

VILLAGE OF ELM GROVE

13600 Juneau Boulevard
Elm Grove, WI 53122

BOARD OF TRUSTEES
Monday, April 25, 2016 * 7:30 PM * Court Room

AGENDA

Roll Call
Pledge of Allegiance

1. **Public Hearing**
2. **Public comments on any subject without any action, except possible referral to a governmental body or staff member**
3. **Approval of Agenda**
4. **Approval of minutes**
Documents: [bt032816md.pdf](#)
5. **Report of Village President - Neil H Palmer**
Review and act on new appointments for committees, commissions, and boards
6. **Report of Fire Chief - William Selzer**
Documents: [march fire report.pdf](#)
7. **Report of Police Chief - James Gage**
Documents: [march pd report.pdf](#)
 - A. **2015 Annual Police Department report**
Documents: [pd annual report.pdf](#)
8. **Report of EMS Director - Dr. Jon Robinson**
Documents: [feb 2016 ytd comparison.pdf](#), [march 2016 ems report.pdf](#)
9. **Report of Village Clerk - Mary S Stredni**
 - A. **Review and act on amendment to Chapter 208 of the Village Code of Ordinances**
Amendment to Chapter 208-9 (V)
Documents: [208 peace and good order.pdf](#), [clerk memo.pdf](#)

10. Report of Village Manager - David De Angelis

Update on ongoing projects.

A. Review and act on Special Events Permit application for a Brewers Block Party

Documents: [brewers block party.pdf](#)

B. Review and act on Contract agreement with Safebuilt for inspection services

Documents: [professional services agreement between village of elm grove and safebuilt.pdf](#)

11. Report of Village Attorney - Hector de la Mora

12. Report of Standing Committees

A. Plan Commission - Trustee Nelson

Report on discussion and any action taken at previous meetings, future agenda items, and upcoming scheduled meetings

Documents: [pc040416dm.pdf](#)

B. Library Board - Trustee Nelson

Report on discussion and any action taken at previous meetings, future agenda items, and upcoming scheduled meetings.

Documents: [lb041816md.pdf](#)

C. Public Works - Utilities - Trustee Kressin

Report on discussion and any action taken at previous meetings, future agenda items, and upcoming scheduled meetings.

D. Public Safety - Trustee Nelson

Report on discussion and any action taken at previous meetings, future agenda items, and upcoming scheduled meetings.

E. Legislative - Trustee Domaszek

Report on discussion and any action taken at previous meetings, future agenda items, and upcoming scheduled meetings.

Documents: [lc042116.pdf](#)

1. Review and act on amendment to Chapter 204 Parks and Recreation

Documents: [042111lcmemo.pdf](#), [chapter 204 section 204-6 03 31 16.pdf](#)

F. Park and Recreation - Trustee Kujawa

Report on discussion and any action taken at previous meetings, future agenda items, and upcoming scheduled meetings.

Documents: [rc042116md.pdf](#)

G. Administrative and Personnel - Trustee Michalski

Report on discussion and any action taken at previous meetings, future agenda items, and upcoming scheduled meetings.

H. Finance and Licensing - Trustee Haas

Report on discussion and any action taken at previous meetings, future agenda items, and upcoming scheduled meetings.

Documents: [financial comparison 2015-2016 march.pdf](#), [financial report 3-2016.pdf](#)

1. Review and act on new operator license

Denise Kragness - Wine Cellar
Aimee Schaetz - Jilly's Mobile

2. Review and act on write off of 2014 delinquent personal property taxes

Documents: [pp charrgeback.pdf](#)

3. Review and act on Resolution 042516 Amend 2016 Budget

Documents: [resolution 42516 amending 2016 budget.pdf](#)

4. Review and act on vouchers

Documents: [voucher list 042516.pdf](#), [3-2016ach.pdf](#), [library 0416.pdf](#), [library 0416 chase.pdf](#), [chase 0416.pdf](#), [ap 0416.pdf](#)

13. Other Business

14. Adjourn

Any person who has a qualifying disability as defined by the Americans with Disabilities Act who requires that the meeting or materials for the meeting has to be in an accessible location or format must contact the Village Clerk, Mary S. Stredni, at 262-782-6700 or 13600 Juneau Boulevard by 3:00 PM Friday prior to the meeting so that any necessary arrangements can be made to accommodate your request.

NOTICE: It is possible that members of, and possibly a quorum of, other governmental bodies of the Village may be in attendance at the above stated meeting to gather information. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to in the above notice.

**VILLAGE OF ELM GROVE
BOARD OF TRUSTEES
March 28, 2016**

Present: President Palmer, Trustees Haas, Nelson, Michalski, and Kressin. Trustees Domaszek and Kujawa excused.

Also Present: Village Manager David De Angelis, Village Clerk Mary Stredni, Zoning/Planning Administrator Casey Griffiths, and Attorney de la Mora and members of the public and press.

Roll Call

President Palmer brought the meeting to order at 7:30 p.m. Mary Stredni took the roll.

Pledge of Allegiance

President Palmer led the Pledge of Allegiance.

1. No Public Hearing.

2. Public Comment

Richard Fronberry – 1025 Lower Ridgeway read from his pre-typed handout. Noted his opinion that the Reinders property on Watertown Plank Road should be developed as a whole and not in a piecemeal approach, the Village Comprehensive Plan adopted in 2007 provides a framework that should be followed, the Trustees should not let an immense housing project define the future of the downtown.

Jamie O'Donoghue and Susan Freedy of the Elm Grove Market Night noted that once the Board of Trustees gives final approval, they will get the Insurance policy with an umbrella. Freedy suggested that the Citizens Police Academy may volunteer to help with traffic on the Market Nights.

Mary Inden – 14745 Watertown Plank Road spoke as President of the Elm Grove Business Association. April 23 is annual shred day at Park and Shop, a food donation will go to the Hunger Task Force. As a resident, regarding the Reinders property understands that this is just a conceptual design and feels it could be a great project for the village.

Adam Berger – 925 Katherine Dr – opined there was poor communication before the March Plan Commission meeting. Better communication between the Village and residents in the future is important. The Reinders project should add quality and value to the Village. Does believe the property needs to be developed as it is an eyesore.

As there were no more comments, President Palmer closed the public comments.

3. Agenda

Trustees Kressin and Nelson moved and seconded to approve the agenda. Motion carried.

4. Minutes

Trustees Haas and Michalski moved and seconded to approve the February 22, 2016 minutes. Motion carried.

Trustees Kressin and Nelson moved and seconded to approve the Committee of the Whole March 14, 2016 minutes. Motion carried.

5. Report of the Village President

President Palmer noted that Wangard is holding an open house on March 29, 2016 at 5:30 p.m. in the O'Neill room to discuss the proposed development on the Reinders property.

6. Fire Department – in binder

7. Police Department- in binder

8. EMS report - in binder

9. Report of the Village Clerk

President Palmer and Trustee Michalski moved and seconded to approve Resolution 032816A for Designating Events Qualifying as Special Events. Motion carried.

President Palmer and Trustee Kressin moved and seconded to approve Resolution 032816B Granting Permit to Bartolotta Firework's Company for Pyrotechnic Display July 4, 2016. Motion carried.

10. Report of the Village Manager

A. Trustees Haas and Nelson moved and seconded to approve the removal of Samantha Truex as humane officer as she is no longer employed by the Humane Society. Motion carried.

B. Trustees Nelson and Michalski moved and seconded to approve the Crusin' the Grove 2016 Classic Car and Motorcycle Show Event application. Motion carried.

C. President Palmer and Trustee Kressin moved and seconded to approve the Elm Grove Village Market Night application subject to submittal of final LLC documents, insurance, and update to Memo of Understanding. Motion carried.

D. Trustees Haas and Kressin moved and seconded to approve the suggested GIS layers. Not included in GIS update: municipal water, sanitary sewer, storm sewer and signs, and assessment data (at this time). Motion carried.

E. Updates on ongoing projects

Watertown Plank Road bridge project – We Energies gas is running a new line to the Park and Shop; lateral east to Great Harvest. Will be done during off peak hours. Time Warner Cable – fiber optic will be done late April – May. AT&T conduit is strapped to the underside of the bridge. There are approximately 5400 pieces of fiber. AT&T states they need a minimum of 7 – 8 months lead time to relocate and prefer to go under the bridge or through the bridge. The bridge contractor has not agreed. De Angelis stated that there is ongoing discussion regarding who will pay for this extra expense.

President Palmer stated that a letter should be sent to AT&T's legal counsel and government affairs and tell them they have to move the fiber. The project will not be delayed due to AT & T.

De Angelis stated that the bridge contractor can start anytime after June 6th and they want to start then.

11. No Report of the Village Attorney

12. Standing Committees

A. Plan Commission

Trustees Nelson and Kressin moved and seconded to approve the certified survey map to combine parcels at 705 Elm Grove Road. Motion carried.

B. Library Board

Trustee Nelson noted that to date the used book sale by FOEGL has grossed \$21,522, which is the highest ever.

C. No Public Works/Utilities

D. No Public Safety

E. Legislative Committee

President Palmer and Trustee Haas moved and seconded to approve the amendments to Chapters 106 Building Construction, 134 Electrical Standards, and 212 Plumbing. Motion carried.

F. Park and Recreation Committee

Trustee Michalski noted that the committee discussed a potential policy with regards to flying drones in Village Park.

G. No Administrative and Personnel

H. Finance and Licensing

1. Trustees Haas and Nelson moved and seconded to approve the following vouchers:

ACH - February	2,916,396.04
AP3- February 2016	87,272.81
Chase 032016	14,061.91
Library 0316	5,624.75
AP March	218,868.77
Library Chase	1,741.21
	3,243,965.49

Motion carried.

13. No Other business

14. Closed Session

By roll call vote the Board went into closed session at 8:44 p.m. as permitted under Wisconsin §19.85(1)(c) to consider employment and compensation data over which the governmental body has jurisdiction and exercises responsibility, more specifically Village Manager.

15. At 9:15 p.m. the Board reconvened into open session. Trustees Michalski and Kressin moved and seconded to approve a 2% wage increase for 2016 for the Village Manager, David De Angelis. Motion carried.

16. Adjourn

Trustees Nelson and Kressin moved and seconded to adjourn at 9:18 p.m. Motion carried.

Respectfully submitted,

Mary S Stredni
Village Clerk

Fire Department Village Board Report Narrative

Month: March 2016

Activities for the Month: The 15 activities for the month included meetings, equipment and station maintenance, records management, work details and trainings.

Training and maintenance:

- Records maintenance
- Equipment maintenance
- Ladder training
- MPO Water Layout and drafting training
- Transitional fire attack training
- PTS water supply location training
- Waukesha County Training Officer's training

Projects and other events:

- Survive Alive Program – St. Mary's 3rd Grade
- Birthday Party at the Station

Calls for Service: There were 6 calls for service comprised of: 1 smoke in a building call, 1 odor of natural gas, 1 parties trapped in an elevator, 1 wires down call, 1 mutual aid call to the City of New Berlin, and 1 false alarm caused by construction workers.

Year to date the calls: 2 calls for service and 2 false alarm ahead, compared to last year.

Respectfully Submitted,

William L. Selzer
Fire Chief, Elm Grove Volunteer Fire Department

Fire Calls							Avg. Response Time						
M/Yr	2011	2012	2013	2014	2015	2016	M/Yr	2011	2012	2013	2014	2015	2016
J	7	8	11	14	8	12	J	12.00	6.55	6.46	5.97	8.92	6.37
F	16	5	7	15	15	13	F	5.23	4.87	4.77	8.48	6.30	6.87
M	9	9	8	4	6	6	M	6.20	4.30	5.75	5.45	7.00	6.20
A	10	11	10	6	6		A	5.43	6.57	8.53	5.93	6.28	
M	9	11	14	9	13		M	7.15	7.23	5.83	5.91	7.05	
J	15	10	11	15	16		J	4.83	7.50	8.00	6.03	5.92	
J	10	11	8	19	17		J	4.00	5.33	5.72	5.80	5.90	
A	12	12	10	4	15		A	9.12	5.08	8.05	6.15	6.17	
S	10	9	4	7	14		S	4.87	4.07	5.00	6.05	7.38	
O	5	12	6	15	7		O	4.70	5.43	5.14	6.36	6.50	
N	10	7	9	5	13		N	3.35	6.22	6.92	6.00	6.28	
D	8	15	13	9	14		D	5.85	7.40	6.90	5.97	6.32	
Total	121	120	111	122	144	31	Total	5.92	5.99	6.62	6.18	6.67	6.48

Average Turnout

M/Yr	2011	2012	2013	2014	2015	2016
J	14.4	16.6	15.8	11.4	14.0	12.4
F	14.1	13.8	14.9	12.7	11.9	13.4
M	12.2	12.0	14.3	16.3	13.0	13.2
A	14.0	12.2	14.8	13.3	15.2	
M	11.2	15.7	14.5	16.6	13.4	
J	13.7	12.3	11.7	13.4	12.9	
J	11.2	12.2	15.0	11.5	13.2	
A	11.8	13.5	12.0	16.0	13.8	
S	13.7	11.0	15.3	13.6	12.9	
O	11.2	15.7	16.3	14.1	9.9	
N	12.6	18.1	16.0	11.8	13.2	
D	15.3	15.8	12.5	13.7	12.6	
Total	13.0	14.1	14.2	13.7	13.0	13.0

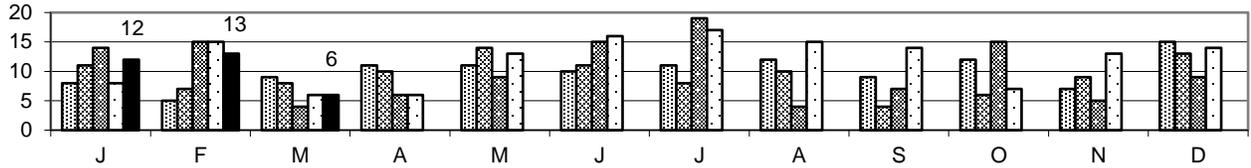
Activity Hours

Activity Hours							Call Hours						
M/Yr	2011	2012	2013	2014	2015	2016	M/Yr	2011	2012	2013	2014	2015	2016
J	211.0	442.0	300.8	197.4	208.8	248.7	J	62.1	186.4	139.8	70.1	112.4	91.7
F	171.3	356.6	283.6	211.5	255.9	205.4	F	147.5	47.7	56.0	234.5	95.3	81.6
M	415.3	301.5	267.5	230.8	375.6	261.5	M	84.4	61.2	54.6	50.7	62.0	61.4
A	273.8	321.8	292.0	268.7	243.2		A	266.5	323.9	113.6	63.8	36.5	
M	383.0	312.8	383.8	267.5	340.7		M	91.8	125.7	88.0	52.6	136.7	
J	275.3	234.6	242.0	195.1	411.2		J	134.7	59.6	91.3	105.4	110.0	
J	329.4	278.0	395.2	268.6	302.9		J	70.9	117.4	50.4	167.4	186.8	
A	326.3	239.0	421.8	206.8	195.6		A	175.6	80.7	117.3	28.0	142.6	
S	257.3	370.3	229.6	273.5	253.2		S	48.4	60.7	21.4	70.2	136.9	
O	342.0	414.8	514.4	239.5	220.7		O	19.1	258.0	78.4	147.4	36.0	
N	276.6	152.5	321.4	200.5	236.7		N	54.3	161.8	80.3	48.6	103.1	
D	277.3	328.2	351.9	379.6	355.3		D	57.8	154.9	360.6	21.8	99.0	
Total	#####	#####	#####	2939.4	3399.7	715.7	Total	#####	#####	#####	#####	1257.2	234.7



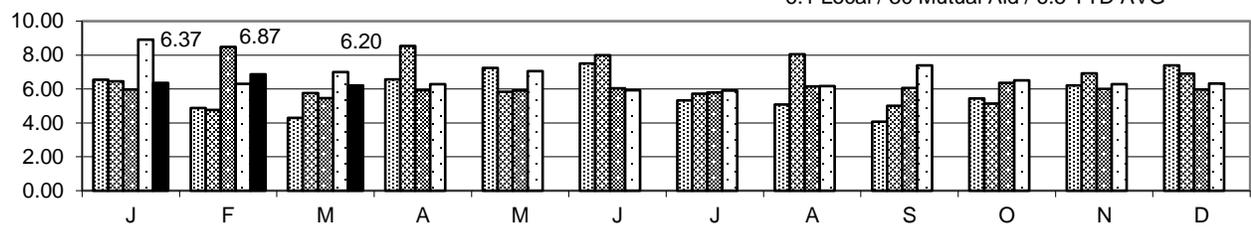
2016 Fire Calls

31 YTD



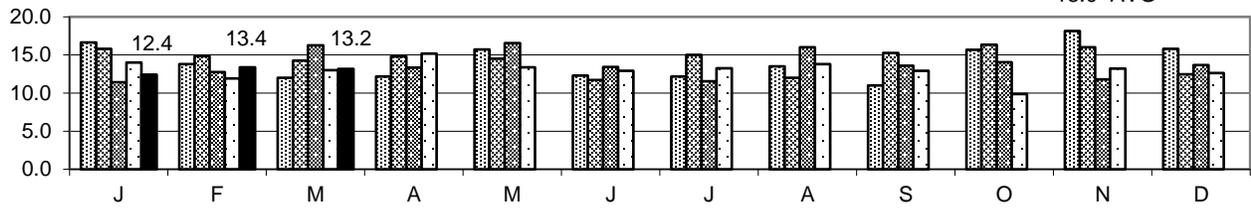
Average Response Time (Minutes)

6.1 Local / 30 Mutual Aid / 6.5 YTD AVG



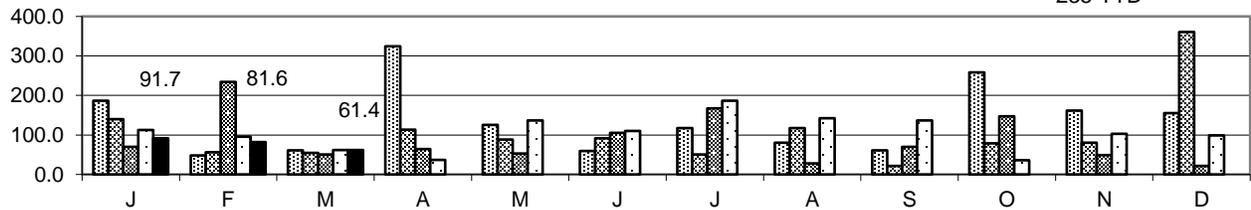
Average Turnout

13.0 AVG



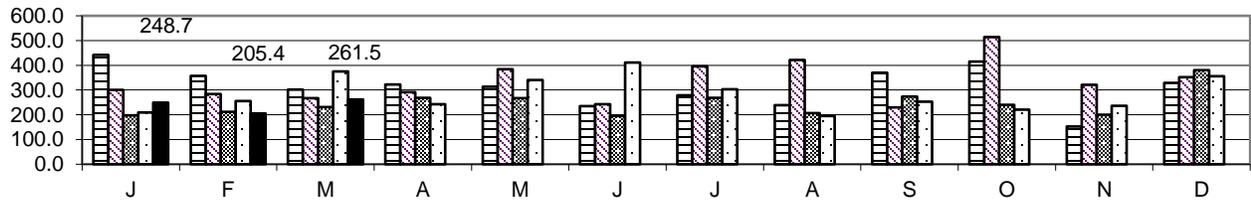
Fire Call Man Hours

235 YTD



Activity Man Hours

716 YTD



Elm Grove Fire Department Activities for Month								Month:	Mar-16
Activity No.	Activity Date	Day of the Week	Activity Time	Activity Hours	Type of Activity	Description of Activity	Members Attended	Man Hours	
1	3/1/16	Tuesday	19:00	1.0	Meeting	Monthly Department Business Meeting	24	24.00	
2	3/1/16	Tuesday	20:00	1.0	Meeting	Officer Meeting	10	10.00	
3	3/1/16	Tuesday	20:00	1.5	Work Detail	Equipment Maintenance	7	10.50	
4	3/2/16	Wednesday	18:00	2.0	Meeting	Waukesha Training Officers	1	2.00	
5	3/3/16	Thursday	10:15	1.0	Fire Prevention	St. Mary's	1	1.00	
6	3/7/16	Monday	14:00	2.0	Database	Records Maintenance	1	2.00	
7	3/8/16	Tuesday	19:00	2.5	Drill	Ladders SOG	11	27.50	
8	3/8/16	Tuesday	19:00	1.5	Work Detail	Equipment Maintenance	14	21.00	
9	3/15/16	Tuesday	19:00	2.5	Drill	Water Layout & Drafting	16	40.00	
10	3/20/16	Sunday	12:00	3.3	Public Relations	Birthday Party	2	6.50	
11	3/21/16	Monday	7:00	4.0	Drill	Daytime Drill - Transitional Fire Attach	12	48.00	
12	3/21/16	Monday	13:00	1.0	Public Relations	Station Tour - St. Mary's 3rd Grade	1	1.00	
13	3/22/16	Tuesday	19:00	1.0	Training	PTS - Water Supply Locations	2	2.00	
14	3/22/16	Tuesday	19:00	2.0	Work Detail	Equipment Maintenance	18	36.00	
15	3/29/16	Tuesday	19:00	2.5	Drill	MPO Drill - Water Layout & Drafting	12	30.00	
Total Activity Man Hours for the Month								261.50	
Department Activity Summary and Statistics									
Monthly Activities	Year to Date Activities	Month Act. Hours	Av. Hours per Activity	Year to Date Activity Hours	Monthly Activity Attendance	Year to Date Attendance	Year to Date Man Hours		
15	51	28.8	1.92	94.1	132	408	715.65		
Elm Grove Fire Department Calls for Service for Month									
Call No.	Date of Call	Day of Week	Time of Call	Hours Out	Type of Alarm	Alarm Description and Incident Address	Members Responded	Members Man Hours	
1	3/1/16	Tuesday	10:16	0.18	False Alarm	12700 Bluemound Rd.	12	2.16	
2	3/16/16	Wednesday	15:06	0.43	Trapped in Elevator	500 Elm Grove Rd.	16	6.88	
3	3/18/16	Friday	21:10	3.13	Mutual Aid	New Berlin - 2575 S. Calhoun Rd.	12	37.56	
4	3/24/16	Thursday	7:58	0.25	Wires Down	14525 Ridgemoor Dr.	14	3.50	
5	3/24/16	Thursday	8:13	0.35	Smoke in Building	1800 Highland Dr.	14	4.90	
6	3/31/16	Thursday	12:16	0.58	Natural Gas Odor	1300 Greenway Ter.	11	6.38	
Department Call Summary and Statistics									
Alarms for the Month	Year to Date Alarms	Last Y.T.D. Alarms	Alarm Difference	Hours Out	Average Hours Per Call	Average Minutes per Call	Members Responded	Members Man Hours	
6	31	29	2 7%	4.9	0.82	49.2	79	61.38	
	Year to Date False Alarms	Last Y.T.D. False Alarms	False Alarms Diff.		Year to Date Activity + Alarm Man Hours	Current Membership Roster	Year to Date Responded	Year to Date Man Hours	
	8	6	2 33%		950.32	45	339	234.67	
					Monthly Average Response per Alarm	Monthly Average Man Hours per Alarm	YTD Av. Responded per Alarm	YTD Av. Man Hours per Alarm	
					13.17	10.23	10.92	7.57	
Current Month Calls For Service and Statistics									
No. of Alarms	Types of Alarm this Month		Alarm Times of Occurrence		Year to Date Alarm Times of Occurrence		% of YTD Alarm Times		
1	Smoke in building		5 Daytime Alarms 7:00am-3:30pm		15		48.4%		
1	Natural Gas Odor		1 Week Night Alarms 3:30pm-7:00am		14		45.2%		
1	Trapped in elevator		0 Week End Alarms Sat. 7:00am-Mon. 7:00am		2		6.5%		
1	Wires down		6 Total Alarms this Month		31		100%		
1	Mutual Aid								
1	False Alarm								
6	Total Alarms this Month								

ELM GROVE POLICE DEPARTMENT

Monthly Report

March 2016

	THIS MONTH	THIS YEAR TO DATE	LAST YEAR TO DATE
MISCELLANEOUS ACTIVITY:			
BUSINESS CHECKS	<u>1,384</u>	<u>5,703</u>	<u>6,174</u>
TAVERN CHECKS	<u>1</u>	<u>2</u>	<u>12</u>
VACANT HOME CHECKS	<u>179</u>	<u>367</u>	<u>267</u>
FORFEITURES & FEES COLLECTED	<u>\$33,432.66</u>	<u>\$82,790.79</u>	<u>\$ 84,775.52</u>
K-9 DEPLOYMENT:			
Searches and Tracks	<u>0</u>	<u>0</u>	<u>0</u>
Public Relations	<u>0</u>	<u>0</u>	<u>0</u>
DEPLOYMENT TOTAL	<u>0</u>	<u>0</u>	<u>0</u>
OVERTIME HOURS EXPENDED:			
Dispatcher Carryover	<u>67.75</u>	<u>137.00</u>	<u>104.00</u>
Officer Carryover	<u>77.00</u>	<u>175.00</u>	<u>153.00</u>
Court	<u>3.00</u>	<u>31.50</u>	<u>32.50</u>
Meetings/Conferences	<u>9.00</u>	<u>10.50</u>	<u>9.00</u>
Report Writing	<u>4.50</u>	<u>7.50</u>	<u>1.50</u>
Training	<u>64.50</u>	<u>134.50</u>	<u>301.50</u>
Investigation	<u>16.50</u>	<u>33.00</u>	<u>37.50</u>
Prisoner Process	<u>2.50</u>	<u>11.00</u>	<u>3.00</u>
Crime Prevention	<u>3.00</u>	<u>11.00</u>	<u>2.00</u>
Miscellaneous	<u>4.00</u>	<u>21.00</u>	<u>18.50</u>
OVERTIME HOURS TOTAL	<u>251.75</u>	<u>572.00</u>	<u>662.50</u>
911 CALLS RECEIVED:			
EMERGENCY	<u>22</u>	<u>62</u>	<u>44</u>
NON-EMERGENCY	<u>9</u>	<u>26</u>	<u>53</u>
MALFUNCTIONS	<u>0</u>	<u>0</u>	<u>0</u>
VERIFICATIONS	<u>14</u>	<u>38</u>	<u>22</u>
TESTS	<u>1</u>	<u>19</u>	<u>12</u>
TOTAL	<u>46</u>	<u>145</u>	<u>131</u>



ELM GROVE POLICE DEPARTMENT
MONTHLY REPORT
Call for Service Total Activity



1/1/2016 - 3/31/2016

	Jan	Feb	Mar	Total
911 Verify	9	17	14	40
911/TDD Test	12	5	4	21
Abandoned Vehicle	1	1	2	4
Accident-Personal Injury	3	1	1	5
Accident-Property Damage On	12	10	21	43
Accident-Unknown	0	1	0	1
Alarm Business	5	3	8	16
Alarm Residential	5	3	3	11
Ambulance Request	14	18	18	50
Animal Bite Dog/Cat	1	1	0	2
Animal Complaint	10	9	15	34
Area Check	3	4	6	13
Assist Invalid	1	0	1	2
Assist Other Ambulance Servic	1	2	1	4
Assist Other Fire Department	1	0	1	2
Burglary	1	0	1	2
Burning Complaint	0	2	0	2
CDTP	1	0	1	2
Community Relations	14	8	18	40
Death Investigation	1	0	0	1
Disabled Vehicle	19	14	15	48
Disorderly Conduct	3	1	0	4
Domestic Dispute	0	1	1	2
Duty Injury	1	0	0	1
Extra Patrol Request	0	4	3	7
Fight	0	0	1	1
Fire Alarm	4	6	1	11
Fire Department Call	4	4	4	12
Fugitive Warrants All	0	1	0	1



**ELM GROVE POLICE DEPARTMENT
MONTHLY REPORT
Call for Service Total Activity**



1/1/2016 - 3/31/2016

	Jan	Feb	Mar	Total
Lockout	7	3	2	12
Lost Property	0	0	2	2
Missing Person	0	1	0	1
Mutual Assist to other PD	7	7	3	17
Open Door/Window Business	7	7	4	18
Open Door/Window Residence	0	1	6	7
Ordinance Violation	6	6	3	15
Parking Complaint	9	1	2	12
Patrol Info	4	4	7	15
Public Service	45	35	35	115
Recovered Property	2	4	5	11
Request Mutual Aid for Police	8	2	9	19
Request Mutual Aid-Ambulanc	3	0	0	3
Robbery	0	1	0	1
Suspicion-General	12	12	15	39
Suspicious Person	5	4	3	12
Suspicious Phone Call	1	2	5	8
Suspicious Vehicle	7	10	9	26
Tavern/Tobacco Check	0	1	1	2
Test Call	0	0	1	1
Theft	14	16	10	40
Traffic Complaint	6	11	4	21
Traffic Hazard	8	10	19	37
Traffic Stop	208	320	267	795
Trespassing	0	0	1	1
Total	485	574	553	1,612



ELM GROVE POLICE DEPARTMENT
MONTHLY REPORT
Call for Service Total Activity



1/1/2016 - 3/31/2016

<u>CAD Dispositions</u>	Jan	Feb	Mar	Total
All Other Dispos	387	452	442	1,281
Verbal Warning	98	122	111	331
Total	485	574	553	1,612



Elm Grove Police Department

MONTHLY REPORT



Case Activity based on CFS Management Codes

**** For official use only ****

CASES by CFS CODES	Jan	Feb	Mar	Total
Burglary-Forced Residence NIGHT	0	0	1	1
Burglary-No Force NonResidence DAY	1	0	0	1
Carry Concealed Weapon	1	0	0	1
Commitment:Chapt 51	1	3	0	4
Damage Property-Private	0	0	1	1
Death:Natural/Accidental	2	1	0	3
Drive Under Influence-Drugs	1	0	1	2
Drive Under Influence-Liquor	5	3	3	11
Flight to Avoid	0	0	1	1
Forgery of Checks	1	0	0	1
Fraud	1	1	3	5
Fraud-By Wire	0	1	0	1
Fraud-Illeg Use Credit Card	1	5	0	6
Fraud-Imperson	0	1	1	2
Hit and Run	0	1	2	3
Informational Report/All Other	7	5	3	15
Liquor: Underage Possession	0	1	0	1
Marijuana-Possession	1	0	2	3
Mutual Aid	1	0	1	2
MV Accident-Personal Injury	4	1	1	6
MV Accident-Property Damage Only	7	7	13	27
Narcotic Equip-Possession	1	0	0	1
Obstructing Police	0	1	0	1
Ordinance/Zoning Violation	2	0	0	2
Parole Violation	0	0	1	1
Probation Violation	0	0	1	1
Recovered Property	3	3	4	10



Elm Grove Police Department

MONTHLY REPORT



Case Activity based on CFS Management Codes

**** For official use only ****

	Jan	Feb	Mar	Total
Resisting Officer	0	0	1	1
Retail Theft \$50-\$200	2	1	2	5
Retail Theft <\$50	1	0	0	1
Robbery-Banking Type Institution	0	1	0	1
Theft-All Other \$50-\$200	1	2	1	4
Theft-All Other<\$50	2	0	1	3
Theft-All Other>\$200	4	1	0	5
Theft-From Building \$50-\$200	0	0	1	1
Theft-From Motor Vehicle>\$200	1	0	0	1
Traffic Offense	2	5	0	7
Trespassing	1	0	0	1
Vehicle Theft	0	1	0	1
Void	3	4	1	8
Warrant-Other Dept Pickup	9	4	5	18
Total	66	53	51	170

2015

ANNUAL REPORT

ELM GROVE POLICE DEPARTMENT



James P. Gage
Chief of Police

April 25, 2016



04/25/2016

Citizens of Elm Grove
President Neil Palmer
Members of the Village Board
Elm Grove Police Commissioners
Mr. David De Angelis, Village Manager

Dear Ladies and Gentlemen:

It is with great pleasure that I present the 2015 Elm Grove Police Department Annual Report. I am very proud of the efforts of all the employees of the Elm Grove Police Department, our Police Explorer Post and our Citizen's Police Academy Alumni. I would personally like to thank all of our employees and our volunteer staff for their dedication and strong sense of duty and commitment to the community. Without this sense of pride and commitment, we could not provide the high level of service that our citizens enjoy.

In 2015, overall police service and criminal activities investigated showed a slight decrease of 0.36%. Likewise, Part I offenses showed a decrease overall of 6.56%. As in years past, we continue to see a significant number of labor intensive fraud cases (identity theft, contractor fraud, etc.) that do not count as UCR Part I offenses. In addition to our fraud cases, with increasing technology and the increased number of video cameras in the public, many cases that in the past would not yield much information to investigate, now have many "leads" captured on video that merit follow-up. The result is increased case clearances, but also increased patrol man-hours on follow-up investigations that take away from traffic enforcement and high-visibility patrol. While violent crimes are thankfully very low, in Elm Grove, 2015 did show an increase in armed robbery offenses. We had three in 2015, compared to one in 2014 and none for the preceding four years.

As we approach spring and summer, please remember to watch out for your neighbors and fellow business owners. If you happen to have conversations with some of our bank managers, shop keepers and various home owners who have been recent victims of theft, burglary, or robbery, they will tell you to stay vigilant and call us when "something just doesn't look right." We rely on neighbors watching out for one another. A good witness and a willingness to get involved is the backbone of many of our arrests and convictions. With the weather improving, and people leaving their front doors unlocked or open, offenders will seek out homes where people are working outside or sleeping at night. They will make quick entries to grab laptops, cash, credit cards, and other items that can be used in identity theft crimes. Most people don't have their eyes opened until they become a victim. This sudden brush with reality compounds the shock leaving some feeling violated and unsafe in their own home. Be aware of what is going on in your neighborhood or around your business. Be trustworthy, but not trusting. Be vigilant, but not paranoid. And, as always, give us a call when things don't seem right.

I wish to thank the citizens of Elm Grove for the opportunity to serve them in 2015 and the Elm Grove Village Board for their continued support. The members of the Elm Grove Police Department would not be able to accomplish their goals without support from the Village Board, the citizens and community leaders. Finally, I wish to express my appreciation to Information Systems Manager Lorrie Hansen and Administrative Secretary Mary Doyne for their diligence and hard work in preparing this annual report.

Sincerely,

James P Gage

James P. Gage
Chief of Police

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POLICING AUTHORITY

Our policing authority and the standards by which our authority is exercised are regulated by provisions in the United States Constitution, the Constitution of the State of Wisconsin, relevant sections of the Wisconsin statutes, and Codified Village Ordinances.

How our police authority is exercised within the Department is governed by organizational written and verbal directives (e.g., rules, regulations, policies, procedures, general orders) and established customs and practices.

No member of this Department shall, while enforcing a law or while taking any action for or against another person, act contrary to the law and these granting authorities.

PROFESSIONAL CODE OF ETHICS

All sworn members are required to comply with the following Code of Ethics:

As a law enforcement officer, my fundamental obligation is to be a responsible public servant. My major duties are to safeguard lives and property, protect the innocent against violence and deception, and the weak against oppression and intimidation.

While I consider the way I choose to conduct my private affairs a personal freedom, I accept the responsibilities for my actions, as well as inactions, while on duty or off duty, when those actions bring disrepute on the public image of my employer, my fellow workers, and the law enforcement profession.

I vow to perform all my duties in a lawful, professional and competent manner. I consider the abilities to be courageous in the face of danger and to exercise restraint in the use of my powers and authorities to be the ultimate public trust. I accept that I must consistently strive to achieve excellence in learning the necessary knowledge and skills associated with my duties. I will keep myself physically fit and mentally alert so that I am capable of performing my duties according to the standards of quality expected of my position.

I vow to be fully truthful and honest in my dealings with others. I deplore lies and half-truths that mislead or do not fully inform those who must depend upon my honesty. I will obey the very laws that members of my Department are sworn to uphold. I will seek affirmative ways to comply with the standards of my Department and the lawful directions of my supervisors.

I vow to treat others with courtesy at all times. I consider it to be a professional weakness to allow another's behavior to dictate my response. I will not allow others' actions or failings to be my excuse for not performing my duties in a responsible, professional, and expected manner.

I vow to empathize with the problems of people with whom I come into daily contact. However, I cannot allow my personal feelings, prejudices, animosities, or friendships influence the discretionary authorities entrusted to my job. I will affirmatively seek ways to avoid conflicts and potential conflicts of interest that could compromise my official authority or public image.

I hold the authority inherent in my position to be an affirmation of the public's trust in me as a public servant. I do not take this trust lightly. As long as I remain in this position, I will dedicate myself to maintaining this trust and upholding all the ideals of my profession.

COMMENTARY

In the performance of duty to serve society, officers are often called upon to make difficult decisions.

They must exercise discretion in situations where their rights and liabilities and those of the Department hinge upon their judgment and conduct. An officer's decisions are not easily made and occasionally they involve a choice which may cause hardship or discomfort. An officer must be faithful to the oath of office, the principles of professional police service as expressed in this Code of Ethics, the objectives of the Department, and in the discharge of their duties.

They must not allow personal motives to govern their decisions and conduct.

CORE VALUES

Our values are expressed in our directives and daily practices. Every member is required to serve with dedication, integrity, courage, respect and empathy for others. Specifically, all members will:

Not violate the law while enforcing the law.

While on duty, observe all constitutional and statutory laws, as well as all lawfully established directives (i.e., rules, policies, procedures and established practices), whether such directives are written or established verbally or through customs of the Department.

While off-duty, conduct themselves in a manner that does not result in a direct and negative effect on the professional image or reputation of this Department.

Act with respect and courtesy at all times and under all circumstances. Personnel will never have a justifiable excuse for discourteous or disrespectful conduct or behavior towards another human being.

Work productively and perform all job tasks, duties and responsibilities in a thorough, complete and competent manner.

Not illegally discriminate in the performance of any assigned or assumed job task, duty, or responsibility.

Not let personal associations, relationships or situations create a conflict of interest or the potential of a conflict of interest with the values or goals of this Department, or with assigned or assumed job tasks, duties and responsibilities.

Conduct themselves, behave and perform in a manner that does not cause serious damage or create the potential of seriously damaging the trust, faith, and confidence of those to whom they are legally or fiducially accountable.

ORGANIZATIONAL VALUES

VISION

Police operations will exemplify social concern for the protection of individual freedoms, the general welfare and the development of humanitarianism in the community.

Police operations will be based upon the equality of all members of the community in the eyes of the law.

Police operations will be characterized by the meticulous adherence to constitutional, ethical and performance standards.

Police operations must always be based upon the explicit and broadly held notions of police services by the community.

Police operations will always reflect receptivity to development and change in order to better respond to the appropriate requests and needs of the community.

MISSION

The mission for every member of this Department is to affirmatively promote, within available resources and engaging in lawful police functions, a feeling of security and safety for every member of our community.

This mission requires positive effort based on self-initiative.

The goal is for every member in every contact to seek ways to achieve this mission.

This mission is a commitment to quality performance from all members. It is critical that members understand, accept and be aligned with the responsibilities established by this mission. It provides the foundation upon which all decisions and organizational directives will be based. Directives include rules, regulations, operating policies, procedures, customs and practices.

This mission represents the commitment of this administration to the concepts of quality performance management. In other words, members are expected to work consistently in a quality manner in the daily performance of those duties, job responsibilities and work tasks associated with this mission. Quality manner means that performance outcomes comply with our standards.

Examples of performance standards include the oath of office, code of ethics, rules, policies, procedures, directives, general and supervisory written and verbal orders, and work productivity.

Members are required to accept the responsibility for the achievement of this mission and publicly register their commitment to it and to the concepts of quality service.

OBJECTIVES

The objectives of the Department are:

To protect constitutional guarantees for all persons;

To create and maintain a feeling of security in the community; to reduce the opportunities for the commission of crime;

To aid individuals who are in danger of physical harm and assist those individuals who cannot care for themselves;

To resolve conflict;

To identify criminal offenders and criminal activity and, where appropriate, apprehend offenders and participate in subsequent court proceedings;

To identify problems that are potentially serious law enforcement or governmental problems; to facilitate the movement of people and vehicles; and

To provide other police services to the community.

In order to achieve the above objectives, the Department stands committed to:

Provide a continual training program to insure professional competence and development of personal and organizational discipline in order to carry out Departmental goals and objectives;

Recognize the importance of planning functions to develop programs which will address major goals and objectives of the Department;

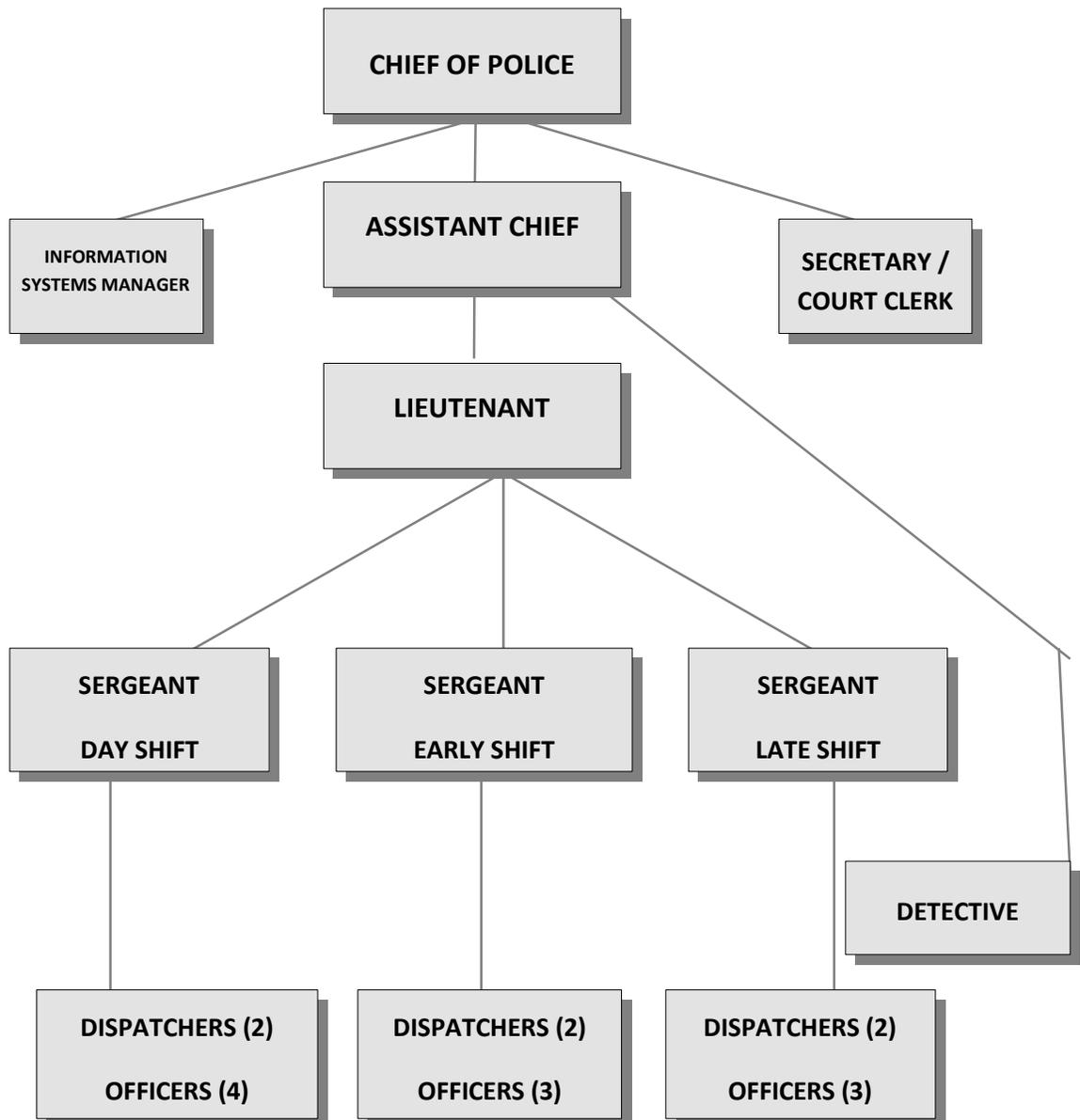
Cooperate with related public and private agencies in pursuit of their major goals; and

Emphasize a continual willingness to study and initiate new and better police services for the community.

PERSONNEL

ELM GROVE POLICE DEPARTMENT

ORGANIZATIONAL CHART



PERSONNEL ACTIONS

****ALL SWORN POLICE STAFF ARE AT MINIMUM EMERGENCY MEDICAL TECHNICIANS (EMTs)****

Command Staff

Chief of Police – Tactical Combat Causality Care Paramedic	James Gage
Assistant Chief – Administrative and Investigations Command	Jason Hennen
Lieutenant of Police – Operations and Communications Command, Firearms Instructor	Jason Kubiak
Sergeant of Police - TASER Instructor, Field Training Officer Supervisor, equipment manager	Ryan Unger
Sergeant of Police - Firearms Instructor, Citizens Police Academy Coordinator, FTO	Joseph Ipavec
Sergeant of Police - Evidence Technician, Field Training Officer	Natalie Hudzinski

Investigations

Detective	Craig Mayer
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Patrol

Police Officer – Field Training Officer, Evidence Technician, fingerprint comparison	Phil Doney
Police Officer - Field Training Officer, Evidence Technician	Jamie Hawkins
Police Officer – DARE Officer, Evidence Technician, Arson Investigator	Sandra Brown
Police Officer – Evidence Technician, Explorer Post Advisor	Raime Townsend
Police Officer – DAAT & Vehicle Contacts Instructor, Field Training Officer, TASER Instructor	Preston Nobile
Police Officer – Field Training Officer, Firearms Instructor, Tactical Team Operator	Evan Schano
Police Officer	Brandon Pipp
Police Officer – Paramedic Resigned 7/2015	Daniel Cooler
Police Officer	Aaron Zimmermann
Police Officer	Steven Weber
Police Officer – Hired 10/2015 – Left Employment 1/2016	Jonathan Landis

Communications

Dispatcher – TIME Agency Coordinator, Advanced TIME certified, Emergency Medical Technician	Carolyn Gasse
Dispatcher – Emergency Medical Dispatcher, Advanced TIME certified, Dispatcher trainer	Wendy Priest
Dispatcher – Advanced TIME certified, Emergency Medical Technician	Liz Schlaefer
Dispatcher – Advanced TIME certified, Emergency Medical Dispatcher	Emily Carriveau
Dispatcher – Advanced TIME certified, Paramedic	Emily Asmondly
Dispatcher – Advanced TIME certified, Emergency Medical Dispatcher	Jake Zuehlke

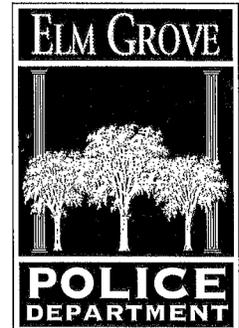
Support Staff

Court Clerk/Administrative Assistant (shared position with Municipal Court)	Mary Doyne
Information Systems Manager (shared position with General Government)	Lorrie Hansen
Records Clerk (part-time)	Priscilla Rollmann

Awards and Commendations

The following are letters of awards and commendations, issued by the Chief of Police, for a given year. Letters of Appreciation, from the Chief of Police, are also noted in this section, if issued.

13600 Juneau Boulevard ■ Elm Grove, Wisconsin ■ 53122-1679 ■ Phone: 262 786-4141 ■ Fax: 262 782-8550



February 4, 2015

Sergeant Joseph Ipavec
Officer Philip Doney
Officer Raime Townsend
Officer Brandon Pipp

LETTER OF APPRECIATION

I greatly appreciate your participation in providing a casket honor guard for Chief Jeffrey W. Haig's [ret.], funeral visitation. As you know, Chief Haig served the Village of Fox Point for nineteen years, leaving as a captain, prior to serving our agency for fifteen years as chief. Words cannot express the gratitude of family and friends for this display of honor, in recognition of his thirty-four years of law enforcement service. In his last days, Chief Haig had mentioned to his family not to request an honor guard, but if offered, he would be honored by the gesture. He understood the staffing requirements and he did not want to burden a small agency. I am proud of the fact that you chose to "step up" and honor a fellow officer and his family.

Please accept my sincere gratitude for taking on this extra task to honor Chief Haig and his family. You were gracious, professional and displayed a great amount of pride in your chosen profession, while serving on this solemn detail.

Your presence made this honor a much richer one. Without your participation, we would not have been able to staff a second guard. I am truly appreciative of your support in providing this important honor to Chief Haig and his family.

With sincerest appreciation,

A handwritten signature in black ink, which appears to read "James P. Gage", is written over a horizontal line. Below the signature, the name and title are printed.

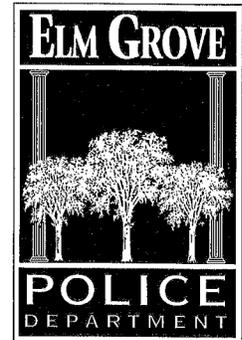
James P. Gage
Chief of Police

JPG/mhs.

cc: Asst. Chief Jason Hennen
Lieutenant Jason Kubiak
Sergeant Ryan Unger

November 16, 2015

Lieutenant Jason Kubiak
Police Officer Philip Doney



LETTER OF APPRECIATION

As a condition of employment with the Village of Elm Grove, all sworn officers are required to maintain certification as Emergency Medical Technicians. As a result, we are one of the few remaining police agencies in the State of Wisconsin that require this high level of emergency medical training, beyond the standard recruit school medical training. All of our officers are required to respond and provide care on all ambulance requests as if they were an ambulance attendant and as a result, lifesaving incidents stemming from ambulance requests are not generally recognized by our current awards policy.

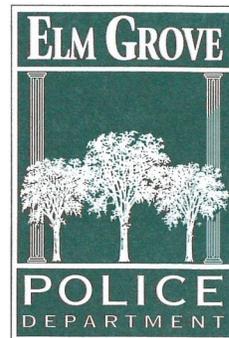
Having said this, I am extending my sincere appreciation for a job well done during a suicide attempt on October 12, 2015. This was a particularly challenging call, since the subject had inflicted severe wounds to his wrists and neck, causing excessive blood loss. The two of you immediately recognized the need for combat level medical interventions of tourniquets and hemostatic agents. I am certain that without your interventions, this patient would have died at the scene.

As a result of your quick action in applying these life saving measures, this patient has made a full physical recovery and is receiving counseling.

With sincerest appreciation,

A handwritten signature in black ink, appearing to read "James P. Gage". The signature is fluid and cursive, with a long, sweeping tail that extends to the right.

James P. Gage
Chief of Police



December 10, 2015

Officer Preston Nobile

LETTER OF APPRECIATION

I greatly appreciate your ongoing efforts with the Metropolitan Drug Enforcement Unit. The knowledge you have gained, during this assignment, has greatly benefited our agency over the years.

Recently, you were involved in a combined effort, with the Wisconsin Department of Justice, in coordinating the states prescription Drug Take Back Initiative. Waukesha County was designated as the state's collection site. As a result, the task of unloading, weighing, and palletizing over 38,900 pounds of prescription medication, fell to the members of the Metropolitan Drug Enforcement Unit. I echo Sheriff Eric Severson's comments when, while presenting you with his agency's Unit Award, he said, "The Metropolitan Drug Enforcement Unit was instrumental to the success of this initiative, in keeping with the highest traditions of the Waukesha County Sheriff's Department." This was a massive undertaking and you, along with the members of your unit, completed this task to the highest standards of our agency and the law enforcement profession.

With sincerest appreciation,

A handwritten signature in black ink, appearing to read "James P. Gage". The signature is stylized and fluid.

James P. Gage
Chief of Police

JPG/mhs.

cc: Asst. Chief Jason Hennen
Lieutenant Jason Kubiak
Sergeant Joseph Ipavec

Elm Grove Police and Fire Commission

Members

Robert Haugh, President
David Molter, Vice President
Allan Kasprzak, Secretary
Steven Nelson
Michael Steinle

Under Wisconsin State law, Elm Grove is required to have a Police Commission. The members of the Commission are appointed for five years by the Village President, with the confirmation of the Village Board, and serve on the Commission without compensation. The Police Commission has authority over all members of the police department who have arrest powers. The duties of the Police Commission, established under Wisconsin Statute, are:

- 1) Appoint, suspend or remove the Chief of Police.
- 2) Approve appointments and promotions of subordinates in the police department made by the Chief of Police.
- 3) Establish a selection process and eligibility list for entry level positions.
- 4) Establish a selection process and eligibility list for promotions within the police department.
- 5) Approve the examinations to be used to judge suitability for appointment.
- 6) Control examinations, designate and change examiners and establish compensation to be paid to the examiners.
- 7) Approve each list of individuals determined to be eligible for appointment to the police department.
- 8) Hear appeals from subordinates in the police department who have been suspended by the Chief of Police and who request a hearing.
- 9) Suspend the Chief of Police and subordinates pending the filing and hearing of charges.
- 10) Initiate charges against the Chief of Police or any subordinate.
- 11) Hear charges filed against the Chief of Police or a subordinate, make findings and determinations and impose penalties.
- 12) Adopt rules governing the administration of the disciplinary and appeal process.
- 13) Receive, investigate and resolve citizen complaints filed against sworn members of the police department.

The Commission met:

May 13, 2015 -- The Commission met for the annual election of officers. Mr. Kasprzak moved and Mr. Steinle seconded the motion to nominate and cast a unanimous ballot for Robert Haugh as president, David Molter vice-president and Allan Kasprzak secretary, motion carried unanimously. Fire Chief Selzer presented the current roster of staff and officer appointments. Mr. Haugh moved and Mr. Steinle seconded the motion to approve the current roster and officer appointments. The motion passed unanimously. Chief Gage provided an update of personnel, departmental activities, recent news items and the progress of new officers.

August 26, 2015 – Chief Gage provided information on personnel and departmental activities, specifically related to the resignation of Officer Cooler and the progress of new officers. The Commission conducted interviews of police officer candidates. Mr. Jonathan Landis was unanimously appointed to the position of police officer.

POLICE VOLUNTEERS

The Elm Grove Police Department maintains volunteer programs that will allow qualified citizens to assist and support the police department personnel with their mission of providing service, protection and safety to the citizens and visitors of the Village of Elm Grove.

PURPOSE

To provide structure and guidelines for citizens to better utilize their unique skills and to guide their enthusiasm in helping the department meet its mission.

STRUCTURE

Citizens may assist the police department by gaining membership to one of two volunteer organizations:

Explorer Post #177 – a youth organization, chartered through the Boy Scouts of America. The program is open to young adults between the ages of fifteen and twenty-one years of age. Past members of this program have gone on to serve in local and federal law enforcement agencies.

Elm Grove Police Citizen's Police Academy Alumni – an adult organization consisting of graduates of the Elm Grove Police Department's Citizen's Police Academy. Alumni members are responsible for donating hundreds volunteer hours to the police department, along with generous monetary donations of hundreds of thousands of dollars of donated items; to include patrol rifles, TASERS, flashlights, thermal imaging, radar / speed trailer, office remodeling and even a gazebo and brink pathway for the village park. Many former CPA members have continued to serve in various areas of local government.

Both organizations are registered with the USA Freedom Corps, Volunteers in Policing program, sponsored by the U. S. Department of Justice and the International Association of Chiefs of Police. Each organization is governed by individual organizational by-laws and guidelines.

Members of both units help with Village Board packet deliveries, training exercises, low level surveillance, alcohol and tobacco compliance checks and traffic and crowd control duties for Memorial Day, Fourth of July, or other special events.



ENFORCEMENT STATISTICS



Activity Totals

Below are the basic summary totals for complaints investigated vs. traffic stops. Complaints investigated are generally “called in” complaints by citizens, while traffic stops are self-initiated officer based complaints, that may involve anything from a minor traffic violation to the discovery of a more serious crime (i.e. stolen vehicle, drug violation, warrant arrests, etc.).

	2010	2011	2012	2013	2014	2015	2015 (-) 2014 Comparison	2015 vs Previous 5 Yr Average
TOTAL ACTIVITY	10,031	9,077	8,816	7,707	7,522	7,495	-0.36%	-13.16%
Complaints Investigated	4,276	4,640	4,288	3,858	3,823	3,904	2.12%	-6.54%
Traffic Stops	5,755	4,437	4,528	3,849	3,699	3,591	-2.92%	-19.37%

Crime Index - Part I Offenses

The Elm Grove Police Department participates in the Uniform Crime Reporting (UCR) system. The crime statistics for the Village of Elm Grove are submitted monthly to the Wisconsin Department of Justice, Office of Justice Assistance. The information is then forwarded to the Federal Bureau of Investigation, Uniform Crime Reporting Division. The FBI compiles nationwide crime statistics and publishes *The Uniform Crime Reports* in November of each year.

The Crime Index is the total amount of Part I offenses. Part I offenses are comprised of the following crimes: homicide, sexual assault, robbery, assault, burglary, theft, and motor vehicle thefts. In 2015 the Crime Index for Elm Grove was 57. This figure represents a 6.65% decrease in crime, compared with 2014. The 2015 vs. the previous five year average also shows an overall 22.55% decrease. The significant decrease occurs in the Theft (49 in 2014 vs. 39 in 2015) category. When dealing with small numbers, changes in those numbers represent large percentage changes.

PART I CRIMES:	2010	2011	2012	2013	2014	2015	2015 (-) 2014 Comparison	2015 vs Previous 5 Yr Average
1. Homicide	0	0	0	0	0	0	0.00%	0.00%
2. Sexual Assault	1	1	1	0	0	0	0.00%	-100.00%
3. Robbery	0	0	0	0	1	3	200.00%	1400.00%
4. Assault	3	0	2	2	2	3	50.00%	66.67%
5. Burglary	16	12	12	11	9	10	11.11%	-16.67%
6. Theft	72	67	38	59	49	39	-20.41%	-31.58%
7. Auto Theft	1	4	1	4	0	2	200.00%	0.00%
PART I TOTALS	93	84	54	76	61	57	-6.56%	-22.55%

Adult Arrests & Juvenile Apprehensions

The following table represents a two year comparison of adult arrests and juvenile apprehensions in the Village of Elm Grove reported in the Uniform Crime Reports. In 2015 there was an increase in adult arrests and a decrease in juvenile apprehensions. This table only includes arrests for Elm Grove offenses and does not include warrant arrests for other agencies and miscellaneous traffic offenses (not OWI) for our agency. **Total arrests inclusive of warrants and other traffic was 256 (previous year -221).** In 2014, we no longer make custody arrests for some traffic offenses, resulting in slightly lower arrest numbers.

Adult Arrests and Juvenile Apprehensions							
		Adult		Juvenile		Total	
Code	Offense	2014	2015	2014	2015	2014	2015
01A	Murder	0	0	0	0	0	0
01B	Negligent Manslaughter	0	0	0	0	0	0
02	Forcible Rape	0	0	0	0	0	0
03	Robbery	0	0	0	0	0	0
04	Aggravated Assault	0	1	0	0	0	1
05	Burglary	2	4	0	0	2	4
06	Theft	17	17	1	1	18	18
07	Motor Vehicle Theft	0	3	0	1	0	4
08	Other Assaults	6	11	0	1	6	12
09	Arson	0	0	0	0	0	0
10	Forgery	2	4	0	0	2	4
11	Fraud	1	9	0	1	1	10
12	Embezzlement	0	0	0	0	0	0
13	Stolen Property	2	3	0	0	2	3
14	Vandalism	2	3	6	0	8	3
15	Weapons	1	0	0	0	1	0
17	Sex Offenses	0	0	0	1	0	1
18A	Opium/Cocaine Sales	0	0	0	0	0	0
18B	Marijuana Sales	0	0	0	0	0	0
18C	Synthetic Narcotic Sales	0	0	0	0	0	0
18D	Other Drug Sales	0	0	0	0	0	0
18E	Opium / Cocaine Possession	2	0	0	0	2	0
18F	Marijuana Possession	15	15	5	2	20	17
18G	Synthetic Narcotic Possession	0	0	0	0	0	0
18H	Other Drug Possession	0	3	0	0	0	3
19C	All Other Gambling	0	0	0	0	0	0
20	Family Offenses	2	0	0	0	2	0
21	Driving While Intoxicated	40	28	0	0	40	28
22	Liquor Laws	0	2	1	0	1	2
24	Disorderly Conduct	7	12	0	2	7	14
25	Vagrancy	0	0	0	0	0	0
26	All Other (Except Traffic)	19	17	3	0	22	17
28	Curfew and Loitering	0	0	1	0	1	0
29	Runaways	0	0	0	0	0	0
		118	132	17	9	135	141

Traffic and Parking Enforcement Dispositions

The following table represents traffic and parking enforcement dispositions in the Village of Elm Grove. In 2015, there were 2,613 citations issued for traffic related violations which was a 4.48% increase in citations from the previous year. 1,871 warnings were issued for traffic related offenses. 31 parking citations were issued in Elm Grove which represents a 3.33 % increase in parking citations compared to the previous year.

TOTAL CITATIONS	2014	2015	2015 (-) 2014 Comparison
Citations Issued	2,501	2,613	4.48%
Written Warnings Issued	0	1	100.00%
Verbal Warnings	2,236	1,870	-16.37%
Parking Citations	30	31	3.33%

The following table represents a two year comparison of various traffic citations issued by type of violation in the Village of Elm Grove.

CITATION TYPES	2014	2015	2015 (-) 2014 Comparison
Operate After Revocation/Suspension Registration	122	123	0.82%
Non-Registration of Vehicle	210	199	-5.24%
Operate While Intoxicated	81	65	-19.75%
Operate Without Valid License	87	109	25.29%
Operate After Revocation/Suspension License	219	266	21.46%
Exceeding Speed Zones	854	1,061	24.24%
Seat Belt Violation	41	59	43.90%
Operate Motor Vehicle Without Insurance	262	176	-32.82%

SERVICES

Dispatch and Administrative Services



Core Dispatch and Administrative Support Functions

The core dispatch functions refer to those activities that relate directly to emergency 9-1-1 dispatching:

- Answer 9-1-1 telephone calls for police, fire and emergency medical services (EMS).
- Answer non-emergency telephone.
- Dispatch police, fire and EMS for calls for service; record time of call, time of arrival and time officer reports back in service.
- Query Department of Transportation records on registration and driver's file data as requested by officers.
- Record and maintain master index file on complaints, victims and other parties encountered by police.
- Query Crime Information Bureau (CIB) and National Crime Information Center (NCIC) on wanted subjects and stolen property information.
- Record and maintain daily activity calls of various police activities conducted each shift.
- Monitor radio traffic of surrounding jurisdictions for information of concern.
- Serve as a telephone communications link between officers on patrol and parties that must be contacted or notified, such as towing companies, hospitals, etc.
- Call in additional officers and support personnel as needed.

Essential Dispatch and Administrative Support Functions

Essential dispatch functions are those duties that require 24-hour monitoring or immediate response. These tasks include:

- Confirm wanted person warrants (locally generated) and stolen property hits as requested by other agencies within 10 minutes, as required by the Transaction Information for Management of Enforcement (TIME) system.
- Type reports for district attorney for lock-ups.
- Handle public walk-in service counter (citizen requests for information and report copies, dog licenses, bail and forfeiture payments, and complaints).
- Monitor officers in booking and cellblock area via video system, summoning assistance when appropriate.
- Monitor building security cameras.
- Control building security access doors, consisting of general government and main police station (public access) door, all booking and cell block area doors and prisoner unloading garage doors.
- Monitor building alarm panel for fire, pool and general government alarms.
- Provide dispatch service to highway department crews (snow removal, downed trees etc.) after business hours.
- Record overnight parking permission information and disseminate to patrol officers.

Secondary Dispatch and Administrative Support Functions

The third category is Secondary Dispatch Functions. These tasks include:

- Enter information on wanted persons and stolen property into NCIC and CIB systems and maintain appropriate related files.
- Keep record of officers' on-and off-duty.
- Assign complaint and booking numbers.
- Assist municipal court clerk (validate municipal warrants, run Department of Transportation queries, file citations and summons).
- Record and maintain vacation home check file.
- Monitor, review and distribute all teletype information received by the department.
- Prepare daily log information and important teletypes for roll call.

In addition to understanding the core, essential and secondary dispatching functions of the Elm Grove dispatcher there are three other areas of the dispatching position that are important. These three areas are staffing, division of tasks, and the difference between dispatching police, fire, and EMS.

Staffing

Elm Grove dispatching staffing levels currently call for six full time dispatchers. The full time employees fill three around the clock shifts, filling a work schedule of four days on, two off.

Difference between Dispatching Police, Fire and Emergency Medical Services

One of the important nuances of dispatching is the difference in the way the Elm Grove dispatchers dispatch police as compared to how they dispatch fire and emergency medical services (EMS). For example, the police communicate frequently, several times an hour with the dispatchers. When the officers are out on patrol the dispatcher is the officer's primary link to the police station. The dispatcher serves as the police officer's tether or lifeline from the street to the station. Elm Grove officers rely heavily on the dispatcher for their safety. As such police officers take the relationship between themselves and their dispatcher very seriously.

This relationship between dispatcher and police officer is contrasted with the relationship between dispatcher and firefighter or dispatcher and emergency medical technician EMT (for brevity sake firefighters and EMS personnel will be jointly referred to as rescue personnel). Foremost the dispatcher communicates very infrequently with rescue personnel. This is primarily due to the nature of the jobs. Rescue personnel do not patrol the streets of Elm Grove like police officers do. Therefore there is no need to keep in periodic communication with the rescue personnel. Communication between the dispatcher and rescue personnel occurs almost exclusively when there is an emergency. For Elm Grove, such an emergency occurs 34 times a month or approximately once a day. This means that on average, the dispatchers communicate with rescue personnel only once every 24 hours.

While communication between dispatchers and police officers is sometimes intense during an emergency situation it is most often characterized as normal interaction. This is not the case with communication between dispatchers and rescue personnel. Those infrequent communications are almost always filled with the tension of an emergency situation.

Calls for Service

The following table reflects the types of calls for service that Elm Grove Police Officers responded to in 2015. The actual type of call could change or be deemed “unfounded” upon further investigation.

CALLS FOR SERVICE BY CATEGORY								
Call Type	2014	2015	Call Type	2014	2015	Call Type	2014	2015
911 Verify	271	267	Death Investigation	7	3	Parking Complaint	59	50
911 Malfunction	13	6	Disabled Vehicle	246	209	Patrol Information	46	42
911/TDD Test	68	62	Disorderly Conduct	25	17	Prisoner Transport	14	6
Abandoned Vehicle	14	4	Domestic Dispute	11	16	Public Accident	6	6
Abducted	0	0	Duty Injury	5	1	Public Service	486	558
Accident - Bike/F/PI/PDO	1	0	Court Order Violation - TRO/DOM/INJUNC	3	15	Recovered Property	28	29
Accident - Deer/F/PI/PDO	7	8	Open Door/Window Business	132	153	Request Mutual Aid for Ambulance	4	9
Accident Fatal	0	0	Open Door/Window Residence	43	35	Request Mutual Aid for Fire	1	3
Accident - Property Damage Only	168	174	Extra Patrol Request	64	48	Request Mutual Aid for Police	92	79
Accident - Pedestrian F/PI/PDO	2	2	Fight	0	8	Robbery	1	3
Accident - Personal Injury	29	33	Fire Department Call	44	61	Sex Offense	1	4
Accident - Train F/PI/PDO	0	0	Fire Alarm	36	39	Snow Complaint - Plow/Throw	0	1
Accident - Unknown	2	2	Fireworks Complaint	1	6	Speed Trailer Deploy	4	0
Alarm - Business	72	64	Fugitive Warrants - All	11	1	Suspicion-General	146	168
Alarm - Residential	105	110	Gas Skip	1	0	Suspicious Person	74	82
Alarm - Vehicle	3	3	Harassment	7	12	Suspicious Phone Call	16	18
Ambulance Request	197	201	Help - Miscellaneous	3	0	Suspicious Vehicle	149	155
Animal Bite Dog / Cat	1	1	Liquor Law	0	0	Tavern/Tobacco Check	57	27
Animal Complaint	131	120	Lock-out	65	60	Test Call	1	4
Area Check	71	83	Lost Property	12	3	Theft	97	119
Assault	3	1	Assist Other Ambulance Service	19	13	Transient Merchant	1	0
Assist Invalid	31	46	Assist Other Fire Department	19	17	Trespassing	4	4
Bomb Threat	0	0	Assist Other PD - K9	0	0	Traffic Complaint	108	118
Burglary	9	12	Mutual Assist to Other PD	63	51	Traffic Stop	3699	3591
Burning Complaint	1	8	Assist Other PD-Thermal Image	0	0	Traffic Hazard	130	154
Criminal Damage to Property	11	15	Missing Person	5	4	Traffic Counter Deployment	0	1
Community Relations	108	127	Noise Complaint	9	5	Weather Alert/Warning	17	19
Control Substance / Drugs	0	0	Ordinance Violation	125	114	Zoning Complaint	7	5

CASE Classifications

All cases start as a call and become a case when a call results in additional investigation, a criminal action, or arrest/custody action. For example, a “theft” call may end as a “fraud” case. This is why there are one hundred and nineteen theft offense **calls** reported above, but only thirty-nine theft **cases** reported below. Presumably, eighty theft **calls** did not match the criteria for a theft crime and a **case** was not generated, or the **call** was reclassified as a fraud or some other **case** classification.

CASE ACTIVITY BY CALL FOR SERVICE CLASS								
Class Type	2014	2015	Class Type	2014	2015	Class Type	2014	2015
01 - Homicide	0	0	18 - Narcotic Law Vio	16	18	35 - Fatal MV Accident	0	0
02 -Sexual Assault	0	0	19 - Gambling	0	0	36 - Personal Injury Acc	29	34
03 - Robbery	1	3	20 - Family Offenses	4	5	37 - Property Damage Acc	132	132
04 - Battery/Agg Assault	2	3	21 - Drunken Driving	39	29	38 - Other Accidents	8	7
05 - Burglary	9	10	22- Liquor Laws	0	2	39 - Public Accidents	0	0
06 - Theft	49	39	23 - Drunkenness	0	0	40 - Home Accidents	0	0
07 - Motor Veh Theft	0	2	24 - Disorderly Conduct	10	21	41 - Industrial Accidents	0	0
08 - Other Assaults	4	6	25 - Vagrancy	0	0	42 - Firearm Accident	0	0
09 - Arson	0	0	26 - All Other Offenses	69	63	43 - Animal Bite	0	0
10 - Forgery/Counterfeit	1	8	27 - Suspicious	0	0	44 - Suicide	0	0
11 - Fraud	29	68	28 - Curfew Loiter - Juv	1	0	45 - Suicide Attempt	0	0
12 - Embezzlement	0	0	29 - Runaways	0	0	46 - Death	9	3
13 - Stolen Property	2	0	30 - Lost / Missing	3	0	47 - Sick Cared For	0	0
14 - Vandalism	9	7	31 - Found/Recovered	31	29	48 - Mental Observation	15	11
15 - Weapons	2	0	32 - Traffic Vio Report	20	41	49-Misc Service Report	76	43
16 - Prostitution	0	0	33 - Parking Violation	0	0	50 - Ordinance Violation	6	16
17 - Sex Offenses	2	4	34 - Other Vio Traffic/MVD	0	0	TOTALS:	578	604

Other Activity:

	2010	2011	2012	2013	2014	2015	2015 (-) 2014 Comparison	2015 vs Previous 5 Yr Average
Business Checks	28,815	25,352	30,047	32,474	29,816	27,976	-6.17%	-4.52%
Tavern Checks	157	136	85	56	57	27	-52.63%	-72.51%
Vacant Home Checks	973	1,617	2,364	2,002	1,856	936	-49.57%	-46.89%
Forfeiture & Fees Collected	\$336,625	\$308,066	\$284,866	\$283,436	\$262,998	\$283,993	7.98%	-3.80%

Emergency Medical Services



The Elm Grove Police Department’s commitment to the community goes beyond traditional policing services to include training in emergency medical services. All police officers are trained as Emergency Medical Technicians in emergency medical care and licensed by the State of Wisconsin. The initial training consists of over 140 hours of classroom instruction with practical hands on care and 30 hours of refresher training every two years. Two police officers are paramedics, with approximately 1000 additional hours of medical training, requiring 48 hours of annual in-service and certification in Advanced Life Support Care. The department’s medical program has oversight from an Emergency Room Physician to ensure appropriate current topics in medicine are being presented to officers. Officers responding to calls for medical services, at minimum, provide an initial patient assessment and basic life support, until an ambulance arrives. Elm Grove Police Officers are one of many medical providers a patient will encounter when suffering from a medical condition. This early intervention is provided to correct or slow any significant condition a patient is experiencing. In 2011, officers began carrying specialized trauma “go-bags” to address serious hemorrhage and penetrating trauma. The bags are primarily supplied to assist officers with devastating gunshot, stabbing injuries, or to assist victims of active shooters. They are designed to be carried on their person, while moving through a hostile environment. To date, officers have used this specialized equipment to help a construction worker, after a mishap with a circular saw, a citizen with a severe femoral artery bleed and a severe multi-injury suicide attempt. Two officers are currently trained in the Tactical Emergency Medical System advanced level (40 hour course), with all other officers having received basic TEMS at in-service training. In addition to these trauma care “saves”, our officers are regularly an integral part of “cardiac saves” in our community. Combined with our rapid, emergency medical trained dispatch staff, Elm Grove remains one of the best communities, in southeastern Wisconsin, at addressing your life threatening emergency.

During 2015, officers responded to 243 calls for emergency medical service, along with providing assistance to seniors who may have fallen but did not require ambulance transport. Compared to 2014, this is an increase in total ambulance calls of approximately 6.11%.

	2014	2015
Ambulance Calls	229	243

Detective Bureau

The Detective Bureau is responsible for investigating all major crimes within the Village of Elm Grove and assisting the patrol officers with investigations and at crime scenes. The following represents the activity of the Detective Bureau in 2015:

Criminal Investigations: Patrol officers investigated approximately 623 calls for service involving case reports and approximately 32 were directly investigated by the detective bureau or forwarded to the detective bureau. This does not include continuing investigations from 2014.

Some major crimes from 2015 included:

- Ten burglary investigations.
- Two sexual assault investigations.
- Five major theft cases
- Twelve fraud cases two were multi-state fraud investigations, both resulted in arrest and charging.
- Two fire investigations.
- Two robbery investigations.
- One reckless homicide investigation.
- Assisted other departments through the Major Investigation Unit on search warrant for child pornography case.

Property Inventory: The Detective maintains all evidentiary property and is responsible for the department's property room. In 2015, 783 pieces of property were entered into the computer as stolen, recovered, safe keeping, evidence for court, or evidence to be destroyed at the Wisconsin State Crime Laboratory. Numerous pieces of evidence were transported to the state crime lab for further processing and destruction. There were a total of 112 pieces of evidence returned to owners. The Detective is responsible for ordering and maintaining evidence supplies according to the detective bureau budget.

In addition to some of the major investigations, search warrants and subpoenas were requested, issued by the court, and executed.

The Detective Bureau is also responsible for submitting all case referrals to the Waukesha District Attorney's Office, social services, and corporation counsel. When the reports are received and charged, the Detective will respond to the District Attorney's office and sign the criminal complaints for each case. On average, the Detective responds to the Waukesha County District Attorney's Office three times per week. There were 173 reports transported to the district attorney's office in 2015. In addition, the detective works as the liaison between our department and the Waukesha County District Attorney's Office for court scheduling and officer subpoenas.

The Detective Bureau is also a member of the Major Investigation Unit (MIU) for Waukesha County. The MIU consist of membership from seven police jurisdictions in Waukesha County.

The Detective Bureau is also assigned as an evidence technician to process major crime scenes and to process all evidence recovered and brought to the police department as well as transporting evidence to the Wisconsin State Crime Laboratory.

In addition, the Detective attends monthly meetings with the Wisconsin Area Fraud Investigators Group which discusses the trends of crimes committed in the Southeast Wisconsin area. The Detective also attends monthly meetings with Southeast Wisconsin Retail Theft Investigators Group.

In 2015, Detective Mayer gave one presentation to a citizen group on recent trends in crime and identity theft.

The Detective also attends the same firearms training, State in-service and DAAT training as the patrol officers.

COOPERATIVE LAW ENFORCEMENT SERVICES

Suburban Critical Incident Team (S.C.I.T)

This team of officers from the Brookfield, Chenequa, Delafield, Elm Grove, Hartland, Mukwonago, Muskego, New Berlin and Pewaukee Police Departments are trained to handle highly critical calls, such as barricaded persons, negotiations, serving high risk warrants, or conducting surveillances. This is a significant mutual aid agreement as the team serves as a back-up to other similar teams in the county, such as the Waukesha County Sheriff's Department and the City of Waukesha Police Department.

Major Investigations Unit (M.I. U.)

This team of officers from Chenequa, Elm Grove, Delafield, Lannon and Pewaukee Police Departments are trained and prepared to investigate all major crimes that may occur in any of these communities. This mutual aid agreement allocates necessary resources to investigate major incidents and allows each community to maintain adequate police coverage for other activities, without interrupting investigative efforts. The sharing of equipment and resources makes this team cost-effective and provides a professional quality investigative product. The team also serves as a liaison to other investigative teams in the county.

Suburban Mutual Assistance Response Team (S.M.A.R.T.)

This is a cooperative effort between agencies in southeastern Wisconsin allowing for mutual aid during a significant event. Within sixty minutes, a community that is a member of S.M.A.R.T can expect up to sixty-five law enforcement agencies responding to help with an incident. The team currently encompasses agencies from Racine, Jefferson, Walworth, Milwaukee and Waukesha Counties.

Waukesha County Metro Drug Unit –

In Fall of 2013, the department started the process for membership with metro, gaining full membership in early 2014. As a result, the department has an officer assigned to this unit on a part-time basis. Illegal drug activity in our community is a significant and never ending problem. By being a member of the Metro Drug Unit, participating agencies have a global view of the drug issues in our region. By partnering with county and federal assets, participating officers are able to bring back information and training to patrol officers that will better equip officers to recognize and address drug related crimes, during their patrol assignments. Additionally, Metro assigned officers, working on active cases, may also take advantage of possible asset forfeiture funds that may then be used to enhance the local agency's enforcement efforts.

Tactical Emergency Medical Service –

This unit consists of highly trained medical providers that are able to work in a tactical combat environment, where medical providers need to access injured persons in highly volatile conditions, like an active killer event. The team is made up of both sworn law enforcement officers and non-sworn civilian medical professionals. All team members are armed and are required to pass the state law enforcement firearms certification on an annual bases. Team members currently include four police officers paramedics (Chris Freedy, Gus Moulas, Dr. Jon Robinson and Jim Gage) and two non-sworn paramedics (Team Leader and Flight for Life Medic, John Schindler and Paramedic Curt Waddell). The team trains various tactics and patient movement drills, with regular duty police officers, on a quarterly basis. Almost all of the equipment for the team is covered by private donations or supplied by the team member.

TRAINING

Training

The goal of the Elm Grove Police Department is to deliver the highest quality service to the community. In order to achieve this goal, our personnel must be familiar with the most recent changes in laws, court decisions, law enforcement techniques and technology. The Elm Grove Police Department utilizes many training programs presented by Federal, State, and local levels to accomplish this goal. In addition, the Elm Grove Police Department has many talented individuals who are certified as instructors in areas such as: field training, firearms, defensive tactics, and crime prevention. These individuals provide in-house training at roll call presentations and specialized training sessions

Beginning in 2005, all members of the Elm Grove Police Department began an ongoing training program that will carry over into coming years. The National Incident Management System (NIMS) has been developed by the federal government to prepare responders in dealing with events that may occur in the community and stretch the available resources. During 2009 and continuing through 2015, all supervisory personnel continued the advanced training necessary to plan for and execute the long term management of a significant incident.

The Elm Grove Police Department continues to educate their personnel on the newest techniques and available technology with the hopes of maintaining a level of service available only in Elm Grove.

ADVANCED MANAGEMENT TRAINING

Command staff members that have attended advanced management ten week programs:

The FBI National Academy:



Assistant Chief Gust W. Moulas (ret.), Session #153

Chief Jeffrey W. Haig (ret.), Session # 159 [attended as a Fox Point Captain]

Chief James P. Gage, Session #252

Northwestern University, School of Police Staff and Command:



Chief James P. Gage, SPSC Class #82

Assistant Chief Jason R. Hennen, SPSC Class # 149

Lieutenant Jason Kubiak, SPSC Class #203

Sergeant Ryan Unger, SPSC Class # 310

Sergeant Joseph Ipavec SPSC Class #355

Firearms Training

The Elm Grove Police has a formal training program which is designed to test and enhance the skills of the police personnel. In 2015, most officers received 10 hours of firearms instruction. The training program is designed by our Firearms Instructors and is overseen by the Chief. The instructors are certified as Firearms Instructors by the Wisconsin Department of Justice. Having these instructors on staff enables the Department to train the personnel while on duty.

The training sessions begin with basic techniques, and then progress into emphasizing the importance of split second decision making coupled with the proper and proficient use of the firearm. Actual scenarios are duplicated on the range to test and refine the skills of the personnel. High stress scenarios are also designed with the use of simmunitions and live ammunition to depict dangerous situations that officers may encounter while at a residence, business or while on a traffic stop. The instruction also includes officer safety tactics, weapons safety, weapon retention, verbal skills, legal considerations and proper documentation if deadly force is used.

- In February, officers trained at the Brookfield Police Department Firearms Range with their issued Sig Sauer P226 .40 caliber service handguns. Officers were trained in rapid succession shooting focusing on increasing speed and accuracy. Additionally, Officers were trained in close combat situations and low light scenario training utilizing their flashlights.
- In April, officers trained at St Mary's Elementary School, reviewing Active Shooter response tactics.
- In May, officers trained at the Menomonee Falls Police Department Firearms Range using their service handguns and rifles. Officers were trained in fully automatic fire control along with shield use and movement in two man teams. Additionally Officers completed the State mandated qualification course
- In August, officers trained at Menomonee Falls Police Firearms Range with Benelli shotguns. Officers were trained in left and right handed barricade shooting, pellet spread in relation to distance from target, shooting while moving, and shooting moving targets.
- In October, officers trained at the Menomonee Falls Police Department Firearms Range, using their service handguns. Officers were trained in shooting while moving and also completed the State mandated qualification course.

All of the above training is necessary and contributes in satisfying recommendations set by federal and state authorities requiring police officers to be trained in a variety of skills and scenario situations to help minimize the effects of stress on their performance and improve their decision making in use of force situations.

Defense and Arrest Tactics (DAAT)

The Elm Grove Police Department has a Defense and Arrest Tactics Training (DAAT) program which is designed so that officers will know and become efficient in the application of all the skills instructed in the DAAT curriculum. The DAAT system has a guideline which assists law enforcement officers to analyze a subject's behavior and to determine a reasonable level of force to use in response to that behavior. The techniques used in this system were adopted by the Wisconsin Department of Justice and the Law Enforcement Standards Board in 1987. There are five different modes contained in the system, they are: Presence, Dialog, Empty Hand Control Techniques, Intermediate Weapons, and Deadly Force. Each mode contains several techniques and skills which were instructed to the officers during the year, along with several other topics such as, Decentralizations, Protective Alternatives, Ground Handcuffing, Weapon Control Techniques, Taser Training, and also general officer fitness. Officer Preston Nobile is the Department's certified DAAT instructor. Annually, each patrol officer receives approximately twelve to fifteen hours instruction.

COMMUNITY SERVICES

ELM GROVE BIKE PATROL

The Elm Grove Police Department has nine officers that are trained as bicycle patrol officers. The Department has three fully equipped mountain bikes. The existence of the bike patrol program is due to generous donations from citizens and businesses. The donations provided funds for the purchase of three mountain bikes, all of which are sized differently to accommodate the different sized officers. The first donations also included funds to purchase state of the art equipment and lighting as well as provide uniforms and training for our first bicycle patrol officers.



In 2015, when staffing levels permitted, bike patrol officers spent time patrolling on bikes, including special events. The patrol bicycles are used at special events such as the Memorial Day Parade, the Fourth of July Fireworks and festivities in the park, Concerts in the Park, Safety Village, Elm Grove Bicycle Safety, and can also be seen patrolling the Park n Shop and downtown area. They are also utilized to target special crime watch areas that have unusual increases of incidents such as burglaries or thefts from motor vehicles. When staffing levels permit, the bike officers conduct periodic patrols of the village, including remote areas that squad cars cannot enter. The bike patrol allows the officers to have one on one contact with the public. Members of the public are encouraged to approach the bike officers so they may answer any questions or address concerns.

Drug Abuse Resistance Education

- The D.A.R.E. program, which began in 1983, is a nationally acclaimed program in which specially trained police officers teach a 10-16 week anti-drug/anti-violence curriculum to elementary school students. D.A.R.E. teaches the 5th grade students the dangers of drug abuse, gives concrete ways to refuse peer pressure and teaches responsibility with risks and consequences, reinforces the concept that each person has a right to make their own healthy and wise choices, and gives the decision making life skills necessary to resist and stay away from drugs, alcohol and violence. Studies show that students who have completed the D.A.R.E. program were five times less likely to start smoking compared to kids who did not participate in D.A.R.E. The Elm Grove Police Department has been teaching DARE since the early 1990's.
- Police Officer Sandy Brown is the Department's D.A.R.E. officer, since 2009. In 2015, the D.A.R.E. program was funded by the Village of Elm Grove, with supplements from other donations. We would also like to say THANK YOU from the local businesses for their donations to our program! The Elm Grove Junior Guild, UPS Foundation, RJ's Ice Cream, Culver's, Subway, Jimmy Johns, Ace Hardware, Penelope's and Silver Spur all have contributed to our program. Jimmy Johns donated subs, pickle buckets and napkins for the DARE graduation luncheon. Subway donated cookies, chips, and napkins for the graduation luncheon; McDonald's donated orange drink; Silver Spur donated utensils, plates, and Frank Hornick's time in helping set up the lunch area with tables and linens; RJ's donated a coupon for a free ice cream to each of the graduates; Culver's donated free scoop coupons; and ACE donated 2- \$25 gift cards for the WDOA fundraising raffle. Some of the businesses donated monetarily in addition to the food and coupons!!!
- These donations greatly help out our D.A.R.E. program & help it to thrive! Please contact Officer Brown at sbrown@elmgrovetwi.org if you or your business is interested in donating to our local D.A.R.E. program or if you have any questions about volunteering for D.A.R.E. events. The support we have received has been outstanding over the past few years and has continued to grow, which helps our program succeed, thanks to our donors, teachers, and staff. We couldn't do it without all of the support from everyone!
- THANK YOU so very much!



WISCONSIN DARE OFFICERS ASSOCIATION- WDOA

- Devean Laedtke, a 5th grader at Elm Grove Lutheran School, was chosen as the WDOA state level DARE essay winner, CONGRATS Devean! Last year, Cassandra Romero was one of 2014's Essay winners, also from EG Lutheran and one of Officer Sandy's students! Keep up the good work Elm Grove students!!



- In 2015, Officer Brown was re-elected to be the State WDOA Secretary for another 2 year term. She continues her position in 2015-2017, representing EGPD on the state level since 2013. She is also on the fundraising raffle committee for the WDOA, held at the annual training conference, which raises funds for continuing education and training for the DARE Officers in the state of WI. Photo by Jen Morris
- Officer Brown continues to be an active member in the SEWDOA group, (Southeast Wisconsin Dare Officers Association), since 2014. The SEWDOA organizes the DARE Brewer Game event which raises funds for our local DARE programs.





ELM GROVE D.A.R.E.



The 2015 Elm Grove D.A.R.E. curriculum consisted of 10 lessons plus a graduation day. The D.A.R.E. course was presented to 137 Fifth grade students at Tonawanda Elementary School, St. Mary's Visitation School and Elm Grove Lutheran School. The course of instruction included:

- Completion of "Keepin' it Real" D.A.R.E. workbooks with a weekly D.A.R.E. assignment that reflected each lesson. Students completed the work in individual, pairs, and groups in the lessons.
- "Family Talk" student and parent discussion sheets for more parent involvement in the D.A.R.E. program.
- Completion of a one-two page DARE essay, which is a statement of each student's commitment to stay drug free and why they think DARE is important to keep in their lives.
- Covering additional topics such as Over the Counter/Prescription medication safety and bullying. Students had a chance to wear the fatal vision "drunk goggles" and tried to walk a straight line while wearing them. When time permits, cyber bullying/internet safety lessons were also presented with the school's request.
- All students took part in a graduation ceremony and received a red DARE t-shirt with sponsored businesses listed on the back, pin and certificate of completion of the D.A.R.E. program. Students also are awarded pencils, erasers, stickers, and other prizes which are funded through donations.
- Upon graduation of the D.A.R.E. program, the D.A.R.E. graduates were provided with a Wisconsin Dells discount card, valid for 20% off at 41 participating WI Dells attractions. The card is valid for the student and three other family members for the 2015 season. The cards are provided by the Wisconsin Dells Visitor & Convention Bureau.
- A special THANK YOU to our Guest Speakers DA Sue Opper and ADA Lesli Boese from the Waukesha County District Attorney's Office, who take time out of their busy schedules to talk to the kids at our DARE graduations.
- DARE graduates (and their families) of past and present, participated in the annual DARE Day Brewer Game and tailgate on April 11, 2015. All DARE students, graduates and any families are encouraged to attend the 2016 DARE Brewer game in April or May. Contact me for tickets to this great and affordable event!



Officer Sandy Brown & Daren the lion

Elm Grove D.A.R.E. Pledge

I know who I am and know that I want to remain happy and healthy.

I have learned of the devastation that drugs can do, not only to me but to the ones I love and care about. I know and have practiced the skills needed to make wise, healthy decisions against drugs, bullying and violence. I am in charge and I will help others resist drugs and violence in a time of weakness. I pledge to say NO to all illegal drugs, the abuse of substances, and violence!

Contact me at 262-786-4141 or sbrown@elmgrovewi.org

www.elmgrovewi.org

www.darewisconsin.org

www.dare.org

OTHER PUBLIC RELATIONS EFFORTS

CITIZEN POLICE ACADEMY ... began in 1998. It is safe to say each has come away with a greater understanding of what we do and the challenges we face. Our staff has learned from participants their perceptions, priorities, and concerns ... invaluable information to help us be more effective. Perhaps the best measure of success is the creation of an Alumni Association - by the graduates themselves - to continue their involvement with the Department. For more information about the Citizen's Police Academy, see the personnel section.

EXPLORER POST 177... has provided well over 120 teenagers the chance to learn about law enforcement and law enforcement officers. At least 25 alumni that we know of have pursued Criminal Justice careers, including, Sergeant Natalie Hudzinski, Assistant Chief Gus Moulas [ret.] and Chief Jim Gage. Just as importantly, dozens more are going through their lives with positive insights and attitudes regarding the police because of their experiences in this program. For more information about Explorer Post #177, see the Personnel Section.

SAFETY VILLAGE ... each August we have the chance to positively influence several dozen preschool children (and their parents). The opportunity to work with the Junior Guild, as an important influence in the community, is seen as a real positive for us. Each year one officer is assigned to assist with instruction of important safety tips for our youngest of residents.

ANNUAL BICYCLE SAFETY PROGRAM ... each June the village has hosted this fun safety program for all area children, drawing 200-300 participants, and almost as many parents. The past few years, Park and Rec. has taken over the management of the program and the Brookfield Police Department and Elmbrook Hospital have joined us in making this a true community event. Our bicycle patrol officers and on-duty personnel always take advantage of meeting the public, by attending this program.

COLLEGE INTERN PROGRAM ... almost every semester, we host a Criminal Justice college student for a ride-along program in which we evaluate the student, and for which they receive three credits. UW-M, Marquette, WCTC and MATC all have placed students with us. This program helps our Field Training Officers maintain their skills, gives the student a positive, inside look at our Department, and maintains valuable relationships with the Universities and Voc- Techs.

BUSINESS SECURITY CHECKS ... we spend some 1100 hours each year checking the security of closed businesses, and the business community's sense of safety is well worth it. Though they rarely enjoy middle-of-the-night calls when doors or windows are found open, they realize and appreciate our vigilance. Through this function we maintain on-going relations with them, as we do through the process of updating and maintaining our "key holder" list.

RESIDENTIAL (VACATION) HOUSE CHECKS ... a program where a home owner can advise the police department that the residents will be away from the home and provide pertinent information about key holders and property condition, should something happen while the home owner is away. Officers will also check the home, from time to time, to ensure that there are no crime inviting issues or emergent problems with the property (i.e. burst water pipe, storm damage, etc.).

SECURITY NOTICES ... are another P.R. tool we use to encourage security awareness and assure citizens of our vigilance. Printed reminders inform them of open garage doors, mail & papers accumulated, or other crime-inviting situations.

AUTOMOBILE LOCK-OUT RESPONSES ... provide a convenient service to forgetful or careless motorists. Though very few Departments continue this function due to workload or liability concerns, it provides us the chance to perform as "rescuers" rather than our more common role as "enforcer": pure public relations!

AUTO SAFETY CHECKS ... certifications necessary for school personnel to transport students in their private vehicles. If we didn't do it, they would have to go to State Patrol Headquarters. Our image as "team players" is enhanced by this fairly simple service: the convenience is really appreciated by school staff.

FINGERPRINTING SERVICES ... is another convenient public service we offer to our residents or business people. These fingerprints are needed for securities licenses, adoptions, bartender licenses, and other employment requirements. While under no obligation to perform this service, we welcome the opportunity to meet and serve our citizens.

"NO PARKING" SIGN PROGRAM ... is yet another way we meet and serve our residents and service clubs. In what I believe is a unique program, we loan "No Parking" signs on posts to anyone holding special events that will likely generate parking problems. This system has citizens accepting joint responsibility with us for maintaining public peace and order - a concept all too rarely seen these days, and one of the main reasons, I'm convinced, of this community's low crime rate.

McGRUFF PROGRAM FOR YOUNGER CHILDREN ... gives us, in addition to Safety Village, positive contact with preschoolers on up to 4th graders, with age appropriate messages about "stranger danger", obeying rules, theft, etc.

SCOUTING CITIZENSHIP BADGE TOURS ... give us the chance to show off our facility and explain our role in society to Cub Scouts and Brownies, who earn merit badges for the exercises. We typically give 2-4 such tours each semester, showing the police as the "good guys" to some 70 children per year.

CIVIC GROUP PRESENTATIONS ... we regularly provide speakers to civic groups such as the Rotary, Legion Post, Business Association, St. Mary's Senior Center, and others on specific topics or areas of general safety concerns. We're always pleased to give these presentations, and regardless of the group or the topic, a common theme is always "working together to make this a better community."

SPECIAL EVENT COORDINATION ... is one of the "fun" public relations arenas in which we participate. In an environment of mutual respect and community service, we help plan and coordinate the Memorial Day parade, 4th of July activities, soccer and tennis tournaments, Easter egg hunts, Rec programs, large funeral processions, and special school activities, to name a few. Working with the civic groups, schools, business groups, and other Village Departments is most rewarding, as is contributing to the success of these events, which help make this the great community that it is.

NOTARY PUBLIC SERVICES ... are available to the community at no charge. We usually have a Notary available from 8:00 A.M. to 4PM.

"TRAUMA" TEDDY BEARS ... are stocked in all patrol cars, the ambulance, and a fire truck. The value to a traumatized youngster of a huggable stuffed animal amid the turmoil of an auto accident, medical emergency, fire, or domestic dispute must be seen to be appreciated. This is another two-level public relations program: we (and the kids) "win" when we hand out a teddy bear; and our interaction with the service organizations that provide the toys is great community public relations in and of itself.

RADAR TRAILER ... purchased with a private citizen donation, conveys to drivers our sincere interest in traffic safety. No tickets are written: the only goal is motorist awareness and voluntary compliance with speed laws. Our website & in-person request programs foster even more citizen involvement and create yet another opportunity for us to work side by side with residents toward a safer community.

CITIZEN CONCEALED CARRY TRAINING ... This past winter the Elm Grove Police Department conducted four Concealed Carry Weapons classes which were open to the public. The course consisted of a variety of topics including basic fundamental firearm safety, safe carry considerations, proper storage of weapons, legal implications of the Concealed Carry law and the use of deadly force. The course was taught by the Elm Grove Police department's state certified firearms instructors and provided the required instruction needed for citizen's to obtain their Wisconsin concealed carry weapons permit. Sixty citizens attended the classes, so far.

HIGH VISIBILITY ENFORCEMENT (HVE) IMPAIRED DRIVING TASK FORCE ... The Elm Grove Police Department is a participating agency in the Southeast Wisconsin Multi-Jurisdictional Drunk Driving Task Force. The task force is a group of agencies dedicated to the concentrated and coordinated effort to reduce impaired driving through high visibility enforcement (HVE) and education.

MUNICIPAL COURT

COURT BAILIFF DUTIES

The Court Bailiff duty assignment is performed by sworn police officers. Officer salary, while performing this function, is paid by the Municipal Court operating budget.

Officers assigned to Court Bailiff duties are responsible for, but not limited to, the following duties:

- Security and protection of all persons attending Municipal Court.
- Call to order the Municipal Court session and introduce the Judge.
- Maintain proper order and decorum as directed by the Court.
- Be available to Court personnel and be present in Municipal Court, during the duration of the assignment.
- Be accepting of learning new tasks to assist Court personnel in maintaining efficient and effective operations.
- Be able to answer basic questions about Court procedure without providing advice to defendants.
- Maintain a competent and professional uniformed presence.
- All other lawful duties as assigned by the Court Clerk and Municipal Judge.

Municipal Court Operations

2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 estimated	2016 Proposed
\$114,641	\$109,043	\$82,129	\$93,200	\$84,850	91,845

Department Description:

Functions

This program provides for costs associated with the processing, prosecution, adjudication, and appeal of approximately 3700 municipal cases per year, and all associated record keeping.

Personnel

Judge	Part-time elected position
Court Clerk (police department employee)	.5 FTE
Records Clerk (part-time police employee)	.3 FTE
Bailiff- Police Officer (overtime)	75 hrs per yr

Services/Duties

- Track each municipal citation from issuance to final adjudication;
- schedule initial appearances and trials;
- reconcile fines collected and distribute funds as required by law;
- coordinate appeals and jury trial requests;
- reconcile and distribute bails collected;
- effect court-ordered drivers license/registration suspensions;
- maintain court docket;
- prepare for and manage court nights;
- provide trial transcriptions and discovery demand records;
- Coordinate all functions with Municipal Judge, Municipal Attorneys, Police Department, and defendants/defense attorneys.

MISCELLANEOUS

Reportable Traffic Accidents

In 2015, 166 reportable traffic accidents occurred in the Village of Elm Grove. This represents a 3.11% increase in accidents compared with 2014. 132 resulted in property damage only, and 34 accidents resulted in personal injuries. There were no fatal accidents in 2015.

Reportable accidents are any accidents which involve at least one motor vehicle in transport and result in injury or fatality of a person, or total damage to one person's property to an apparent extent of \$1,000 or more, or damage to government-owned property to an apparent extent of \$200.00 or more (except government-owned vehicle which is \$1,000).

ACCIDENTS	2014	2015	2015 (-) 2014 Comparison
Motor Vehicle Accident - Fatal	0	0	XXXX
Motor Vehicle Accident - Personal Injury	29	34	17.24%
Motor Vehicle Accident - Property Damage Only	132	132	0.00%
TOTAL MOTOR VEHICLE ACCIDENTS	161	166	3.11%

Motor Vehicle Fleet

The Elm Grove Police Department maintains a fleet of nine vehicles. Vehicles are funded through the capital budget. Two cars are purchased during even years and one car is purchased during odd years. The 2015 maintenance budget was \$9,000.00. A \$1,000.00 decrease from 2014. The 2015 budgeted fuel costs were \$38,000.00. A \$7,000.00 decrease from 2014. Five out of the nine vehicles are used twenty-four hours per day. **In 2014, the total amount of vehicles for the police department was reduced from nine to eight.** The vehicles are assigned, as follows:

- 1998 Chevy van. Received via the 1033 program at no cost to the Village. The transport van is shared between general government, park and recreation and the police department. Since almost all of our training is off-site, the van is used to haul firearms training equipment. It has also been used for surveillance assignments. **This vehicle was repurposed to the highway department in 2014.**
- 2009 Ford Expedition. Used for school assignments, training and by volunteers for assigned functions.
- 2015 Ford Police Interceptor. Shift Commander marked vehicle. Secondary front-line patrol use.
- 2011 Ford Expedition. Assigned to primary use by the Detective and Assistant Chief. Also, used by patrol for non-marked use, during inclement weather conditions, or when patrol vehicles are out of service, due to repairs.
- 2013 Ford Police Interceptor SUV. Used by the Lieutenant and Assistant Chief.
- 2013 Ford Police Interceptor SUV. Tertiary patrol use.
- 2013 Ford Police Interceptor SUV. This is a single use vehicle, currently assigned to the Police Chief.
- 2014 Ford Police Interceptor SUV. Primary patrol use.
- 2014 Ford Police Interceptor SUV. Primary patrol use.

ELM GROVE POLICE DEPARTMENT

MEMO

January 5, 2016

TO: DAVID DE ANGELIS, VILLAGE MANAGER

FROM: JAMES P. GAGE, CHIEF OF POLICE

SUBJECT: 2015 CAR/DEER ACCIDENT UPDATE

The following is an update to the annual memo detailing car-deer accidents. The 2015 accidents have been added to the running totals listed below.

Car-Deer Accidents

A review of such reported accidents from 1992 through 2015 reveals the following:

FREQUENCY

YEAR	CAR-DEER ACCIDENTS	TOTAL ACCIDENTS	CAR-DEER % OF TOTAL
1992	11	250	4.4
1993	10	262	3.8
1994	11	301	3.7
1995	17	291	5.8
1996	10	296	3.4
1997	5	307	1.6
1998	13	297	4.4
1999	10	245	4.1
2000	8	293	2.7
2001	5	261	1.9
2002	13	232	5.6
2003	11	241	4.6
2004	11	202	5.5
2005	12	227	5.3
2006	3	234	1.3
2007	5	210	2.3
2008	4	222	1.8
2009	6	165	3.6
2010	17	155	10.9
2011	5	168	2.9
2012	6	170	3.5
2013	7	183	4.0
2014	7	209	3.4
2015	7	167	4.2

MONTH

	<u>2015</u>	<u>1992-2014</u>	<u>1992-2015</u>		<u>2015</u>	<u>1992-2014</u>	<u>1992-2015</u>
JAN	1	17	18	JULY	0	11	11
FEB	1	12	13	AUG	0	13	13
MARCH	0	10	10	SEPT	1	9	10
<u>1st Qtr Total</u>	<u>2</u>	<u>39</u>	<u>41</u>	<u>3rd Qtr Total</u>	<u>1</u>	<u>33</u>	<u>34</u>
<hr/>				<hr/>			
APRIL	0	11	11	OCT	0	24	24
MAY	2	8	10	NOV	2	49	51
JUNE	0	12	12	DEC	0	31	31
<u>2nd Qtr Total</u>	<u>2</u>	<u>31</u>	<u>33</u>	<u>4th Qtr Total</u>	<u>2</u>	<u>104</u>	<u>106</u>

TIME OF DAY

	<u>2015</u>	<u>1992-2014</u>	<u>1992-2015</u>		<u>2015</u>	<u>1992-2014</u>	<u>1992-2015</u>
12M - 1A	0	8	8	12N - 1P	0	6	6
1A - 2A	0	4	4	1P - 2P	0	2	2
2A - 3A	0	0	0	2P - 3P	0	2	2
3A - 4A	0	2	2	3P - 4P	1	5	6
4A - 5A	0	2	2	4P - 5P	0	11	11
5A - 6A	0	4	4	5P - 6P	2	16	18
6A - 7A	0	7	7	6P - 7P	2	12	14
7A - 8A	0	13	13	7P - 8P	1	20	21
8A - 9A	0	7	7	8P - 9P	1	27	28
9A - 10A	0	5	5	9P - 10P	0	25	25
10A - 11A	0	4	4	10P - 11P	0	9	9
11A - 12N	0	6	6	11P - 12M	0	10	10

LOCATION

	<u>2015</u>	<u>1992- 2014</u>	<u>1992- 2015</u>
Bluemound Rd: 12400 - Sunnyslope	0	100	100
Bluemound Rd: Sunnyslope - Moorland	1	27	28
TOTAL BLUEMOUND RD.	1	127	128

Bluemound Rd.	0	127	127
Pilgrim Pkwy.	2	42	44
Highland Dr.	1	16	17
Elm Grove Rd.	0	6	6
Other	3	16	19
TOTAL	6	207	213

DEER CULLING SAFETY MANAGEMENT

The goal population for deer within Village borders is 25 deer per square mile of habitat. This population goal was established by referencing the Milwaukee Metro Unit (77M) whose deer population had been similarly established (Southeastern Wisconsin Urban Deer Taskforce Final Report 1994). Population goals range from 10 – 35 deer per square mile of habitat throughout the state depending on habitat, climate and human condition. Monitoring of the deer population annually confirms the Village is achieving the determined goal population.

Elm Grove's deer habitat includes the area of .79 square miles or 504 acres. Therefore, if the deer population increases to more than 25 deer per square mile of habitat, or 20 deer, then the deer are actively managed. Deer may be managed to half the habitat amount, or 10 deer.

The police department, by direction of the Police Chief, oversees and inspects all deer sharpshooting locations. The Village contracts with Wildlife Management Services to maintain deer populations in Elm Grove.

Access to prior deer sites has been limited, compared to past years. As a result, the village board approved the netting of deer. This will allow deer culling without having to gain neighbor approval, since no firearm is involved. In 2014-2015 we removed 8 deer by netting. Total cost, \$7,320.00 or about \$915.00 per deer. This cost is expected to be higher in 2016, since the DNR and state Department of Health require additional testing and recording of deer kills, by the contractor, due to chronic wasting disease. This cost is expected to be passed to the Village.

PROGRAM BUDGETS

Police Department Operations

2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Actual	2016 Proposed
\$2,100,207	\$2,234,524	2,055,838	\$2,121,200	\$2,056,754	2,135,625

Department Description:

This program provides funding for costs associated with preventative patrol; criminal and traffic law enforcement; investigations; requests for assistance; community problem-solving; maintenance of the peace; prosecution of offenders; community education and awareness; records maintenance; and assistance to other Village Departments.

PERSONNEL:	Full-time Equivalency FTE
Police Chief	1
Assistant Chief	1
Lieutenant	1
Sergeant	3
Detective	1
Patrol Officers	10
Subtotal- sworn officers	17
Administrative Assistant (part-time court)	.5
IT manager (shared with General Government)	1
Administrative clerk	.3
Total	18.8
<p>In 2011, the Department contracted for the services of two crossing guards that work ½ hour each day, during the school year, at Watertown Plank Road and Church Street. In 2012, the Village installed lighted crosswalks, and guard service was discontinued.</p>	

Services/Duties

PATROL: High-visibility preventative patrol establishes a police presence and sense of security in the community, while officers are on watch for

- traffic, criminal and Village code violations,
- hazardous conditions;
- crime-inviting situations;
- persons in need of assistance;
- opportunities for citizen interaction.

TRAFFIC: Activities aimed at maintaining and improving traffic safety and orderliness. Includes:

- accident investigation;
- traffic enforcement;
- parking enforcement;
- assisting motorists;
- investigating traffic complaints and suspicious vehicles;
- bicycle code enforcement;
- traffic management at special (planned or unplanned) events.

CRIMINAL:

- Investigation and reports on criminal activities;
- evidence processing and storage;
- felony and misdemeanor apprehensions;
- prisoner processing;
- non-arrest and juvenile dispositions;
- other investigations;
- field interviews;
- special details;
- case management;
- false alarm management.

ADMINISTRATIVE & GENERAL:

- Building and residential checks;
- animal calls;
- assist citizens;
- assist other Village Departments (including EMS as EMT-Basics and Paramedics);
- municipal & circuit court preparation and testimony;
- public relations;
- crime prevention;
- department administration- internal affairs, policy development, recruitment, coordination, training, personnel supervision and development;
- equipment service;
- planning and budgeting,
- records management
- supervision and management of dispatch
- management and scheduling of municipal court security.

Dispatch Department Operations

2012 Actual	2013 Actual	2014 Actual	2015 Budgeted	2015 Estimated	2016 Proposed
\$408,834	\$417,732	\$407,975	447,315	468,505	485,950

Department Description:

This program provides funding for costs associated with maintaining the Dispatch Center, the community's only 24 hour/day, 7day/week link with their local government. Program also provides clerical and record keeping function to police; and communication services to Police, Fire and EMS Departments; and off-hours communications to Public Works and General Government.

<u>PERSONNEL:</u>	Full-time Equivalency FTE
Dispatchers	6 FTE

Services/Duties

DISPATCH:

- Receive and react to all citizen calls for service, information and emergency (911) assistance.
- Provide communications for Police, Fire, EMS;
- Provide after-hours service to Public Works and General Government.

CLERICAL:

- Perform all routine clerical services for Police Department, including the time-critical transcription of reports needed for court proceedings.
- Maintain numerous databases (ie: keyholders, master name index, home check list, etc.)
- Perform initial record keeping for Fire and EMS calls.
- Provide walk-in service for Police, EMS, and Fire.
- Provide after-hours security monitoring for entire complex, and at all times for officer's prisoner processing.

POLICE FIVE YEAR CAPITAL BUDGET

Village of Elm Grove
5 Year Capital Budget
Years 2015-2019

Department/Capital Item	2015	2016	2017	2018	2019	total 15-19
<u>Police</u>						
Patrol Vehicles	35,000	62,000	35,000	62,000	32,000	226,000
Replacement of 911 Equipment	85,000					85,000
TIME Terminal Package		5,000				5,000
Mobile Data Terminals (laptops for squads)					35,000	35,000
Replacement of sidearms		18,000				18,000
Replacement of Tasers			8,000		8,000	16,000
Fingerprint Scanner			17,000			17,000
Multi-channel voice logger				20,000		20,000
Police In-Car and Lockup Video Camera System				45,000		45,000
Office Furniture Updates					35,000	35,000
Police Total	120,000	85,000	60,000	127,000	110,000	502,000

REVENUES

<u>Fines, Forfeitures and Penalties</u>	2012 Actual	2013 Actual	2014 Actual	2015 Estimated	2016 Budgeted
Court Fines Collected	277,833	251,470	243,996	285,000	265,000
Court Fine Expense	(120,639)	(95,493)	(85,939)	(114,000)	(106,000)
Fines, Forfeitures and Penalties	157,194	155,977	158,057	171,000	159,000

VILLAGE OF ELM GROVE - EMS REPORT - YTD

EMS Calls			Avg Response Time with Crew			Avg Response Time no Crew		
M/Yr	2015	2016	M/Yr	2015	2016	M/Yr	2015	2016
Jan		25	Jan		8.500	Jan		9.00
Feb		22	Feb		11.00	Feb		11.50
Mar		21	Mar		7.00	Mar		12.00
Apr			Apr			Apr		
May			May			May		
June			June			June		
July	26		July	7		July		
Aug	29		Aug	7		Aug		
Sept			Sept			Sept		
Oct			Oct			Oct		
Nov			Nov			Nov		
Dec			Dec			Dec		
Total			Total			Total		
Avg Turnout			Total Hours					
M/Yr	2015	2016	M/Yr	2015	2016			
Jan		4.84	Jan		14.64			
Feb		5.50	Feb		31.22			
Mar		4.62	Mar		25.33			
Apr			Apr					
May			May					
June			June					
July	3.76		July	29.46				
Aug	4.3		Aug	25.56				
Sept			Sept					
Oct			Oct					
Nov			Nov					
Dec			Dec					
Total			Total					

MARCH 2016 EMS REPORT

	MEDICAL CALLS	FIRE STANDBY	MUTUAL AID GIVEN	CURRENT TOTAL
Number of calls	21	0	2	23
Time on calls (hours)	1450	0	70	1520
Number of personnel	97	0	4	101

Type of Run	
No transport required	7
Standby/Cancel- No Patient Contact	0
Treated & Transported	16
Total Runs	23

Transported to	
Elmbrook	3
Froedtert	9
Childrens	0
Heart Hospital	3
Waukesha	1
No transport	7
Total	23

Times without crew -	Minimum	Mean	Max
En route to station	5	10	19
Times with crew -			
En route to station	3	8	11

On scene time	Minimum	Mean	Max
with transport -	9	18	35
without transport -	7	22	51

Resident Total	13
Non-resident total	10

Mutual Aid Requested	Reason
none	

Ambulance #2451	21
Ambulance #2452	1
On call at same time	1 *2 patients, same call

STATE OF WISCONSIN

WAUKESHA COUNTY

VILLAGE OF ELM GROVE

CHAPTER 208-9
THE VILLAGE OF ELM GROVE CODE OF ORDINANCES
PEACE AND GOOD ORDER

THE VILLAGE BOARD OF THE VILLAGE OF ELM GROVE DO ORDAIN AS FOLLOWS:

Section 1: §208-9 (V) Peace and Good Order, of the Village of Elm Grove Code of Ordinances is hereby amended by the deletion of ~~strikethrough~~ text.

§208-9 Adoption of statutory provisions.

The provisions of the following sections of the Wisconsin Statutes are adopted and by reference made a part of this article as if fully set forth herein. A violation of any such provisions shall constitute a violation of this article.

V. ~~Section 941.24, Possession of switchblade knife.~~

Section 2: If any section, sentence, clause, phrase or portion of this ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remainder of such ordinance.

Section 3: This ordinance shall take effect and be in full force from and after its passage

VILLAGE OF ELM GROVE

Dated this 25th day of April 2016

Neil H. Palmer, Village President

Mary S. Stredni, Village Clerk



DATE: April 20, 2016

TO: Board of Trustees

FROM: Village Clerk Mary S Stredni

RE: Ordinance change for Peace and Good Order

Assistant Police Chief Hennen is requesting that §208-9(V), which adopts §941.24 of WI Stats, Possession of Switchblade Knife be deleted as this statute was repealed as part of 2015 Wisconsin Act 149. The amendment is attached. If you have any questions, please let me know.

VILLAGE OF ELM GROVE
13600 JUNEAU BOULEVARD
ELM GROVE, WI 53122
PH: (262) 782-6700
SPECIAL EVENTS PERMIT APPLICATION**

Special Event: As defined by Chapter 241 of Village Code, is "an outdoor assemblage of 200 or more persons at any one time on public or private property for a performance, celebration, commemoration, display and/or sale of goods or other type of social gathering open to the public for free or upon payment of some kind of consideration; it includes, but is not limited to, whether for profit or not, outdoor festivals, flea markets, fun runs, bicycle races, walkathons, marathons, outdoor gatherings on non-residential property involving the use of temporary structures, and other similar type activities that do not require a permanent site or business location and do not compromise public health, safety or welfare."

This application must be filed with the Village Clerk at least **sixty (60) days prior** to the scheduled date of the special event. Please be sure to fill out the reverse side of this form, as incomplete submittals will not be accepted.

Has the proposed event been permitted in a previous year? (circle one): Yes No (if "yes", please request a re-issuance form)

Name of Event: Brewers Block Party

Date(s) of Event: 7/23/16 Start Date: _____ End Date: 7/23/16

Name of Organization (list out contact information for all partners, officers and directors if the organization is a partnership or corporation):

Milwaukee Brewers Baseball Club, LP

Address: 1 Brewers Way City: Milwaukee State: WI Zip: 53214

Contact Person (Day of event): Nicole Blackman

Address: 1 Brewers Way City: Milwaukee State: WI Zip: 53214

E-Mail: nicole.blackman@brewers.com Home Phone: _____ Cell Phone: 414-550-6002

Time/date event will begin: 11 AM Time/date event will end: 1:30 PM

Site plan information. Attach a detailed map/diagram of the event and indicate the location of the following: event vendors (e.g. food, alcohol); parking accommodations (on and off site); proposed road closures; signage.

Estimated attendance at the event: 1500 (Note: more than 300 people requires approval from the Village Board of Trustees)

Will there be outdoor music at the event? Yes No

Will alcoholic beverages be served? Yes No

Other submittal items:

- ❖ Written description of event activities.
- ❖ Proof of event notice (Delivery of notice at least three weeks prior to the event to properties within a 500' radius of the event – Village will provide mailing addresses for affected properties)
- ❖ Signage submission including the number, type and required property consent forms (see Chapter 335-47 of the Village Code of Ordinance).
- ❖ Proof of current insurance (to be accepted and approved by the Village Manager or authorized designee)

I understand the filing of this application does not ensure the issuance of this license and further that additional information may be required. I hereby certify that the foregoing facts are true to the best of my knowledge.

Signature of applicant: _____

Date: 3/15/16

Approved: _____ (Village Manager or authorized designee) Date: _____

**** The Village of Elm Grove is not responsible for the applicant's investing of any monies for purpose of the special event should the application be denied.**

Special Events Planning Checklist (check all that apply):

- Road closures/barricades (for use on public property)
- Signage
- Generators
- Vendors (e.g. food; beverage)
- Contact Waukesha County Division of Environmental Health

S:/special events/special events application form

***** The Village of Elm Grove is not responsible for the applicant's investing of any monies for purpose of the special event should the application be denied.***



GAZEBO RENTAL PERMIT

The Village of Elm Grove Recreation Dept. | 13600 Juneau Blvd. | (262)-782-6700

Applicant's Name: Milwaukee Brewers Baseball Club LP Telephone #: 414-902-4801
 Address: 1 Brewers Way City/Zip: Milwaukee/53214
 Email Address: nicole.blackman@brewers.com
 Nature of Activity: Block Party
 Are you currently a resident of the Village of Elm Grove? Yes No

	DATE REQUESTED	TIME REQUESTED	RESIDENT FEE	NON-RES. FEE
PAVILION (≤75 PEOPLE)			\$105.00 + tax	\$157.50 + tax
PAVILION (76-150 PEOPLE)	7/23/16	11-1 PM	\$165.00 + tax	\$247.50 + tax
GAZEBO (≤50 PEOPLE)			\$50.00 + tax	\$75.00 + tax

GAZEBO/PAVILION RENTAL RULES & POLICIES

Reservations must be made in person at the Village Hall. Reservations are made on a first come, first serve basis. Volleyball courts must be reserved separately. Reservations for non-residents begin the first working day in May.

- Cancellation Policy: Cancellations must be made 7 business days in advance.
- If alcohol is served, a permit must be obtained at Village Hall during normal business hours.
- You may not DRIVE OR PARK on the grass or pathways. A push cart may be picked up from the pool house to assist you in bringing supplies to the gazebo/pavilion.
- Music volume must be kept to a respectable level.
- Dogs and other domestic animals are not allowed in the gazebo/pavilion area.
- Fires are permitted in grills only.
- Restrooms are located on the parking lot side of the pool house.
- Pick-up any garbage or litter created by your group.
- Obey all Village ordinances.
- Tents may be erected only with the prior approval of the Recreation Director.
- Keep a copy of your permit and fee receipt to prove reservation of the area.
- The park closes at 11:00 pm; groups must leave accordingly.
- If the Village needs to repair any damage or clean-up after your gazebo rental, you will be billed accordingly.
- Contact the Recreation Director at Village Hall @ (262)782-6700 or pool house @ (262)782-6940 with any questions or concerns.

All individuals/organizations must abide by all rules, policies and ordinances that govern the Village Park. Any deviation from these terms may result in the termination of the agreement and forfeiture of the reservation fee. Failure to follow any applicable rules, policies or ordinances can result in the termination of the event and denial of future requests. Recognizing the possibility of physical injury associated with gazebo/pavilion use, I hereby release, discharge and otherwise indemnify the Village of Elm Grove and it's affiliates, sponsors, their employees and associated personnel, against any claim by or on behalf of the facility users as a result of participation or use of this space, area or facility.

Signature of Applicant: [Signature] Date: 3/16/16

For office use only

Date Received: _____
 Received By: _____ Rental Fee: _____
 Approval Granted Yes No + Applicable Taxes _____
 Paid by: Check Cash CC Total \$: _____

Refunds will only be given if the Village is able to re-rent the gazebo/pavilion, minus a \$10.00 administrative fee.

Event activities:

- Carnival and tailgate games (NO inflatables)
- Player and coach autograph signing
- Q&A session on a stage with players & coaches
- Grills for food
- Cookout food and drinks
- DJ will play music

April 20, 2016

Name

Address Line 1

Address Line 2

Address Line 3

Dear Name,

On July 23, 2016, the Milwaukee Brewers will be hosting a Block Party at Village Park. Due to your close proximity to the park, the Brewers would like to make you aware of this event, as well as invite you to join in the festivities.

The party will take place from 11-1 p.m. and will feature games for kids, player appearances, a stage with an emceed program and barbeque fare. It will be very similar to the Block Party we staged at the same location in 2008. We greatly appreciated the strong support from the Elm Grove community at that event, which heavily influenced our decision to return to this location.

If you have any questions about the event, please contact Nicole Blackman at 414-902-4501.

Sincerely,

Tyler Barnes

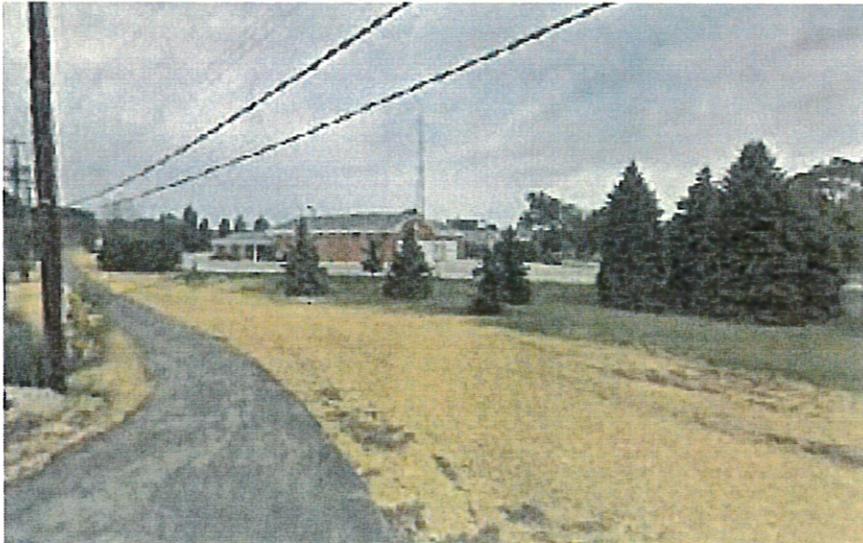
Vice President, Communications

Milwaukee Brewers

Google Maps Elm Grove Village Hall



Imagery ©2016 Google, Map data ©2016 Google 20 ft



Elm Grove Village Hall

City Hall

**PROFESSIONAL SERVICES AGREEMENT
BETWEEN THE VILLAGE OF ELM GROVE, WISCONSIN
AND SAFEbuilt WISCONSIN, LLC**

This Professional Services Agreement (“Agreement”), is entered into by and between the Village of Elm Grove, Wisconsin, (“Municipality”) and SAFEbuilt Wisconsin, LLC, (“Consultant”). The Municipality and the Consultant shall be jointly referred to as the “Parties”.

RECITALS

WHEREAS, the Municipality is seeking a consultant to perform services listed in Exhibit A – List of Services and Fee Schedule, (“Services”);

NOW THEREFORE, for good and valuable consideration, the sufficiency of which is hereby acknowledged, the Municipality and Consultant agree as follows:

1. SCOPE OF SERVICES

Consultant will provide “Services” to the Municipality using qualified professionals. Consultant will perform services in accordance with State of Wisconsin adopted codes and Municipality adopted amendments and ordinances. The professionals employed by the Consultant will maintain current certifications and licenses as required by the State of Wisconsin as defined in SPS 305 of the Administrative Code for the services that they provide to the Municipality. Consultant is not obligated to perform services beyond what is contemplated by this Agreement. Consultant will perform work at a level of competency in accordance with industry standards applicable in Wisconsin to the category of services being performed.

2. CHANGES TO SCOPE OF SERVICES

Any changes to Services that are mutually agreed upon between the Municipality and Consultant shall be made in writing which shall specifically designate any changes in compensation for the Services and be made as a signed and fully executed amendment to the Agreement.

3. FEE STRUCTURE

In consideration of the Consultant providing services, the Municipality shall pay the Consultant for the Services performed in accordance with Exhibit A – List of Services and Fee Schedule.

4. INVOICE & PAYMENT STRUCTURE

Consultant will invoice the Municipality on a monthly basis and provide all supporting documentation. All payments are due to Consultant within 45 days of invoice date. The Municipality may request additional information before approving the invoice. When additional information is requested the Municipality will identify specific disputed item(s) and give specific reasons for any request. If additional information is requested, Municipality will submit payment within forty-five (45) days of resolution of the inquiry/dispute.

5. TERM

This Agreement shall be effective on the latest date on which the Agreement is fully executed by both Parties. The initial term of this Agreement shall commence on _____ and be twelve (12) months, subsequently, the Agreement shall automatically renew for a twelve (12) month term; unless prior written notification is delivered to either party not less than thirty (30) days in advance of the renewal date of this agreement. In the absence of written documentation, this Agreement will continue in force until such time as either party notifies the other of a desire to terminate this Agreement.

6. TERMINATION

Either party may terminate this Agreement, or any part of this Agreement upon thirty (30) days written notice, with or without cause. In case of such termination, Consultant shall be entitled to receive payment for work completed up to and including the date of termination within 45 days of the termination.

All structures that have had inspections made but are not completed at the time of termination may be completed through final inspection at the agreed fee rate if the Municipality so requests and if the Consultant agrees to do so, provided that the work to reach such completion and finalization does not exceed 90 days.

7. FISCAL NON-APPROPRIATION CLAUSE

Financial obligations of the Municipality payable after the current fiscal year are contingent upon funds for that purpose being appropriated, budgeted, and otherwise made available in accordance with the rules, regulations, and resolutions of Municipality, and other applicable law. Upon the failure to appropriate such funds, this Agreement shall be terminated.

8. MUNICIPALITY OBLIGATIONS

The Municipality shall timely provide all data information, plans, specifications and other documentation required by Consultant to perform Services.

9. PERFORMANCE STANDARDS

Consultant shall use that degree of care, skill, and professionalism ordinarily exercised under similar circumstances by members of the same profession practicing or performing the substantially same or similar services with respect to the category of services being performed. Consultant represents to the Municipality that it retains and will only deploy employees that possess the skills, knowledge, and abilities to competently, timely, and professionally perform the Services in accordance with this Agreement.

10. INDEMNIFICATION

To the fullest extent permitted by law, Consultant shall be liable for and shall defend, save, indemnify, and hold harmless the Municipality, its elected and appointed officials, employees and volunteers and others working on behalf of the Municipality, from and against any and all claims, demands, suits, costs (including reasonable legal costs), expenses, and liabilities by reason of personal injury, including bodily injury or death and/or property damage to the extent that any such injury, loss or damage is caused by the negligence or breach of duty of Consultant or any officer, employee, representative, or agent of Consultant. If either party becomes aware of any incident likely to give rise to a claim under the above indemnities, it shall notify the other and both parties shall cooperate fully in investigating the incident.

In addition, Consultant shall deliver prior to the commencement of the term of this Agreement and maintain current an endorsement to its general liability coverage naming the Municipality, its officers, employees and agents as an additional insured.

11. ASSIGNMENT

Neither party shall assign all or part of the rights, duties, obligations, responsibilities, nor benefits set forth in this Agreement to another entity without written approval of both parties. Consultant is permitted to subcontract portions of the services to be provided but only after first notifying Municipality of such intention and delivering an endorsement to subcontractor's general liability coverage naming the Municipality, its officers, employees and agents as an additional insured. Consultant remains responsible for any subcontractor's performance. Subcontractors will be subject to the same performance criteria expected of Consultant. Performances clauses will be included in agreements with all subcontractors to assure quality levels and agreed upon schedules are met.

12. INSURANCE

A. Consultant agrees to procure and maintain, at its own cost, a policy or policies of insurance sufficient to insure against all liability, claims, demands, and other obligations assumed by the Consultant pursuant to this Agreement. Such insurance shall be in addition to any other insurance requirements imposed by law.

B. At a minimum, the Consultant shall procure and maintain, and shall cause any subcontractor of the Consultant to procure and maintain, the minimum insurance coverage's listed below. Such

coverage's shall be procured and maintained with forms and insurers acceptable to the Municipality. In the case of any claims-made policy, the necessary retroactive dates and extended reporting periods shall be procured to maintain such continuous coverage.

- C. Worker's compensation insurance to cover obligations imposed by applicable law for any employee of Consultant and any subcontractor engaged in the performance of work under this Agreement, and Employer's Liability insurance with minimum limits of two million dollars (\$2,000,000) bodily injury each accident, two million dollars (\$2,000,000) bodily injury by disease – policy limit, and two million dollars (\$2,000,000) bodily injury by disease – each employee. Evidence of qualified self-insured status may be substituted for the worker's compensation requirements of this paragraph.
- D. Commercial general liability insurance with minimum combined single limits of one million dollars (\$1,000,000) each occurrence and two million dollars (\$2,000,000) general aggregate. The policy shall be applicable to all premises and operations. The policy shall include coverage for bodily injury, broad form property damage, personal injury (including coverage for contractual and employee acts), blanket contractual, independent Consultant's, products, and completed operations. The policy shall contain a severability of interest provision, and shall be endorsed to include the Municipality and the Municipality's officers, employees, and consultants as additional insureds. No additional insured endorsement shall contain any exclusion for bodily injury or property damage arising from completed operations.
- E. Professional liability insurance with minimum limits of five million dollars (\$5,000,000) each claim and five million dollars (\$5,000,000) general aggregate.
- F. Prior to commencement of the Services, Consultant shall submit endorsements of insurance acceptable to the Municipality.

13. INDEPENDENT CONTRACTOR

The Consultant is an independent contractor, and neither the Consultant, nor any employee or agent thereof, shall be deemed for any reason to be an employee or agent of the Municipality. As the Consultant is an independent contractor, the Municipality shall have no liability or responsibility for any direct payment of any salaries, wages, payroll taxes, or any and all other forms or types of compensation or benefits to any personnel performing services for the Municipality under this Agreement. The Consultant shall be solely responsible for all compensation, benefits, insurance and employment-related rights of any person providing Services hereunder during the course of or arising or accruing as a result of any employment, whether past or present, with the Consultant, as well as all legal costs including attorney's fees incurred in the defense of any conflict or legal action resulting from such employment or related to the corporate amenities of such employment.

14. THIRD PARTY RELIANCE

This Agreement is intended for the mutual benefit of the parties hereto and no third party rights are intended or implied except the applicants whose plans or property are being reviewed or inspected.

15. OWNERSHIP OF DOCUMENTS

The Municipality shall retain ownership of all work product and deliverables created by Consultant pursuant to this Agreement. All records, documents, notes, data and other materials required for or resulting from the performance of the Services hereunder shall not be used by the Consultant for any purpose other than the performance of the Services hereunder without the express prior written consent of the Municipality. All such records, documents, notes, data and other materials shall become the exclusive property of the Municipality when the Consultant has been compensated for the same as set forth herein, and the Municipality shall thereafter retain sole and exclusive rights to receive and use such materials in such manner and for such purposes as determined by it. If this Agreement expires or is terminated for any reason, all records, documents, notes, data and other materials maintained or stored in Consultant's secure proprietary software pertaining to the Municipality will be exported into a CSV file and become property of the Municipality.

The Municipality and its duly authorized representatives shall have access to any books, documents, papers and records of the Consultant that are related to this Agreement for the purposes of audit or examination, other than the Consultant's financial records, and may make excerpts and transcriptions of the same.

16. SEVERABILITY

If any part of this Agreement shall be held to be invalid for any reason, the remainder of this Agreement shall be valid to the fullest extent permitted by law.

17. DISCRIMINATION & ADA COMPLIANCE

Consultant will not discriminate against any employee or applicant for employment because of race, color, religion, age, sex, disability or national origin. Such action shall include but not be limited to the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. The Consultant agrees to post in conspicuous places, available to employees and applicants for employment, notice to be provided by an agency of the federal government, setting forth the provisions of the Equal Opportunity laws.

Consultant shall comply with the appropriate provisions of the Americans with Disabilities Act (the "ADA"), as enacted and as from time to time amended, and any other applicable federal and State of Wisconsin law or regulations. A signed certificate confirming compliance with the ADA may be requested by the Municipality at any time during the term of this Agreement.

18. PROHIBITION AGAINST EMPLOYING ILLEGAL ALIENS:

Consultant shall not knowingly employ or contract with an illegal alien to perform work under this Agreement and will verify immigration status to confirm employment eligibility. Consultant shall not enter into an agreement with a subcontractor that fails to certify to the Consultant that the subcontractor shall not knowingly employ or contract with an illegal alien to perform work under this Agreement. Consultant is prohibited from using the program or the Department program procedures to undertake pre-employment screening of job applicants while this Agreement is being performed.

Consultant is registered with and is authorized to use and uses the federal work authorization program commonly known as E-Verify. Consultant's federal work authorization user identification number is 254821; authorization date of September 23, 2009.

19. SOLICITATION/HIRING OF CONSULTANT'S EMPLOYEES

During the term of this Agreement and for one year thereafter, Municipality shall not solicit, recruit or hire, or attempt to solicit, recruit or hire, any employee or former employee of Consultant who provided services to Municipality pursuant to this Agreement ("Service Providers"), or who interacted with Municipality in connection with the provision of such services (including but not limited to supervisors or managers of Service Providers, customer relations personnel, accounting personnel, and other support personnel of Consultant). The parties agree that this provision is reasonable and necessary in order to preserve and protect Consultant's trade secrets and other confidential information, its investment in the training of its employees, the stability of its workforce, and its ability to provide competitive building department programs in this market. If any provision of this section is found by a court or arbitrator to be overly broad, unreasonable in scope or otherwise unenforceable, the parties agree that such court or arbitrator shall modify such provision to the minimum extent necessary to render this section enforceable.

20. NOTICES

Any notice under this Agreement shall be in writing, and shall be deemed sufficient when directly presented or sent pre-paid, first class United States Mail, addressed as follows:

<p>If to the Municipality:</p> <p>David De Angelis Village of Elm Grove 13600 Juneau Boulevard Elm Grove, WI 53122 Email: ddeangelis@elmgrovewi.org</p>	<p>If to the Consultant:</p> <p>Greg Toth, Executive Vice President Business Development SAFEbuilt, LLC 3755 Precision Drive, Suite 140 Loveland, CO 80538 Email: gtoth@safebuilt.com</p>
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21. DISPUTE RESOLUTION

In the event a dispute arises out of or relates to this Agreement, or the breach thereof, and if said dispute cannot be settled through negotiation, the parties agree first to try in good faith to settle the dispute by mediation, before resorting to litigation, or some other dispute resolution procedure.

22. GOVERNING LAW

This Agreement shall be construed under and governed by the laws of the State of Wisconsin and all services to be provided will be provided in accordance with applicable federal, state and local law. This Agreement constitutes the complete, entire and final agreement of the parties hereto with respect to the subject matter hereof, and shall supersede any and all previous communications, representations, whether oral or written, with respect to the subject matter hereof.

23. COUNTERPARTS

This Agreement and any amendments may be executed in one or more counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same instrument. For purposes of executing this Agreement, scanned signatures shall be as valid as the original.

This Agreement, along with attached exhibits, constitutes the complete, entire and final agreement of the parties hereto with respect to the subject matter hereof, and shall supersede any and all previous communications, representations, whether oral or written, with respect to the subject matter hereof. Invalidation of any of the provisions of this Agreement or any paragraph sentence, clause, phrase, or word herein or the application thereof in any given circumstance shall not affect the validity of any other provision of this Agreement.

IN WITNESS HEREOF, the undersigned have caused this Agreement to be executed in their respective names on the dates hereinafter enumerated.

<p>Village of Elm Grove, Wisconsin</p> <p>_____</p> <p>_____</p> <p>Signature</p> <p>Name: _____</p> <p>Toth _____</p> <p>Title: _____</p> <p>President _____</p> <p>Date: ____/____/____</p> <p>____/____/____</p>	<p>SAFEbuilt Wisconsin, LLC</p> <p>Signature</p> <p>Name: <u>Greg</u></p> <p>Title:</p> <p>Date:</p>
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EXHIBIT A – LIST OF SERVICES AND FEE SCHEDULE

1. LIST OF SERVICES

Building, Electric, Plumbing, Mechanical Inspection Services

Our inspection staff recognize that an educational, informative approach is the most effective way to improve the customer's experience.

- ✓ Consultants primary inspector will meet with the public during office hours and by appointment
- ✓ Consultants primary inspector will issue building permits and collect fees
- ✓ Perform consistent code compliant inspections to determine that construction complies with approved plans and/or applicable codes and ordinances
- ✓ Meet or exceed agreed upon performance metrics regarding inspections
- ✓ Provide onsite inspection consultations to citizens/contractors while performing inspections
- ✓ Return calls and emails from permit holders in reference to code and inspection concerns
- ✓ Identify and document any areas of non-compliance
- ✓ Leave a copy of the inspection ticket
- ✓ Discuss inspection results with site personnel

Professional Plan Review Services

- ✓ Provide plan review services electronically or in the traditional paper format
- ✓ Review all plans, ensuring they meet adopted building codes, local amendments and/or ordinances
- ✓ Be a resource to applicants on submittal requirements; be available throughout the process
- ✓ Work with other departments on the concurrent review process
- ✓ Be available for pre-submittal meetings as warranted
- ✓ Be a resource for team members and provide support to field inspectors
- ✓ Determine type of construction, use, and occupancy classification and determine plans comply with applicable codes and ordinances using State certified plans examiner
- ✓ Coordinate plan review tracking, reporting, and interaction with applicable departments
- ✓ Provide feedback to keep plan review process on schedule
- ✓ Interpret legal requirements and recommend compliance procedures as well as address any issues by documented comment and correction notices
- ✓ Return a set of finalized plans and all supporting documentation
- ✓ Provide ongoing support including review of all plans/plan revisions and be available to the applicant after the review is complete
- ✓ Consultant will provide State certified inspectors/plan reviewers to perform Commercial Building, HVAC and Plumbing plan reviews for all size buildings using the attached Commercial Plan Review Fee Schedule C
- ✓ Consultant will be responsible for fees due to the State each month for completed commercial building plan reviews as follows:
 - Projects greater than 50,000 cubic feet
 - Addition/Alteration greater than 100,000 cubic feet

Professional Customer Service

- ✓ Provide inspection scheduling and track inspection results
- ✓ Provide consistent and responsive customer service
- ✓ Be available by phone, fax or email to provide customer service and respond to requests for information from residents, contractors and developers
- ✓ Log all permits, inspection requests and inspection results into Consultants permit tracking software daily for follow-up and reporting
- ✓ Provide back-up inspection professional when primary inspector is unavailable

Reporting Services

We will work to develop a reporting schedule and format that meets your needs. We can provide monthly, quarterly, and annual reports summarizing activity levels; adherence to our performance metrics; and other items that are of special interest to you.

MUNICIPAL OBLIGATIONS

- ✓ Municipality shall provide zoning administration and review of annexations rezoning, conditional use permits, commercial site plans, land divisions, variance application, etc.
- ✓ Office space, desk, desk chairs, file cabinets, local phone service, use of photocopier and fax machine
- ✓ Municipality to adopt commercial plan review fee schedule
- ✓ Municipality to obtain delegated municipality status

2. TIME OF PERFORMANCE

Consultant will perform Services commencing upon execution of the agreement. All Services will be performed during normal business hours excluding Municipal holidays.

- ✓ Consultant’s primary inspector will meet with the public by appointment

Deliverables			
NEXT-DAY INSPECTIONS	Perform inspections called in by 9:00 a.m. within twenty-four (24) hours of request		
MOBILE RESULTING	Provide our inspectors with field devices to enter results immediately		
PRE-SUBMITTAL MEETINGS	Provide pre-submittal meetings to applicants		
PLAN REVIEW TURNAROUND TIMES	Provide comments within the following timeframes:		
	<u>Project Type:</u>	<u>First Comments</u>	<u>Second Comments</u>
	✓ Single-family within	5 business days	5 business days or less
	✓ Multi-family within	10 business days	5 business days or less
	✓ Small commercial within (under \$2M in valuation)	10 business days	5 business days or less
✓ Large commercial within	15 business days	10 business days or less	
APPLICANT SATISFACTION	Put a survey in place that allows applicants to provide feedback on their experience throughout the process		

3. FEE STRUCTURE

Consultant fees for Services provided will be as follows:

Building Department Service Fee	
Building permit fees and residential plan review fees. See Schedule B: Village of Elm Grove Fee Schedule - attached 65% paid to SAFEbuilt / 35% retained by Elm Grove	
Commercial Plan Review Fees. See Schedule C: Commercial Building and HVAC plan review fees are computed according to the latest version of SPS 302.31 State of Wisconsin fee table. Commercial Plumbing plan review fees are as listed. 85% paid to SAFEbuilt / 15% retained by Elm Grove	
Meritage Software Package Fees: See Schedule D attached.	
Activities/Meetings/Code Enforcement Where No Permit Fee is Generated - As requested by Municipality	
Normal Business Hours – 8:00 am to 5:00 pm	\$55.00 per hour – one (1) hour minimum
Other Than Normal Business Hours	\$69.00 per hour – one (1) hour minimum
Meeting Attendance (phone/on-site)	\$55.00 per hour – one (1) hour minimum
Time tracked will not include travel time. Time starts with check in at Building Dept. to receive inspections	

SCHEDULE B: Village of Elm Grove Fee Schedule

VILLAGE OF ELM GROVE FEE SCHEDULE

Rates effective TBD

Residential 1 & 2 Family	Fee	Minimum
New Home Plan Review	\$200.00	
Addition Plan Review	\$100.00	
Alteration/Repair Plan Review	\$50.00 (Plan reviewer may waive fees for alterations deemed minor in scope)	
New Structure/Addition	\$.32 per sq ft all floor area	\$110.00
Erosion Control:	\$200.00 (New Structure/Addition over 300 sq ft) \$110.00 (Addition under 300 sq ft)	
Remodel/Repair	\$11.50 per thousand of project valuation	\$85.00
Accessory Structure	\$.28 per sq ft all floor area	\$70.00
Occupancy Permit	\$105.00 per dwelling unit	
Temporary Occupancy Permit	\$155.00 per dwelling unit	
Pools (separate electrical permit required)	\$11.50 per thousand of project valuation	\$70.00
Early Start (footings and foundations)	\$175.00	
Plumbing		
New Bldg/Addition/Alteration <i>(Alterations based on sq ft of alteration area)</i>	\$40.00 base plus \$.07 per sq ft all areas	\$55.00
Replacement & Misc Items	\$11.00 per thousand of plumb. project valuation	\$55.00
New Home Outside Sewer Lateral	\$55.00 per sewer lateral	
New Home Water Service	\$55.00 per water service	
Electrical		
Minimum Permit Fee		\$55.00
Outlets	\$1.00 each	
Luminaires – Direct Wired	\$2.00 per each fixture	
Devices (switches, receptacles, sensors, etc.)	\$1.00 each	
Appliances – Direct Wired	\$10.00 per appliance	
Single install of a 1 & 2 family appliance or sump pump	\$35.00 flat rate	
Utilization Equipment – Direct Wired	\$50.00	
Services: 0 through 200 amps	\$70.00 each	
201 through 1000 amps	\$100.00 each	
Each additional 1000 amps	\$25.00 per 1000 amps beyond initial 1000 amps	
Temporary Services	\$70.00 each	
Feeders – 30 amps or larger	\$20.00 each	
Generators – 1 & 2 family house	\$50.00 each	
Mechanical – 1 & 2 family heating and cooling systems	\$70.00 flat rate	
Motors – Each	\$50.00	
Fuel dispensing pumps	\$40.00 each	
Low voltage devices	\$1.00 per unit	
Trac lighting, plug-in strip, wireways, busways, etc.	\$1.00 per foot	
Signal or communication devices	\$1.00 per unit	
Swimming pools, hot tubs, spas and whirlpools	\$50.00 each	
Signs	\$50.00 flat rate	
Transformer, rectifier, reactor, capacitor	\$1.00 per kilowatt (\$30.00 maximum)	
HVAC		
New Bldg/Addition/Alteration <i>(For Alterations use sq. ft. of alteration area)</i>	\$40.00 base plus \$.07 per sq ft all areas	\$55.00
Replacement & Misc Items	\$11.00 per thousand of HVAC project valuation	\$55.00
Razing Fee	\$.10 per sq ft all areas	\$85.00
Other		\$68.00

Commercial	Fee	Minimum
New Structure/Addition		
Multi-Family (3+ family), Motel, CBRF, Daycare, Merchant, Restaurant, Tavern, Hall, Church, Office	\$.34 per sq ft all floor area	\$137.00
School, Institution, Hospital, Vehicle/Sm Engine Repair, Parking, Storage, Auto Body	\$.32 per sq ft all floor area	\$137.00
Manufacturing and Industrial - office area, follow Office fees	\$.30 per sq ft all floor area	\$137.00
Warehouse, Mini Warehouse, Bldg Shells* for Multi-Tenant Bldg-Office area use office fees	\$.34 per sq ft all floor area	\$137.00
Special Occupancies (Outdoor Pools, Tents, etc.)	\$.19 per sq ft	\$140.00
Erosion Control	\$200.00 for first acre plus \$85.00 every acre thereafter	
Remodel/Alterations/Repair	\$14.00 per thousand of project valuation	\$110.00
Occupancy, Temp Occupancy, Change of Use	\$175.00 per unit	
Plumbing		
New Bldg/Addition/Alteration <i>(For Alterations use sq. ft. of alteration area)</i>	\$50.00 base fee plus \$.07 per sq ft, all areas	\$70.00
Replacement & Misc Items	\$11.00 per thousand of plumbing proj valuation	\$70.00
New Construction Outside Sewer Laterals	\$100.00 for 1 st 100 feet per each lateral, \$.50/Linear ft per each thereafter	
New Construction Water Service	\$100.00 for 1 st 100 feet per each lateral, \$.50/Linear ft per each thereafter	
Electrical		
Minimum Permit Fee		\$70.00
Outlets	\$1.00 each	
Luminaires – Direct Wired	\$2.00 per each fixture	
Devices (switches, receptacles, sensors, etc.)	\$1.00 each	
Appliances – Direct Wired	\$10.00 per appliance	
Utilization Equipment – Direct Wired	\$50.00	
Services: 0 through 200 amps	\$70.00 each	
201 through 1000 amps	\$100.00 each	
Each additional 1000 amps	\$25.00 per 1000 amps beyond initial 1000 amps	
Temporary Services	\$70.00 each	
Feeders – 30 amps or larger	\$20.00 each	
Generators - Commercial	\$1.00 per kilowatt	
Mechanical – Commercial heating & cooling systems	\$50.00 each	
Motors – Each	\$50.00	
Fuel dispensing pumps	\$40.00 each	
Low voltage devices	\$1.00 per unit	
Trac lighting, plug-in strip, wireways, busways, etc.	\$1.00 per foot	
Signal or communication devices	\$1.00 per unit	
Swimming pools, hot tubs, spas and whirlpools	\$50.00 each	
Signs	\$50.00 flat rate	
Transformer, rectifier, reactor, capacitor	\$1.00 per kilowatt (\$30.00 maximum)	
HVAC		
New Bldg/Addition/Alteration <i>(For Alterations use sq. ft. of alteration area)</i>	\$50.00 base fee plus \$.06 per sq ft, all areas	\$70.00
Replacement & Misc Items	\$10.00 per thousand of HVAC proj valuation	\$70.00
Commercial Kitchen Hoods	\$150.00 per hood	
Commercial Plan Review – Delegated Municipality per SPS 302.31 (See Schedule C)		
Early Start Permit	\$200.00 (footings & foundations per SPS 361.32)	
Razing Fee	\$.10 per sq ft of floor area	\$85.00
Other		\$75.00

Fire Protection

Plan Review/Inspections: Fire Alarm and Detection Systems, Hood and Duct Suppression Systems, Other Suppression Systems, Water-based Sprinkler Systems, Spray Booth Operations	\$.06 per sq ft	\$110.00
--	------------------	----------

Acceptance Tests:

Hydro-test of Sprinkler Piping (2-hr. test)	\$110.00 per test
Fire Pump Test	\$82.50 per test
Fire Alarm and Detection System Test	\$55.00 per test
Hood and Duct Suppression System Test	\$55.00 per test
Spray Booth System Test	\$55.00 per test
Other Suppression System Test	\$55.00 per test

Miscellaneous**Fee****Minimum**

Sign Permit	\$55.00
Yard Mt. Shed Permit	\$70.00
Fence Permit	\$70.00
Private Tennis Courts	\$70.00
Satellite Dish Permit (Over 2 ft.)	\$70.00
Re-inspection Fee - each occurrence	\$55.00
Failure to Call for Inspection - each occurrence	\$55.00
Double Fees are due if work is started before the permit is issued.	
Permit Renewal – 50% of the permit fee based on current fee schedule, but not less than minimum fee.	
State Seal	\$40.00*

*State Seal Fee is not split with Consultant. Any amount over the actual cost of the seal is retained by the Village as an administrative fee.

SCHEDULE C: Commercial Plan Review Fee Schedule, Village of Elm Grove
(Building & HVAC)

<p>1. New construction, additions, alterations and parking lots fees are computed per this table (SPS 302.31)</p> <p>2. New construction and additions are calculated based on total gross floor area of the structure</p> <p>3. A separate plan review fee is charged for each type of plan review</p>		
Area (Square Feet)	Building Plans	HVAC Plans
Less than 2,500	\$ 250*	\$ 150*
2,500 - 5,000	\$ 300	\$ 200
5,001 - 10,000	\$ 500	\$ 300
10,001 - 20,000	\$ 700	\$ 400
20,001 - 30,000	\$ 1,100	\$ 500
30,001 - 40,000	\$ 1,400	\$ 800
40,001 - 50,000	\$ 1,900	\$ 1,100
50,001 - 75,000	\$ 2,600	\$ 1,400
75,001 - 100,000	\$ 3,300	\$ 2,000
100,001 - 200,000	\$ 5,400	\$ 2,600
200,001 - 300,000	\$ 9,500	\$ 6,100
300,001 - 400,000	\$ 14,000	\$ 8,800
400,001 - 500,000	\$ 16,700	\$ 10,800
Over 500,000	\$ 18,000	\$ 12,100
<p>Note: 1. A Plan Entry Fee of \$100.00 shall be submitted with each submittal of plans in addition to the plan review and inspection fees. This fee shall be waived for construction areas less than 2,500 square feet.</p> <p>2. *If deemed by the reviewer as a minor plan review or waive fee – minimum fee of \$60.00</p>		
Determination of Area	The area of a floor is the area bounded by the exterior surface of the building walls or the outside face of columns where there is no wall. Area includes all floor levels such as subbasements, basements, ground floors, mezzanines, balconies, lofts, all stories, and all roofed areas including porches and garages, except for cantilevered canopies on the building wall. Use the roof area for free standing canopies.	
Structural Plans and other Component Submittals	When submitted separately from the general building plans, the review fee for structural plans, precast concrete, laminate wood, beams, cladding elements, other facade features or other structural elements, the review fee is \$250.00 per plan with an additional \$100.00 plan entry fee per each plan set.	
Accessory Buildings	The plan review fee for accessory buildings less than 500 square feet shall be \$125.00 with the plan entry fee waived.	
Early Start	The plan review fee for permission to start construction shall be \$75.00 for all structures less than 2,500 sf. All other structures shall be \$150.00. The square footage shall be computed as the first floor of the building or structure.	
Transmission Towers	The total fee for review of transmission tower plans shall be \$350.00 (with an additional \$100.00 plan entry fee) and shall include the review of plans for buildings accessory to the tower that are submitted with the tower plans.	
Plan Examination Extensions	The fee for the extension of an approved plan review shall be 50% of the original plan review fee, not to exceed \$3,000.00.	
Resubmittals & revisions to approved plans	When deemed by the reviewer to be a minor revision from previously reviewed and/or approved plans, the review fee shall be \$75.00. All other reviews shall be \$150.00.	
Submittal of plans after construction	Where plans are submitted after construction, the standard late submittal fee of \$250.00 will be assessed, as well as the \$100.00 plan entry fee, for a total of \$350.00. (Per DSPS 302.31(1)(d)(6).)	
Expedited Priority Plan Review	The fee for a priority plan review, which expedites completion of the plan review in less than the normal processing time when the plan is considered ready for review, shall be 200% of the fees specified in these provisions.	

SCHEDULE C: Commercial Plan Review Fee Schedule, Village of Elm Grove (Continued)
(Plumbing)

1. New construction, alterations and remodeling fees are computed per the following table
2. New construction fee is calculated based on square footage of the area
3. Alterations and remodeling fee is based on the number of plumbing fixtures.

Area (Square Feet)	Plumbing Plans New Construction		Number of Fixtures	Plumbing Plans Alteration/Remodeling
Less than 3,000	\$ 300*		11-15	\$ 200*
3,001 - 4,000	\$ 400		16-25	\$ 300
4,001 - 5,000	\$ 550		26-35	\$ 450
5,001 – 6,000	\$ 650		36-50	\$ 550
6,001 – 7,500	\$ 700		51-75	\$ 800
7,501 – 10,000	\$ 850		76-100	\$ 900
10,001 – 15,000	\$ 900		101-125	\$ 1,050
15,001 – 20,000	\$ 950		126-150	\$1,150
20,001 – 30,000	\$ 1,100		>151	\$1,150
30,001 – 40,000	\$ 1,250		Plus \$160 for each additional 25 fixtures	
40,001 – 50,000	\$ 1,550			
50,001 – 75,000	\$ 2,100			
Over 75,000	\$ 2,500			
Plus \$0.0072 per each additional sq ft over 75,000 sq ft				

Note: 1. A Plan Entry Fee of \$100.00 shall be submitted with each submittal of plans in addition to the plan review and inspection fees. This fee shall be waived for construction areas less than 2,500 square feet.
2. *If deemed by the reviewer as a minor plan review – minimum fee of \$60.00. Plan reviewer may waive review fee.

Determination of Area	The area of a floor is the area bounded by the exterior surface of the building walls or the outside face of columns where there is no wall. Area includes all floor levels such as subbasements, basements, ground floors, mezzanines, balconies, lofts, all stories, and all roofed areas including porches and garages, except for cantilevered canopies on the building wall. Use the roof area for free standing canopies.
Resubmittals & revisions to approved plans	When deemed by the reviewer to be a minor revision from previously reviewed and/or approved plans, the review fee shall be \$75.00. All other reviews shall be \$150.00.
Submittal of plans after construction	Where plans are submitted after construction, the standard late submittal fee of \$250.00 will be assessed, as well as the \$100.00 plan entry fee, for a total of \$350.00. (Per DSPS 302.31(1)(d)(6).)
Expedited Priority Plan Review	The fee for a priority plan review, which expedites completion of the plan review in less than the normal processing time when the plan is considered ready for review, shall be 200% of the fees specified in these provisions.

SCHEDULE D: Meritage Software Package for Village of Elm Grove

Meritage Permitting and Inspection Software	Standard Cost	2016 Cost to Village	2017 Cost to Village	2018 Cost to Village
Initial (one time) set up fee	\$8,000	No Charge	Not applicable	Not applicable
Annual Support & Subscription	\$2,500	No Charge	\$2,500	\$2,500
Annual cost per full time user	\$1,500 per user	\$1,500 per user	\$1,500 per user	\$1,500 per user
Annual cost per part time user	\$750 per user	\$375 per user	\$375 per user	\$375 per user
Read only users	No Charge	No Charge	No Charge	No Charge

**DISCLAIMER- THE FOLLOWING ARE DRAFT MINUTES FROM
THE PLAN COMMISSION AND ARE SUBJECT TO CHANGE UPON
APPROVAL OF THE PLAN COMMISSION**

**PLAN COMMISSION
MEETING MINUTES
Monday, April 4, 2016**

Meeting was called to order at 7:00 p.m. by Mr. Nelson

1. Roll Call.

Present: Mr. Cashin, Mr. Higgins, Ms. Hunter, Mr. Kujawa, and Mr. Nelson.

Absent: Mr. Palmer and Mr. Long

Also Present: Mr. De Angelis, Mr. Griffiths, Attorney de La Mora and applicants

2. Review and act on Plan Commission regular meeting minutes dated March 7, 2016

Mr. Kujawa noted an addition to his comment in the minutes, stating his recusal due to his business relationship with both R& R Investments and Wangard Partners.

Ms. Hunter motioned and Mr. Kujawa seconded to approve the meeting minutes as amended.

Motion carried 5-0.

3. Review and act on a request for a plan of operation for Sun West Mortgage Company, Inc. pursuant to §335-85 for a mortgage brokerage located in the B-3 Mid-Rise Office and Professional District located at 13000 Bluemound Road.

Mr. Higgins motioned and Mr. Cashin seconded to approve the plan of operation as submitted.

Motion carried 5-0.

4. Review and possible action on a request for a plan of operation for Areola, LLC pursuant to §335-85 for a tattoo business located in the B-2 Office Business District located at 910 Elm Grove Road.

Tina Provan, owner of Areola, LLC was present before the Plan Commission. Ms. Provan stated that she is a registered nurse, and would like to open her business in a space in the Elm Grove Salon and Spa. The tattoo business would be for women who have had breast reconstruction surgery after breast cancer, through tattoo coloring. Ms. Provan stated that she would have customers by appointment and that she does have a tattoo license through the state. Currently she does tattooing at the Medical College.

Ms. Hunter asked how many times an individual would need to see her after receiving a tattoo. Mr. Provan stated that typically only one appointment is needed, but there are occasions where a follow up appointment may be necessary.

Mr. Nelson noted that staff had discussed the possibility to having the business apply for a conditional use permit. Mr. De Angelis stated that the type of business is not permitted by right, and that the Plan Commission can make the determination that a conditional use permit is needed, which allows the conditional use permit to be tied specifically to this type of use.

Attorney de la Mora asked if the procedure is covered by insurance. Ms. Provan stated that it can be covered by insurance. Mr. De Angelis asked for clarification that the procedure is a personal choice and not medically necessary. Ms. Provan stated that an individual does not need to medical have the tattoo.

Attorney de la Mora asked what area would be used within the spa. Ms. Provan stated that within the spa there are partially walled rooms, with curtains for privacy that are used for spa treatments. One of those areas would be utilized for her business.

Mr. Higgins noted that the application should be amended to be Elm Grove Road not drive. He also recommend that the applicant change the hours of operation to allow for more potential flexibility in when she would be open.

Mr. Griffiths and Mr. De Angelis noted that the applicant will need to submit a request for a conditional use permit, so the plan of operation application can be resubmitted with the requested and recommended changes.

Mr. Kujawa motioned and Ms. Hunter seconded to recommend that Areola, LLC resubmit a conditional use permit application and revised plan of operation as the proposed use is currently unspecified in the B-2 Zoning District and has been found to be similar in character to other uses conditionally permitted. Motion carried 5-0.

5. Other Business

Mr. Griffiths provided a brief update on the Reinders Neighborhood meeting which was held on Tuesday, March 29th.

6. Adjournment

Mr. Kujawa motioned and Ms. Hunter seconded to adjourn the meeting. Motion carried 5-0.

Meeting adjourned at 7:12 p.m.

Respectfully Submitted,

Casey Griffiths
Zoning & Planning Administrator/
Assistant to the Village Manager

ELM GROVE PUBLIC LIBRARY BOARD OF TRUSTEES

April 18, 2016 MEETING MINUTES

For Approval at the May 16, 2016 Meeting

Park View Room, Village Hall

1. Call to Order.

The meeting was called to order at 5:15 p.m. Board members present were: John Alexander, David Hecker, Bonnie Klamik, Jack Nelson, Kristin Olson, Karen Sopik, Mary Weller and Library Director Sarah Muench, Board Administrative Officer.

2. Approval of the Agenda.

A motion to approve the agenda was made by Jack Nelson, seconded by John Alexander. Approved.

3. Hearing of the Public.

Presented by Sally Cashin, President of the FOEGL Board. Pat Ruttum, Chair of the Used Book Sale, also attended.

A. Recent Library/FOEGL programs are as follows:

(1) Philip Chard program on Happiness. 120 attendees.

(2) The annual Cookbook Exchange/Cooking program will take place on May 18th. It will feature a Cheese and Chocolate Tasting.

(3) The Young Poets Contest is underway. The winning poem will be printed on a bookmark and published in the local paper. The winner will also receive a bag of prizes from FOEGL.

B. Bookie Cookie planning is underway. A huge thank you to Great Harvest for volunteering their staff and facility to press and bake the cookies. FOEGL seeks dough makers.

C. A new slate of officers will be presented and voted on at the May meeting.

D. After 16 years on the job, Pat Ruttum is retiring as Chair of the Book Sale Committee. The board offered thanks to Pat for her devotion to the library.

4. Minutes of the Previous Meeting.

The minutes of the March 21, 2016 meeting were reviewed. A motion to approve the minutes was made by Dave Hecker, seconded by John Alexander. Approved.

5. Future Meeting Dates.

May 16, 2016

June 20, 2016

July 18, 2016

A motion to approve the meeting dates was made by John Alexander, seconded by Mary Weller. Approved.

6. Treasurer's Report.

a. Operating Budget accounts payable.

(1) On a motion by John Alexander and a second by Mary Weller, the board approved the expenditure of \$6,299.70 in April 2016.

b. Gift Fund accounts payable.

(1) LGIP-4.

A. On a motion by John Alexander and a second by Jack Nelson, the board approved the expenditure of \$4,446.86 in April 2016.

(2) LGIP-10. None.

c. Gift Fund Status of Accounts. The following Gift Fund account balances were announced:

(1) LGIP-4 \$28,794.33

(2) LGIP-10 \$32,277.41

7. Director's Report.

a. Library activity report (statistics).

b. Children's program report.

c. Staff news.

d. Gifts

[1] On a motion by John Alexander and a second by Mary Weller, the board voted to accept the following gifts:

A. \$100.00 from Jill Landree in memory of Jim Landree.

B. *The Cookie Book: Over 400 Step-by-Step Recipes for Home Baking*, by Catherine Atkinson, donated by the Elm Grove Woman's Club in memory of Helen Ring.

8. Old Business.

Strategic plan update. Sarah has met with staff and is preparing a report based on staff input. The committee will complete the strategic plan draft after receiving staff input. A separate board meeting will be scheduled to discuss the strategic plan draft. It will probably take place in June or July.

9. New Business.

Allowable Cost Worksheet. Sarah presented the "*Allowable Cost Worksheet for Waukesha County Libraries in the Bridges Library System*," which needs to be approved by the board. John Alexander moved and Jack Nelson seconded that the report be approved as written. Approved.

A motion to adjourn the meeting was made by John Alexander, seconded by Kristin Olson. Approved. The meeting was adjourned at 6:10 p.m.

Respectfully submitted,

Karen A. Sopik
Secretary

**VILLAGE OF ELM GROVE
LEGISLATIVE COMMITTEE MINUTES
Thursday April 21, 2016**

Present: Chairman Domaszek, President Palmer, Trustee Haas, Angie Jodie, and John Collins.
Mary Stredni, Village Clerk, Casey Griffiths, Zoning & Planning Administrator, and Village
Attorney Hector de la Mora

1. Call meeting to order
Chairman Domaszek brought the meeting to order at 7:00 p.m. Mary Stredni took the roll.
2. Minutes
Palmer and Collins moved and seconded to approve the March 17, 2016 minutes with one correction: change at to as in paragraph one. Motion carried.
3. Review, discussion, and possible action to amendment to Chapter 204 Parks and Recreation
Reviewed proposed amendment which will allow a temporary vendor at the Village owned park located at 12600 Bluemound Road.
Remove 'of Elm Grove' in paragraph one and two.
Add 'provided' in first paragraph after Bluemound Road.
Add 'locally produced fresh agricultural products including' in second paragraph after in the sale of.
Palmer and Jodie moved and seconded to approve with the above amendments. Motion carried.
4. Other Business
None
5. Adjourn
Haas and Palmer moved and seconded to adjourn at 7:30 p.m. Motion carried.

Respectfully submitted,

Mary S. Stredni, Village Clerk

Memo

To: Legislative Committee

From: Jessi Balcom, Zoning and Planning Administrator/Assistant to the Village Manager

Date: 04/15/11

Re: Discussion of §335-41 Compliance (Signs)

At the April 4, 2011 meeting, the Plan Commission recommended amending the Code to allow electronic message boards on signs for business and institutional properties fronting on Bluemound Drive and/or Pilgrim Parkway. As proposed, the electronic message board could not exceed 20% of the total sign area and would only be allowed on ground signs.

Draft minutes from the April 4 Plan Commission meeting (item 8) and a sample sign proposal from Jilly's Car Wash are enclosed for your information.

CHAPTER 204
THE VILLAGE OF ELM GROVE CODE OF ORDINANCES
PARKS AND RECREATION

THE VILLAGE BOARD OF THE VILLAGE OF ELM GROVE DO ORDAIN AS FOLLOWS:

Section 1: §204-6. Vending and peddling prohibited of the Village of Elm Grove Code of Ordinances is hereby amended by the addition of underlined text and deletion of ~~strikethrough~~ text.

No person, at any time, shall sell or offer to sell any article, thing, or food item, or station or place any stand, table, display unit, cart or vehicle for the transportation, sale or display of any such article, thing or food item in any Village park or lands unless said person holds a valid temporary vending permit for special events under § **262-12** of this Code, or with respect to the paved area of a village owned parcel located at 12600 Bluemound Road provided that a person or entity has met all of the following requirements:

A. A temporary plan of operation for a seasonal business engaged in the sale of locally produced fresh agricultural products including vegetables, fruits and flowers grown within 300 miles of the Village has been reviewed and approved by the Plan Commission as provided under §335-85B.

B. The Village Board, has reviewed and approved a license agreement for the use of the seasonal business purposes.

Section 2: If any section, sentence, clause, phrase or portion of this ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remainder of such ordinance.

Section 3: This ordinance shall take effect and be in full force from and after its passage.

VILLAGE OF ELM GROVE

Dated this 25th day of April, 2016

Neil H. Palmer, Village President

Mary S Stredni, Village Clerk

RECREATION COMMITTEE
MEETING MINUTES

April 21, 2016, 5:30 P.M., Park View Room

1.) Call meeting to order

Trustee Kujawa called the meeting to order at 5:33pm.

Present: Trustee Patty Kujawa, Trustee Tom Michalski, Dr. Sue Retzack, Mr. Dick Hinchcliffe, and Mr. Tobias Wolf

Also Present: Ms. Erin Cross, Recreation Director

2.) Approval of minutes from February 18, 2016 meeting

Mr. Dick Hinchcliffe moved and Dr. Sue Retzack seconded approval of the March 17, 2016 meeting minutes as presented. The motion carried 5-0.

3.) 2016 Summer Booklet

Ms. Erin Cross noted that the Summer Recreation Guide had been sent out to residents at the beginning of April. We continue to hear lots of positive feedback regarding the change in size and format.

4.) Tennis Lights Update

Ms. Erin Cross stated that the lights for the tennis courts and pool have arrived, and we have been in contact with the installers to try to determine an installation date.

5.) Code of Conduct

Per last meeting, Ms. Erin Cross presented the committee with the current code of conduct. The committee stated that this document seemed too lengthy for posting, and a shorter supplemental document should be created for posting throughout the park. Additional discussion was had regarding alcohol consumption in the park, especially on Tunes on Tuesdays. This concern will be passed on to Public Safety.

6.) Other Business

Mr. Tobias Wolf noted that he will soon be moving and may likely no longer be serving on the Recreation Committee.

7.) Adjourn

Trustee Tom Michalski moved and Mr. Tobias Wolf seconded approval to adjourn. The motion carried 5-0. The meeting adjourned at 5:52pm

Respectfully Submitted,

Erin M. Cross, Recreation Director

Village of Elm Grove
Year-to-date Comparison 2015-2016
As of March 31, 2016

General Fund	2015 Budget	2016 Budget	2015-2016 Difference	2015 YTD amount	2016 YTD amount	2015-2016 Difference
Revenues						
Property taxes	\$ 3,837,855	\$ 3,907,795	69,940	3,837,855	3,907,795	69,940
Intergovernmental	672,465	629,100	(43,365)	96,266	90,245	(6,021)
Licenses and permits	144,250	167,250	23,000	44,853	41,147	(3,706)
Fines, forfeitures,	154,500	159,000	4,500	64,808	62,746	(2,062)
Public charges for services	511,675	511,300	(375)	489,742	505,058	15,316
Recreation	170,085	163,710	(6,375)	22,714	20,686	(2,028)
Commercial	248,650	252,400	3,750	35,344	27,289	(8,055)
Repayment of Advance	60,675	60,675	-			
Fund Balance applied	135,000	113,500	(21,500)			-
Total Revenue	\$ 5,935,155	\$ 5,964,730	\$ 29,575	\$ 4,591,582	\$ 4,654,966	63,384
Expenditures:						
General government	1,157,050	1,177,000	19,950	372,805	351,023	(21,782)
Court	93,200	91,845	(1,355)	17,345	24,648	7,303
Dispatch	447,315	485,950	38,635	106,259	116,014	9,755
Police	2,121,700	2,135,625	13,925	514,587	524,179	9,592
Fire	272,670	274,340	1,670	48,047	57,473	9,426
Inspections	81,500	92,465	10,965	21,440	16,981	(4,459)
Public works	797,425	797,550	125	171,678	157,180	(14,498)
Solid Waste	491,540	499,250	7,710	76,457	67,830	(8,627)
Forestry	132,700	125,225	(7,475)	20,305	23,724	3,419
Recreation	190,455	189,680	(775)	18,607	23,408	4,801
New Equipment	14,600	800	(13,800)	665		(665)
Contingency	100,000	95,000	(5,000)			-
Contingency -HRA	35,000		(35,000)			-
transfer to other funds			-			-
Total Expenditures	\$ 5,935,155	\$ 5,964,730	\$ 29,575	\$ 1,368,195	\$ 1,362,460	(5,735)
Sewer Fund						
Revenue	2,445,585	2,436,300	(9,285)	2,265,074	2,224,795	(40,279)
Expenditures	2,445,585	3,184,535	738,950	24,903	38,733	13,830
Storm Water Operations						
Revenue	602,300	622,500	20,200	487,060	480,162	(6,898)
Expenditures	606,300	617,320	11,020	81,316	80,112	(1,204)
Library Fund						
Revenue	605,600	392,380	(213,220)	351,681	353,539	1,858
Expenditures	590,920	407,625	(183,295)	105,359	115,237	9,878
EMS Fund						
Revenue-	271,075	286,100	15,025	210,612	205,927	(4,685)
Expenditures	281,075	295,700	14,625	35,569	36,624	1,055
Five Year Capital Fund						
Revenue-	622,000	618,050	(3,950)	602,000	598,700	(3,300)
Expenditures	267,600	1,016,743	749,143	8,535	127,037	118,502
Municipal Water Project						
Revenue	-	-	-			-
Expenditures	-	-	-	751		(751)
Debt Service Fund						
Revenue	1,053,127	1,111,046	57,919	94,096	88,296	(5,800)
Expenditures	\$ 1,052,076	\$ 1,109,544	57,468	94,096	91,214	(2,882)

Village of Elm Grove
Monthly Financial Report
Revenue and Expense-Budget to Actual Comparison
as of March 31, 2016

General Fund					
Revenues	2016 Budget	MTD Amt	YTD Amt	Budget Balance	% of Budget Available
Property taxes	\$ 3,907,795		3,907,795	-	0%
Intergovernmental	629,100		90,245	538,855	86%
Licenses and permits	167,250	15,901	41,147	126,103	75%
Fines, forfeitures, and penalties	159,000	23,464	62,746	96,254	61%
Public charges for services	511,300	355	505,058	6,242	1%
Recreation Fees	163,710	2,918	20,686	143,024	87%
Commercial	<u>252,400</u>	<u>6,967</u>	<u>27,289</u>	<u>225,111</u>	89%
Total Revenue	5,790,555	49,605	4,654,966	1,135,589	
Repayment of Advance	60,675				
Fund Balance applied	113,500				
Total	<u>\$ 5,964,730</u>	<u>\$ 49,605</u>	<u>\$ 4,654,966</u>	<u>\$ 1,135,589</u>	19%
Expenditures:					
General government	1,177,000	129,655	351,023	825,977	70%
Court	91,845	18,053	24,648	67,197	73%
Dispatch	485,950	43,397	116,014	369,936	76%
Police	2,135,625	209,585	524,179	1,611,446	75%
Fire	274,340	17,596	57,473	216,867	79%
Inspections	92,465	9,215	16,981	75,484	82%
Public works	797,550	27,799	157,180	640,370	80%
Solid Waste	499,250	43,134	67,830	431,420	86%
Forestry	125,225	9,107	23,724	101,501	81%
Recreation	189,680	10,285	23,408	166,272	88%
New Equipment	800			800	100%
Contingency	<u>95,000</u>			<u>95,000</u>	100%
Total Expenditures	<u>\$ 5,964,730</u>	<u>517,826</u>	<u>\$ 1,362,460</u>	<u>\$ 4,602,270</u>	77%

Village of Elm Grove
 Monthly Financial Report
 Revenue and Expense-Budget to Actual Comparison
 as of March 31, 2016

Special Revenue Funds					
<u>Library Fund</u>					
Revenue	392,380	1,171	353,539	38,841	10%
Expenditures	407,625	43,319	115,237	292,388	72%
<u>EMS Fund</u>					
Revenue	286,100	10,786	205,927	80,173	28%
Expenditures	295,700	10,759	36,624	259,076	88%
<u>Sewer Fund</u>					
Revenue	2,436,300		2,224,795	211,505	9%
Expenditures	3,184,535	32,086	38,733	3,145,802	99%
<u>StormWater Operations Fund</u>					
Revenue	622,500	27,054	480,162	142,338	23%
Expenditures	617,320	41,704	80,112	537,208	87%
<u>TIF Fund</u>					
Revenue -Tax Increment levy	496,660		496,909	(249)	0%
Expenditures- -debt pymt	517,908		52,386	465,522	90%
<u>Library Gift Fund</u>					
library gift revenue		16,025	17,110		
library gift expense		789	6,020	<i>Total Funds</i>	<i>\$ 45,837</i>
Capital Project Funds					
<u>Five Year Capital Fund</u>					
Revenue-Tax Levy and Interest	618,500		598,700	19,800	3%
Expenditures	1,016,743	45,259	127,037	889,706	88%
<u>Municipal Water</u>					
Revenue				-	
Expenditures				-	
				<i>funds advanced</i>	<i>\$ 879,835</i>
Debt Service Fund					
Revenue-transfers	1,111,046		88,296	1,022,750	92%
Expenditures	\$ 1,109,544		91,214	1,018,330	92%



DATE: April 21, 2016

TO: Board of Trustees

FROM: Village Clerk Mary S Stredni

RE: 2014 Delinquent Personal Property Tax

Attached please find the list for 2014 delinquent personal property tax. A128, O080, and P059 have been charged back to other taxing units. F090, M051, and W067 have been sent to collection. R043, S086, and S099 need to be written off. The total to write off is \$794.40. If you have any questions, please let me know.

VILLAGE OF ELM GROVE - 2014 DELINQUENT PERSONAL PROPERTY TAX

<u>Charged back to other taxing units</u>			Waukesha				Elm
Tax Key	Name	Amt Due	WI	County	Elmbrook	WCTC	Grove
A128	Asset Management Services	38.90	0.35	4.23	20.40	0.78	13.14
O080	Office Technology Group	67.19	0.60	7.31	35.24	1.36	22.68
P059	Pearson Vue	221.00	1.96	24.05	115.92	4.49	74.58
subtotal		327.09	2.91	35.59	171.56	6.63	110.40

2009 Wisconsin Act 171 changed which delinquent personal property taxes could be charged back to other taxing entities. The Village can only charge back those entities that have ceased operations, filed a petition for bankruptcy, or that have been removed from the next assessment roll.

<u>Sent to Collection or TRIP</u>		
F090	Fairview Senior Homes	305.86
M051	Donald J Moore dba Houses 100	93.70
W067	Wisquote.com Insurance Service	176.81
subtotal		576.37

<u>Write off</u>		
R043	RJK Insurance services	15.90
S086	Savvy Corp	17.67
S099	Synergy C oncepts	74.06
subtotal		107.63

TOTAL TO WRITE OFF		576.37	
		107.63	
		110.40	
		794.40	

RESOLUTION NO. 42516

A RESOLUTION AMENDING THE 2016 BUDGET TO MEET EXPENDITURE RESTRAINT LIMITS

WHEREAS, the 2016 general fund operating budget was prepared and approved with the intention to qualify for the state expenditure restraint program; and

WHEREAS, due to state method of on-line submission and numerical rounding the budget is equal to the limit and must be under by .01%; and

WHEREAS, reducing the overall general fund budget by \$200 will bring the village into compliance; and

NOW THEREFORE BE IT RESOLVED that the Board of Trustees of the Village of Elm Grove amends the 2016 general fund operating budget by a \$200 reduction in the contingency expenditures.

Adopted this 25th day of April 2016 by the Elm Grove Village Board of Trustees

Neil H. Palmer, President

Mary S. Stredni, Village Clerk

2016 General Fund Approved Operating Budget	\$5,964,730
Amendment- Contingency	<u>(200)</u>
Amended 2016 General Fund Operating Budget	\$5,964,530
2015 General Fund Operating Budget	\$5,935,155
Increase in 2016 budget	\$ 29,375
Percentage increase	.49%
Increase limit to qualify	.50%

MARCH 2016 VOUCHER LIST

BATCH NAME	AMOUNT
ACH - March	93,501.73
Library - 0416	8,905.12
Library Chase 0416	1,742.83
Chase 0416	13,387.95
AP - April	423,382.32

540,919.95



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Payments

Current Period: MARCH 2016

Batch Name	32016ach	User Dollar Amt	\$93,501.73		
Payments		Computer Dollar Amt	\$93,501.73		
				\$0.00	In Balance
Refer	0 <u>WI RETIREMENT SYSTEM</u>				<u>Ck# 002217E 3/31/2016</u>
Cash Payment	G 001-2110510 Accr Monthly WRS liability	monthly retirement payment Feb			\$33,235.78
Invoice	022916	2/29/2016			
Transaction Date	3/31/2016	Town Bank	1110300	Total	\$33,235.78
Refer	0 <u>DELTA DENTAL</u>				<u>Ck# 002218E 3/31/2016</u>
Cash Payment	G 001-2111150 Dental Insur Payable	dental insurance- march			\$4,895.15
Invoice	033116	3/31/2016			
Transaction Date	3/31/2016	Town Bank	1110300	Total	\$4,895.15
Refer	0 <u>DIVERSIFIED BENEFIT SERVICES I</u>				<u>Ck# 002219E 3/31/2016</u>
Cash Payment	G 001-2111190 FSA Payable	FSA and HRA reimbursements			\$3,600.65
Invoice	033116	3/31/2016			
Cash Payment	G 001-2110370 Accr HRA	FSA and HRA reimbursements			\$4,817.87
Invoice	033116	3/31/2016			
Transaction Date	3/31/2016	Town Bank	1110300	Total	\$8,418.52
Refer	0 <u>TOWN BANK</u>				<u>Ck# 002224E 3/31/2016</u>
Cash Payment	E 001-5524901 credit card fees	credit card processing fees			\$78.53
Invoice	022916	2/29/2016			
Cash Payment	R 001-4364000 Court Fines-credit card exp	credit card processing fees			\$134.90
Invoice	022916	2/29/2016			
Cash Payment	E 001-5193701 credit card fees	credit card processing fees			\$0.70
Invoice	022916	2/29/2016			
Transaction Date	3/31/2016	Town Bank	1110300	Total	\$214.13
Refer	0 <u>TOWN BANK</u>				<u>Ck# 002220E 3/31/2016</u>
Cash Payment	E 001-5524901 credit card fees	rec on-line cc processing			\$64.10
Invoice	030316	3/3/2016			
Transaction Date	3/31/2016	Town Bank	1110300	Total	\$64.10
Refer	0 <u>UNITED HEALTH CARE OF WI</u>				<u>Ck# 002221E 3/31/2016</u>
Cash Payment	E 001-5142015 GG- Health/dental insuranc	health insurance march			\$5,461.22
Invoice	39991889	2/17/2016			
Cash Payment	E 001-5202015 Dispatch Health/dental Ins	health insurance march			\$5,884.20
Invoice	39991889	2/17/2016			
Cash Payment	E 001-5212015 Police Health Insurance	health insurance march			\$23,696.59
Invoice	39991889	2/17/2016			
Cash Payment	E 001-5412015 DPW Health/dental insuran	health insurance march			\$10,297.35
Invoice	39991889	2/17/2016			
Cash Payment	G 001-2111530 M Champan Insur	health insurance march			\$232.74
Invoice	39991889	2/17/2016			
Cash Payment	G 001-2111560 Krahn insurance	health insurance march			\$232.74
Invoice	39991889	2/17/2016			
Cash Payment	E 001-5522015 Recreation health/dental in	health insurance march			\$524.08
Invoice	39991889	2/17/2016			
Cash Payment	G 001-2111100 Health-UHC	health insurance march			\$0.00
Invoice	39991889	2/17/2016			



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Payments

Current Period: MARCH 2016

Transaction Date	3/31/2016	Town Bank	1110300	Total	\$46,328.92
Refer	0 EPIC LIFE INSURANCE CO		Ck# 002222E 3/31/2016		
Cash Payment	E 001-5142025 GG-disability insurance	long term disability			\$35.20
Invoice	159721-3	3/1/2016			
Cash Payment	E 001-5202025 Dispatch-disability insurance	long term disability			\$39.60
Invoice	159721-3	3/1/2016			
Cash Payment	E 001-5212025 Police Disability	long term disability			\$118.80
Invoice	159721-3	3/1/2016			
Cash Payment	E 001-5412025 DPW Disability Insurance	long term disability			\$48.40
Invoice	159721-3	3/1/2016			
Cash Payment	E 001-5612025 Forestry Disability	long term disability			\$6.60
Invoice	159721-3	3/1/2016			
Cash Payment	E 001-5522025 Recreation-Disability insur	long term disability			\$7.33
Invoice	159721-3	3/1/2016			
Cash Payment	E 006-5512025 Library Disability Insurance	long term disability			\$13.20
Invoice	159721-3	3/1/2016			
Transaction Date	3/31/2016	Town Bank	1110300	Total	\$269.13
Refer	0 SUN LIFE FINANCIAL		Ck# 002223E 3/31/2016		
Cash Payment	E 001-5142040 Administration-st disability	short term disability			\$76.00
Invoice	226612-3	2/14/2016			
Transaction Date	3/31/2016	Town Bank	1110300	Total	\$76.00

Fund Summary

	1110300 Town Bank
001 General Fund	\$93,488.53
006 Library Operating Fund	\$13.20
	\$93,501.73

Pre-Written Checks	\$93,501.73
Checks to be Generated by the Computer	\$0.00
Total	\$93,501.73



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Payments

Current Period: APRIL 2016

Batch Name	Lib 0416	User Dollar Amt	\$8,905.12
Payments		Computer Dollar Amt	\$8,905.12
			\$0.00 In Balance

Refer	<u>0 ANTON, LINDA</u>	Ck#	<u>091213 4/6/2016</u>	
Cash Payment	E 006-5513103 SD Children/Young Adult		Baby Sign Language Programs	\$200.00
Invoice	002		2/22/2016	
Transaction Date	4/5/2016	Town Bank	1110300	Total \$200.00

Refer	<u>0 BAKER & TAYLOR COMPANY</u>			
Cash Payment	E 004-5513500 Lib Gift Expenses	books		\$33.25
Invoice	2031843317		3/23/2016	
Cash Payment	E 006-5513103 SD Children/Young Adult	books		\$580.13
Invoice	2031830350		3/21/2016	
Cash Payment	E 006-5513134 NW Books NF	books		\$73.79
Invoice	2031826679		3/18/2016	
Cash Payment	E 006-5513105 SM Adult Audiobooks	books		\$287.08
Invoice	2031841193		3/24/2016	
Cash Payment	E 006-5513136 NW Books Travel	books		\$201.87
Invoice	2031841226		3/24/2016	
Cash Payment	E 006-5513133 AL Books NF	books		\$16.27
Invoice	2031844771		3/24/2016	
Cash Payment	E 006-5513135 LK Books NF	books		\$157.23
Invoice	2031844772		3/24/2016	
Cash Payment	E 006-5513133 AL Books NF	books		\$16.27
Invoice	2031841191		3/24/2016	
Cash Payment	E 006-5513134 NW Books NF	books		\$48.81
Invoice	2031841192		3/24/2016	
Cash Payment	E 006-5513131 SM Books Adult Fiction	books		\$24.96
Invoice	2031841194		3/24/2016	
Cash Payment	E 006-5513131 SM Books Adult Fiction	books		\$67.24
Invoice	2031841195		3/24/2016	
Cash Payment	E 004-5513500 Lib Gift Expenses	books		\$89.95
Invoice	2031805025		3/11/2016	
Cash Payment	E 006-5513133 AL Books NF	books		\$9.42
Invoice	2031812294		3/14/2016	
Cash Payment	E 006-5513134 NW Books NF	books		\$16.27
Invoice	2031812295		3/14/2016	
Cash Payment	E 006-5513134 NW Books NF	books		\$15.71
Invoice	2031812296		3/14/2016	
Cash Payment	E 006-5513131 SM Books Adult Fiction	books		\$71.75
Invoice	2031812297		3/14/2016	
Cash Payment	E 006-5513137 SM Books NF 800	books		\$15.14
Invoice	2031812298		3/14/2016	
Cash Payment	E 006-5513130 SF Books-Reference	books		\$34.19
Invoice	2031812506		3/15/2016	
Cash Payment	E 006-5513133 AL Books NF	books		\$15.12
Invoice	2031826524		3/18/2016	
Cash Payment	E 006-5513134 NW Books NF	books		\$53.85
Invoice	2031826525		3/18/2016	



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Payments

Current Period: APRIL 2016

Cash Payment	E 006-5513131 SM Books Adult Fiction	books	\$259.94
Invoice	2031826526	3/18/2016	
Cash Payment	E 006-5513137 SM Books NF 800	books	\$14.56
Invoice	2031826527	3/18/2016	
Cash Payment	E 006-5513103 SD Children/Young Adult	books	\$74.46
Invoice	2031812135	3/15/2016	
Cash Payment	E 006-5513135 LK Books NF	books	\$16.77
Invoice	2031867370	4/1/2016	
Cash Payment	E 006-5513134 NW Books NF	books	\$72.92
Invoice	2031867371	4/1/2016	
Cash Payment	E 006-5513134 NW Books NF	books	\$25.19
Invoice	2031867372	4/1/2016	
Cash Payment	E 006-5513131 SM Books Adult Fiction	books	\$334.01
Invoice	2031867375	4/1/2016	
Cash Payment	E 006-5513136 NW Books Travel	books	\$25.18
Invoice	2031867373	4/1/2016	
Cash Payment	E 006-5513131 SM Books Adult Fiction	books	\$15.15
Invoice	2031867374	4/1/2016	
Cash Payment	E 006-5513132 SM Books Large Print	books	\$15.11
Invoice	2031867376	4/1/2016	
Cash Payment	E 006-5513137 SM Books NF 800	books	\$10.05
Invoice	2031867377	4/1/2016	
Cash Payment	E 006-5513107 SM Adult Music	music	\$10.18
Invoice	B13103420	4/4/2016	
Cash Payment	E 006-5513107 SM Adult Music	music	\$9.33
Invoice	B13203190	3/31/2016	
Cash Payment	E 006-5513130 SF Books-Reference	books	\$43.82
Invoice	5014051054	3/29/2016	
Cash Payment	E 006-5513133 AL Books NF	books	\$14.58
Invoice	2031867369	4/1/2016	
Cash Payment	E 004-5513500 Lib Gift Expenses	books	\$926.34
Invoice	2031857026	3/28/2016	
Cash Payment	E 006-5513107 SM Adult Music	music	\$135.83
Invoice	T37174830	4/1/2016	
Cash Payment	E 004-5513500 Lib Gift Expenses	books	\$1,022.25
Invoice	2031876014	4/5/2016	
Transaction Date	4/5/2016	Town Bank	1110300
			Total \$4,853.97
Refer	0 BOOK FARM, INC THE		-
Cash Payment	E 004-5513500 Lib Gift Expenses	book	\$173.94
Invoice	MPW6138	4/5/2016	
Transaction Date	4/12/2016	Town Bank	1110300
			Total \$173.94
Refer	0 CENTER POINT LARGE PRINT		-
Cash Payment	E 006-5513132 SM Books Large Print	Books	\$30.28
Invoice	1361986	3/7/2016	
Transaction Date	4/5/2016	Town Bank	1110300
			Total \$30.28
Refer	0 CREATIVE BUSINESS INTERIORS		-
Cash Payment	E 004-5513500 Lib Gift Expenses	Chair	\$790.50
Invoice	155289	3/29/2016	



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Payments

Current Period: APRIL 2016

Transaction Date	4/12/2016	Town Bank	1110300	Total	\$790.50
Refer	0 <u>GALE/CENGAGE LEARNING</u>		-		
Cash Payment	E 006-5513132 SM Books Large Print	Books			\$31.97
Invoice	57797420	3/23/2016			
Transaction Date	4/5/2016	Town Bank	1110300	Total	\$31.97
Refer	0 <u>INFOWORKS TECHNOLOGY</u>		-		
Cash Payment	E 006-5513300 Library Supplies	Supplies			\$172.00
Invoice	120021225	2/18/2016			
Transaction Date	4/5/2016	Town Bank	1110300	Total	\$172.00
Refer	0 <u>JOURNAL SENTINEL</u>		-		
Cash Payment	E 006-5513110 SF Magazines/newspapers	subscription renewal			\$325.00
Invoice	2887421				
Transaction Date	4/12/2016	Town Bank	1110300	Total	\$325.00
Refer	0 <u>LIBRARY STORE, INC. THE</u>		-		
Cash Payment	E 006-5513300 Library Supplies	Supplies			\$292.88
Invoice	195460	3/16/2016			
Transaction Date	4/5/2016	Town Bank	1110300	Total	\$292.88
Refer	0 <u>OFFICE MAX</u>		-		
Cash Payment	E 006-5513300 Library Supplies	Supplies			\$7.78
Invoice	743202	3/17/2016			
Cash Payment	E 006-5513300 Library Supplies	Supplies			\$401.99
Invoice	733955	3/11/2016			
Cash Payment	E 006-5513300 Library Supplies	Supplies			\$48.81
Invoice	002401	3/17/2016			
Transaction Date	4/5/2016	Town Bank	1110300	Total	\$458.58
Refer	0 <u>PENWORTHY/AMERICAN MEDIA</u>		-		
Cash Payment	E 004-5513500 Lib Gift Expenses	books			\$170.35
Invoice	0514559-IN	3/30/2016			
Transaction Date	4/12/2016	Town Bank	1110300	Total	\$170.35
Refer	0 <u>RUTTUM, PAT</u>		-		
Cash Payment	E 004-5513500 Lib Gift Expenses	Reimbursement for name plaque			\$10.18
Invoice		4/1/2016			
Transaction Date	4/12/2016	Town Bank	1110300	Total	\$10.18
Refer	0 <u>WAUKESHA CO TREASURER</u>		-		
Cash Payment	E 006-5513320 computer Maintenance	Database Cost/Movie Licensing			\$1,332.00
Invoice	2016-00000043	3/2/2016			
Cash Payment	E 006-5513320 computer Maintenance	100 Cards			\$14.50
Invoice	2016-00000067	3/14/2016			
Cash Payment	E 006-5513320 computer Maintenance	Receipt Paper			\$48.97
Invoice	2016-00000088	3/14/2016			
Transaction Date	4/5/2016	Town Bank	1110300	Total	\$1,395.47



ELMGROVE, WI
Payments

Current Period: APRIL 2016

Fund Summary

	1110300 Town Bank	
004 Library Gift Fund		\$3,216.76
006 Library Operating Fund		\$5,688.36
		<hr/>
		\$8,905.12

Pre-Written Checks	\$200.00
Checks to be Generated by the Computer	\$8,705.12
Total	<hr/>
	\$8,905.12



ELMGROVE, WI

Payments

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Current Period: APRIL 2016

Batch Name	LibChase0416	User Dollar Amt	\$1,742.83
	Payments	Computer Dollar Amt	\$1,742.83
			\$0.00 In Balance

Refer	0 AMAZON	-	
Cash Payment	E 004-5513500 Lib Gift Expenses	S Muench DVD's	\$989.42
Invoice			
Cash Payment	E 006-5513106 SM Adult DVDs	S Muench DVD;s	\$15.99
Invoice			
Cash Payment	E 006-5513106 SM Adult DVDs	S Muench DVD's	\$29.99
Invoice			
Cash Payment	E 006-5513106 SM Adult DVDs	S Muench DVD's	\$45.97
Invoice			
Cash Payment	E 004-5513500 Lib Gift Expenses	S Daniels Childrens DVD's	\$160.68
Invoice			
Cash Payment	E 006-5513106 SM Adult DVDs	S Muench DVD's	\$19.99
Invoice			
Transaction Date	4/12/2016	Town Bank	1110300
		Total	\$1,262.04
Refer	0 AMERICAN LIBRARY ASSOCIATIO	-	
Cash Payment	E 006-5513103 SD Children/Young Adult	Library supplies	\$43.00
Invoice	0073625519 3/17/2016		
Transaction Date	4/13/2016	Town Bank	1110300
		Total	\$43.00
Refer	0 GREAT HARVEST	-	
Cash Payment	E 004-5513500 Lib Gift Expenses	Volunteer gift cards	\$80.00
Invoice	4/5/2006		
Transaction Date	4/13/2016	Town Bank	1110300
		Total	\$80.00
Refer	0 KALAHARI RESORT	-	
Cash Payment	E 006-5513220 Training/Conferences	S Daniels lodging for WEMTA conference	\$133.57
Invoice	4/11/2016		
Transaction Date	4/13/2016	Town Bank	1110300
		Total	\$133.57
Refer	0 OFFICE DEPOT CREDIT PLAN	-	
Cash Payment	E 006-5513300 Library Supplies	Library ink cartridges	\$87.97
Invoice	4/5/2016		
Transaction Date	4/12/2016	Town Bank	1110300
		Total	\$87.97
Refer	0 SENDIKS	-	
Cash Payment	E 006-5513300 Library Supplies	Library supplies	\$50.90
Invoice	3/28/2016		
Cash Payment	E 006-5513103 SD Children/Young Adult	Children's programs	\$40.77
Invoice	3/28/2016		
Transaction Date	4/12/2016	Town Bank	1110300
		Total	\$91.67
Refer	0 TARGET	-	
Cash Payment	E 006-5513430 Miscellaneous Programs	Library supplies for adult programs	\$44.58
Invoice	3/9/2016		
Transaction Date	4/12/2016	Town Bank	1110300
		Total	\$44.58



ELMGROVE, WI

Payments

Current Period: APRIL 2016

Fund Summary

	1110300 Town Bank	
004 Library Gift Fund		\$1,230.10
006 Library Operating Fund		\$512.73
		<hr/>
		\$1,742.83

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	\$1,742.83
Total	<hr/>
	\$1,742.83



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Payments

Current Period: APRIL 2016

Batch Name	Chase 0416	User Dollar Amt	\$13,387.95		
Payments		Computer Dollar Amt	\$13,387.95		
			\$0.00	In Balance	
Refer	0 AMAZON	Ck# 002240E 4/19/2016			
Cash Payment	E 001-5173200 GG Bldg maintenance	Sloan valve - for FD bathroom			\$187.14
Invoice	3/24/2016				
Transaction Date	4/19/2016	Town Bank	1110300	Total	\$187.14
Refer	0 ARC	Ck# 002241E 4/19/2016			
Cash Payment	E 001-5233205 Fire-supplies&maintenance	FD - Black/White Kroy tape			\$41.99
Invoice	MN35003524 3/25/2016				
Transaction Date	4/18/2016	Town Bank	1110300	Total	\$41.99
Refer	0 BAKER TILLY VIRCHOW KRAUSE L	Ck# 002242E 4/19/2016			
Cash Payment	E 001-5143315 Audit/Accounting Expense	2015 Financial statement audit			\$715.00
Invoice	BT929022				
Transaction Date	4/18/2016	Town Bank	1110300	Total	\$715.00
Refer	0 BILLS POWER CENTER	Ck# 002243E 4/19/2016			
Cash Payment	E 001-5413210 PW equip maint & supplies	PW supplies			\$24.59
Invoice	4/4/2016				
Transaction Date	4/19/2016	Town Bank	1110300	Total	\$24.59
Refer	0 BOUND TREE MEDICAL LLC	Ck# 002244E 4/19/2016			
Cash Payment	E 008-5223230 AMBO MEDICAL SUPPLI	EMS supplies			\$99.90
Invoice	82087680 3/16/2016				
Cash Payment	E 008-5223230 AMBO MEDICAL SUPPLI	EMS supplies			\$1,035.79
Invoice	82095183 3/23/2016				
Cash Payment	E 008-5223230 AMBO MEDICAL SUPPLI	EMS supplies			\$8.80
Invoice	82111803 4/8/2016				
Transaction Date	4/18/2016	Town Bank	1110300	Total	\$1,144.49
Refer	0 BROOKS TRACTOR INC	Ck# 002245E 4/19/2016			
Cash Payment	E 001-5413210 PW equip maint & supplies	PW - oil pan, gasket, plugs			\$953.99
Invoice	3/21/2016				
Transaction Date	4/19/2016	Town Bank	1110300	Total	\$953.99
Refer	0 CARLIN				
Cash Payment	E 001-5613300 ForestryDiseasedTreeTrea	Forestry Alamo - to spray for dutch elm disease			\$1,284.45
Invoice	3/10/2016				
Transaction Date	4/20/2016	Town Bank	1110300	Total	\$1,284.45
Refer	0 CARQUEST AUTO PARTS	Ck# 002246E 4/19/2016			
Cash Payment	E 001-5413210 PW equip maint & supplies	PW - 10 - hydraulic oil			\$505.90
Invoice	1730-246476				
Cash Payment	E 001-5413210 PW equip maint & supplies	PW - battery			\$37.51
Invoice	1730-247511				
Cash Payment	E 001-5413210 PW equip maint & supplies	PW - oil, air filters			\$37.71
Invoice	1730-247183				
Transaction Date	4/19/2016	Town Bank	1110300	Total	\$581.12
Refer	0 CDW GOVERNMENT, INC	Ck# 002247E 4/19/2016			



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Cash Payment	E 001-5213510 Police-Office Equip maint	Channel speaker system	\$48.60
	Invoice CN56551	3/30/2016	
Transaction Date	4/18/2016	Town Bank 1110300	Total \$48.60
Refer	0 COMPLETE OFFICE OF WISCONSI		Ck# 002248E 4/19/2016
Cash Payment	E 001-5173300 Building Supplies	Building - towels, trash bags	\$654.48
	Invoice	3/31/2016	
Transaction Date	4/19/2016	Town Bank 1110300	Total \$654.48
Refer	0 CON-COR COMPANY, INC		Ck# 002249E 4/19/2016
Cash Payment	E 001-5613200 Forestry Tree Care	Forestry hedgetrimmer	\$444.00
	Invoice 13422	3/11/2016	
Transaction Date	4/19/2016	Town Bank 1110300	Total \$444.00
Refer	0 COUSINS SUBS		Ck# 002250E 4/19/2016
Cash Payment	E 001-5143199 Election Miscellaneous	Election	\$76.70
	Invoice	4/5/2016	
Cash Payment	E 001-5423220 PW MISC	Public works	\$10.49
	Invoice	3/25/2016	
Transaction Date	4/18/2016	Town Bank 1110300	Total \$87.19
Refer	0 EARTHLINK BUSINESS		Ck# 002251E 4/19/2016
Cash Payment	E 002-3230800 Miscellaneous	March - telephones	\$25.74
	Invoice		
Cash Payment	E 001-5173100 GG utilities	March - telephones	\$23.93
	Invoice		
Cash Payment	E 001-5143331 Internet Expense	March - telephones	\$25.74
	Invoice		
Cash Payment	E 001-5203310 Dispatch Comm-Telephon	March - telephones	\$51.61
	Invoice		
Cash Payment	E 001-5413000 Telephone,alarms PW	March - telephones	\$22.02
	Invoice		
Cash Payment	E 001-5523100 Recreation -Telephone	March - telephones	\$37.74
	Invoice		
Cash Payment	E 006-5513400 Telephone	March - telephones	\$26.04
	Invoice		
Transaction Date	4/19/2016	Town Bank 1110300	Total \$212.82
Refer	0 ELLIOTT ACE HARDWARE		Ck# 002252E 4/19/2016
Cash Payment	E 001-5613300 ForestryDiseasedTreeTrea	March charges	\$34.90
	Invoice		
Cash Payment	E 001-5413199 PW Bldg & grounds mainte	March charges	\$32.29
	Invoice		
Cash Payment	E 001-5413210 PW equip maint & supplies	March charges	\$63.95
	Invoice		
Cash Payment	E 005-5813500 INFRASTRUCTURE MAIN	March charges	\$31.60
	Invoice		
Cash Payment	E 001-5173200 GG Bldg maintenance	March charges	\$116.20
	Invoice		
Transaction Date	4/19/2016	Town Bank 1110300	Total \$278.94
Refer	0 FACTORY MOTOR PARTS		Ck# 002253E 4/19/2016



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Cash Payment	E 001-5413210 PW equip maint & supplies	PW supplies		\$32.72
Invoice	13-1293958	3/9/2016		
Cash Payment	E 001-5413210 PW equip maint & supplies	PW supplies		\$9.60
Invoice	13-1293954	3/9/2016		
Transaction Date	4/19/2016	Town Bank	1110300	Total \$42.32
Refer	0 FEDEX		Ck# 002229E 4/19/2016	
Cash Payment	E 001-5193200 GG Print/Publish/Postage	blueprints		\$27.00
Invoice		4/7/2016		
Transaction Date	4/19/2016	Town Bank	1110300	Total \$27.00
Refer	0 GENERAL COMMUNICATIONS INC		Ck# 002254E 4/19/2016	
Cash Payment	E 008-5223400 EMS COMMUNICATIONS	EMS - Motorola battery		\$95.00
Invoice	222439	3/10/2016		
Transaction Date	4/19/2016	Town Bank	1110300	Total \$95.00
Refer	0 GRAYBAR		Ck# 002255E 4/19/2016	
Cash Payment	E 001-5233200 Fire-truck maintenance	Fuse		\$4.32
Invoice		4/4/2016		
Transaction Date	4/19/2016	Town Bank	1110300	Total \$4.32
Refer	0 GREAT HARVEST		Ck# 002256E 4/19/2016	
Cash Payment	E 001-5143099 GG- miscellaneous exp	GG misc		\$33.00
Invoice		3/14/2016		
Transaction Date	4/19/2016	Town Bank	1110300	Total \$33.00
Refer	0 JIMMY JOHNS			
Cash Payment	E 001-5213599 Police- Miscellaneous	PD		\$64.90
Invoice		3/28/2016		
Transaction Date	4/20/2016	Town Bank	1110300	Total \$64.90
Refer	0 LINCOLN CONTRACTORS SUPPLY		Ck# 002257E 4/19/2016	
Cash Payment	E 001-5423220 PW MISC	PW marking paint		\$46.68
Invoice		4/1/2016		
Transaction Date	4/19/2016	Town Bank	1110300	Total \$46.68
Refer	0 LOWES HOME CENTERS INC		Ck# 002232E 4/19/2016	
Cash Payment	E 001-5173200 GG Bldg maintenance	building materials		\$108.12
Invoice		3/30/2016		
Cash Payment	E 001-5173200 GG Bldg maintenance	building materials		\$46.11
Invoice		4/7/2016		
Cash Payment	E 001-5173200 GG Bldg maintenance	building materials		\$179.00
Invoice		3/18/2016		
Transaction Date	4/19/2016	Town Bank	1110300	Total \$333.23
Refer	0 MARRIOTT			
Cash Payment	E 001-5143000 GG Training/Dues	Griffiths and De Angelis credit for lodging		-\$41.00
Invoice				
Transaction Date	4/20/2016	Town Bank	1110300	Total -\$41.00
Refer	0 MARTY S PIZZA		Ck# 002258E 4/19/2016	
Cash Payment	G 001-3260450 FB-Fire Drill Funds	Fire department		\$84.36
Invoice		3/15/2016		
Transaction Date	4/18/2016	Town Bank	1110300	Total \$84.36



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Refer	0 MED ALLIANCE GROUP INC	Ck# 002259E 4/19/2016		
Cash Payment	E 008-5223230 AMBO MEDICAL SUPPLI	EMS medical supplies		\$350.86
Invoice	90344	3/11/2016		
Transaction Date	4/19/2016	Town Bank	1110300	Total \$350.86
Refer	0 MENARDS	Ck# 002231E 4/19/2016		
Cash Payment	E 001-5173200 GG Bldg maintenance	building materials		\$7.75
Invoice		4/6/2016		
Transaction Date	4/19/2016	Town Bank	1110300	Total \$7.75
Refer	0 NAPA NEW BERLIN	Ck# 002260E 4/19/2016		
Cash Payment	E 001-5413210 PW equip maint & supplies	PW oil filters		\$25.99
Invoice	273341	3/18/2016		
Transaction Date	4/19/2016	Town Bank	1110300	Total \$25.99
Refer	0 NORTHERN TOOL AND EQUIPMEN	Ck# 002227E 4/19/2016		
Cash Payment	E 001-5173300 Building Supplies	Pallet jack		\$299.99
Invoice		4/1/2016		
Transaction Date	4/19/2016	Town Bank	1110300	Total \$299.99
Refer	0 OFFICE DEPOT CREDIT PLAN	Ck# 002261E 4/19/2016		
Cash Payment	E 001-5233205 Fire-supplies&maintenance	Fire department supplies		\$29.93
Invoice		3/25/2016		
Transaction Date	4/18/2016	Town Bank	1110300	Total \$29.93
Refer	0 PAPA JOHNS	Ck# 002226E 4/19/2016		
Cash Payment	G 001-3260450 FB-Fire Drill Funds	FD		\$42.40
Invoice		3/22/2016		
Cash Payment	E 001-5423220 PW MISC	PW		\$42.40
Invoice		3/23/2016		
Transaction Date	4/19/2016	Town Bank	1110300	Total \$84.80
Refer	0 POSTMASTER	Ck# 002262E 4/19/2016		
Cash Payment	E 001-5193200 GG Print/Publish/Postage	mail absentee ballots		\$6.45
Invoice		3/21/2016		
Transaction Date	4/18/2016	Town Bank	1110300	Total \$6.45
Refer	0 RITTER TECHNOLOGY, LLC	Ck# 002263E 4/19/2016		
Cash Payment	E 001-5413210 PW equip maint & supplies	PW - hose assy		\$426.74
Invoice		3/10/2016		
Transaction Date	4/19/2016	Town Bank	1110300	Total \$426.74
Refer	0 SAM S CLUB	Ck# 002228E 4/19/2016		
Cash Payment	E 001-5143099 GG- miscellaneous exp	Election supplies		\$35.56
Invoice		4/1/2016		
Cash Payment	G 001-3260450 FB-Fire Drill Funds	FD supplies		\$180.91
Invoice		4/1/2016		
Transaction Date	4/19/2016	Town Bank	1110300	Total \$216.47
Refer	0 SENDIKS	Ck# 002230E 4/19/2016		
Cash Payment	G 001-3260450 FB-Fire Drill Funds	FD		\$50.93
Invoice		3/21/2016		
Transaction Date	4/19/2016	Town Bank	1110300	Total \$50.93
Refer	0 SYMBOL ARTS	Ck# 002264E 4/19/2016		



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Cash Payment	G 001-3260500 FB fire-Schmidt donation	150 FD challenge coins	\$1,200.00
Invoice	4/4/2016		
Transaction Date	4/19/2016	Town Bank 1110300	Total \$1,200.00
Refer	0 TARGET	Ck# 002265E 4/19/2016	
Cash Payment	E 001-5523420 Soda/Snack Expense	recreation - soda	\$60.42
Invoice	3/14/2016		
Transaction Date	4/18/2016	Town Bank 1110300	Total \$60.42
Refer	0 ULINE	Ck# 002266E 4/19/2016	
Cash Payment	E 008-5223290 AMBULANCE MISC	EMS - 6 stack bins	\$112.27
Invoice	3/21/2016		
Transaction Date	4/19/2016	Town Bank 1110300	Total \$112.27
Refer	0 UWEX		
Cash Payment	E 001-5213420 Police-school/seminar/conf	B Pipp registration - IPMBA Police cyclist course	\$200.00
Invoice			
Transaction Date	4/20/2016	Town Bank 1110300	Total \$200.00
Refer	0 VERIZON	Ck# 002267E 4/19/2016	
Cash Payment	E 001-5203315 Dispatch-Comm-TIME/Veri	March charges	\$314.60
Invoice	380441930 0316		
Cash Payment	E 001-5203310 Dispatch Comm-Telephon	March charges	\$100.38
Invoice	380441930 0316		
Cash Payment	E 002-3230400 Repair and Maintenance	March charges	\$30.01
Invoice	380441930 0316		
Cash Payment	E 001-5143330 Computer Maintenance	March charges	\$529.99
Invoice	380441930 0316		
Cash Payment	E 001-5173100 GG utilities	March charges	\$0.75
Invoice	380441930 0316		
Cash Payment	E 001-5233400 Fire-Communications	March charges	\$2.25
Invoice	380441930 0316		
Cash Payment	E 008-5223400 EMS COMMUNICATIONS	March charges	\$3.07
Invoice	380441930 0316		
Cash Payment	E 001-5203310 Dispatch Comm-Telephon	March charges	\$363.91
Invoice	786255645 0316		
Cash Payment	E 001-5413210 PW equip maint & supplies	March charges	\$49.99
Invoice	786255645 0316		
Cash Payment	E 002-3230400 Repair and Maintenance	March charges	\$20.00
Invoice	786255645 0316		
Cash Payment	E 001-5413000 Telephone,alarms PW	March charges	\$82.58
Invoice	786255645 0316		
Cash Payment	E 001-5173100 GG utilities	March charges	\$171.81
Invoice	786255645 0316		
Cash Payment	E 001-5233400 Fire-Communications	March charges	\$50.79
Invoice	786255645 0316		
Cash Payment	E 001-5523100 Recreation -Telephone	March charges	\$50.79
Invoice	786255645 0316		
Transaction Date	4/19/2016	Town Bank 1110300	Total \$1,770.92
Refer	0 VISTAPRINT.COM	Ck# 002268E 4/19/2016	
Cash Payment	E 001-5523130 Recreation- Operating Exp	Recreation banners and signs	\$238.61
Invoice	3/2/2016		



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Transaction Date	4/19/2016	Town Bank	1110300	Total	\$238.61
Refer	0 WALMART				
Cash Payment	E 001-5143199 Election Miscellaneous	- Election			\$99.67
Invoice	4/3/2016				
Transaction Date	4/20/2016	Town Bank	1110300	Total	\$99.67
Refer	0 WHITLOW S SECURITY SPECIALIS		Ck# 002269E 4/19/2016		
Cash Payment	E 001-5173200 GG Bldg maintenance	3 keys			\$8.89
Invoice	3/17/2016				
Transaction Date	4/19/2016	Town Bank	1110300	Total	\$8.89
Refer	0 WI DEPT AGRONOMY		Ck# 002270E 4/19/2016		
Cash Payment	E 001-5613300 ForestryDiseasedTreeTrea	R Hill - Pesticide application training			\$63.30
Invoice	2154445 3/14/2016				
Transaction Date	4/19/2016	Town Bank	1110300	Total	\$63.30
Refer	0 WINDSTREAM		Ck# 002271E 4/19/2016		
Cash Payment	E 001-5143331 Internet Expense	March telephones			\$262.50
Invoice	3/17/2016				
Cash Payment	E 001-5173100 GG utilities	March telephones			\$160.38
Invoice	3/17/2016				
Cash Payment	E 001-5203310 Dispatch Comm-Telephon	March telephones			\$116.58
Invoice	3/17/2016				
Cash Payment	E 001-5413000 Telephone,alarms PW	March telephones			\$25.28
Invoice	3/17/2016				
Cash Payment	E 001-5523100 Recreation -Telephone	March telephones			\$31.28
Invoice	3/17/2016				
Cash Payment	E 001-5233400 Fire-Communications	March telephones			\$12.64
Invoice	3/17/2016				
Cash Payment	E 006-5513400 Telephone	March telephones			\$37.59
Invoice	3/17/2016				
Transaction Date	4/19/2016	Town Bank	1110300	Total	\$646.25
Refer	0 WMCA		Ck# 002272E 4/19/2016		
Cash Payment	E 001-5143000 GG Training/Dues	M Stredni - May District meeting			\$40.00
Invoice	3/28/2016				
Transaction Date	4/19/2016	Town Bank	1110300	Total	\$40.00
Refer	0 ZORO.COM		Ck# 002273E 4/19/2016		
Cash Payment	E 001-5413210 PW equip maint & supplies	PW small engine fuel			\$99.10
Invoice	2322205 3/24/2016				
Transaction Date	4/19/2016	Town Bank	1110300	Total	\$99.10



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Fund Summary

	1110300 Town Bank	
001 General Fund		\$11,511.28
002 Sewer Fund		\$75.75
005 Stormwater Operation Fund		\$31.60
006 Library Operating Fund		\$63.63
008 Emergency Medical Service		\$1,705.69
		<hr/>
		\$13,387.95

Pre-Written Checks	\$11,779.93
Checks to be Generated by the Computer	\$1,608.02
Total	<hr/>
	\$13,387.95



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Batch Name	AP 0416	User Dollar Amt	\$423,382.32
Payments		Computer Dollar Amt	\$423,382.32
			\$0.00 In Balance

Refer	0 ACE HARDWARE	-	
Cash Payment	E 001-5413210 PW equip maint & supplies	March charges	\$140.51
Invoice	119519 0316		
Cash Payment	E 001-5233205 Fire-supplies&maintenanc	March charges	\$35.47
Invoice	119519 0316		
Cash Payment	E 001-5423100 Signs/posts/line painting	March charges	\$39.70
Invoice	119519 0316		
Transaction Date	4/20/2016	Town Bank	1110300
			Total \$215.68
Refer	0 AGNEW, BARBARA	-	
Cash Payment	E 001-5193699 Community Relations	Ck# 091222 4/13/2016 Speaking fee	\$100.00
Invoice	4/13/2016		
Transaction Date	4/13/2016	Town Bank	1110300
			Total \$100.00
Refer	0 ARNOLD, SARA	-	
Cash Payment	E 001-5143100 Election Inspectors	Election Inspector	\$105.00
Invoice	4/5/2016		
Cash Payment	E 001-5143100 Election Inspectors	Election Inspector	\$113.75
Invoice	2/16/2016		
Transaction Date	4/14/2016	Town Bank	1110300
			Total \$218.75
Refer	0 ARROW INTERNATIONAL INC	-	
Cash Payment	E 008-5223230 AMBO MEDICAL SUPPLI	EMS Supplies	\$557.72
Invoice	93704680 2/13/2016		
Transaction Date	4/19/2016	Town Bank	1110300
			Total \$557.72
Refer	0 AUTOMOTIVE & TRUCK SERVICE	-	
Cash Payment	R 001-4421000 PD Misc (Public Safety)	Tow Toyota Corolla	\$145.00
Invoice	62183 3/18/2016		
Transaction Date	4/18/2016	Town Bank	1110300
			Total \$145.00
Refer	0 BADGER TRUCK CENTER, INC.	-	
Cash Payment	E 001-5413210 PW equip maint & supplies	Plow Jack	\$39.31
Invoice	667695 4/4/2016		
Transaction Date	4/19/2016	Town Bank	1110300
			Total \$39.31
Refer	0 BANYON DATA SYSTEMS INC	-	
Cash Payment	E 001-5143330 Computer Maintenance	POS Tax Entry Support	\$925.00
Invoice	00154084 4/1/2016		
Transaction Date	4/5/2016	Town Bank	1110300
			Total \$925.00
Refer	0 BAYCOM, INC	-	
Cash Payment	E 007-5970200 5 yr Capital Police	911 Capital Project	\$892.50
Invoice	SRVCE1972 3/30/2016		
Cash Payment	E 007-5970200 5 yr Capital Police	911 Capital Project	\$507.50
Invoice	SRVCE1973 3/30/2016		
Transaction Date	4/19/2016	Town Bank	1110300
			Total \$1,400.00
Refer	0 BROOKFIELD, CITY OF-UTILITIES	-	
		Ck# 091221 4/13/2016	



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Cash Payment	E 001-5413010 PW Utilities	PW garage water		\$39.02
Invoice	561572	3/31/2016		
Transaction Date	4/13/2016	Town Bank	1110300	Total \$39.02
Refer	0 BRUCE MUNICIPAL EQUIPMENT I -			
Cash Payment	E 001-5413210 PW equip maint & supplies	Shear Pin Assy		\$45.08
Invoice	5161370	4/5/2016		
Cash Payment	E 001-5413210 PW equip maint & supplies	Ignition Switch		\$83.89
Invoice	5161188	3/17/2016		
Transaction Date	4/19/2016	Town Bank	1110300	Total \$128.97
Refer	0 CASHIN, SALLY -			
Cash Payment	E 001-5143100 Election Inspectors	Election Inspector		\$61.25
Invoice		4/5/2016		
Transaction Date	4/14/2016	Town Bank	1110300	Total \$61.25
Refer	0 CLERK OF COURT Ck# 091227 4/18/2016			
Cash Payment	R 001-4362000 Court Fines-Expense	Debra E LaBarbera - appeal fee		\$144.50
Invoice		4/15/2016		
Transaction Date	4/18/2016	Town Bank	1110300	Total \$144.50
Refer	0 COMPASS MINERALS AMERICA -			
Cash Payment	E 001-5433200 PW salt & sand	Road Salt		\$5,672.35
Invoice	71474432	4/6/2016		
Transaction Date	4/19/2016	Town Bank	1110300	Total \$5,672.35
Refer	0 CRAIG D. CHILDS, PHD, S.C. -			
Cash Payment	E 001-5213425 Police-Recruitment	PD New Hire Evaluation		\$485.00
Invoice	1537	4/3/2016		
Transaction Date	4/5/2016	Town Bank	1110300	Total \$485.00
Refer	0 CREATIVE PRODUCT SOURCING I -			
Cash Payment	G 001-3260200 FB-PD designated	DARE graduation supplies		\$162.41
Invoice	81433	3/31/2016		
Transaction Date	4/5/2016	Town Bank	1110300	Total \$162.41
Refer	0 DIVERSIFIED BENEFIT SERVICES -			
Cash Payment	E 001-5142020 FSA Sect 125 administrati	March 125-FSA		\$135.42
Invoice	218590	3/21/2016		
Cash Payment	E 001-5142030 Adminsrative Fee-HRA	April HRA		\$171.28
Invoice	219530	4/7/2016		
Transaction Date	4/5/2016	Town Bank	1110300	Total \$306.70
Refer	0 EARTHLINK BUSINESS Ck# 091228 4/18/2016			
Cash Payment	E 001-5143331 Internet Expense	T-1 line		\$203.65
Invoice	13587183040716	4/7/2016		
Transaction Date	4/18/2016	Town Bank	1110300	Total \$203.65
Refer	0 ELM GROVE NEWS-INDEPENDEN -			
Cash Payment	G 001-3260800 FB Beautification Comm	Beautification Committee - ad for tree sale		\$295.00
Invoice		4/17/2016		
Transaction Date	4/21/2016	Town Bank	1110300	Total \$295.00
Refer	0 ELM GROVE PROFESSIONAL POLI -			



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Cash Payment	G 001-2111300 Union Dues-Police	Union Dues	\$1,300.00
Invoice 0416			
Transaction Date	4/14/2016	Town Bank 1110300	Total \$1,300.00
Refer	0 ELM GROVE, VILLAGE Ck# 091217 4/6/2016		
Cash Payment	E 001-5173100 GG utilities	1st quarter utility charge	\$677.99
Invoice 68005			
Cash Payment	E 001-5413010 PW Utilities	1st quarter utility charge	\$2,995.30
Invoice 99007			
Transaction Date	4/5/2016	Town Bank 1110300	Total \$3,673.29
Refer	0 ELMBROOK HUMANE SOCIETY		
Cash Payment	E 001-5143320 Elmbrook Humane Society	March/April Contract Fee	\$1,487.50
Invoice 0416			
Transaction Date	4/14/2016	Town Bank 1110300	Total \$1,487.50
Refer	0 EMBROIDME BROOKFIELD		
Cash Payment	G 001-3260500 FB fire-Schmidt donation	FD Tshirts and Hats	\$2,021.00
Invoice ES 28871 4/5/2016			
Transaction Date	4/19/2016	Town Bank 1110300	Total \$2,021.00
Refer	0 ERICKSON, JULIE		
Cash Payment	E 001-5143100 Election Inspectors	Election Inspector	\$78.75
Invoice 4/5/2016			
Transaction Date	4/14/2016	Town Bank 1110300	Total \$78.75
Refer	0 EVENSON, CAROL		
Cash Payment	E 001-5143100 Election Inspectors	Election Inspector	\$248.75
Invoice 4/5/2016			
Transaction Date	4/14/2016	Town Bank 1110300	Total \$248.75
Refer	0 EWALD HARTFORD		
Cash Payment	E 007-5970200 5 yr Capital Police	2 new squads	\$56,253.00
Invoice 1002-16PD 1/6/2016			
Transaction Date	4/19/2016	Town Bank 1110300	Total \$56,253.00
Refer	0 FACILITYDUDE.COM		
Cash Payment	E 001-5423220 PW MISC	MaintenanceEdge (6/1/16-5/31/17)	\$1,996.00
Invoice R-106217 3/31/2016			
Transaction Date	4/19/2016	Town Bank 1110300	Total \$1,996.00
Refer	0 FARRELL, DICK		
Cash Payment	E 001-5143100 Election Inspectors	Election Inspector	\$105.00
Invoice 4/5/2016			
Transaction Date	4/14/2016	Town Bank 1110300	Total \$105.00
Refer	0 FERGUSON, NANCY		
Cash Payment	E 001-5143100 Election Inspectors	Election Inspector	\$63.44
Invoice 4/5/2016			
Transaction Date	4/14/2016	Town Bank 1110300	Total \$63.44
Refer	0 FIRE ENGINEERING		
Cash Payment	E 001-5233500 Fire-Dues & Subscriptions	renew subscription - 11 members	\$219.45
Invoice 2016			
Transaction Date	4/18/2016	Town Bank 1110300	Total \$219.45



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Refer <u>0 FREEDY, SUSAN</u>					
Cash Payment	E 001-5143100 Election Inspectors	-	Election Inspector		\$105.00
Invoice	4/5/2016				
Transaction Date	4/14/2016	Town Bank	1110300	Total	\$105.00
<hr/>					
Refer <u>0 GAGE, JAMES - PETTY CASH</u>					
Cash Payment	E 001-5213540 Police Crime Prevention	-	reimburse petty cash		\$50.49
Invoice	4/18/2016				
Cash Payment	G 001-3260200 FB-PD designated	-	reimburse petty cash		\$70.20
Invoice	4/18/2016				
Cash Payment	E 001-5213599 Police- Miscellaneous	-	reimburse petty cash		\$3.94
Invoice	4/18/2016				
Transaction Date	4/20/2016	Town Bank	1110300	Total	\$124.63
<hr/>					
Refer <u>0 GALL S INC.</u>					
Cash Payment	E 001-5213105 Police-Uniforms-New/Repl	-	New officers nametags		\$70.69
Invoice	005191498 4/8/2016				
Transaction Date	4/20/2016	Town Bank	1110300	Total	\$70.69
<hr/>					
Refer <u>0 GREAT AMERICA FINANCIAL SRV</u>					
Cash Payment	E 001-5143326 Village wide copy equip	-	GG copier		\$202.32
Invoice	18614966 4/15/2016				
Transaction Date	4/20/2016	Town Bank	1110300	Total	\$202.32
<hr/>					
Refer <u>0 HEINLE, GABRIELLE</u>					
Cash Payment	R 001-4362000 Court Fines-Expense	-	Restitution for Ipod Cover		\$30.00
Invoice	4/15/2016				
Transaction Date	4/19/2016	Town Bank	1110300	Total	\$30.00
<hr/>					
Refer <u>0 INDEN, MARY</u>					
Cash Payment	E 001-5143100 Election Inspectors	-	Election Inspector		\$105.00
Invoice	4/5/2016				
Transaction Date	4/14/2016	Town Bank	1110300	Total	\$105.00
<hr/>					
Refer <u>0 JANI-KING OF MILWAUKEE</u>					
Cash Payment	E 001-5143350 Bldg Cleaning- Contract	-	Monthly Contract Billing Amount for April		\$1,925.00
Invoice	MIL04160194 4/1/2016				
Transaction Date	4/19/2016	Town Bank	1110300	Total	\$1,925.00
<hr/>					
Refer <u>0 JEWELL ASSOCIATES ENGINEER</u>					
Cash Payment	E 007-5970400 5 yr Capital DPW	-	Watertown Plank Bridge Replacement		\$1,000.00
Invoice	6104 3/31/2016				
Transaction Date	4/14/2016	Town Bank	1110300	Total	\$1,000.00
<hr/>					
Refer <u>0 JMB & ASSOCIATES LLC</u>					
Cash Payment	E 001-5233205 Fire-supplies&maintenanc	-	Annual Calibration		\$475.00
Invoice	26727 3/25/2016				
Transaction Date	4/19/2016	Town Bank	1110300	Total	\$475.00
<hr/>					
Refer <u>0 JOHNS DISPOSAL SERVICE</u>					
Cash Payment	E 001-5443100 Contracted Waste Collecti	-	March charges- garbage		\$11,521.30
Invoice	64015				
Cash Payment	E 001-5443200 Contracted Recycling Colle	-	March charges - recycling		\$10,104.92
Invoice	64015				



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Cash Payment	E 001-5443100 Contracted Waste Collecti	March charges - bulky materials		\$2,008.30
Invoice	64015			
Cash Payment	E 001-5443200 Contracted Recycling Colle	March charges - recycling		\$845.20
Invoice	64015			
Cash Payment	E 001-5443500 Brush Disposal	March charges - brush		\$135.00
Invoice	64015			
Cash Payment	E 001-5443100 Contracted Waste Collecti	March charges - empty and return		\$135.00
Invoice	65128			
Cash Payment	E 001-5443100 Contracted Waste Collecti	landfill charge		\$7,190.55
Invoice	65215			
Transaction Date	4/18/2016	Town Bank	1110300	Total \$31,940.27
Refer	0 JOHNSON CONTROLS			
Cash Payment	E 001-5173200 GG Bldg maintenance	Install thermostat in main office		\$551.46
Invoice	1-32160400977	3/30/2016		
Transaction Date	4/19/2016	Town Bank	1110300	Total \$551.46
Refer	0 KAUN, DORIS			
Cash Payment	E 001-5143100 Election Inspectors	Election Inspector		\$56.88
Invoice		4/5/2016		
Transaction Date	4/14/2016	Town Bank	1110300	Total \$56.88
Refer	0 KRAUSE, CHRISTINE A			
Cash Payment	E 001-5143100 Election Inspectors	Election Inspector		\$135.00
Invoice		4/5/2016		
Transaction Date	4/14/2016	Town Bank	1110300	Total \$135.00
Refer	0 LARK UNIFORM OUTFITTERS INC			
Cash Payment	E 008-5223300 EMS UNIFORMS	EMS Patches		\$352.00
Invoice	217013	3/16/2016		
Transaction Date	4/14/2016	Town Bank	1110300	Total \$352.00
Refer	0 LEASING SERVICES LLC			
Cash Payment	E 001-5143326 Village wide copy equip	PD copier		\$238.50
Invoice	00281198	3/29/2016		
Transaction Date	4/5/2016	Town Bank	1110300	Total \$238.50
Refer	0 LEASING SERVICES LLC			
Cash Payment	E 001-5143326 Village wide copy equip	PD Copier		\$163.50
Invoice	00281298	4/4/2016		
Transaction Date	4/14/2016	Town Bank	1110300	Total \$163.50
Refer	0 LORENZ, DOLORES			
Cash Payment	E 001-5143100 Election Inspectors	Election Inspector		\$105.00
Invoice		4/5/2016		
Transaction Date	4/14/2016	Town Bank	1110300	Total \$105.00
Refer	0 LUCK, KATHY			
Cash Payment	E 001-5193699 Community Relations	Program		\$75.00
Invoice		4/13/2016		
Transaction Date	4/13/2016	Town Bank	1110300	Total \$75.00
Refer	0 MAX-R			
Cash Payment	E 001-5443500 Brush Disposal	Grinding Services		\$2,750.00
Invoice	201806	3/30/2016		



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Transaction Date	4/14/2016	Town Bank	1110300	Total	\$2,750.00
Refer	0 <u>MCKINLEY INDUSTRIES</u>				
Cash Payment	E 006-5513499 Printing & Miscellaneous	-	Library Name Tag		\$7.00
Invoice	67628		4/1/2016		
Transaction Date	4/14/2016	Town Bank	1110300	Total	\$7.00
Refer	0 <u>MILWAUKEE BUSINESS JOURNAL</u>				
Cash Payment	E 001-5143099 GG- miscellaneous exp	-	Revue Subscription		\$115.00
Invoice	2822600		4/5/2016		
Transaction Date	4/14/2016	Town Bank	1110300	Total	\$115.00
Refer	0 <u>MILWAUKEE METROPOLITAN SE</u>				
Cash Payment	E 002-3230100 MMSD user charges	-	1ST quarter billing		\$85,578.40
Invoice	058-16		4/1/2016		
Transaction Date	4/5/2016	Town Bank	1110300	Total	\$85,578.40
Refer	0 <u>MINNESOTA LIFE INSURANCE CO</u> <u>Ck# 091229 4/18/2016</u>				
Cash Payment	E 001-5142005 GG life insurance	-	Life Insurance		\$110.06
Invoice	May-16				
Cash Payment	E 001-5202005 Dispatch Life Insurance	-	Life Insurance		\$69.02
Invoice	May-16				
Cash Payment	E 001-5212005 Police Life Insurance	-	Life Insurance		\$184.12
Invoice	May-16				
Cash Payment	E 001-5232000 Fire-Life/Disability Insuranc	-	Life Insurance		\$27.36
Invoice	May-16				
Cash Payment	E 001-5412005 DPW- life insurance	-	Life Insurance		\$132.71
Invoice	May-16				
Cash Payment	E 001-5612005 Forestry- Life Insur	-	Life Insurance		\$30.89
Invoice	May-16				
Cash Payment	E 006-5512005 Library- life insurance	-	Life Insurance		\$62.35
Invoice	May-16				
Cash Payment	E 001-5522005 Recreation-life insurance	-	Life Insurance		\$2.88
Invoice	May-16				
Cash Payment	G 001-2111600 Life Insurance Payable	-	Life Insurance		\$482.86
Invoice	May-16				
Transaction Date	4/14/2016	Town Bank	1110300	Total	\$1,102.25
Refer	0 <u>MISS BECKY LLC</u>				
Cash Payment	E 001-5523500 Children s Programs	-	Dance		\$208.00
Invoice	425		4/5/2016		
Transaction Date	4/19/2016	Town Bank	1110300	Total	\$208.00
Refer	0 <u>MOULAS GROUP LLC</u> <u>Ck# 091224 4/18/2016</u>				
Cash Payment	E 001-5143330 Computer Maintenance	-	Labor		\$191.25
Invoice	35044		3/29/2016		
Cash Payment	E 001-5143330 Computer Maintenance	-	setup Fire response, 911 firewall		\$595.00
Invoice	35046		3/29/2016		
Cash Payment	E 001-5143330 Computer Maintenance	-	setup fire response pc, Firewall ports		\$658.75
Invoice	35047		3/29/2016		
Cash Payment	E 001-5143330 Computer Maintenance	-	2016 support		\$34,119.00
Invoice	35043		3/29/2016		
Transaction Date	4/18/2016	Town Bank	1110300	Total	\$35,564.00



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<u>Refer</u> 0 <u>MOULAS GROUP</u>		<u>Ck#</u> 091225 4/18/2016	
Cash Payment	E 001-5143330 Computer Maintenance	BirdCam Renewal software	\$99.00
Invoice	35044 3/29/2016		
Cash Payment	E 001-5143331 Internet Expense	software	\$17,110.90
Invoice	35043 3/29/2016		
Cash Payment	E 001-5143330 Computer Maintenance	software	\$24,517.99
Invoice	35043 3/29/2016		
Cash Payment	E 001-5143330 Computer Maintenance	Pool - alarm software	\$121.30
Invoice	35045 3/29/2016		
Cash Payment	E 001-5213410 Police-Firearms training eq	PD ammunition	\$1,020.00
Invoice	35033 3/29/2016		
Transaction Date	4/18/2016	Town Bank 1110300	Total \$42,869.19
<hr/>			
<u>Refer</u> 0 <u>NIR ROOF CARE INC</u>		-	
Cash Payment	E 001-5173200 GG Bldg maintenance	Completed Authorized Repairs	\$990.00
Invoice	106639 4/6/2016		
Cash Payment	E 001-5173200 GG Bldg maintenance	Roof Care Plan 90873	\$375.00
Invoice	106246 3/23/2016		
Transaction Date	4/19/2016	Town Bank 1110300	Total \$1,365.00
<hr/>			
<u>Refer</u> 0 <u>NORTHERN LAKE SERVICE INC</u>		-	
Cash Payment	E 001-5173200 GG Bldg maintenance	Water Testing	\$20.00
Invoice	292035 3/18/2016		
Cash Payment	E 001-5173200 GG Bldg maintenance	Water Testing	\$20.00
Invoice	293736 4/19/2016		
Transaction Date	4/19/2016	Town Bank 1110300	Total \$40.00
<hr/>			
<u>Refer</u> 0 <u>OFFICE COPYING EQUIPMENT</u>		-	
Cash Payment	E 001-5143326 Village wide copy equip	PD Copier	\$46.30
Invoice	C327874 3/31/2016		
Cash Payment	E 001-5143326 Village wide copy equip	GG Copier	\$287.88
Invoice	C327842 3/31/2016		
Cash Payment	E 001-5143326 Village wide copy equip	Dispatch Copier	\$6.58
Invoice	C327811 3/31/2016		
Cash Payment	E 001-5143326 Village wide copy equip	FD Copier	\$4.71
Invoice	C327823 3/31/2016		
Transaction Date	4/14/2016	Town Bank 1110300	Total \$345.47
<hr/>			
<u>Refer</u> 0 <u>OMG NATIONAL</u>		-	
Cash Payment	E 001-5213540 Police Crime Prevention	EGPD Pencils for PR Handouts	\$258.53
Invoice	N1028383 3/17/2016		
Transaction Date	4/5/2016	Town Bank 1110300	Total \$258.53
<hr/>			
<u>Refer</u> 0 <u>ONE HOUR MARTINIZING</u>		-	
Cash Payment	E 001-5213100 Police-Clothing Allow/Clea	PD drycleaning	\$173.14
Invoice			
Transaction Date	4/20/2016	Town Bank 1110300	Total \$173.14
<hr/>			
<u>Refer</u> 0 <u>ORGANIZATION DEVELOPMENT C</u>		<u>Ck#</u> 091231 4/20/2016	
Cash Payment	E 001-5213425 Police-Recruitment	PD new hire assessment - Reference Code 2016WPLF	\$540.00
Invoice	11672 4/15/2016		
Transaction Date	4/20/2016	Town Bank 1110300	Total \$540.00



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Refer <u>0 PAWSON, ELIZABETH</u>				
Cash Payment	E 001-5143100 Election Inspectors	-	Election Inspector	\$105.00
Invoice	4/5/2016			
Transaction Date	4/14/2016	Town Bank	1110300	Total \$105.00
<hr/>				
Refer <u>0 POMMERENING, SANDRA B</u>				
Cash Payment	E 001-5143100 Election Inspectors	-	Election Inspector	\$105.00
Invoice	4/5/2016			
Transaction Date	4/14/2016	Town Bank	1110300	Total \$105.00
<hr/>				
Refer <u>0 PORT A JOHN</u>				
Cash Payment	E 001-5523198 Building/Grounds Mainena	-	Park Restroom	\$130.00
Invoice	1253559-IN 4/14/2016			
Transaction Date	4/19/2016	Town Bank	1110300	Total \$130.00
<hr/>				
Refer <u>0 PRAXAIR/BENTLEY GAS TECH</u>				
Cash Payment	E 008-5223230 AMBO MEDICAL SUPPLI	-	EMS Cylinders	\$133.40
Invoice	72669156 3/21/2016			
Transaction Date	4/19/2016	Town Bank	1110300	Total \$133.40
<hr/>				
Refer <u>0 PROFESSIONAL COMMUNICATIO</u>				
Cash Payment	E 007-5970200 5 yr Capital Police	-	911 Capital Project	\$2,221.50
Invoice	53993 3/15/2016			
Transaction Date	4/5/2016	Town Bank	1110300	Total \$2,221.50
<hr/>				
Refer <u>0 PROHEALTH CARE MEDICAL ASS</u>				
Cash Payment	G 001-2110370 Accr HRA	-	Krahn HRA	\$42.00
Invoice	283995 4/1/2016			
Cash Payment	G 001-2110370 Accr HRA	-	HRA Package	\$1,479.00
Invoice	284055 4/1/2016			
Cash Payment	G 001-2110370 Accr HRA	-	Hawkins HRA	\$42.00
Invoice	284099 4/1/2016			
Cash Payment	G 001-2110370 Accr HRA	-	Pipp HRA	\$42.00
Invoice	284177 4/1/2016			
Transaction Date	4/14/2016	Town Bank	1110300	Total \$1,605.00
<hr/>				
Refer <u>0 QUICK FUEL</u>				
Ck# 091230 4/18/2016				
Cash Payment	E 001-5413200 PW fuel	-	Fuel	\$1,716.29
Invoice	1077935 3/3/2016			
Cash Payment	E 001-5413200 PW fuel	-	Fuel	\$1,414.27
Invoice	1070114 2/18/2016			
Transaction Date	4/14/2016	Town Bank	1110300	Total \$3,130.56
<hr/>				
Refer <u>0 QUICK FUEL</u>				
Cash Payment	E 001-5413200 PW fuel	-	fuel	\$1,767.17
Invoice	1087453 3/18/2016			
Cash Payment	E 001-5413200 PW fuel	-	fuel	\$2,527.17
Invoice	1095689 4/3/2016			
Cash Payment	E 001-5413200 PW fuel	-	fuel	\$1,458.63
Invoice	1105120 4/18/2016			
Transaction Date	4/19/2016	Town Bank	1110300	Total \$5,752.97
<hr/>				
Refer <u>0 R & R INSURANCE SERVICES INC</u>				



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Cash Payment	E 001-5193445 Insurance- Workers compe	Workers comp premium	\$3,842.00
Invoice 1563853			
Transaction Date	4/21/2016	Town Bank 1110300	Total \$3,842.00
Refer	0 RAAD, URSULA		
Cash Payment	E 001-5143100 Election Inspectors	Election Inspector	\$105.00
Invoice 4/5/2016			
Transaction Date	4/14/2016	Town Bank 1110300	Total \$105.00
Refer	0 RED THE UNIFORM TAILOR INC		
Cash Payment	E 001-5213105 Police-Uniforms-New/Repl	PD Uniform	\$687.39
Invoice 00W62984 4/7/2016			
Cash Payment	E 001-5213105 Police-Uniforms-New/Repl	PD Uniform	\$253.85
Invoice 00W62983 4/7/2016			
Transaction Date	4/19/2016	Town Bank 1110300	Total \$941.24
Refer	0 RELIANT FIRE APPARATUS, INC.		
Cash Payment	E 001-5233200 Fire-truck maintenance	FD Equipment	\$36.31
Invoice 116-15211 3/17/2016			
Transaction Date	4/19/2016	Town Bank 1110300	Total \$36.31
Refer	0 RUEKERT MIELKE, INC.		
Cash Payment	E 007-5970400 5 yr Capital DPW	Watertown Plank Rd Bridge	\$641.75
Invoice 114349 3/15/2016			
Cash Payment	E 007-5970400 5 yr Capital DPW	Watertown Plank Rd Bridge	\$3,327.22
Invoice 114514 3/29/2016			
Cash Payment	E 007-5970400 5 yr Capital DPW	Watertown Plank Rd Bridge	\$866.25
Invoice 114515 3/29/2016			
Cash Payment	E 002-3230300 Inspection and Engineerin	Flow monitoring, analysis	\$2,219.50
Invoice 114350 3/15/2016			
Cash Payment	E 001-5143332 GIS Expense	GIS services	\$1,377.50
Invoice 114513 3/29/2016			
Cash Payment	E 005-5814300 MMSD Green Solutions Pr	Green solutions program	\$75.50
Invoice 004512 3/29/2016			
Cash Payment	G 001-3340753 Resident Engineering	1850 Fairfax Dr review	\$37.75
Invoice 114512 3/29/2016			
Cash Payment	G 001-3340753 Resident Engineering	705 Elm Grove Rd CSM	\$241.00
Invoice 114512 3/29/2016			
Cash Payment	G 001-3340753 Resident Engineering	1825 San Fernando Dr sanitary sewer connection	\$75.50
Invoice 114512 3/29/2016			
Cash Payment	G 001-3340753 Resident Engineering	13400 & 13402 Watertown Plank Rd review	\$2,151.75
Invoice 114512 3/29/2016			
Cash Payment	E 002-3230300 Inspection and Engineerin	MMSD meeting	\$595.86
Invoice 114348 3/15/2016			
Cash Payment	E 005-5814300 MMSD Green Solutions Pr	Green solutions program	\$339.75
Invoice 114348 3/15/2016			
Cash Payment	G 001-3340753 Resident Engineering	1850 Fairfax Dr review	\$1,029.51
Invoice 114348 3/15/2016			
Cash Payment	G 001-3340753 Resident Engineering	705 Elm Grove Rd CSM	\$509.50
Invoice 114348 3/15/2016			



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Cash Payment	G 001-3340753 Resident Engineering	14980 Juneau Blvd review	\$641.75
Invoice 114348	3/15/2016		
Cash Payment	G 001-3340753 Resident Engineering	670 Florence Dr drainage	\$453.00
Invoice 114348	3/15/2016		
Cash Payment	G 001-3340753 Resident Engineering	Reinders redevelopment review	\$727.51
Invoice 114348	3/15/2016		
Cash Payment	E 001-5423300 PW Consulting Services	Elm Grove Rd water main extension review	\$566.25
Invoice 114348	3/15/2016		
Cash Payment	G 001-3340753 Resident Engineering	Autumn Grove water main estimate	\$792.75
Invoice 114348	3/15/2016		
Transaction Date	4/19/2016	Town Bank 1110300	Total \$16,669.60
Refer	0 <i>SAFEBUILT</i>		
Cash Payment	E 001-5241000 Inspections-Building	Building Permits	\$3,311.36
Invoice 0023921-IN	2/29/2016		
Cash Payment	E 001-5241100 Inspections-Electrical	Building Permits	\$1,786.65
Invoice 0023921-IN	2/29/2016		
Cash Payment	E 001-5241150 Inspections- HVAC	Building Permits	\$591.30
Invoice 0023921-IN	2/29/2016		
Cash Payment	E 001-5241200 Inspections- Plumbing	Building Permits	\$1,295.14
Invoice 0023921-IN	2/29/2016		
Cash Payment	E 001-5241300 Inspections- Special	Building Permits	\$201.21
Invoice 0023921-IN	2/29/2016		
Cash Payment	E 001-5241000 Inspections-Building	Building Permits	\$4,320.72
Invoice 0024317-IN	3/31/2016		
Cash Payment	E 001-5241100 Inspections-Electrical	Building Permits	\$1,266.66
Invoice 0024317-IN	3/31/2016		
Cash Payment	E 001-5241150 Inspections- HVAC	Building Permits	\$1,515.49
Invoice 0024317-IN	3/31/2016		
Cash Payment	E 001-5241200 Inspections- Plumbing	Building Permits	\$1,758.80
Invoice 0024317-IN	3/31/2016		
Cash Payment	E 001-5241300 Inspections- Special	Building Permits	\$150.11
Invoice 0024317-IN	3/31/2016		
Cash Payment	E 001-5241300 Inspections- Special	Plan Review	\$270.00
Invoice 0024183-IN	3/31/2016		
Cash Payment	E 001-5241300 Inspections- Special	Plan Review	\$415.00
Invoice 0023885-IN	2/29/2016		
Transaction Date	4/19/2016	Town Bank 1110300	Total \$16,882.44
Refer	0 <i>SAFEWAY PEST MANAGEMENT</i>		
Cash Payment	E 001-5173200 GG Bldg maintenance	Monthly Pest Control	\$52.00
Invoice 525910	4/12/2016		
Transaction Date	4/19/2016	Town Bank 1110300	Total \$52.00
Refer	0 <i>SENDIKS</i>		
Cash Payment	G 001-3260450 FB-Fire Drill Funds	FD supplies	\$70.62
Invoice	4/1/2016		
Cash Payment	G 008-3260150 FB-EMS Drill Funds	EMS supplies	\$57.99
Invoice	4/1/2016		
Transaction Date	4/14/2016	Town Bank 1110300	Total \$128.61
Refer	0 <i>SHAFFER, WILLIAM</i> <u>Ck# 091223 4/13/2016</u>		



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Cash Payment	E 001-5193699 Community Relations	Speaking fee		\$100.00
Invoice	4/13/2016			
Transaction Date	4/13/2016	Town Bank	1110300	Total \$100.00
Refer	0 SHARP ELECTRONICS CORP			
Cash Payment	E 006-5513310 Library Copy Machine	Library copier		\$244.53
Invoice	SH146306 4/6/2016			
Transaction Date	4/20/2016	Town Bank	1110300	Total \$244.53
Refer	0 SOMAR ENTERPRISES			
Cash Payment	E 001-5213105 Police-Uniforms-New/Repl	PD Equipment		\$150.51
Invoice	99682 4/12/2016			
Transaction Date	4/19/2016	Town Bank	1110300	Total \$150.51
Refer	0 SUNSET PLAYHOUSE			
Cash Payment	E 001-5523700 Shared - Sunset	recreation program		\$270.00
Invoice	Winter 2016 2/3/2016			
Transaction Date	4/19/2016	Town Bank	1110300	Total \$270.00
Refer	0 SWENSON, VALERIE			
Cash Payment	E 001-5143100 Election Inspectors	Election Inspector		\$105.00
Invoice	4/5/2016			
Transaction Date	4/14/2016	Town Bank	1110300	Total \$105.00
Refer	0 TIME WARNER CABLE BUSINESS Ck# 091219 4/13/2016			
Cash Payment	E 001-5143331 Internet Expense	Wall St - Internet		\$69.99
Invoice	026141301 0316			
Cash Payment	E 001-5143331 Internet Expense	Wall St - Internet		\$69.99
Invoice	026141301 0416			
Transaction Date	4/13/2016	Town Bank	1110300	Total \$139.98
Refer	0 TIME WARNER CABLE Ck# 091220 4/13/2016			
Cash Payment	E 001-5143331 Internet Expense	Internet		\$373.11
Invoice	711512501 0416			
Transaction Date	4/13/2016	Town Bank	1110300	Total \$373.11
Refer	0 TIME WARNER CABLE			
Cash Payment	G 001-3260450 FB-Fire Drill Funds	April - FD cable		\$12.23
Invoice	108502901 4/21/2016			
Cash Payment	E 001-5143331 Internet Expense	April - court room		\$13.18
Invoice	108502901 4/21/2016			
Transaction Date	4/20/2016	Town Bank	1110300	Total \$25.41
Refer	0 TRANS UNION LLC			
Cash Payment	E 001-5213425 Police-Recruitment	PD background checks		\$25.41
Invoice	03613059 3/25/2016			
Transaction Date	4/5/2016	Town Bank	1110300	Total \$25.41
Refer	0 UMR Ck# 091216 4/6/2016			
Cash Payment	R 008-4416000 Ambulance fees	Refund ambulance overpayment-R Skelly		\$664.68
Invoice	15-0277			
Transaction Date	4/5/2016	Town Bank	1110300	Total \$664.68
Refer	0 UNEMPLOYMENT INSURANCE			



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Cash Payment	E 001-5212030 PD Unemployment Tax	Landis	\$1.63
Invoice 7584634			
Transaction Date	4/18/2016	Town Bank 1110300	Total \$1.63
Refer	0 VANTAGE POINT TRF AGENT Ck# 091215 4/6/2016		
Cash Payment	G 001-2110550 Accr Deferred Comp	Employee Contributions	\$317.38
Invoice 3/30/2016			
Transaction Date	4/5/2016	Town Bank 1110300	Total \$317.38
Refer	0 VANTAGE POINT TRF AGENT Ck# 091226 4/18/2016		
Cash Payment	G 001-2110550 Accr Deferred Comp	Employee contributions	\$317.38
Invoice 304184 4/12/2016			
Transaction Date	4/18/2016	Town Bank 1110300	Total \$317.38
Refer	0 VON BRIESEN & ROPER SC		
Cash Payment	E 001-5163105 Retainer - de la Mora	Retainer	\$1,190.00
Invoice 212773 4/8/2016			
Cash Payment	E 001-5163100 Legal Exp-de la Mora	March charges	\$3,034.40
Invoice 212773 4/8/2016			
Cash Payment	E 001-5121075 legal expense	Court	\$1,841.40
Invoice 212773 4/8/2016			
Transaction Date	4/18/2016	Town Bank 1110300	Total \$6,065.80
Refer	0 WAUKESHA CO REGISTER OF DE		
Cash Payment	E 001-5143099 GG- miscellaneous exp	Record CUP- JHS Fitness LLC-Autumn Grove	\$30.00
Invoice 4163			
Transaction Date	4/20/2016	Town Bank 1110300	Total \$30.00
Refer	0 WAUKESHA CO TECHNICAL COLL		
Cash Payment	E 008-5223520 EMT TRAINING	Frazier, Heffernan EMS training	\$149.82
Invoice S0614589 3/29/2016			
Cash Payment	E 001-5213420 Police-school/seminar/conf	Pipp, Robinson PD training	\$150.90
Invoice S0614590 3/29/2016			
Transaction Date	4/18/2016	Town Bank 1110300	Total \$300.72
Refer	0 WAUKESHA CO TREASURER		
Cash Payment	E 007-5970100 5 yr Capital Gen Govt	1st installment for new Election equipment	\$2,149.66
Invoice 2016-00000054 3/31/2016			
Cash Payment	R 001-4362000 Court Fines-Expense	March penalty surcharges	\$2,682.69
Invoice 67122 0316 3/31/2016			
Transaction Date	4/18/2016	Town Bank 1110300	Total \$4,832.35
Refer	0 WDOA CONFERENCE		
Cash Payment	E 001-5213420 Police-school/seminar/conf	DARE Conference	\$200.00
Invoice 3/31/2016			
Transaction Date	4/14/2016	Town Bank 1110300	Total \$200.00
Refer	0 WE ENERGIES Ck# 002225E 4/18/2016		
Cash Payment	E 001-5423120 StreetLights-electric	gas/electric	\$1,370.29
Invoice 0000430955 041			
Cash Payment	E 001-5413010 PW Utilities	gas/electric	\$514.87
Invoice 0000430955 041			
Cash Payment	E 001-5173100 GG utilities	gas/electric	\$5,069.26
Invoice 0000430955 041			



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Payments

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Cash Payment	E 001-5523110 Recreation-Heating	gas/electric	\$317.68
Invoice	0000430955 041		
Cash Payment	E 001-5523120 Recreation Electric	gas/electric	\$307.98
Invoice	0000430955 041		
Cash Payment	E 002-3230400 Repair and Maintenance	gas/electric	\$196.91
Invoice	5698217636 041		
Cash Payment	E 001-5413010 PW Utilities	gas/electric	\$414.35
Invoice	5698217636 041		
Cash Payment	E 001-5413010 PW Utilities	gas/electric	\$701.57
Invoice	5698217636 031		
Cash Payment	E 002-3230400 Repair and Maintenance	gas/electric	\$203.86
Invoice	5698217636 031		
Transaction Date	4/14/2016	Town Bank 1110300	Total \$9,096.77
Refer	0 <u>WERNER ELECTRIC SUPPLY</u>		
Cash Payment	E 007-5970500 5 yr Capital Recreation	Tennis Lights	\$36,923.09
Invoice	S4643326.003 3/30/2016		
Cash Payment	E 007-5970500 5 yr Capital Recreation	Pool Lights	\$15,824.18
Invoice	S4643321.003 3/31/2016		
Transaction Date	4/19/2016	Town Bank 1110300	Total \$52,747.27
Refer	0 <u>WHEATON FRANCISCAN HEALTH</u>		
Cash Payment	E 001-5213425 Police-Recruitment	PD Testing	\$365.00
Invoice	135677 3/31/2016		
Transaction Date	4/14/2016	Town Bank 1110300	Total \$365.00
Refer	0 <u>WI DEPT JUSTICE-CRIME INFO BU</u>		
Cash Payment	E 001-5143200 License Expense	background checks	\$14.00
Invoice	L6802T 0416		
Cash Payment	E 006-5513499 Printing & Miscellaneous	background checks	\$7.00
Invoice	L6802T 0416		
Transaction Date	4/18/2016	Town Bank 1110300	Total \$21.00
Refer	0 <u>WI STATE OF COURT FINES AND</u>		
Cash Payment	R 001-4362000 Court Fines-Expense	March penalty surcharges	\$7,976.07
Invoice	67122 0316		
Transaction Date	4/18/2016	Town Bank 1110300	Total \$7,976.07
Refer	0 <u>WOLF PAVING</u>		
Cash Payment	E 001-5433100 Pavement Maintenance	Cold Mix	\$53.97
Invoice	3464 4/1/2016		
Transaction Date	4/19/2016	Town Bank 1110300	Total \$53.97



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Payments

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Fund Summary

	1110300 Town Bank	
001 General Fund		\$211,329.40
002 Sewer Fund		\$88,794.53
005 Stormwater Operation Fund		\$415.25
006 Library Operating Fund		\$320.88
007 5 Year Capital Fund		\$120,606.65
008 Emergency Medical Service		\$1,915.61
		<hr/>
		\$423,382.32

Pre-Written Checks	\$98,689.26
Checks to be Generated by the Computer	\$324,693.06
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Total	\$423,382.32