highly complex and technical campus and building construction, including hospitals, schools, corporations, and industrial facilities. Project examples include multi-story vertical high-rise expansions above high acuity inpatient units for extremely vulnerable transplant patients, and demolition

and deep excavations adjacent densely populated and busy campuses, just feet away from the busiest Emergency Department in Milwaukee County. Our unique experiences also range to oversight of sensitive archaeological excavations of pauper graves, with careful removal of human remains through collaboration with UW Milwaukee archaeologists.

While these unique experiences may not directly apply to the Village of Germantown's New Police Department building project, it demonstrates our capabilities to develop unique and collaborative solutions.

Services for clients and projects routinely include tracking progress, schedule, budget, costs, cost forecasting, diversity and inclusion engagement, as well as helping to guide major decisions and navigate project changes.



## CITY OF PORT WASHINGTON

### PUBLIC SAFETY BUILDING

Originally established with a \$35 million total project budget, the Port Washington Public Safety Building project was successfully value-engineered to approximately \$32 million through a disciplined and highly collaborative preconstruction process led by MC Group as the Owner's Representative.

The new Public Safety Building will consolidate police, fire, and civic functions into a unified shared campus while modernizing and expanding the City's existing public safety infrastructure.

The police component of the facility includes secure police administration space, a virtual indoor training range, secure evidence storage, a squad garage with integrated sallyport operations, and dedicated emergency operations space designed to support critical incident management and continuity of operations. The fire department portion includes fire administration, a six-bay apparatus area, and full-time living quarters designed to support 24/7 operations. Shared spaces between the police and fire functions include a public lobby, large training and courtroom space, and a shared fitness room intended to support both operational readiness and staff wellness.

As Owner's Representative, MC Group has led overall project coordination and management efforts including schedule oversight, budget management, design-phase coordination, value engineering, procurement support, stakeholder engagement, construction administration, and ongoing communication between the City, consultants, contractors, and user groups. MC Group continues to guide the project through active construction with occupancy anticipated in Summer 2026.

#### PROJECT ELEMENTS

✓ Collaborative Team Approach	✓ Tax-Exempt	✓ Occupied Campus	✓ High-Profile / Public Project
✓ Public Project Communications	✓ Community Engagement	✓ Municipal Project	✓ Public Safety Project

#### SERVICES

- Preconstruction Services/Oversight
- Bidding/GMP/Total Project Budget Development
- Construction Administration/Oversight
- Project Financial Management
- Project Management of Owner's FFE

#### INDUSTRY

Public Safety

#### YEAR

2026

#### FINANCIAL

\$35M Overall – trending to \$32M

#### ARCHITECT

Bray Architects

#### CONSTRUCTION

C.D. Smith Construction



## WISCONSIN MUSEUM OF NATURE & CULTURE

### FUTURE MUSEUM

Located on 2.4-acres in the Haymarket neighborhood, adjacent the city's Deer District, the Future Museum will be the largest cultural project in Wisconsin's history. Following abatement and demolition of several existing buildings, an approx. 200,000 SF, five-story building will house an open atrium gathering space, four floors of exhibits, two gardens (one rooftop) and a butterfly vivarium. A parking structure and offset collections storage are also planned.

MC Group is helping to guide the Museum through each milestone necessary to secure funding through multiple sources, including State, County and private funding. The funding process also includes pursuit of other public funding sources such as brownfield funding and New Market Tax Credit allocations.

#### SERVICES

- Preconstruction Services/Oversight
- Bidding/GMP/Total Project Budget Mgmt
- Project Scope Validation
- Construction Administration/Oversight
- Project Financial Management
- Project Management of Owner's FFE
- Project Close-out/Oversight

#### INDUSTRY

Cultural, Educational

#### YEAR

2022-Ongoing

#### FINANCIAL

\$240M Overall

#### ARCHITECT

Kahler Slater/Ennead

#### CONSTRUCTION

Mortenson

#### PROJECT ELEMENTS

✓ Collaborative Team Approach	✓ Tax-Exempt	✓ Multiple Building/Phases	✓ Demolition/Abatement
✓ Multiple Funding Sources	✓ City of Milwaukee	✓ Community Engagement	✓ High Profile/ Public Project



## MILWAUKEE REGIONAL MEDICAL CENTER REDEVELOPMENT PHASES 1 THRU 3

The Milwaukee Regional Medical Center (MRMC) project encompasses a series of projects, the majority of which are west of 92nd St, north of Wisconsin Avenue, east of 141 and south of Watertown Plank road, consisting of approximately 80 acres. The current projects consist of mass grading across the 80 acres with relocation of removed materials on site, roadway design, installation of underground infrastructure and construction of 0.35 miles of 95th Street, 0.26 miles of Doyne Extension, 0.12 miles reconstruction of 92nd Street, the driveway relocation of Kathy's House, surface parking lot construction and retention pond expansion. The project budget is approximately \$54M and the Owner's Representative project duration is 30 months.

The role of MC Group on this project is to serve as MRMC's principal point of contact and liaison between the Engineer, CM and MRMC's Consultants throughout the project. MC Group monitors and ensures quality, timely and cost-sensitive design and construction while maintaining professional relationships with all parties. MC Group is also responsible for monitoring, reporting and identifying discrepancies in the budget or schedule and provide early warning of problems that may affect either, as well as reviewing Applications for Payment, invoices and Change Orders, making recommendations to MRMC.

### SERVICES

- Team Selection
- Preconstruction Services/Oversight
- Bidding/GMP/Total Project Budget Development
- Construction Administration/Oversight
- Project Financial Management
- Project Management of Owner's FFE

### INDUSTRY

Community, Medical

### YEAR

2022-Ongoing

### FINANCIAL

\$100M Overall

### ENGINEER

Graef

### CONSTRUCTION

Walbec

### PROJECT ELEMENTS

✓	Collaborative Team Approach	✓	Tax-Exempt	✓	Occupied Campus	✓	Demolition/Abatement
✓	Multiple Project Phases	✓	City of Milwaukee	✓	Community Engagement	✓	Environmentally Contaminated Properties



## MILWAUKEE REGIONAL MEDICAL CENTER THERMAL ENERGY PLANT & DISTRIBUTION SYSTEMS

In 2014 the members of MRMC formed MRMC-Thermal with the intent to purchase, expand, upgrade, and operate the centralized plant. On 4/21/2016 MRMC Thermal closed on the property and proceeded with the major upgrades and expansion projects with the goal of increasing reliability, redundancy, and increased efficiency.

The high-risk nature of the business plan, and no ability to fund budget overages, prompted MRMC to engage Ric Miller's support. Ric was able to work with Bob Mlynarek to guide the project budget back into alignment. Throughout the course of the project, with detail monitoring and forecasting, the project was able to use significant budget savings to re-invest those dollars into additional system improvements.

The overall budget supported three projects including a temporary boiler plan, and conversion of the main plan from coal to natural gas while adding n+ 1 redundancy. The third project focused on distributing chilled water and steam to multiple landowners and tenants throughout the MRMC Campus. The 36" and 48" pipelines crossed Watertown Plank Road, a major thoroughfare providing access to US Hwy 41. From there, the pipelines had to be distributed throughout the campus to multiple end users, running parallel and crossing multiple campus roadways. Ric coordinated and communicated with the project's CMGC and MRMC Campus' Mark Geronime daily to ensure the project phasing, utility coordination, and pedestrian and vehicle traffic management prevented any impacts to the busiest campus in the Milwaukee regional area.

### PROJECT ELEMENTS

✓ Collaborative Team Approach	✓ Tax-Exempt	✓ Occupied Campus	✓ Multiple Project Phases
✓ Multiple Funding Sources	✓ Community Engagement	✓ Utilities	✓ Multiple Municipalities

### SERVICES

- Team Selection
- Preconstruction Services/Oversight
- Bidding/GMP/Total Project Budget Development
- Construction Administration/Oversight
- Project Financial Management
- Project Management of Owner's FFE
- Project Closeout Oversight
- Oversight of CMGC Contracting

### INDUSTRY

Community, Medical

### YEAR

2018

### FINANCIAL

\$246M

### ENGINEER

Burns & McDonnell Engineering Company, Inc.

### CONSTRUCTION

Boldt



## WEST BEND SCHOOL DISTRICT

### 2012 Referendum Projects: Silverbrook Middle School Addition and Green Tree Elementary School Renovations

The 2012-approved \$22.8M referendum encompassed a 180,000 SF new addition to the Silverbrook Middle School providing the students a new food servery and cafeteria, and a new gym and classrooms. Renovations were performed at Green Tree Elementary. The work was necessary to support the District's realignment strategy based on changing student enrollment.

**Point of interest:** the hallways included decorative patterns that replicated streams and brooks in celebration of the name of the school and indigenous surroundings.



#### PROJECT ELEMENTS

✓ Collaborative Team Approach	✓ Tax-Exempt	✓ Occupied Campus	✓ Multiple Project Phases
✓ Demolition/Abatement	✓ Community Engagement	✓ Municipal Project	✓ Public Project Communications

#### SERVICES

- Team Selection
- Preconstruction Services/Oversight
- Bidding/GMP/Total Project Budget Development
- Construction Administration/Oversight
- Project Financial Management
- Project Management of Owner's FFE

#### INDUSTRY

Community, Education

#### YEAR

2015

#### FINANCIAL

\$22.8M Overall

#### ARCHITECT

Eppstein Uhen Architects

#### CONSTRUCTION

VJS Construction Services



## WEST BEND SCHOOL DISTRICT

### 2009 Referendum Project: Badger Middle School

The 2009-approved \$27.4M referendum encompassed much-needed improvements at Badger Middle School including partial demolition of the outdated facility which was beyond its useful-life. A 125,000 SF building addition included new modern classrooms, and renovations to existing spaces provided new safe and secure building entries. MC Group represented the District from referendum approval through occupancy.

**Point of interest:** Some historic architectural elements were salvaged from the original 1925 West Bend high school and incorporated into this new construction as a means of preserving the original community historical importance.



#### PROJECT ELEMENTS

✓ Collaborative Team Approach	✓ Tax-Exempt	✓ Occupied Campus	✓ Multiple Project Phases
✓ Demolition/Abatement	✓ Community Engagement	✓ Municipal Project	✓ Public Project Communications

#### SERVICES

- Team Selection
- Preconstruction Services/Oversight
- Bidding/GMP/Total Project Budget Development
- Construction Administration/Oversight
- Project Financial Management
- Project Management of Owner's FFE

#### INDUSTRY

Community, Education

#### YEAR

2009

#### FINANCIAL

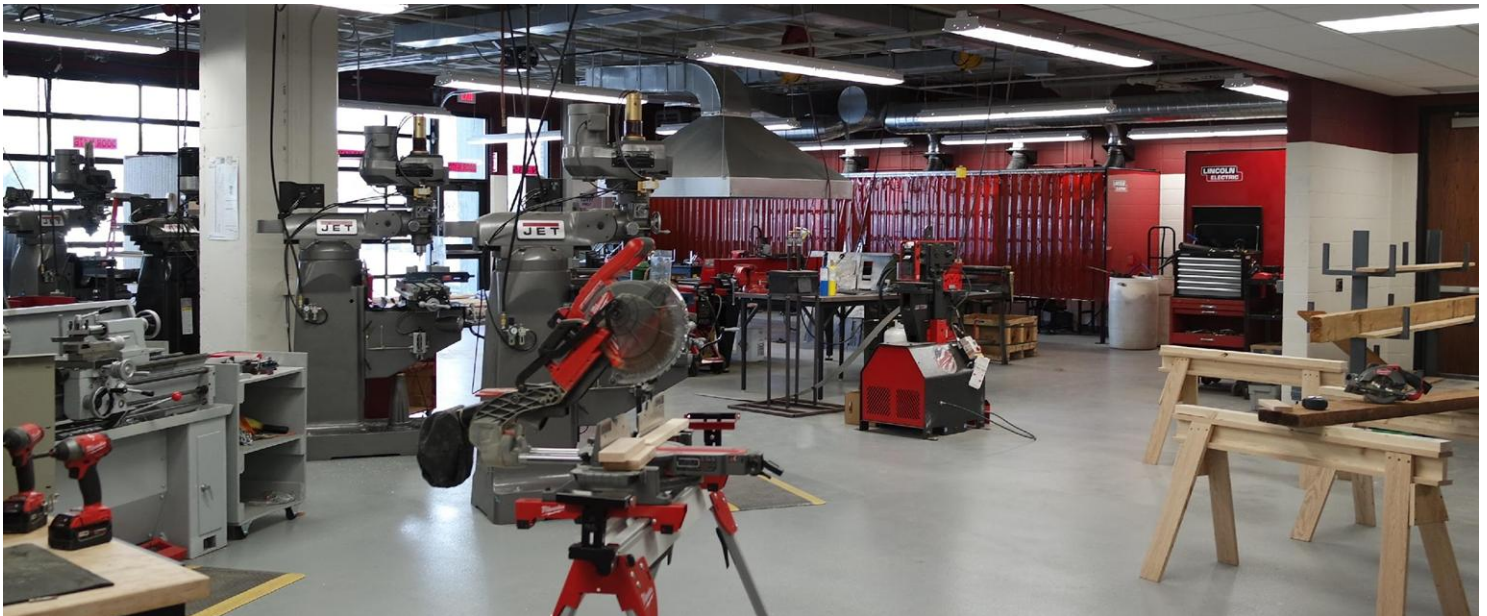
\$27.4M Overall

#### ARCHITECT

Zimmerman Architectural Studios

#### CONSTRUCTION

VJS Construction Services



## MENOMONEE FALLS SCHOOL DISTRICT

### DISTRICT WIDE EXPANSION/IMPROVEMENTS

The scope of this project included extensive capital improvements and upgrades throughout multiple facilities including the Valley View Elementary School, Shady Lane Elementary School, North Middle School, and Menomonee Falls High School. The referendum included a plethora of capital improvements, facilities upgrades, the mass demolition of an outdated facility, 128 individual projects at 5 different locations within the district. Individual cost tracking and management were developed for each group of projects under the overall referendum.

#### SERVICES

- Team Selection
- Preconstruction Services/Oversight
- Bidding/GMP/Total Project Budget Development
- Construction Administration/Oversight
- Project Financial Management
- Project Management of Owner's FFE

#### INDUSTRY

Community, Education

#### YEAR

2018

#### FINANCIAL

\$37.2M Overall

#### ARCHITECT

Eppstein Uhen Architects

#### CONSTRUCTION

VJS Construction Services

#### PROJECT ELEMENTS

✓ Collaborative Team Approach	✓ Tax-Exempt	✓ Occupied Campus	✓ Multiple Project Phases
✓ Multiple Funding Sources	✓ Community Engagement	✓ Municipal Project	✓ Demolition/Abatement

## ADDITIONAL PROJECT EXPERIENCE

In addition to the highlighted representative projects on the previous pages, below are additional project examples completed by MC Group team members that further demonstrate our expertise and experience related to the Village of Germantown Police Department project.



### FROEDTERT HEALTH

SOUTHEAST CAMPUS: CANCER CENTER, CFAC & PARKING

\$0.5 billion development of the southeast corner of their campus, including the state-of-the-art cancer care center and 12-story Center for Advanced Care (CFAC), constructed to house medical services to support efficient care coordination for specialized medical services including cardiac, transplant, surgical and interventional care.

COLLABORATIVE TEAM | LOCAL PROJECT | TAX EXEMPT | URBAN SITE | DEI MONITORING  
DEMOLITION/ABATEMENT | HIGH PROFILE/PUBLIC PROJECT | COMMUNITY ENGAGEMENT  
SUSTAINABLE BUILDING SYSTEMS | NEW SITE DEVELOPMENT



### CHILDREN'S WISCONSIN

MILWAUKEE CAMPUS IMPROVEMENT: SURGERY, CRAIG YABUKI TOWER, CENTRAL GENERATOR & SKYWALK BUILDINGS

\$385 million redevelopment of the Milwaukee Children's campus, including the 155,000 sf state-of-the-art Emergency Department, the 6-story, 237,000 sf Craig Yabuki Tower which houses ambulatory clinical services, and an 83,000 SF complete renovation-in-place of the existing surgical platform.

COLLABORATIVE TEAM | LOCAL PROJECT | TAX EXEMPT | URBAN SITE | DEI MONITORING  
DEMOLITION/ABATEMENT | HIGH PROFILE/PUBLIC PROJECT | COMMUNITY ENGAGEMENT  
SUSTAINABLE BUILDING SYSTEMS | NEW SITE DEVELOPMENT



### CEDAR COMMUNITY

THE LOFTS AT CEDAR LAKE

\$35 million development of the Lofts at Cedar Lake within the Cedar Community senior living campus on the shores Big Cedar Lake in West Bend WI. Construction progressed through phases to minimized disruptions and to allow a phased lease/occupancy program all while working on an active campus and within the 24/7 occupied main facility.

COLLABORATIVE TEAM | LOCAL PROJECT | PROPERTY DEVELOPMENT | TAX-EXEMPT |  
MULTIPLE FUNDING SOURCES | OCCUPIED CAMPUS | COMMUNITY ENGAGEMENT



### WEST BEND MUTUAL INSURANCE

NEW CORPORATE HEADQUARTERS & UPDATES

\$73 million development, this 210,000-square-foot corporate headquarters expansion included open office areas, private offices, conference and meeting rooms. The project also included a kitchen and serving area, a fitness center as well as extensive remodeling of their existing facility including doubling the size of their existing data center.

COLLABORATIVE TEAM | LOCAL PROJECT | DEMOLITION/ABATEMENT | COMMUNITY ENGAGEMENT  
SUSTAINABLE BUILDING SYSTEMS | OCCUPIED CAMPUS



### E-ONE, INC.

PLANT 4 MANUFACTURING EXPANSION

\$23.5 million expansion of their manufacturing plant that manufactures fire apparatus and emergency vehicles. This 4-phase project adds over 75,000 sf to their current operations in order to meet the growing industry demands by increasing production by 35%. Project is in construction and scheduled to complete by first quarter of 2027.

COLLABORATIVE TEAM | PUBLIC SAFETY INDUSTRY | DEMOLITION/ABATEMENT | COMMUNITY ENGAGEMENT  
ACCELERATED SCHEDULE | OCCUPIED CAMPUS

## ADDITIONAL PROJECT EXPERIENCE

In addition to the highlighted representative projects on the previous pages, below are additional project examples completed by MC Group team members that further demonstrate our expertise and experience related to the Village of Germantown Police Department project.



### SPARTAN EMERGENCY RESPONSE

MANUFACTURING PLANT EXPANSION

A \$20 million expansion of their manufacturing plant that manufactures fire apparatus and emergency vehicles. This multi-phase project adds nearly 56,000 sf to their current operations in order to meet the growing industry demands by increasing production by 40%. The Project is in construction and scheduled to complete in less than a year.

COLLABORATIVE TEAM | PUBLIC SAFETY INDUSTRY | DEMOLITION/ABATEMENT | COMMUNITY ENGAGEMENT  
ACCELERATED SCHEDULE | OCCUPIED CAMPUS



### WISCONSIN ENERGY INSTITUTE

Wisconsin Energy Institute is a new 107,000 SF research and education facility located in the heart of the science and technology campus at UW-Madison. The building, opened in 2012, is LEED Gold Certified and uses 52% less than energy code minimum, while supporting essential research that is focusing on moving the world toward clean energy systems and solutions.

COLLABORATIVE TEAM APPROACH | STATE OF WI FUNDING AND PAY REQUESTS | TAX-EXEMPT | DEI MONITORING NEW SITE DEVELOPMENT/ENTITLEMENTS | COMMUNITY ENGAGEMENT • URBAN SITE | LOCAL PROJECT | HIGH PROFILE/PUBLIC PROJECT



### CITY OF FITCHBURG LIBRARY

The City of Fitchburg developed the new two-story, 36,000 SF building to house their 60,000 item collection and serve their growing community well into the future. The LEED Gold certified building was funded by both public funding and through a Capital Campaign lead by the Friends of Fitchburg Library.

COLLABORATIVE TEAM APPROACH | TAX-EXEMPT | NEW SITE DEVELOPMENT/ENTITLEMENTS  
COMMUNITY ENGAGEMENT | HIGH PROFILE/PUBLIC PROJECT



### MADISON CENTRAL LIBRARY

The Madison Public Library is a 120,000 SF redevelopment of the existing 45-year-old building in the heart of downtown. The new building, opening in 2013, was completely transformed, stripping down to the structure and adding a vertical expansion to provide a user-centric environment that also serves as a community destination and enhances Madison's cultural offerings.

COLLABORATIVE TEAM APPROACH | TAX-EXEMPT | COMMUNITY ENGAGEMENT | URBAN SITE | HIGH PROFILE/PUBLIC PROJECT



### UNITED COMMUNITY CENTER

NEW CONSTRUCTION FOR EARLY LEARNING ACADEMY

\$12.1 million, new 3-story, 34,300 SF, Early Learning Academy serving infants to 3K. The building consists of (17) classrooms, multi-purpose room, indoor and outdoor playground areas, and kitchen. Included the razing of (7) houses and a daycare building, phase II environmental study, asbestos abatement, utility disconnects and relocates, and soil testing for the new Early Learning Academy building.

COLLABORATIVE TEAM | CITY OF MILWAUKEE | PROPERTY DEVELOPMENT | TAX-EXEMPT |  
MULTIPLE FUNDING SOURCES | OCCUPIED CAMPUS | COMMUNITY ENGAGEMENT

## MC GROUP REFERENCE



**May 20, 2026**

To Whom It May Concern,

It is my understanding that the Village of Germantown is considering hiring MC Group to act as the Village's Owners Representative for a construction project on a new Police Building. The City of Port Washington will be concluding a similar project in the next couple of months. I am writing this letter to recommend using MC Group for your project as well.

MC Group served as the Owner's Representative for the Port Washington Public Safety Building project and was an important part of keeping the project organized, moving forward, and aligned with the City's goals throughout design and construction.

Their team communicated effectively with all parties involved in the project, from the City Staff to the general contractors, as well as subcontractors and other vendors needed to make the project a success, and did a great job coordinating between City, the design team, contractors, and end users.

They were responsive when issues came up and worked to resolve concerns quickly before they became larger problems impacting budget or schedule. MC Group also demonstrated a strong understanding of the operational needs and security considerations associated with public safety facilities. They understood the importance of balancing construction requirements with the day-to-day operational needs of police and emergency services personnel. Throughout the project, MC Group provided consistent oversight related to schedule, budget, procurement, and construction coordination while maintaining a professional and collaborative approach.

Because of MC Group's involvement in the project, and the amount of work, follow up and coordination they provided, more time than I can estimate was saved for City Police and Fire command personnel to work on other department business or to really research key aspects of construction and wants. They truly took much of the workload off of city staff, and made the whole experience less stressful, and more efficient than, in my opinion, it would have otherwise been. I am happy to say that they were integral to the project completing on time and under budget.

Based on our experience, I would strongly recommend MC Group for similar public safety and municipal facility projects.

Please feel free to contact me if you would like to discuss our experience further.

Sincerely,

Craig Czarniecki, Captain of Police  
262-284-8922  
[cczarniecki@portwashingtonwi.gov](mailto:cczarniecki@portwashingtonwi.gov)

## SECTION 4

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### Project Approach



*"Ric and his team brought overarching leadership and expertise in managing the entire process from initial planning and smart budget planning through design, construction and occupancy. They brought a calm, calculated and steady hand to the complexities of our facilities initiatives."*

**Sue Smith | President, Nativity Jesuit Academy**

# PROJECT UNDERSTANDING

MC Group understands the Village of Germantown is undertaking the development of a new Police Department facility at N122W17177 Fond du Lac Avenue in Germantown, Wisconsin, on the site of the former Department of Public Works (DPW) facility. The project also includes utility infrastructure sanitary sewer and water main extensions that will be overseen by the Village Engineer.

The Village's goal is to deliver a modern, purpose-built public safety facility that supports current operational needs while accommodating future growth, evolving service demands, and modern law enforcement best practices. The facility is anticipated to include specialized public safety components such as a live-fire indoor training range, secure evidence storage, sallyport operations, emergency operations space, and integrated security and technology systems requiring careful coordination throughout design and construction.

The Village has selected the Architectural/Engineering (A/E) team and is in the process of selecting the Construction Manager at Risk (CMAR). MC Group will complete the team roster as Owner's Representative to serve as the Village's advocate by providing project leadership, coordination, budget oversight, schedule management, and strategic guidance necessary to support successful project delivery below the Village's established \$35 million Total Project Budget.

Drawing from MC Group's experience supporting complex public safety projects, including the Port Washington Public Safety Building that combines both police and fire department operations within a single facility, we understand the operational and security challenges associated with modern law enforcement and emergency services facilities. We recognize the importance of balancing operational requirements, security considerations, constructability, budget constraints, and long-term functionality throughout the planning and construction process.

MC Group will function as an extension to the Department's staff and to the Village's leaders while always acting in the best interest of the Owner without conflicting interests. We will bring our extensive experience, knowledge, processes and tools to guide the Project Team to successful outcomes by all measures.

## OWNER'S REPRESENTATIVE BENEFITS

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**YOU HAVE ENOUGH TO LEAD.  
WE HANDLE THE REST.**

A Police Chief shouldn't have to be a construction manager, contract administrator, budget analyst, and project coordinator.

**THAT'S WHERE WE COME IN.**

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**WE KEEP THINGS MOVING AND  
PROBLEMS FROM GROWING.**

We organize decisions, coordinate the moving parts, identify issues early, review costs and change orders, and keep communication flowing between the architect, contractor, Village staff, and user groups—so priorities never get lost.

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**WE PROTECT WHAT MATTERS.  
OPERATIONAL SUCCESS.**

For public safety facilities, details matter. From evidence storage and sallyports to emergency operations and security systems, small missteps in design or construction can have big operational consequences.

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**FOCUSED ON EFFICIENCY.  
ALIGNED ON RESULTS.**

The CMAR builds the project. We make sure it's the right project, delivered the right way—efficiently, on budget, and aligned with the operational needs of your Police Department.

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**BETTER TOGETHER.  
STRONGER OUTCOMES.**

The best projects happen when the CMAR and Owner's Representative work collaboratively—with clearly different roles and a shared mission.

# PROJECT APPROACH

Our approach is focused on efficiency, cost-effectiveness, and collaboration with your team and all project stakeholders, ensuring a streamlined process and successful project delivery. Based on our extensive experience from preconstruction to construction management and project oversight, we have developed a scope of services tailored specifically to meet the needs of your projects while avoiding duplication of efforts with the Architect and CMAR. Our goal is to work seamlessly with the Village of Germantown’s project team, leveraging our expertise to add value and support the successful completion of the project.



*Our Project Approach, how we intend to work with your team, and outlined services is comprehensive to the services outlined and requested in your RFP.*

## PROJECT PHASING & KEY OUTCOMES

We have organized our approach and services by each phase of your project as was organized in your RFP and offer our estimate on duration of each phase along with the key outcomes by phase. While the Pre-Design phase only represents 25% of the overall project duration, you will see how critical the outcomes of this phase are to the successful delivery and activation of your project. We are anxious to join forces with your team to integrate our plans and execute to achieve the Village of Germantown for the future.



<b>PHASE 1: DESIGN &amp; PRE-CONSTRUCTION</b> <ul style="list-style-type: none"> <li>Engagement and execution of due diligence to support the project development</li> <li>Review and alignment of AE and CM contracts</li> <li>Planning &amp; Schedule development</li> <li>Budget development, validation &amp; designing to target budget</li> <li>Aligned Project governance and decision-making</li> <li>Design deliverables review with users</li> <li>Cost estimating and project options review</li> <li>Equipment layout and procurement plan</li> </ul>	<b>PHASE 2: BIDDING &amp; PROCUREMENT</b> <ul style="list-style-type: none"> <li>Disruption avoidance and site utilization planning</li> <li>Permitting and AHJ approvals</li> <li>Deliver complete and transparent bids that inform the final GMP</li> <li>GMP establishment and contracts</li> </ul>
<b>PHASE 3: CONSTRUCTION PHASE</b> <ul style="list-style-type: none"> <li>Budget and schedule management</li> <li>Pay application review and approvals</li> <li>Change management with Owner team</li> <li>On-site status review and observations</li> <li>Owner systems coordination</li> <li>Activation planning and support</li> </ul>	<b>PHASE 4: OCCUPANCY &amp; CLOSE-OUT</b> <ul style="list-style-type: none"> <li>Occupancy permitting and approvals</li> <li>Activation and move execution</li> <li>Customer training and commissioning</li> <li>Project closeout documentation and warranties</li> <li>Project costs and contract close-out</li> </ul>

## PHASE 1: DESIGN & PRE-CONSTRUCTION PHASE

### 1 Conduct “Kick-Off” Meeting

Meet with Village representatives, A/E team, CMAR, and key stakeholders to confirm project goals, operational priorities, communication protocols, reporting expectations, decision-making processes, and project success criteria. Establish meeting cadence, information flow, and project coordination procedures.

### 2 Review Existing Project Information & Due Diligence

Review available project documentation, studies, planning materials, contracts, and due diligence efforts to understand project status, accomplishments, risks, and immediate action items. Evaluate needs related to surveys, geotechnical work, utilities, environmental matters, permitting, and validation of specialized public safety design requirements including the live-fire range, IT/security systems, and specialized HVAC systems.

Determine what imminent planning resources may be necessary to engage to further advance the due diligence and planning phases of the project.

### 3 Review Architect / Engineer Agreement

Review the A/E agreement and provide recommendations regarding scope alignment, deliverables, responsibilities, project controls, and potential clarifications or amendments supporting the Village's interests.

### 4 Review CMAR Agreement

Review the CMAR agreement and provide observations and recommendations regarding contract terms, risk allocation, project controls, procurement requirements, GMP development, and overall contractual alignment with project goals.

### 5 Support Land Acquisition & Entitlement Activities

Because the Fond du Lac Avenue site is already owned by the Village and zoned Institutional, MC Group will assist the Village with remaining site due diligence, permitting, utility extensions, and closing-related activities as necessary to support timely project advancement.

### 6 Develop Master Project Schedule

Develop and maintain an integrated Master Project Schedule encompassing planning, design, permitting, procurement, construction, commissioning, and occupancy milestones. Monitor schedule risks, long-lead procurement items, phasing requirements, and critical path activities supporting the targeted 2028 occupancy.

### 7 Develop & Maintain the Total Project Budget

Establish and maintain a comprehensive Total Project Budget and project cost tracking system inclusive of construction costs, owner-direct costs, soft costs, contingencies, escalation, and forecasted exposures. Total Project Budget includes Construction Costs, Design and Management Fees, Soft Costs, Owner's Equipment, Appliances, Furniture and Furnishings, IT/Phone Systems, Audio Visual Systems, Security Systems, Signage & Graphics and other Owner procured items necessary to deliver a completed project.

### 8 Establish Project Meetings & Reporting Structure

Establish regular coordination meetings, agendas, action item tracking, reporting responsibilities, and project controls necessary to monitor progress, drive accountability, and support timely decision-making.

## PHASE 1: DESIGN & PRE-CONSTRUCTION PHASE (continued)

### 9 Manage Design Phase Planning & Coordination

Coordinate progression through schematic design, design development, and construction document phases by establishing design schedules, milestones, deliverables, and decision points aligned with project goals, budget, and schedule.

### 10 Review Design Progress & Cost Estimating

Coordinate and audit CMAR cost estimates at established design milestones to ensure the project is consistently "designed to budget" rather than "priced to completed design". Review estimates, identify cost drivers, evaluate value management opportunities, and protect operational requirements.

### 11 Manage Approvals & Permitting Strategy

Coordinate with the project team to develop and maintain a comprehensive approvals, permitting, and regulatory compliance schedule supporting uninterrupted project progression.

### 12 Establish Design Milestones & Deliverables

Facilitate planning and design meetings, establish milestone deliverables, and monitor completion of project objectives within the approved overall schedule.

### 13 Evaluate Energy & Operational Efficiency Opportunities

Review Focus on Energy opportunities, sustainability measures, value engineering concepts, operational efficiencies, and lifecycle considerations supporting long-term facility performance.

### 14 Develop Owner-Direct Cost Estimates

Coordinate development of cost estimates for owner-direct project categories including IT, security, AV, FF&E, kitchen equipment, specialty systems, and other non-construction costs for inclusion in total project budget reporting.

### 15 Maintain Project Cost Tracking & Reporting

Maintain MC Group's Total Project Cost Status Report (TPCSR) and related cost logs to provide current, comprehensive, and audit-ready financial tracking throughout the project.

## MANAGING PROJECT TIME



- Establish key project milestones and keep in clear focus with entire Project Team
- Assure Project Team commitments through collaborative planning and understanding of each stakeholders needs to succeed
- Assess time and schedule impacts with all project changes
- 6-week look ahead schedules essential to day-to-day planning
- Regular schedule updates throughout project



**PHASE 2: BIDDING & PROCUREMENT PHASE**

**16 Review Procurement & Bid Strategy**

Review CMAR subcontractor procurement strategy, trade package structure, invited bidder lists, bid coverage, and budget allocations by trade division. Support compliance with municipal procurement requirements, Wisconsin statutes, and Village priorities related to local or M/WBE participation if applicable.

Align the current overall budget values by bid division so that each bid division has an established budget that is consistent with the scope included within each bid division solicitation.

**17 Monitor Trade Bidding Process**

Monitor subcontractor bidding activities to promote competitive pricing, adequate bid participation, fair procurement practices, and alignment between bid results and project budget objectives.

**18 Support Bid Documentation & Selection Process**

Assist in documenting bid results, post-bid scope reviews, recommendation summaries, budget variances, and contractor selection activities for trade packages and procurement decisions.

**19 Support GMP Development & Review**

Assist in development and review of the Guaranteed Maximum Price including schedule of values, bid tabulations, allowances, contingencies, general conditions, exclusions, qualifications, contract documents, and schedule assumptions. The GMP Amendment and associated exhibits are critical to enforcement of the CMAR's obligations and compliance to the many business terms.

**20 Monitor Schedule, Phasing & Constructability**

Review schedule sequencing, construction phasing, logistics, and constructability considerations to maintain alignment with project goals, operational requirements, and late 2028 occupancy target.

**21 Review Safety, Site Logistics & Disruption Avoidance Plans**

Review CMAR safety plans, site utilization plans, logistics strategies, and disruption mitigation procedures to confirm adequate planning for project execution.

**MANAGING PROJECT COSTS**

Financial management is essential in the success of any project. MC Group has been a leader in developing simple yet proven proprietary financial systems and processes.

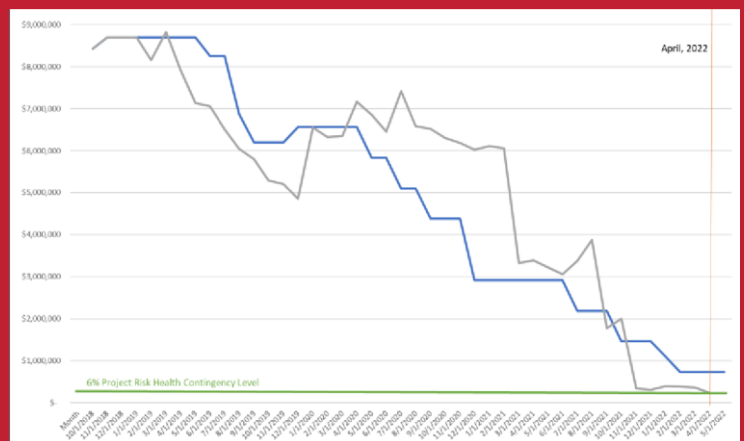
We work closely with the Project Team – especially your Construction Manager – to proactively understand costs, mitigate risks, and forecast the overall budget effectively to support the Village of Germantown.



Key elements of our approach include the following:

- Real-time cost tracking and forecasting in the TPCSR
- Regular Change Management meetings with the CM and Owner to review potential risks and resolve cost impacts fair and reasonably
- Cost Event Log updated regularly to include approved and anticipated cost issues
- Rigorous Pay Application review to assure all costs are in accordance with contract terms
- Contingency Waterfall to understand the overall financial Project Health

**Contingency Waterfall**



## PHASE 3: CONSTRUCTION PHASE

### 22 Manage Project Communications

Facilitate project communications and information management among the Village, A/E team, CMAR, vendors, and stakeholders to support efficient coordination and issue resolution.

### 23 Construction Observation & Progress Monitoring

Attend progress meetings and conduct regular site visits to monitor schedule performance, construction progress, quality of workmanship, and compliance with approved plans, specifications, and high-security operational requirements.

### 24 Facilitate Issue & Dispute Resolution

Assist the project team in proactively identifying, managing, and resolving project issues, conflicts, and disputes before they negatively impact budget, schedule, or project relationships.

### 25 Maintain Construction Cost Controls

Continue maintaining project cost reports, forecasts, commitments, and financial summaries. Review and recommend action on pay applications, budget transfers, contingencies, and other project financial matters. Review, log and document all cost commitments and invoices in an accurate, comprehensive and contemporaneous manner allowing for real time reporting and accurate cost projections.

### 26 Review Change Orders & Claims

Review, evaluate, negotiate, and recommend disposition of change orders and budget transfers, claims, and related financial adjustments in coordination with Village representatives.

### 27 Provide Weekly Project Reporting

Provide concise weekly project updates summarizing completed activities, upcoming milestones, schedule status, budget considerations, and emerging issues.

### 28 Provide Executive Reporting

Provide monthly executive reporting to Village leadership and governing bodies summarizing schedule, budget, procurement status, project progress, open issues, and photographic documentation as appropriate. Present in-person at Village Public Meetings.

### 29 Review Contractor Pay Applications

Review contractor pay applications and supporting documentation to verify compliance with contract requirements, project progress, approved changes, and applicable billing procedures. Record findings on the monthly generated Pay Application Review Forms. Track open observations until mutually resolved.

### 30 Coordinate Owner-Direct Procurement Activities

Assist the Village in planning, procurement coordination, scheduling, and integration of owner-direct systems, equipment, furnishings, technology, and specialty operational items. It is critical to begin planning these various systems early in the design phase so that architecturally significant elements are properly accommodated, and systems installation is ready and progresses sequentially and on time during construction.

**PHASE 4: OCCUPANCY & CLOSE-OUT PHASE**

**31 Provide Occupancy / Activation Guidance**

Provide general advisory support regarding occupancy, activation, and move planning coordination. Assist Owner's designated representatives in their planning and implementation of the related activities. Implementation of the pre-move and move services are assumed to be by Department internally designated individuals. MC Group can take on select tasks as specifically requested as an additional service if directed.

**32 Manage Project Close-Out & Commissioning Support**

Coordinate project close-out activities performed by designated and responsible parties including punch lists, commissioning, training, final documentation, warranty turnover, financial close-out, and testing of critical systems including security systems, evidence storage controls, range ventilation, and other specialized operational components.

**33 Post-Occupancy Support**

Remain available to assist the Village in addressing issues arising during transition, occupancy, warranty, and early operational periods.



# PROJECT TOOLS

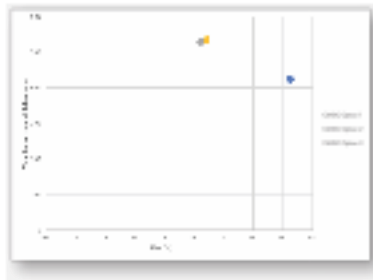
The following are samples of project tools that MC Group uses to track, measure, manage and achieve success. These tools drive timely decision making, ensure budget accountability, and make sure there are no surprises.

Communication to internal and external stakeholders is also key to successful outcomes. These tools use collaborative processes to draw out critical data and present it in a clear, concise and logical manner that produces confidence in the process and its outcomes.

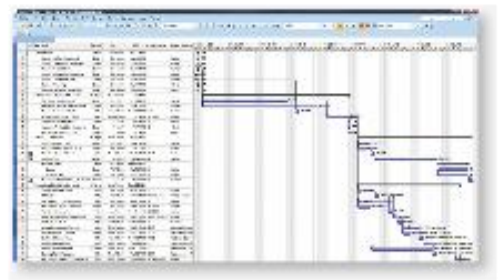
Choosing by Advantage (CBA)  
Decision Matrix



CBA Weighting  
Data Driven Selections



Project Schedule Management



Pull Planning  
Schedule Mapping



Total Project Cost Summary  
Report/Cost Management



Monthly/Weekly Reports



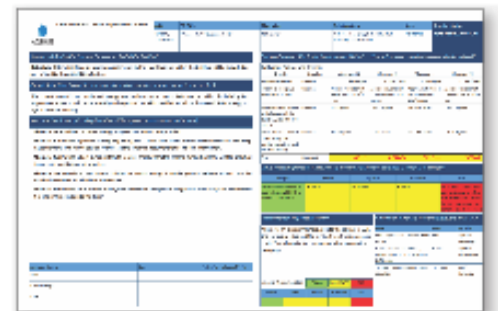
Contingency Waterfall  
Financial Risk Management



Pay Application and  
Invoice Reviews



A3 One-Page Analyses  
Weighing Options vs. Priorities



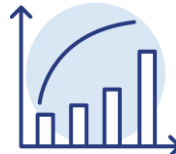
# ADDED VALUE

MC Group has many examples of how we bring added value to our Owner's every day as part of our services, and they are supported by the key things we bring as a steward of your project. At the heart of our ability to drive value into all of our projects includes the following attributes.



## Expert Owner's Representation Services

We provide Owner's Representation Services, and that's all that we do. We aren't real estate developers that provide Owner's Representation Services on the side as fill in work. We aren't a construction firm that dabbles in Owner's Representation Services. We only provide Owner's Representation Services and we do it very well.



## Proven Track Record in Southeastern Wisconsin

MC Group has been serving some of the most notable clients in Southeast Wisconsin for the past 25 years. No other firm has been providing Owner's Representation Services in this region as long as we have.



## Extensive Market Experience and Expertise

MC Group has extensive experience in public institutional projects. We know how to manage and how to communicate to all stakeholders and interested parties in a professional manner that always represents you, our client.



## Effective Leader in Projects

MC Group is the Owner's Representative Services leader in this market. We've developed specific management systems and tools that guide the project team through the project journey to success. The MC Group systems and tools have been developed, honed, time-tested and proven to be highly effective.



## Unparalleled Executive Experience

MC Group has a team of executive-level resources that have worked in this industry and market for a collective of 100+ years. This depth of experience provides our clients with advice and guidance that has proven results in achieving client goals.



## Ready to Jumpstart Your Project

MC Group is highly interested in joining your team for this challenging and important project. We're ready to go, our project approach is ready to execute immediately.

## SECTION 5

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### Compensation

*"I want to express a thank you to you and the MC Group in helping us plan and implement our new Distribution Center facility in Germantown. Throughout the entire project there was a high degree of security knowing that the MC Group was protecting our business in all dealings with the general contractor and architect. I look forward to working with you again."*

**Jeff Stawicki | Senior Director, Distribution Operations & Logistics**  
**Airgas**

# OWNER REPRESENTATION SERVICES COMPENSATION

## Project Phases & Fee Estimate

In accordance with the RFP we offer the following proposed lump sum fees organized by project phase. We have estimated the likely durations based on information provided in the RFP. Fee amount will be subject to adjustments, credits or adds based on the actual schedule that is developed by the Project Team and accepted by Owner.

Phase 1: Design & Pre-Construction Phase			
🕒	Duration: 7 months	📅	Assumed Time Period: 6/1/2026 through 1/1/2027
✓	Lump Sum Fee for this phase:	<b>7 months x \$8,970/month=</b>	<b>\$62,790</b>
Phase 2: Bidding & Procurement Phase			
🕒	Duration: 2 months	📅	Assumed Time Period: 1/1/2027 through 3/1/2027
✓	Lump Sum Fee for this phase:	<b>2 months x \$5,925/hour =</b>	<b>\$11,850</b>
Phase 3: Construction Phase			
🕒	Duration: 14 months	📅	Assumed Time Period: 3/1/2027 through 4/1/2028
✓	Lump Sum Fee for this phase:	<b>14 months x \$9,850/month=</b>	<b>\$137,900</b>
Phase 4: Occupancy & Close-Out Phase			
🕒	Duration: 3 months	📅	Assumed Time Period: 4/1/2028 through 7/1/2028
✓	Lump Sum Fee for this phase:	<b>3 months x \$8,000/month=</b>	<b>\$24,000</b>
<b>Total Proposed Fees:</b>			<b>\$236,540</b>
(For reference – the proposed fee is <b>0.67%</b> of the \$35M Project Budget)			
Estimated Expenses:			\$7,500

Standard reimbursable expenses which include mileage at the IRS rate and parking costs will be invoiced in addition to the hourly rate at cost times a multiplier of 1.0. Items such as phone/IT costs, office supplies, etc. are included within the hourly fee and therefore are not considered reimbursable expenses. Extraordinary expenses, such as overnight travel, outsourced document reproduction costs, etc. are not included and if pre-approved and incurred will be cause for adjustment of the above estimated fee amount.

## Hourly Rates

We propose the following 2026 hourly rates which are inclusive of all costs except expenses as noted below which will be invoiced in addition to the fees. We are offering a 5% discount to our standard rates for a preferred client discount. The rates are subject to a 3.0% increase on the first of each year starting in 2027.

		Ric Miller, Principal-in-Charge Rate		Maura Riordan, Sr. Project Manager Rate		Christina Markham, Project Coordinator Rate
Standard Rate		\$244.43/hour		\$128.34/hour		\$97.86/hour
<b>Proposed Rate</b>	✓	<b>\$232.21/hour</b>	✓	<b>\$216.92/hour</b>	✓	<b>\$92.97/hour</b>

## SECTION 6

### Insurance

*"Because of MC Group's involvement in the project, and the amount of work, follow up and coordination they provided, more time than I can estimate was saved for City Police and Fire command personnel to work on other department business or to really research key aspects of construction and wants. They truly took much of the workload off of city staff, and made the whole experience less stressful, and more efficient than, in my opinion, it would have otherwise been. I am happy to say that they were integral to the project completing on time and under budget.*

*Based on our experience, I would strongly recommend MC Group for similar public safety and municipal facility projects."*

**Craig Czarnecki | Captain of Police  
Port Washington Police Department**





# WHY MC GROUP?

- ✓ **25+ Years specializing in Owner's Representative services**
- ✓ **Experienced senior & executive level team, ready and available to start**
- ✓ **Well-established reputation for building consensus amongst stakeholders and fostering effective decision-making**
- ✓ **Proven success in delivering high-quality projects within established budgets**
- ✓ **Action-focused approach that drives projects to on time successful completion**

## Personal Message from Ric Miller | MC Group

We are honored to be considered for this critical project, one that will be a major addition to this local community. With our decades of historical experience, stakeholder relationship building skills, and knowledge of the current project and schedule implications, we truly feel that our team is the most qualified and best choice for Betty Brinn Children's Museum. Our team looks forward to the next step in the process and the opportunity to develop a trusted partnership.

- ✓ **Over \$4 billion in successful projects**
- ✓ **Strong Commitment to Community Service**
- ✓ **Local, present and experienced in Wisconsin regional market**
- ✓ **Extensive experience with local AE and CM firms**
- ✓ **Competitive fee with minimal expenses**
- ✓ **A State of Wisconsin Women-Owned Business (WBE)**



# OWNER REPRESENTATION SERVICES COMPENSATION

## Project Phases & Fee Estimate (revised 5/27/2026)

In accordance with the RFP we offer the following proposed lump sum fees organized by project phase. We have estimated the likely durations based on information provided in the RFP. Fee amount will be subject to adjustments, credits or adds based on the actual schedule that is developed by the Project Team and accepted by Owner.

Phase 1: Design & Pre-Construction Phase			
	Duration: 7 months		Assumed Time Period: 6/1/2026 through 12/31/2026
	Lump Sum Fee for this phase:	<b>7 months x \$8,970/month=</b>	<b>\$62,790</b>
Phase 2: Bidding & Procurement Phase			
	Duration: 2 months		Assumed Time Period: 1/1/2027 through 2/28/2027
	Lump Sum Fee for this phase:	<b>2 months x \$5,925/hour =</b>	<b>\$11,850</b>
Phase 3: Construction Phase			
	Duration: 16 months		Assumed Time Period: 3/1/2027 through 6/30/2028
	Lump Sum Fee for this phase:	<b>14 - 16 months x \$9,850/month, capped at =</b>	<b>\$137,900</b>
Phase 4: Occupancy & Close-Out Phase			
	Duration: 3 months		Assumed Time Period: 7/1/2028 through 9/30/2028
	Lump Sum Fee for this phase:	<b>3 months x \$8,000/month=</b>	<b>\$24,000</b>
<b>Total Proposed Fees:</b>			<b>\$236,540</b>
(For reference – the proposed fee is <b>0.67%</b> of the \$35M Project Budget)			
Estimated Expenses: (mileage at IRS rate):			\$2,500

Standard reimbursable expenses which include mileage at the IRS rate and parking costs will be invoiced in addition to the hourly rate at cost times a multiplier of 1.0. Items such as phone/IT costs, office supplies, etc. are included within the hourly fee and therefore are not considered reimbursable expenses. Extraordinary expenses, such as overnight travel, outsourced document reproduction costs, etc. are not included and if pre-approved and incurred will be cause for adjustment of the above estimated fee amount.

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We propose the following 2026 hourly rates which are inclusive of all costs except expenses as noted below which will be invoiced in addition to the fees. We are offering a 5% discount to our standard rates for a preferred client discount. The rates are subject to a 3.0% increase on the first of each year starting in 2027.

	Ric Miller, Principal-in-Charge Rate	Maura Riordan, Sr. Project Manager Rate	Christina Markham, Project Coordinator Rate
Standard Rate	\$244.43/hour	\$128.34/hour	\$97.86/hour
<b>Proposed Rate</b>	<b>\$232.21/hour</b>	<b>\$216.92/hour</b>	<b>\$92.97/hour</b>

**BUSINESS OF THE VILLAGE BOARD**

MEETING DATE: June 1, 2026

PLACEMENT: Presentation

ITEM TITLE: Presentation on Countywide EMS Services (PRESENTATION AND DISCUSSION)

SUBMITTED BY: John Delain, Fire Chief

SUMMARY EXPLANATION:

High level discussion and presentation regarding proposed County EMS system and possible funding.

ATTACHMENT:

STAFF RECOMMENDATION:

ACTION BY COMMITTEE: